

## **RULES AND REGULATIONS OF DOCTORAL PROGRAMMES**

at the Warsaw School of Economics

### **GENERAL PROVISIONS**

#### **§ 1**

1. The Rules and Regulations of Doctoral Programmes at the Warsaw School of Economics (hereinafter referred to as the Rules and Regulations) shall determine the organisation of doctoral programmes and the rights and obligations of doctoral students studying in full-time and part-time doctoral programmes conducted in Polish or in a foreign language.
2. If other domestic or international bilateral or multilateral agreements on doctoral programmes binding the Warsaw School of Economics (hereinafter referred to as SGH) provide for other rights and obligations of doctoral students concerning the organisation and process of study at SGH than the ones stipulated in the Rules and Regulations, they should be applied within the limits of the mandatory provisions of law. If such a need arises from the performance of these agreements the Rector may, by way of order, define the rights and obligations of doctoral students in the process of study in a way which is different from the provisions of the Rules and Regulations.

### **RIGHTS AND OBLIGATIONS**

#### **§ 2**

1. A doctoral student shall acquire the rights and obligations upon taking the oath the wording of which shall be found in SGH Statutes. A person admitted to the doctoral student community shall confirm taking the oath in writing.
2. Admission to a doctoral programme shall take place:
  - 1) after meeting the admission requirements;
  - 2) by way of transfer, pursuant to the regulations below, from another SGH Collegium or from another university or research institution:

- a) only doctoral students who have passed at least the first year of the doctoral programme in another institution running doctoral programmes and the time lapsing from it is not longer than one academic year may be eligible for a transfer,
  - b) the decision on admission by way of transfer shall be made by the programme coordinator of the programme to which the student is to be transferred and it should stipulate the scope and dates of making up for the curriculum discrepancies and upon the course instructor's recommendation the dates for passing courses comprised by the course curriculum,
  - c) the decision of transfers from full-time to part-time programmes shall be made by the programme coordinator,
  - d) when a doctoral student is admitted via a transfer, his/her planned study time period, stipulated in § 8, shall account for the already covered semesters prior to the transfer,
  - e) the final decision of admission via a transfer shall be a basis for removing the doctoral student from the student list in the programme from which he/she is being transferred.
3. A transfer to a full-time programme may only be made from another full-time programme.

### § 3

A doctoral student shall receive an electronic doctoral student ID and shall fill out a declaration form which is to be found in the annex to the Rules and Regulations. The rules of issuing an electronic ID, using and validating it shall be set out in separate legal acts of SGH.

### § 4

1. A doctoral student shall have the rights stipulated in the act of 27 July 2005 – Law on Higher Education (Journal of Laws of 2012 item 572, as amended), SGH Statutes and regulations issued pursuant to them, outlined in these Rules and Regulations and in the provisions regulating the organisation of doctoral programmes.
2. A doctoral student has specifically the right to:
  - 1) have his/her personal dignity respected by every member of the academic community;

- 2) run scientific research and ask for assistance from the faculty members and SGH bodies as well as to use SGH infrastructure;
- 3) participate in the life of the scientific community;
- 4) congregate in doctoral organisations and other associations active at SGH;
- 5) pursue his/her cultural, tourist and sports interests and to use SGH infrastructure for these purposes;
- 6) use the SGH library;
- 7) holiday breaks in the time free of academic classes in the duration not exceeding 8 weeks in the year;
- 8) the social security and general health security on the terms stipulated in separate provisions;
- 9) apply for a doctoral scholarship, have the scholarship raised from a pro-quality grant and receive benefits from the material help fund pursuant to separate regulations.

#### § 5

1. A doctoral student shall be obliged to act according to the oath, the Rules and Regulations and other provisions binding at SGH and shall obey the decisions of the programme coordinator on all matters of the study process.
2. A doctoral student shall be specifically obliged to:
  - 1) obey academic laws and customs;
  - 2) protect SGH reputation and property;
  - 3) participate in classes according to the study schedule;
  - 4) do an internship in the form of conducting academic classes or assisting in them. The internship performed at the university may not be shorter than 10 and longer than 90 hours a year; a doctoral student who is employed at the university as an academic instructor, conducting classes or assisting in them shall be exempted from the internship in the form of conducting classes;
  - 5) obtain credits in due time in all courses, run scientific research and meet other requirements of the study curriculum;
  - 6) take exams independently and ethically and conduct scientific work showing respect for the intellectual property protection rights;
  - 7) timely settle financial liabilities to SGH;
  - 8) immediately notify the programme secretary of the change in personal data relevant for the study process, especially the name, surname, residence and

correspondence address. Should the obligation of notifying of the change in residence or correspondence address be neglected, serving documents or decisions to the currently known address shall be legally effective;

- 9) file a report stating the research conducted and the internship at the end of every academic year;
- 10) actively cooperate on finding a supervisor, pursuant to § 7;
- 11) have an email account on an SGH server with the domain address that can be identified with SGH and use this address for all matters related to the doctoral study; failure to read the information sent by SGH to the doctoral student's email account shall not excuse the doctoral student from timely and diligent performance of his/her duties.

#### § 6

Rights and obligations of doctoral students shall expire on the last day of the doctoral programme including the possible extension period pursuant to § 20 or on the day of removal from the doctoral student list. This shall not apply to the material liabilities of the doctoral student towards SGH.

### **SCIENTIFIC SUPERVISION**

#### § 7

1. The organisational unit of the University shall ensure to the doctoral student throughout the whole study period scientific assistance and support in independent research work or artistic work which are provided by the supervisor.
2. Until the time of starting the doctoral procedure the doctoral student shall remain under the scientific oversight of the supervisor.
3. The role of a supervisor may be assumed by an academic instructor or researcher holding at least the degree of *doktor habilitowany* in a given or related field of study who is active scientifically, has current scientific achievements in the last five years.
4. The supervisor shall encourage the doctoral student to undertake independent research work from the beginning of the doctoral programme.
5. After opening the doctoral procedure the dissertation supervisor shall provide scientific oversight and guidance.
6. A basic form of cooperation of the supervisor or dissertation supervisor with the doctoral student shall be doctoral seminars and consultations.

7. The supervisor and dissertation supervisor shall be specifically obliged to:
  - 1) provide the necessary substantial and methodological assistance in the course of the research work;
  - 2) offer methodical guidance and assist in gaining didactic experience;
  - 3) assist in organising the research tools;
  - 4) assess annual progress in the research work as well as the doctoral student's internship and approve the doctoral report;
  - 5) assess the doctoral student's scientific development and the level of advancement of his/her dissertation;
  - 6) provide recommendations for possible applications for extending the time period of study before they are submitted to the doctoral programme coordinator;
  - 7) notify the programme coordinator of lack of progress in research work and move for removing the doctoral student from the student list;
  - 8) carry out class observations of the classes run by the doctoral student or with his/her assistance not less frequently than two times a year.

## **PROGRAMME ORGANISATION**

### § 8

1. Doctoral programmes shall be run by the Collegia.
2. The programme coordinator shall be responsible for the organisation of the programme and its curriculum coverage.

### § 9

1. The programme shall be scheduled to last two to four years, depending on the study curriculum and study schedule accordingly.
2. The planned time of graduation for programmes ending in the summer semester shall be 30 September, and for those ending in the winter semester - the last day of February unless these dates are moved pursuant to § 20.

### § 10

1. The academic year shall last from 1 October to 30 September of the next calendar year.
2. The doctoral programme may start in the summer or winter semester.

## § 11

SGH shall collect charges for part-time doctoral programmes and documents issued in them pursuant to separate provisions.

## §12

1. The programme shall be run according to the doctoral study curriculum and schedule.
2. Doctoral programmes shall be run based on the act on establishing doctoral programmes, stipulating their curricula, schedules, educational results, loads of obligatory and elective classes comprised in the curriculum and ECTS credit points assigned to them as well as internships. This document shall be published in an electronic form on the Collegium website and shall be available for inspection at given programme edition secretary's office.
3. The study schedule shall be published to the doctoral students by posting it on the Collegium website before the beginning of every academic year, not later than on 30 September.

## **CONDITIONS AND MODE OF CONDUCTING CLASSES**

### § 13

All classes, research work and internships included in the study curriculum shall be subject to assessment with credit.

### § 14

1. Absence from a class should be justified to the instructor immediately after the reason for this absence ceases.
2. The instructor shall determine the method and time of making up for the class missed.

### § 15

1. Class performance assessment shall be made according to the following grading scale subject to section 3:

- 1) 5.0 - five, say: very good
- 2) 4.5 - four and a half, say: good plus
- 3) 4.0 - four, say: good
- 4) 3.5 - three and a half, say: sufficient plus
- 5) 3.0 - three, say: sufficient
- 6) 2.0 - two, say: unsatisfactory.

2. Research work and internship shall be subject to a descriptive evaluation.
3. Doctoral seminars and the e-learning training in Intellectual Property Rights shall be passed with credit. Credits shall not be used to calculate the overall study grade average.
4. Class grades, doctoral seminars and the e-learning training shall be entered into the exam reports, credit sheets and student books.
5. The annual grade average shall be calculated based on the formula:

$$\text{Grade average} = \frac{\sum_{i=1}^n A_i \cdot B_i}{\sum_{i=1}^n B_i},$$

where:

$A_i$  - course grade or arithmetic mean of the course grades if it was passed more than one time,

$B_i$  - ECTS credit points for the course,

$n$  - number of courses covered in a given semester,  $i = 1, \dots, n$ .

6. If a doctoral student receives an unsatisfactory grade or fails to take the exam or pass the course in the first sit, he/she shall be eligible for the resit.
7. At a justified application of a doctoral student filed within 7 days of the date of announcing the unsatisfactory grade in a course the programme coordinator may order a resit exam before the board which should be held not earlier than 14 days and not later than 1 month of filing the application.
8. A resit exam before the board shall be conducted by a board appointed by the Collegium Dean. At a doctoral student's request, a representative of the Doctoral Student Board appointed by the relevant body of the Doctoral Student Board shall sit on the exam board.
9. Credit for the doctoral seminar shall be awarded by the seminar instructor.
10. The programme coordinator, pursuant to the recommendation of the supervisor or dissertation supervisor shall evaluate: the completion of the study curriculum, the research work, internships in a way determined by the council of the organisational unit conducting the doctoral programme.

11. Credit for passing the e-learning training in Intellectual Property Rights shall be awarded by the doctoral programme coordinator.

#### § 16

1. The programme coordinator shall be the immediate superior to a doctoral student.
2. The programme coordinator shall consider and decide all individual doctoral students' issues related to the study process.
3. Specifically, the programme coordinator shall decide on the matters of:
  - 1) setting two dates for obtaining final grades in each course;
  - 2) giving consent (in justified cases) at a doctoral student's request with recommendation from the class instructor to obtain the final grade on a different date than the one set in the exam session;
  - 3) passing the subsequent year of study
4. The Collegium Dean shall consider a doctoral student's objections concerning passing the following year of study and evaluation of his/her research work and internship.

If the Collegium Dean performs the function of the programme coordinator, such objections shall be considered by the Rector.

### **PERIODICAL SETTLEMENTS**

#### § 17

1. Academic settlements shall take place annually subject to section 2.
2. A doctoral student shall be obliged to obtain credits pursuant to the organisation of the academic year.

#### § 18

1. The necessary condition to pass the year is obtaining positive final grades in all classes, research work and internship included in the study curriculum of a given year.
2. A disabled doctoral student may turn to the programme coordinator with an application for adjusting the form of final assessment in a course to the constraints resulting from his disability. Such an adjustment may consist in extending the exam time, altering the form of the exam to a spoken exam or using a customised exam paper form (larger fonts).
3. A doctoral student who has passed the year and does not have any outstanding liabilities towards the University shall be registered to the next year of study.



## § 19

1. The programme coordinator shall remove a doctoral student from the student list in the case of:
  - 1) failing to resume the study in time;
  - 2) receiving an unsatisfactory grade in the resit exam before the board or failing to take such an exam without a reasonable ground;
  - 3) filing a written programme resignation;
  - 4) a lawful decision of the disciplinary committee of granting a disciplinary penalty of expulsion from SGH.
2. The programme coordinator may remove the doctoral student from the student list if he/she defaults on the payment of fees related to the process of study.
3. If a doctoral student failed to pass the year, the programme coordinator shall:
  - 1) give consent to repeat classes or the internship and do the outstanding research work and shall grant a conditional registration to the next year;
  - 2) decide to remove a doctoral student from the doctoral student list.
4. For repeating classes, internships and catching up with outstanding research work in the form of a conditional registration the following rules shall apply:
  - 1) the time of passing a course under conditional registration may not be longer than one year;
  - 2) conditional registration shall not be available in the last year of study.
5. The procedure of removing a student from the doctoral student list shall be instigated by the programme coordinator who shall also notify the doctoral student thereof in writing.
6. The notification should include a factual justification and a legal instigation of the procedure as well as a note on the right to provide explanation within 14 days of the notification and the mode of submitting such information.
7. A doctoral student who does not submit explanation in the time stipulated in section 6 shall be removed from the doctoral student list.
8. A doctoral student who has been removed from the doctoral student list shall be obliged to settle all liabilities towards SGH.

## **EXTENSION OF THE STUDY PERIOD**

### **§ 20**

1. At a doctoral student's application justified with special circumstances, including a periodical inability to continue studying due to a health condition, necessity to personally attend to an ill family member or a child up to the age of 4 or a disabled child, the programme coordinator may extend the period of the doctoral programme at the same time exempting the doctoral student from the obligation to attend classes. The total time of such extensions during the doctoral programme may not be longer than one year.
2. The doctoral programme coordinator, having consulted the supervisor or the dissertation supervisor, may extend the period of the doctoral study exempting at the same time the doctoral student from the obligation to attend classes, in cases justified with the necessity of conducting long-standing research as part of the study, for the time of the programme, however not longer than for two years.
3. The doctoral programme coordinator, at the application of the doctoral student, may additionally extend the time of the doctoral study by the period equivalent to the duration of the maternity leave, additional maternity leave, leave on the terms of the maternity leave, paternity and parental leave defined in the Labour Code exempting the doctoral student from the obligation to attend classes.
4. After the period of the extension, as stipulated in section 1, 2 or 3, has been completed, the doctoral student shall continue studying in the next edition, if the next edition has not been started - in an individual mode, on the terms determined by the programme coordinator. Individual mode of study shall be regulated by the relevant provisions of the Rules and Regulations.

## **PROGRAMME RESUMPTION**

### **§ 21**

1. The Collegium Dean may allow for a programme resumption by a person who has been removed from the doctoral student list after passing the first year of study unless the removal resulted from a disciplinary penalty of expulsion from SGH which has not been expunged or if the removal occurred more than three years ago.
2. A person commencing study in the resumption mode shall be obliged to take the oath.

3. Resumption may take place not earlier than next year after the removal unless the removal resulted from defaulting on the payments due.
4. A doctoral student admitted to the programme by way of resumption shall be registered to the year not later than the year following the last year passed before the removal, however the year of conditional registration shall not be deemed passed.

## **GRADUATION**

### **§ 22**

1. The programme shall be deemed completed upon receiving the third cycle qualifications having met the criteria stipulated in the programme curriculum.
2. A person who has not completed the doctoral programme may receive from SGH a certificate of the study record if requested.

## **DECISIONS ON DOCTORAL STUDENT ISSUES**

### **§ 23**

1. The programme coordinator shall decide individual issues of doctoral students upon their request in writing or of own initiative of the office.
2. Signed applications shall be submitted to the programme secretary within 7 days of the occurrence of the circumstances being the subject matter of the application. The application should include applicant's personal data, indicate the purpose of the application and grounds as well as meet other criteria set out in particular regulations.
3. An incomplete application, after an ineffective lapse of 7 days indicated in the request for completing the data shall not be considered if the missing information makes it impossible to pass a reasonable decision.

### **§ 24**

1. The programme coordinator's decision may be appealed by a doctoral student to the Rector.
2. The appeal shall be filed within 14 days of the service of the decision on the hands of the programme coordinator.

### **§ 25**

Any other doctoral students' issues unaccounted for by the Rules and Regulations and not regulated by other provisions shall be settled by the Rector.

Annex to the Doctoral Programme Rules and Regulations

Warsaw, (date) .....

Name and Surname .....

Private email address .....

Telephone number .....

Residence address .....

Form of study (full-time/part-time) PART-TIME

Programme edition 5th

Doctoral programme starting date 28.11.2015

Doctoral programme completion date (according to schedule) 30.09.2019

I hereby give my hand ..... **I agree** for SGH to process the personal data above for the purpose of <sup>1</sup>:

- alumni career path surveys (e.g. exercising the right to monitor alumni's career paths pursuant to article 13b.12 of the act of 27 July 2005 - Law on Higher Education, (Journal of Laws of 2012 item 572, as amended); placement in university rankings,
- staying in touch (e.g. SGH Alumni Club, alumni reunions, SGH Doctoral Student Board's initiatives),
- keeping me informed of the SGH educational and training offer,
- confirming qualifications gained at SGH at the request of entities conducting employee recruitment (when alumni take part in the recruitment process).

I undertake to keep SGH notified of changes to my personal contact data.

I have been advised pursuant to *article 24 of the act of 29 August 1997 on the protection of personal data (continuous text, Journal of Laws No. 101 item 926, as amended)* that the place of my personal data processing shall be the Collegium of World Economy SGH with a registered office in Warszawa, al. Niepodległości 162 and that I have the right to access them, alter them and request their deletion.

.....  
(legible signature)

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I, the undersigned ..... **do not agree** for my personal data to be processed for any of the abovementioned purposes.

.....  
(legible signature)

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<sup>1</sup> Mark the selected entries, delete the rest