

## **REGULATION OF THE ICT & DESIGN DOCTORAL SCHOOL**

**The legal basis for this Regulation is as followed:**

- a) Act of July 3, 2018 – Regulations enforcing the Law on the Higher Education and Science Act (Journal of Laws 2018, item 1669, as amended).
- b) Act of January 13, 2023 amending the Act on Higher Education and Science and other acts (Journal of Laws 2023 item 212) and the Act of July 20, 2018 on Higher Education and Science (Journal of Laws 2023, items 742, 1088 and 1234).

### **§ 1**

#### **General provisions**

- 1. The ICT & Design Doctoral School, hereinafter referred to as the „Doctoral School” is an entity operating at the Polish-Japanese Academy of Information Technology hereinafter referred to as „PJAIT”.
- 2. The headquarters of the ICT & Design Doctoral School is located at the headquarters of the Polish-Japanese Academy of Information Technology.
- 3. The Doctoral School operates on the basis of:
  - a) the Act of July 20, 2018 – the Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended), hereinafter referred to as the "Act";
  - b) the statute of PJAIT, hereinafter referred to as the "Statute";
  - c) this regulation.
- 4. The purpose of the Doctoral School's activities is to educate doctoral students and prepare them to obtain a doctoral degree.
- 5. This regulation defines:
  - 1) the organizational structure of the Doctoral School along with the competencies of its entities;
  - 2) the procedure for appointing and changing a supervisor, supervisors, or an auxiliary supervisor;
  - 3) the method of documenting the process of education;
  - 4) the procedure for conducting mid-term evaluations;
  - 5) the conditions for extending the deadline for submitting the doctoral dissertation.

## **THE ORGANIZATIONAL STRUCTURE OF THE DOCTORAL SCHOOL**

### **§ 2**

#### **Director of the Doctoral School**

1. The Doctoral School is managed by the Director of the Doctoral School.
2. The Director of the Doctoral School is appointed and dismissed by the Rector.
3. The Director of the Doctoral School:
  - 1) is responsible for the organization of the education process and the implementation of this regulation;
  - 2) organizes conditions for effective education at the Doctoral School by ensuring the appropriate staffing – suitable for implementing education programs and individual research plans;
  - 3) supervises the overall functioning of the Doctoral School, including the correctness and quality of the implementation of education programs and individual research plans, the conduct of the mid-term evaluation and the documentation of the education process;
  - 4) appoints a supervisor, supervisors or an auxiliary supervisor;
  - 5) decides on extending the deadline for submitting the doctoral dissertation based on a request from the doctoral student, reviewed by the Program Committee;
  - 6) evaluates the doctoral students' term reports;
  - 7) makes decisions regarding breaks or leaves during the education process;
  - 8) annually sets the admission limit for the Doctoral School in each discipline.

### **§ 3**

#### **Program Committee**

1. The Program Committee is appointed and dismissed by the Rector.
2. The Program Committee consists of:
  - 1) The Director of the Doctoral School – Chair of the Program Committee;
  - 2) The Chair of the Scientific Council of the Discipline of Information and Communication Technology;
  - 3) The Chair of the Scientific Council of the Discipline of Fine Arts and Art Conservation.
3. The Program Committee makes decisions with a simple majority of votes.
4. The Program Committee is responsible for:
  - 1) appointing the Recruitment Committee;
  - 2) approving the individual research plan which includes, in particular, the timeline for preparing the doctoral dissertation;
  - 3) appointing the Mid-term Evaluation Committee;

- 4) developing the education programme of the Doctoral School;
- 5) recommending the removal of doctoral students from the list in accordance with this Regulation.

#### **§ 4**

##### **Doctoral School Office**

The Doctoral School Office provides administrative support to candidates for studies as well as to doctoral students during their studies, in cooperation with the designated Student's Office and the academic staff involved in the doctoral education process.

### **DOCTORAL STUDENTS' RECRUITMENT**

#### **§ 5**

##### **Recruitment Committee**

1. The Recruitment Committee and its members are appointed by the Program Committee.
2. The Recruitment Committee is responsible for conducting the recruitment process in accordance with the Recruitment Rules for the Doctoral School, which is a separate document.

#### **§ 6**

##### **Recruitment to the Doctoral School**

1. A person can be a doctoral student in only one doctoral school at a time.
2. A person may be admitted to the Doctoral School if they hold a Master's degree, a Master of Science in Engineering, or an equivalent degree, or if they are a person referred to in Article 186, paragraph 2 of the Act.
3. The recruitment to the Doctoral School is conducted through a competition based on the rules specified in the Recruitment Rules for the Doctoral School. The admission limit for the Doctoral School is set by the Director of the Doctoral School each academic year.
4. The Recruitment Rules and the Education Program referred to in § 7, paragraphs 2, 5, and 6, are made publicly available no later than 5 months before the start of the recruitment process.
5. Admission to the Doctoral School is granted by enrolling the candidate as a doctoral student.
6. The decision to refuse admission to the Doctoral School is made by an administrative decision of the Rector of the Polish-Japanese Academy of Information Technology. An application for reconsideration may be submitted regarding this decision.
7. The results of the competition are publicly available.
8. A person admitted to the Doctoral School begins their studies and acquires doctoral student rights upon taking the oath. The content of the oath is determined by the Senate.

## **ORGANISATION AND COURSE OF DOCTORAL EDUCATION**

### **§ 7**

#### **Duration and organisation of doctoral education**

1. The doctoral education programme lasts for 8 semesters.
2. The education is based on the Education Programme and an Individual Research Plan.
3. The Director of the Doctoral School appoints a supervisor or supervisors for the doctoral student within 3 months from the start of the programme. The list of proposed supervisors for specific research topics in the given academic year will be included in the recruitment announcement for the Doctoral School at PJAiT.
4. In exceptional cases, at the request of the doctoral student or supervisor, particularly if the supervisor is unable to continue supervising the student or there is a divergence in academic interests, the Director of the Doctoral School may change the supervisor, supervisors, or auxiliary supervisor.
5. The Education Programme is approved by the Senate. Its establishment requires consultation with the doctoral student council. If the deadline specified in the Statute is missed without resolution, the consultation requirement is deemed fulfilled.
6. The Education Programme may include internships in the form of conducting classes or participating in their delivery, with a total duration not exceeding 60 teaching hours per year.
7. The organisation of the academic year at the Doctoral School is determined by the Programme Committee. The organisation of the academic year specifies, in particular, the dates of the commencement and conclusion of each term.
8. The class schedule is made available to doctoral candidates no later than 14 days before the start of each term, via an announcement on the Doctoral School's website.
9. The detailed procedures for awarding of the doctoral degree are set out in a separate Regulation.

### **§ 8**

#### **Implementation of the individual research plan**

1. The doctoral candidate, in consultation with their supervisor(s), develops an individual research plan which includes, in particular, a schedule for preparing the doctoral dissertation, and presents it to the Programme Committee within 12 months from the start of their studies. The plan is submitted after being reviewed by the supervisor(s) and the assistant supervisor (if one has been appointed).
2. The implementation of the research plan will undergo a mid-term evaluation at the halfway point of the study period specified in the Education Programme.

## **§ 9**

### **Mid-term Evaluation Committee**

1. The Mid-term Evaluation Committee is appointed by the Programme Committee for each discipline.
2. The Mid-term Evaluation Committee elects a Chairperson and their deputy from among its members.
3. The Chairperson of the Mid-term Evaluation Committee:
  - 1) sets the date for the Mid-term Evaluation;
  - 2) ensures cooperation between the Mid-term Evaluation Committee and the Director of the Doctoral School.
4. The Deputy Chairperson perform the duties of the Chairperson in their absence.
5. The mid-term evaluation is conducted by a committee consisting of three members, including at least one person holding a postdoctoral degree (habilitation) or a professorial title in the discipline in which the doctoral dissertation is being prepared, employed outside the entity running the doctoral school, or a person referred to in Article 190, Section 5. The supervisor and assistant supervisor cannot be members of the committee.
6. A committee member employed outside the entity running the doctoral school is entitled to a remuneration equal to 20% of a professor's salary.

## **§ 10**

### **Mid-term Evaluation**

1. The Mid-term Evaluation takes place at the halfway point of the study period of specified in the Education Programme.
2. The Mid-term Evaluation assesses the implementation of the individual research plan, particularly the timeliness of executing the schedule, based on the term reports submitted by the doctoral candidates, the template for which is included as Appendix 1 to this Regulation.
3. The Mid-term Evaluation results in either a positive or negative outcome. The result of the evaluation, along with the justification, is made public.
4. The Chair of the Mid-term Evaluation Committee of a given discipline shall announce the date for the Mid-term Evaluation no later than 60 days prior to the evaluation.
5. The doctoral candidate shall submit to the Chair of the Programme Committee a mid-term report on the implementation of their individual research plan, which has been reviewed by their supervisor(s) no later than 30 days before the designated date of the Mid-term Evaluation. The template for the mid-term report is provided in Appendix 2 to this Regulation.

6. The Mid-term Evaluation Committee carries out a detailed analysis of the mid-term report, particularly by comparing it with the content of the individual research plan, the members also review the term reports submitted by the doctoral candidate. Additionally, the Committee conducts an interview with the doctoral candidate regarding their progress in implementing the individual research plan, the difficulties encountered, and the prospects for further implementation of the plan.
7. The Mid-term Evaluation Committee may request additional materials and clarifications from the doctoral candidate.

## **§ 11**

### **Documentation of the educational process**

1. At the end of each term, the doctoral candidate is required to submit to the Director of the Doctoral School a term report, which has been reviewed by the Supervisor, outlining the progress of their work. The report should include, i.a.:
  - 1) the implementation of the Education Programme, along with the grades or credits obtained;
  - 2) a substantive description of the progress in the preparation of the doctoral dissertation, in relation to the adopted schedule for the dissertation;
  - 3) a list of published publications;
  - 4) participation in teaching activities;
  - 5) information on participation in scientific conferences and international thematic schools;
  - 6) information on research internships at national and international institutions;
  - 7) other achievements that may be relevant for the evaluation of the doctoral candidate, particularly obtained grants and submitted grant application.
2. The template for the study progress report is provided as Appendix 1 to this Regulation.
3. The doctoral candidate's term report is subject to evaluation by the Director of the Doctoral School.
4. Grading scale and credits:
  - 1) The assessment of courses at the Doctoral School and examinations are carried out according to the following scale: fail (2), pass (3), satisfactory plus (3.5), good (4), very good (4.5), excellent (5);
  - 2) A course at the Doctoral School is considered completed if it has been assessed by the course instructor or at least one supervisor, without assigning a grade. In this case, the terminology used is: passed and not passed.
5. Each doctoral candidate is, in accordance with §10, obligatorily subject to the Mid-term Evaluation halfway through their period of study.

6. A protocol will be prepared based on the Mid-term Evaluation, containing information about the evaluation process and the its result.
7. Documentation related to the progress of doctoral candidates' studies is stored in accordance with the archiving procedures in force at PJATK.

## **§ 12**

### **Rights and responsibilities of a doctoral student**

1. The doctoral student is required to comply with the Regulations of the Doctoral School.
2. The doctoral student is obliged to follow the Education Programme and the individual research plan, and is particularly required to:
  - 1) systematically conduct scientific work related to the timely development of the doctoral dissertation, in accordance with the schedule outlined in the individual research plan;
  - 2) actively participate in scientific meetings, conferences, classes, and courses indicated by the supervisor, and to present the stages of their research work at seminars;
  - 3) submit a report on the progress of their studies every term, as mentioned in § 11, section 1.

## **§ 13**

### **Removal from the doctoral students list**

1. The Programme Committee may recommend the removal of a doctoral student from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
  - 2) receiving a failing grade for the semester report.
2. A doctoral student is removed from the list of doctoral students in the case of:
  - 1) a negative result in the mid-term evaluation;
  - 2) failure to submit the doctoral dissertation by the deadline specified in the individual research plan;
  - 3) resignation from studies;
  - 4) failure to commence studies;
  - 5) violation of the prohibition referred to in Article 200 s. 7;
  - 6) being subjected to a disciplinary penalty of expulsion from the doctoral school.
3. In proceedings concerning the removal of a doctoral student from the list of doctoral students due to a violation of the prohibition outlined in Article 200 s. 7, the doctoral student is required to submit, within no less than 30 days from the date of receipt of the summons, a resignation from studies at any other doctoral school.

4. Removal from the list of doctoral students is carried out by an administrative decision of the Rector of the Polish-Japanese Academy of Information Technology. An appeal for reconsideration of the case may be filed against the decision.

#### **§ 14**

##### **Submission of the doctoral thesis**

1. Doctoral studies at the Doctoral School end with the submission of the doctoral thesis, along with a positive opinion from the supervisor(s), within the timeframe specified in the Individual Research Plan.
2. The detailed procedure for granting the doctoral degree is defined by the Regulations for the Doctoral Degree Awarding Procedure, which includes provisions regarding the submission of the doctoral thesis and is a separate document.
3. The Director of the Doctoral School may extend the training period, at the request of the doctoral student, including exempting the student from attending classes, in the case of:
  - 1) temporary inability to pursue studies due to illness;
  - 2) the necessity of providing personal care for a sick family member;
  - 3) the necessity of providing personal care for a child under 4 years of age or a child with a disability certificate;
  - 4) having a disability certificate;
  - 5) a substantiated argument for the inability to continue research/scientific activities within the specified timeframe – but for no longer than two years in total.
4. Doctoral education may be suspended, at the request of the doctoral student, by decision of the Director for a period corresponding to the duration of maternity leave, maternity leave under maternity leave conditions, paternity leave, and parental leave as defined in the Labour Code of 26 June 1974.
5. The deadline for submitting the doctoral thesis may be extended, but no longer than 2 years, in accordance with the provisions of section 3.

#### **§ 15**

##### **Obligations towards doctoral students in case of the discontinuation of doctoral studies in a particular discipline**

1. In the case of the discontinuation of doctoral studies in a particular discipline, PJATK ensures that doctoral students preparing their doctoral theses in that discipline have the opportunity to continue their studies at another doctoral school offering education in the same discipline.



2. If there is no doctoral school providing education in that discipline, PJATK will cover the costs of the doctoral degree awarding procedure via external studies for individuals who have lost the opportunity to complete their education.

## **§ 16**

### **Rest breaks; recognition of the period of education at the Doctoral School as part of the working period**

1. The doctoral student is entitled to rest breaks not exceeding 8 weeks per year.
2. A doctoral student who has obtained a doctoral degree as a result of completing the Doctoral School programme is credited with the period of study at this school, not exceeding 4 years, as part of the working period that affects employment rights.
3. For a doctoral student who has not completed their education at the doctoral school due to:
  - 1) taking up employment as an academic teacher or research staff member;
  - 2) the discontinuation of doctoral studies in the given discipline- the period of education at this school, not exceeding 4 years, is credited as part of the working period affecting employment rights, provided they have obtained the doctoral degree.
4. PJATK issues a doctoral student identity card.
5. The entity running the doctoral school where a doctoral student from a foreign university or research institution is completing part of their studies will issue, upon the student's request, a doctoral student identity card.

## **§ 17**

### **Doctoral scholarship**

1. Doktorant nieposiadający stopnia doktora otrzymuje stypendium doktoranckie.
  - 1a. A doctoral scholarship is not granted to a doctoral student whose education at the doctoral school is linked to an employment obligation within the entity running the doctoral school:
    - 1) under an employment contract;
    - 2) with a salary exceeding the salary of a professor.
2. The total period for which a doctoral scholarship is granted at doctoral schools cannot exceed 4 years.
3. The monthly amount of the doctoral scholarship is at least:
  - 1) 37% of the professor's salary – until the month in which the mid-term evaluation is conducted;
  - 2) 57% of the professor's salary – after the month in which the mid-term evaluation is completed with a positive result.

4. During the suspension of studies, the rules for determining the amount of maternity benefits apply accordingly, with the basis for the benefit being understood as the monthly amount of the doctoral scholarship referred to in paragraph 3, which is due on the date of submitting the suspension request.
5. A doctoral student with a disability certificate, a disability degree certificate, or a certificate referred to in Articles 5 and 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons, receives a doctoral scholarship increased by 30% of the amount specified in paragraph 3.
6. A doctoral student who submits their doctoral thesis before the completion deadline specified in the Education Programme receives the doctoral scholarship until the date the education is completed, but no longer than for 6 months. The provision in paragraph 2 applies accordingly.
7. The PJATK pays the doctoral scholarship as the entity running the Doctoral School.

## **§ 18**

### **Doctoral Student Council**

1. The doctoral students at PJATK form the Doctoral Student Council.
2. The provisions of Articles 106 and 110, paragraphs 2–9 of the Act apply accordingly to the Doctoral Student Council.
3. The Doctoral Student Council consists of all doctoral students of the Doctoral School.
4. The Council operates through an Executive Board, which is elected, and is headed by a Chairperson.
5. The Doctoral Student Council may adopt a functioning regulation.

## **§ 19**

### **Association with doctoral student organisations**

1. Doctoral students have the right to associate in doctoral student organisations at PJATK.
2. The provisions of Articles 111, paragraphs 2–5 of the Act apply accordingly to doctoral student organisations and associations that do not include members other than doctoral students, students, and university employees.

## **§ 20**

The regulations come into force at the beginning of the 2024/2025 academic year.

## TERM REPORT

on the scientific research conducted by the doctoral student during semester  
..... (.....) summer/winter semester\*

First name and last name of the doctoral student .....

Student ID number .....

First name and last name of the supervisor .....

First name and last name of the co-supervisor .....

I. Program realization

*Information on grades and passes*

II. Substantive description of the doctoral dissertation's progress in relation to the  
schedule of the preparation of the dissertation

*Punctuality in the implementation of the individual research plan, particularly with regard to  
the dissertation preparation schedule. If applicable, reasons for any delays or expedited  
completion of the research plan schedule.*

III. List of published publications

IV. Participation in teaching activities

V. Information on participation in scientific conferences and international thematic  
schools

VI. Information on scientific internships in domestic and foreign centers

VII. Other achievements

*Those may be important for the doctoral student's assessment, in particular obtained grants  
and submitted grant applications.*

<i>Maximum score for part of the report</i>	<i>I year</i>	<i>II, III, IV year</i>
<i>Part I (Purpose of research)</i>	<i>20</i>	<i>15</i>
<i>Part II (Literature review)</i>	<i>30</i>	<i>20</i>
<i>Part III (Methodology)</i>	<i>20</i>	<i>10</i>
<i>Part IV (Results of a work from the previous semester)</i>	<i>0</i>	<i>20</i>
<i>Part V (Plans for the next semester)</i>	<i>30</i>	<i>5</i>

<i>Part VI (Publications)</i>	<i>0</i>	<i>30</i>
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	<b>Part I</b>	<b>Part II</b>	<b>Part III</b>	<b>Part IV</b>	<b>Part V</b>	<b>Part VI</b>	<b>In total</b>	<b>Grade</b>
<b>Received points</b>								

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*/signature of the supervisor/*



## Format of midterm report of doctoral students of ICT & Design doctoral school

### 1. Basic data

*Basic information about the doctoral student and his doctoral dissertation.*

Name and surname of the doctoral student:	
Education discipline:	
Department:	
Date of start of education at the Doctoral School:	
ORCID ID:	
Supervisor/Supervisors:	
Co-supervisor:	

### 2. The topic of the doctoral dissertation

*Suggestion of the topic of the doctoral dissertation. The presented topic doesn't have to be the final title that will be given to the doctoral dissertation at the end of education at the Doctoral School.*

### 3. Individual research plan schedule

*Schedule from the individual research plan of the doctoral student*

Period of task implementation (semester of education)	Concise task description (max. 200 words)
Semester 1 (winter 2023/2024)	1.
Semester 2 (summer 2023/2024)	1.

Semester 3 (winter 2024/2025)	1.
Semester 4 (summer 2024/2025)	1.
Semester 5 and 6 (winter, summer 2025/2026)	1.
Semester 7 and 8 (winter, summer 2026/2027)	1.

#### **4. Deadline for submitting the doctoral dissertation**

*The planned date of submission of the doctoral dissertation may not exceed the end of the eighth semester of education at the Doctoral School.*

#### **5. Report on the realization of the individual research plan**

*Description of the most important research objectives, questions and research hypotheses related to the doctoral dissertation (max. 1 page, font 11, line spacing 1).*

##### **5.1. Description of research problem and its relation to state of the art**

*Describe your research problem, hypotheses, their significance, difficulty, and innovativeness. Identify knowledge gaps that you aim to fill by your research.*

##### **5.2. Proposal of problem solution, hypothesis verification**

*Describe your approach of solving your research problem or verifying your hypotheses.*

##### **5.3. Research methodology**

*Describe methods, techniques and tools used in your research.*

##### **5.4. Description of current research results and their relationship to the Individual Research Plan**

*Describe your most important research results (also unpublished ones). Explain how they relate to the stages of the Individual Research Plan described in section 3. Indicate, in percentage values, the realization of each stage of the schedule up to the current moment.*

### **5.5. Future research plan**

*Describe your plans for the next two years of your research, from the current moment to the deadline of submitting your doctoral dissertation given in point 4.*

### **6. Research achievements related to the topic of your dissertation**

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#### **6.1. Published research papers**

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#### **6.2. Research papers submitted to review or publication**

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#### **6.3. Conference presentations, presentations at doctoral symposia or sessions**

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#### **6.4. Patents, patent applications**

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#### **6.5. Participation in research projects, submitted grant applications, protected utility models**

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#### **6.6. Collaboration with external research groups, international collaboration, research internships**

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### **7. Additional information**

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**8. Opinion of research supervisor**

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**9. Signatures**

*Doctoral student*

*Date and signature*

*Research supervisor*

*Date and signature*

*Auxilliary research supervisor*

*Date and signature*