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**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  
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## I. DEFINITIONS

### § 1

1. The terms used in these Rules & Regulations shall mean:
  - 1) Act - the Act of 20 July 2018 – Law on Higher Education and Science.
  - 2) Statutes – Statutes of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences;
  - 3) Doctoral Student – a person studying at the Doctoral School of Molecular Biology and Biological Chemistry;
  - 4) Director – a person acting in the capacity of the Director of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences;
  - 5) Individual Research Plan (also referred to as the “IRP”) – 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;
  - 6) Institute – the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences;
  - 7) Doctoral Committee – a body appointed by the Scientific Council by way of a resolution;
  - 8) Head – a person acting in the capacity of the Head of the Doctoral School;
  - 9) Deputy Head – a person acting in the capacity of the Deputy Head of the Doctoral School;
  - 10) Doctoral School Council – a body appointed by the Director by way of an order; 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;
  - 11) Evaluation Committee – the body indicated in Article 202 (4) of the Act;
  - 12) Educational Programme – the educational programme of the Doctoral

School of Molecular Biology and Biological Chemistry as defined by a resolution of the Scientific Council;

- 13) Doctoral Advisor / Associate Advisor – persons who provide substantive and formal supervision over the preparation of the doctoral dissertation;
- 14) Scientific Council – the body of the Institute indicated in Article 52 of the Act on the Polish Academy of Sciences;
- 15) Council of the Doctoral Student Self-Government – a body appointed by the Doctoral Student Self-Government;
- 16) Rules & Regulations – Rules & Regulations of the Doctoral School of Molecular Biology and Biological Chemistry;
- 17) Doctoral School – Doctoral School of Molecular Biology and Biological Chemistry.

## **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 at 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 entrepreneur, 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 sciences 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 Advisor or Advisors;
- 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/or interdisciplinary doctoral seminars;

- 7) supporting Doctoral Students' self-governance and own initiatives.

### **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 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. Within one month of obtaining information about a subsidy awarded to the Institute by the Minister competent for higher education and science, the Director shall allocate funds for the implementation of tasks related to the education of Doctoral Students and the operation of the Doctoral School in a given year. 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 individual educational programmes at the Doctoral School, which includes ensuring the proper organisation of education and overseeing the proper conduct of the training process for Doctoral Students;
  - 5) presenting candidates for the function of members-reviewers 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 dissertation 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 Doctoral Students;
- 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, a representative of the Council of the Doctoral Student Self-Government, 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 representative of the Council of the Doctoral Student Self-Government shall be excluded from voting in individual matters examined by the Doctoral School

Council in respect of doctoral students.

5. 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.
6. 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, in consultation with the Council of the Doctoral Student Self-Government, of the draft Rules & Regulations and any amendments hereto;
  - 4) providing assessments of the annual report on the activities of the Doctoral School prepared by the Head;
  - 5) developing principles for the internal evaluation of the Doctoral School in order to prepare for the evaluation by the Science Evaluation Committee;
  - 6) adopting resolutions on the appointment of Doctoral Advisory Team members-reviewers, and on the change of the Team's composition based on the request filed by a Doctoral Student or a Doctoral Advisor;
  - 7) defining a written template of a Doctoral Student's periodic report based on a draft submitted by the Head;
  - 8) 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 post-doctoral 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-reviewers of the Doctoral Advisory Team, provided that neither the Doctoral Advisor nor Associate Advisor may enter the Evaluation Committee;

- 9) specifying the rules for the mid-term evaluation of Doctoral Student's work by the Evaluation Committee;
  - 10) examining Doctoral Student's appeals against a negative mid-term evaluation;
  - 11) applying to the Director for the dismissal of the Head;
  - 12) 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.
7. 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.
  8. 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.
  9. 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.
  10. 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.
  11. 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.
  12. The meetings of the Doctoral School Council shall be recorded by a minutes officer, appointed by the Head from among the Institute's employees.
  13. 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 the minutes officer.

14. Meetings of the Doctoral School Council may be held at the premises of the Institute, 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 the 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. Doctoral Students and their Advisors may use the support of dedicated bodies laid down in the Statutes and in generally applicable legal regulations.

#### **§ 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 within 30 days of the submission of a relevant request.
3. Decisions on the matters referred to in Para. 1 above shall be determined

by the Head, having notified 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 ADVISORS AND ASSOCIATE ADVISORS**

##### **§ 10**

1. The Scientific Council, no later than within 3 months of the commencement of the Doctoral Student's education, shall appoint a Doctoral Advisor or Advisors, notifying the Head thereof.
2. The Doctoral Student shall, within at least 14 days before the date of Doctoral Advisor's appointment, apply to the President of the Scientific Council for the appointment of a Doctoral Advisor 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 Advisor or several Doctoral Advisors. The application should include:
  - 1) data allowing the identification of the Doctoral Student,
  - 2) the proposal of the candidate for Doctoral Advisor(s) or Associate Advisor, 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 Advisor or an Associate Advisor;
3. The Scientific Council may appoint one or two Doctoral Advisors, or a Doctoral Advisor and an Associate Advisor. Two Doctoral Advisors 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 post-doctoral degree of Habilitated Doctor or the title of Professor may be a Doctoral Advisor.
2. The Doctoral Advisor 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 Advisor function may be served by holders of at least a doctoral degree.
4. The Doctoral Advisor'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 the 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 report;
  - 10) cooperating with the Head in order to monitor the progress of the Doctoral Student;
  - 11) cooperating with the Associate Advisor or second Advisor 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 Advisor include in particular the performance of auxiliary activities, in agreement with the Doctoral Advisor, in the scientific supervision of the Doctoral Student.
  6. The quality of Doctoral Advisor's supervision is subject to review based on an advisor'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, except where he/she serves the function of the Doctoral Advisor concerned. In such event, the questionnaire shall be read by the Director. The questionnaire results that imply insufficient doctoral supervision shall be analysed by the Head who determines further steps to be taken. In justified cases, the Head shall consult the situation with the Deputy Director for Science or with other Institute bodies.
  7. The Evaluation Committee shall assess Doctoral Advisor's supervision as part of mid-term evaluation.
  8. The Doctoral Advisor function may not be served by individuals who:
    - 1) within the last five years:

- a) were the Doctoral Advisor 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 Advisor 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) of these Rules & Regulations to ten.
  10. Employees of the Institute acting as Doctoral Advisors outside the Institute shall inform the Head immediately of any developments affecting their eligibility to act as Doctoral Advisors, in particular those relating to the circumstances indicated in Para. 8.
  11. The Scientific Council may change the Doctoral Advisor, 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 Advisor's agreement to serve this function;
    - 2) Doctoral Advisor - 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 maximum 8 semesters. The duration of education shall be specified in the Educational Programme.
3. Doctoral Students shall submit their Individual Research Plans within 12 months of the date of education commencement.
4. The 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 Advisor or Advisors, Associate Advisor, if appointed, and two independent members-reviewers 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 Advisor.
8. The meeting of the Doctoral Advisory Team and the Doctoral Student 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-reviewers 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 Advisor (Advisors). Part one is followed by an interview featuring the Doctoral Student and the members-reviewers of the Doctoral Advisory Team without the Doctoral Advisor and Associate Advisor, to individually discuss work progress and Doctoral Advisor's supervision. Similarly, in the subsequent part of the meeting, the Doctoral Advisor (Advisors) hold(s) 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 Advisors participating, discuss the work progress and collaboration between the Doctoral Advisor (Advisors) and the Doctoral Student.

9. If members-reviewers find any difficulties hindering the cooperation between the Doctoral Students and the Doctoral Advisor, they shall submit their remarks on the issue to the Head.
10. The discussion between the Doctoral Student and the Doctoral Advisory Team, with all stakeholders participating, and the arising conclusions are subject to a written summary to be prepared by the Doctoral Student.
11. The Doctoral Student is subject to mid-term evaluation on terms stipulated in §14 of these Rules & Regulations.
12. In the course of education, the Doctoral Student implements the educational programme specified by way of a resolution of the Scientific Council.
13. At the Doctoral Student's request, based on the documentary evidence produced, the Head may count any subjects, training courses, lectures, workshops, summer schools, and other forms of education towards the implementation of the educational programme, in addition to the subjects offered by the Institute.
14. The education of the Doctoral Student is accomplished by the submission of a 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 Advisor or Advisors, shall develop an Individual Research Plan and submit it to the Doctoral School Council within 12 months of the date of commencing education.
2. The Individual Research Plan should describe:
  - 1) the proposed topic of the doctoral dissertation in Polish and in English;
  - 2) the purpose of the research (identification of the research problem to be solved by the research and the research hypothesis);
  - 3) 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);

- 4) 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 reviewed by two members-reviewers of the Doctoral Advisory Team appointed by the Doctoral School Council to evaluate the periodic reports of the Doctoral Student.
4. Upon obtaining two positive reviews of the IRP, the Head confirms the approval of the IRP with a respective annotation on the IRP.
5. The Individual Research Plan may be updated, in particular where the time limit for the submission of a doctoral dissertation is extended.
6. It is not allowed to update the IRP later than 4 months before the planned date of the mid-term evaluation.
7. The Doctoral Student submits the updated Plan to the Head. The updated IRP is handed over to the members-reviewers of the Doctoral Advisory Team referred to in Para. 3, for them to read and lodge their remarks within 30 days.
8. The updated IRP shall become effective if the members-reviewers of the Doctoral Advisory Team do not submit any remarks, whereas should such remarks to the IRP be lodged, the IRP becomes effective after any corrections introduced by the Doctoral Student are approved.

## **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 Student 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 Advisor and Associate Advisor, to individually discuss work progress and Doctoral Advisor's supervision. Similarly, in the subsequent part of the meeting, the Doctoral Advisors 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 Advisors participating, discuss the work progress and collaboration between the Doctoral Advisor, the Associate Advisor 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 necessary 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 Advisor(s) and the Head.
5. A positive result of mid-term evaluation may contribute to the increase of doctoral scholarship. The change of the scholarship amount shall take effect starting from the month in which the Head receives the Evaluation Committee's assessment report.
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. Where the Doctoral Student's scholarship is financed from external project funds in whole or in part, and the conditions of the project require a different date of mid-term evaluation, such evaluation shall be conducted within the time limit which is consistent with the project's conditions.
8. The Doctoral Student or the Doctoral Advisor 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 AND FOR SUSPENDING EDUCATION**

### **§ 15**

1. At the request of the Doctoral Student, endorsed by the Doctoral Advisor, 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 is to improve the substantive value of the doctoral dissertation.
2. The extension may also be granted in the event of
  - 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 an ill member of the family;
  - 3) the existence of other reasons, at the Doctoral Student's substantiated request.
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 jointly:

- 1) he/she has submitted his or her request no later than 30 days before the end of the education period;
  - 2) has consistently followed the educational programme;
  - 3) has submitted the periodic reports referred to in §17 (5)(4) herein on time.
5. The updated IRP shall be attached to the request.
  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 request for the suspension of education must be filed no later than 14 days before the planned commencement of the suspension period, except where the suspension is to begin on child-delivery date. Where education is suspended starting from the child-delivery date, the Doctoral Student shall file a request for suspension no later than 14 days of the child-delivery date. If a Force Majeure event occurs, the Doctoral Student may file such request within 30 days of the child-delivery date.
  9. A pregnant Doctoral Student may not perform work specified in Article 176 of the Labour Code.
  10. Such pregnant Doctoral Student shall agree upon the scope of the duties she may perform with her Doctoral Advisor and with the Occupational Health & Safety specialist employed with the Institute.
  11. 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. 7, in which event the period of doctoral scholarship payment shall be extended by the term of suspension.
  12. The Head may suspend education at the Doctoral Student's request filed in consultation with the Doctoral Advisor or Advisors, in particular in the following circumstances:

- 1) attending scientific trips, in particular research internships;
- 2) temporary inability to participate in education due to illness;
- 3) the necessity of providing personal care for an ill family member or a child under 6 years of age or a child with a disability certificate.

## **X. THE PROCEDURE FOR THE DOCUMENTATION OF EDUCATION**

### **§ 16**

1. The progress of 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 only.
2. The Doctoral Student's personal file shall contain, in particular:
  - 1) candidate's application for admission to the School and any documents related to admission to 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 Advisor or Doctoral Advisors, or a Doctoral Advisor and Associate Advisor;
  - 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 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) be provided with scientific and substantive supervision in the process of preparing the doctoral dissertation, including scientific development and education;
  - 2) change the Doctoral Advisor or Associate Advisor 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 in separate Regulations, in particular for the participation in conferences, training 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) and (12) of these Rules & Regulations.
  - 11) Doctoral Students with disabilities may apply for support in the educational process and in the pursuance of their scientific activities. The type and form

of such support shall be determined on a case-by-case basis at the Doctoral Student's request filed with the Head.

2. Doctoral Students may, in consultation with their Doctoral Advisor, participate in scientific internships, complete a part of the education process, and conduct research in domestic or foreign scientific institutions. The Doctoral Student shall provide the Head with a trip plan, in electronic or paper format, including in particular the duration and type of the trip. Periods spent as an intern or conducting research in another institution shall count towards the duration of education at the Doctoral School.
3. 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.
4. The Doctoral Student shall:
  - 1) act in accordance with the oath and these Rules & Regulations;
  - 2) prepare an Individual Research Plan with the Doctoral Advisor and submit it within 12 months of the commencement of education;
  - 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;
  - 5) Reports shall not be submitted in a semester preceding the mid-term evaluation. They should also not be filed in the last year of education, unless the Doctoral Student has filed a request for the extension of the time limit for the submission of doctoral dissertation.

- 6) submit a mid-term report before the end of the fourth semester of education;
- 7) submit declarations for the evaluation of the quality of their scientific activities;
- 8) submit an intellectual property declaration;
- 9) 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;
- 10) indicate affiliation with the Doctoral School in his/her publication and conference output;
- 11) 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;
- 12) notify the Head immediately of obtaining a doctoral degree awarded by another authorised entity;
- 13) immediately discontinue education at the Doctoral School in the event of undertaking education at another doctoral school;
- 14) undergo compulsory occupational health medical examinations;
- 15) observe health and safety rules;
- 16) respect the regulations and policies in force in the scientific establishment where he/she conducts his/her research;
- 17) when registered for health insurance by the Institute, the Doctoral Student shall 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;
- 18) contact the Council of the Doctoral Student Self-Government upon the commencement of education at the Doctoral School;
- 19) fulfil obligations arising from the provisions of Section 2 (7) of these Rules & Regulations.

## **XII. SCHOLARSHIPS**

### **§ 18**

1. Any Doctoral Student who does not hold a doctoral degree shall receive a doctoral scholarship.
2. The Director shall specify the scholarship amount individually for each Doctoral Student.
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. 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 insurance contributions.
6. 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;
  - 4) failure to commence studies;

- 5) imposition of a disciplinary penalty of expulsion from the Doctoral School.
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. Removal from the list of doctoral students shall be effected by administrative decision. The decision may be appealed to the Director with a request for reconsideration.
4. The initiation of the removal proceedings may be requested by: the Doctoral Advisor, Associate Advisor, the Evaluation Committee, the Doctoral Student, Disciplinary Committee for Doctoral Students, the Appeals Disciplinary Committee for Doctoral Students, and the head of the organisational unit in which the research work is conducted.
5. Proceedings in the matter of removing a doctoral student from the list of doctoral students as a result of imposing a disciplinary penalty of expulsion from the Doctoral School are governed by the provisions of the Statutes referring to the operations of the Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee for Doctoral Students.
6. The Head may initiate proceedings on his or her own initiative.
7. The payment of doctoral scholarship shall be discontinued starting from the date on which the decision on removal from the list of doctoral students becomes final and binding.

#### **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 delivery of a document confirming consent to the transfer, signed by a representative of the doctoral school where

the Doctoral Student is currently enrolled and by a potential doctoral advisor who is to take over the supervision over the Doctoral Student in the course of his/her education at the Doctoral School of Molecular Biology and Biological Chemistry.

2. 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 Advisor.
3. Once the Doctoral Student has transferred to the Doctoral School and has been assigned the Advisor, 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.
4. The Head shall recommend the candidate for admission by transfer, specifying the extent and time limits for covering educational programme differences. The Director shall approve the application.
5. 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 in line with the wording set out in the Appendix to these Rules & Regulations.
6. The duration of scholarship payments to the Doctoral Student admitted by transfer shall be counted towards the 4-year period of scholarship payment.
7. The duration of education at another doctoral school may be countered towards the duration of education at the Doctoral School.

## XV. TRANSITIONAL PROVISIONS

1. Bodies and teams appointed under the Rules & Regulations of the Doctoral School adopted by way of Resolution No. 118/2022 of the Scientific Council of the Institute of Biochemistry and Biophysics PAS shall continue to operate in the same composition under the present Rules & Regulations.

These Rules & Regulations shall take effect starting from 1 October 2025.

Appendix No. 1

*[the wording of the appendix has been provided in Polish and English in the source document]*

Warsaw, (date) *[no entry]*

Name and surname *[no entry]*

### **Doctoral Student's oath**

I, *[no entry]*,

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.

Signature of Doctoral Student *[no entry]*