

This Regulations of the Doctoral School at Maj Institute of Pharmacology, Polish Academy of Sciences has been established in Polish. The translation of this Agreement into English is made with the sole aim of facilitating understanding. In case of a difference between the English and Polish version, the Polish text will prevail.

Regulations of the Doctoral School at Maj Institute of Pharmacology, Polish Academy of Sciences

I. General provisions

§1

1. The Doctoral School at Maj Institute of Pharmacology of the Polish Academy of Sciences was established by the Order of the Director of IF PAN on 15.06.2023.
2. The Doctoral School operates in accordance with:
 - 1) The Act of 3 July 2018 - provisions introducing the Higher Education and Science Law Act (Journal of Laws 2018, item 1669, as amended),
 - 2) The Higher Education and Science Law Act of 20 July 2018 (consolidated text, Journal of Laws of 2024, item 7571),
 - 3) The Act on the Integrated Qualifications System of 22 December 2015 (consolidated text, Journal of Laws of 2024, item 1606),
 - 4) Regulation of the Minister of Education and Science of 5 July 2023 on doctoral diplomas, post-doctoral diplomas and doctoral student ID cards (Journal of Laws 2023),
 - 5) Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of the second level of learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework (Journal of Laws 2018, item 2218),
 - 6) Regulation of the Minister of Education and Science of 22 December 2020 amending the regulation on data processed in the POL-on Integrated Information System for Higher Education and Science (Journal of Laws 2021 item 124),
 - 7) Internal acts of IF PAN,
 - 8) Programme of study and individual research plans.
3. Whenever the Regulations refer to:
 - 1) Scientific Council - shall mean the Scientific Council of Maj Institute of Pharmacology, Polish Academy of Sciences,
 - 2) Director - shall mean the Director of Maj Institute of Pharmacology, Polish Academy of Sciences,
 - 3) Institute, IF PAN - shall mean Maj Institute of Pharmacology, Polish Academy of Sciences,
 - 4) Doctoral School - shall mean the Doctoral School of Maj Institute of Pharmacology, Polish Academy of Sciences,
 - 5) Council of the Doctoral School - shall mean the Council of the Doctoral School of IF PAN,
 - 6) Head of School - shall mean the head of the Doctoral School,
 - 7) Deputy Head of School - means the Deputy Head of the Doctoral School,

- 8) Recruitment committees - shall mean the committees appointed to carry out recruitment to the Doctoral School according to the rules set out in the Recruitment Regulations of the Doctoral School,
- 9) Act - shall mean the Act of 20 July 2018 on Higher Education and Science Law (consolidated text, Journal of Laws of 2024, item 1571),
- 10) Regulations - shall mean these Regulations.

§2

1. These Regulations govern the organisation of the Doctoral School, the implementation of the educational process at IF PAN and the rights and obligations of doctoral students at IF PAN.
2. The Regulations of the Doctoral School are subject to agreement with the Doctoral Self-Governing Body under the terms of the Act. If, within 3 months of the adoption of the Regulations, the Scientific Council and the Doctoral Self-Governing Body do not agree on the content of the Regulations, the Regulations shall enter into force by a resolution of the Scientific Council adopted by a majority of at least 2/3 of the statutory membership of the Council.
3. The recruitment rules and the Training Programme of the Doctoral School are subject to a separate procedure and announced no later than 5 months before the start of basic recruitment for the academic year.

§3

1. Training at the Doctoral School prepares students for a doctoral degree in the disciplines of:
 - 1) medical sciences,
 - 2) pharmaceutical sciences.
2. The Doctoral School is supervised by the Scientific Council.
3. Training at the Doctoral School is free of charge.

II. Organisation of the Doctoral School

§4

1. The operation of the Doctoral School is managed by the Head of the Doctoral School, appointed by the Director of Maj Institute of Pharmacology of the Polish Academy of Sciences from among the Institute's independent academic staff.
2. The Deputy Head of the Doctoral School, from among the Institute's independent academic staff, is appointed by the Director of the Institute on the proposal of the Head of the Doctoral School.
3. The selection of the Head of the Doctoral School shall require a favourable opinion from the Doctoral Self-Governing Body of the Institute.
4. The body that advises, supervises, controls and supports the functioning of the Doctoral School is the Council of the Doctoral School, consisting of no more than 10

members, including the Head of the Doctoral School (who is also the Chairman of the Council of the Doctoral School), the Deputy Head of the Doctoral School, a representative of the Council elected by the Scientific Council from among independent academic staff of the Institute, independent academic staff of the Institute indicated by the Director of the Institute and a representative of the Doctoral Self-Governing Body.

5. The term of office of the Council of the Doctoral School is 4 years. A member of the Council of the Doctoral School may be dismissed from their position at any time by the Director of IF PAN.
6. Membership of the Council of the Doctoral School prior to the expiry of the term of office ceases upon termination of employment at IF PAN, resignation or removal from office by the Director of the Institute. The same regulations apply to the Head of the Doctoral School and their deputy. In this case, the Director shall appoint replacement members by way of an order in accordance with the procedure set out in item 1 to 4.
7. The Council of the Doctoral School adopts resolutions by an open vote with a simple majority in the presence of at least half of the Council members. In the event of a tie, the Chair of the School Council shall have the casting vote. At the request of at least one member of the Council, resolutions may be taken by secret ballot with the voting criteria as above.
8. In case of votes on the approval of the report on the performance of the Head of the Doctoral School, the Head and the Deputy Head are excluded from the vote.
9. It is also permissible to vote by means of electronic communication that ensure identification of persons (in case of a public vote), subject to the necessary security measures.

§5

1. The tasks of the Council of the Doctoral School include:
 - 1) giving its opinion on the Regulations of the Doctoral School,
 - 2) giving its opinion on the Training Programme of the Doctoral School and preparing the detailed Training Programme of the Doctoral School,
 - 3) adopting the budget of the Doctoral School,
 - 4) giving its opinion on proposals for lists of research topics for the recruitment procedure,
 - 5) appointing the members of the recruitment committees referred to in § 6(4) of the Regulations,
 - 6) approving the report on the results of the recruitment procedure,
 - 7) appointing the members of the mid-term evaluation committee and approving its evaluation,
 - 8) approving the annual reports of the Head of the Doctoral School,
 - 9) setting the scope of the discipline-specific examination,
2. The tasks of the Head of the Doctoral School include:
 - 1) organising activities in accordance with the Programme of Training,
 - 2) awarding doctoral students credits for successive years of study,

- 3) supervising the maintenance of the educational records of individual doctoral students,
 - 4) giving permission for an individual modification of the Training Programme,
 - 5) enrolment and removal from the list of doctoral students,
 - 6) issuing decisions on the suspension and extension of training period at the Doctoral School,
 - 7) presenting an annual report on the activities of the Doctoral School to the Scientific Council,
 - 8) other activities necessary to ensure the proper functioning of the Doctoral School.
3. The tasks of the Deputy Head of the Doctoral School include:
- 1) performing activities assigned to the Head of the Doctoral School on the basis of a power of attorney granted by the Head of the Doctoral School,
 - 2) deputising for the Head of the Doctoral School in his/her absence.

III. Recruitment to the Doctoral School

§6

1. Recruitment to the Doctoral School takes place through an open competition according to the rules defined by the Scientific Council of IF PAN.
2. The date of commencement of recruitment shall be deemed to be the first day when applications are starting to be received from candidates.
3. Candidates are recruited for specific research topics.
4. The recruitment procedure is conducted by recruitment committees appointed by the Council of the Doctoral School with a timeframe set by it.
5. The results of the recruitment procedure are public.

§7

1. Persons referred to in Article 186(1) of the *Higher Education and Science Law Act of 20 July 2018* who hold a professional degree of Master of Science, Master of Engineering or equivalent may be admitted to the Doctoral School.
2. Persons who are foreigners may be admitted to the Doctoral School on the basis of agreements or decisions referred to in Article 323(1) of the *Higher Education and Science Law Act of 20 July 2018*.
3. The assessment of proficiency in Polish or English at a sufficient level for study at the Doctoral School is carried out during the discipline-specific examination.

§8

1. Recruitment to the Doctoral School is carried out:
 - 1) as a basic recruitment once a year, as a result of which doctoral students start their training at the beginning of the winter semester of the academic year,
 - 2) as special recruitment announced twice a year (before the start of the winter semester and before the start of the summer semester of the academic year), when

it is necessary to start a doctoral student's training due to, for example, the conditions of the project from which the doctoral scholarship is financed.

2. A notice of basic recruitment is posted on the Doctoral School website at least five months before the initial application deadline and of special recruitment at least 30 days in advance. The notice shall specify the date and place for the submission of applications and the date of interviews. In the case of special recruitment, the same admission rules apply as were enacted for the last basic recruitment.
3. Recruitment is announced by the Head of the Doctoral School.
4. Detailed admissions rules are set out in the Recruitment Regulations of the Doctoral School.

III. Organisation of training at the Doctoral School

§9

1. The academic supervision over doctoral student training at the School is provided by one or multiple academic supervisors or by an academic supervisor and an assistant academic supervisor.
2. The supervisor(s) and assistant supervisor(s) shall be appointed no later than three months from the date of commencement of the training.
3. The supervisor may be a person with at least a post-doctoral degree and the assistant supervisor a person with at least a doctoral degree. The supervisor may be a person who does not meet the above requirements, who is an employee of a foreign university or scientific institution, after obtaining a positive opinion from the Scientific Council authorised to confer the doctoral degree in the discipline of the dissertation.
4. A supervisor cannot become a person who:
 - 1) has been the supervisor of 4 doctoral students in the last 5 years who were dropped from the register of doctoral students due to a negative mid-term evaluation result,
 - 2) has supervised the preparation of a dissertation by at least 2 doctoral candidates within the last 5 years which did not receive positive reviews from at least 2 reviewers.

§10

1. In the selection and change of supervisor(s) or assistant supervisor(s), detailed rules shall apply as described in the *Procedure for awarding the doctoral degree at Maj Institute of Pharmacology of the Polish Academy of Sciences*.
2. The person appointed as supervisor is required to:
 - 1) work with the doctoral student to develop an individual research plan for the doctoral student,
including in particular a timetable for the preparation of the dissertation,
 - 2) provide scientific supervision for the implementation of the doctoral student's research plan and the preparation of the doctoral dissertation,
 - 3) consult on the doctoral student's choice of courses in the programme of study,

- 4) help the doctoral student with establishing relationships in the research community, including assistance in obtaining internships and placements,
 - 5) issue opinions and other documents in a timely manner, as required by the formalities of doctoral training.
3. The person appointed as assistant supervisor is required to:
- 1) provide scientific supervision for the execution and preparation of the doctoral dissertation to the extent agreed with the supervisor,
 - 2) consult on the dissertation in preparation,
 - 3) give opinions on the individual research plan,
 - 4) issue opinions and other documents in a timely manner, as required by the formalities of doctoral training,
 - 5) provide substantive assistance in planning research and learning research techniques.

§11

1. The academic year begins on 1 October of each calendar year and ends on 30 September of the following calendar year, while the courses included in the Training Programme are organised from 1 October to 30 June.
2. Training at the Doctoral School lasts from 6 to 8 semesters and enables doctoral students to achieve learning outcomes at level eight of the Polish Qualifications Framework for the disciplines within which the doctoral dissertation is being prepared.

§12

The doctoral student is required to document, through an entry in the student record book the achievement of the learning outcomes and the fulfilment of the other conditions set out in the Training Programme of the Doctoral School, in the form of a signed declaration, before submitting the dissertation.

§13

1. The educational offering of the Doctoral School is announced annually.
2. The Training Programme is established by the Scientific Council of IF PAN, in consultation with the Doctoral Self-Governing Body. If 14 days have elapsed from requesting an opinion on the proposed training programme to no avail, the consultation requirement shall be deemed to have been complied with.
3. Training at the Doctoral School is delivered through:
 - 1) individual education,
 - 2) participation of the doctoral student in conferences and research internships,
 - 3) preparation of scientific articles by the doctoral student.
4. Individual education involves:
 - 1) training based on a research plan developed jointly by the doctoral student and their supervisor(s), which defines the subject matter, scope and timing of the research

work leading to the timely completion of the training and preparation of the doctoral thesis,

- 2) training implemented as a Programme of Study based on joint classes prepared by the Doctoral School and conducted in Polish and/or English.
5. In justified cases, with the approval of the Head of the Doctoral School, subjects taken outside the Doctoral School may be counted towards a specific module of study.

§14

1. Within 12 months from the date of commencement of training, a doctoral student at the Doctoral School shall be required to develop an individual research plan as referred to in Article 202 of the Higher Education and Science Law Act of 20 July 2018.
2. The individual research plan referred to in item 1 shall be prepared by the doctoral student together with his or her supervisor(s).
3. If academic supervision over the preparation of the doctoral dissertation is also provided by an assistant supervisor, the individual research plan referred to in item 1 shall require their positive opinion.
4. The doctoral student shall submit the individual research plan referred to in item 1 to the Head of the Doctoral School.
5. A template individual research plan shall be determined by the Head of the Doctoral School after obtaining a favourable opinion of the Council of the Doctoral School.

§15

1. At the end of each year of training, doctoral students at the Doctoral School are obliged to submit a substantive report to the Head of the Doctoral School.
2. The report referred to in item 1 shall indicate the extent to which the individual research plan has been completed, including the preparation of the doctoral dissertation, and the extent to which the individual study programme has been implemented and shall require the opinion of the supervisor(s).
3. The report referred to in item 1 shall be assessed by a 3-member committee consisting of:
 - 1) Head of the Doctoral School,
 - 2) Deputy Head of the Doctoral School,
 - 3) an independent researcher with at least a post-doctoral degree, designated by the Head of the Doctoral School or a person authorised by them.
4. The supervisor and assistant supervisor may not be members of the committee.
5. A template of the report referred to in item 1 shall be determined by way of an order of the Head of the Doctoral School.

§16

1. From the second year onwards, the individual research plan can be updated before the start of each semester.

2. Updating of the individual research plan cannot be done during the semester immediately preceding the mid-term evaluation.
3. The updated individual research plan should be submitted to the Head of the Doctoral School or their deputy, together with a justification for the changes made and accepted by the supervisor(s) or supervisor and assistant supervisor.

§17

1. In the course of training at the Doctoral School, a doctoral student is obliged to complete the subjects belonging to the individual training modules (basic, specialist and soft skills modules), in accordance with the current Training Programme of the Doctoral School at IF PAN.
2. The doctoral student should pass the subjects within the modules referred to in §17(1) before completing the 4th semester of training at the School. In exceptional cases, this may be postponed at the request of the supervisor addressed to the head of the Doctoral School, no longer than until the 6th semester of training at the Doctoral School.

§18

During training at the Doctoral School, the doctoral student is obliged to take an active part in scientific meetings and other events conducted by the Institute.

§19

1. Completion of the doctoral programme by the doctoral student is verified over the course of the year.
2. Successful completion of the courses shall be shown in the doctoral student's record book.
3. In order to obtain credit for a given year, a doctoral student is obliged to:
 - 1) obtain credits for courses and any other academic activities undertaken by the doctoral student during the academic year,
 - 2) submit, at a date and place designated by the Head of the Doctoral School, a substantive report containing, in particular, information on the degree of completion of the individual research plan and a description of the progress of the work forming the subject of the dissertation.
4. If the course and progress of work presented in the content report differs from the prepared individual research plan, the doctoral student is obliged to submit a written explanation of the differences accepted by the supervisor(s) and to prepare an appropriate revision of the individual research programme.
5. The report and possible discrepancies with the individual research plan are subject to evaluation by the committee referred to in § 15 (3).
6. In the case of non-acceptance of the report by the committee due to unsatisfactory progress in the preparation of the dissertation, the Head of the Doctoral School shall issue a decision to remove the doctoral student from the list of doctoral students

pursuant to Article 203(2)(1) of the Higher Education and Science Law Act of 20 July 2018.

§20

Records of training are kept at the doctoral training unit of IF PAN.

§21

1. Doctoral students at the Doctoral School are subject to a mid-term evaluation, which is carried out halfway through the training period specified in the Training Programme and, in the case of training lasting six semesters, during the fourth semester, ends with a positive or negative result. The result of the evaluation and the reasons for it are public.
2. The mid-term evaluation shall be carried out by a committee consisting of at least one person holding a post-doctoral degree or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the entity conducting the Doctoral School, and two independent members of staff of the Institute designated by the Council of the Doctoral School.
3. The rules and manner of conducting the mid-term evaluation are laid down in the "Regulations of conducting mid-term evaluation".

§22

1. A doctoral student shall be removed from the register of doctoral students in the event of:
 - 1) negative result of the mid-term evaluation,
 - 2) failure to submit the dissertation by the deadline specified in the individual research plan,
 - 3) withdrawal from training,
 - 4) not undertaking training,
 - 5) infringement of the prohibition referred to in Article 200(7) of the Higher Education and Science Law Act of 20 July 2018,
 - 6) being punished with the disciplinary penalty of expulsion from the Doctoral School.
2. In the proceedings for the removal of a doctoral student from the register of doctoral students, in the case of violation of the prohibition referred to in Article 200(7) of the Higher Education and Science Law Act of 20 July 2018, the doctoral student shall be called to submit, within no less than 30 days from the date of delivery of the call, a withdrawal from training at another doctoral school.
3. A doctoral student shall be removed from the register of doctoral students in the event of:
 - 1) unsatisfactory progress in the preparation of the dissertation,
 - 2) failure to comply with the obligation referred to in Article 207 of the Higher Education and Science Law Act of 20 July 2018,

4. Removal from the register of doctoral students shall be done by administrative decision of the Head of the Doctoral School. A request for reconsideration of the decision may be submitted to the Director of the Institute.

§23

1. A doctoral student's training shall culminate in the submission of a doctoral dissertation together with a favourable opinion from the supervisor(s).
2. The individual research plan determines the deadline for submission of the dissertation. This period may be extended by the Head of the Doctoral School in individually justified cases for a maximum of two years, after consultation with the supervisor(s).
3. Training, at the request of a doctoral student, shall be suspended for a period corresponding to the duration of maternity leave, leave granted on maternity leave conditions, paternity leave and parental leave, as defined in the Labour Code Act of 26 June 1974.

IV. Rights and obligations of doctoral students

§24

1. A doctoral student has the right to:
 - a. participate in national or international exchange programmes, internships, conferences, seminars, etc., available to doctoral students as part of the research and educational offering of IF PAN,
 - b. obtain scientific assistance from the supervisor(s),
 - c. hold a doctoral student ID card until the date of completion of training at the Doctoral School,
 - d. use the library resources, teaching and research facilities, equipment and technical means of IF PAN,
 - e. participate in the work of the doctoral self-governing body in accordance with the regulations in force,
 - f. hold social insurance and universal health insurance, on the principles set out in separate regulations,
 - g. receive a scholarship in accordance with the applicable legislation (with the proviso that a doctoral scholarship shall not be awarded to a doctoral student whose training at a doctoral school involves employment in the entity providing the doctoral school: a) under a contract of employment; b) with remuneration exceeding the salary of a professor within the meaning of the Act),
 - h. take rest breaks not exceeding 8 weeks per year,
 - i. suspend training for a period corresponding to the duration of maternity leave, leave granted on maternity leave conditions, paternity leave and parental leave, as defined in the Labour Code Act of 26 June 1974,

- j. request an extension date for the submission of the dissertation in accordance with the Regulations,
 - k. other entitlements in accordance with these Regulations and the relevant provisions of common law.
2. A doctoral student shall be obliged to:
- 1) implement the School's Training Programme and individual research plan,
 - 2) submit the dissertation by the deadline specified in the individual research plan,
 - 3) actively participate in all activities included in the Training Programme,
 - 4) complete all assignments and obtain all credits included in the individual study plan,
 - 5) submit an annual report to the Head of School,
 - 6) actively participate in the scientific life in the scientific discipline (e.g. conferences, papers, scientific publications, internships),
 - 7) comply with the internal regulations of IF PAN,
 - 8) act in accordance with the Doctoral Student's Code of Ethics,
 - 9) respect industrial and intellectual property rights and the commercialisation rules and rules for the use of research infrastructure in force at IF PAN,
 - 10) update their personal data,
 - 11) notify the relevant unit of IF PAN immediately in case of a change in insurance, obtaining a doctoral degree awarded by another authorised entity; taking up training at another doctoral school,
 - 12) set up an ORCID (Open Researcher and Contributor ID),
 - 13) submit declarations for the evaluation of the quality of scientific activity and fulfil other obligations related to the information system on scientific achievements, including publications, applicable to employees and doctoral students of IF PAN.

VI. Final provisions

§25

- 1. The Regulations were adopted by resolution of the Scientific Council of Maj Institute of Pharmacology of the Polish Academy of Sciences No. ... of 10 December 2024.
- 2. The Regulations come into force on 1 October 2025.
- 3. Item 1 shall apply mutatis mutandis to amendments to Regulations.