

# University of Music

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## **I General provisions**

### **§ 1**

#### **[Scope of regulations]**

These Regulations define the detailed rules of organization and operation

Doctoral School of the Fryderyk Chopin University of Music.

### **§ 2**

#### **[Glossary]**

Terms used in Terms and Conditions have the following meanings:

- a) University or UMFC - Chopin University of Music,
- b) Doctoral School – Doctoral School of the Chopin University of Music,
- c) Edition of the Doctoral School – all doctoral students admitted to the Doctoral School in a given academic year,
- d) Rector – Rector of the Chopin University of Music,
- e) Director – Director of the Doctoral School,
- f) Council of Artistic Discipline – Council of Artistic Discipline, which is referred in the Statute,
- g) Doctoral student – a doctoral student educated at the Doctoral School,
- h) IRP – Individual Research Plan.
- i) Terms and Conditions - the terms and conditions of the site
- j) Statute – the statute of the UMFC,
- k) Act – the Act of 20 July 2018 - Education Law higher education and science (i.e. Journal of Laws of 2024, item as amended)

## **II Organization of the doctoral school**

### **§ 3**

#### **[Creation of the Doctoral School]**

The Doctoral School is created, transformed and liquidated on the way to the Ordinance of the Rector of the University

### **§ 4**

#### **[Managing the Doctoral School]**

1. The Doctoral School is headed by its Director, appointed and dismissed by Rector
2. The Director of the Doctoral School is appointed from among persons holding at least the degree of habilitated doctor, employed at the University on a full-time basis.
3. Appointment and dismissal of the Director takes place after consulting the Doctoral School Council, when it is appointed, and the Doctoral Students' Self-Government. They shall express an opinion within 14 days from the date of receipt of the request for an opinion. The requirement to consult is considered to be met in the event of ineffective expiry of the deadline referred to in the previous sentence.
4. In the management of the Doctoral School, the Director is supported by the Doctoral School Council.

### **§ 5**

#### **[Tasks of the Director]**

1. The Director of the Doctoral School is the superior of all Doctoral Students and directs the Doctoral School, including, but not limited to:
  - a) organizing the implementation of the educational program, taking care of the correctness and quality of the educational

process

- b) making decisions in individual matters of doctoral students, including, under the authority of the Rector, administrative decisions to delete them from the list of doctoral students,
  - c) making decisions on crediting the doctoral student for subsequent years studies
  - d) assessing the implementation of the education program and conducting research and artistic activities by doctoral students after consulting the Doctoral School Council,
  - e) preparing and submitting to the Senate a draft of the rules and procedure for recruitment to Doctoral School
  - f) preparing a self-assessment report for the purpose of evaluating the quality of education,
  - g) supervising the collection of documentation of the course of education.
2. The Director, at the request of the doctoral student, suspends their education for a period corresponding to the duration of maternity leave, paternity leave and parental leave referred to in the Act of 26 June 1974 Labour Code (i.e. Journal of Laws of 2025, item 277, as amended).
3. The Rector is the appeal body against the decision of the Director of the Doctoral School.

## **§ 6**

### **[Doctoral School Council]**

1. The auxiliary and advisory body of the Director in the field of functioning The Doctoral School is the Council of the Doctoral School.
2. The tasks of the Doctoral School Council include supervision (together with the Director and the Vice-Rector responsible for teaching) over the area of ensuring the quality of education at the Doctoral School.

3. The Council of the Doctoral School is appointed and dismissed by the Rector at the request of the Director  
Doctoral School or on its own initiative.
4. The Doctoral School Council has from 7 to 9 members and consists of representatives of various fields of education conducted at the UMFC, and its work is chaired by the Director of the Doctoral School.
5. A member of the Council of the Doctoral School may be a person holding the degree of habilitated doctor or the title of professor.
6. A representative of the Doctoral Students may participate in the meetings of the Doctoral School Council in an advisory capacity.
7. The Doctoral School Council proceeds in the form of resolutions adopted by a simple majority of votes, whereby at least half of its members are required to participate in the vote to adopt a resolution.
8. Meetings of the Doctoral School Council may be conducted on a stationary basis or using electronic means of communication.

## **§ 7**

### **[Tasks of the Doctoral School Council]**

The Council of the Doctoral School, among others:

- a) submits to the University Senate drafts of the curriculum at the Doctoral School and drafts of its amendments developed in consultation with the Director,
- b) expresses an opinion on the appointment and dismissal of the Director of the Doctoral School
- c) accepts the Individual Research Plan developed by the doctoral student in consultation with the supervisor or supervisors, containing in particular the schedule for the preparation of the doctoral dissertation, presented to the Council within 12 months from the date of commencement of education,
- d) expresses an opinion on the evaluation of research and artistic

activities and the course of preparation of the doctoral dissertation by doctoral students,

- e) indicates the members of the committee conducting the mid-term evaluation.

### **III Education at the Doctoral School**

#### **§ 8**

##### **[Start of education]**

1. A person admitted to the Doctoral School acquires the rights and assumes the obligations of a doctoral student and begins education at the moment of taking the oath, the content of which is specified in the Statute. The taking of the oath shall be confirmed in writing.
2. The doctoral student receives a student ID for which the university charges a fee according to the applicable price list of the UMFC.

#### **§ 9**

##### **[Education Framework]**

1. The Doctoral School conducts education in the artistic discipline of music arts.
2. The implementation of the Doctoral School program leads to the achievement of learning outcomes at level 8 of the Polish Qualifications Framework.
3. The Doctoral School enables doctoral students to obtain advanced knowledge, participate in the life of the academic community, prepare for independent research, artistic and didactic work and to obtain the degree of Doctor of Arts in the discipline of musical arts.
4. Education at the Doctoral School lasts 8 semesters.
5. The training is conducted on the basis of:
  - a) educational program and
  - b) Individual Research Plan.



6. Education at the Doctoral School is free of charge.
7. Lectures in the field of education program at the Doctoral School are open.
8. Classes at the Doctoral School are held in Polish, in a full-time form. In exceptional situations justified by the optimization of the teaching process, the Director may arrange for classes to be conducted remotely or in a hybrid form. In the cases referred to in the previous sentence, the Director determines the rules for conducting remote classes.

## **§ 10**

### **[Rules for recruitment to the Doctoral School]**

1. Recruitment to the Doctoral School takes place through a competition.
2. The rules, conditions and procedure for recruitment are set out in a separate resolution of the Senate of the UMFC.
3. The limit of places in the Doctoral School is set by the Rector by way of an ordinance.

## **§ 11**

### **[Transfer from another doctoral school]**

1. A doctoral student of a doctoral school run by another entity in the discipline of musical arts may apply for transfer to the Doctoral School if he/she submits an application for transfer along with documents confirming previous education in the previous doctoral school, including:
  - a) a list of completed courses along with grades,
  - b) IRP – Individual Research Plan.
  - c) a document specifying the period of the scholarship received so far doctoral dissertation,
2. The Director qualifies the candidate by determining the program

difference and the scope and date of its implementation.

3. The qualified person, after obtaining the consent of the Rector of the UMFC, is entered on the list of doctoral students of the Doctoral School after submitting the final decision on deletion at the doctoral school from which they move.
4. A doctoral student admitted in the transfer mode, the planned duration of education at the Doctoral School includes the time of education at the previous doctoral school passed before the transfer.

## **§ 12**

### **[Curriculum]**

1. The curriculum at the Doctoral School is determined by the Senate of the UMFC no later than 5 months before the start of recruitment for the Edition to be included in this program.
2. The draft curriculum is developed by the Director of the Doctoral School in agreement with the Doctoral School Council.
3. Applications for changes in the curriculum may be submitted to the Doctoral School Council:
  - a) members of the Doctoral School Council,
  - b) pedagogues conducting classes at the Doctoral School and supervisors doctoral students,
  - c) Council of Artistic Discipline,
  - d) Doctoral Students' Self-Government.
4. The Senate of the UMFC may determine the guidelines and requirements that the curriculum of the Doctoral School should meet.
5. The curriculum of the Doctoral School includes collective, group and individual classes, compulsory and optional, as well as professional internships.
6. The year-round schedule of classes is communicated to doctoral

students before the beginning of each academic year.

## **§ 13**

### **[Excuse of absence]**

1. The doctoral student has the right to present to the Director of the Doctoral School a request for exemption from classes or justification of absence from classes due to participation in important undertakings supporting their scientific/artistic development (scientific conferences, concerts, music competitions, etc.). The decision on exemption from classes or justification of absence is made by the Director of the Doctoral School.
2. The Doctoral Student may be dismissed from classes or justified by the Director of the Doctoral School by a medical certificate of illness or a certificate of the competent state authorities on the performance of constitutional duties by the Doctoral Student on the dates of classes, for example appearing in courts.
3. In special cases, the absence is justified by the Director of the Doctoral School taking into account the Doctoral Student's statement.

## **§ 14**

### **[Passing Rules]**

1. Classes at the Doctoral School end with exams or credits.
2. The course of education at the Doctoral School is documented by an index, the template of which is attached as Annex 1 to these Regulations.
3. Additional documentation of the course of education at the Doctoral School are achievement cards in each year of education and exam and credit reports.
4. The academic year runs from 1 October to 30 September of the following calendar year.
5. The examination session takes place on an annual basis, from 15 to

22 September. The correction session takes place from 23 to 30 September.

6. In relation to a Doctoral Student who has not obtained credits or failed exams within the above-mentioned deadlines, the Director of the Doctoral School may decide:
  - a) with conditional permission to take up education in the following year,
  - b) deletion from the list of Doctoral Students.
7. The Director of the Doctoral School marks the conditional entry in the index, setting a deadline for completing the arrears. If the Doctoral Student fails to make up the arrears within the conditional period, the Director of the Doctoral School, acting under the authority of the Rector, shall remove them from the list of Doctoral Students.
8. During credits and examinations, the grading system adopted in the UMFC is used, i.e.: A+ – excellent (24 -25 points), A – very good (21 -23 points), B – good plus (19 -20 points), C – good (16 -18 points), D – sufficient plus (13 -15 points), E – sufficient (10 -12 points), F – insufficient (0 -9 points) and zal.- pass and nzal. - fail. The evaluation from the doctoral seminar also contains a descriptive element relating to the progress in the preparation of the doctoral dissertation.

## **§ 15**

### **[Credit of the year]**

1. Doctoral students are obliged to obtain credits and grades from examinations on the dates specified in the curriculum and the year-round schedule. In justified cases, when the doctoral student is entitled to short-term or long-term exemption from classes referred to in § 26, credits and examinations may be carried out in the correction session referred to in § 14 section 5.

2. A doctoral student who has not obtained a credit or a positive grade from the examination in the examination session, and then in the correction session, has the right to take the committee examination.
3. The doctoral student submits the committee examination at their request submitted by 7 days from the date of receipt of the negative assessment or failure.
4. The Director of the Doctoral School, within 14 days of submitting the application referred to in section 3 appoints a committee consisting of the Director or another member of the Doctoral School Council appointed by the Director, the previous examiner and teachers of a given or related subject appointed by the Director, in the number of one or two.
5. At the request of the Doctoral Student, a representative of the Doctoral Students' Self-Government may participate in the committee examination as an observer.
6. The result of the committee examination is determined by the committee, and the entry is made by its representative.

## **§ 16**

### **[Rules for conducting the examination in the subject of seminar at doctoral studies]**

1. Each year of the Doctoral School, except for the second one, ends with a committee examination in the subject of the doctoral seminar. Doctoral students who have completed the education program and submitted a doctoral thesis do not take the exam.
2. When taking the exam, the doctoral student presents:
  - a) the topic of the dissertation and the list of elements of the work,
  - b) Individual Research Plan with a schedule,
  - c) signed by themselves and the promoter or two promoters of the report for the period from 15 September of a given year to 14

September of the following year:

- preparation of the doctoral dissertation in all its elements; indicating the degree of implementation of the individual research plan schedule,
  - from the internships carried out, certified on the form by the pedagogue (in the case of participation in classes or their co-management) or the dean (in the case of conducting classes),
  - artistic, research and organizational activities of the doctoral student.
3. The exam takes the form of a colloquium including a presentation by Doctoral student of progress in the preparation of the dissertation and discussion.
  4. The examination takes place before an examination board appointed by the Director of the Doctoral School.
  5. The exam may be attended by a supervisor/supervisors/auxiliary supervisor with voting rights.
  6. The condition for taking the exam in the subject of the doctoral seminar is obtaining positive credits and grades in all subjects of the curriculum of a given year of the Doctoral School.

## **IV Supervision of the doctorate**

### **§ 17**

#### **[Scientific supervision]**

Scientific supervision of the doctoral student is provided by:

- a) supervisor or
- b) promoters or
- c) supervisor and auxiliary supervisor.

## **§ 18**

### **[Requirements for promoters and auxiliary promoters]**

1. The requirements for promoters and auxiliary promoters are set out in Art. 190 of the Act and additionally in the Detailed Procedure on awarding doctoral and postdoctoral degrees in the field of art, in the discipline of musical arts at the Fryderyk Chopin University of Music.
2. The tasks of the supervisor include in particular:
  - a) providing artistic and scientific supervision over the preparation of the doctoral dissertation and its description by the Doctoral Student,
  - b) participation in agreeing the Doctoral Student's Individual Research Plan,
  - c) assessing the doctoral student's progress in the implementation of the IRP,
  - d) giving an opinion on the doctoral dissertation submitted by the Doctoral Student,
  - e) cooperation with the Director of the Doctoral School in order to monitor the progress of the Doctoral Student,
  - f) cooperation with the auxiliary supervisor (if appointed),
  - g) requesting the removal of a Doctoral Student from the list of Doctoral Students in the event of a negative assessment of progress in the implementation of the education program and IRP.
3. The tasks of the supervisor include in particular:
  - a) supporting the supervisor in exercising scientific supervision over the doctoral student, in particular through substantive, methodological and organizational consultations.
  - b) reviewing IRP.



## § 19

### **[Appointing a supervisor, supervisors, auxiliary supervisor]**

1. Within 3 months from the date of commencement of education by the doctoral student, the Council of Artistic Discipline appoints him/her a supervisor or supervisors or a supervisor and auxiliary supervisor.
2. The supervisor may be a person holding the degree of habilitated doctor or the title of professor in a given or related artistic or scientific discipline, and the auxiliary supervisor – a person holding the degree of doctor.
3. The supervisor supports the doctoral student in independent artistic/research work as part of the doctoral seminar.
4. Until the appointment of a supervisor or supervisors or a supervisor and auxiliary supervisor by the Council for Artistic Discipline, the doctoral student works under the supervision of a supervisor who, at their request, is indicated by the Director of the Doctoral School.
5. The doctoral student may apply for the appointment of a supervisor and a supervisor auxiliary.
6. A doctoral student may apply for the appointment of a second supervisor when preparing an interdisciplinary dissertation. This person must hold at least the degree of habilitated doctor in the field of the second discipline related to the subject of the doctorate.
7. In the case of two supervisors, the hours of the doctoral seminar are divided between them. No teaching hours are allocated to the doctoral student's work with the auxiliary supervisor.
8. Method of appointing or changing the supervisor, supervisors, auxiliary supervisor, verification of the obtained learning outcomes for qualifications at PQF level 8, procedure for submitting a doctoral dissertation – initiating proceedings for the award of a doctoral degree, selection of reviewers, admission to defense, course of public

defense, awarding the degree doctoral degree and the method of awarding a doctoral diploma is determined by the act adopted by the Senate – Detailed procedure for awarding doctoral and postdoctoral degrees in the field of art in the discipline of musical art at the Fryderyk Chopin University of Music

## **V Individual Research Plan**

### **§ 20**

#### **[Scope of IRP and rules for its submission]**

1. IRP is prepared by the doctoral student under the supervision of the supervisor.
2. The IRP form, approved by the Doctoral School Council, contains into the following sections:
  - a) components of a musical work,
  - b) description of the work or work in writing,
  - c) schedule for the preparation of the doctoral dissertation,
  - d) other artistic and scientific activities performed and planned,
  - e) detailed research plan,
  - f) plan of activities increasing the research/research and didactic competences of the doctoral student.
3. The doctoral student submits the IRP project to the Doctoral School Council within 3 months from the date of appointment of the supervisor or supervisors during "IRP seminar", during which the members of the Doctoral School Council refer to the project.
4. The doctoral student submits the application accepted by the supervisor(s) and the Board of the IRP Doctoral School to the Director no later than 12 months from the commencement of education at the Doctoral School.

5. In justified cases, with the consent of the supervisor and the Director of the Doctoral School the possibility of making changes to the IRP, including changes in the schedule for the preparation of the doctoral dissertation, whereby changes can be made only after obtaining a positive result as part of the mid-term evaluation.
6. The change of the IRP is made by submitting an annex to the plan together with a uniform text.

## **VI Mid-term evaluation**

### **§ 21**

#### **[Interim evaluation deadline]**

1. Mid-term evaluation is mandatory.
2. The mid-term evaluation is carried out during the examination session after 2 years of education at the Doctoral School.

### **§ 22**

#### **[Interim Evaluation Committee]**

1. The mid-term evaluation is carried out by a committee consisting of 3 people, including at least 1 person holding the degree of habilitated doctor or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the UMFC or the person referred to in art. 190 Paragraph 5 of the Act.
2. The members of the committees conducting the mid-term evaluation are appointed by the Doctoral School Council.
3. The members of the committee may not be:
  - a) Director of the Doctoral School,
  - b) supervisor or supervisors of the Doctoral Student being assessed,
  - c) auxiliary supervisor of the Doctoral Student being assessed,
  - d) persons for whom there are any circumstances that may raise

justified doubts regarding their impartiality in relation to the Doctoral Student being assessed.

## **§ 23**

### **[Interim evaluation procedure]**

1. The mid-term evaluation takes the form of a colloquium including the presentation of the doctoral student's progress in the preparation of the dissertation and a discussion.
2. The work of the committee is led by chairs appointed by the Head of the School  
From among the members of the commission.
3. The Director of the Doctoral School announces the method of submitting documentation by  
doctoral students at least one month in advance.
4. The mid-term evaluation is carried out remotely or in stationary mode. The decision in this regard is made by the Director of the Doctoral School, defining the organizational and technical rules for conducting the assessment.

## **§ 24**

### **[Documentation for mid-term evaluation]**

The Doctoral Student's documentation consists of the Individual Research Plan with a schedule (signed by them and the supervisor and auxiliary supervisor) (submitted for the exam from the doctoral seminar in September of the first year of studies) and a report for the period from the beginning of studies at the Doctoral School to September 14 of the second year of studies, including:

- a) a list of elements of the artistic work, with the given duration, indicating the degree of implementation (possession of

sheet music, working performance, concert performances, working recordings, final recordings, etc.) and possibly with changes in relation to IRP, with their justification (does not apply to doctorates in the form of a written work only)

- b) the subject of the description of the work or the subject of the written work, an outline with annotations on the degree of implementation of its elements (and the number of pages written), with a bibliography (indicating which items have been read and which are planned to be read) and, if necessary, with changes in relation to IRP, with their justification;
  - c) a list of artistic achievements along with its documentation divided into those related to the specialty of the doctorate and those outside this specialty, with particularly emphasized international achievements;
  - d) a list of scientific activities together with their documentation with particularly emphasized international achievements;
  - e) list of organizational activities with their documentation;
  - f) information on activities increasing research /didactic competences, including internship forms for the first two years of study;
  - g) scans of the decision to appoint a supervisor, appoint doctoral committees, appoint examination committees in the doctorate, pass examinations;
- opinion of the supervisor /auxiliary supervisor.

## **§ 25**

### **[Conduct of committee work]**

#### **1. Comitee:**

- a) reads the documentation,

- b) conducts a colloquium with each Doctoral Student individually,
  - c) each member prepares an assessment expressed in words: YES or NO and in points and descriptively,
  - d) jointly discusses the results and agrees on the descriptive assessment being part of the protocol referred to in section 8.
2. The score of the members of the Committee is recorded on a scale of 0-100 points. The scoring is made on the basis of two criteria:
- a) compliance and timely implementation of tasks with the assumed schedule (0-40 points)
  - b) consistency of the quality of substantive assumptions of IRP with the performed tasks (0-60 points). The description contains positive elements affecting the assessment, tips or recommendations for future actions, possible reservations and shortcomings. Descriptive assessment becomes an element of the justification for the conclusions of the assessment.
3. The Chairman of the Committee calculates the arithmetic mean, to the second decimal place, with 70 points being the minimum for the Doctoral Student to obtain a positive mid-term assessment.
4. The Chairman of the Commission shall draw up a mid-term evaluation report, on a prepared form, containing:
- a) name and surname of the Doctoral Student,
  - b) Student Register No.
  - c) year of studies
  - d) academic year
  - e) details of the supervisor / supervisors/auxiliary supervisor,
  - f) the date of the test,
  - g) form of carrying out (remotely, stationary ),
  - h) the composition of the commission with affiliation,
  - i) list of documentation presented by the Doctoral Student,

- j) questions asked by members of the Commission during the colloquium,
  - k) the average of the grades of the members of the
  - l) assessment with justification (positive elements affecting the assessment, guidelines or recommendations for future actions, possible reservations and deficiencies),
  - m) the signatures of the members of the Commission
  - n) the date of receipt of the protocol by the Director of the Doctoral school together with their signature.
5. The assessment and justification shall be public. Information on the positive or negative result of the mid-term evaluation is included in the Public Information Bulletin on the UMFC website.
6. In the event of a negative result of the mid-term evaluation, the Doctoral Student shall be removed from the list of Doctoral Students.

## **VII**

### **Suspension, resumption and resignation from education and extension of the deadline for submitting the doctoral dissertation**

#### **§ 26**

##### **[Suspension of education]**

1. At the justified request of the doctoral student, the Director of the Doctoral School suspends course of education for a period corresponding to the period:
- a) maternity leave
  - b) supplementary maternity leave,
  - c) leave on the terms of maternity leave
  - d) paternity leave
  - e) parental leave
- in accordance with the provisions of the Act of 26 June 1974 – Labour Code (i.e. Journal of Laws of 2025, item 277, as amended),

- provided that the PhD student meets the conditions for their award.
2. During the period of suspension of education referred to above, the doctoral student retains the right to receive a doctoral scholarship. The amount of the scholarship is determined according to the rules used in the calculation of the maternity allowance, but the basis is the monthly amount of the scholarship on the day of submitting the application for suspension.
  3. The application for suspension of education should be submitted in writing within no more than 21 days from the occurrence of circumstances entitling to one of the holidays indicated in section 1. The application should be accompanied by documents confirming the legitimacy of the break in education.
  4. If the suspension period does not coincide with the full academic year, the Director of the Doctoral School determines the rules for the continuation of the education program, individual research plan (IRP) and other obligations under the Regulations after the suspension.
  5. The deadlines specified in the Individual Research Plan are extended by the period for which education was suspended.
  6. During the suspension, the doctoral student does not implement the curriculum or IRP, but retains all the rights resulting from the status of a doctoral student.

## **§ 27**

### **[Resignation from education]**

1. The doctoral student has the right to resign from education at the Doctoral School.
2. Resignation takes place on the basis of a written statement of the Doctoral Student about withdrawal from education.
3. Submission of complete resignation documentation is the basis for



removing a doctoral student from the list of doctoral school participants.

## **§ 28**

### **[Resumption of education]**

1. A doctoral student who has resigned from education at the Doctoral School may resume it within two years from the date of removal from the list of doctoral students, provided that an application is submitted with appropriate justification. The possibility referred to in this paragraph applies only in cases where the resignation was caused by:
  - a) the need to implement a research project financed from funds granted under the competition procedure, in particular by the National Science Centre, the National Centre for Research and Development, the National Agency for Academic Exchange or the Foundation for Polish Science;
  - b) taking scientific or artistic trips, including research internships and music contracts of a long-term nature, relevant to the achievements and development of the Doctoral Student;
  - c) temporary inability to continue education due to illness or disability;
  - d) the need to take personal care of a sick family member.
2. Doctoral student removed from the list for reasons other than those indicated in section in particular those referred to in Article 203 1 points 1–2 and 4–6 and sec. 2 of the Act, it is not possible to resume education.
3. Resumption of education for the reasons specified in section 1 may occur no more than twice.
4. The total period of education of a doctoral student who has exercised the right to resume may not be longer than the period provided for in the curriculum by more than two years.

## **§ 29**

### **[Extension of the deadline for submitting the doctoral dissertation]**

1. The Director of the Doctoral School, on the basis of a duly justified request of the Doctoral Student, may, by way of a decision, extend the deadline provided for in the individual research plan (IRP) for submitting a doctoral dissertation, while the total duration of education may not be longer than the period resulting from the curriculum by more than two years.
2. Extension of the period of education may be granted in particular in case of:
  - a) the need to conduct research requiring a longer period of time and directly related to the preparation of the dissertation;
  - b) suspension of education referred to in § 26 – in such a case the time limit is extended by the time of suspension;
  - c) other significant, documented fortuitous events.
3. The application for extension should be submitted in writing with justification and appropriate documentation, no later than 10 days from the occurrence of the circumstances indicated in section 2. In the situation described in paragraph 2 tir.1, the application should be accompanied by the opinion of the supervisor or supervisors.
4. The Director shall decide on an extension only in cases duly documented, reasonably justified and notified within the required time limit.

## **VIII**

### **Completion of education at the Doctoral School**

## **§ 30**

### **[Completion of education and submission of a doctoral dissertation]**

1. In the last year of education at the Doctoral School, before submitting

the doctoral dissertation, a commission assessment of the effects of the doctoral student's scientific work and artistic activity is carried out, confirming the achievement of learning outcomes at the 8th level of the PQF. The Committee takes note of the Doctoral Student's self-report (characteristics of the doctoral dissertation being prepared, report on the implementation of the individual research plan, possibly evaluates artistic activity and conducts a colloquium. If the evaluation referred to in section 1 ends with a positive or negative result, while a negative assessment is not an independent basis for removal from the list of doctoral students or for refusal to accept a doctoral dissertation.

2. The doctoral student's education is completed by submitting a doctoral dissertation at the Academic Promotions Laboratory of the Chopin University of Technology, which confirms this fact with an appropriate certificate submitted to the Doctoral School.
3. The deadline for submitting the dissertation is specified in the Individual Research Plan (IRP).
4. The submitted dissertation should meet the requirements set out in art. 187 Act,
5. The doctoral student attaches to the dissertation the opinion of the supervisor or supervisors, confirming the fulfillment of formal requirements and the compliance of the work with the provisions of the IRP.
6. After a positive formal verification of the submitted dissertation, the Director of the Doctoral School, at the request of the Doctoral Student, may issue a certificate confirming the completion of education at the Doctoral School.

### **§ 31**

#### **[Removal from the list of doctoral students]**

1. The Rector shall delete the Doctoral Student from the list of participants of the Doctoral School in the case of:
  - a) obtaining a negative result of the mid-term evaluation,
  - b) failure to submit a doctoral dissertation within the time limit specified in the IRP,
  - c) submitting a written declaration of resignation from education,
  - d) failure to undertake education,
  - e) violation of the prohibition set out in art. 200 paragraph 7 of the Act
  - f) disciplinary penalty of expulsion from the doctoral school.
2. In the situation referred to in sec. 1, the doctoral student is invited to submit – within a period of not less than 30 days – resignation from education at another doctoral school.
3. At the request of the Director of the Doctoral School, the Rector may decide to delete a doctoral student from the list also in the case of:
  - a) lack of satisfactory progress in the preparation of the doctoral dissertation,
  - b) breach of obligations under the Regulations,
  - c) lack of implementation of the education program and individual research plan
4. The assessment of the lack of satisfactory progress in the preparation of the doctoral dissertation is made by the Director on the basis of a written opinion of the supervisor(s). Failure to submit the IRP within the time limit provided for in the Regulations shall also be considered a lack of progress.
5. Removal of a doctoral student from the list takes the form of an administrative decision.

## **IX Rights and obligations of doctoral students**

## **§ 31**

### **[Doctoral student's rights]**

In particular, the doctoral student has the following rights:

- a) to respect his personal dignity by all members of the UMFC community,
- b) substantive care over scientific research and artistic work carried out by the supervisor, supervisors or auxiliary supervisor,
- c) to participate in the life of the University, especially in its activitiesmscientific and artistic,
- d) to participate in national and international programs academic exchange,
- e) to use the University's infrastructure, equipment, library collections and IT resources to the extent necessary to implement the curriculum, IRP and prepare the doctoral dissertation - on the terms in force at the UMFC
- f) to suspend education and extend the deadline for submitting the dissertation in accordance with the provisions of the Regulations,
- g) to be covered by universal health insurance on the terms provided for in separate provisions of generally applicable law,
- h) to receive a doctoral scholarship in accordance with the applicable law,
- i) to an increased scholarship in the case of a disability certificate – in accordance with the Act,
- j) to take advantage of rest breaks of 8 weeks in period free from didactic classes,
- k) to apply for accommodation in the UMFC dormitory for yourself and - for your spouse and children – on the terms set out in separate regulations,

- l) to have a doctoral student card, issued according to separate regulations,
- m) to engage in the activities of the Doctoral Students' Self-Government,
- n) to participate – through representatives of the Doctoral Students' Self-Government – in the work of the authorities and commissions of the UMFC,
- o) to associate in doctoral organizations.

## **§ 32**

### **[Obligations of the doctoral student]**

The basic duties of a doctoral student of a doctoral school include in particular:

- a) compliance with the content of the oath and the Regulations,
- b) taking care of the good name of the University and representing it in a dignified way,
- c) implementation of the education program, including timely obtaining credits, passing exams and completing the planned internships,
- d) development and consistent implementation of an individual research plan (IRP),
- e) submitting an application for the appointment of a supervisor within the time limit specified in Regulations;
- f) preparation and submission of a doctoral dissertation within the time limit specified in the IRP,
- g) submitting reports provided for in § 16 of the Regulations,
- h) fulfilling the obligation to submit statements required for the purposes of evaluating the quality of the University's scientific activities,
- i) immediately informing the Director of the Doctoral School of any changes affecting the status of the Doctoral Student, in particular:

- change of personal data,
- obtaining a doctoral degree in another institution,
- j) compliance with internal regulations issued by the University's bodies,
- k) conducting scientific research or artistic activity, including systematic work on issues related to the subject of the doctoral dissertation,
- l) regular checking and receiving of electronic correspondence at an individual address in the domain of the University.

### **§ 33**

#### **[Responsibility of the doctoral student]**

The doctoral student bears disciplinary responsibility on the principles set out in The Act and executive acts.

## **X**

### **Organization and implementation of doctoral education for students with special needs**

### **§ 34**

#### **[General principles]**

Doctoral students with special needs, including people with disabilities, are entitled to benefit from support on the terms set out in the regulations for supporting people with special needs at the UMFC, set out in the Rector's Order.

## **XI**

### **Documentation of the activity of the doctoral school**

### **§ 35**

### **[The scope of documentation]**

1. Documentation related to the functioning of the Doctoral School is kept in the scope of:
  - a) the course of doctoral students' education,
  - b) activity of the Director of the Doctoral School,
  - c) activity of the Doctoral School Council.
2. Documentation can be kept both in paper and electronical form.
3. As part of the documentation regarding the doctoral student's education, a personal file is kept, in which, in particular, the following are collected:
  - a) documents required at the recruitment stage, including copies of documents certified by the Chopin University of Music constituting the basis for admission to the Doctoral School,
  - b) personal questionnaire
  - c) confirmation of entry on the list of Doctoral Students,
  - d) a copy of the oath signed by the Doctoral Student,
  - e) periodic achievement cards,
  - f) IRP – Individual Research Plan.
  - g) decisions and decisions of the Director regarding the course of education and other individual matters of the Doctoral Student,
  - h) doctoral student's report on the preparation of the doctoral dissertation and  
implementation of the IRP together with the opinions of the supervisor or supervisors.
4. Credit cards are stored in separate files covering the documentation of doctoral students' education in a given academic year.
5. The documentation of the activities of the Director of the Doctoral School includes in particular:
  - a) reports on the activities of the Doctoral School,
  - b) internal legal acts, instructions and other documents issued by



Director of the Doctoral School.

6. The documentation of the activities of the Director of the Doctoral School includes in particular:
  - a) minutes of meetings
  - b) resolutions adopted by the Council.
7. The Director of the Doctoral School may determine additional rules for keeping and archiving documentation related to the activities of the Doctoral School, in accordance with the provisions of generally applicable law and internal regulations in force at the UMFC.

## **XII Transitional and final provisions**

### **§ 36**

#### **[Rector's Resolutions]**

In matters not covered by the Act and these Regulations decisions are made by the Rector.