

# **Rules and Regulations of the PhD Studies at the Institute of Agrophysics, Polish Academy of Sciences**

**The PhD Studies at the Institute of Agrophysics, Polish Academy of Sciences lead to the degree of doctor of agricultural sciences in the field of agronomy – agrophysics, pursuant to authority held by the Institute and pursued subject of research.**

**The legal basis for the Rules and Regulations of PhD Studies consists of:**

- Law on Higher Education issued on 27 July 2005 (i.e. Journal of Laws of 2012, item 572, as amended)
- Government order of the Minister of Science and Higher Education issued on 1 September 2011 concerning the education in the doctoral studies at universities and scientific institutions (Annex to the Notice issued by the Minister of Science and Higher Education on 19 January 2015, Journal of Laws of 2015, item 172)
- Government order of the Minister of Science and Higher Education issued on 24 October 2014 concerning Doctoral Studies, and doctoral scholarships (Journal of Laws of 2014, item 1480)

## **I. General Provisions**

### **§ 1**

1. The Rules and Regulations define the rules of recruitment procedure, organisation and course of PhD Studies (hereinafter referred to as the PhD Studies) at the Institute of Agrophysics, Polish Academy of Sciences (hereinafter referred to as the Institute).
2. PhD Studies are third-degree studies and are conducted in a full-time mode.
3. PhD Studies are provided free of charge.
4. PhD Studies aim to raise the level of scientific knowledge required to present doctoral dissertation and being awarded with Doctoral degree. They last for 4 years and take place in a manner consistent with the syllabus of studies.
5. Upon completion of PhD Studies, students are awarded with a doctoral degree.

## § 2

The academic year of PhD Studies lasts from 1 October to 30 September.

## § 3

1. The Scientific Board exercises academic supervision over the tuition offered at the PhD Studies at the Institute.
2. The Scientific Board in particular:
  - 1) adopts the Rules and Regulations of PhD Studies which shall be made public on the website of the Institute in agreement with the Self-Government of Doctoral Students;
  - 2) adopts the Conditions and Procedure of Recruitment for PhD studies which shall be made public by or before 30 April of the calendar year in which the academic year mentioned in the resolution commences;
  - 3) approves the syllabus of PhD Studies;
  - 4) approves the assessment procedure for the implementation of PhD Studies syllabus and research pursued by doctoral students;
  - 5) approves the organisation of tuition provided at PhD Studies.

## § 4

1. The Head of studies supervises PhD Studies.
2. The Head of PhD Studies is appointed and dismissed by the Director of the Institute after consultation with the Scientific Board and the competent authority of the Self-Government of Doctoral Students.
3. The Head of PhD Studies holds at least a postdoctoral degree (*PhD*) and he/she is employed at the Institute full-time.
4. The Head of PhD Studies may tender his/her resignation to the Director of the Institute or be dismissed by the Director of the Institute.
5. The Head of PhD Studies in particular:
  - 1) organises the implementation of the syllabus of PhD Studies;
  - 2) assesses the implementation of the syllabus of PhD Studies and research pursued by doctoral students as defined by the Scientific Board;
  - 3) credits individual years of PhD Studies to a doctoral student;
  - 4) acts as chairman of the Doctoral Committee issuing opinions on applications for doctoral scholarships;

- 5) exercises ongoing supervision over the course of PhD Studies.
6. A doctoral student may appeal against the assessment of the Head of PhD Studies and a decision on not crediting individual years of study to the Director of the Institute within 14 days from the date of receipt of the notice of assessment/decision.
7. Upon request of a doctoral student, the Head of PhD Studies extends the period of PhD Studies by a period corresponding to the duration of maternity leave, additional maternity leave, leave under the terms of maternity leave, additional leave under the terms of maternity leave and paternity leave in accordance with the provisions of the labour law.
8. If a legitimate need arises, the Head of PhD Studies may extend the period of PhD Studies, in particular in the case of:
  - 1) temporary incapacity of pursuing studies due to disease,
  - 2) exercising personal care of a sick family member,
  - 3) exercising personal care of a child up to 4 years of age or a child with certified disability – for a total period of not more than one year.

## § 5

1. In the course of PhD Studies the Institute provides a doctoral student with research mentorship exercised by a research supervisor.
2. A researcher with at least a postdoctoral degree in the field or a related discipline can be a research Supervisor.
3. The Director of the Institute appoints a research Supervisor for enrolled doctoral students upon specifying the subject of scientific research.
4. A research Supervisor supervises the implementation of the syllabus and the report on the progress of studies that the participant is required to submit to the Head of PhD Studies.

## II. Admission to PhD Studies

## § 6

Candidates for PhD studies are required to:

1. hold second degree competence or be a beneficiary of the „Diamentowy Grant” [*Diamond Grant*] programme,
2. show research and experimental development potential in the field of natural sciences certified by the diploma thesis supervisor,
3. successfully complete the admission procedure.

## **§ 7**

1. The Recruitment Committee conducts the admission of candidates for the first year of PhD Studies.
2. The Recruitment Committee is appointed by the Director of the Institute.
3. Candidates are admitted to the first year of PhD Studies under the recruitment procedure including the assessment of the documents submitted by the candidate and the assessment of the interview conducted by the Recruitment Committee.

## **§ 8**

1. The Recruitment Committee decides on admission to PhD studies in accordance with the results of the recruitment procedure.
2. The outcome of the recruitment procedure is public.
3. The decision of the Recruitment Committee may be appealed to the Director of the Institute within 14 days from the date of receipt of the decision. The decision of the Director is final.
4. Any appeal may be filed solely on the grounds of violation of the Conditions and Procedure of Recruitment for admission to PhD studies.

## **§ 10**

The curriculum of study and syllabus for PhD Studies is made public on the website of the Institute no later than 3 months prior to the commencement of the academic year in which the studies commence.

### **III. Duties and rights of doctoral students**

## **§ 11**

A person admitted to PhD Studies assumes the rights of a doctoral student upon making the Student Pledge, the contents of which are defined in the Statute of the Institute.

A PhD student is required to act in compliance with the contents of the Pledge and the Rules and Regulations of PhD Studies.

## **§ 12**

1. PhD students are primarily required to timely implement the syllabus of PhD Studies and pursue scientific research, including:

- 1) work under the guidance of a research supervisor according to a detailed research plan developed by a research supervisor which may not interfere with the syllabus of PhD Studies;
- 2) attendance in the compulsory classes in the subjects and the number of hours enumerated in the list of mandatory classes for students of PhD Studies specified in the Syllabus of PhD Studies;
- 3) taking examinations and compliance with other requirements included in the curriculum of studies;
- 4) compliance with the regulations in force at the Institute.

### **§ 13**

A doctoral student is required to submit to the Head of PhD Studies his/her student's book and report on the course of studies including the opinion and assessment of a research supervisor no later than on 15 September of the current calendar year.

### **§ 14**

A doctoral student is entitled to:

- 1) use of premises, equipment and teaching aids of the Institute and to participate in seminars and other open academic meetings held by the Institute,
- 2) holiday breaks of 8 weeks during the year which should be used during the class-free time, including four weeks in summer,
- 3) universal health insurance under the terms of separate provisions,
- 4) association in the Self-Government of Doctoral Students; the activities of the Self-Government being defined in separate regulations.

### **§ 15**

1. A doctoral student may receive the following financial benefits:

- 1) doctoral scholarship,
- 2) scholarship for the best doctoral students,
- 3) ministerial scholarship for outstanding achievements,
- 4) research project grant,
- 5) need-based bursary,
- 6) benefit,

- 7) scholarship for disabled persons,
  - 8) other benefits set out in separate provisions.
2. Benefits referred to in Paragraphs 1.2, 1.5, 1.6, 1.7 may be granted subject to the receipt of subsidies from the State Budget to fund financial aid for doctoral students as specified by the Director of the Institute in consultation with the Self-Government of Doctoral Students under generally applicable provisions on PhD Studies.

## § 16

1. The doctoral scholarship is granted by the Director of the Institute, once the Doctoral Scholarship Committee has pronounced an opinion on the doctoral students' applications for granting this scholarship
2. The composition of the Doctoral Scholarship Committee appointed by the Director of the Institute, includes:
  - 1) Head of PhD Studies who serves as chairman of the committee,
  - 2) three researchers who hold at least a postdoctoral degree (PhD) or a person who has acquired the entitlements equivalent to those of *Doctorus Habilitatus* under Article 21a of the Law of 14 March 2003 on Academic Degrees and Academic Title and on Degrees and Title in the Field of Arts,
  - 3) a representative of doctoral students.
3. doctoral student may be awarded with a doctoral scholarship if they timely implement the syllabus of Doctoral Studies and demonstrate their commitment to the pursuance of scientific research conducted by a research unit.
4. A doctoral scholarship for the second and subsequent years of PhD Studies may be awarded to a doctoral student who in the academic year preceding the submission of application for a doctoral scholarship:
  - 1) scored very good or good examination results under the syllabus of Doctoral Studies,
  - 2) demonstrated progress in scientific research and in the preparation of the doctoral dissertation.
5. An application for a doctoral scholarship shall be submitted to the Head of PhD Studies not later than 14 days prior to the commencement of the academic year. The Doctoral Scholarship Committee reviews applications within 14 days from the deadline set for receipt of applications by doctoral students.
6. Having pronounced an opinion on the applications for doctoral scholarship, the Doctoral Scholarship Committee shall provide the Director of the Institute with a list of doctoral students who are recommended to a scholarship.
7. The Director of the Institute shall determine the amount of scholarship in particular years of doctoral studies, but not lower than 60% of the minimum basic remuneration of an assistant lecturer established under the provisions on the remuneration of academic teachers.

## **§ 17**

In a case that a doctoral student is deleted from the list of participants of PhD Studies, a doctoral scholarship ceases to be disbursed from the first day of the month following the month in which the decision on deletion becomes final.

## **§ 18**

In a case that a doctoral student resigns from the PhD Studies, a doctoral scholarship ceases to be disbursed from the first day of the month following the month of resignation.

## **§ 19**

1. Upon request of the Head of PhD Studies, the Director of the Institute may suspend payment of doctoral scholarship to a student who travels abroad for research purposes for a period longer than a month. The scholarship is suspended for the duration of their stay abroad.
2. A doctoral student is required to notify the Head of PhD Studies of the circumstances affecting the decision to suspend the payment of scholarship.

## **§ 20**

A doctoral student is entitled to a scholarship during maternity leave, additional maternity leave, leave on the terms of maternity leave, paternity leave, as long as they drew it in the period immediately preceding the leave. In the case of extension of PhD Studies by the duration of maternity leave, additional maternity leave, leave on the terms of maternity leave, paternity leave, arising under separate provisions, a student may draw doctoral scholarship during this period.

## **IV. The course of PhD Studies**

### **§ 21**

1. Individual research programme of a doctoral student should be determined in such a way that:
  - 1) the thematic scope of the doctoral dissertation has been submitted to the Head prior to the end of the first year of study,
  - 2) the PhD degree conferment procedure has been officially commenced within three years from the date of commencement of study.

2. More than a half of the syllabus of PhD Studies requires that the participants of these studies are present at organisational unit offering them and is implemented in the form of classes and research work requiring direct participation of research supervisors and doctoral students.
3. The classes of PhD Studies participants covered by the syllabus of studies are subject to credits and examinations.

## § 22

1. Successful passing of courses included in the curriculum of studies and making adequate progress of work on a doctoral dissertation is a prerequisite for having a year of studies credited towards the degree.
2. The Head of PhD Studies will credit a year of studies towards the degree based on the entries in the student's book of a doctoral student, the annual report and the assessment and opinion pronounced by a research supervisor.

## § 23

1. While crediting the courses and for the grade of the examinations related to the PhD studies the following grades and their verbal records shall apply:
  - 5.0 – five or very good
  - 4.5 – four and a half or more than good
  - 4.0 – four or good
  - 3.5 – three and a half or fairly good
  - 3.0 – three or satisfactory
  - 2.0 – two or unsatisfactory
2. Aside of grades, the credit-based score of learning outcomes shall apply accordingly to credits and examinations. ECTS credits are a numerical value assigned to each course which determine the "amount of work" required from a doctoral student to have the course credited.
3. The person lecturing the course is required to provide doctoral students at the first class or induction meeting with the currently in force manner of checking learning outcomes, procedure and schedule of granting credits, including the manner and procedure of announcing the results of assessment of the course, the form of crediting a course or examination.

## § 25

1. An individualised curriculum of studies may be arranged with reference to a doctoral student being in a situation deemed by the Head of PhD Studies legitimate for the arrangement of this mode of study.
2. An individualised curriculum of studies involves the establishment of a separate schedule for the implementation of studying duties under the curriculum of studies. The administration of an individualised curriculum of studies may not lead to extending the deadline for the completion of studies.
3. The Head of PhD Studies determines the rules and procedures of an individualised curriculum of studies for a period no longer than an academic year.
4. In the event of a breach by doctoral students of established rules of an individualised curriculum of studies or insufficient progress in education and research, the Head of PhD Studies may withdraw consent for this mode of study.

## **§ 26**

The Head of PhD Studies deletes a doctoral student from the list of participants of PhD Studies in the case of:

- 1) failure to undertake PhD Studies within 1 month from the date of commencement of classes has been determined,
- 2) resignation from PhD Studies,
- 3) absence of systematic progress in education or non-participation in the compulsory forms of tuition,
- 4) disciplinary expulsion from the Institute.

The Head of PhD Studies may delete a student from the list of participants of PhD Studies in the event of failure to obtain a credit within a specified period.

## **§ 27**

A doctoral student expelled from the PhD Studies may appeal against the decision of the Head of PhD Studies to the Director of the Institute within 14 days of receipt of the decision on expulsion. The Decision of the Director on the appeal is final.

## **§ 28**

1. PhD Studies are considered completed once the effective syllabus has been accomplished, credits have been obtained and mandatory examinations included in the syllabus of studies have been successfully passed, the results of research have been convincingly demonstrated, a doctoral degree, attested by a diploma has been awarded.

2. A person who has failed to complete PhD Studies may be issued with a certificate of the course of PhD Studies upon request.
3. Any infringement of the regulations in force at the Institute and conduct in transgression of dignity of a doctoral student carry a disciplinary action in accordance with the provisions of the Law on Higher Education.

### **§ 29**

1. A doctoral student may discontinue their PhD Studies.
2. The application for discontinuation must be made in writing and must be submitted to the Head of PhD Studies.

### **Final Provisions**

### **§ 30**

1. To the results of research and experimental development pursued by a doctoral student in the Institute the provisions of the Rules of intellectual property rights and the principles of commercialisation of research and experimental development results of the Institute of Agrophysics, Polish Academy of Sciences shall apply.
3. These Rules and Regulations shall take force and effect on 22 April 2016.
4. The applicable Rules and Regulations of PhD Studies of 17 April 2015 shall be repealed as from the date of entry into force of these Rules and Regulations.
5. In matters not provided for in these Rules and Regulations the generally applicable provisions for the PhD Studies and internal by-laws of the Institute shall apply.

Scientific Board Resolution of 22 April 2016 No. 71/P6/2016

These Rules and Regulations have been agreed with the Self-Government of Doctoral Students at the Institute of Agrophysics, Polish Academy of Sciences