

Resolution No. 5/2021
of the Senate of Lodz University of
Technology of 31st March 2021
on the adoption of the Regulations of the Interdisciplinary
Doctoral School of Lodz University of Technology

Pursuant to Article 205(2) of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478), the following is adopted:

§ 1

The Senate of Lodz University of Technology adopts the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology, which constitute an appendix to this Resolution.

§ 2

Resolution No. 89/2019 of the Senate of Lodz University of Technology of 10 July 2019 on the adoption of the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology is repealed.

§ 3

The resolution enters into force on 1 October 2021.

THE REGULATIONS OF THE INTERDISCIPLINARY
DOCTORAL SCHOOL OF LODZ UNIVERSITY OF TECHNOLOGY

CHAPTER 1
GENERAL PROVISIONS

§ 1

1. The terms used in these regulations mean:
 - 1) Office for People with Disabilities – hereinafter referred to as BON;
 - 2) Doctoral Candidate - a person admitted to the doctoral school who has taken the Doctoral Candidate oath;
 - 3) ECTS (European Credit Transfer and Accumulation System) - a system of transfer and accumulation of credit points representing the average workload required of a Doctoral Candidate to achieve defined learning outcomes;
 - 4) Individual Research Plan - hereinafter referred to as IRP;
 - 5) Individualized Organisation of Training - hereinafter referred to as IOT;
 - 6) Interdisciplinary Doctoral School of Lodz University of Technology- hereinafter referred to as IDS TUL;
 - 7) Midterm Evaluation Committee - hereinafter referred to as the Committee;
 - 8) Scientific advisor - potential supervisor for the Doctoral Candidate;
 - 9) Lodz University of Technology - hereinafter referred to as the University or TUL;
 - 10) Polish Qualification Framework - hereinafter referred to as PQF;
 - 11) Doctoral training curriculum - hereinafter referred to as the DC;
 - 12) Supervisor - a person providing research supervision over the Doctoral Candidate;
 - 13) Discipline Council - the Council referred to in § 19 of the TUL Statute;
 - 14) Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology - hereinafter referred to as the Scientific Council or SC IDS TUL;
 - 15) Council for Academic Degrees - the body of the University referred to in § 10 and § 15 of the TUL Statute;
 - 16) Rector of Lodz University of Technology- hereinafter referred to as the Rector;
 - 17) Senate of Lodz University of Technology- hereinafter referred to as the TUL Senate;
 - 18) Statute of Lodz University of Technology- hereinafter referred to as the TUL Statute;
 - 19) University Council of the Government of Doctoral Students of Lodz University of Technology – hereinafter referred to as URSD TUL.
2. The Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology specify the organisation and the process of doctoral training and related rights and responsibilities of Doctoral Candidates, persons providing scientific supervision over Doctoral Candidates, and units in which doctoral theses are prepared.
3. The Regulations of IDS TUL apply to Doctoral Candidates and the University staff with respect to the organisation and the process of doctoral training at IDS TUL, and conducting research by Doctoral Candidates.
4. In the event that a project is financed from external sources, in particular as regards doctoral training, mobility, and research activities, grant agreements may set additional responsibilities for

Doctoral Candidates on the grounds that they are beneficiaries of the funding. The terms of demonstrating the fulfillment of such additional obligations are regulated by separate regulations and guidelines or on case-by-case terms.

5. The Rector may conclude an agreement to run IDS TUL jointly with another university, federation of universities, research institute, institute of the Polish Academy of Sciences, international institute or other entity, including from the social and economic environment, in Poland and abroad. The agreement shall specify the organisation and the terms of joint doctoral training by the parties to the agreement.

§ 2

1. The Head of IDS TUL is appointed by the Rector upon consultation with Chair of the Scientific Council and the University Council of the Government of Doctoral Students of Lodz University of Technology.
2. UCGSD TUL adopts a position on the appointment of the Head of IDS TUL within 14 days with the stipulation that the requirement to consult is deemed to have been satisfied in the event of the expiry of this time limit.
3. The Rector may dismiss the Head of IDS TUL upon consultation with the IDS Scientific Council and URSD TUL.

§ 3

1. Doctoral training at IDS TUL is provided within a selected doctoral training path and in accordance with the doctoral training curriculum for IDS TUL established by the Senate, IRP, and the provisions laid down in § 5.
2. The establishment of the doctoral training curriculum for IDS TUL requires an opinion of URSD TUL to be given within 14 days, with the stipulation that the requirement to consult is deemed to have been met in the event of the expiry of this time limit.
3. The organization and provision of doctoral training at IDS TUL is overseen by the Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology.
4. Doctoral training at IDS TUL prepares Doctoral Candidates for the award of the degree of *doktor* and conclude with the submission of a doctoral thesis within the time limit specified in the IRP and the attainment of the learning outcomes set for qualifications at Level 8 of the Polish Qualifications Framework.
5. Doctoral training at IDS TUL provides conditions for:
 - 1) conducting independent research;
 - 2) research collaboration in research teams;
 - 3) the Doctoral Candidates to produce research publications and research grant proposals;
 - 4) completing the DC and IRP;
 - 5) preparing for the doctoral examination;
 - 6) writing up a doctoral thesis under the supervision of a supervisor or supervisors or a supervisor and auxiliary supervisor;
 - 7) participation in the life of the scientific community in Poland and abroad;
 - 8) gaining other skills and experience involved in completing the DC and IRP and the requirements of § 5.

CHAPTER 2 ORGANISATION OF DOCTORAL TRAINING

§ 4

General information

1. Doctoral training at IDS TUL is 8 semesters.

2. Doctoral training at IDS TUL proceeds according to the schedule of the academic year and the academic calendar in effect at the University.
3. Doctoral training commences and the conferral of the rights of a Doctoral Candidate takes effect on taking the Doctoral Candidate oath.
4. The Doctoral Candidates issued with a Doctoral ID card upon the conferral of the rights of a Doctoral Candidate. The card is valid until the completion of the doctoral training at IDS TUL, suspension of Doctoral Candidate rights and/or removing the Doctoral Candidate from the register of students. The validity of the card during the extension to the submission of a doctoral thesis is regulated by § 13.
5. Doctoral training at IDS TUL is provided pursuant to the doctoral training path declared by the Doctoral Candidate in a discipline of his/her choice, the IRP agreed on with a scientific supervisor, and pursuant to the provisions of § 5.
6. English is the language of instruction at IDS TUL.
7. Successful completion of doctoral training at IDS TUL is contingent upon the completion of the DC, IRP, fulfillment of the requirements of § 5, and submission of a doctoral thesis within the time limit specified in the IRP.
8. The date of putting in a request to the Chairperson of the Council for Academic Degrees for initiation of the proceedings for the award of the academic degree of *doktor* is considered to be the day of submission of a doctoral thesis. Submission of the doctoral dissertation shall be subject to the favourable opinion of the Scientific Discipline Council appropriate to the Doctoral Candidate's training path.
9. In reasonable circumstances, the deadline for submitting a doctoral thesis may be extended, but not by more than two years. Detailed rules for extensions of the deadline for submission of a doctoral thesis are laid down in § 13.
10. Doctoral Candidates who have successfully completed doctoral training at IDS TUL are issued with their academic record.
11. Doctoral Candidates who have not successfully completed doctoral training at IDS TUL are issued with their academic record upon request.

§ 5

Doctoral training curriculum and individual research plan

1. Doctoral training curriculum at IDS TUL is comprised of the core curriculum for the discipline (8 ECTS) and the entrepreneurship module (1 ECTS) 15 hours - called "the core curriculum & entrepreneurship".
2. In consultation with a supervisor or supervisors or supervisor and auxiliary supervisor, the Doctoral Candidate develops an individual research plan (IRP) containing in particular:
 - 1) a schedule for writing up a doctoral thesis, specifying the date of submission thereof;
 - 2) an outline of research to be carried out, including methodology and a description of the state of the art;
 - 3) a research data management plan called "the data management plan";
 - 4) a list of courses selected within "the research and skills workshop", to be completed by the Doctoral Candidate by the end of the third year of doctoral training at IDS TUL, which is to include:
 - a) a list of elective courses in different disciplines (4 ECTS) called "the research workshop",
 - b) a list of selected soft and transferable skills courses in (45 hours) called „the skills workshop“;
 - 5) other key arrangements including but not limited to the specification of the preferred form of collaboration between the Doctoral Candidate and his/her supervisor or supervisors or his/her supervisor and auxiliary supervisor.
3. Courses included in the core curriculum & entrepreneurship for a discipline may be elective for other disciplines.

4. The Doctoral Candidate attends seminars where he presents his/her results at least once a semester, and is required to pass them. Seminars are provided at the unit where the doctoral thesis is prepared - at least 1 seminar per semester.
5. The Doctoral Candidate, in consultation with a supervisor or supervisors and auxiliary supervisors, selects at least 1 of "the visiting professors' lectures", to be completed by the Doctoral Candidate by the end of the third year of training at IDS TUL.
6. The Doctoral Candidate may complete a teaching practice within doctoral training at IDS TUL. The Doctoral Candidate, in consultation with a supervisor, supervisors or a supervisor and auxiliary supervisor, agrees on the terms of completing the practice by teaching and co-teaching classes, called "the teaching course & practice", to the extent not exceeding 60 teaching hours per academic year, organised in the third year of the training. A preparatory course of at least 15 hours is a mandatory part of the practice. The teaching practice may be completed at another research institution, including a foreign one. If a student has declared a teaching practice in the IRP, he/she may resign from it by submitting a declaration of resignation to the Head of IDS before the beginning of the semester in which the teaching practice is to take place.
7. Upon the request of the Doctoral Candidate, selecting courses offered by other research institutions, including foreign ones, is allowed subject to § 6.
8. The Doctoral Candidate takes part in mobility during doctoral training at IDS TUL. The Doctoral Candidate, in consultation with a supervisor or supervisors or a supervisor and auxiliary supervisor, draws up a mobility protocol specifying, among other things, the intended duration of the Doctoral Candidate's mobility of at least 3 months during the doctoral training at IDS TUL, its plan, and other related arrangements.
9. The Doctoral Candidate, within 5 months of the date of commencement of the training, submits in writing to the Scientific Council of IDS TUL an IRP agreed on with a supervisor or supervisors or supervisor and auxiliary supervisors. The project of the IRP is subject to the opinion of an auxiliary supervisor, if such has been appointed.
10. The Scientific Council of the IDS TUL refers the draft IRP to the Discipline Council appropriate to the Doctoral Candidate, which gives its opinion within 30 days of receipt.
11. The Scientific Council of IDS TUL may request the Doctoral Candidate to revise the draft IRP in consultation with the supervisor or supervisors or supervisor and auxiliary supervisors and re-submit it within 30 days of the issuance of the opinion. The revised IRP is subject to the opinion of an auxiliary supervisor, if such has been appointed.
12. The revised draft of the IRP shall be referred again to the Discipline Council responsible for the Doctoral Candidate, which shall give its opinion within 30 days of receipt.
13. In reasonable circumstances, the time limit for the submission of an IRP draft may be extended to 9 months.
14. The longest time limit for submitting an IRP project, inclusive of the revision referred to in point 10, is 11 months of the commencement of the training.
15. The implementation of the IRP is subject to a midterm evaluation carried out halfway through the doctoral training programme.
16. The Doctoral Candidate participates in events organised, co-organised, and otherwise recommended by IDS TUL, in particular - in information meetings, summer schools, conferences, etc.

§ 6

1. In reasonable circumstances, modifications to the IRP may be allowed, except for changes to the date of submission of a doctoral thesis. The terms for extending the deadline for submission of a doctoral thesis are set out in § 13.
2. The Doctoral Candidate submits to the SC of IDS TUL a modified IRP, agreed on with a supervisor or supervisors or supervisor and auxiliary supervisor, indicating the modifications and reasons therefor. The procedure for submitting a modified IRP to the Scientific Council of IDS TUL is subject to § 5 point 11.

3. The Doctoral Candidate may complete all or part of the DC and/or IRP and/or the requirements of § 5 in another institution, including a domestic and/or a foreign institution, upon consultation with a supervisor or supervisors or a supervisor and auxiliary supervisor. The decision in this matter is taken by the Head of IDS TUL after consulting with the Discipline Council of the discipline relevant to the Doctoral Candidate, which is binding for the Head of IDS TUL as long as it does not entail financial obligations for IDS TUL.
4. Decisions to grant recognition of courses completed outside Lodz University of Technology or to grant recognition of compliance with other requirements specified in § 5 outside Lodz University of Technology are taken by the Curriculum Coordinator for the discipline upon the request of the Doctoral Candidate supported with a recommendation of a supervisor or supervisors or a supervisor and auxiliary supervisor.
5. In reasonable circumstances, justified by, among other things, the impracticability of the DC and/or IRP in the prescribed form and/or other requirements stipulated in § 5, substantiated intention to complete part of the DC and/or IRP and/or other requirements set out in § 5 at another domestic or foreign institution, and to pursue implementation-based doctorate, at the request of the Doctoral Candidate and on consultation with the supervisor or supervisors or a supervisor and auxiliary supervisor, the Scientific Council of IDS TUL decides on granting an individualized organisation of doctoral training. The request for granting the IOT includes the reasons therefor. The IOT specifies the terms and rules for completing and award of credit for the training and include other key arrangements.

§ 7

Monitoring progress to completion of doctoral training

1. Monitoring progress to completion of doctoral training at IDS TUL pertains to:
 - 1) making progress to completion of the DC – based on the electronic Doctoral Candidate records and other determinations pursuant to § 6 points 3 – 5;
 - 2) making progress in implementing the IRP and the requirements specified in § 5 – on the terms set out in § 9.
2. The first appraisal of progress of the Doctoral Candidate is performed after the first year of training at IDS TUL, whereas next ones, after each semester afterwards.
3. To be granted progression, the Doctoral Candidate must meet all of the following criteria:
 - 1) achieve positive grades and/or passes in all required pass/fail assignments and/or courses in all of the categories included in the DC, IRP, and comply with the provisions of in § 5;
 - 2) receive positive opinions of a supervisor or supervisors or a supervisor and auxiliary supervisor on the progress in implementing the IRP;
 - 3) submit all required reports after the first year of training and after each semester afterwards;
 - 4) achieve a positive result of the midterm evaluation performed by the Midterm Evaluation Committee halfway through the doctoral training programme.
4. Appraisal of progress is performed by the Head of IDS TUL on the basis of the documentation specified in § 8 and § 9, and should a cause for concern arise - upon consultation with the supervisor or supervisors or supervisor and auxiliary supervisor and/or the SC of IDS TUL.
5. The Head of IDS TUL performs annual and semestral progress appraisals and registration of Doctoral Candidates within the time limits specified in the general schedule of the academic year.

§ 8

Records of progress to completion of curriculum and elective courses

1. The award of credit points as regards completing the DC and elective courses in different disciplines is based on the ECTS credit accumulation and transfer system. The required curricular content and learning outcomes are defined in course information sheets.
2. The award of credit points for completed doctoral training within the meaning of point 1 shall be performed by the Head of IDS TUL based on the electronic academic records of the Doctoral Candidate.
3. The following grading scale is applied to course assessment:

- 5.0 – five - excellent,
 4.5 – four and a half – very good,
 4.0 – four - good,
 3.5 – three and a half - satisfactory,
 3.0 – three - sufficient, 2.0 – two – insufficient, where the grade of two means failing to pass or failing the examination. The numerical grades are entered on the electronic Doctoral Candidate records.
4. Upon a substantiated request of the Doctoral Candidate, submitted within 7 days of the date of the publication of the examination results, the Head of IDS TUL orders a committee examination, to be held within 14 days of the date of filing the request.
 5. A committee examination is administered by a committee appointed by the Head of IDS TUL. The committee is comprised of:
 - 1) a representative of the discipline designated by the Discipline Council relevant to the Doctoral Candidate;
 - 2) an examiner – an academic teacher, specialist in the subject matter of the examination who has not conducted the previous Doctoral Candidate examination, designated by the Discipline Council
 6. Upon the request of the Doctoral Candidate, the Committee may include a representative of the Government of Doctoral Students designated by the Government of Doctoral Students
 7. The award of credit points for the training assessed with the examination is contingent on the Doctoral Candidate sitting the committee examination and passing it. In the event of a failed committee examination or an unexcused failure to sit it, the Head of IDS TUL takes one of the following decisions on:
 - 1) a repeating of the course to which the examination pertained
 - 2) removing from the register of Doctoral Candidates
 8. The result of the examination administered in accordance with § 8 points 4 - 7 is final.
 9. The average grade for a period of training is calculated as a weighted average (considering the number of ECTS credit points assigned to each course), rounded to two decimal places, of the grades for the courses completed in the period of training.
 10. In the event that recognition has not been granted of courses completed outside TUL, in particular abroad, and ECTS credit points have not been awarded, the average for a period of training is determined on separate terms such as to ensure a fair and accurate calculation of the average grade for the period of training.

§ 9

Records of progress in the implementation of Individual Research Plan and other provisions

1. The appraisal of the progress of the Doctoral Candidate in the implementation of the IRP is performed by the Head of IDS TUL on the basis of:
 - 1) a report approved by a supervisor, supervisors or a supervisor and auxiliary supervisor drawn up by the Doctoral Candidate after the first year of training and after each semester afterwards. The report includes an opinion (positive, positive with comments or negative) of the supervisor, supervisors or the supervisor and auxiliary supervisor on the progress in the implementation of the IRP including reasons therefor;
 - 2) the result of the midterm evaluation, pursuant to the provisions set out in § 10.
2. Appraisal of compliance with the requirements set out in § 5 concerning soft and transferable skills training is based on the entries on the electronic Doctoral Candidate records. In the event of a failure to pass a course in this category, the procedure specified in § 8 points 4 - 7 is to be followed to set the date of the second attempt at passing the course.
3. Appraisal of compliance with the requirements set out in § 5 concerning teaching practice and seminars is based on the entries on the electronic Doctoral Candidate records.
4. Compliance with the remaining requirements set out in § 5 is appraised on case-by-case terms.

§ 10

Midterm evaluation

1. Implementation of the IRP is subject to the midterm evaluation performed halfway through the doctoral training programme at IDS TUL.
2. The decision to undergo the midterm evaluation is taken by the competent Discipline Council on the request of the supervisor and after accepting the documentation of academic achievements and the report submitted by the Doctoral Candidate, taking into account the course of studies so far, in accordance with the rules of monitoring the progress of training adopted in the Rules and Regulations of IDS TUL.
3. The failure of the supervisor to request admission to the midterm evaluation or the decision of the Council of the relevant Discipline not to admit the Doctoral Candidate to the midterm evaluation shall result in a decision on a negative evaluation and on the removal of the Doctoral Candidate from the register of Doctoral Candidates in accordance with point 12.
4. The Council competent for the Discipline sets the deadline for submission of the application referred to in point 2, adjusting it to the schedule of meetings of the Council for the Discipline, but no later than 1 June of the year in which the assessment is to be made.
5. The Council competent for the Discipline specifies the deadlines for submission of other documents required for the midterm evaluation and the dates of the midterm evaluation.
6. Failure to publish an article in a journal from the ministerial list or a conference publication at a conference from the ministerial list (this refers to the discipline of information and communication technology) with affiliation from TUL will result in a negative assessment and removal of the Doctoral Candidate from the register of Doctoral Candidates, in accordance with item 12. The publication should be published or have the status of being accepted for publication and should be assigned a DOI number.
7. The midterm evaluation is comprised of:
 - 1) formal part: an assessment of materials submitted by the Doctoral Candidate to demonstrate the implementation of the IRP, including in particular an assessment of scientific and/or artistic outputs and dissemination activities of the Doctoral Candidate related to the implementation of the IRP and all reports required at a specific stage of training at IDS TUL;
 - 2) public part: a 15-minute presentation by the Doctoral Candidate of his/her research results to date, including a discussion (the Doctoral Candidate shall deliver the presentation file to the Committee by electronic means prior to the midterm evaluation). The final part of the presentation should be formal and explain the degree of progress in the implementation of the research plan, as well as deviations from the plan or arising discrepancies. The presentation of the Doctoral Candidate is followed by a discussion concerning both the presentation and the research results obtained.
 - 3) classified part: after the interview with the Doctoral Candidate is completed, the Commission evaluates the scientific achievements, taking into account the requirements in the discipline, as well as the analysis of the documentation and the implementation of other arrangements, set out in § 5.
8. The midterm evaluation is concluded with a positive or a negative result.
9. The Midterm Evaluation Committee, within 14 days of the review, publishes the result of the review and reasons therefor on the IDS TUL website. The justifications for the result may include recommendations for any modifications to the IRP.
10. The progression evaluation and the meeting of the Committee shall take place no later than three weeks before the end of the academic year in which the evaluation is carried out. The midterm evaluation is performed and its results made public no later than by the end of the fourth semester of the doctoral training programme.
11. In the event of a negative result of the midterm evaluation, the Rector takes the decision to remove a student from the register of Doctoral Candidates.
12. The decision of the Rector is subject to a request for reconsideration of the decision, to be made within 14 days of the date of service of the decision to remove the Doctoral Candidate from the register of students.

13. Where appropriate, the midterm evaluation may be held by telecommunication means which allow the use of devices for simultaneous direct transmission of images and sound. The Doctoral Candidate submits a request to the Committee no later than 14 days prior to the date of the midterm evaluation, including reasons therefor. The Committee takes a decision within seven days of service of the request. A positive decision specifies the manner and means of conducting the midterm evaluation.

§ 11

Supplementary provisions

1. For Doctoral Candidates with disabilities and/or chronic diseases whose state of health precludes them from participating in the midterm evaluation, the organisation of the midterm evaluation is carried out in cooperation with the Office for Persons with Disabilities of Lodz University of Technology.
2. In the circumstances referred to in point 1, the Doctoral Candidate submits a request to the Committee on Needs-Based Support for People with Disabilities, including reasons therefor, no later than 30 days before the date of the midterm evaluation, for accommodations in the form and terms of the midterm evaluation based on copies of medical records and/or documents certifying disability enclosed with the request. The committee may decide that further medical records are to be provided.
3. The Committee on Needs-Based Support for People with Disabilities, following a review of the submitted medical records and an interview with the Doctoral Candidate conducted within 14 days of submission of the request, takes the decision on whether special circumstances warranting accommodations in the midterm evaluation procedure have been established.
4. If the request is granted, the head of BON requests the Midterm Evaluation Committee to accommodate the midterm evaluation procedure in a way commensurate with the degree and type of disability or the state of health of the Doctoral Candidate. The head of BON shall produce a recommendation of an appropriate form of the midterm evaluation procedure.
5. Detailed rules of procedure for granting support are laid down in the "Regulations for granting needs-based support from the funds allocated to the university for actions aimed at providing people with disabilities with equal opportunity in admissions to degree programs, doctoral schools, and research" (Article 365 point 6 of the statutory act of 20 July 2018 r. – Law on Higher Education and Science) in effect at Lodz University of Technology.

§ 12

Midterm Evaluation Committee

1. Midterm evaluation is performed by the Midterm Evaluation Committee, competent for the discipline, composed of 3 persons holders of at least the degree of *doktor habilitowany* counted in the number N in the discipline in which the doctoral thesis is being prepared, including at least 1 person holding the degree of *doktor habilitowany* or the title of *profesor* in the discipline in which the thesis is being prepared, employed outside TUL.
2. The Committee is appointed by the Discipline Council upon the request of the Head of IDS TUL submitted to the Chairperson of the Council for the Discipline, not later than 30 days prior to the date of the midterm evaluation.
3. The composition of the Committee is published on the IDS TUL website immediately upon appointment, not later than within 7 days of the appointment by the Council for the Discipline.
4. The meetings may be attended by:
 - 1) a representative of the Scientific Council of IDS TUL without the right to vote;
 - 2) at the request of the Doctoral Candidate, a representative of the Government of Doctoral Students designated by the Doctoral Student Government, without the right to vote.
5. The Committee may not include a supervisor nor an auxiliary supervisor of the Doctoral Candidate.
6. The presence of all members shall be required for a meeting of the Committee to be valid.

7. Decisions of the Committee are taken by resolution and by voting. Resolutions of the Committee are adopted by a simple majority of votes with all members of the Committee in attendance. Resolutions on human resources matters shall be adopted in a secret ballot.
8. The Committee is responsible in particular for:
 - 1) carrying out the midterm evaluation and, where appropriate, carrying it out in cooperation with BON;
 - 2) drawing up the minutes of the Committee meetings;
 - 3) preparing the results of the midterm evaluation, including justifications, and submitting them to the Head of IDS TUL immediately after the review has been completed, no later than within 5 days of the date of the review;
 - 4) formulating opinions for the Head of IDS TUL in reconsideration proceedings.
9. Meetings of the Committee are recorded in the minutes, and the minutes and the results of the midterm evaluation are to be signed by all members of the Committee attending the meeting.
10. In the event of circumstances preventing a member of the Committee from participating in the proceedings of the Committee, the Council for the Discipline or, in reasonable circumstances, the Chairperson of the Discipline appoints a new member of the Committee.
11. All members of the Committee must maintain impartiality and objectivity in the assessment of Doctoral Candidates and inform the other members of the Committee and the Council for the Discipline of any circumstances that may prejudice the impartiality and objectivity of their assessment.
12. The Council for the Discipline decides on the exclusion of a member of the Committee from the review procedure of a candidate. The provisions set out in point 10 apply.

§ 13

Extension of the deadline for submitting a doctoral thesis

1. The deadline for submission of a doctoral thesis is specified in the IRP pursuant to § 5 point 2.
2. The Head of IDS TUL grants an extension to the deadline for submitting a doctoral thesis for a period corresponding to the duration of maternity leave, additional maternity leave, leave on the terms of maternity leave, paternity leave, and parental leave, as defined in the Act of 26 June 1974. - Labour Code, once the request for extension with reasons therefor and relevant documents proving the circumstances referred to above have been submitted. During this period, the scholarship is disbursed to the Doctoral Candidate pursuant to the rules laid down in Article 209, paragraph 6 of the Act of 20 July 2018 - Law on higher education and science and other regulations in force at TUL.
3. The Head of IDS TUL may extend the deadline for submitting a doctoral thesis, at the same time releasing the Doctoral Candidate from the obligation to participate in classes, in particular in the case of temporary incapacity caused by illness, the need to take personal care of a sick family member, the need to take personal care of a child up to the age of 6 or a child with a certified disability - in total not longer than for 2 years, after the submission of a request for extension with reasons therefor and appropriate documents proving the aforementioned circumstances. The Rector after consultation with the SC IDS TUL may decide on disbursement of the doctoral scholarship for that period. Detailed rules for the disbursement of the scholarship are set out in other regulations in force at TUL.
4. At the request of the Doctoral Candidate, the Head of IDS TUL after consultation with the supervisor or supervisors or supervisor and auxiliary supervisor and the Discipline Council relevant to the course of study may extend the deadline for submitting a doctoral thesis in circumstances warranted by reasons of research, implementation of scientific projects, mobility, and the necessity to conduct prolonged research, for the length of their duration, however, not more than 2 years in all. The Rector, after consulting the SC of IDS TUL, may grant disbursement of the doctoral scholarship in that period. Detailed rules for scholarship disbursement are specified in other regulations in force at TUL.
5. The request of the Doctoral Candidate for an extension of the deadline for submitting a doctoral thesis pursuant to points 3-4 includes in particular:

- 1) reasons therefor;
 - 2) opinion of a supervisor, supervisors or a supervisor and auxiliary supervisor on the progress in the implementation of the DC, IRP, and other arrangements, and an unequivocal recommendation on granting or denying the request for extension;
 - 3) other documents which may provide proof of the circumstances of the Doctoral Candidate, including e.g. research results and reasons therefor, explaining the need to extend the deadline for submitting a doctoral thesis.
6. During the period of extension granted pursuant to points 2-5, the Doctoral Candidate retains the status and the rights of a Doctoral Candidate; whereas the rules for scholarship disbursement during this period are provided for in other regulations in force at TUL.
 7. The Student ID card remains valid during the extension of the deadline for submitting a doctoral thesis granted pursuant to points 2 to 5.
 8. The Head of IDS TUL may, upon a substantiated request of the Doctoral Candidate completing the first, second or third year of training at IDS TUL, grant intermission of the training, however, for a period not longer than one academic year.
 9. The request of the Doctoral Candidate for intermission of the training pursuant to point 6 includes in particular:
 - 1) reasons therefor;
 - 2) opinion of a supervisor, supervisors or a supervisor and auxiliary supervisor on the progress in the implementation of the DC, IRP, and other arrangements;
 - 3) other documents which may provide proof of the circumstances of the Doctoral Candidate.

§ 14

Removal from the register of Doctoral Candidates

1. The Doctoral Candidate is removed from the register of Doctoral Candidates in the cases provided for in the Act.
2. The Rector may take a decision to remove a Doctoral Candidate from the register of Doctoral Candidates:
 - 1) fails to submit the IRP outline to the SC of ISD TUL within the time limit provided for in § 5 point 9;
 - 2) makes unsatisfactory progress in the preparation of the doctoral thesis based on the opinion of the supervisor or supervisors or supervisor and auxiliary supervisor or the Discipline Council relevant to the Doctoral Candidate;
 - 3) fails to make progress in completing the DC, the IRP, and to comply with the provisions of § 5;
 - 4) fails to fulfil the responsibilities provided for in these Regulations.
3. A Doctoral Candidate who has been removed may submit a request for reconsideration to the Rector within 14 days of service of the decision on removing the Doctoral Candidate. The decision of the Rector is final.

§ 15

Procedures for appointing a scientific advisor, supervisor or supervisors or auxiliary supervisors

1. A Doctoral Candidate shall select a scientific advisor from the list of recommended scientific advisors published on the IDS TUL website. The list is updated on an ongoing basis. Selection of a scientific advisor from TUL but not included in the list shall be allowed subject to the requirements set out in points 3 to 8.
2. A scientific advisor gives his/her consent to provide the Doctoral Candidate with scientific guidance by completing an appropriate declaration form.
3. Scientific advisors and supervisors are required to hold at least the degree of *doktor habilitowany* in the discipline or a related scientific discipline or the degree of *doktor habilitowany sztuki* in the discipline or a related arts discipline, and scientific output published within the past 4 years or artistic output within the past 4 years.

4. A supervisor may provide scientific supervision to maximum of 4 Doctoral Candidates at IDS TUL whose doctoral scholarship is financed from the subsidy referred to in Article 365(2) (c) of the Act of 20 July 2018 - Law on Higher Education and Science
5. An auxiliary supervisor may provide auxiliary supervision to a maximum of 3 Doctoral Candidates at IDS TUL at the time of submitting a declaration of acceptance of a new Doctoral Candidate for scientific supervision.
6. Auxiliary supervisors are required to hold the degree of *doktor*.
7. A person who does not hold the degree of *doktor habilitowany* or *profesor* and who is an employee of a foreign higher education institution or a research institution may be appointed supervisor if the Council for Academic Degrees competent for the discipline deems the person to have achieved significant achievements in the area relevant to the doctoral thesis.
8. A person who, in the past 5 years:
 - 1) supervised 4 Doctoral Candidates who was removed due to a negative result of the midterm evaluation, and/or
 - 2) supervised the preparation of the thesis by at least 2 candidates for the degree of *doktor* who failed to receive positive reviews of their doctoral theses
 must not be a supervisor.
9. The second supervisor may be selected from amongst persons who satisfy the criteria laid down in points 3, 4, 7 and 8.
10. The Doctoral Candidate, within 1 month of commencing training, shall submit a request to the Chairperson of the Discipline Council for designation of a supervisor or supervisors or a supervisor and an auxiliary supervisor.
11. The Discipline Council presents candidates for a supervisor or supervisors or a supervisor and an auxiliary supervisor to the Council for Academic Degrees. Within 45 days of submission of the request referred to in point 10, the Council for Academic Degrees appoints a supervisor or supervisors or a supervisor and an auxiliary supervisor for the Doctoral Candidate.
12. The appointment of a supervisor or supervisors or a supervisor and an auxiliary supervisor is effected within 3 months of the commencement of training at IDS TUL.

§ 16

The procedure for the replacement of a supervisor or supervisors or auxiliary supervisors

1. Upon the request of a Doctoral Candidate or a supervisor or supervisors or supervisor and or auxiliary supervisor, the Discipline Council decides on a replacement of the supervisor or supervisors or supervisor or auxiliary supervisor and, in consultation with the Doctoral Candidate, recommends new candidates for a supervisor or supervisors or supervisor and auxiliary supervisor to the Council for Academic Degrees. Within 30 days of submission of the request to the Council for the Discipline, the Council for Academic Degrees appoints, in consultation with the Doctoral Candidate, a supervisor or supervisors or a supervisor and an auxiliary supervisor.
2. In the event that a scientific advisor or supervisor or supervisors and auxiliary supervisor should be unable to continue with the supervision, at the request of the Doctoral Candidate, the Council for the Discipline decides on a replacement of the supervisor or supervisors and/or the auxiliary supervisor and recommends, in consultation with the Doctoral Candidate, new candidates for a supervisor, auxiliary supervisor or supervisors to the Council for Academic Degrees. Within 30 days of submission of the request to the Council for the Discipline, the Council for Academic Degrees appoints, in consultation with the Doctoral Candidate, a supervisor or supervisors or a supervisor and an auxiliary supervisor.
3. In reasonable circumstances, at the request of the Doctoral Candidate, the Discipline Council, in consultation with the Doctoral Candidate appoints new candidate for a replacement supervisor or supervisors or supervisor and auxiliary supervisors the Council for Academic Degrees in consultation with the Doctoral Candidate appoints a new supervisor or supervisors or supervisor and auxiliary supervisors under the expedited procedure, i.e. within 7 days of submission of the request.

§ 17

Rights and responsibilities of scientific advisor, or supervisor or supervisors or supervisor and auxiliary supervisors

1. Scientific advisors or supervisor or supervisors or supervisor and auxiliary supervisors provide guidance to Doctoral Candidates throughout their training.
2. The principal responsibilities of the persons referred to in paragraph 1 include in particular:
 - 1) providing scientific supervision over the Doctoral Candidate, i.e. in particular providing substantive and methodological guidance in completing the training, implementing the IRP, and conducting research, as well as in the preparation of a doctoral thesis and development of an IRP;
 - 2) taking care to ensure that the Doctoral Candidate is provided with appropriate conditions for learning and research;
 - 3) holding regular consultation meetings with the Doctoral Candidate;
 - 4) supporting the Doctoral Candidate in seeking funds for research and in developing scientific publications;
 - 5) regular assessment of progress made by the Doctoral Candidate, in particular as regards completing the DC and implementing the IRP;
 - 6) providing opinions on requests submitted by the Doctoral Candidate in the course of training;
 - 7) in the event that the Doctoral Candidate pursues ITO, establishing with the Doctoral Candidate the scope and/or terms of ITO implementation;
 - 8) collaborating with an auxiliary supervisor or the second supervisor, if such have been appointed;
 - 9) determining, in consultation with the Doctoral Candidate and the Office for People with Disabilities, special needs of the Doctoral Candidate with regard to the organisation and implementation of the training process and IRP, including the required accommodations due to the type of disability or the state of health;
 - 10) requesting the Head of IDS TUL to remove the Doctoral Candidate from the register of students.

§ 18

Rights and responsibilities of Doctoral Candidates

1. Doctoral Candidates pursuing doctoral training at IDS TUL have the right to:
 - 1) scientific supervision over his/her research and teaching work by a scientific advisor and supervisor or supervisors or supervisor and auxiliary supervisor;
 - 2) fee-free proceedings for the award of an academic degree of *doktor*;
 - 3) use library collections, computer software, laboratories, research equipment and apparatus to the extent necessary to complete the DC and implement the IRP, conduct research and produce a doctoral thesis;
 - 4) participate in the proceedings of the University collegial bodies, pursuant to the provisions of the Statute and regulations of the Government of Doctoral Students;
 - 5) associate in university Doctoral Student organizations, scientific circles, artistic and sports groups;
 - 6) participate in the social and cultural life of the University,
 - 7) receive a scholarship pursuant to the provisions of Article 209, paragraphs 1-9 of the Act of 20 July 2018 - Law on Higher Education and Science;
 - 8) receive financial support pursuant to the provisions of separate regulations;
 - 9) accommodation in a student dormitory pursuant to the provisions of separate regulations;
 - 10) use TUL sports facilities on same terms as TUL students;
 - 11) receive awards and distinctions;
 - 12) exercise their rights under the Act of 20 July 2018 - Law on Higher Education and Science, and other rights provided for in these Regulations.
2. Doctoral Candidates of IDS TUL have standing and voting rights pursuant to the provisions of the Statute.

3. Doctoral Candidates of IDS TUL may, upon the consent of the Head of IDS TUL, a supervisor or supervisors or a supervisor and auxiliary supervisor, leave for international internships and scholarships related to their doctoral theses. The period of their stay abroad shall count towards the duration of their training at IDS TUL.

§ 19

1. Doctoral Candidates with disabilities or chronic diseases may apply for accommodating the organisation and implementation of the training process, including the terms of completing the training, to the state of health and type of disability. Decisions in these matters are taken by the Head of IDS TUL in consultation with the Committee on Needs-Based Support for People with Disabilities and the Head of BON.
2. Accommodating the training process to special needs of people with disabilities or chronic illnesses, depending on the type of disability or the state of health, may include in particular:
 - 1) modification of the process of teaching/learning;
 - 2) modification of the dates and forms of assessment and examinations;
 - 3) providing access to and adapting teaching materials to the needs arising from a specific type of disability;
 - 4) using technological solutions supporting the process of teaching/learning and research.
3. Submitting a request for accommodations to the process of training is subject to the provisions regulating midterm evaluation set out in § 11.

§ 20

1. Doctoral Candidates must:
 - 1) treat all members of the academic community with respect and dignity and to uphold good academic practice;
 - 2) uphold the good name of Lodz University of Technology, respect its property, and conduct themselves in keeping with the oath,
 - 3) strive for scientific excellence and carry out scientific activities to the highest standards of ethical conduct;
 - 4) abide by the universally binding law, regulations in effect at the University, including health and safety and fire safety regulations and undergo training in this regard;
 - 5) act in compliance with the Regulations of IDS TUL;
 - 6) complete DC, IRP and the requirements provided for in § 5 in due time;
 - 7) actively participate in courses/activities provided for in the doctoral training curriculum and carry out tasks arising therefrom;
 - 8) submit in due time annual and semester progress reports on and inform the supervisor or supervisors or the supervisor and auxiliary supervisor about their training process, implementation of the IRP and other requirements;
 - 9) have an ORCID (Open Researcher and Contributor ID), use the University IT systems and an institutional e-mail account;
 - 10) make declarations of matters of fact for the purposes of evaluation of the quality of research activities, and other statements, including medical certificates and other documents required by the University or IDS TUL;
 - 11) immediately notify the Head of IDS TUL about any changes affecting the process of training, including in particular any changes in personal details, mailing address, appointment as a researcher and/or an academic teacher at another unit and the workload thereof, having been awarded the degree of *doktor* by another authorised entity, and taking up training at another doctoral school,
 - 12) be insured against civil liability and accidents.
2. Doctoral Candidates are subject to disciplinary action pursuant to the provisions of the Act and the University regulations.

§ 21

Responsibilities of the unit

The organizational unit of TUL in which the doctoral thesis is prepared:

- 1) enables the Doctoral Candidate to complete the f and IRP and to participate in the activities of the scientific community;
- 2) provides the Doctoral Candidate during his/her training with research guidance given by a scientific advisor and/or supervisor or supervisors or a supervisor and auxiliary supervisor and the head of the unit

§ 22

In cases not covered by these Regulations and in matters of dispute, decisions are made by the Rector.

§ 23

Transitional and final regulations

1. The requirement for the publication by a Doctoral Candidate, as stipulated in §10, point 6, does not apply to the Doctoral Candidates who commenced their training at IDS TUL before the academic year 2021/2022.
2. The limit referred to in § 15, point 4 may be additionally increased by a maximum of 4 PhD students at IDS TUL, provided that financing of the doctoral scholarship from external funds is ensured. When determining this limit, Doctoral Candidates who started their training before the academic year 2019/2020 should also be taken into account.
3. A Doctoral Candidate whose doctoral scholarship is to be financed from external sources shall not be included in the admission limits for a given discipline. A doctoral scholarship awarded under the rules laid down in Article 209, paragraphs 1-9 of the Act of 20 July 2018. - Law on Higher Education and Science may not be financed from the subsidy referred to in § 15, section 4, if its funding from external resources is equal to or greater than the amount of the scholarship specified in the Act. If the external funding does not cover the doctoral scholarship in full, the Doctoral Candidate shall be admitted within the limits of the admissions available for the given discipline. If an externally financed doctoral scholarship will be paid for at least 36 months, then for the remaining period of the Doctoral Candidate's training at IDS TUL, the scholarship may be financed from the subsidy, and the Doctoral Candidate will not be admitted within the admission limit set for a given discipline.
- 4 The Regulations enters into force on 1 October 2021.