

REGULATIONS OF THE DOCTORAL SCHOOL OF ANIMAL AND HEALTH SCIENCES

§ 1. General Provisions

1. These Regulations of the Doctoral School of Animal and Health Sciences, hereinafter referred to as the "School", set out the procedure and organisation of education at the Doctoral School operated by the Institute of Genetics and Animal Biotechnology of the Polish Academy of Sciences in Jastrzębiec, hereinafter referred to as the "Institute", in the area of Animal Sciences and Health Sciences, as well as the related rights and obligations of doctoral students.
2. Whenever these Regulations refer to:
 - 1) the Act – this shall mean the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
 - 2) the School – this shall mean the Doctoral School of Animal Sciences and Health;
 - 3) the Institute – this shall mean the Institute of Genetics and Animal Biotechnology of the Polish Academy of Sciences in Jastrzębiec (IGAB PAS);
 - 4) a Doctoral Student – this shall mean a person undertaking education at the Doctoral School in the area of Animal Sciences and Health Sciences, as a young researcher within the meaning of Article 360(2)(1) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
 - 5) the Head of the Doctoral School – this shall mean the Head of the Doctoral School of Animal Sciences and Health;
 - 6) the Research Council – this shall mean the Research Council of the Institute;
 - 7) the IRP – this shall mean the Individual Research Plan;
 - 8) the Regulations – this shall mean these Regulations.
3. The rules governing admission to the School shall be determined by the Research Council of the Institute.
4. The School provides education in the following scientific disciplines:
 - a. animal science and fisheries;
 - b. health sciences.

§ 2. Objectives and Organisation of Education

1. The purpose of the School is to educate doctoral students in preparation for obtaining a doctoral degree and conducting independent research, and to organise the admission and education processes for its participants.
2. Education at the School is provided on a full-time basis.
3. Education at the School is free of charge.
4. Education at the School lasts 4 (four) years.
5. The education programme of the School, including the number of hours of compulsory and elective courses and the number of compulsory examinations and course assessments, shall be adopted by the Research Council of the Institute after consultation with the Doctoral Students' Council.
6. The education programme shall specify, in particular:
 - a. the range of compulsory and elective courses;
 - b. the number of ECTS credits;
 - c. the forms of course assessment and examination;

- d. other courses and activities required for completion.
- 7. The education programme of the School shall be prepared in sufficient time to enable the Institute to make it available no later than 5 months before the commencement of the admission process.
- 8. The education programme of the School comprises:
 - a. compulsory courses;
 - b. elective courses;
 - c. research seminars;
 - d. non-specialist activities;
 - e. research work under the supervision of a supervisor.
- 9. A course assessment or examination shall be conducted in written, oral or practical form.
- 10. The following grading scale shall apply to course assessments and examinations:
 - 1) very good (5.0);
 - 2) good plus (4.5);
 - 3) good (4.0);
 - 4) satisfactory plus (3.5);
 - 5) satisfactory (3.0);
 - 6) unsatisfactory (2.0).
- 11. Examinations and course assessments shall be entered in the doctoral student's record book and periodic record of achievements.
- 12. The assessment period shall be the academic year, which runs from 1 October to 30 September of the following calendar year and is divided into 2 semesters.
- 13. A doctoral student shall have the right to retake an examination or course assessment once.
- 14. In justified cases, the Head of the School may consent to components of the education programme being completed in a different academic year.

§ 2a. Professional Placements

- 1. The education programme may require doctoral students to complete professional placements related to their research activities.
- 2. Professional placements may be completed at the Institute or elsewhere, particularly at other scientific, research or implementation organisations.
- 3. The scope, duration and schedule of a professional placement shall be agreed with the supervisor and included in the IRP.
- 4. The professional placement shall be approved by the supervisor on the basis of a report submitted by the doctoral student.

§ 3. Head of the Doctoral School

- 1. The School shall be managed by the Head of the Doctoral School, appointed by the Director of the Institute after consultation with the Research Council.
- 2. The Head of the School shall hold at least a postdoctoral degree and be employed by the Institute on a full-time basis.
- 3. The term of office of the Head of the Doctoral School shall not exceed 6 years.
- 4. The responsibilities of the Head of the Doctoral School shall include, in particular:

- 1) supervising the operation of the School, including the proper conduct and quality of the education process in the relevant scientific discipline, academic supervision and the manner in which the mid-term evaluation is conducted;
 - 2) ensuring appropriate conditions for the provision of education at the School in the relevant scientific discipline;
 - 3) taking decisions on all matters concerning the School that are not reserved for the governing bodies of the Institute;
 - 4) submitting requests concerning all matters relating to the School to the competent governing bodies of the Institute;
 - 5) performing other activities provided for in legislation, the provisions of the Statutes and the resolutions and orders of the governing bodies of the Institute;
 - 6) considering objections raised by doctoral students in all matters concerning the School that are not reserved for the governing bodies of the Institute;
 - 7) deciding whether individual years of education at the School have been completed, including whether programme requirements may be carried over to the following year;
 - 8) granting doctoral students permission to undertake placements and conduct research at scientific institutions outside the Institute, including supporting doctoral students' grant-related activities and national and international mobility;
 - 9) cooperating with the Research Council in the appointment of a supervisor, supervisors or an assistant supervisor;
 - 10) cooperating with the Institute's socio-economic environment in matters relating to doctoral education;
 - 11) preparing an annual report on the School's activities and submitting it to the Director of the Institute;
 - 12) supervising the maintenance of records documenting the course of education at the School;
 - 13) extending, at a doctoral student's request, the period of education at the School in accordance with the rules laid down in specific legislation;
 - 14) cooperating with the Doctoral Students' Council;
 - 15) supporting doctoral students' grant-related activities and national and international mobility;
 - 16) preparing a self-evaluation report in Polish and English for the purposes of evaluating the quality of education;
 - 17) supervising the proper, reliable and timely entry, updating, archiving and deletion of data in the "POL-on" Integrated System of Information on Higher Education and Science.
5. In matters concerning the School and doctoral students, the Head of the Doctoral School shall cooperate with the Research Council.

§ 4. Rights of Doctoral Students

A doctoral student of the School shall have the right to:

1. receive education in accordance with the School's education programme and the IRP;
2. receive academic supervision from a supervisor or supervisors in connection with the preparation of the doctoral thesis;
3. change their supervisor or supervisors in justified cases;

4. hold a doctoral student identity card;
5. receive a doctoral scholarship in accordance with the applicable legislation, provided that they do not already hold a doctoral degree; the total period for which a doctoral scholarship is received at doctoral schools may not exceed 4 years;
6. take annual leave of no more than 8 weeks in an academic year, which should be taken during that academic year; the dates of annual leave in a given academic year shall be agreed with the Head of the Doctoral School;
7. suspend their education for a period corresponding to the duration of maternity leave, leave granted on the same terms as maternity leave, paternity leave or parental leave, as provided for in the Act of 26 June 1974 – the Labour Code (Journal of Laws of 1974, No. 24, item 141, as amended);
8. take a break from education in the event of a temporary inability to continue their education due to illness, the provision of personal care to an ill family member, the provision of personal care to a child up to the age of four or to a child with a certified disability, for a total period not exceeding one year;
9. have the deadline for submission of the doctoral thesis extended in justified cases, particularly in circumstances beyond the doctoral student's control, for a period not exceeding 2 years;
10. submit requests for administrative decisions to be reconsidered;
11. receive support in preparing grant applications;
12. join doctoral student organisations or associations;
13. use laboratories, scientific and research equipment and apparatus, library collections and IT resources to the extent necessary to complete the education programme and the Individual Research Plan and to prepare the doctoral thesis, in accordance with the rules laid down in separate regulations;
14. be covered by civil liability insurance for damage arising while conducting teaching activities, including laboratory classes, in accordance with the rules laid down in separate regulations;
15. complete part of their education outside the Institute on secondment in particularly justified cases;
16. undertake research placements after receiving a favourable opinion from the supervisor and obtaining the consent of the Head of the Doctoral School; the duration of the placement shall count towards the period of education;
17. apply for a student loan in accordance with the rules laid down in the Act;
18. apply for a scholarship awarded by a local government body or by a natural person or legal person that is not a state or local-government legal entity;
19. participate in research, development and implementation work carried out at the Institute, to the extent agreed with the supervisor;
20. apply for paid accommodation during the period of education at the School;
21. receive special forms of support in the case of doctoral students with disabilities;
22. retain the right to a doctoral scholarship while taking annual leave; deadlines arising from the education programme and the IRP shall not be suspended;
23. retain the right to a doctoral scholarship during a suspension of education for the reasons referred to in § 4(7) and (8), in accordance with the rules laid down in the Act;
24. have the period of suspension of education excluded from the period for which the doctoral scholarship referred to in § 4(5) is received; deadlines arising from the

Individual Research Plan and the education programme shall be suspended for the duration of the suspension of education.

§ 5. Obligations of Doctoral Students

A doctoral student of the School shall be required to:

1. participate in the courses included in the Doctoral School's education programme;
2. prepare an Individual Research Plan in consultation with the supervisor or supervisors and submit it to the Head of the School within 12 months of commencing education at the School;
3. complete the education programme and the Individual Research Plan conscientiously and diligently;
4. pass the examinations and course assessments specified in the education programme;
5. conduct research and submit reports on its progress;
6. submit an annual report, accompanied by the opinion of the supervisor or supervisors, on the completion of the education programme and on the results and progress of the work included in the Individual Research Plan;
7. submit, for the purposes of evaluating the quality of scientific activity, a declaration authorising the Institute to report the doctoral student's scientific achievements within the discipline in which the doctoral thesis is being prepared;
8. create an individual account in the Polish Scientific Bibliography System (PBN) and link it to an ORCID account within 30 days of commencing education at the School;
9. report the data and information submitted by the Institute to the "POL-on" Integrated System of Information on Higher Education and Science;
10. conduct themselves in accordance with the oath taken and the Code of Ethics for Researchers of the Polish Academy of Sciences;
11. comply with the provisions of these Regulations;
12. comply with fire safety and occupational health and safety rules and regulations;
13. maintain the doctoral student's record book;
14. participate in the academic life of the Institute, including Institute and departmental seminars, where these are related to the subject of the doctoral thesis;
15. undertake, with the consent of the doctoral student and the supervisor, organisational activities at the Institute, provided that these do not interfere with the education programme or the IRP;
16. notify the Head of the Doctoral School immediately of any change of surname or address and of any change to other information required by the Institute;
17. provide the Institute with medical certificates and information concerning maternity leave and annual leave within 7 working days of the commencement date of the leave or period of sickness absence, after first notifying the Head of the Doctoral School;
18. submit certificates relating to occupational health and safety training, periodic medical examinations and epidemiological examinations;
19. enter into an agreement governing education at the School.

§ 6. Completion of Education at the Doctoral School

1. The rights and obligations of a doctoral student shall expire on:
 - 1) the date of submission of the doctoral thesis, subject to any extension of the deadline for its submission;

- 2) the date on which the decision to remove the doctoral student from the register becomes final.
2. A doctoral student of the School shall be removed from the register of doctoral students if they:
 - 1) receive a negative mid-term evaluation;
 - 2) fail to submit the doctoral thesis by the deadline specified in the Individual Research Plan, subject to any extension of the submission deadline provided for by law;
 - 3) withdraw from education at the School.
3. A doctoral student may be removed from the register of doctoral students if they:
 - 1) demonstrate unsatisfactory progress in preparing the doctoral thesis;
 - 2) fail to comply with the School's Regulations;
 - 3) fail to complete the education programme or the Individual Research Plan, including by failing to demonstrate sufficient progress in their research work, failing to pass examinations or course assessments by the deadlines specified in the education programme, or failing to complete the stages of the doctoral work agreed with the supervisor or jointly with the supervisor and assistant supervisor.
4. The decision to remove a doctoral student from the register shall be taken by the Head of the Doctoral School. The decision shall be served without delay. A request for reconsideration may be submitted against the decision.

§ 7. Disciplinary Liability

1. A doctoral student shall be subject to disciplinary liability for breaching the law or regulations in force at the Institute and for conduct unbecoming of a doctoral student of the School.
2. The Disciplinary Committee for Doctoral Students and the Disciplinary Appeals Committee for Doctoral Students shall each comprise 3 members.
3. Two members of the Disciplinary Committee for Doctoral Students and two members of the Disciplinary Appeals Committee for Doctoral Students who are research staff shall be appointed by the Head of the Doctoral School, who shall also designate the Chair of each Committee.
4. The third member of the Disciplinary Committee for Doctoral Students and the third member of the Disciplinary Appeals Committee for Doctoral Students shall be elected by doctoral students by secret ballot, by a simple majority of votes, in the presence of at least half of those entitled to vote.

§ 8. Doctoral Students' Council

1. The doctoral students of the School shall form the Doctoral Students' Council.
2. The election rules and composition of the Doctoral Students' Council shall be governed by the Regulations of the Doctoral Students' Council approved by the Head of the Doctoral School.
3. The Doctoral Students' Council shall be the sole representative body of all doctoral students.

4. The Doctoral Students' Council shall have the right to submit requests to the Head of the Doctoral School and the governing bodies of the Institute on matters relating to education at the School.
5. The Doctoral Students' Council shall issue an opinion on the education programme of the Doctoral School within 7 days of the date on which the draft education programme is submitted by the Head of the Doctoral School.
6. The Doctoral Students' Council shall agree the Regulations of the Doctoral School with the Research Council of the Institute.

§ 9. Supervisors

1. Academic supervision over the preparation of a doctoral thesis shall be provided by:
 - 1) a supervisor or supervisors; or
 - 2) a supervisor and an assistant supervisor.
2. A supervisor may be:
 - 1) a person holding a postdoctoral degree or qualifications equivalent to those arising from holding a postdoctoral degree, or holding the academic title of professor; or
 - 2) a person who does not hold a postdoctoral degree or the title of professor but is employed by a foreign higher education institution or scientific institution, provided that the competent Research Council considers that the person has significant achievements relating to the scientific issues addressed in the doctoral thesis.
3. An assistant supervisor shall hold at least a doctoral degree.
4. A person may not be appointed as a supervisor if, during the preceding 5 years, that person:
 - 1) supervised four doctoral students who were removed from the register of doctoral students due to a negative mid-term evaluation; or
 - 2) supervised the preparation of doctoral theses by at least two persons applying for a doctoral degree whose theses did not receive favourable reviews from at least 2 reviewers.

§ 10. Appointment of a Supervisor

1. Within three months of the commencement of education, the Research Council shall appoint a supervisor or supervisors, or a supervisor and an assistant supervisor, for the doctoral student.
2. Within 30 days of commencing education, a doctoral student may submit a request to the Research Council for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor. The request shall include:
 - 1) the proposed person or persons to serve as the supervisor or supervisors, or as the supervisor and assistant supervisor;
 - 2) the proposed person's or persons' consent to serve as the supervisor or supervisors, or as the supervisor and assistant supervisor;
 - 3) a statement of reasons.
3. The doctoral student shall submit the request referred to in paragraph 2 to the Director of the Institute, who shall issue an opinion on the matter.

4. In justified cases, a doctoral student may submit a request to the Research Council for a change of supervisor or supervisors, or of the supervisor and assistant supervisor.
5. The doctoral student shall submit the request referred to in paragraph 4, together with a statement of reasons, to the Director of the Institute, who shall issue an opinion on the matter.

§ 11. Obligations of the Supervisor

1. The principal obligations of the supervisor shall be to:
 - 1) provide direct academic supervision to the doctoral student;
 - 2) agree the Individual Research Plan with the doctoral student and support the doctoral student in implementing it;
 - 3) provide regular consultations and assess the doctoral student's academic progress;
 - 4) support the doctoral student in their research work;
 - 5) assist the doctoral student in preparing research grant applications;
 - 6) endeavour to ensure that funding is available for the doctoral student's research work;
 - 7) monitor the doctoral student's progress in preparing the doctoral thesis;
 - 8) supervise and confirm the doctoral student's completion of the professional placement by assessing it;
 - 9) issue opinions on the doctoral student's requests relating to their education;
 - 10) inform the Director of the Institute and the Head of the Doctoral School of any difficulties affecting the implementation of the doctoral student's Individual Research Plan.
2. The assistant supervisor shall provide support:
 - 1) in the preparation and implementation of the Individual Research Plan, including by issuing an opinion on the Individual Research Plan;
 - 2) in planning and conducting research and analysing its results.
3. A person may act as supervisor to no more than four doctoral students who have not yet undergone their mid-term evaluation and to no more than six doctoral students in total at the same time.
4. Within 3 (three) months of the supervisor's appointment, the doctoral student and the supervisor shall agree their respective rights and obligations, which they undertake to observe. These commitments shall relate to the rules governing the completion of the doctorate and cooperation between the doctoral student and the supervisor and shall include, in particular:
 - 1) the Individual Research Plan, including the planned date of the defence;
 - 2) the amount of time the supervisor undertakes to devote to meetings with the doctoral student;
 - 3) the doctoral student's obligations towards the supervisor and the Institute;
 - 4) the doctoral student's place of work;
 - 5) the frequency with which the doctoral student's progress is reported to the supervisor;
 - 6) the use of the Institute's resources in the research process;
 - 7) other obligations of the supervisor towards the doctoral student that are necessary for the implementation of the research plan.

5. Where an assistant supervisor has been appointed, the Individual Research Plan shall be submitted after the assistant supervisor has issued an opinion on it.

§ 12. Individual Research Plan (IRP)

1. The doctoral student shall prepare the IRP in consultation with the supervisor and submit it to the Head of the School within 12 months of commencing education.
2. The Individual Research Plan shall contain:
 - 1) the research objective, comprising a definition of the research problem to be resolved through the research and the research hypothesis;
 - 2) the significance of the research, comprising the current state of knowledge concerning the issues covered by the research and the justification for undertaking the research with reference to its innovative nature and the impact of its results on the development of the field in Poland and abroad;
 - 3) a detailed research plan, including a timetable for the preparation of the doctoral thesis.
3. The IRP may be amended in justified cases, particularly where there is a change of supervisor, a suspension of education or a change in the scope of the research.
4. In justified cases, the IRP may be amended with the consent of the Head of the Doctoral School.
5. Amendments to the IRP shall require a statement of reasons and the supervisor's opinion.
6. The Individual Research Plan shall be approved by the Head of the Doctoral School within 30 days of its submission.
7. The IRP shall be approved in writing. If approval is refused, the Head of the Doctoral School shall indicate the scope of the amendments required.
8. A doctoral student may submit a request for reconsideration of a refusal to approve the IRP.

§ 13. Mid-term Evaluation

1. The mid-term evaluation shall be conducted during the fourth semester of the period of education at the School.
2. The mid-term evaluation shall assess the doctoral student's implementation of the Individual Research Plan, particularly the timeliness and quality of the tasks arising from the timetable for preparing the doctoral thesis.
3. The mid-term evaluation shall be conducted by the Institute's Mid-term Evaluation Committee, hereinafter referred to as the "Committee", comprising three persons, including at least one person who holds a postdoctoral degree or the title of professor in the discipline in which the doctoral thesis is being prepared and who is employed outside the Institute.
4. A representative of the Doctoral Students' Council may participate in the work of the Committee as an observer without voting rights.
5. The Committee shall be appointed by the Research Council of the Institute. The supervisor and assistant supervisor may not be members of the Committee.
6. The mid-term evaluation shall be conducted before the Committee and shall take the form of a presentation by the doctoral student on the progress made in preparing the

doctoral thesis, followed by a discussion during which questions shall be put to the doctoral student.

7. The outcome of the mid-term evaluation shall be either positive or negative.
8. If the outcome of the mid-term evaluation is negative, the doctoral student shall have the right, within 7 days of receiving the outcome, to submit a request to the Director of the Institute for the appointment of a second Committee to reconsider the doctoral student's implementation of the Individual Research Plan. The request shall include a statement of reasons. If the Director of the Institute grants the request, the Director shall determine the composition of the second Committee.
9. The second Committee's determination regarding the mid-term evaluation shall be final, and its reasoned outcome shall be made public.
10. The minutes of the meetings of the Mid-term Evaluation Committee and the second Mid-term Evaluation Committee shall be submitted to the Head of the Doctoral School.
11. The Head of the Doctoral School shall prepare consolidated minutes of the mid-term evaluation on the basis of the minutes of the meetings of the Mid-term Evaluation Committee.

§ 14. Transfer and Resumption of Education

1. In justified cases, a doctoral student may apply in writing to transfer to another Doctoral School or to be admitted to the School from another Doctoral School, subject to obtaining the consent of the Head of the Doctoral School.
2. Transfer shall be conditional upon recognition of the learning outcomes achieved to date and the progress made in implementing the IRP.
3. The Head of the School shall determine, by decision, the scope of any programme differences and the rules for continuing education.
4. Education may be resumed upon the doctoral student's written request once the reasons for removal from the register or suspension have ceased to apply.
5. The conditions for resuming education, including the timetable for implementing the IRP and matters relating to the scholarship, shall be determined by a decision of the Head of the School.

§ 15. Admission

1. Education at the School shall commence on 1 October 2026.
2. The admission schedule shall be determined by the Director of the Institute and published annually by 31 August.
3. The admission rules, admission schedule and supplementary admission deadlines shall be made publicly available by publication on the Institute's website. They may also be made publicly available through other means of communication.

§ 16. Final Provisions

1. In matters not governed by these Regulations, the Doctoral School shall be subject to the provisions of the Act of 3 July 2018 – Provisions Introducing the Law on Higher Education and Science (Journal of Laws of 2018, item 1669) and the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

2. These Regulations shall enter into force by virtue of a resolution of the Research Council of the Institute, following agreement with the Doctoral Students' Council.