

**RULES AND REGULATIONS OF DOCTORAL PROGRAMMES**  
at the Warsaw School of Economics

**PRELIMINARY PROVISIONS**

§ 1

1. The Rules and Regulations of doctoral programmes at the Warsaw School of Economics (hereinafter referred to as the 'Rules and Regulations') determine the organisation of the study process as well as the rights and obligations of doctoral candidates participating in the programme as a full-time or part-time programme with instruction in Polish or a foreign language.
2. The terms used in the Rules and Regulations shall have the following meanings:
  - 1) ECTS credits - credit points defined in the European system of accumulation and transfer of credit points as a measure of average workload contributed by the student, necessary to achieve the required educational results;
  - 2) educational results - the scope of knowledge, skills and social competencies attained by the student in the course of the study process;
  - 3) passing a course - obtaining a positive final grade in the course which ends in an exam or progress test;
  - 4) programme curriculum - a set of courses offered under a given programme cohort and their lecture/class time;
  - 5) study plan - the sequence of courses stipulated in the curriculum and their time volume in particular semesters, the number of obligatory class hours, the number of obligatory exams and tests, the rules for obtaining credit in particular years;
  - 6) final grade - the grade obtained in an exam or progress test.
3. If any domestic or international, bilateral or multilateral agreements binding the Warsaw School of Economics (hereinafter referred to as SGH) concerning doctoral programmes provide for other than stipulated in the Rules and Regulations rights or obligations of doctoral students pertaining to the organisation and mode of study at SGH, they shall be followed within the constraints of the strictly applicable law. Should it be required for the performance of the obligations

arising from the agreements executed by SGH, the Rector may determine by way of an order the rights and obligations of doctoral candidates pertaining to the study process in a way which is different than that provided for in the Rules and Regulations.

4. The programmes shall be conducted pursuant to the act on the establishment of doctoral programmes stipulating their curricula and plans, educational results, the volume of obligatory and elective classes under the curriculum and the ECTS credits assigned as well as internships. The document shall be published in an electronic form on the Collegium website and shall be available for inspection at the programme head's office.
5. Admissions to doctoral programmes shall take place by way of:
  - 1) admission, after meeting the admission conditions
  - 2) transfer, from another Collegium of SGH, from another university or research entity, in compliance with the following rules:
    - a) doctoral candidates who completed at least the first year of their doctoral programme not longer than one year before shall be eligible for admission by way of transfer,
    - b) the decision of admission by transfer shall be made by the head of the doctoral programme to which the candidate is to be admitted and it shall include the scope and deadlines for complementing curriculum discrepancies,
    - c) the decision stipulated in point b) shall be announced to the head of the previous doctoral programme,
    - d) the decision of transfer from a full-time to a part-time programme shall be made by the head of the doctoral programme,
    - e) doctoral candidates who have been admitted by transfer shall have their already completed study period accounted for in calculating their planned study period,
    - f) the final decision of admission by transfer shall constitute a basis for removing a doctoral candidate from the list of doctoral students in the programme from which he/she has been transferred,
    - g) transfers to full-time programmes may only be conducted from other full-time programmes.

## RIGHTS AND OBLIGATIONS

### § 2

Doctoral candidates' rights and obligations shall be conferred upon taking an oath, the wording of which has been set out in SGH Statutes. A person admitted to the doctoral student community shall confirm the oath in writing.

### § 3

1. Doctoral students shall have the rights arising from the act of 27 July 2005 - the Law on Higher Education (Journal of Laws of 2016 item 1842, as amended), SGH Statutes and provisions issued based thereon and stipulated in these Rules and Regulations as well as in the provisions regulating the organisation of doctoral programmes.
2. Doctoral students shall have specifically the right to:
  - 1) have their personal dignity respected by all members of the academic community;
  - 2) conduct scientific research and rely on the assistance of the faculty including the research supervisor as well as SGH bodies and infrastructure;
  - 3) participate in the academic life;
  - 4) associate in doctoral organisations and other organisations active at SGH;
  - 5) pursue cultural, tourist and sports interests and use SGH infrastructure therefor;
  - 6) use SGH Library and IT systems;
  - 7) holiday breaks in the time off the classes of the duration not exceeding eight weeks a year;
  - 8) a social security and general health insurance on the terms established in separate regulations;
  - 9) apply for a doctoral scholarship, have a doctoral scholarship increased from the funds of the quality promotion grant or material assistance fund pursuant to separate regulations.
  - 10) Apart from the benefits stipulated in point 9 doctoral students with disability shall have the right - correspondingly to their type and degree of disability - to apply for conditions conducive to their full participation in the study process and scientific research, specifically for:
    - a) individual conditions of class attendance and obtaining credit;
    - b) individual conditions of using SGH Library;
    - c) a permission to drive in and park in the SGH car park;

- d) a permission by the instructor to have his/her lectures recorded or a permission by the instructor for the disabled person's assistant or sign language interpreter to attend classes;
  - e) assistance in accessing educational materials necessary to continue studying.
3. A doctoral student shall receive a doctoral student ID. Rules of issue of the electronic ID and using it, including confirmation of validity, shall be determined by the ordinance of the Minister of Science and Higher Education issued pursuant to art. 201.1 of the act the Law on Higher Education and internal legal acts of SGH.
  4. Doctoral students shall not bear any additional fees for opening and conducting the doctoral procedure during the study period and after completing the programme.

#### § 4

1. Doctoral students shall be obliged to act on the promises of the oath, complying with the Rules and Regulations and other provisions applicable at SGH as well as follow the decisions of the head of the doctoral programme concerning the study process.
2. Doctoral students shall be specifically obliged to:
  - 1) obey academic law and custom;
  - 2) act in line with ethical norms and rules of social cohabitation;
  - 3) protect the reputation and property of SGH;
  - 4) attend classes according to the curriculum;
  - 5) perform professional practice in the form of running and participating in running classes. The volume of practice hours should be not lower than 10 and not higher than 90 hours a year. Doctoral students who are employed as academic instructors running classes at the university or participating in running such classes shall be exempted from performing their practice. Detailed regulations for completing professional practices shall be outlined in separate internal legal acts at SGH;
  - 6) timely obtain credit for the attended classes;
  - 7) run scientific research with full respect towards intellectual property rights;
  - 8) comply with other requirements provided for in the doctoral programme curriculum;

- 9) timely settle financial liabilities with SGH determined by separate internal legal acts and the tuition fee payment agreement;
  - 10) immediately inform the head of the doctoral programme of any changes to personal data relevant to the study process, specifically the name, surname, domicile address and correspondence address. Should the obligation of informing of the change in domicile or correspondence address be not met, the service of a decision or other documents to the previously provided address shall be legally effective;
  - 11) file a report on the research activity and professional practice at the end of each academic year;
  - 12) select a supervisor;
  - 13) have an electronic mail account on an SGH server along with the e-mail address domain identified with SGH and use this e-mail address in all matters related to the doctoral programme; a failure by the doctoral students to read the information published by SGH on their e-mail accounts shall not exempt them from timely and diligent performance of duties.
3. The form of running classes or participating in running them shall be determined by separate internal legal acts at SGH.
  4. SGH shall charge fees for part-time doctoral programmes and the documents issued on the conditions outlined in separate regulations and the tuition fee payment agreement.

## § 5

The rights and obligations of doctoral students shall expire on the last day of the doctoral programme implementation or on the day of obtaining the third cycle qualification or on the day of removal from the doctoral student list. This shall not apply to the property obligations towards SGH. The person who has not been removed from the doctoral student list whose rights and obligations have expired shall be subject to removal from the doctoral student list.

## **SCIENTIFIC SUPERVISION**

### § 6

1. The Collegium shall ensure to the doctoral student throughout the whole of the study period research supervision and support for individual research provided by the scientific tutor or supervisor.

2. Until the doctoral procedure is opened the doctoral student shall remain under scientific supervision of the scientific tutor. After the doctoral procedure is opened the scientific supervision shall be performed by the supervisor.
3. The scientific tutor shall be an academic teacher or faculty member holding at least a scientific degree of *doktor habilitowany* in a given or related research field.
4. The assistant scientific tutor may be an academic teacher or other faculty member holding at least a degree of *doktor* in a given or related research field.
5. A basic form of cooperation between a doctoral student and the scientific tutor shall be the doctoral seminar and individual consultation.
6. The duties of the scientific tutor shall involve:
  - 1) providing the necessary substantial and methodological assistance in the course of the scientific and research work;
  - 2) providing methodological guidelines and support in gaining teaching experience;
  - 3) providing feedback on the research work and professional practice of the doctoral student and accepting the doctoral report;
  - 4) providing opinion on possible applications for extending the study period before they are submitted to the head of the doctoral programme;
  - 5) informing the head of the doctoral programme of a lack of progress in the research work and moving for removal from the doctoral student list.
7. The assistant tutor shall support the scientific tutor of the doctoral student in his/her duties.
8. The doctoral student or the head of the doctoral programme may apply to the Dean of the Collegium for changing the scientific tutor. The application requires providing grounds.
9. In justified cases the Collegium Dean may decide to change the scientific tutor.

## **ORGANISATION OF DOCTORAL PROGRAMMES**

### **§ 7**

1. Doctoral programmes shall be run by the Collegia.
2. The head of the doctoral programme shall be responsible for organising and implementing the doctoral programme curriculum.
3. Scientific supervision over doctoral programmes shall be conducted by the Collegium Board.

### **§ 8**

1. Doctoral programmes shall last from two to four years, depending on their curriculum.
2. The planned date of completion of a doctoral programme ending in the spring semester shall be 30 September, and that ending in the winter semester - the last day of February, unless these dates are moved pursuant to § 19.

### **§ 9**

1. The academic year shall last from 1 October to 30 September of the following calendar year.
2. Classes in a doctoral programme may start in the winter semester or spring semester.

### **§ 10**

Doctoral programmes are run with the support of SGH IT systems.

### **§ 11**

1. Doctoral programmes are run according to the doctoral study plans. In individual justified cases the head of the doctoral programme may issue a written consent to change the study plan followed by a doctoral student.
2. The study plan shall be announced to doctoral students by publishing it on the Collegium website before the start of the academic year, not later than on 30 September for doctoral programmes commencing in the winter semester and not later than on 31 January for doctoral programmes commencing in the spring semester.

## **CONDITIONS AND MODE OF HOLDING CLASSES**

### **§ 12**

All classes of the doctoral programme curriculum shall require obtaining credit.

### **§ 13**

1. Absence in the classes should be justified to the instructor immediately after the reason for this absence ceases.
2. The instructor shall determine the way and deadline for the student to make up for the absence.

### **§ 14**

1. Doctoral programmes shall use the following grading scale:
  - 1) 5.0 - five, say: very good;
  - 2) 4.5 - four and a half, say: good plus;
  - 3) 4.0 - four, say: good;
  - 4) 3.5 - three and a half, say: sufficient plus
  - 5) 3.0 - three, say: sufficient
  - 6) 2.0 - two, say: insufficient
2. The doctoral seminar shall be passed by obtaining credit from the seminar tutor.
3. The e-learning training Protection of Intellectual Property shall be passed in the IT systems of the university.
4. Grades obtained in classes, the doctoral seminar and e-learning shall be entered into the IT systems of the university, exam reports and exam cards.
5. The grade average in the academic year shall be established as an arithmetic average of all grades obtained by a doctoral student in an academic year.
6. Research work and professional practice are subject to descriptive evaluation.
7. Descriptive evaluations and simple credits shall not be included in calculating the grade average stipulated in section 5.
8. Should a doctoral student fail the exam or test on the first date or miss this date, he/she shall be eligible for the retake date.
9. At the doctoral student's grounded request filed within seven days of the date of announcing final grades in a given course, the head of the doctoral programme may order an exam before the board which shall take place not earlier than 14 days and not later than 30 days of the date of filing the application.
10. The exam before the board shall be received by the board appointed by the head of the doctoral programme. At the doctoral student's request it may also include

a representative of SGH Doctoral Student Board appointed by the relevant body of SGH Doctoral Student Board.

11. The board may not include the academic teacher who provided the final grade in the course under examination and other persons directly involved in preparing or holding the final exam.
12. A failure by the doctoral student to take the exam before the board without a reasonable ground or obtaining an insufficient grade in it shall be equivalent to failing the course without the right to a conditional registration, which shall result in removing the doctoral student from the doctoral student list.

#### § 15

1. The head of the doctoral programme shall be the doctoral student's immediate superior.
2. The head of the doctoral programme shall resolve all individual doctoral students' issues related to the doctoral programme's study plan and curriculum.
3. The head of the doctoral programme shall specifically make decisions on the following matters:
  - 1) giving consent to a doctoral student's application (in justified cases) supported by the instructor for obtaining credits in different deadlines than the ones set in the exam session;
  - 2) passing the subsequent year of the programme
4. The head of the doctoral programme based on the opinion of the scientific tutor in a way determined by the Collegium Council shall evaluate: the implementation of the programme curriculum, the research work and performance of professional practices and signs credits for subsequent years of study.
5. The Collegium Dean shall consider doctoral students' reservations concerning the decisions made by the head of the doctoral programme stipulated in section 4.

## PERIODICAL SETTLEMENTS

### § 16

1. All credit settlements shall be made annually subject to section 2.
2. The doctoral student shall be obliged to obtain credits in accordance with the programme curriculum.
3. The doctoral student shall have the right to obtain credits during the exam session in two attempts (two dates) arising from the organisation of the academic year. The right to obtain credits in two attempts does not apply to the doctoral students who obtained a positive grade in the first attempt.
4. The head of the doctoral programme at the doctoral student's application filed not later than seven days of the date when the reason for missing the test or exam attempt ceases, in seriously grounded cases, may restore the attempt date to the doctoral student.
5. The doctoral student within seven days of the exam date restoring decision shall approach the instructor in order to set a new exam date. A failure to meet this obligation by the doctoral student shall result in failing the course.
6. The head of the doctoral programme, not later than on the last day of the exam session, may issue a consent to extend the exam session for the time period not longer than sixty days.

### § 17

1. The condition for passing the year shall be obtaining positive grades or simple credits in all classes provided for in the curriculum of the doctoral programme in a given year.
2. A doctoral student who has passed the year and has no fee payments outstanding shall be registered to the next year of the programme.
3. A doctoral student who has not passed the year shall file an application in writing to the head of the doctoral programme to be conditionally registered to the next year. The application shall be filed not later than within fourteen days of the doctoral student's end of the exam session.
4. The doctoral student who has not obtained credit for a given year may be granted a consent from the head of the doctoral programme for a conditional registration to the next year if the number of failed courses is not higher than two and the deadline for obtaining the missing credits may not be longer than one year.

### § 18

1. The head of the doctoral programme shall remove the doctoral student from the doctoral student list if he/she:
  - 1) fails to commence programme participation without a serious reason within thirty days of the programme starting;
  - 2) receives an insufficient grade in the exam before the board or fails to take it without a serious reason;
  - 3) files a written resignation;
  - 4) is punished with a disciplinary penalty of expulsion from SGH following a final decision of the disciplinary board;
  - 5) is transferred to another doctoral programme.
2. The head of the doctoral programme may remove a doctoral student from the doctoral student list should he/she fail to make the tuition fee payments in time.
3. If a student fails to obtain credit for the year, the head of the doctoral programme:
  - 1) shall give consent for a conditional registration to the following year, pursuant to § 17.3 or
  - 2) shall decide to remove the student from the doctoral student list.
4. The procedure of removal from the doctoral student list shall be instigated by the head of the doctoral programme advising the doctoral student thereof in writing.
5. The advice should outline factual and legal grounds for starting the procedure as well as a note instructing of the right to provide explanations within fourteen days of the receipt of advice and the mode of submission.
6. The doctoral student who does not provide explanations in the time stipulated in section 5 or his/her explanations do not provide sufficient arguments for changing the decision shall be removed from the doctoral student list.
7. The doctoral student who has been removed from the student list shall settle the outstanding amounts with SGH.

## **EXTENDING THE STUDY PERIOD**

### **§ 19**

1. At the doctoral student's request justified with extraordinary circumstances, including among others:
  - 1) a temporary inability to continue studying due to a health condition;
  - 2) a necessity to personally take care of a sick family member;

3) a necessity to personally take care of a child until the age of 4 years or a child with a disability statement;

4) a statement of disability;

the head of the doctoral programme may extend the doctoral study period exempting at the same time the doctoral student of the obligation to attend classes, cover professional practice and carry on research. The joint time of extensions during the whole study period may not be longer than one year.

2. The head of the doctoral programme, at the doctoral student's request, having consulted the scientific tutor, may extend the period of study in the circumstances when long term research work is necessary for the time period of the doctoral programme, not longer though than by two years. If in the period of extension there are run classes or professional practices, the head of the doctoral programme shall also exempt the doctoral student of the obligation to attend classes and participate in the practice work.
3. The head of the doctoral programme, at the doctoral student's request, may additionally extend the study period by the time equivalent to the duration of a maternity leave, additional maternity leave, leave on the conditions of a maternity leave, paternity leave and parental leave, stipulated in the Labour Code, simultaneously exempting the doctoral student of the obligation to attend classes, participate in the practice work and conduct research.
4. After the period of extension is completed, as stipulated in section 1, 2 or 3, the doctoral student shall continue studying in accordance with the previous curriculum, by attending classes provided for in this curriculum and if such classes are not run - in the individual mode, on the conditions determined by the head of the doctoral programme. Studying in an individual mode shall be regulated accordingly by the provisions of the Rules and Regulations applicable to the standard study process.
5. Any objections doctoral students might have concerning the decisions of the head of the doctoral programme in relation to study period extensions shall be considered by the Collegium Dean.

## **PROGRAMME RESUMPTION**

### **§ 20**

1. The head of the doctoral programme may issue a consent for a programme resumption to a person who has been removed from the doctoral student list after obtaining credit in the first year unless the removal from the doctoral student list resulted from a disciplinary penalty of expulsion from SGH which was not subject to expungement or the time lapse from the removal was longer than three years.
2. A person starting a doctoral programme by way of resumption shall be obliged to take an oath.
3. Resumption may take place not earlier than from the next academic year following the date of removal from the doctoral student list unless the removal was the consequence of a non-payment of the amounts due.
4. A doctoral student admitted to a doctoral programme by way of resumption shall be registered to the year following the last year in which the student obtained credit before removal from the doctoral student list whereas the year of conditional registration shall not be deemed the year in which credit was obtained.

## **PROGRAMME COMPLETION**

### **§ 21**

1. A doctoral programme completion shall mean obtaining a third cycle qualification, i.e. acquiring by way of a doctoral procedure conducted pursuant to art. 11.1 of the act of 14 March 2003 on scientific degrees and the scientific title and degrees and the title in the area of art (Journal of Laws of 2016 item 882, as amended) the scientific degree of *doktor* in a given discipline of science in a given field certified with a corresponding diploma.
2. At the request of a person who has not completed the doctoral programme SGH shall issue a certificate of the study record which shall be signed on behalf of the university by the Collegium Dean and the head of the doctoral programme.

## **RESOLUTION OF DOCTORAL STUDENTS' ISSUES**

### **§ 22**

1. The head of the doctoral programme shall resolve individual doctoral students' issues upon a written application of a doctoral student or *ex officio*.

2. The application should be signed by the applicant and filed with the head of the doctoral programme within seven days of the occurrence of the circumstances providing a reason for the application.
3. The application should include personal data of the applicant, indicate the situation and grounds as well as comply with other criteria specified in general regulations.
4. An incomplete application, after an ineffective lapse of the seven-day period after a call for complementation shall not be considered if the lacks make considering it impossible.

#### § 23

1. Decisions of the head of the doctoral programme concerning removal from the doctoral student list may be appealed to the Rector.
2. The appeal should be filed within fourteen days of serving the decision through the head of the doctoral programme.

#### § 24

Any doctoral student issues unaccounted for in the Rules and Regulations and other provisions of law shall be decided by the Rector.