

The Rules and Regulations of KUL Doctoral School

General Provisions

§ 1

1. The Rules and Regulations of KUL Doctoral School at John Paul II Catholic University of Lublin, hereinafter referred to as “the Rules and Regulations”, define the mode and organization of training at the doctoral school, and doctoral students’ rights and obligations.
2. The Doctoral School conducts training in the following disciplines: philosophy, history, linguistics, literary studies, art science, social science, pedagogy, canon law, psychology, and theological science.
3. Terms used in the Rules and Regulations stand for as follows:
 - 1) The University – John Paul II Catholic University of Lublin;
 - 2) The Act – Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended)
 - 3) Doctoral student – a person who pursues training at the doctoral school as a young academic as defined in Art. 360 § 2(1) of the Act.

§ 2

The Doctoral School at John Paul II Catholic University of Lublin is conducted in accordance with the binding regulations, in particular:

- 1) The Act of 3 July 2018 – Implementing Provisions – Law on Higher Education and Science (Journal of Laws of 2018, item 1669 as amended)
- 2) The Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended)
- 3) The Apostolic Constitution on Ecclesiastical Universities and Faculties *Veritatis Gaudium* of 8 December 2017

§ 3

1. Detailed conditions and recruitment procedure to the Doctoral School are regulated by separate provisions.
2. Detailed procedure and rules of submitting by doctoral students annual reports on curriculum completion and research activities included in individual research plans, are regulated by separate provisions.
3. Detailed mode and terms and conditions of conferring doctoral degrees are regulated by separate provisions.
4. The University’s obligations regarding correct, reliable and timely entering, updating and archiving data in the Integrated Information System of Higher Education and Science “POL-on” as referred to in Art. 342 of the Act in reference to doctoral students and schools, are regulated by separate provisions.

II. Director of the Doctoral School

§ 4

1. The Doctoral School is run by the Director.
2. The Director is the chair of the Doctoral School council and coordinates its work.
3. In the matters concerning the Doctoral School and doctoral students, the Director cooperates with the councils of the institutes that have a right to confer a doctoral degree.

§ 5

The Director of the Doctoral School has the following responsibilities:

- 1) supervision of doctoral school functioning concerning correctness and quality of educational process, research supervision and conducting mid-term assessment;
- 2) assuring the conditions for pursuing training in the Doctoral School, including practice in form of teaching a class or participating in teaching a class, if the practice is included in the curriculum;
- 3) assuring the conditions to carry out doctoral research in the institution conducting the Doctoral School;
- 4) taking decisions in all issues concerning the Doctoral School, provided that they are not reserved to the competences of the university bodies or the Doctoral School council;
- 5) applying to proper university bodies and units in all cases concerning the Doctoral School;
- 6) introducing changes to the Doctoral School regulations;
- 7) scheduling mid-term assessment;
- 8) choosing staff members involved in the training program;
- 9) requesting courses in the University units which conduct didactic classes according to approved study curriculum;
- 10) dealing with doctoral students' complaints in all cases concerning the Doctoral School provided that these cases are not reserved to the competence of the university bodies;
- 11) taking administrative decisions regarding removal from the list of doctoral students and in all cases regulated by the Rules and Regulations of the Doctoral School or in separate provisions;
- 12) confirming years of training of doctoral students;
- 13) granting consent to doctoral students to do internships and conduct research in scientific institutions outside the university, including supporting doctoral students' grant activities and local and international mobility;
- 14) supervising documentation of the course of training;
- 15) cooperating with social-economic environment in matters concerning doctoral students;
- 16) cooperating with the doctoral students' board;
- 17) preparing an annual report on the Doctoral School activities to be submitted to the Rector by the end of November of every calendar year;
- 18) preparing Polish and English versions of a self-assessment report of the Doctoral School for quality evaluation;
- 19) fulfilling other responsibilities included in legal provisions, statute stipulations, and regulations of the university bodies;

III. Doctoral School Council

§ 6

1. The Doctoral School Council works in the Doctoral School. Term of office lasts for four years.
2. Tasks of the Doctoral School Council are as follows:
 - 1) setting the school directions of development
 - 2) defining rules of recruitment to the Doctoral School through competition procedure, including scheduling recruitment procedure, defining admission conditions, criteria and the number of points to be obtained for each part of the recruitment process;
 - 3) developing study curriculum in the Doctoral School in cooperation with the councils of the institutes that have a right to confer a doctoral degree,
 - 4) reviewing academic teachers' qualifications;

- 5) reviewing the Rules and Regulations ;
- 6) setting the criteria for supervisors concerning their academic level, and evaluating their work;
- 7) carrying out the recruitment to the Doctoral School through competition procedure or by appointing the competition committee;
- 8) choosing a supervisor or supervisors in cooperation with institutes discipline councils in which the university has a right to confer a doctoral degree;
- 9) appointing a committee to conduct mid-term doctoral students assessment;
- 10) reviewing an annual report of doctoral school activities;
- 11) reviewing a self-assessment report for evaluating the quality of training;

IV. Recruitment to the Doctoral School

§ 7

1. Recruitment is conducted through competition procedure.
2. The competition is conducted by the Doctoral School Council or by the competition committee appointed by the Council.
3. Recruitment is conducted in two modes:
 - 1) regular recruitment (for the positions offered within the limit of financial subsidy) takes place before the academic year starts, on a date specified by the Senate;
 - 2) special recruitment (for the positions financed with external financial resources) takes place on a date specified by the Rector, and is linked to the decision of granting financial support.
4. The limit of positions for the first year of training in the Doctoral School within the limit of financial subsidy is specified by the Rector not later than 31 May of the year in which the training begins.
5. The limit of positions in special recruitment for the first year of training in the Doctoral School is specified by the Rector regardless of the limit defined in subsection 4, on the date that depends on the decision of granting financial support.
6. Special recruitment takes place upon the Rector's approval.
7. Special recruitment has a form of a competition. The competition is conducted on a case by case basis.
8. Rules of recruitment to the Doctoral School are published on the Public Information Bulletin (BIP) web-page not later than five months before the recruitment begins.

V. Rights and Obligations of Doctoral Students

§8

A doctoral student has the right to:

- 1) hold a doctoral student ID card;
- 2) receive a doctoral scholarship on condition that they do not hold a doctoral degree; the overall period of receiving a doctoral scholarship may not exceed four years;
- 3) apply for accommodation in a student dormitory according to the rules stated in separate regulations;
- 4) take a holiday up to eight weeks in a year;
- 5) suspend the training for the period of maternity leave, paternity leave or parental leave as specified in the Labor Code of 26 June 1974;
- 6) extend the deadline of submitting a doctoral thesis for not longer than two years;
- 7) appeal against administrative decisions;
- 8) be a member of doctoral students' organizations or associations;

- 9) receive the supervisor's or supervisors' help in preparing a doctoral thesis;
- 10) change the supervisor or supervisors in justified cases;
- 11) use the necessary laboratories, scientific instruments and equipment, library collections and IT resources to carry out the study curriculum, individual research plan and prepare a doctoral thesis on the terms regulated by separate provisions;
- 12) get support in preparing grant applications
- 13) do scientific internships.

§ 9

Doctoral students are obliged to:

- 1) respect the Rules and Regulations, copyright and neighboring rights, industrial property rights, commercialization acts and regulations on using research infrastructure;
- 2) carry out the study curriculum and individual research plan in a conscientious and diligent manner;
- 3) follow the oath;
- 4) follow the doctoral code of ethics;
- 5) attend all the classes included in the study curriculum;
- 6) have practice in form of teaching a class or participating in teaching a class if the practice is included in the study curriculum;
- 7) prepare an annual report including the supervisor's or supervisors' opinions on achieving the learning outcomes and on work progress included in individual research plan, under the terms regulated by separate provisions;
- 8) submit a statement for the purpose of academic research evaluation, which makes it possible for the university to demonstrate academic achievements in the discipline in which the doctoral thesis is being prepared;
- 9) hold an electronic Open Researcher and Contributor ID compatible with international standards (ORCID);
- 10) report scientific achievements for quality evaluation in scientific research;
- 11) report data to the Integrated Information System of Higher Education and Science "POL-on";
- 12) inform promptly the Director of the Doctoral School about changes of the surname and address or any other data required by the university;
- 13) follow the rules of safety and hygiene at work and fire regulations;

VI. Appointing and Changing a Supervisor, Supervisors or an Assisting Supervisor

§ 10

1. Supervision of a doctoral thesis is exercised by:
 - 1) a supervisor or supervisors; or
 - 2) a supervisor and an assisting supervisor.
2. A supervisor can be a person who:
 - 1) holds a postdoctoral degree (doctor habilitowany) or a professor degree in a discipline in which a candidate applies to be conferred as a doctor, subject to subsection 3; or a person who does not hold a postdoctoral degree or a professor degree, but works at a foreign university or scientific institution if an institute council, which has a right to confer doctoral degree, states that the person has exceptional academic achievements in the scientific field which the doctoral thesis concerns;

- 2) has published within four calendar years preceding the application to be a supervisor, at least three of the following:
 - a) an article in a journal indexed in Scopus and/or Web of Science;
 - b) an article in a journal from the list of the Ministry of Science and Higher Education;
 - c) a monograph published in a publishing house listed by the Ministry of Science and Higher Education;
 - d) a chapter in a monograph published in a publishing house listed by the Ministry of Science and Higher Education;
- 3) has successfully applied for research grants at least at a nationwide level (head or a contractor in a research grant);
3. Consent of the institute council is required in the case when the suggested supervisor does not hold the required title or scientific degree in the discipline in which a candidate applies to be conferred as a doctor. The said consent may only be granted if a potential supervisor has academic achievements in the discipline in which a candidate applies to be conferred as a doctor.
4. The requirements specified in subsection 2 items 1-3 have to be fulfilled jointly. The institute council entitled to confer a doctoral degree checks whether the requirements have been fulfilled;
5. An assisting supervisor can be a person who holds a doctoral degree.

§ 11

A supervisor cannot be a person who during the last five years:

- 1) was a supervisor of four doctoral students who were removed from the list of doctoral students because of the mid-term assessment negative result; or
- 2) supervised the preparation of a doctoral thesis of at least two doctoral students who did not get a positive review.

§ 12

1. A doctoral student is appointed a supervisor, supervisors or an assisting supervisor within three months from the start of doctoral training.
2. Within fifteen days from the start of training, a doctoral student applies to the Doctoral School Council with a request for assigning a supervisor, supervisors or an assisting supervisor.
3. The request contains:
 - 1) a doctoral student's personal data: name, surname, student number;
 - 2) names of suggested supervisors or assisting supervisors;
 - 3) a consent form to be a supervisor;
 - 4) an explanatory statement;
4. A doctoral student submits the application at the school office.
5. The Director of the Doctoral School, having verified the completion of the application, forwards it immediately to the proper institute council;
6. The council of the institute entitled to confer a doctoral degree reviews the application, considering the requirements for a supervisor specified in § 10 (2-5), within thirty days after receiving the request.
7. The Doctoral School Council decides by secret ballot on the choice of a supervisor, supervisors or an assisting supervisor respecting the date specified in subsection 1.
8. In justified cases a doctoral student may request the School Council to change the supervisor, supervisors or an assisting supervisor; as specified in subsections 3-6.

9. In justified cases the Doctoral School Council passes a resolution by secret ballot to change a supervisor, supervisors or an assisting supervisor.

VII. Rules of Pursuing a Doctoral Training Program

§13

1. Admission to the Doctoral School takes place upon being entered on the list of doctoral students.
2. A person admitted to the Doctoral School starts training and acquires doctoral student rights after swearing an oath before the Rector or the Director of the Doctoral School. The oath reads as follows:

As a doctoral student of the John Paul II Catholic University of Lublin, I hereby swear to be diligent in performing my duties in order to earnestly prepare for work for the good of the Church and the Fatherland. Guided by the principles of Christian morality, I will uphold the dignity of a doctoral student and the good name of the University, as well as abide by all the regulations of the University authorities. So help me God.
3. Non-Catholics and non-believers are allowed to omit the phrases the Church, and So help me God in the oath.
4. Admitted doctoral students shall officially sign the oath.
5. A student can pursue a PhD program only in one doctoral school at the same time.
6. No tuition fees are charged for training in the doctoral school.
7. An academic year begins on 1 October and ends on 30 September of the following year, unless the Rector states otherwise. It is divided into winter and summer semesters.
8. An academic year is a grading period.
9. The languages of the training are Polish and English.

§14

1. Training in the Doctoral School:
 - 1) is conducted in the stationary mode and lasts 4 years (8 semesters);
 - 2) is conducted on the basis of the study curriculum and an individual research plan;
 - 3) prepares for obtaining a Doctoral Degree;
 - 4) ends with the submission of a doctoral thesis.
2. In the doctoral thesis, the doctoral student presents general theoretical knowledge in one or several disciplines and the ability to conduct scientific or artistic work in an independent manner.
3. The subject of the doctoral thesis is an original solution to the scientific problem, an original solution involving the implementation of the results of the student's own scientific research in the economic or social sphere, or an original artistic accomplishment.
4. A doctoral thesis can be a written work, including a scientific monograph, a set of published and thematically related scientific articles, a design, construction, technological, implementation or artistic work, as well as an independent and separate part of the collective work.

§15

1. The study curriculum is laid out by the Senate with the requirement to consult the doctoral students' board. In the case of ineffective expiry of the deadline specified in the statute, the requirement to consult is deemed to be fulfilled.

2. The study curriculum includes two language paths to be selected by a PhD student: Polish or English. The path selection is made when recruiting for the Doctoral School. During the course of training, it is not possible to change the path.
3. The study curriculum may provide for student practice in the form of teaching a class or participating in teaching a class, up to a maximum of 60 hours per year.
4. Student practice in the form of independent teaching may be planned not earlier than after the mid-term assessment and must be preceded by completion of classes in modern teaching methods.

§16

1. A doctoral student, in agreement with the supervisor or supervisors, prepares an individual research plan and submits it to the Director of the Doctoral School, at the latest 12 months from the day of starting the training.
2. In the case of appointing an assisting supervisor, the plan is submitted after being approved by this supervisor.
3. The Director of the Doctoral School signs the doctoral student's individual research plan.
4. The individual research plan is stored in the personal file of the doctoral student.
5. The following persons shall receive a copy of the individual research plan:
 - 1) the PhD student – recipient's signature required;
 - 2) the supervisor or supervisors;
 - 3) the assisting supervisor, if appointed.

§17

1. The PhD student's individual research plan shall specify in particular:
 - 1) deadline for submitting a doctoral thesis, not longer than 4 years from the beginning of training;
 - 2) a schedule for the preparation of a doctoral thesis, written for periods not longer than a semester;
 - 3) the date of publishing at least:
 - a) one scientific article published in a scientific journal or reviewed materials from an international conference, which in the year of publication are included in a list drawn up in accordance with the regulations issued under Art. 267 §2 (2b) of the Act, or
 - b) 1 scientific monograph published by the publishing house, which in the year of publishing the monograph in its final form is included in the list drawn up in accordance with the regulations issued under Art. 267 §2 item 2a of the Act, or a chapter in such a monograph.
 - 4) the obligation to prepare and submit a grant application to a domestic or foreign agency financing scientific activity through a competition procedure or to participate in the implementation of a research project; grant application shall be submitted in the third semester at the latest. If the PhD student fails to receive the grant, he is obliged to submit the application again in the next edition;
 - 5) the obligation to participate in a scientific national or international conference;
 - 6) the obligation to prepare a scientific review;
 - 7) the obligation to disseminate the results of scientific activities on an open access basis;
 - 8) in the case of theological studies and canon law - the obligation to obtain the Licentiate of Sacred Theology (STL);

2. The individual research plan may also specify:
 - 1) the obligation to participate in co-organizing a national or international scientific conference;
 - 2) the obligation to complete at least a three-month national or international academic internship.

§18

The study curriculum and the individual research plan take into account the characteristics of the second cycle of learning outcomes for qualifications at level 8 of the Polish Qualification Framework.

§19

1. A doctoral student is obliged to submit to the Director the annual report on the course of the training program and the results and progress of the works included in the individual research plan.
2. A doctoral student submits a report along with the opinion of the supervisor or supervisors.
3. The annual report shall be submitted by the end of October of each calendar year for the previous academic year on the terms specified by the Rector in separate regulations.

§20

1. The Director of the Doctoral School shall remove a doctoral student from the list of doctoral students in the case of:
 - 1) negative result of the mid-term assessment;
 - 2) failure to submit a doctoral thesis on the date specified in the individual research plan;
 - 3) discontinuation of training.
2. The Doctoral School Director may remove a doctoral student from the list of doctoral students in the case of:
 - 1) unsatisfactory progress in the preparation of the doctoral thesis;
 - 2) failure to comply with the obligations arising from the regulations of the Doctoral School, study curriculum or individual research plan.
3. The removal from the list of doctoral students takes place upon an administrative decision. An application for readmission may be submitted against the decision.

VIII Documenting the Course of Training

§21

1. The Doctoral School prepares documentation of the course of training.
2. The documentation of the course of training at the Doctoral School includes:
 - 1) a doctoral student's record book;
 - 2) doctoral students personal files;
 - 3) an electronic record book;
 - 4) a PhD student's periodic achievement form.

IX Conducting the Mid-term Assessment

§22

1. The mid-term assessment shall be carried out after the end of the second year of training. The detailed schedule of the assessment is set by the Director of the Doctoral School.

2. The mid-term assessment shall be carried out by the mid-term assessment committee of doctoral students, hereinafter referred to as the committee, consisting of three persons, including at least one person holding the postdoctoral degree (doktor habilitowany) or the title of professor in the discipline in which the doctoral thesis is prepared, employed outside KUL.
3. The supervisor and assisting supervisor may not be members of the committee.
4. The committees are appointed by the Doctoral School Council from among persons indicated by institute councils. The Doctoral School Council indicates the chair of the committee.
5. The committee is appointed for each doctoral student. The same committee may conduct an assessment of more than one doctoral student.

§23

1. Mid-term assessment takes place before the committee in the form of a self-review on the preparation of the doctoral thesis and the implementation of other duties resulting from an individual research plan, followed by a discussion, during which the doctoral student is asked questions.
2. The mid-term assessment shall consist of:
 - 1) an assessment of the PhD student's performance before the committee;
 - 2) an assessment of the implementation of the individual research plan, in particular:
 - a) timeliness and quality of tasks resulting from the schedule of preparation of the doctoral thesis;
 - b) fulfillment of the obligation to submit a grant application to a domestic or foreign agency financing scientific activity through a competition procedure or participation in the implementation of a research project;
 - 3) an assessment of the implementation of the course curriculum;
3. The assessment ends with a positive or negative result.
4. For theological studies, the necessary condition for obtaining a positive mid-term assessment is to obtain the Licentiate of Sacred Theology (STL);
5. The committee prepares a mid-term assessment report of a doctoral student. The report is stored in the doctoral student personal file.
6. The result of the assessment together with the justification is made public.
7. Information about the assessment results along with justification is published immediately in the Public Information Bulletin (BIP).
8. In the event of a doctoral student's excused absence during the mid-term assessment, the Doctoral School Director sets an additional date for the assessment.

X Conditions for Extending the Submission Date of a Doctoral Thesis

§24

1. The Director of the Doctoral School in justified cases, in particular:
 - 1) occurrence of unpredictable events;
 - 2) temporary inability to undergo training due to illness;
 - 3) holding a certificate of disability;
 - 4) the need to take personal care of a sick family member;
 - 5) the need to take personal care over a child up to the age of four or a child with a recognized disability;
 - 6) the need to conduct long-term scientific research,

may, upon the request of the doctoral student, extend the date of submitting the doctoral thesis, determined in the individual research plan, but not longer than by 2 years.

2. The application for extending the deadline for submitting the doctoral thesis includes:
 - 1) PhD student's personal details: name, surname, student's record book number;
 - 2) justification together with specifying the expected date of submitting the doctoral thesis.
3. The application shall be accompanied by:
 - 1) the opinion of the supervisor, supervisors or assisting supervisor - in the case referred to in subsection 1(6), or
 - 2) a document justifying the extension of the deadline for submitting a doctoral thesis - in the cases referred to in subsection 1(1-5).

§25

1. The Director of the Doctoral School, upon the request of a doctoral student, suspends the training for a period corresponding to the duration of maternity leave, leave on maternity leave terms, paternity leave and parental leave specified in the Act of 26 June 1974 – the Labor Code.
2. Suspension of training will extend the deadline for submitting a doctoral thesis for a period corresponding to the period of suspension.

§ 26

1. Extending the deadline for submitting a doctoral thesis in the cases as referred to in § 24 and § 25 subsection 2, is recorded in the annex to the individual research plan. The annex is signed by the Director of the Doctoral School.
2. The following persons shall receive a copy of the annex to the individual research plan:
 - 1) a PhD student – signature required;
 - 2) a supervisor or supervisors;
 - 3) an assisting supervisor, if appointed.

XI Final Provisions

§ 27

1. The Rector shall be the appeal authority in all matters governed by the Rules and Regulations.
2. In cases that do not fall under these Rules and Regulations, a decision thereon shall be taken by the Rector.
3. The interpretation of the Rules and Regulations shall be laid down by the Rector
4. The Rules and Regulations come into force on the day of the adoption with effect from 1 October 2019.
5. Until the day of election of the members of the Doctoral School Council in accordance with § 45 subsection 3 of the Statute of KUL, the following faculty councils shall elect the representatives of the discipline to the council of the Doctoral School:
 - 1) in theological studies - the Council of the Faculty of Theology;
 - 2) in legal studies - the Council of the Faculty of Law, Canon Law and Administration;
 - 3) in canon law - the Council of the Faculty of Law, Canon Law and Administration;
 - 4) in philosophy - the Council of the Faculty of Philosophy;
 - 5) in history - the Council of the Faculty of Humanities;
 - 6) in linguistics - the Council of the Faculty of Humanities;

- 7) in literary studies - the Council of the Faculty of Humanities;
 - 8) in art science - the Council of the Faculty of Humanities;
 - 9) in sociology - the Council of the Faculty of Social Sciences;
 - 10) in pedagogy - the Council of the Faculty of Social Sciences;
 - 11) in psychology - the Council of the Faculty of Social Sciences.
6. Faculty Councils shall inform the Rector about the elected members of the Doctoral School Council by 28 June 2019.

Rector of KUL:
Rev. Prof. dr hab. Antoni Dębiński