

RULES OF Ph.D. STUDIES
AT THE NICOLAUS COPERNICUS
ASTRONOMICAL CENTER
OF THE POLISH ACADEMY OF SCIENCES
(Centrum Astronomiczne
im. Mikołaja Kopernika Polskiej Akademii Nauk)

1. Legal Basis

The graduate programme at the Nicolaus Copernicus Astronomical Center of the Polish Academy of Sciences (*Centrum Astronomiczne im. Mikołaja Kopernika Polskiej Akademii Nauk*) (“CAMK”) leading to a Ph.D. degree (hereinafter referred to as the “**Studies**”) is organised on the following legal bases:

1. the Act dated 30 April 2010 on the Polish Academy of Sciences (Journal of Laws No. 96, item 619 as amended);
2. the Act dated 14 March 2003 on Academic Degrees and Titles as well as on Degrees and Titles in Art (Journal of Laws No. 65, item 595 as amended);
3. the Regulation of the Minister of Science and Higher Education dated 24 October 2014 on Doctoral Studies and Doctoral Scholarships (Journal of Laws, item 1480);
4. the Regulation of the Minister of Science and Higher Education dated 1 September 2011 on Tertiary Education in Higher Education and Research Institutions (Journal of Laws No. 196, item 1169 as amended).

2. General Rules

- 2.1 CAMK offers the opportunity to study for the Ph.D. degree in Astronomy. Graduating students are awarded a Ph.D. degree in Physical Sciences, Astronomy track.
- 2.2 The normal duration of study is expected to be four years. The study period may be extended. A student may graduate earlier if he or she completes the entire curriculum.
- 2.3 The Studies director (the “**Studies Director**”) may extend the study period in the cases specified in §6 of the Regulation of the Minister of Science and Higher Education dated 24 October 2014 on Doctoral Studies and Doctoral Scholarships.
- 2.4 The academic year runs from 1 October to 30 September.
- 2.5 The Research Council of CAMK shall be responsible for supervision over the Studies.
- 2.6 The Studies are managed by the Studies Director appointed and dismissed by the Director of CAMK in consultation with the Research Council of CAMK and a competent body of the Ph.D. student government. The Studies Director shall hold office until the end of the term of office of the Research Council of CAMK.
- 2.7 Research supervisors shall evaluate the performance of their Ph.D. students and provide such evaluation in writing to the Studies Director.
- 2.8 The Studies Director shall prepare the scheme of study, evaluate the performance of the Studies curriculum and approve each given Ph.D. student’s progression to the next academic year.

- 2.9 The Studies Director shall remove a Ph.D. student from the list of Ph.D. students following a negative evaluation of the performance of the Studies curriculum and the student's failure to satisfy the general progression requirements. The student may appeal against this decision to the Director of CAMK within 14 days from the receipt of the decision.
- 2.10 The Director of CAMK shall consider any objections made by Ph.D. students with regard to the evaluation referred to in section 2.7.
- 2.11 Following the close of the academic year, the Studies Director shall prepare and present to the Research Council of CAMK a report relating to the Studies.
- 2.12 The Director of CAMK shall evaluate the performance of the tasks assigned by the tutors to their students.

3. Enrolment

- 3.1 The terms and conditions of enrolment and the enrolment procedure shall be set forth by the Research Council of CAMK in the form of a resolution attached hereto as Attachment No. 1.

4. Curriculum

- 4.1 The curriculum of the Studies shall be determined by the Research Council of CAMK in the form of a resolution attached hereto as Attachment No. 2 to these Rules.

5. Scholarships

- 5.1 Doctoral scholarships shall be awarded by the Director of CAMK following the approval thereof by the Ph.D. Studies Committee of CAMK.
- 5.2 The Ph.D. Studies Committee shall be appointed by the Director of CAMK at the beginning of each calendar year. The composition of the Ph.D. Studies Committee shall comply with the requirements specified in §11 of the Regulation of the Minister of Science and Higher Education dated 24 October 2014 on Doctoral Studies and Doctoral Scholarships.
- 5.3 A Ph.D. student who shows exemplary academic performance may be considered for a scholarship award. A first-year student may be awarded a scholarship for exemplary completion of the enrolment process.
- 5.4 The students who have their period of study extended for other reasons than maternity leave, additional maternity leave, leave equivalent to maternity leave or paternity leave shall not receive a scholarship during their extended year of study.
- 5.5 The scholarship amount shall be agreed annually prior to the commencement of a new academic year by way of a decision of the Director of CAMK in consultation with the Ph.D. Studies Committee.
- 5.6 Senior-year students may receive scholarships, the amounts of which are generally 20% higher than scholarships awarded to first-year students. A decision on the awarding of a higher scholarship shall be made based on the assessment of the student's research performance and his or her scientific development, based on:

- interviews held by the student with the Director of CAMK, the Studies Director and his or her tutor;
 - number of published peer-reviewed papers;
 - academic productivity (publications and academic activity); and
 - number of research seminars given by the student.
- 5.7 A student is not entitled to receive a scholarship in the course of a break in the Ph.D. studies, and the payment of scholarship awarded prior to the break is withheld. The payment of scholarship is resumed as of the month following the break in the studies.
- 5.8 The period referred to in section 5.7 shall not include:
- breaks in classes referred to in section 6.1
 - the duration of a sick leave, 2 months per academic year in all
- 5.9. The beginning and the end of the break in Ph.D. studies, referred to in section 5.7, is determined by a Committee composed of: Deputy Director for Research, Ph.D. Studies Director, a Supervisor and the Representative of Ph.D. Student Government. The Committee meets upon request of one of its members. The Committee makes decisions by open voting by a simple majority of votes, and in the event of a tied vote, the casting vote is given to the Deputy Director for Research. The Ph.D. student may appeal against the Committee's decision in writing to the Director of CAMK within 14 days of its receipt.
- 5.10 Following the request of the Studies Director and the assessment made by the Ph.D. Studies Committee of CAMK, the Director of CAMK may reverse the decision about awarding a scholarship if the Ph.D. student ceases to fulfill the requirements for receiving a scholarship specified in § 12 of the Regulation of the Minister of Science and Higher Education dated 24 October 2014 on Doctoral Studies and Doctoral Scholarships.
- 5.11 The Director of CAMK may withhold the scholarship after 22 working days from the day on which the Ph.D. student leaves for a long-term internship abroad.
- 5.12 The rules governing travel by Ph.D. students for conferences, research workshops and observations shall be the same as the rules applicable to travel by CAMK's employees.
- 5.13 The decisions referred to in sections 5.5, 5.6, 5.9, 5.10 and 5.11, with a relevant justification, shall be delivered to Ph.D. students in writing.
- 5.14 The rules described in sections from 5.1 to 5.13 shall not apply to Ph.D. students who are not Polish citizens and who pay for the Studies pursuant to separate provisions.

6. Living and Housing Issues

- 6.13 Each Ph.D. student has the right to an eight-week break in his or her study within an academic year. This break corresponds to the student summer holiday break. The dates of student summer holiday breaks in a given academic year shall be determined by the Director of CAMK in the form of an order.

- 6.14 Each Ph.D. student is entitled to medical care on the same terms and conditions as the full-time employee of CAMK. Each Ph.D. student may be granted a partial refund of the costs of prescription glasses, on the following terms and conditions:
- CAMK shall partly refund the costs of prescription glasses with the parameters according with the prescription written by an optometrist/ophthalmologist. CAMK's share in the costs of prescription glasses shall be PLN 150.
 - CAMK shall refund the costs of glasses once in the course of the Studies.
 - The basis for a claim for a refund of prescription glasses by CAMK shall be: an optometrist/ophthalmologist certificate confirming the student's need to wear corrective glasses when working with a computer, an application to the Director of CAMK, attached hereto in the form of Attachment No. 3 and a VAT invoice for the purchase of prescription glasses, issued to CAMK.
- 6.15 A Ph.D. student has the right to use CAMK's social benefit fund.
- 6.16 A Ph.D. student living outside Warsaw may seek accommodation in CAMK's hotel.
- 6.17 The period of Studies, notwithstanding the completion date, however not exceeding four years, shall be included in the overall period of work used for the purpose of calculating employee's entitlements if the Ph.D. dissertation is defended within one year from the date of the completion of the Studies.
- 6.18 The period of Studies shall not be included to the period used for the purpose of calculation of pension entitlements.
- 6.19 The documentation of the course of the Studies relating to each Ph.D. student shall be kept by the secretary's office of CAMK.