

RULES & REGULATIONS OF THE DOCTORAL SCHOOL

“DOCTORAL SCHOOL OF MOLECULAR BIOLOGY AND BIOLOGICAL CHEMISTRY”

operated by

THE INSTITUTE OF BIOCHEMISTRY AND BIOPHYSICS OF THE POLISH ACADEMY OF SCIENCES

I. DEFINITIONS

§ 1

1. The terms used in these Rules & Regulations shall mean:
 - 1) Doctoral Student - a person studying at the Doctoral School of Molecular Biology and Biological Chemistry;
 - 2) Director – a person acting in the capacity of the Director of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences;
 - 3) Individual Research Plan - a research plan including, in particular, a schedule for the preparation of the doctoral dissertation to be submitted within 12 months of the commencement of study;
 - 4) Institute - the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences;
 - 5) Doctoral Committee - a body appointed by the Scientific Council by way of a resolution;
 - 6) Head - a person acting in the capacity of the Head of the Doctoral School;
 - 7) Deputy Head - a person acting in the capacity of the Deputy Head of the Doctoral School;
 - 8) Doctoral School Council - a body appointed by the Director by way of an order;
 - 9) Doctoral Advisory Team - a team appointed by the Doctoral School Council to monitor and evaluate a Doctoral Student's progress and education on an individual basis;
 - 10) Evaluation Committee - a body indicated in Article 202(4) of the Act;
 - 11) Educational Programme - the educational programme of the Doctoral School of Molecular Biology and Biological Chemistry as defined by a resolution of the Scientific Council;
 - 12) Doctoral Supervisor / Associate Supervisor - persons who provide substantive and formal supervision over the preparation of the doctoral dissertation;
 - 13) Scientific Council - the body of the Institute indicated in Article 52 of the Act on the Polish Academy of Sciences;
 - 14) Council of the Doctoral Student Self-Government - a body appointed by the Doctoral Student Self-Government;
 - 15) Rules & Regulations - Rules & Regulations of the Doctoral School of Molecular Biology and Biological Chemistry;
 - 16) Doctoral School - Doctoral School of Molecular Biology and Biological Chemistry;
 - 17) Act - the Act of 20 July 2018 – Law on Higher Education and Science.

II. GENERAL PROVISIONS

§ 2

1. Education at the Doctoral School shall be provided in two disciplines: biological sciences and chemical sciences.
2. No Doctoral Student may study in more than one doctoral school at the same time.
3. A person admitted to the Doctoral School shall commence his/her education and acquire the rights of a Doctoral Student upon taking the oath in a wording as attached hereto as Appendix No. 1.

4. The Rules & Regulations shall define the organisation of education and the related rights and obligations of Doctoral Students attending the Doctoral School.
5. After prior consultation with the Scientific Council, the Doctoral School Council, and the Council of the Doctoral Student Self-Government, the Director may enter into an agreement on co-running a Doctoral School in a given scientific discipline or field and on the procedure for organising joint doctoral training with another higher education institution, a research institute, an institute of the Polish Academy of Sciences or an international institute. The agreement shall specify the organisation of joint doctoral education by the parties to the agreement.
6. After prior consultation with the Scientific Council, the Doctoral School Council, and the Council of the Doctoral Student Self-Government, the Director may enter into an agreement on joint doctoral training with another entity, in particular an enterprise, or a foreign university, or scientific institution.
7. Doctoral Students participating in externally funded programmes may have additional obligations associated with such programmes.

§ 3

1. The Doctoral School shall be established in order to:
 - 1) implement the educational programme for Doctoral Students and support their scientific development in the disciplines of biological and chemical sciences;
 - 2) support the implementation of scientific projects by young researchers by providing Doctoral Students with contacts to the scientific community and with opportunities to develop their own creative initiatives.
2. The core tasks of the Doctoral School shall include:
 - 1) creating a supportive environment for Doctoral Students to facilitate their research culminating in a dissertation;
 - 2) providing opportunities for the integration of Doctoral Students working on projects in different scientific disciplines;
 - 3) developing and implementing individualised educational programmes to achieve the learning outcomes of level 8 of the Polish Qualification Framework, aimed at:
 - a) broadening general knowledge in the disciplines of biological or chemical sciences to include international research output;
 - b) acquiring knowledge that is advanced, detailed and corresponding to the area of research conducted in a particular discipline or in interdisciplinary studies;
 - c) acquiring skills related to the methodology of conducting scientific research in a particular discipline to support the independent development of scientific methods, tools and output;
 - d) acquiring social competencies related to the scientific and research activities and to the social role of a scientist with a view to providing the ability to undertake challenges in professional and public spheres;
 - e) learning the principles of ethics in science.
3. The obligations of the Doctoral School shall include:
 - 1) ensuring sound recruitment procedures;
 - 2) selecting courses that are most likely to support the scientific development of Doctoral Students, taking into consideration:
 - a) lectures, workshops and seminars that complement the Doctoral Student's knowledge and skills necessary to implement his/her research project;
 - b) lectures, workshops and seminars to expand knowledge and skills which are not directly related to the research being conducted,
 - 3) providing reliable and supportive evaluation of the Doctoral Student's progress;
 - 4) ensuring appropriate supervision by a Doctoral Supervisor or Supervisors;
 - 5) supporting Doctoral Students in the conduct of their research, in particular in the implementation of the Individual Research Plan and in obtaining research funding;

- 6) supporting the mobility of Doctoral Students, in particular to conduct research in other scientific centres and, creating opportunities for them to establish diverse contacts in the scientific community, including internationally, by enabling them to participate in work placements, summer and winter schools, scientific symposia and interdisciplinary doctoral seminars;
- 7) supporting self-government and own initiatives by Doctoral Students.

III. ORGANISATION AND STRUCTURE OF THE DOCTORAL SCHOOL

§ 4

1. The Doctoral School shall be managed by the Head.
2. A person having at least a doctoral degree may assume the position of the Head.
3. The Head shall be appointed by the Director, after obtaining the opinion of the Scientific Council and the Council of the Doctoral Student Self-Government, from amongst research staff members employed with the Institute or by way of an open competition for the Head of the Doctoral School. The competition committee shall be composed of two members appointed by the Scientific Council, the Institute's Deputy Director for Science and a representative of the Council of the Doctoral Student Self-Government. The remaining terms and conditions of the competition and selection criteria shall be established by the Director by way of an order.
4. The term of office of the Head shall be 4 years.
5. The Director may dismiss the Head before the end of his/her term of office, after consulting the Doctoral School Council, the Scientific Council and the Council of the Doctoral Student Self-Government, if he/she fails to perform his/her duties under the Rules & Regulations and applicable law, or if any chance circumstances occur making it impossible for him/her to serve in this position. The Director shall dismiss the Head if he/she submits a written resignation from the position.
6. The Institute's Deputy Director for Science shall supervise the Doctoral School.
7. At the request of the Head, the Director may appoint a Deputy Head from amongst the members of the Doctoral School Council. The Head may delegate his/her duties to the Deputy Head. If the Head is temporarily unable to perform his/her function, the Head's obligations shall be taken over by the Deputy Head. Should the Deputy Head be unable to take over the Head's duties or has not been appointed, the Institute's Deputy Director for Science shall assume the Head's duties.
8. In the first month of the calendar year, the Director shall allocate funds for the implementation of tasks related to the education of Doctoral Students and the operation of the Doctoral School. At the request of the Head, the Director may revise funding levels during the calendar year.
9. The Head's responsibilities include, in particular:
 - 1) developing a draft educational programme in consultation with the Institute's Deputy Director for Science;
 - 2) developing draft amendments to the Rules & Regulations in consultation with the Institute's Deputy Director for Science;
 - 3) developing, in consultation with the Institute's Deputy Director for Science, draft rules & regulations for Doctoral Students' co-financing related to education and work involving the preparation of a doctoral dissertation, in particular to their participation in conferences, training courses, purchase of equipment, software and materials necessary for conducting research;
 - 4) supervising the implementation of the educational programmes at the Doctoral School, including ensuring the proper organisation of education and overseeing the proper conduct of the training process for Doctoral Students;
 - 5) presenting candidates for the members of the Doctoral Advisory Team to the Doctoral School Council;
 - 6) supervising the procedure for the mid-term evaluation of Doctoral Students;
 - 7) developing the draft rules and conditions of recruitment to the Doctoral School in consultation with the Institute's Deputy Director for Science and ensuring that recruitment in the Doctoral School is conducted properly, impartially and in accordance with the law, leading to the selection of the best Doctoral Students;
 - 8) preparing the evaluation of the Doctoral School in consultation with the Institute's Deputy Director for Science;
 - 9) cooperating with the Council of the Doctoral Student Self-Government;
 - 10) managing the resources and funds available to the Doctoral School;

- 11) preparing annual reports on the activities of the Doctoral School, which shall include the results of the mid-term evaluation of Doctoral Students, the list of Doctoral Students who submitted their dissertations in the reporting year and the expending of the funds available to the Doctoral School;
- 12) issuing administrative decisions and resolutions applicable to Doctoral Students on a case-by-case basis, subject to applicable law;
- 13) maintaining records on Doctoral Students, including the list of Doctoral Students;
- 14) ensuring the quality of the administrative service to the Doctoral Student;
- 15) other responsibilities and activities as assigned by the Director.

§ 5

1. A Doctoral School Council shall operate within the Institute.
2. The Doctoral School Council shall be appointed by the Director by way of an order.
3. The Council shall be composed of: the Head, the Institute's Deputy Director for Science, two members recommended by the Head, at least two members recommended by the Institute's Deputy Director for Science, representatives of institutions co-running the School or co-running educational activities at the School, whereas the number of such representatives shall be specified in agreements referred to in § 2 (5) of these Rules & Regulations, where such agreements have been made.
4. The meetings of the Doctoral School Council may be attended, without the right to cast decision-related votes, by persons who are not council members invited by the Head, in particular experts asked to present their opinion on a matter being handled or a representative of the Council of the Doctoral Student Self-Government.
5. The obligations of the Doctoral School Council shall include:
 - 1) preparing a development strategy for the Doctoral School;
 - 2) providing assessments of the draft educational programme in consultation with the Council of the Doctoral Student Self-Government;
 - 3) providing assessments of the draft Rules & Regulations and amendments hereto, in consultation with the Council of the Doctoral Student Self-Government;
 - 4) providing assessments of the annual report on the activities of the Doctoral School prepared by the Head;
 - 5) adopting a resolution on granting consent for an individual study programme requested by a Doctoral Student;
 - 6) developing principles for the internal evaluation of the Doctoral School in order to prepare for the evaluation by the Science Evaluation Committee;
 - 7) adopting resolutions on the appointment of Doctoral Advisory Team members, and on the change of the Team's composition based on the request filed by a Doctoral Student or a Doctoral Supervisor;
 - 8) defining a written template of a Doctoral Student's periodic report based on a draft submitted by the Head;
 - 9) adopting a resolution on electing the members of the Evaluation Committee for the mid-term evaluation of the work of Doctoral Students, consisting of three persons, including at least one person holding the postdoctoral degree of Habilitated Doctor or the title of Professor in the discipline in which the doctoral dissertation is being prepared, employed outside the Institute. The other two members of the Evaluation Committee may be the members of the Doctoral Advisory Team, provided that neither the Doctoral Supervisor nor Associate Supervisor enter the Evaluation Committee;
 - 10) defining the rules of procedure for the Evaluation Committee;
 - 11) developing rules for the mid-term evaluation of Doctoral Students' work;
 - 12) examining Doctoral Students' appeals against a negative mid-term evaluation;
 - 13) applying to the Director for the dismissal of the Head;

- 14) considering other matters related to the education of Doctoral Students and the functioning of the Doctoral School put forward by members of the Scientific Council, the Director, the Head or the Council of the Doctoral Student Self-Government.
6. The Doctoral School Council shall be chaired by the Head. Should the Doctoral School Council convene to examine a request for the dismissal of the Head, the meeting shall be chaired by the Institute's Deputy Director for Science.
7. Meetings of the Doctoral School Council are convened by the Head on his or her own initiative or at the request of a member of the Doctoral School Council. The meetings of the Doctoral School Council shall be held at least once per semester.
8. Resolutions of the Doctoral School Council shall be adopted by a simple majority of votes, subject to the presence of at least half of the members of the Doctoral School Council. In the event of an equal number of votes, the person presiding over a given meeting shall have the casting vote.
9. A resolution to dismiss the Head shall be adopted by a majority of at least 2/3 of the total membership of the Doctoral School Council.
10. Resolutions on personnel matters shall be adopted by secret ballot. The remaining resolutions shall be adopted by open ballot, unless the person presiding over the meeting, on his or her own initiative or at the request of a member of the Doctoral School Council, orders that voting be held by secret ballot.
11. The meetings of the Doctoral School Council shall be recorded by a minutes officer, chosen from among its members.
12. Resolutions of the Doctoral School Council shall be signed by the Head, or by the Institute's Deputy Director for Science in the event of a resolution on dismissing the Head, and by a minutes officer.
13. Meetings of the Doctoral School Council are held at the premises of the Institute or away from the premises of the Institute both on a hybrid basis and exclusively by electronic means of communication, ensuring in particular:
 - 1) real-time transmission of the meeting between its participants;
 - 2) multilateral and real-time communication.

§ 6

1. The Doctoral Committee shall operate within the structures of the Institute's Scientific Council.
2. The obligations and composition of the Doctoral Committee, and its rules of procedure shall be governed by the Rules & Regulations of the Doctoral Committee adopted by the Scientific Council.

§ 7

1. The Doctoral Student Self-Government shall elect a Council of the Doctoral Student Self-Government from among its members. The Doctoral Student Self-Government and the Council of the Doctoral Student Self-Government shall act on the basis of their rules & regulations.
2. At the request of the Council of the Doctoral Student Self-Government, the Director shall appoint a Doctoral Student Ombudsman responsible for mediating and investigating in individual cases involving Doctoral Students.

§ 8

1. Individual matters concerning Doctoral Students shall be resolved by means of administrative decisions if a provision of generally binding law so stipulates.
2. Individual matters concerning Doctoral Students which cannot be resolved by means of an administrative decision shall be settled by means of a decision within 30 days of the submission of the relevant request.
3. Decisions on the above matters shall be determined by the Head in consultation with the Institute's Deputy Director for Science.

IV. RECRUITMENT

§ 9

1. The detailed rules and conditions of recruitment to the Doctoral School shall be determined by a resolution of the Scientific Council.

V. DOCTORAL SUPERVISORS AND ASSOCIATE SUPERVISORS

§ 10

1. The Scientific Council, no later than within 3 months of the commencement of the Doctoral Student's education, shall appoint a Doctoral Supervisor or Supervisors, notifying them and the Head thereof.
2. At least 15 days before the planned date of Doctoral Supervisor's appointment, the Head shall consult with the Doctoral Student in the matter of the Doctoral Student's prior cooperation with a potential Doctoral Supervisor (Supervisors).
3. The Doctoral Student shall, within at least 10 days before the date of Doctoral Supervisor's appointment, apply to the President of the Scientific Council for the appointment of a Doctoral Supervisor under whose supervision he/she shall pursue an Individual Research Plan and prepare the doctoral dissertation. The application may include a substantiated request for the appointment of an Associate Supervisor or several Doctoral Supervisors. The application should include:
 - 1) data allowing the identification of the Doctoral Student,
 - 2) the proposal of the candidate for Doctoral Supervisor(s) and/or Associate Supervisor, indicating the discipline in which the doctoral dissertation is to be prepared, and the proposed title of the doctoral programme;
 - 3) consent of the candidate(s) for a Doctoral Supervisor or Associate Supervisor;
4. The Scientific Council may appoint one or two Doctoral Supervisors, or a Doctoral Supervisor and an Associate Supervisor. Two Doctoral Supervisors may be appointed if the doctoral programme is implemented in cooperation with another scientific centre or if the doctoral programme is of an interdisciplinary nature.

§ 11

1. A person holding the postdoctoral degree of Habilitated Doctor or the title of Professor may be a Doctoral Supervisor.
2. The Doctoral Supervisor may also be a person who does not meet the criteria referred to in Para. 1 above, provided that he/she is an employee of a foreign university or scientific institution, and that the Scientific Council considers this person to have significant achievements in the scientific issues addressed by the doctoral dissertation.
3. The Associate Supervisor function may be served by holders of a doctoral degree.
4. The Doctoral Supervisor's responsibilities include, in particular:
 - 1) supervising the conduct of research by the Doctoral Student in accordance with the researcher's code of ethics;
 - 2) providing scientific supervision over the preparation of the doctoral dissertation by the Doctoral Student, including providing the Doctoral Student with the necessary substantive and methodological assistance;
 - 3) supporting the Doctoral Student to become independent in their research work;
 - 4) establishing the Individual Research Plan with the Doctoral Student and supervising its implementation;
 - 5) directing the scientific development of the Doctoral Student in particular by:
 - a) providing regular consultations to the Doctoral Student,
 - b) providing substantive and methodological support for the implementation of the planned research, for the preparation of seminars required by the educational programme and for other presentations;
 - 6) providing assessments on all Doctoral Student's applications and requests concerning their education at the Doctoral School, and in particular on their requests for participation in scientific conferences and scientific internships;
 - 7) notifying the Head of a lack of progress in the Individual Research Plan and requesting the removal of the Doctoral Student from the list of Doctoral Students;

- 8) ensuring that the Doctoral Student is provided with the materials and research infrastructure required to conduct and develop the research results planned in the Individual Research Plan;
 - 9) providing an ongoing assessment of the Doctoral Student's academic progress, in particular the evaluation of the Doctoral Student's periodic reports;
 - 10) cooperating with the Head in order to monitor the progress of the Doctoral Student;
 - 11) cooperating with the Associate Supervisor or second Supervisor to the Doctoral Student, if appointed;
 - 12) allowing the Doctoral Student to take rest breaks for a period of at least 3 weeks and no longer than 8 weeks per year.
5. The responsibilities of the Associate Supervisor include in particular the performance of auxiliary activities, in agreement with the Doctoral Supervisor, in the scientific supervision of the Doctoral Student.
 6. The quality of doctoral supervision is subject to review based on a supervisor's assessment questionnaire to be completed by the Doctoral Student together with periodic reports. The results of the questionnaire shall be provided to the Head and the Deputy Director for Science, except where they serve the function of the Doctoral Supervisor concerned. In such event, the questionnaire shall be read by the Director. The questionnaire results that imply insufficient doctoral supervision are discussed by the Head with the Director and the Doctoral School Council to decide on any further steps to be taken.
 7. The Evaluation Committee shall assess doctoral supervision as part of mid-term evaluation.
 8. The Doctoral Supervisor function may not be served by individuals who:
 - 1) within the last five years:
 - a) were the Doctoral Supervisor to four Doctoral Students who were removed from the list of Doctoral Students due to a negative mid-term evaluation or;
 - b) supervised the preparation of the dissertation by at least two doctoral degree candidates who did not obtain positive reviews of their dissertations;
 - 2) remain the designated Doctoral Supervisor for more than seven doctoral students or doctoral degree candidates.
 9. In exceptional circumstances, the Head may agree to increase the limit referred to in § 11 (8)(2) to ten.
 10. Employees of the Institute acting as Doctoral Supervisors outside the Institute shall inform the Head immediately of any developments affecting their eligibility to act as Doctoral Supervisors, in particular those relating to the cases indicated in Para. 8.
 11. The Scientific Council may change the Doctoral Supervisor, after informing him/her thereof, when requested to do so by the:
 - 1) Doctoral Student - where the request includes a justification and a statement of the potential Doctoral Supervisor's agreement to serve this function;
 - 2) Doctoral Supervisor - if the request contains a justification;
 - 3) Evaluation Committee for the mid-term evaluation - after the mid-term evaluation which resulted in a negative assessment of doctoral supervision.

VI. EDUCATION IN THE DOCTORAL SCHOOL

§ 12

1. The Doctoral School provides advanced education for Doctoral Students in the disciplines of biological sciences and chemical sciences in preparation for independent research activity and for the award of a doctoral degree.
2. Doctoral Student education takes from 6 to 8 semesters.
3. Doctoral Students shall submit their Individual Research Plans within 12 months of the date of education commencement.
4. Doctoral Students shall submit periodic reports on the progress of their research in line with the rules set out in §17 (5)(4) of these Rules & Regulations.
5. Based on the periodic reports, the Doctoral Advisory Team monitors and evaluates the progress of research work and the Doctoral Student's education.

6. The Doctoral Advisory Team shall be composed of the Doctoral Supervisor or Supervisors, Associate Supervisor, if appointed, and two independent members holding at least a doctoral degree. Individuals who are not employed with the Institute may be members of the Doctoral Advisory Team.
7. No later than 30 days after the Doctoral Student's receipt of report assessment, the Doctoral Student and the Doctoral Advisory Team are obliged to hold a meeting to sum up research work progress. The meeting shall be chaired by the Doctoral Supervisor.
8. The meeting of the Doctoral Advisory Team and the Doctoral Students begins with an oral presentation during which the Doctoral Student discusses the results of work described in the report and answers questions from the members of the Doctoral Advisory Team in respect of the demonstrated results and the aspects listed in the written evaluation of the report –this part of the meeting is held in the presence of the Doctoral Supervisor (Supervisors). Part one is followed by an interview featuring the Doctoral Student and the Members of the Doctoral Advisory Team without the Doctoral Supervisor and Associate Supervisor, to individually discuss work progress and doctoral supervision. Similarly, in the subsequent part of the meeting, the Doctoral Supervisor (Supervisors) hold a discussion with the Doctoral Advisory Team without the Doctoral Student. During the next stage of the meeting the members of the Doctoral Advisory Team, without the Doctoral Student and the Supervisors participating, discuss the work progress and collaboration between the Doctoral Supervisor (Supervisors) and the Doctoral Student. Based on the discussion referred to above, the members of the Doctoral Advisory Team who are not Doctoral Supervisors prepare a written opinion on the work progress and collaboration between the Doctoral Student and the Doctoral Supervisor (Supervisors), which is further submitted to the Head and the Institute's Deputy Director for Science, except where they serve the function of the Doctoral Supervisor concerned. In such events, the opinion shall be submitted to the Director. An opinion that implies insufficient doctoral supervision is discussed by the Head with the Director and the Doctoral School Council to decide on any further steps to be taken.
9. The discussion between the Doctoral Students and the Doctoral Advisory Team, with all members participating, and the arising conclusions are subject to a written summary to be prepared by the Doctoral Student.
10. The Doctoral Student is subject to mid-term evaluation on terms stipulated in §14 of these Rules & Regulations.
11. In the course of education, the Doctoral Student implements the educational programme specified by way of a resolution of the Scientific Council.
12. The education of the Doctoral Student is accomplished by the submission of the doctoral dissertation. The time limit for the submission of the doctoral dissertation shall be specified in the Doctoral Student's Individual Research Plan.

VII. INDIVIDUAL RESEARCH PLAN

§ 13

1. The Doctoral Student, in agreement with the Doctoral Supervisor or Supervisors, shall develop an Individual Research Plan and submit it to the Doctoral School Council within 12 months of the date of commencing education. The Individual Research Plan may be subject to update, but no later than in mid fourth semester.
2. The Individual Research Plan should describe:
 - 1) the purpose of the research (identification of the research problem to be solved by the research and the research hypothesis);
 - 2) the significance of the research (current state of knowledge concerning the subject matter of the research, and the justification for undertaking the research with respect to its innovativeness and the impact of the results on the development of the field in Poland and abroad);
 - 3) a detailed research plan, including a timetable for the preparation of the doctoral dissertation (research tasks together with the research methods to be applied and the time limits for the completion of individual tasks; the planned elements of the educational programme conducive to the preparation of the doctoral dissertation; the planned research results and the methods of their dissemination; in the detailed plan, the Doctoral Student shall also indicate the time limit for the submission of the doctoral dissertation).
3. The Individual Research Plan shall be evaluated by two members of the Doctoral Advisory Team appointed by the Doctoral School Council to evaluate the periodic reports of the Doctoral Student.

VIII. MID-TERM EVALUATION

§ 14

1. The mid-term evaluation of the progress of the Doctoral Student and the implementation of the Individual Research Plan shall be performed by the Evaluation Committee in the form of a written opinion. The Evaluation Committee shall be appointed in accordance with §5.
2. The Doctoral Students shall deliver an oral presentation summarising his or her progress and the implementation of the Individual Research Plan, which is then discussed with the Evaluation Committee. Following the discussion featuring the full Committee, the Doctoral Student is interviewed by the Committee members without the Doctoral Supervisor and Associate Supervisor, to individually discuss work progress and doctoral supervision. Similarly, in the subsequent part of the meeting, the Doctoral Supervisors hold a discussion with the Evaluation Committee without the Doctoral Student participating. During the next stage of the meeting the members of the Evaluation Committee, without the Doctoral Student and the Supervisors participating, discuss the work progress and collaboration between the Doctoral Supervisor, the Associate Supervisor and the Doctoral Student, and prepare the assessment of the implementation of the Individual Research Plan and the Doctoral Student's further research plans.
3. In its assessment, the Committee shall take into consideration:
 - 1) whether the work performed is consistent with the Individual Research Plan and the schedule;
 - 2) the actual progress of the doctoral programme;
 - 3) whether it is feasible for the dissertation to be ready within the time limit indicated in the Individual Research Plan (or, if necessary, whether it is possible to extend the time limit for the submission of the dissertation).
4. The assessment of the Evaluation Committee shall be communicated in writing to the Doctoral Student, the Doctoral Supervisor(s) and the Head.
5. A positive result of mid-term evaluation may contribute to the increase of doctoral scholarship if the scholarship payable prior to the mid-term evaluation has been lower than the minimum scholarship amount to which a doctoral student is entitled following mid-term evaluation, as stipulated in the Act. The change of the scholarship amount shall take effect starting from the month in which the School receives the Evaluation Committee's written assessment.
6. The assessment shall be conducted in the mid-point of the education period, and where the course lasts 8 semesters, during the fifth semester of study at the Doctoral School.
7. The Doctoral Student or the Doctoral Supervisor assigned to the Doctoral Student may disagree with the negative assessment and request a re-evaluation by the Evaluation Committee. The Doctoral School Council may entrust the re-evaluation to the Evaluation Committee with a changed composition.

IX. CONDITIONS FOR EXTENDING THE TIME LIMIT FOR THE SUBMISSION OF THE DISSERTATION

§ 15

1. At the request of the Doctoral Student, endorsed by the Doctoral Supervisor, the Head may extend the duration of studies at the Doctoral School and the time limit for the submission of the doctoral dissertation where it is necessary to conduct additional scientific research that improves the substantive value of the doctoral dissertation, after the approval of the request by the Doctoral School Council.
2. The extension may also be granted in the case of documentary evidence confirming:
 - 1) temporary inability, documented by a medical certificate, to complete the Individual Research Plan and the educational programme, or the inability to perform the obligations arising hereunder;
 - 2) the necessity of providing personal care for a sick member of the family;
 - 3) the necessity of providing personal care for a child under 4 years of age or a child with a disability certificate.
3. The extension referred to in Para. 1 and 2 cumulatively may not exceed 2 years.
4. The extension of the education period may be granted to a Doctoral Student who fulfils all of the following conditions:
 - 1) he/she has submitted his or her request no later than 30 days before the end of the education period,
 - 2) has not submitted a doctoral dissertation,

- 3) has consistently followed the educational programme,
 - 4) has submitted the periodic reports referred to in §17 (5)(4) herein on time.
5. The request for extension shall be accompanied by a detailed plan for the completion of the remaining tasks related to the preparation of the doctoral dissertation and a list of achievements in the Doctoral Student's research work.
 6. During the period of extension, if four years have elapsed since the commencement of study, the Doctoral Student shall not receive a doctoral scholarship.
 7. The education, at the request of the Doctoral Student, is suspended for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as defined in the Act of 26 June 1974 - Labour Code.
 8. The cumulative duration of a doctoral scholarship for a Doctoral Student may not exceed 4 years, except where the education is suspended on conditions defined in Para. 8, in which event the period of doctoral scholarship payment shall be extended by the term of suspension.

X. THE PROCEDURE FOR THE DOCUMENTATION OF EDUCATION

§ 16

1. The educational process at the Doctoral School is documented in the database and in the personal file of the Doctoral Student. The file may be kept in electronic form.
2. The Doctoral Student's personal file shall contain, in particular:
 - 1) the candidate's application for admission to the School;
 - 2) the oath certificate signed by the Doctoral Student;
 - 3) an extract of the resolution of the Scientific Council on the appointment of a Doctoral Supervisor or Doctoral Supervisors, or a Doctoral Supervisor and Associate Supervisor;
 - 4) the Doctoral Student's Individual Research Plan and its amendments made during the course of education, if any;
 - 5) the reports and statements which the Doctoral Student is obliged to submit in accordance with the educational programme and these Rules & Regulations, in particular the mid-term evaluation report accepted by the Head;
 - 6) a written result, along with a justification, of the Doctoral Student's mid-term evaluation;
 - 7) a copy of the administrative decision awarding the doctoral degree;
 - 8) in the case of removal from the students' list, the documentation relating to the decision and the decision to remove from the list of Doctoral Students.
3. The Doctoral School Council may specify additional documents to be kept in the Doctoral Student's personal file in accordance with separate legislation.

XI. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

§ 17

1. The Doctoral Student shall be entitled to:
 - 1) scientific and substantive supervision in the process of preparing the doctoral dissertation, including scientific development and education;
 - 2) change the Doctoral Supervisor or Associate Supervisor under §11 (11) of these Rules & Regulations;
 - 3) have the time limit for the submission of the doctoral dissertation extended by a maximum of two years;
 - 4) complete, with the consent of the Head, part of the educational programme outside the Doctoral School;
 - 5) take rest breaks not exceeding eight weeks per year, with the manner of documenting and the procedure for awarding and calculating such breaks being determined by the Director by way of an order;

- 6) receive a Doctoral Student's identity card;
 - 7) obtain a doctoral scholarship;
 - 8) obtain funding, under the terms specified by the Head in separate regulations, in particular for the participation in conferences, courses, purchases of equipment, software and materials required to conduct research;
 - 9) initiate revisions to the educational programme and in respect of matters related to the teaching process;
 - 10) suspend their education in accordance with §15 (7) of the Rules & Regulations.
2. Doctoral Students may, with the consent of the Head, and after obtaining approval from the Doctoral Supervisor, participate in scientific internships, complete a part of the education process, and conduct research in domestic or foreign scientific institutions. Periods spent as an intern or conducting research in another institution shall count towards the duration of education at the Doctoral School.
 3. For Doctoral Students entering internships lasting more than one month, the Head shall set individual time limits for the fulfilment of the responsibilities arising from the educational programme.
 4. Should it be necessary to conduct scientific research connected with the doctoral dissertation outside the premises of the Institute, the Head of the Institute may exempt the Doctoral Student from the obligation to participate in courses included in the educational programme for the time of the research, and set new time limits for completing the required courses.
 5. The Doctoral Student shall:
 - 1) act in accordance with the oath and these Rules & Regulations;
 - 2) prepare an Individual Research Plan and a timetable with the Doctoral Supervisor;
 - 3) complete the educational programme of the Doctoral School and the Individual Research Plan in a timely manner;
 - 4) submit periodic reports on the progress of research work and education within the following time limits:
 - Doctoral Students who commence their education in October shall submit their reports in June each year, except for semesters listed below;
 - Doctoral Students who commence their education in March shall submit their reports in December each year, except for semesters listed below;

reports shall not be submitted in a semester preceding the mid-term evaluation or in the last year of education;
 - 5) submit declarations for the evaluation of the quality of their scientific activities;
 - 6) submit an intellectual property declaration;
 - 7) hold an ORCID (Open Researcher and Contributor ID) and communicate its number to the Institute's Human Resources Unit, and regularly post his/her publication output on the public profile of his/her ORCID account;
 - 8) immediately notify the Head and the Institute's Human Resources Unit of any changes in his/her personal details, in particular his/her first name, surname, home address and correspondence address;
 - 9) notify the Head immediately of obtaining a doctoral degree awarded by another authorised entity;
 - 10) immediately discontinue education at the Doctoral School in the event of undertaking education at another doctoral school or in the event of commencing employment as defined in Article 209 (10) of the Act;
 - 11) undergo compulsory occupational health medical examinations;
 - 12) observe health and safety rules;
 - 13) respect the regulations and policies in force in the scientific establishment where he/she conducts his/her research;
 - 14) when registered for health insurance, immediately notify the Institute's Human Resources Unit of any changes in the basis for health insurance, e.g. entering into an employment relationship, performing work under a contract of mandate or becoming a member of the insured person's family;
 - 15) contact the Council of the Doctoral Student Self-Government upon the commencement of education at the Doctoral School.

XII. SCHOLARSHIPS

§ 18

1. Any Doctoral Student who does not hold a doctoral degree shall receive a doctoral scholarship.
2. The minimum amount of the doctoral scholarship for an academic year shall be determined by the Director.
3. The total period for which the Doctoral Student receives a doctoral scholarship at the Doctoral School may not exceed 4 years.
4. The period referred to in Para. 3 does not include the period of suspension of education and the period of education at the Doctoral School in the case referred to in Article 206 (2) of the Act (§15 (7) of these Rules & Regulations).
5. A Doctoral Student who is entitled to a doctoral scholarship may not be employed as an academic teacher or researcher. This prohibition shall not apply to employment commenced:
 - 1) for the purposes of implementing a research project as referred to in Article 119 (2)(2) and (3) of the Act;
 - 2) after a successful mid-term evaluation, except that in the case of employment on more than a half time basis, the amount of the scholarship shall be 40% of the monthly scholarship referred to in Para. 2.
6. The Doctoral Student may receive one doctoral scholarship. In addition to a doctoral scholarship, the Doctoral Student may, at the same time, receive a research scholarship, while in accordance with the requirements of the Act, research scholarships are not subject to social security contributions.
7. The Director may establish a social-benefit fund for Doctoral Students or a research scholarship fund.

XIII. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS

§ 19

1. The Head of the Doctoral School shall remove a Doctoral Student from the list of Doctoral Students in the case of:
 - 1) a negative mid-term evaluation result;
 - 2) failure to submit the dissertation within the time limit specified in the Individual Research Plan, or within the extended time limit;
 - 3) the Doctoral Student's decision to discontinue his/her studies.
2. The Head may remove a Doctoral Student from the list in the event of:
 - 1) a negative assessment of a periodic report;
 - 2) failure to comply with the obligations referred to in § 17 (5) of these Rules & Regulations;
 - 3) failure to submit the Individual Research Plan.
3. Removal from the list of doctoral students shall be effected by administrative decision. The decision may be appealed to the Director for reconsideration.
4. The initiation of the removal proceedings may be requested by: Doctoral Supervisor, Associate Supervisor, Evaluation Committee, Doctoral Student, head of the organisational unit in which the research work is conducted.
5. The Head may initiate proceedings on his or her own initiative.

XIV. CHANGE OF DOCTORAL SCHOOL

§ 20

1. The transfer of the Doctoral Student from another Doctoral School to the Doctoral School of Molecular Biology and Biological Chemistry operated at the Institute is permissible subject to the submission of a certificate that education at the previous Doctoral School has been discontinued.
2. The change of doctoral school referred to in Para. 1 shall be subject to a competitive recruitment procedure.

3. The Doctoral Student seeking transfer to the Doctoral School shall submit an application for transfer together with documents confirming previous education at the previous Doctoral School, including:
 - 1) a list of subjects covered;
 - 2) the Individual Research Plan;
 - 3) a document stating the duration and amount of the doctoral scholarship received to date and the learning outcomes achieved;
 - 4) consent for the designated person to become the Doctoral Supervisor.
4. Once the Doctoral Student has qualified for the Doctoral School and has been assigned the Doctoral Supervisor, he or she may apply for the recognition of the previous learning outcomes as equivalent to the elements of the educational programme at the Doctoral School.
5. The Head shall qualify the candidate for admission by transfer, specifying the extent and time limits for covering educational programme differences. The qualified person shall be entered on the list of Doctoral Students at the Doctoral School upon submission of the decision on removal from the doctoral school from which he or she is transferring and upon taking the oath.
6. The duration of education at the previous doctoral school and the duration of scholarship payment shall be counted towards the planned duration of education and towards the term of scholarship payment at the Doctoral School for a Doctoral Student admitted as a transfer student.

Appendix No. 1

.....
First name

.....
Surname

Doctoral Student's oath

I,, by entering the Doctoral School of Molecular Biology and Biological Chemistry at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences in Warsaw, solemnly swear to observe the rules and regulations of the School, persistently acquire knowledge and skills, follow the rules of ethics in scientific work, maintain the dignity of a doctoral student and preserve the reputation of the Institute, respect its traditions, and to observe the rules of social conduct in the academic and scientific community and comply with applicable law.

Warsaw,

.....
Doctoral Student's signature