

Detailed Regulations governing third-level studies (doctoral studies) at Wrocław University of Economics

This unified text of Detailed Regulations governing third-level studies (doctoral studies) at Wrocław University of Economics is formulated in accordance with the following resolutions:

resolution R.0000.28.2017 of Apr. 20, 2017;
resolution R.0000.55.2017 of Jun. 22, 2017;
resolution R.0000.61.2017 of Sep. 26, 2017; and
resolution **R.0000.68.2017 of Oct. 19, 2017**

§ 1

General provisions

1. University Rector, at a Faculty Board motion, may initiate full-time or part-time courses of third level studies concluding in a doctoral degree of Wrocław University of Economics (hereinafter referred to as ‘doctoral studies’); courses organised in this manner shall include only those areas and fields as defined in the formal authorisations held by the Faculty, and shall be limited to those faculties which are authorised to award professorship titles or those that hold at least two authorisations to award doctor title.
2. Formal Faculty Board motions for the initiation of each subsequent edition of doctoral studies shall be submitted to the Rector no later than 5 months prior to the scheduled inauguration of said edition. After accepting the motion, the Rector passes a formal Decision to authorise the initiation or continuation (new edition) of doctoral studies.
3. Subsequent edition of doctoral studies shall be referred to by edition number, and by the edition’s inauguration year and termination year [e.g. course 2017-2021 (edition X)].
4. The expected effects of doctoral studies shall be compliant with those specified in the general framework of qualifications in higher education defined for the 8th level of the Polish Framework of Qualifications, in the text of the Act of Dec. 22, 2015 on the Integrated System of Qualifications (Off. J. of 2016, pos. 64 with amendments) and in the applicable regulations formulated on the basis of art. 7 sec. 3 of the Act.
5. Doctoral studies provided by the authorised organisational units (faculties) of the University or duly appointed external scientific units may take the form of interdisciplinary studies. Detailed provisions for the organisation of interdisciplinary studies, including the distribution of tasks and responsibilities between partners, shall be defined in separate agreements between the parties.
6. In the case of studies provided by University faculties and external scientific units, agreements defined in sec. 5 above shall be signed by the Rector as a duly appointed representative of Wrocław University of Economics. In the case of studies provided by two or more faculties of WUE in cooperation, the respective agreements shall be signed by the appropriate Deans, and subject to the prior approval from the Rector.
7. Motions from Faculty Boards for the initiation of doctoral studies shall include information defined in the Regulation of the Minister of Science and Higher Education of Apr. 13, 2016, on doctoral studies and doctoral stipends (Off. J., Apr. 21, 2016, pos. 558), together with:
 - a) a formal Faculty Board decision authorising the program of doctoral studies, together with a list of subjects covered at each study semester, their duration, ECTS credits, study objectives, and education effects;

- b) in case of studies organised in cooperation by two or more faculties of the WUE, motions shall also include copies of detailed cooperation agreements to this effect.
8. The number of openings offered at the initial academic year of each edition of doctoral studies (limits of admission) shall be specified by the Rector, based on suggestions from Deans of all the University faculties which are authorised to pass opinion on the matter at hand.
 9. Organisational supervision over doctoral studies shall be held by a duly appointed Manager of doctoral studies.
 10. Expert supervision over doctoral studies shall be held by the relevant Faculty Board.
 11. Full-time courses of doctoral studies are provided free of charge.
 12. Part-time courses of doctoral studies are subject to admission and tuition fees. Fees shall be kept within the limits specified in the statutory cost of education and decided upon by the Rector through formal Rector Decision. Payment conditions shall be specified in the relevant agreements held in writing between each candidate and the University.
 13. The amount of fees due from doctoral candidates participating in part-time doctoral studies for each semester shall be made public, together with the relevant Decision on conditions and procedures of recruitment for the first year of the current edition of full-time and part-time third-level studies.
 14. Participation in doctoral studies is open to:
 - a) Polish citizens;
 - b) citizens of any other Member State of the European Union;
 - c) citizens of other countries.
 15. Principles for foreign applications and participation of foreign candidates are regulated in a separate document (Information of the Minister of Science and Higher Education of Aug. 30, 2016, on the unified text of the Regulation of the Minister of Science and Higher Education on foreign applications and participation of foreign candidates in studies, training, scientific research, and development projects. Off. J., Sep. 19, 2016, pos. 1501).

§ 2

Admissions

1. Participation in doctoral studies, pending the regulations contained in § 3, is open to persons holding a degree of Master of Science or its equivalent, and to holders of the Diamentowy Grant award specified in art. 13a of the Act of Mar. 14, 2003, on formal degrees and titles in sciences and arts (Off. J. of 2003, No 65, pos. 595 with amendments).
2. Conditions and procedures for the admission of candidates to doctoral studies shall be specified by the Senate in the form of a separate Decision, and made known to public no later than Apr. 30 of the calendar year marking the onset of the academic year referred to by said Decision.
3. Admissions for full-time and part-time courses of third-level studies (doctoral studies) shall be organised on faculty level by enrolment committees for doctoral studies. In the case of courses provided in cooperation by two or more duly authorised faculties of the WUE, admissions will be organised by a duly appointed interfaculty enrolment committee.
4. Faculty enrolment committees for doctoral studies are appointed by the relevant Faculty Boards. Interfaculty enrolment committees are appointed by the Rector, at a written motion from the Deans of faculties involved in the interfaculty project.

5. Admissions on full-time and part-time courses of third-level studies (doctoral studies) shall be ruled on competitive basis, on the grounds of results obtained by each candidate in the course of formal admission procedures.
6. Results obtained by candidates in the course of formal admission procedures shall be made public.
7. Admission of candidates shall be based on numerical scores obtained in the following manner:
 - a) Calculation of points from master grade (W), corresponding with the grade entered on the diploma form or similar certificate attesting to the conclusion of unified master or second-level course of studies, based on the following formula: $P = (6W - 18) \times 5/3$;
 - b) Evaluation of documents submitted by candidates to attest for their predispositions to scientific work (including quality of master thesis and associated awards, scientific publications, conferences, participation in research projects, scientific grants, etc.), evaluated on the scale of up to 15 points;
 - c) Results of individual interviews, evaluated on the scale of 0 to 15 points. Candidates are expected to attest to their good knowledge in the selected field and discipline, provide explanations and motives for scientific and research work, and present a clear overview of their scientific interests.
8. The number of points to be used as a threshold for admission of candidates on full-time and part-time courses of third-level studies shall be determined by the relevant Faculty Enrolment Committee, or – in the case of courses provided in cooperation by two or more duly authorised faculties of the WUE – by a duly appointed Interfaculty Enrolment Committee.
9. Closing dates for submission of documents required for full-time and part-time courses of third-level studies shall be determined by the Dean of the relevant Faculty in cooperation with the Manager of doctoral studies. In the case of admissions to interdisciplinary doctoral studies, closing dates for said procedure shall be decided by the Rector, in cooperation with Deans of the faculties involved in the project, as attested by duly signed agreements between the parties.
10. Principles and procedures of admission on full-time and part-time courses of third-level studies shall be made public and freely accessible from the University website.
11. Candidates have the right to challenge any of the formal decisions made by the Committee, by appeal to the Rector, within 14 days from the date of its notification. The Rector's decision shall be deemed final.
12. Following their successful admission, candidates receive their rights as formal participants of doctoral study courses at Wroclaw University of Economics after signing the agreement and passing their formal pledge. Candidates admitted as participants in part-time courses of doctoral studies will be formally allowed to pass their pledge under the condition of settling their dues, as required for the first semester of studies, by the date stated in the text of their agreement on conditions of payment for doctoral studies provided at WUE.

§ 3

Foreigners

1. Nationals of countries other than Poland, hereinafter referred to as 'foreigners', after meeting the requirements set in art. 43. sec. 2 and 5a of the Act on Higher Learning, may apply for and participate in courses of doctoral studies on the basis of the same principles

that apply to persons of Polish nationality. The above applies, in particular, to any and all regulations contained in this document.

2. Persons of foreign nationality who are unable to satisfy the requirements set in art. 43 sec. 2 of the Act on Higher Learning may apply for and participate in courses of doctoral studies based on a separate set of principles (Announcement of the Minister of Science and Higher Education of Aug. 30, 2016, on the unified text of the Regulation of the Minister of Science and Higher Education on foreign applications and participation of foreign candidates in studies, training, scientific research, and development projects. Off. J., Sep. 19, 2016, pos. 1501).

§ 4

Organisation of doctoral studies

1. A course of doctoral studies covers the period of 4 academic years (8 semesters) and is provided on the basis of a program of doctoral studies, as defined by the relevant Faculty Board, separate for full-time and part-time courses of studies.
2. An academic year comprises of two semesters. Winter semester sessions are initiated no sooner than Sep. 25 and no later than Oct. 3 (for full-time studies) and no sooner than Sep. 10 (for part-time studies).
3. Candidates' progress is evaluated by semester. To receive their semester credit, candidates are required to satisfy (in a timely manner) any and all of the following requirements:
 - a) Meeting the joint ECTS point credit threshold defined for the semester on top of the passing grades in all subjects required by the program of doctoral studies for the relevant semester of the relevant academic year;
 - b) Completing their obligatory vocational training;
 - c) Displaying tangible effects of their involvement in science, research, didactics, and organisation, and showing continued progress in their doctoral dissertation.
4. Programs of sessions and lectures for each edition of doctoral studies are formally approved by the Manager of doctoral studies. Detailed course programs are formally approved by the relevant Faculty Board.
5. Didactic assignments for sessions and lectures held at doctoral studies shall be held by duly authorised members of the academic community with current scientific achievements published within the past five years (the above shall not apply to those sessions held at doctoral studies which are designed to acquaint candidates with specific elements of the WUE infrastructural, organisational and didactic support processes).
6. Selected sessions and lectures may be organised jointly for participants of doctoral studies studying at different Faculties of WUE.
7. The joint requirements of obligatory, facultative and vocational training sessions covered by a doctoral study program shall correspond to 45 ECTS points. In addition, a program of doctoral studies, in accordance with the Regulation of the Minister of Science and Higher Education of Feb. 10, 2017, on programs of doctoral studies held at universities and scientific organisations (Off. J. of Feb. 15, 2017, pos. 256, § 3, pts 1-5), should include the following:
 - Specification of obligatory, facultative and vocational training sessions
 - Facultative sessions in vocational skills are designed to prepare candidates for practical realisation of research and development projects – at least 5 ECTS points;

- Facultative sessions in didactic skills are designed to prepare candidates for practical realisation of their pending or future didactic assignments – at least 5 ECTS points.

Sessions specified in pts. 8a and 8b below should cover at least 15 hours of training.

- Doctoral seminars of joint duration of 32 hours (4 hours per semester) to be held over the period specified for the relevant doctoral studies - 16 ECTS points,
- Vocational training, in the form of didactic assignments or tutoring assistance provided at the relevant Faculty by doctoral candidates should be held at no less than 10 hours and no more than 60 hours per academic year. Based on separate agreements held by Wrocław University of Economics with other organisations or institutions providing doctoral studies, the relevant program of studies may be carried out by candidates at their home institution, at the partnering institution, or in any combination of the above, including abroad destinations. Recognition of credits received outside of candidates' home faculty shall be done in accordance with the ECTS rules.

8. Candidates applying for the recognition of passing credits received outside their home faculty, including studies held abroad, shall be ascribed with ECTS point credits equal to those assigned to the relevant effects of education, as proper for the unit or institution in which said training took place.
 - a) Recognition of passing credits received by candidates outside their home faculty, including abroad study destinations, in place of the formal limit of ECTS points assigned for the relevant set of sessions and training in the study plan and in the program of studies will be based on due evaluation of conformance between the relevant effects of education, and in accordance with the rules defined in doctoral study regulations,
 - b) A single ECTS point shall correspond to effects of education obtained as a result of an average of 25–30 hours of study, with each hour of study representing a formal lecture or session of tuition or training, organised by the university in accordance with the study plan, or its equivalent in the form of the candidate's individual work.
9. Manager of doctoral studies, at a candidate's motion and on the basis of opinions from the relevant scientific advisor or thesis supervisor, may rule to extend the terms and duration of their doctoral studies and temporarily relieve them from the duty of participating in the course proceedings if such prolongation is dictated by the purpose of conducting long-term research realised within the scope of said doctoral studies; such prolongation will not extend beyond the joint duration of two years.
10. Manager of doctoral studies, on a doctoral candidate's request, may, in addition, rule on prolonging the terms of their studies and dismiss them from the duty of participating in the course proceedings for the following reasons:
 - a) sudden and transient health conditions that make them unfit to participate in the course proceedings,
 - b) care duties held over close relatives,
 - c) care duties held over children up to the age of four years, or over children with a formally diagnosed disability,
 - d) the candidate's own disability, formally diagnosed and confirmed
– to a joint duration of no longer than one year.
11. Manager of doctoral studies, on a doctoral candidate's request, may, in addition, rule on prolonging the terms of their studies for the duration corresponding to that of a statutory maternity, paternity or child care leave, as defined in the Act of Jul. 26, 1974 – the

- Labour Code (Off. J. of 2016, pos. 1666, 2138 and 2255, and of 2017, pos. 60 and 962), and relieve them from the duty of participating in the course proceedings.
12. A formal request for a prolongation of terms of doctoral studies shall include:
 - a) doctoral candidate's personal details: name, surname, PESEL ID or – if not applicable – an equivalent personal identification number, and study year;
 - b) justification of the request.
 13. A formal request for prolongation of terms of doctoral studies should be supplemented by the following:
 - a) for cases defined in § 4 sec. 11:
 - opinion from the relevant scientific supervisor or assistant supervisor,
 - planned schedule of scientific and research work to be realised by the candidate during the prolonged terms of study.
 - b) for cases defined in § 4 sec. 12:
 - documents attesting to or validating the reason for the candidate's request for study term prolongation.
 14. Doctoral candidates shall submit their requests for prolongation of terms immediately after the reason for their decision has been revealed to them and not later than on Sep. 30 of the academic year marking the conclusion of their eight (VIII) semester of doctoral studies. The Manager of doctoral studies is not authorised to grant term prolongations a retroactive manner.
 15. Terms and deadlines for provision of candidates' duties shall be postponed for the duration of their respective and formally approved prolongation periods. In the case of prolongations extending past the mark of one year, the Manager of doctoral studies shall decide on terms and conditions of study continuance to be applied on an individual manner, including the appropriate decisions on the terms and deadlines to be used with respect to the provision of their duties as defined in Study Regulations. Conditions and terms for study continuance shall be made known to the applicant within 14 days from the date of submission of the candidate's request for prolongation of their study terms.
 16. Candidates who apply for prolongation of terms of their doctoral studies for reasons associated with the execution of their statutory rights to maternity, paternity or child care leave of absence shall resume their terms of study after conclusion of their leave of absence on the same semester they were classified for at the time of taking up the leave, in accordance with principles determined by the Manager of doctoral studies.
 17. Prolongation of terms of part-time courses of doctoral studies, with the exception of those dictated by the statutory right to maternity leave or other leave of absence, as defined § 4 sec. 10 may result in prolongation of terms of obligatory fees if the candidate is formally obliged to obtain a passing grade in subjects other than those specified in their original plan of studies (to cover for any curriculum differences). Relevant lists of such subjects, together with principles, conditions and terms required for obtaining a passing grade shall be decided by the Manager of doctoral studies.
 18. Doctoral studies may be concluded before their due term for candidates who manage to produce and defend their doctoral dissertation ahead of the 3-year mark expected of them. For that, the candidate shall be also obliged to obtain passing grades in all subjects covered by their program of doctoral studies.
 19. Documents attesting to the completion of specific elements of education shall be issued, at individual request, to candidates who were unable to complete their course of doctoral studies at WUE.

Manager of doctoral studies

1. Doctoral studies are managed by the Manager of doctoral studies.
2. The Manager of doctoral studies are appointed (and relieved from duty) by the Rector from among those persons of the academic and/or scientific staff having full-time employment with their organisation who satisfy the degree requirement of *doctor habilitatus* in their respective field of science, based on opinions from the relevant Faculty Board and the appropriate doctorate self-governmental body. The appropriate doctoral self-governmental body shall provide their opinion within 14 days from the date of receiving a formal call for such opinion. Failure to present said opinion within the timeframe defined above shall be interpreted as equivalent to a positive evaluation.
3. Terms of office attached the post of Manager of doctoral studies shall be equivalent to those of the appropriate Faculty Board. The Manager shall hold the office for no more than two consecutive terms of office at a time.
4. Formal duties attached to the post of Manager of doctoral studies shall include the following:
 - a) Preparation of a draft conspectus of the doctoral study program;
 - b) Preparation of draft conspectuses of study plans and session assignments;
 - c) Organisation of sessions in accordance with plans of doctoral studies and the doctoral study program, including cooperation with University administration in ensuring suitable conditions for the realisation and provision of didactic duties and assignments;
 - d) Supervision over the realisation of planned didactic activities, in accordance with formal schedules defined in study plans;
 - e) Semestral evaluation of the effects obtained in the realisation of the doctoral study program and those obtained by doctoral candidates in relation to their scientific and research work, performed on the basis of doctoral reports and opinions from their relevant scientific advisors and dissertation supervisors. Principles of such evaluation will be defined by the relevant Faculty Board;
 - f) Presenting reports with evaluation of the effects obtained in the realisation of the doctoral study program and informing the members of the relevant Faculty Board (in the course of their session) on progress made by candidates in their scientific and research involvement, the above requirements shall be met within three months following the conclusion of an academic year;
 - g) Issuing decisions on passing grades obtained by candidates with respect to any subject, semester, or academic year;
 - h) Issuing decisions on removing candidates from the student roster, in cases regulated by § 13 of this document;
 - i) Issuing decisions on prolongation of terms of doctoral studies, as regulated by § 4 of this document;
 - j) Serving in the role of member of the University Committee for Doctoral Stipends;
 - k) Preparing budget estimates of doctoral study courses, in accordance with formulas and forms adopted at Wroclaw University of Economics, and performing the running supervision of their realisation.
5. The Manager of doctoral studies shall pass decisions in their appropriate areas of authority within 14 days (for administrative decisions). All matters not regulated by the above shall be ruled in accordance with the relevant regulations of the Code of Administrative Proceedings.
6. Decisions issued by the Manager of doctoral studies may be contested by appeal to the authority of the relevant Faculty Dean, submitted within 14 days from the date of receiving said decision.

7. The Dean shall pass their rule on the matter under appeal within 14 days from the date of receiving said appeal.
8. Decisions passed by the Dean may further be contested by appeal to the authority of the Rector, submitted within 14 days from the date of receiving said decision.

§ 6

Scientific supervisor

1. Faculties providing courses of doctoral studies are obliged to arrange for due scientific supervision and support for the realisation of their candidates' scientific and research projects, for the duration of the terms of their doctoral studies.
2. Scientific supervision over candidates shall be held from the onset of their first semester up to the time of receiving their formal title of doctor.
3. Scientific supervisor shall be appointed from among those persons of the academic and/or scientific staff employed at WUE who satisfy the degree requirement of doctor habilitatus in the relevant or associated field of expertise, with current scientific achievements published within the past five years; persons appointed for the post should provide their written consent to provide scientific supervision to candidates for the entire term of their study at WUE.
4. Consents made in accordance with the regulations of § 6 sec. 3 may only be withdrawn based on detailed and complete justification of causes behind such a decision.
5. In justified circumstances, doctoral candidates may submit, to the authority of the relevant Faculty Dean, formal requests for change in the assignment of their scientific supervisor, complete with explicit justification of the request. The Dean shall pass their rule on the matter at hand, based on opinions from the current supervisor and from the Manager of doctoral studies. The Dean's decision may be contested by appeal to the authority of the Rector, within 14 days from the day of receiving said decision.
6. In cases of prolonged absence on the part of the current scientific supervisor, the Manager of doctoral studies may rule to temporarily pass their duties to the competence of another person from among those who satisfy the requirements set in § 6 sec. 3. After the reasons for such absence have been eliminated, the duly appointed supervisor shall notify the Manager of doctoral studies on their readiness to resume their duties. The decision to reinstate them in their former assignment shall be passed to the authority of the Manager of doctoral studies.
7. In cases involving changes in the assignment of scientific supervisor as dictated by the reasons specified in § 6 sec. 5-6, new assignments to the post shall be decided by the rulings of § 6 sec. 3.
8. For dissertations involving interdisciplinary research, the appropriate authority may appoint an additional scientific supervisor.
9. Tasks and duties of scientific supervisor realised prior to the opening of the doctoral dissertation defence procedure shall include the following:
 - a) Providing assistance for candidates in the selection of research areas to be covered in their dissertations;
 - b) Providing assistance in the preparation of schedules for the realisation of their scientific and research projects;
 - c) Monitoring of progress in the realisation of the candidates' scientific and research projects;

- d) Providing assistance (both scientific and methodological) to doctoral candidates in the realisation of their scheduled research, publications, conference appearances and formal motions for stipends and research grants.
 - e) Issuing opinions to the authority of the Manager of doctoral studies on relegation from the student roster with respect to candidates who have failed to perform in their duties as defined in § 13 of this document;
 - f) Issuing motions to the authority of the Rector to initiate disciplinary procedures against candidates who have been found in default of the following: the relevant intellectual property rights, the rule of scientific diligence, the pledge, the Regulations of doctoral studies, the candidate's code of ethics, or any other rules and regulations that may apply at WUE.
10. A supplementary supervisor may be appointed for the duration of any open dissertation defence procedure, from among those holders of the title of doctor in the relevant or associated discipline of science who have no formal authority to serve in the capacity of dissertation supervisor in the course of doctoral defence procedures.
 11. After opening of their doctoral dissertation defence, doctoral candidates remain under regular supervision from their supervisors.
 12. Dissertation supervisors and/or supplementary supervisors shall provide their support (including scientific and methodological) to doctoral candidates in the following areas:
 - a) Realisation of the scheduled research projects;
 - b) Preparation of publications and conference appearances;
 - c) Preparation of formal applications for doctoral stipends and research grants;
 - d) Preparing doctoral candidates for their dissertation defences.
 13. Scientific supervision (provided both prior to the opening of doctoral dissertation defence and after its formal initiation) shall also extend to comprise the following:
 - a) Introducing the candidate to the scientific community;
 - b) Providing candidates with opportunities to present their achievements in science and research at the formal proceedings and meetings of the relevant department or institute bodies;
 - c) Ensuring proper conditions and access to consultation and advice within the scope of their doctoral seminars;
 - d) Preparing written evaluations of the scientific progress displayed by doctoral candidates; such evaluations should be prepared at least once per each semester of studies;
 - e) Passing opinions on requests and reports submitted by candidates with reference to the realisation of their course of doctoral studies.
 14. Practical realisation of tasks and duties assigned to scientific supervisors and supplementary supervisors shall be subject to formal evaluation by the Manager of doctoral studies. This evaluation shall be made with respect to the quality of service, as attested by the timely realisation of study courses by their respective doctoral candidates, and the number and quality of publications produced by the candidates.
 15. In cases involving editions of doctoral study courses provided in cooperation by two or more duly authorised faculties of Wroclaw University of Economics or similar duly authorised organisational units of the WUE, or provided in cooperation with independent and duly authorised scientific organisations outside the WUE structure (including foreign partners), the following forms of assistance and supervision shall be offered:
 - a) Academic scientific assistance within the framework of the academic program of doctoral studies – this form of assistance is rendered by representatives of WUE and/or other universities, based on separate agreements of cooperation (assistance is provided by relevant supervisor and/or supplementary supervisor);

- b) Assistance in the realisation of assignments based on cooperation with foreign organisations – in the form of *co-tutelle*, *joint degree* and realised by representatives of two organisational units: domestic and that of the foreign partner, as part of joint degree projects and/or foreign long-term internship or placement;
- c) Joint scientific assistance as part of application procedures for doctoral studies – this form of assistance involves initiation of joint assistant teams formed after the completion of the first semester of doctoral studies and including the following: the scientific supervisor employed with the relevant domestic unit, the supplementary or assistant supervisor employed with a unit other than the one relevant for the doctoral dissertation, and at least one representative of the *industrial supervisor* – i.e. a third-party organisation representing the socio-economic environment: company, public institution or non-governmental organisation.

§ 7

Material support

1. Doctoral candidates may apply for material support in the form of:
 - a) low-income scholarship,
 - b) special assistance grant,
 - c) merit-based grant,
 - d) special stipend for students with disabilities,
 - e) ministerial stipend awarded for outstanding achievements.
2. The forms of material support specified in sec.1 pts. a-d above shall be financed from the material support fund for students and doctoral candidates, based on principles set by the Rector in consultation with the relevant doctoral self-governmental body.
3. Material support in the form specified in sec.1 pt. e above shall be awarded by the Minister of Science and Higher Education, following a motion from the University Rector supported by opinions from the board of the relevant organisational unit.
4. Detailed conditions and procedures to be adopted in the award of ministerial stipends for outstanding achievements, together with the number of beneficiaries and the maximum allowance threshold, shall be communicated by the Minister of Science and Higher Education by way of a separate Regulation.
5. Doctoral candidates may apply for accommodation in one of the University student hostels; this form of support may also include accommodation for their spouses and children, if applicable.

§ 8

Stipends from pro-quality subsidy fund

1. Doctoral candidates with outstanding achievements in science and didactics may apply for stipends funded from the pro-quality subsidy fund.
2. Detailed conditions and procedures to be adopted in the award of pro-quality fund stipends shall be communicated in a separate set of Regulations issued by the Rector and based on opinions from the relevant doctoral self-governmental body.
3. Decisions on the awarding of stipends, their sums, and terms of their application shall be decided by the Rector.

§ 9

Rights of doctoral candidates

1. Participants of full-time and part-time courses of doctoral studies have the right to form their independent self-governing body of representation.
2. Apart from any rights applicable on the basis of regulations other than those contained in this document, participants of full-time and part-time courses of doctoral studies have the right to:
 - a) Associate with university organisations of doctoral candidates, including science, sports and artistic associations;
 - b) Apply for material support and doctoral stipends, including the right to request support from funds attached to pro-quality projects conducted by participants of full-time courses, as well as other forms of support awarded on the basis of regulations other than those contained herein;
 - c) Apply for accommodation in one of the university's student hostels, this request may include accommodation for their spouses and children, if applicable,
 - d) Access the university library, laboratories, technical infrastructure, class halls, scientific instruments and educational material held by the University, based on the same principles and regulations that apply to all members of the academic staff at their relevant Faculty;
 - e) Take up their voluntary leave of absence, to be held at times outside the regular terms of study, to a joint duration of 8 weeks;
 - f) Receive social security and health security benefits, on principles set in separate regulations.
3. Doctoral candidates with disabilities that may affect their attendance in courses and examinations as scheduled shall have the right to apply for alternative forms and solutions to help them properly execute their duties, including alternative forms for the examination and evaluation of their skills and progress in education.
4. Forms referred to above may include the following:
 - a) use of additional technical instruments or specialised equipment;
 - b) assistance from a disability assistant or a sign language interpreter,
 - c) introduction of specialised formats in the representation of didactic and examination materials;
 - d) assistance in the access to premises assigned for the realisation of courses, subject evaluations and examinations.
5. Decisions on the introduction of any of the above solutions as dictated by the needs voiced by persons with disabilities shall lie in the authority of the relevant Faculty Dean and shall be made on the basis of a formal request from said person, supported by opinion from the Rector's plenipotentiary for disability assistance.
6. At a motion from the Chancellor, the Rector's plenipotentiary for disability assistance shall pass their expert opinion on any matter related to infrastructural changes or adjustments required in the design of any planned premise investments, to ensure proper access to them by persons with disabilities.

§ 10

Duties of doctoral candidates

Apart from any other obligations that may apply to them on a basis of separate regulations, all participants of doctoral studies shall be expected to:

1. Respect and abide by the wording of their student pledge, as specified in the relevant section of the University Statute (§ 108c pt.2 of the Statute).
2. Keep up with the scheduled program of their doctoral studies.
3. Show involvement in scientific and research work conducted at the relevant department/institute (defined as the home unit of their scientific or supplementary supervisor).
4. Participate in activities designed to support the interests of the academic community at their department, institute, faculty, and the University.
5. Present updates and results of their research work at seminars organised by their relevant department/institute, and otherwise display their scientific involvement through publications and continued progress of their scientific qualifications.
6. Conduct scientific research and present regular semestral reports on their progress; the reports shall be submitted to the Dean's Office, as defined in § 12 pt 2.
7. Open their dissertation procedure by the end of the VI semester of their studies, or by the end of the VIII semester if their course of studies was disrupted by prolonged health conditions, change of supervisor, or change of their dissertation subject; failure to open the dissertation procedure in prescribed time shall be regarded as untimely delivery in the realisation of their studies).
8. Report to the authority of the Manager of doctoral study, without delay, of any and all circumstances that may affect their performance of duties associated with the realisation of their doctoral studies.
9. Ensure the timely realisation of their financial duties, as regulated by the relevant terms of their agreements on tuition fees for doctoral studies held at Wroclaw University of Economics.
10. Return any books, materials and other belongings held by them and remaining in the property of Wroclaw University of Economics, and present a duly signed confirmation to that effect by the end of the VIII semester of their doctoral studies or, in case of study term prolongations, by the date set in the relevant prolongation agreement.

§ 11

Vocational training

1. Participants of doctoral studies shall be required to pass their vocational training, in the form of didactic activities provided independently or in cooperation with other didactic personnel. The amount of vocational training required from candidates shall be no less than 10 hours and no more than 60 hours per each academic year.
2. Vocational training may be performed in cooperation with other didactic personnel only if justified by the lack of elective course assignments appropriate to their line of expertise.
3. Additional vocational training assignments past the mark of 45 hours for full-time courses or 10 hours for part-time courses of doctoral studies shall be duly remunerated based on separate civil law agreements, and at rates specified in the Rector's Regulations for the relevant academic year.
4. Assignments and other didactic activities held past the mark of 60 hours, annually, should not be quoted by candidates as a valid cause for any delays or difficulties in the timely provision of their dissertations.
5. Within the context of their vocational training, candidates shall be expected to prepare didactic materials as well as organise and/or assist in in the organisation of classes and

- didactic sessions, in coordination with their scientific supervisors and with other members of the academic staff responsible for their provision.
6. Doctoral candidates' involvement in vocational training (be it in the form of tutorship or assistance) shall be confirmed by the relevant members of the academic staff and by the candidate's scientific supervisor (see Attachment No.1 to this document).
 7. Within the context of their vocational training, candidates are encouraged to organise workshops for students of their relevant Faculty or the University, as part of the standard offer of elective courses for students at WUE, after consulting their scope and matter with the Manager of doctoral studies. Vocational training passed in the form of elective workshops for students can only be ruled as valid if subscribed by and attended by no less than 15 students (and formally confirmed by lists of attendance).
 8. Those doctoral candidates who are already employed members of the University academic staff and provide didactic services at WUE shall be relieved from their vocational training duties, based on relevant documentation to that effect.

§ 12

Evaluation of progress in research, science, and didactics

1. Candidates' progress in research, science and didactics shall be subject to semestral evaluation (separate for each fall semester and each spring semester of their study).
2. Doctoral candidates are required to submit, per each semester of their study, their duly authorised Evaluation documents, as specified in Attachment No. 1 to this document. Evaluation sheets for fall semesters shall be submitted by Mar. 11, and by Sep. 28 for spring semesters of each respective academic year. Achievements recorded in Evaluation documents shall be properly documented.
3. To qualify for a semestral passing grade, doctoral candidates are required to present passing grades in all the academic commitments as expected for the relevant segment of their term of studies, including examinations, and to satisfy the requirements set in the Evaluation document (Attachment No. 1 to this document), on top of any other criteria and requirements specified in the relevant Schedule of Assignments required for the realisation of courses of doctoral studies at Wroclaw University of Economics (Attachment No. 2 to this document).
4. Over the course of each semester of their study (fall and spring), candidates shall be entitled to apply for resit procedures in pursuit of their examination or course credits.
5. Credits for courses and examinations shall be presented in the following format: bardzo dobry – 5.0; dobry plus – 4.5; dobry – 4.0; dostateczny plus – 3.5, dostateczny – 3.0 and niedostateczny – 2.0.
6. On the grounds of their duly authorised Evaluation documents and with reference to their scientific progress (Attachment No. 1 to this document), doctoral candidates shall be evaluated by their respective supervisor or assistant supervisor, on a semestral basis.
7. On the grounds of such formal evaluation, the Manager of doctoral studies may rule to allow for provisional continuation of terms of studies to candidates found in default of the requirements expected of them at any given time, preceded by a formal cautionary note with specification of such defaults.
8. In justified cases, the Manager of doctoral studies may rule, at a candidate's written request confirmed by a relevant opinion from their supervisor or assistant supervisor, to extend the terms due for the realisation of specific requirements expected of them in the course of their doctoral studies at WUE (this applies solely to those matters which are directly related to their vocational training or the presentation of their dissertation

concepts before the members of their respective departments or institutes). Decisions to this effect, as passed by the Manager, shall be made in writing.

9. In cases described in § 12 pt. 8, the Manager of doctoral studies may rule to apply provisional credits for the semester in question to doctoral candidates, under the following conditions:
 - a) Obligation to present passing credits for any of their outstanding duties associated with their vocational training, within the next academic year. Candidates shall be entitled to apply for provisional credits granted in this manner over the course of their doctoral studies, but without extending the allowable limit of provisional credits, set at two semesters;
 - b) Obligation to present the outstanding conspectus of their dissertation before the members of their respective departments or institutes, within the next three months from receiving provisional credits for the period for which such conspectus was due. Candidates shall be entitled to apply for provisional credits granted in this manner over the course of their doctoral studies, but without extending the allowable limit of provisional credits, set at two semesters.
10. Provisional postponement of duties expected from doctoral candidates, as granted under § 12 pts 8 and 9, shall not be regarded as equivalent to a prolongation of terms of study past the relevant prescribed schedules, as defined in the Regulation of the Minister of Science and Higher Education on doctoral studies and doctoral stipends (Off.J. of Apr. 21, 2016, pos. 558, § 7, pts. 2 and 3).
11. The Manager of doctoral studies shall pass rules in matters under their competence within 14 days from receiving appeal to that effect. Matters outside the bounds of their formal authorisation shall be ruled in accordance with the relevant regulations of the Code of Administrative Proceedings.
12. Doctoral candidates shall be entitled to contest decisions made by the Manager of doctoral studies, by appeal to the authority of their relevant Dean, submitted within 7 days following the date of formal reception of said decision. The Dean shall pass their rule on the matter under appeal within 14 days from the date of receiving said appeal. Decisions passed by the Dean may further be contested by appeal to the authority of the Rector, submitted within 14 days from the date of receiving said decision.
13. Courses of doctoral studies culminate in the award of third-level qualifications, namely the academic degree of doctor, based on results obtained by candidates in the course of their dissertation defence procedures, and confirmed by formal doctoral diplomas.
14. Candidates found in default of their duty to open their dissertation procedure within three years following the date of their prescribed terms of study shall be expected to cover the full cost of their dissertation proceedings. In such cases, the applicant will be regarded as a physical person, and shall be devoid of any rights attached to the status of a doctoral candidate at WUE.
15. At a request from a doctoral candidate, the university or the scientific organisation shall provide them with formal certification of their involvement in the course of studies, even if such involvement was not adequate to satisfy the course completion requirements.

§ 13

Expulsion from the list of doctoral candidates

1. Expulsions from the list of doctoral candidates shall lie in the competence of the Manager of doctoral studies.
2. Students may be removed from the list of doctoral candidates for the following reasons:

- a) Following a written request from the candidate, announcing their resignation from studies;
 - b) Discontinuation of their duties in the realisation of their course of doctoral studies;
 - c) Failure to meet the terms and conditions required from them in the settlement of dues for their studies at WUE;
 - d) Failure to meet the requirements set in their program of studies or the terms and schedules of the duties prescribed to them as doctoral candidates (§ 12 sec. 3), in particular:
 - Failure to obtain passing credits in any of their subjects or examinations,
 - Failure to provide their duties with regard to vocational training,
 - Lack of measurable effects of their scientific and research work, including lack of progress in the formulation of their dissertation theses,
 - Breach of any obligations or duties expected of them on the grounds of their academic pledge or those associated with the relevant agreement held with them by the University, as defined in § 1 sec. 12;
 - Following a duly authorised disciplinary expulsion from student roster;
 - Failure to present their dissertation thesis or to take defence of their dissertation within the terms and schedules prescribed to them by the relevant program of studies (but allowing for any duly ruled postponements that may apply in their case).
3. Under circumstances defined § 13 sec. 2, the Manager of doctoral studies shall issue their decision to expel the defaulting party from the University student roster, in the form of a written notice attesting to that effect.
 4. Decisions made by the Manager of doctoral studies as regards expulsion of candidates from the University student roster shall be communicated to the relevant party by registered post with a form for acknowledgement of receipt, or presented in person, in the form of a duly confirmed copy of the relevant writ.
 5. Decisions made by the Manager of doctoral studies may be challenged by appeal to the authority of the Rector, within 14 days from receipt of said decision. The Rector shall make their ruling in matters defined in § 13 sec. 3, and pass it in writing, based on opinions presented in writing by the appropriate Manager of doctoral studies.
 6. Decision to expel a candidate from the University roster shall be final and irrevocable if:
 - a) made by the Manager of doctoral studies and not contested by the candidate within the prescribed terms of appeal;
 - b) made by the Rector, following a formal appeal from the candidate which challenges the ruling made by the Manager of doctoral studies.
 7. Doctoral candidates shall not be eligible to retake any of the semesters or academic years prescribed to them by the relevant program of studies.
 8. Persons expelled from the University roster shall retain their right to apply for continuation of their study at WUE, with the exception of expulsions made with regard to persons in their first semester of studies. Persons expelled for their failure to obtain passing credits in two consecutive approaches shall be eligible to apply for study continuation, starting from the last semester they were originally involved in at the time of their expulsion.
 9. Persons applying for continuation of their studies at WUE shall be regarded eligible only after settling any and all of their dues and obligations to the University. Decisions on study continuation shall be made by the relevant Dean.

Doctoral self-governmental body

1. Doctoral self-governmental body at WUE shall be elected independently by and from among the doctoral candidates.
2. Similarly to any other student self-governmental body, doctoral bodies shall operate on the basis of the relevant Regulations of doctoral self-government.
3. Duly elected doctoral self-governmental body shall have the right of representation in the proceedings of the Board of their relevant organisational unit as well as the University Senate. Representatives of self-governmental bodies shall be entitled to participate in formal proceedings of committees affiliated with or appointed by the Senate, the Rector, or the relevant Dean. Terms and procedures for the election and constitution of self-governmental bodies shall be effected on the basis of provisions set in the Regulations of doctoral self-government.
4. The doctoral self-governmental body shall be obliged to formulate and promote their Code of Ethics for doctoral candidates.
5. Representatives of doctoral self-governmental bodies shall have the right of association with the National Representation of Doctoral Candidates, an independent legal entity with the right to express their opinions and submit formal motions in all matters of their concern.
6. General assembly of delegates shall be the ruling body of the National Representation of Doctoral Candidates.

§ 15

Disciplinary rule

Persons found in default or breach of the University regulations or in default of any other duties and obligations attached to their status at the University shall be subject to disciplinary rule in accordance with principles set in art. 226 of the Higher Education Act.

§ 16

Conclusive rule

All matters associated with the execution of duties described in the above Regulations shall be subject to conclusive rule of the University Rector.

§ 17

This Regulation supersedes the provisions contained in the Regulation of the Senate of Wrocław University of Economics (ref. No. R- 0000-71/11 of Dec. 15, 2011, with amendments, as set in the Senate Decision ref. No. R-0000-66/13 of Oct. 24, 2013).

§ 18

Provisions contained herein enter into force with the start of the academic year of 2017/2018.

§ 19

1. Any regulations contained herein and made with regard to terms and schedules for the opening of doctoral defence proceedings shall be proper and effective for all doctoral candidates who have initiated their respective courses of doctoral studies in the academic year of 2017/2018.
2. All matters not regulated by provisions contained herein shall be ruled on the basis of applicable national laws and regulations.

EVALUATION OF DOCTORAL CANDIDATE

Academic year: Year of study: Semester of study:

Faculty

Institute¹

Department

Candidate (name and surname)

Student ID.....

Year of study

Scientific supervisor

A. The candidate's evaluation

Evaluation criteria	Elements under evaluation	Number of credits
I. SCIENTIFIC AND RESEARCH ACHIEVEMENTS	1. Publications in scientific journals	
	2. Papers published in scientific monographs	
	3. Presentations or posters at scientific conferences	
	4. Scientific papers published in conference materials	
	5. Participation in scientific conferences	
	6. Participation in research projects	
II. PROGRES IN THE FORMULATION OF DOCTORAL DISSERTATION	1. Presentation of conspectuses (parts) of their dissertation before the members of their department or institute	
	2. Opening of the dissertation defence procedure	
	3. Average of the credits received (including passing credits and examinations)	
	4. Awards and merits of recognition received for involvement in science and research	
III. DIDACTIC ACHIEVEMENTS	1. Provision of didactic services (including classes and workshops)	
	2. Other documented achievements	
IV. ORGANISATIONAL ACHIEVEMENTS	1. Participation in the organisation of scientific conferences	
	2. Participation in the proceedings of various faculty and University bodies, including interfaculty committees and project teams	
Total		

¹ This applies to doctoral candidates studying at the Faculty of Engineering and Economics.

B. Formal evaluation and opinions from the scientific supervisor

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Conclusions arising from the supervisor’s evaluation of the candidate’s progress:

- Enrol the student for the next semester of their doctoral study
- Apply provisional credits for the past semester (with a note of caution)
- Expel the student from the University roster of doctoral candidates

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Signed by scientific supervisor

C. Formal opinion from the Manager of doctoral studies

- Support and maintain the conclusions from the scientific supervisor
- Overrule and reject the conclusions from the scientific supervisor

Justification for the rejection of conclusions passed by the candidate’s scientific supervisor:

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Signed by the Manager of doctoral studies

I. SCIENTIFIC AND RESEARCH ACHIEVEMENTS

1. Publications in scientific journals (with points awarded in accordance with procedures defined in the relevant decisions of the Minister of Science and Higher Education) – including copies of the relevant publications.

Journal	Title of publication	Author(s) of the publication	Year, pages	No. of credits
TOTAL				

2. Papers published in scientific monographs in Polish or in a foreign language (4/5 credits) - including copies of the relevant publications

Title of monograph, editor, publisher, number of pages	Title of chapter (paper)	Author(s)	Year, pages	No. of credits
TOTAL				

3. Presentations or posters at scientific conferences (domestic and abroad: 1/3 credits) – including duly signed confirmation of attendance, as issued by the organising party

Author(s)	Title of presentation	Name of conference, organized by, place and dates	Number of credits
TOTAL			

4. Scientific papers published as part of conference materials in domestic/international conferences (1/3 credits) – including copies of said publications

Name of conference, organized by, place and dates	Title of publication, editor, published by	Author(s), title of paper	Year, pages	Number of credits
TOTAL				

5. Participation in scientific conferences (0.5 credits) – including duly signed confirmation of attendance, as issued by the organising party

1. Presentation of conspectuses (parts of the dissertation, updates on results of research, papers prepared for publication) before the members of the relevant department or institute (1 credit)

No.	Name of Department/Institute	Date	Type of content selected for presentation before members of their department/institute	Signature and stamp of the Head of department/institute	Number of credits
1.					
2.					
3.					
TOTAL					

3. Other achievements attesting to the candidate's scientific progress

Type of achievement	Description of the achievement	Attested by	Number of credits
1. Opening of the dissertation defence procedure, date (10 credits)*			
2. Credit average, including passing grades and examinations per current semester of study (Number of credits = credit average /2)**			
3. Awards and merits of recognition for involvement in science and research (1 credit)***			

*As attested by the Head of the relevant department/institute

**As attested by the Dean's Office

*** As attested by the Head of the department/scientific supervisor/dissertation supervisor

III. DIDACTIC ACHIEVEMENTS

1. A. Provision of didactic services (1 credit per each 10 hours of service)

No.	Subject provider	Name of subject	Date	Form of activity*	No. of hours	Signature of subject provider	Number of credits
1							
2							
TOTAL**							

* independent provision of services (S), assistance in service provision (W), preparation of materials (PM), preparation of presentation) (PP), attendance (UZ)

B. Workshops organised by candidate* (1 credit per each 10 hours)

No.	Date	Subject and program covered in workshop sessions	No. of hours	Signature of the workshop coordinator	Number of credits
1.					
2.					
TOTAL**					

(*Please include formal lists of attendance)

**Total value of credits placed in this field (Tab. III.1) represents the joint number of credits on record in Tabs. A and B above.

I hereby attest to the candidate's fulfilment of their duties and obligations associated with their vocational (didactic) training, acting as the candidate's duly appointed scientific supervisor / dissertation supervisor / Head of Department (pts. III A and B):

(signed by the relevant
scientific supervisor /
dissertation supervisor /
Head of Department)

2. Other documented achievements (such as participation in Science Festivals, extracurricular involvement, and other services rendered to the benefit of the department, institute, faculty or the University (1 credit) – please attach written confirmations

Description of achievement / task	Number of credits
TOTAL	

IV. ORGANISATIONAL ACHIEVEMENTS

1. Participation in the organisation of scientific conferences (0.5 credits per each activity on record)*

Name of conference, organized by, place and dates	Form of participation / task assignment	Number of credits
TOTAL		

* Based on written confirmations from the organising party

2. Participation in the proceedings of various faculty and University bodies, including interfaculty committees and project teams (0.5 credits per activity on record)*

Team / committee	Form of participation / task assignment	Number of credits
TOTAL		

* Based on written confirmation signed by the Head of the respective team or committee

V. OTHER ACHEVEMENTS (such as papers submitted for publication or for conference presentation) – no credits attached

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I hereby attest to the validity of the above information, by placing my signature below:

Wrocław / Jelenia Góra,
date

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doctoral candidate