

**Consolidated text** prepared on the basis of Resolution No. 465 of 17 April 2019, Resolution No. 500 of 29 May 2019, Resolution No. 729 of 27 May 2020, Resolution No. 743 of 24 June 2020, Resolution No. 68 of 20 January 2021, Resolution No. 169 of 19 January 2022 and Resolution No. 273 of 22 March 2023.

Legal status in force as of 1 October 2023.

**Resolution No. 465  
of the Senate of the SGH WARSAW SCHOOL OF ECONOMICS  
of 17 April 2019  
on the Doctoral School Regulations at the SGH Warsaw School of Economics**

Pursuant to Article 205 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended)<sup>1)</sup>, it is hereby resolved as follows:

§ 1

The Doctoral School Regulations at the SGH Warsaw School of Economics, hereinafter referred to as the “Regulations,” constituting an appendix to this resolution, are hereby adopted.

§ 2

The draft:

- 1) Doctoral School terms of recruitment referred to in § 5(1)(5) of the Regulations,
- 2) framework curriculum at the Doctoral School referred to in § 12(1) of the Regulations,
- 3) curricula at the Doctoral School referred to in § 12(2) of the Regulations – adopted for the first time, require no opinion of the Doctoral School Board.

§ 3

This Resolution enters into force on the date of its adoption.

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<sup>1)</sup>The amendments of this act has been published in the Journal of Laws of 2022, items 574, 583, 655, 682, 807, 1010, 1079, 1117, 1459, 2185 and 2306, and of 2023, item 212.

## **Doctoral School Regulations at the SGH Warsaw School of Economics**

### Glossary

#### § 1

##### 1. Whenever the Regulations mention:

- 1) the Doctoral School – this shall be understood as the Doctoral School at the SGH Warsaw School of Economics;
- 2) the School or SGH – this shall be understood as the SGH Warsaw School of Economics;
- 3) the Rector – this shall be understood as the Rector of SGH;
- 4) the doctoral student – this shall be understood as a doctoral student studying at the Doctoral School;
- 5) the Dean – this shall be understood as the Dean of the Doctoral School;
- 6) the Vice-Dean – this shall be understood as the Vice-Dean of the Doctoral School;
- 7) the learning outcomes at the 8<sup>th</sup> level of the Polish Qualifications Framework (PQF) – this shall be understood as the outcomes defined in the Regulation of the Minister of Science and Higher Education of 14 November 2018 on second-degree features of learning outcomes for qualification at the 6<sup>th</sup>-8<sup>th</sup> level of the Polish Qualifications Framework (Journal of Laws, item 2218), obtained in the course of doctoral education, being a prerequisite for obtaining the degree of doktor;
- 8) IPK – this shall be understood as the Individual Education Plan;
- 9) IPB – this shall be understood as the Individual Research Plan;
- 10) evaluation – this shall be understood as the obligatory mid-term evaluation in the course of education at the Doctoral School;
- 11) grade – this shall be understood as a grade received from an examination or passing of courses;
- 12) the Board – this shall be understood as the Doctoral School Board;

- 13) the Academic Council – this shall be understood as the Academic Discipline Council within the framework of which the education at the Doctoral School is provided;
- 14) framework curriculum – this shall be understood as a description of uniform learning outcomes at the 8<sup>th</sup> level of PQF for higher education as well as categories of subjects, as approved by the SGH Senate;
- 15) the curriculum – this shall be understood as a description of the teaching process related to the academic discipline or isolated part thereof, covering the courses to be carried out in line with the framework curriculum;
- 16) the Regulations – this shall be understood as these Doctoral School Regulations;
- 17) the Act – this shall be understood as the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended)<sup>2)</sup>.

#### Doctoral School management structure

##### § 2

1. The Doctoral School shall be managed by the Dean.
2. The Dean exercises their duties with the help of no more than two Vice-Deans.
3. The Rector shall appoint and dismiss the Dean of the Doctoral School, and appoint and dismiss Vice-Deans of the Doctoral School upon the Dean's request or on their own initiative upon consultation with the Dean. The Dean and Vice-Deans shall be appointed for a term of office.

##### § 3

1. The Dean's duties include managing the Doctoral School and organising its operations, in particular:
  - 1) issuing decisions and making other resolutions in doctoral students' individual cases, subject to § 30(1);
  - 2) accepting doctoral students' IPBs;
  - 3) appointing doctoral supervisors and assistant supervisors;
  - 4) making decisions on changing a doctoral student's doctoral supervisor and assistant supervisor;

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<sup>2)</sup>The amendments of this act has been published in the Journal of Laws of 2022, items 574, 583, 655, 682, 807, 1010, 1079, 1117, 1459, 2185 and 2306, and of 2023, item 212.

- 5) presenting an annual report on the Doctoral School's operations, with the Board's opinion, to the Rector;
  - 6) appointing committees responsible for the doctoral students' mid-term evaluation;
  - 7) setting forth specific instructions for mid-term evaluation upon consultation with the Board;
  - 8) organising the implementation of curricula;
  - 9) drafting specific criteria for evaluating doctoral students' progress in preparing the doctoral dissertation upon consultation with the Board and the PhD Student Union;
  - 10) exercising substantive supervision of administrative staff at the Doctoral School;
  - 11) specifying the scope of documentation in Polish and English concerning the teaching of doctoral students and the functioning of the Doctoral School.
2. The Dean shall cooperate with deans of collegia and heads of the School's organisational units in respect of the doctoral students' implementation of research, teaching internships, as well as preparation of the doctoral dissertation.

#### Doctoral School Board

#### § 4

1. The Board shall be the Rector's advisory body with respect to the Doctoral School's operations.
2. The following persons shall sit on the Board:
  - 1) the Vice-Rector for Research, as President of the Board;
  - 2) the presidents of academic councils;
  - 3) the president of the Senate's committee for research;
  - 4) two representatives of doctoral students studying at the Doctoral School appointed by the resolution-adopting body of the PhD Student Union under the procedure and for the term of office specified in the PhD Student Union's regulations;
  - 5) two persons elected by each academic council from among the teaching staff and other research employees employed as professors or school professors or on an equivalent position (for workers of foreign institutions);

- 6) one representative of social sciences with outstanding achievements in practising or propagating science, affiliated with an international research institution or foreign academic centre, appointed by the Rector.
3. The Dean or Vice-Dean acting in their place shall participate in the Board's meetings.
4. The Board shall elect a secretary from among its members.
5. The Board shall deliberate on its meetings.
6. Ordinary meetings of the Board shall be convened by the President at least three times a year.
7. Upon the request of one-third of the Board's members, or on their own initiative, the President shall convene an extraordinary meeting within no more than seven days from the motion being filed.
8. The Board shall adopt its own regulations, wherein it shall set forth the rules of procedure and decision-making, including with respect to circular procedure.
9. The Board shall adopt resolutions by a simple majority vote. The President shall have the casting vote in the event of a tie.
10. The Board may appoint ad hoc groups to prepare the Board's position in cases within its remit.

## § 5

1. The duties of the Board include, in particular:
  - 1) reviewing curricula at least once a year;
  - 2) issuing opinions on motions to amend curricula;
  - 3) drawing up own draft amendments to curricula;
  - 4) issuing opinions on draft amendments to the Regulations;
  - 5) issuing opinions on draft terms of recruitment to the Doctoral School;
  - 6) issuing opinions on the Dean's annual report on the Doctoral School's operations;
  - 7) issuing opinions on specific IPB requirements, including its components;
  - 8) analysing the quality of education and implementation of IPBs at the Doctoral School;
  - 9) supervising the rules and practice regarding the evaluation of doctoral students, including issuing opinions on mid-term evaluation instructions;
  - 10) expressing opinions in other cases presented by the Rector or the Dean.

2. The opinion regarding the Dean's report referred to in Section 1(6) shall be adopted through a vote held during the meeting of the Board. In other cases, the Board may exercise its duties and make decisions under the circular procedure, in line with the regulations referred to in § 4(8).

#### Education at the Doctoral School

##### § 6

Persons admitted to the Doctoral School shall:

- 1) acquire the rights and responsibilities of a doctoral student upon making the vows set forth in the SGH's Statute, the making of vows being confirmed in writing;
- 2) commence education at the Doctoral School covering the selected curriculum, as well as the preparation and implementation of the IPB.

##### § 7

1. Education at the Doctoral School shall prepare the doctoral student for obtaining the degree of doktor.
2. Education at the Doctoral School shall last eight semesters. Organisation of the academic year shall be regulated under separate internal acts of the School, the timeframes of examination sessions notwithstanding.

#### Admission to the Doctoral School due to transfer

##### § 8

1. A doctoral student of a doctoral school run by another entity in the discipline in which education is provided at the Doctoral School may apply for transfer to the Doctoral School if:
  - 1) they obtained a positive mid-term evaluation in the former doctoral school;
  - 2) they file an application for transfer together with documents confirming the education they enjoyed so far at the former doctoral school, including:
    - a) the list of courses completed with grades;
    - b) IPB;
    - c) a document confirming the results of their mid-term evaluation;
    - d) a document specifying the duration and amount of doctoral scholarship received;
  - 3) SGH shall have the capacity to ensure that the doctoral student continues their former research.
2. The Dean shall deem the candidate eligible for admission due to transfer and specify the scope and time limit within which they have to make up for differences

in curricula. The person accepted shall be entered in the register of doctoral students of the Doctoral School upon presenting a decision that they were struck out of the register at the former doctoral school and upon making the vows referred to in § 6(1).

3. Supervision over research for the doctoral dissertation accepted under the transfer may be exercised by the doctoral supervisor from the former doctoral school, provided that they are accepted by the Dean.
4. The doctoral student accepted under transfer shall have their time of education completed at the former doctoral school before the transfer credited towards the planned duration of education at the Doctoral School referred to in § 7(1).

Conditions and mode of courses at the Doctoral School

## § 9

1. The reference period for education at the Doctoral School shall be the academic year.
2. Courses stipulated for in the curriculum of the Doctoral School for the given year shall end with ungraded credit per the rules laid down in course syllabuses. Doctoral seminars shall end with ungraded credit.

**<2a. In order to be awarded credit for the doctoral seminar in a given academic year, it is necessary to fulfil the measures specified in the IRP for the given academic year, with particular account taken of the progress made in the preparation of the doctoral dissertation. The supervisor(s) shall provide a description on the fulfilment of measures in the annual doctoral student's report in line with the template found in the report.**

**2b. Failure to be awarded credit for the doctoral seminar is grounds for finding no progress in the preparation of the doctoral dissertation.><sup>3)</sup>**

3. The doctoral student shall pass major examinations which are not included in the audit of their academic year. The doctoral student shall pass major examinations in their fourth semester of education. Each major examination has two dates, one

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<sup>3)</sup>Added Sections 2a & 2b shall apply from 1 October 2023 onwards (pursuant to § 2 of Resolution No. 273 of the SGH Senate of 22 March 2023 amending Resolution No. 456 of the SGH Senate of 17 April 2019 on the Doctoral School Regulations at the SGH Warsaw School of Economics).

in March, the other in May. The doctoral student shall select only one date, which shall become the date on which they take the examination obligatorily. The doctoral student has the right to retake one major examination. The retake examination shall be in September. The detailed schedule as well as the organisation of major examinations shall be determined by the Dean. Solely verbal grades shall be provided for major examinations: “wynik zadowalający” (satisfactory result) as a positive grade, and “wynik niezadowalający” (unsatisfactory result) as a negative grade. Failure to attend the major examination without legitimate reason shall entail a “wynik niezadowalający” grade.

4. Requirements for the doctoral student’s passing of a specific course shall be set forth in the course syllabus.

5. /repealed/

6. /repealed/

7. /repealed/

## § 10

1. The requirements for passing a year include:

1) passing courses stipulated for in the curriculum, subject to § 9(3);

2) submitting a doctoral student's report along with the opinion of the doctoral supervisor(s) and assistant supervisor (if appointed) within the time limit specified by the Dean.

2. The Dean shall recognise (award credit for) courses completed (passed) at another high education or research institution during exchange pursuant to the exchange-related agreement and documentation, provided that they previously expressed their consent for the doctoral student's trip and the completion of those courses. The provision in the previous sentence shall not apply to major courses.

3. The Dean may recognise (award credit for) courses offered at the doctoral level, at the 8<sup>th</sup> level of European Qualifications Framework respectively, completed at another higher education or research institution based on the course syllabus and document confirming the grade or credit obtained. The provision in the previous sentence shall not apply to major courses.

4. The Dean shall assess the implementation of the doctoral students’ curricula and give credit for the year.



## § 11

Upon a reasonable application of the doctoral student, upon consultation with the doctoral supervisor(s), the Dean may establish an IPK for the relevant doctoral student.

### Curriculum at the Doctoral School

## § 12

1. The framework curriculum at the Doctoral School and amendments thereto shall be adopted by the Senate upon the Rector's request. Opinions on the request shall be presented by the Board and the PhD Student Union. Requests to amend the framework curriculum may be submitted by the Board.
2. The curricula at the Doctoral School and amendments thereto shall be adopted, per the framework curriculum, by the Senate, upon the Rector's request. Opinions on the request shall be presented by the Board and the PhD Student Union.
3. Requests to amend the curriculum and proposals regarding new curricula may be submitted via the Dean to the Rector by:
  - 1) members of the Board;
  - 2) teaching staff running courses at the Doctoral School and doctoral supervisors;
  - 3) academic councils;
  - 4) the Senate's committee for research;
  - 5) the PhD Student Union.
4. Curricula undergo annual review on the part of the Board. As a result of the review, the Board may draft a request to amend a curriculum.
5. Specific rules ensuring the quality of education and the implementation of IPBs at the Doctoral School shall be set forth by the Rector upon consultation with the Dean.
6. Amendments to the curriculum regarding courses directly related to the given academic discipline shall require the opinions of the academic council for the given discipline.
7. Courses in English may be run as part of the curriculum.

### Doctoral supervisor and assistant supervisor

## § 13

1. Supervision over research for the preparation of the doctoral dissertation shall be exercised by the doctoral supervisor(s) or by a doctoral supervisor and assistant supervisor.

2. Persons holding the degree of doktor habilitowany or the title of profesor and having scientific background in the discipline in which the doctoral dissertation is prepared may serve as doctoral supervisors.

**<2. Persons holding at least the degree of doktor habilitowany and having scientific background in the discipline in which the doctoral dissertation is prepared may serve as doctoral supervisors.><sup>4)</sup>**

3. A doctoral supervisor may be an employee of a foreign higher education or research institution who does not satisfy the requirements referred to in Section 2, provided that they are deemed by the Academic Council to have considerable achievements in scientific questions being the subject of the doctoral dissertation.

4. The following persons may not serve as doctoral supervisors:

1) persons who within the last five years:

a) served as supervisors for four doctoral students who were struck out from the register of doctoral students due to a negative mid-term evaluation; or

b) supervised the preparation of dissertations of at least two people applying for the degree of doktor who did not receive positive reviews referred to in Article 191(1) of the Act;

2) persons who had a disciplinary punishment imposed on them, depriving them of the right to serve as a doctoral supervisor, as referred to in Article 276(1)(4) of the Act.

5. In reasonable cases, the Dean may entrust the supervision over research to a doctoral supervisor who is not an employee of SGH.

6. A single doctoral supervisor may not supervise the work of more than five doctoral students at the Doctoral School at the same time.

7. Persons holding the degree of doktor and having scientific background in the discipline in which the doctoral dissertation is prepared may serve as assistant supervisors.

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<sup>4)</sup>Amended Section 2 shall apply from 1 October 2023 onwards (pursuant to § 2 of Resolution No. 273 of the SGH Senate of 22 March 2023 amending Resolution No. 456 of the SGH Senate of 17 April 2019 on the Doctoral School Regulations at the SGH Warsaw School of Economics).

**<7. Persons holding at least the degree of doktor and having scientific background in the discipline in which the doctoral dissertation is prepared may serve as assistant supervisors.><sup>5)</sup>**

8. Assistant supervisors may serve no more than three doctoral students at the Doctoral School at the same time.

§ 14

1. The doctoral supervisor(s) shall be appointed by the Dean at the request of the doctoral student, no later than three months after the doctoral student commences their education at the Doctoral School. If the supervisor does not work at SGH, it is necessary to enclose information about the scientific activity and publications of the candidate supervisor.

2. The request to appoint the doctoral supervisor(s) shall be filed by the doctoral student no later than 14 days before the lapse of the deadline referred to in Section 1. The request shall be accepted by the candidate doctoral supervisor.

**<2. The request to appoint the doctoral supervisor(s) shall be filed by the doctoral student immediately after commencing education but no later than by 15 November of the given academic year. The request shall be accepted by the candidate supervisor(s).><sup>6)</sup>**

3. The assistant supervisor is appointed by the Dean at the request of the doctoral supervisor(s). If the assistant supervisor does not work at SGH, it is necessary to enclose information about the scientific activity and publications of the candidate assistant supervisor. The request shall be accepted by the candidate assistant supervisor.

4. If the doctoral student fails to file a request to appoint the doctoral supervisor(s) by the deadline referred to in Section 2, the doctoral supervisor shall be

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<sup>5)</sup> Amended Section 7 shall apply from 1 October 2023 onwards (pursuant to § 2 of Resolution No. 273 of the SGH Senate of 22 March 2023 amending Resolution No. 456 of the SGH Senate of 17 April 2019 on the Doctoral School Regulations at the SGH Warsaw School of Economics).

<sup>6)</sup> Amended Section 2 shall apply from 1 October 2023 onwards (pursuant to § 2 of Resolution No. 273 of the SGH Senate of 22 March 2023 amending Resolution No. 456 of the SGH Senate of 17 April 2019 on the Doctoral School Regulations at the SGH Warsaw School of Economics).

immediately appointed by the Dean. The doctoral student shall be informed immediately of the appointment of the doctoral supervisor.

5. At the reasonable request of the doctoral supervisor or doctoral student, or at their own initiative, the Dean may change the doctoral supervisor.
6. At the reasonable request of the doctoral supervisor(s), the assistant supervisor, or the doctoral student, the Dean may change the assistant supervisor or dismiss them without appointing a replacement.

#### § 15

The duties of the doctoral supervisor(s) involve in particular:

- 1) exercising supervision over research for the preparation of the doctoral dissertation on the part of the doctoral student, which includes providing the doctoral student with the essential substantive and methodological help in scientific work;
- 2) aiding the doctoral student in drafting the IPB, taking into account opportunities of financing research from certain sources;
- 3) issuing opinions on the doctoral students' requests and applications concerning education at the Doctoral School, including on the establishment of the IPK referred to in § 11;
- 4) issuing written evaluations of the doctoral student's progress in scientific work, and in particular with respect to the preparation and the implementation of the IPB and the completion of the doctoral dissertation;
- 5) providing an opinion on the doctoral dissertation presented by the doctoral student;
- 6) cooperating with the Dean of the Doctoral School and the head of the doctoral supervisor's unit in order to monitor the doctoral student's progress;
- 7) informing the Dean on the lack of progress in scientific work and moving for the doctoral student to be struck out from the doctoral student register if they receive a negative evaluation of their progress in the preparation of the dissertation or the implementation of the IPB;
- 8) exercising supervision over the assistant supervisor's work.

## § 16

The duties of the assistant supervisor involve in particular:

- 1) performing auxiliary work in consultation with the doctoral supervisor with respect to supervision over the doctoral student's work, including the planning and performance of research and analysis of results;
- 2) issuing opinions on the IPB;
- 3) making an evaluation of progress in the preparation of the doctoral dissertation and presenting it to the doctoral supervisor. The assistant supervisor's opinion shall be appended to the doctoral supervisor's opinion.

Individual Research Plan

## § 17

1. The IPB shall be drafted by the doctoral student upon consultation with the doctoral supervisor(s) and the assistant supervisor (if appointed). In accepting the IPB of the doctoral student, the doctoral supervisor shall in particular take into account whether the IPB is implementable at SGH, in light of i.a. organisational and financial possibilities.
2. The IPB shall include in particular:
  - 1) a synopsis of the doctoral dissertation, including the following components:
    - a) subject of the doctoral dissertation and its justification based on a review of literature and stating the research gap;
    - b) the purposes of the doctoral dissertation, thesis, or hypothesis or the research questions;
    - c) description of the research method;
    - d) estimated budget with available sources of financing indicated;
    - e) form of the doctoral dissertation;
    - f) proposed structure of the doctoral dissertation;
    - g) a preliminary review of literature;
  - 2) external sources of financing research, including e.g., research project competitions in which the doctoral student intends to participate, provided that the doctoral student intends to apply for such financing;
  - 3) the research programme for the preparation of the doctoral dissertation, covering tasks and semester-by-semester schedule of implementation;
  - 4) planned date of submitting the doctoral dissertation.

3. Upon obtaining the opinion of the Board, the Dean shall set forth specific IPB requirements, including components, as well as draft a technical manual for submission of IPBs in the IT system and approval thereof by the doctoral supervisor.

#### § 18

1. Upon receiving the opinion of the assistant supervisor (if appointed), the doctoral student shall submit the IPB, and upon receiving the approval of the doctoral supervisor(s), the doctoral student shall file the IPB with the Dean, but no later than 12 months after commencing education at the Doctoral School.
2. The submission of IPB may be preceded with the submission of a draft IPB no later than three months before the lapse of the deadline referred to in Section 1. The doctoral student shall submit a draft IPB accepted by the doctoral supervisor(s) to the Dean, who shall then request a team of two academic staff members holding the degree of doktor habilitowany or the title of profesor in the field in which the doctoral dissertation is written to provide an opinion. Within two weeks, the team shall provide an unreserved opinion on the IPB or recommend amendments arising from IPB requirements referred to in § 17(2).
3. The Dean shall immediately forward the recommendations of the team to the doctoral student and the doctoral supervisor(s).
4. If the doctoral student fails to submit the IPB by the deadline referred to in Section 1, the Dean may strike out the doctoral student from the doctoral student register.
5. In reasonable cases, during the implementation of the IPB, the doctoral student may with the consent of their doctoral supervisor(s) submit a proposal to amend the IPB:
  - 1) before the mid-term evaluation, within the time limit specified by the Dean, but no later than two months before the mid-term evaluation;
  - 2) after the mid-term evaluation, no later than half a year before completing education.

#### Mid-term evaluation

#### § 19

1. The evaluation is carried out after the fourth semester of education at the Doctoral School, but no later than three months after the commencement of the fifth semester. If the doctoral student suspends their education at the Doctoral

School, as referred to in § 23, the evaluation shall be postponed by the suspension period.

2. The Dean shall set forth specific mid-term evaluation instructions upon consultation with the Board.

## § 20

1. The mid-term evaluation is carried out by a three-person committee appointed by the Dean, and composed of:
  - 1) one person holding the degree of doktor habilitowany or the title of profesor in the discipline in which the doctoral dissertation is prepared, employed outside SGH;
  - <1) one person holding the degree of doktor habilitowany or the title of profesor in the discipline in which the doctoral dissertation is prepared, employed outside SGH, or a person referred to in Article 190(5) of the Act;><sup>7)</sup>**
  - 2) two academic teachers holding the degree of doktor habilitowany or the title of profesor in the discipline in which the doctoral dissertation is prepared, employed at SGH.
2. If possible, the persons who are responsible for issuing opinions on the draft IPB shall be appointed by the Dean as members of the committee referred to in Section 1(2).
3. In appointing a committee member, the Dean shall be guided by the principle of avoiding conflicts of interest, especially avoiding a situation where a committee member is a direct subordinate of the doctoral supervisor(s).
4. In reasonable cases, the Dean, having obtained the opinion of the President of the relevant Academic Council, may appoint as committee member one person holding the degree of doktor and having outstanding scientific achievements in the discipline in which the doctoral dissertation is prepared.
5. Neither the doctoral supervisor(s) nor the assistant supervisor may serve as a committee member.

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<sup>7)</sup>Amended Subsection 1 shall apply from 1 October 2023 onwards (pursuant to § 2 of Resolution No. 273 of the SGH Senate of 22 March 2023 amending Resolution No. 456 of the SGH Senate of 17 April 2019 on the Doctoral School Regulations at the SGH Warsaw School of Economics).

6. The Dean and the Vice-Deans may not serve as committee members.
7. The following are also not allowed to serve as committee members:
  - 1) persons who within the last five years:
    - a) served as supervisors for four doctoral students who were struck out from the register of doctoral students due to a negative mid-term evaluation; or
    - b) supervised the preparation of dissertations of at least two people applying for the degree of doktor who did not receive positive reviews referred to in Article 191(1) of the Act;
  - 2) persons who had a disciplinary punishment imposed on them, depriving them of the right to serve as a doctoral supervisor, as referred to in Article 276(1)(4) of the Act.
8. The committee shall elect a President from among its members who shall manage the committee's work, i.a. contacting the Dean, doctoral student, and doctoral supervisor(s).

#### § 21

1. The committee referred to in § 20 shall evaluate the implementation of the IPB, especially based on:
  - 1) the reports presented by the doctoral student;
  - 2) the opinions of the doctoral supervisor(s) on the progress in the preparation of the doctoral dissertation;
  - 3) the interview with the doctoral student and other documents they submit.
2. The interview with the doctoral student referred to in Section 1(3) may be held as a videoconference. The doctoral supervisor(s) may participate in the interview.

#### § 22

1. The mid-term evaluation ends with either a positive or negative result. The evaluation requires a justification. The committee shall adopt the evaluation result with a majority of votes.
2. The evaluation result with the justification is not confidential.
3. If the committee gives a positive evaluation, it may present the doctoral student with recommendations concerning further implementation of the IPB.
4. If the evaluation is negative, the Dean shall strike the doctoral student out from the doctoral student register.



## Suspending education at the Doctoral School

### § 23

1. At the doctoral student's request, their education may be suspended for a period corresponding to the duration of:
  - 1) maternity leave,
  - 2) leave on the terms of a maternity leave,
  - 3) paternity leave and parental leave– as specified in the Act of 26 June 1974 – Labour Code (Journal of Laws of 2018, item 917, as amended)<sup>8)</sup>.
2. The doctoral student shall submit their request to suspend education in writing no later than 21 days from the occurrence of circumstances entitling the doctoral student to enjoy the leave referred to in Section 1. Documents justifying the suspension of education shall be appended to the request.
3. In accepting the request to suspend education for a period other than an academic year, the Dean shall set forth the requirements incumbent on the doctoral student following the suspension period, especially the deadlines by which they shall satisfy the respective obligations arising from the education process and the Regulations.
4. Within seven days of the suspension period ending, the doctoral student shall submit a written statement on continuing education to the Dean. Failure to submit this statement shall constitute a reason to initiate the procedure to strike the doctoral student out from the doctoral student register due to dropping out.
5. The deadlines for the doctoral student to satisfy their obligations arising from the IPB shall be postponed correspondingly by the period for which the doctoral student's education at the Doctoral School was suspended.
6. During the suspension period, the doctoral student shall not follow the curriculum or implement the IPB, but shall retain the rights of a doctoral student (i.e., the right to a doctoral student card, and the right to a scholarship in the amount specified in line with Article 209(6) of the Act).

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<sup>8)</sup>The amendments of this act has been published in the Journal of Laws of 2022, items 1510, 1700 and 2140, and of 2023, item 240.

## Postponing the doctoral dissertation submission deadline

### § 24

1. At the request of the doctoral student, the Dean may postpone the doctoral dissertation deadline. In particular, the deadline may be postponed due to:
  - 1) a long-term illness of the doctoral student or that of the member of their family;
  - 2) participation in a research grant awarded under the competition procedure by a Polish or foreign research financing institution, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange;
  - 3) the doctoral student's research trip arising from the IPB.
2. In the relevant case, no later than on 10 September of the last semester of education, the doctoral student shall submit in writing the request referred to in Section 1, containing:
  - 1) the doctoral student's details (forename and surname, album number, year of education);
  - 2) proposed date of submitting the doctoral dissertation;
  - 3) justification along with the amended IPB;
  - 4) opinion of the doctoral supervisor(s) concerning the progress made on the doctoral dissertation and in research.
3. The aggregate postponement period shall not exceed two years.
4. Throughout the postponement, the doctoral student shall retain all the rights of a doctoral student.

## Doctoral students' rights and obligations

### § 25

1. The doctoral student has the right to:
  - 1) enjoy the doctoral supervisor(s)' and the assistant supervisor's supervision over research with respect to the preparation of the doctoral dissertation;
  - 2) justifiably change the doctoral supervisor(s) and the assistant supervisor;
  - 3) use SGH's research and development equipment, along with library collections and the School's IT resources, in the scope necessary to follow the curriculum, implement the IPB, and prepare the doctoral dissertation, under the rules laid out in separate internal acts of SGH;
  - 4) obtain support in preparing grant applications;
  - 5) be involved in the life of the research community;

- 6) enjoy respect for their dignity from all members of SGH's academic community;
  - 7) be a member of doctoral student associations at SGH;
  - 8) receive a doctoral scholarship under Article 209 of the Act;
  - 9) enjoy a maximum of eight weeks per year of holiday leave, to be taken in the periods without courses;
  - 10) hold a doctoral student card;
  - 11) apply for accommodation at the School's student house under the terms laid out in separate provisions;
  - 12) apply for accommodation for their spouse or child at the School's student house under the terms laid out in separate provisions;
  - 13) apply for a student loan under Article 210 of the Act;
  - 14) participate in research internships and pursue part of the education outside SGH under the terms laid out in separate internal acts of the School;
  - 15) suspend their education for the duration of the maternity leave, a leave on the terms of a maternity leave, a paternity leave, and parental leave under § 23;
  - 16) postpone their doctoral dissertation submission deadline in reasonable cases under § 24;
  - 17) enjoy social and universal health insurance under separate provisions.
2. Apart from the rights referred to in Section 1, doctoral students with disabilities may, adequately to the type and degree of their disability, request that the School provide conditions allowing their full participation in the education process and scientific research as far as it is possible, and in particular request:
- 1) individual terms of participating in and passing courses;
  - 2) individual terms of using the School's infrastructure and resources;
  - 3) the consent of the teacher to record courses, or the consent of the Dean for the doctoral student with disabilities to have an assistant or sign language interpreter attend the courses with them.
3. The rights and obligations of the doctoral student expire:
- 1) on the day the decision on being struck out from the doctoral student register becomes final;
  - 2) on the day the doctoral student submits a letter representing that they are dropping out of the Doctoral School;
  - 3) on the day education ends in line with § 27.

## § 26

1. The doctoral student shall comply with the vows, Regulations, and other provisions applicable at SGH, and proceed in line with the decisions of the Dean of the Doctoral School as regards education.
2. The doctoral student shall especially:
  - 1) comply with academic rules and customs;
  - 2) comply with ethical norms set forth in the Doctoral Student Ethics Code and the principles of community life, as well as protect the reputation and property of SGH;
  - 3) comply with the provisions of law applicable at the School, including concerning copyright and related rights;
  - 4) inform the Dean of their intention to drop out from the Doctoral School or postpone the doctoral dissertation submission deadline;
  - 5) present the Dean with the draft IPB;
  - 6) submit the IPB to the Dean;
  - 7) follow the curriculum and implement the IPB;
  - 8) submit annual reports with the opinion issued by the doctoral supervisor(s) on progress in the preparation of the doctoral dissertation and the implementation of the IPB within the time limits specified under separate provisions;
  - 9) make representations for purposes of evaluating the quality of their scientific activities;
  - 10) hold an ORCID (Open Researcher and Contributor ID) identifier;
  - 11) immediately inform the Dean of changes in their personal data that are relevant for the education process, in particular changes in their: forename, surname, address of residence, and address for correspondence. Should the doctoral student fail to inform the Dean of changes of their address of residence or address for correspondence, service of letters or decisions to the formerly valid address shall be deemed legally effective;
  - 12) immediately inform the Dean of becoming employed as an academic teacher at a different higher education institution, and of the full-time equivalent of such employment;
  - 13) immediately inform the Dean of the fact that they obtained the degree of doktor from another entitled entity;

- 14) immediately inform the Dean of the fact that they took up education at another doctoral school;
  - 15) use the School e-mail account for matters related to education at the SGH Doctoral School, and especially regularly check the e-mail inbox, so that they may maintain ongoing contact with SGH; failure on the part of the doctoral student to read information sent by SGH to their e-mail account does not make them exempt from having to fulfil obligations duly and timely;
  - 16) if the doctoral student has no place of residence within the territory of the Republic of Poland, indicate the address for service of administrative decisions within the Republic of Poland, or appoint a service attorney in Poland; failure on the part of the doctoral student to satisfy this obligation shall mean that the decisions will be kept in the file of the doctoral student and will be deemed served;
  - 17) immediately inform the Dean of the Doctoral School in writing of circumstances affecting the payment and the amount of the doctoral scholarship;
  - 18) return the unduly paid doctoral scholarship within 14 days of receiving the relevant request.
3. The doctoral student shall be subject to disciplinary liability under the rules laid out in the Act and implementing acts.

#### Completing education at the Doctoral School

##### § 27

1. The basis for completing education at the Doctoral School is obtaining learning outcomes at the 8th level of PQF within the academic discipline or isolated part thereof included within the framework curriculum and curriculum referred to in § 1 (1)(14) & (15) and submitting the doctoral dissertation accepted by the doctoral supervisor(s).
2. At the request of the person who did not complete their education at the Doctoral School yet, the Doctoral School shall issue an education certificate. The model certificate shall be set forth by the Dean.

##### § 28

1. The Dean shall decide on striking a doctoral student out from the register of doctoral students at the Doctoral School if:
  - 1) the mid-term evaluation is negative;

2) /repealed/

3) the doctoral dissertation is not submitted by the deadline specified in the IPB;

4) the doctoral student submits a written letter representing that they are dropping out of the Doctoral School;

5) the doctoral student takes up education at another doctoral school;

**<5a) failure to commence education at the Doctoral School;><sup>9)</sup>**

6) the doctoral student receives a disciplinary punishment expelling them from the School;

**<7) the disciplinary penalty of expulsion from the Doctoral School;**

**8) the disciplinary penalty of expulsion from the Doctoral School.><sup>10)</sup>**

2. The Dean may decide on striking a doctoral student out from the register of doctoral students at the Doctoral School if:

1) the doctoral student makes unsatisfactory progress in the preparation of the doctoral dissertation;

2) the doctoral student violates the Regulations;

3) the doctoral student fails to follow the curriculum;

**<4) failure to file the IRP.><sup>11)</sup>**

3. Strikeout from the doctoral student register shall occur by virtue of an administrative decision.

**<4. In the doctoral student strikeout procedure, in the cases referred to in item 1(8), the doctoral student shall be called on to submit, within the time limit of no less than 30 days, a letter representing that they are dropping out**

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<sup>9)</sup>Added Subection 5a shall apply from 1 October 2023 onwards (pursuant to § 2 of Resolution No. 273 of the SGH Senate of 22 March 2023 amending Resolution No. 456 of the SGH Senate of 17 April 2019 on the Doctoral School Regulations at the SGH Warsaw School of Economics).

<sup>10)</sup> Added Subections 7 & 8 shall apply from 1 October 2023 onwards (pursuant to § 2 of Resolution No. 273 of the SGH Senate of 22 March 2023 amending Resolution No. 456 of the SGH Senate of 17 April 2019 on the Doctoral School Regulations at the SGH Warsaw School of Economics).

<sup>11)</sup> Added Subection 4 shall apply from 1 October 2023 onwards (pursuant to § 2 of Resolution No. 273 of the SGH Senate of 22 March 2023 amending Resolution No. 456 of the SGH Senate of 17 April 2019 on the Doctoral School Regulations at the SGH Warsaw School of Economics).

**from a different doctoral school or terminating their employment relationship as academic teacher or researcher.><sup>12)</sup>**

Maintaining documentation at the Doctoral School

§ 29

1. Documentation concerning the Doctoral School's operations shall be maintained with respect to:
  - 1) the course of a doctoral student's education at the Doctoral School;
  - 2) the activities of the Board;
  - 3) the functioning of the Dean.
2. Documentation may be maintained in paper or electronic form.
3. As regards the doctoral student's education, the following are stored:
  - 1) the doctoral student's personal file, which includes:
    - a) documents required from the candidate, in particular a copy of the documents used to apply for admission to the Doctoral School, certified by the School;
    - b) a personal questionnaire;
    - c) a list of persons entered in the register of doctoral students at the Doctoral School;
    - d) the vows;
    - e) periodic achievement lists;
    - f) IPB;
    - g) individual Dean decisions concerning the course of a doctoral student's education at the Doctoral School;
    - h) the doctoral student's reports on progress in the preparation of the doctoral dissertation and the implementation of the IPB along with opinions of their doctoral supervisor(s);
  - 2) course credit reports in a separate folder with documentation on the education of doctoral students in a given year at the Doctoral School.

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<sup>12)</sup> Added Section 4 shall apply from 1 October 2023 onwards (pursuant to § 2 of Resolution No. 273 of the SGH Senate of 22 March 2023 amending Resolution No. 456 of the SGH Senate of 17 April 2019 on the Doctoral School Regulations at the SGH Warsaw School of Economics).

4. Documentation regarding the Board's activities shall include, in particular:
  - 1) minutes of Board meetings;
  - 2) Board's resolutions;
  - 3) documents being the subject matter of the Board's deliberations, including requests and drafts on which the Board issues opinions.
5. Documentation regarding the Dean's activities shall include, in particular:
  - 1) reports on the Doctoral School's operations;
  - 2) acts issued by the Dean, including instructions.

#### Resolving doctoral students' cases

#### § 30

1. The Dean shall resolve individual cases of doctoral students at their written request or ex officio. Where the Dean is the doctoral supervisor, the doctoral students' individual cases shall be resolved by the Rector.
2. The signed request shall be filed with the Dean within seven days of the occurrence of circumstances being the basis or the subject matter of the request (unless otherwise stated in the provisions relevant for a given request).
3. The request should include the applicant's personal data, the body, and justification, and the request should satisfy other requirements set forth in specific provisions.
- 3a. A request which does not require an administrative decision to be issued shall be filed in writing or as a scan with the doctoral student's signature via the School's e-mail account, using the model request form set forth by the Dean (if any).
4. If the request referred to in Section 3a has formal shortcomings making it impossible to handle it, the Dean may call upon the doctoral student via e-mail to provide additional information, and set an additional time limit which, if not observed, shall entail the failure of the request. The Doctoral School Bureau may also, upon sending these summons via e-mail, inform the doctoral student about its contents by phone. A memorandum shall be drafted of the telephone conversation.
5. The Dean shall handle the request by issuing a written decision which may be in the form of an annotation on the doctoral student's request, containing at least the body and the justification, date of issuance, the Dean's signature, and



information about the possibility and procedure of appeal. If the doctoral student's request is accepted in full, justification shall not be required.

6. Information regarding the resolution which does not require an administrative decision shall be issued in the form of a scan or as information on the manner of resolution sent to the doctoral student's e-mail account.
7. Administrative decisions shall be served on the doctoral student upon confirmation of receipt, personally, at the Doctoral School Bureau, within service hours, or via services of a post operator upon confirmation of receipt to the valid correspondence address, or in the form of an electronic document served via means of electronic communication.

#### § 31

1. With respect to the Dean's or Rector's decision regarding the strikeout from the register of doctoral students at the Doctoral School, the doctoral student may file an appeal with the Rector for the case to be reconsidered.
2. The doctoral student shall file the appeal via the Dean within 14 days of being served the decision.
3. Sections 1 & 2 shall apply respectively to other resolutions taken in doctoral students' individual cases.

#### § 32

The doctoral students' affairs not covered by the provisions hereof and unregulated in other acts shall be resolved by the Rector.

#### § 33

With respect to resolving individual cases of doctoral students in the scope not regulated by the Act or the Regulations, the provisions of the Code of Administrative Procedure shall apply respectively.