

Regulations of the GeoPlanet Doctoral School

§ 1

The GeoPlanet Doctoral School, hereinafter referred to as the “Doctoral School” is conducted jointly, on the basis of the agreement on the establishment of the GeoPlanet Doctoral School, by the following entities of the Polish Academy of Sciences: the Nicolaus Copernicus Astronomical Center PAS (hereinafter referred to as the “NCAC PAS”), the Space Research Centre PAS, the Center for Theoretical Physics PAS, the Institute of Geophysics PAS, the Institute of Geography and Spatial Organization PAS, the Institute of Geological Sciences PAS, the Institute of Oceanology PAS and the Polish Geological Institute – National Research Institute (hereinafter referred to as the “PGI – NRI”), hereinafter referred to as the “institutes”. The present Regulations specify the organization and the course of education in the Doctoral School as well as the rights and obligations of the doctoral students, supervisors and coordinators managing the Doctoral School at the level of institutes, hereinafter referred to as the “coordinators”.

§ 2

The Doctoral School acts upon the following provisions:

- 1) the Law as of 30th April 2010 on the Polish Academy of Sciences (Journal of Laws as of 2018, item 1475 with further amendments);
- 2) the Law as of 30th April 2010 on research institutes (Journal of Laws as of 2010, item 618 with further amendments);
- 3) the Law as of 20th July 2018 – Law on higher education and science (Journal of Laws as of 2018, item 1668) – hereinafter referred to as the Law;
- 4) the agreement on establishing the GeoPlanet Doctoral School concluded between the institutes;
- 5) the charters of the institutes
- 6) the present Regulations;
- 7) other applicable legal acts.

§ 3

1. At the level of the institute, the Doctoral School is managed by the coordinator appointed by the director of the institute upon receiving a positive opinion of the scientific board of the institute and the consent of the competent body of the self-government of the doctoral students.
2. The coordinator takes decisions and conducts activities solely with regard to doctoral students affiliated at the institute that is represented by the coordinator.
3. The role of the coordinator can be fulfilled by a person holding the academic title of the professor or the scientific degree of dr hab. (DSc, habilitation) or holding rights equivalent to those of dr hab.
4. The director of the institute submits the motion to the relevant body of the self-government of the doctoral students to express the consent to appoint the coordinator within the term of 14 days from the day of receiving this motion. If the self-government of the doctoral students does not provide their answer within a given period, it is considered that the consent was given..
5. The director of the institute submits the motion to the scientific board of the institute to express their opinion on the candidate to assume the role of the coordinator within the period of at least 14 days from the day of receiving this motion, but not longer than till the nearest sitting of the scientific board of the institute after the expiry of the 14-day period. If the board does not express their opinion within the given period, it is considered that the positive opinion was given.
6. The coordinator can be dismissed by the director of the institute at his/her own initiative or upon the motion of the scientific board or the competent body of the self-government of the doctoral students.
7. The director of the institute asks the competent body of the self-government of the doctoral students as well as the scientific board of the institute to express their opinion on dismissing the coordinator within the period of at least 14 days from the day of intending to do so or receiving the motion on this matter, but not later than till the nearest sitting of the scientific board of the institute after the expiry of the 14-day period.
8. The provision of paragraph 7 is not applied in the case of submitting the written resignation by the coordinator from fulfilling his/her function.

§ 4

1. The Coordinators constitute the Board of the Doctoral School.
2. The Chairman of the Board is the Coordinator of the Doctoral School in NCAC PAS.
3. The Board of the School takes decisions by way of open ballot by an ordinary majority of votes. The secret ballot is conducted upon the motion of the member of the Board.
4. In particular, the Board of the School:
 - a) supervises the functioning of the School with regard to didactic and scientific activities;
 - b) elaborates and proposes changes in the Regulations of the School, the Degree Programme Curriculum and in the Regulations of the Recruitment;
 - c) elaborates the methods of improving the implementation of the Degree Programme Curriculum and the quality of education, as well as identifies the areas where such improvement can be made;
 - d) organizes and implements the system of the assessment of the quality of education in the Doctoral School, which involves in particular the assessment of the persons running classes made by the Doctoral Students, as well as the assessment of the cooperation with doctoral students made by the supervisors;
 - e) guarantees transparency and reliability of the process of verifying the achieved learning outcomes;
 - f) provides undistorted possibility of participating by doctoral students with disabilities in education, identifying their problems and individual needs, necessary conditions and facilities, as well as works out solutions of these problems and the ways to meet these needs and to offer facilities;
 - g) ensures that the specific needs of the foreign doctoral students are met in the process of education in the Doctoral School;
 - h) supervises the monitoring of the careers of the Doctoral School graduates to improve the quality of education and to adjust it to the needs of the academic sector and the social and economic environment.

§ 5

1. The education of the doctoral students lasts 8 terms. The education is conducted on the basis of the Degree Programme Curriculum and the individual research plan.
2. The academic year commences on 1st October each calendar year. The organization of the academic year, in particular the dates of starting new terms are set by resolution of the Board of the School.
3. Depending on the date of the recruitment, the education in the Doctoral School in a given academic year may start at the earliest on the day of its commencement or during the academic year but not later than on 1st April.
4. The person admitted to the Doctoral School starts the education and is given the rights of the doctoral student upon taking the oath. The text of the oath is provided in Attachment 1.
5. The doctoral student takes the oath in the institute which as a result of the conducted recruitment made an entry in the list of doctoral students, and where the doctoral student is affiliated.

§ 6

The terms and conditions as well as procedures of the recruitment to the Doctoral School are specified in the Regulations of the Recruitment to the GeoPlanet Doctoral School.

§ 7

1. The type and number of classes which are necessary to complete the Doctoral School are specified in the Degree Programme Curriculum in the Doctoral School.
2. The Degree Programme Curriculum is made available via the Public Information Bulletin and the websites of the institutes at least five months prior to the recruitment to the Doctoral School for a given academic year.
3. In cases which are specifically well-grounded, upon the motion of the doctoral student, the coordinator may express the consent for individual course of studies. In such a case, the coordinator, in consultation with the supervisor/supervisors and the doctoral student,

established the individual programme and the schedule of accomplishing the tasks by the doctoral student which are necessary to complete the Doctoral School.

4. The learning outcomes are verified on the basis of the final course/class credits in the form of written exams, oral exams, papers or written elaborations. The form of the final course/class credits is specified in the syllabus of the given subject.
5. The final course/class credits are made according to the following grading scale:
 - 2 – failed (no credit)
 - 3 – satisfactory
 - 3,5 – satisfactory plus
 - 4 – good
 - 4,5 – good plus
 - 5 – very good
6. The doctoral student is assigned credit points (credits) for accomplishing the tasks covered by the programme according to the European Credit Transfer System (ECTS).
7. After the interdisciplinary and monographic lectures organized by the Doctoral School, the evaluation questionnaire is conducted for given classes the specimen of which is established by the Board of the School by way of a resolution. The gathered questionnaires are anonymous.
8. At the end of the academic year, the Board of the School makes the assessment of the programme offer of the School on the basis of the syllabi and the evaluation questionnaires of the classes.
9. The doctoral student must obtain the credit for completing the doctoral seminar and positive grade of the assessment of his/her annual report of the progress of his/her work as a condition to authorize the completion of the educational year in the Doctoral School by him/her.
10. The doctoral student cannot repeat the education in the subsequent academic year.
11. The completion of the Doctoral School is contingent upon accomplishing the Degree Programme Curriculum, obtaining positive grade/credit of the doctoral seminar at each year of education in the Doctoral School, obtaining positive assessment of the annual reports of the progress of work and submitting the doctoral dissertation.

12. The person who has not completed the Doctoral School can, upon a written application, receive a certificate concerning the course of education in the Doctoral School.

§ 8

1. Within 12 months from commencing the education, the doctoral student submits to the coordinator the individual research plan agreed with the supervisor/supervisors.
2. The individual research plan includes in particular:
 - a) the planned date of submitting the doctoral dissertation,
 - b) a short description of the scientific problem tackled in the dissertation, including the planned original solution of this problem,
 - c) the description of the planned methodology of research,
 - d) the schedule of preparing the doctoral dissertation which is divided into particular years of education, including the research tasks, the description of their accomplishment and the expected effects of the implementation of the research tasks, particularly the measurable effects,
 - e) the learning outcomes obtained as a result of implementing the plan, for qualification at the 8th level of the Polish Qualification Framework.
3. In the justified cases, the Doctoral Student, in consultation with the supervisor/supervisors can submit a motion to the coordinator to change the individual research plan. The motion must contain the justification and the draft of the changed individual research plan. The change of the individual research plan is possible solely upon obtaining the consent of the coordinator.
4. Upon the motion of the coordinator, the director of the institute may appoint a three-person commission to:
 - a) assess the completeness and adequacy of the submitted individual research plan with regard to the learning outcomes for the qualification at the 8th level of the Polish Qualification Framework,
 - b) assess the accomplishment of the individual research plan before the end of the third and successive years of studying or, in justified cases, at other stage of education.

5. The commission, aforementioned in paragraph 4, can be composed of persons holding at least a degree of dr hab. (DSc, habilitation), employed in the institute where the student is affiliated or outside this institute.
6. The commission, aforementioned in paragraph 4, can inform the doctoral student which parts of the individual research plan need to be improved suggesting that he/she should submit the amended plan.
7. The commission, aforementioned in paragraph 4, can submit a motion to the coordinator to delete the student from the list of doctoral students in the case of finding a gross non-performance of the accomplishment of the individual research plan.

§ 9

1. In the middle of the period of education, the accomplishment of the individual research plan is subject to mid-term evaluation.
2. The evaluation is made by a three-person commission appointed by the director of the institute where the doctoral student is affiliated. The members of the commission cannot be persons such as the deputy director for science, the deputy director for research and development PGI – NRI, and the coordinator of the School in the institute where the doctoral student is affiliated, as well as the supervisor and the auxiliary supervisor of the doctoral student. The director appoints the chairman of the commission.
3. The chairman of the commission is responsible for preparing the minutes of the deliberations of the commission.
4. The date of commencing the mid-term evaluation is set by the coordinator of the School and the doctoral students are informed about this date by him/her not later than 60 days before the start of the evaluation.
5. The doctoral student, not later than 14 days before the scheduled commencement of the mid-term evaluation, submits to the coordinator of the School the mid-term report on the accomplishment of the individual research plan.
6. The supervisor, not later than 14 days before the scheduled commencement of the mid-term evaluation, submits to the coordinator of the School the opinion on the accomplishment of the individual research plan by the doctoral student.

7. The commission makes the evaluation on the basis of the report of the doctoral student, the opinion of the supervisor and after a discussion with the doctoral student concerning the accomplishment of the individual research plan and the scientific activity of the doctoral student. The commission may invite the supervisor to take part in the discussion.
8. The result of the evaluation is established by way of an open ballot, in which all members of the commission participate. The grade is positive if such an outcome is supported by at least two votes of the members of the commission. Otherwise, the result of the evaluation is negative.
9. In the case of the negative result of the mid-term evaluation, the doctoral student can, within 7 days from receiving the negative justification of the evaluation, submit a motion to the director of the institute to conduct the evaluation again. If the doctoral student fails to submit such a motion within the indicated period, the negative result of the mid-term evaluation shall be final.
10. Upon submitting the motion, aforementioned in paragraph 9, the director of the institute appoints a commission to conduct the mid-term evaluation again. The members of the commission cannot be such persons who had already taken part in conducting the evaluation.
11. The Commission performs the activities specified in paragraph 7 and makes an evaluation which cannot be appealed.
12. The result of the evaluation along with the justification is open.

§ 10

1. The coordinator:
 - a) submits to the director of the institute the results of the recruitment procedure, indicating the potential supervisors and the subject matter of the doctoral dissertations;
 - b) confirms submitting the individual research plan of the doctoral student and considers the motions to change it;
 - c) takes decisions concerning the extension of the period of education in the Doctoral School;

- d) submits a motion to the director to delete a student from the list of doctoral students in the cases described in Article 15 paragraph 2;
- e) appoints the supervisor/supervisors of the doctoral student upon receiving the consent of the candidate/candidates for the supervisor/supervisors within three months from commencing the education;
- f) appoints the supervisor in the case of circumstances that prevent from further holding the function by the existing supervisor;
- g) upon the motion of the supervisor, appoints the auxiliary supervisor, upon receiving his/her consent;
- h) monitors respecting the regulations of the Doctoral School as well as takes care of the organization and accomplishment of the Degree Programme Curriculum;
- i) makes the annual assessment of the accomplishment of the Degree Programme Curriculum, the stage of the progress of the scientific research and advance in works connected with preparing the doctoral dissertation;
- j) informs the doctoral students and supervisors about the results of the annual evaluation of the progress in their work and about the authorization or non-authorization of having completed the year of education in the Doctoral School;
- k) organizes and runs the doctoral seminars during which the doctoral students present the progress in accomplishing the research;
- l) once a year submits the report on the activity of the Doctoral School to the scientific board;
- m) authorizes the completion by the doctoral students of the subsequent years of education in the Doctoral School upon the previous assessment of the annual report of the progress of work of the doctoral student and upon reading the annual opinion of the supervisor on the accomplishment of the individual research plan;
- n) takes other individual decisions concerning the doctoral students affiliated at the institute he/she represents connected with the course of their education, which are outside the competencies of other authorities.

§ 11

1. The coordinator, upon the motion of the doctoral student, can extend the deadline of submitting the doctoral dissertation in the cases which are justified by the necessity to conduct long-term scientific research needed to prepare the doctoral dissertation, in total

no longer than by 2 years. The extension is possible provided that the doctoral student is the main author (the coordinator may ask the co-authors to submit declarations concerning the contribution of the doctoral student or ask the supervisor for the opinion on the contribution of the doctoral student) of at least one reviewed article accepted for publishing in the scientific journal indexed in the database *Journal Citation Reports*.

2. The coordinator, upon the motion of the doctoral student, suspends the education in the Doctoral School for the period which is equivalent to the duration of the maternity leave, the leave with conditions of the maternity leave, the paternity leave and the paternal leave, specified in the Law as of 26th June 1974 – the Labour Code, (Journal of Laws as of 2018 item 917 with further amendments).
3. The Coordinator, upon the motion of the doctoral student, may grant the doctoral student a leave during which the education in the Doctoral School is suspended, in the case of temporary inability to accomplish the Degree Programme Curriculum caused by:
 - a) the illness of the doctoral student;
 - b) the necessity to exercise personal care over the ill family member;
 - c) the necessity to exercise the personal care over the child of up to three years of age or the child having the certificate of disability;
 - d) other circumstances that are duly justified
– in total no longer than for the period of one year.
4. The motion to extend the education, suspending the education, or to grant a leave contains:
 - a) the personal details of the doctoral student: given name, surname, PESEL number, and if there is no PESEL number assigned – the number of the document proving the identity and indication of the year of education in the Doctoral School;
 - b) the justification;
 - c) the opinion of the supervisor/supervisors;
 - d) the updated individual research plan.
5. The doctoral student shall attach to the motion on suspending the education in the Doctoral School or the motion on being granted a leave the documents that confirm the existence of the conditions described in paragraph 2 or paragraph 3.

§ 12

1. The doctoral student is educated in the Doctoral School under the instruction of the supervisor/supervisors.
2. The supervisor of the doctoral student can be a person holding the academic title of the profesor or the scientific degree of dr hab. (DSc, habilitation) or the equivalent rights, subject to Article 190 paragraph 6 of the Law, and the current scientific achievements published within the last five years.
3. The supervisor, acting pursuant to the Degree Programme Curriculum:
 - a) establishes, jointly with the doctoral student, the individual research plan within 12 months from starting the education;
 - b) introduces the doctoral student into the subject-matter of the doctoral dissertation and the relevant research methods and techniques;
 - c) helps the doctoral student to acquire financial means which are necessary to prepare the doctoral dissertation (National Science Centre grants, statutory financing, other sources);
 - d) watches over the progress of the work of the doctoral student and his/her presentation of the results;
 - e) submits the evaluation of the progress of scientific research to the coordinator, particularly with regard to the accomplishment of the individual research plan of the doctoral student before the end of each academic year;
 - f) opinions the motion of the doctoral student to extend the period of education in the Doctoral School in the case specified in Article 11 paragraph 1;
 - g) attends the doctoral seminars during which his/her doctoral student delivers papers;
 - h) constantly improves his/her professional competencies connected with holding the function of supervisor and exercising scientific guidance over the preparation of doctoral dissertations.
4. The opinion of the supervisor submitted before the mid-term evaluation, replaces the annual evaluation aforementioned in paragraph 3 point e), provided that the mid-term evaluation is conducted in the last quarter of the academic year.
5. The director of the institute may dismiss the supervisor upon the motion submitted by the coordinator or the doctoral student. The motion can contain the justification along with the proposal of the candidate for the new supervisor and his/her consent. The supervisor has

the right to submit the appeal against the decision of the director to the scientific board of the institute. In the case of the change of the supervisor, the new supervisor is appointed by the coordinator upon receiving the consent of the candidate for the supervisor.

6. The director of the institute can dismiss the auxiliary supervisor upon the motion of the coordinator, the supervisor or the doctoral student. The motion must contain the justification.
7. In the case when the coordinator of the Doctoral School is the candidate for the supervisor, he/she is appointed by the deputy director of the institute for science or the deputy director for research and development PGI – NRI.
8. In the case when the coordinator of the Doctoral School is the supervisor of the doctoral student, the competencies and obligations of the coordinator and the decisions connected with the course of education of his/her doctoral student are passed to the deputy director of the institute for science or the deputy director for research and development PGI – NRI.
9. In the case when the director of the institute is the supervisor of the doctoral student, the competencies and obligations of the director connected with the course of education of the doctoral student are passed to the deputy director for science or the deputy director for research and development PGI – NRI.

§ 13

1. The doctoral student has the right to:
 - a) participate in the scientific life of the institutes forming the Doctoral School;
 - b) use the libraries and reading rooms of the institutes forming the Doctoral School;
 - c) receive the doctoral scholarship on the basis regulated by the Law;
 - d) extend and suspend the education in the Doctoral School on the basis specified in the present Regulations;
 - e) use holiday entitlement in the amount not exceeding 8 weeks annually, established proportionately to the period of education in a given year. The request for holiday break shall be submitted by the doctoral student to the coordinator;
 - f) participate in internships and conduct research in other domestic and foreign scientific centres, upon the consent of the coordinator, after receiving a positive opinion of the supervisor/supervisors. The period of the internship can be, upon the consent of the coordinator, included in the period of education in the Doctoral

School. The classes which were taken and completed within the internship are included in the evaluation of the accomplishment of the Degree Programme Curriculum;

- g) receive the guidance and support in the scientific research from the supervisor/supervisors during the whole period of the education in the Doctoral School;
- h) submit the appeals against the decision of the coordinator to the director of the institute the decisions of whom are final.

§ 14

1. The doctoral students are obliged to:

- a) conduct research connected with preparing the doctoral dissertation;
- b) educate under the guidance and according to the instructions of the supervisor/supervisors and in line with the established Degree Programme Curriculum;
- c) participate in the classes mentioned in the Degree Programme Curriculum;
- d) complete each year of education in the Doctoral School according to requirements provided in the present Regulations and the Degree Programme Curriculum;
- e) meet the deadlines to prepare the doctoral dissertation indicated in the individual research plan and specified in the present regulations and other provisions;
- f) submit the annual report on the progress on work to the coordinator before the end of the academic year;
- g) deliver papers reporting on the advance in research and the results of the research during the doctoral seminar;
- h) publish the results of the research in the reviewed scientific journals indexed in the database *Journal Citation Reports*;
- i) submit the requests for holiday breaks of up to 8 weeks per year with the opinion of the supervisor to the coordinator;
- j) immediately inform the coordinator on the change of personal details, including the correspondence address. Failure to inform on the address change means that the correspondence sent at the existing address is deemed delivered correctly;
- k) adhere to the other provision binding in the institute, including the protection of intellectual property, undisclosed information and the know-how.

- 1) abide by the Code of Ethics for Doctoral Students of the GeoPlanet Doctoral School, the content of which is attached as Appendix 3.
2. The mid-term report on accomplishing the individual research plan replaces the annual report on the progress of work, provided that the mid-term evaluation is conducted in the last quarter of the academic year.
3. The doctoral student receives the electronic ID for doctoral students.
4. The publications of the doctoral student connected with the doctoral dissertation, independent or co-authored, must include the name of the institute where the doctoral student is affiliated as the place they were created.
5. Upon the completion of the education or deletion from the list of doctoral students, the doctoral student is obliged to submit the doctoral education sheet. The obligation does not apply to those for whom the course of education has been documented in the electronic system of study support.

§ 15

1. The doctoral student is deleted from the list of doctoral student in the case of:
 - a) negative result of the mid-term evaluation;
 - b) failure to submit the doctoral dissertation by the time specified in the individual research plan;
 - c) resignation from further education submitted to the coordinator;
 - d) failure to start education;
 - e) disciplinary sanction of removal from doctoral school.
2. The doctoral student can be deleted from the list of doctoral students in the case of:
 - a) failure to perform the obligations resulting from the present Regulations;
 - b) unsatisfactory progress in accomplishing the individual research plan confirmed by the commission aforementioned in Article 6 paragraph 4;
 - c) unsatisfactory progress in preparing the doctoral dissertation.
3. The deletion is based on the administrative decision made by the director of the institute where the doctoral student is affiliated. In the cases specified in paragraph 2 the deletion is based upon the written motion of the coordinator including the justification.

4. The motion can be submitted to the director of the institute against the decision on deleting the doctoral student to consider the case again, within 14 days from the day the decision is delivered.

§ 16

1. The accomplishment of the Degree Programme Curriculum in the Doctoral School is documented by the doctoral student in the doctoral education sheet the specimen of which is provided in Attachment 2. The accomplishment of the Degree Programme Curriculum may also be documented in an electronic study support system approved by the Board of the Doctoral School. Electronic documentation may replace the doctoral education sheet students of the years as determined by the Board of the Doctoral School by resolution.
2. The following documents are stored in the personal file, in particular:
 - a) the oath,
 - b) the documents connected with appointing and changing the supervisor,
 - c) the individual research plan and the possible changes,
 - d) annual reports on the progress of the work of the doctoral student,
 - e) annual evaluations of the progress in accomplishing the individual research plan made by supervisor,
 - f) documents connected with conducting the mid-term evaluation,
 - g) documents connected with suspending or extending the education and the granted leave,
 - h) doctoral education sheet, submitted by the doctoral student after completing his/her education or a printout of course documentation from the electronic study support system.

§ 17

1. The doctoral students establish the self-government of the doctoral students in each of the institutes forming the Doctoral School.
2. The authorities of the self-government of the doctoral students are the representatives of the general number of doctoral students.

Załącznik 1. The oath

Joining the community of the doctoral students of the GeoPlanet Doctoral School I solemnly declare that I will be persistently expanding my knowledge and carrying out research demonstrating the scientific reliability, with the aim to develop own personality, in my conduct I will care for dignity and honour of a doctoral student and respect regulations and customs of the Institute ... (name of the Institute) and the institutes forming the Doctoral School.

Attachment 2. The specimen of the Doctoral Education Sheet.