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CERTIFIED TRANSLATION FROM THE POLISH LANGUAGE

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Enclosure X to the resolution of the Scientific Council of the institute X PAS dated XX.XX.XXXX

Regulations of the Warsaw PhD School of Natural and BioMedical Sciences [Warsaw-4-PhD]
(Warszawska Szkoła Doktorska Nauk Ścisłych i BioMedycznych)

§ 1

1. These Regulations ('Regulations') determine the organization of education in the Warsaw PhD School of Natural and BioMedical Sciences [Warsaw-4-PhD], hereinafter called 'the School'.
2. The School is an organized form of doctoral student education in the following disciplines: biological sciences, chemical sciences, physical sciences, medical sciences, preparing students to obtain a PhD degree.
3. The School is jointly operated by:

1. The Nencki Institute of Experimental Biology of the Polish Academy of Sciences (Nencki Institute) with its registered seat at ul. Pasteura 3, 02-093 Warszawa, NIP 5250009269, REGON 000325825, represented by Prof. dr hab. Agnieszka Dobrzyń – Director of the Institute;
2. The Institute of Organic Chemistry of the Polish Academy of Sciences with its registered seat in Warsaw at ul. Kasprzaka 44/52, NIP 5250008933, REGON 000325848, represented by Prof. dr hab. Sławomir Jarosz – Director of the Institute;
3. The Institute of Physical Chemistry of the Polish Academy of Sciences with its registered seat in Warsaw at ul. Kasprzaka 44/52, NIP 5250008755, REGON 000326049, represented by Prof. dr hab. Marcin Opałło – Director of the Institute;
4. The Institute of Physics of the Polish Academy of Sciences (IF PAN) with its registered seat at Aleja Lotników 32/46, 02-668 Warszawa, NIP 5250009275, REGON 000326061, represented by Prof. dr hab. Roman Puźniak – Director of the Institute;
5. The Center for Theoretical Physics of the Polish Academy of Sciences (CFT PAN) with its registered seat at Aleja Lotników 32/46, 02-668 Warszawa, NIP 5250009281, REGON 000844815, represented by dr. hab. Lech Mankiewicz – Director of the Institute;
6. The Institute of High Pressure Physics of the Polish Academy of Sciences ("UNIPRESS") with its registered seat at ul. Sokołowska 29/37, 01-142 Warszawa, NIP 015825134, REGON 5272445658, represented by dr hab. Izabella Grzegory – Director of the Institute;
7. The Maria Sklodowska-Curie Institute — Oncology Center with its registered seat at ul. Wawelska 15B, 02-034 Warszawa, NIP 5250008057, REGON 000288366, represented by Prof. dr hab. Jan Walewski – Director of the Institute;
8. The Institute of Psychiatry and Neurology with its registered seat at ul. Jana III Sobieskiego, 02-957 Warszawa, NIP: 5250009387, REGON: 000288509, represented by dr. hab. Janusz Heitzman – Director of the Institute;
9. The International Institute of Molecular and Cell Biology in Warsaw (IIMCB) wits its registered seat at ul. Księcia Trojdena 4, 02-109 Warszawa, NIP: 5262278704, REGON: 013082798, represented by Prof. dr hab. Marta Miączyńska – Director of the Institute and dr Urszula Białek-Wyrzykowska – the Deputy Director for Development;

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(hereinafter "Parties" or "Institutes"), in accordance with the agreement concluded on 02.04.2019 on the basis of Article 198(5) of the Act of 20 July 2018 – Law on Higher Education and Science;
Dz.U. [Journal of Laws]. item. 1668 as subsequently amended. (hereinafter: „the Act").

§ 2

1. Education in the School shall be provided on the basis of the provisions of the Act and these Regulations.
2. Education in the School shall be provided within the framework of specialisations. The list of specialisations is provided in the curriculum.
3. The rules for recruitment to the School and the curriculum shall be specified in separate regulations and documents.

§ 3

1. The School has a Programme Board (*Rada Programowa*), specialisation heads (*kierownicy specjalizacji*) and their deputies.
2. The Programme Board shall exercise the powers and responsibilities set out in these Regulations and shall identify the needs and define strategic directions for the School's development.

3. Specialisation heads shall exercise the powers and responsibilities set out in these Regulations, make decisions in relation to the course of education of PhD students in a given specialisation which are not reserved for other entities, and ensure that the education in that specialisation is organised, subject to section 4.
4. Should the competence and duties of a head of specialisation or making decisions related to the course of training be performed with respect to PhD students affiliated at an Institute other than the one represented by the specialisation head in the Programme Board, the competence and duties of the specialisation head as well as decisions related to the course of training with respect to PhD students affiliated to that Institute shall be the responsibility of the respective deputy specialisation head.
In such a situation, wherever reference is made in these Regulations to a specialisation head, with regard to PhD students affiliated to an institute other than the one represented by the specialisation head, this shall be understood as the respective deputy.

§ 4

1. The Programme Board consists of the representatives of the Institutes.
2. Each Institute is represented in the Programme Board by one person. Each institute has got one vote on the Board.
3. The Programme Board adopts resolutions in an open vote by a simple majority of votes, with the provision that in the event of an equal number of votes for and against, the Chair of the Board shall have the casting vote.
Resolutions on personnel matters shall be adopted in a secret ballot at the request of at least one member of the Board.

4. The Programme Board elects the Chair and Deputy Chair from among its members. The Chair of the Programme Board shall:

1) be responsible for the implementation of the School curriculum;
2) prepare drafts of the documents to be adopted by the Board;
3) coordinate the work of the Board and the activities of specialisation heads;
4) ensure the cooperation between the Programme Board and the School's Board of Directors operating pursuant to the agreement referred to in § 1 section 3.

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5. The Deputy Chair fulfils the duties of the Chair of the Programme Board in their absence.
6. The term of office of the Chair and the Deputy Chair shall be two years, except that the first term of office of the Deputy shall be three years.

7. In the event that the Chair of the Programme Board or his/her Deputy is recalled by the competent Director of the Institute, the Programme Board shall run a new election.
8. The Programme Board may resolve on the by-laws of its operation.
9. The Board shall resolve on the organisation of the academic year and publish that resolution no later than 14 days before the beginning of the year.

§ 5

1. The representative of an Institute on the Programme Board shall be appointed and dismissed by the Director of that Institute. The representative of the Institute on the Programme Board is simultaneously a head of specialisation or a deputy head of specialisation.

2. Appointment of the person referred to in section 1 shall require consultation with the PhD student council (*samorząd doktorantów*) operating in the Institute in question. Failure by the council to adopt a position within 14 days from the date of submission of a candidate for this function shall be deemed an expression of consent.

§ 6

1. Any person may be a PhD student in only one doctoral school at any given time.
2. A person admitted to the School starts education and acquires the rights of a PhD student upon taking the oath.
3. A PhD student shall be issued a PhD student ID card.
4. No fees shall be charged for the education of PhD students at the School.
5. Each PhD student is affiliated at one Institute where he or she is preparing their doctoral dissertation. The affiliation of a PhD student is assigned to them by the Programme Board.

§ 7

1. PhD students have the right to associate in PhD student organisations.
2. PhD students in entities that jointly operate the School shall form a PhD student council (*samorząd doktorantów*) acting on the basis of separate regulations.

§ 8

1. The scientific supervision over the education of a PhD student at the School is provided by a PhD dissertation supervisor(s) or by a supervisor and an auxiliary supervisor, appointed by the Scientific Council of the Institute where the doctoral student is affiliated, and in the case of IIMCB by the Lab Leaders Council.

2. The dissertation supervisor shall be a person holding a degree of *doktor habilitowany* or a title of professor, and an auxiliary supervisor – a person holding a PhD degree.

§ 9

1. Dissertation supervisors are appointed by the Scientific Council and, in the case of IIMCB, by the Lab Leaders Council, from among the persons indicated by the Directors of individual Institutes, while an auxiliary supervisor is appointed at the request of the dissertation supervisor or at the request of the PhD student, accepted by the dissertation supervisor.
2. The dissertation supervisor(s) or the supervisor and the auxiliary supervisor shall be appointed without undue delay, however, not later than within 3 months from the date of commencing education.

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In individual cases, motivated specifically by scientific reasons, the auxiliary supervisor may be appointed at a later date.

3. When appointing the dissertation supervisor(s) or the supervisor and the auxiliary supervisor the conditions taken specifically into account are those of a PhD student's research work, the need to ensure high quality of scientific supervision and the need to provide support in conducting scientific activity.
4. In exceptional cases, especially when justified by the lack of possibility to continue the supervision of the PhD student or by scientific reasons, the Scientific Council of the relevant Institute and, in the case of the IIMCB , the Lab Leaders Council, may appoint a replacement dissertation supervisor(s) or auxiliary supervisor.

§ 10

1. Education in the School lasts 8 semesters and is based on a curriculum and an individual research plan.
2. The curriculum shall be adopted by the scientific councils of the Institutes jointly operating the School, in accordance with the procedure provided for in separate regulations.

§ 11

1. Within 7 days from the date of commencement of their education, and acting in agreement with the supervisor of the project within the framework of which he or she is to deliver the doctoral dissertation, the PhD student shall prepare a schedule for the implementation of the curriculum in the first year of education and submit it for approval to the head of the specialisation he or she is to pursue.
2. Within 12 months from the date of commencement of their education, and acting in agreement with the dissertation supervisor(s), the PhD student shall prepare an individual research plan, indicating, in particular, the method of implementing the curriculum and the schedule for preparing a doctoral dissertation, including the date of its submission, and shall submit that plan to the head of the specialisation which he or she is pursuing. If an auxiliary supervisor has been assigned before the submission of the plan, the plan shall be submitted after an opinion is submitted by that supervisor.
3. In justified cases the individual research plan may be amended with the approval of the head of the specialisation the PhD student is pursuing, after obtaining a written opinion of the dissertation supervisor(s). A new/amended individual research plan shall be submitted by a PhD student to the head of the specialisation he/she is pursuing within 14 days of the date of consent to making the amendment.

§ 12

1. The academic year starts on 1 October and ends on 30 September of the following calendar year.
2. The organisation of the academic year in the School shall be determined by a resolution of the Programme Board. The organisation of the Academic year shall determine, in particular, the dates when the semesters begin.
3. The schedule for each specialisation shall be communicated to the PhD students no later than 14 days before the beginning of each semester through an announcement posted on the School's website.

§ 13

1. A PhD student is obliged to complete classes with credit and meet other requirements specified in the curriculum. In justified cases the person conducting classes may, upon the consent of the head of specialisation, credit the PhD student with classes on an individually set date.

2. Upon the consent of the head of specialisation and the dissertation supervisor the PhD student may attend classes and take exams in subjects scheduled in the curriculum for subsequent years ahead.

3. Upon the consent of the dissertation supervisor and the head of specialisation, in specifically justified cases the PhD student may participate in part of the compulsory courses on an individual basis.

§ 14

1. The condition for passing a year of education is getting credit for all classes and meeting other requirements specified in the curriculum for a given year.
2. The PhD student submits to the head of the specialisation which the student is pursuing a semester report, approved by the PhD supervisor, on the implementation of the curriculum, individual research plan and other scientific undertakings and achievements.
The template for the report is to be determined by the head of specialisation.
3. The winter semester report shall be submitted by 15 March and the summer semester report by 7 September.
4. Before crediting each year of study, head of specialisation shall evaluate the implementation of the curriculum and the conduct of research by the PhD student. The evaluation will be performed on the basis of semester reports.

§ 15

1. The PhD student has the right to two dates for taking the exam for completion of classes in a given academic year: the first date and re-take date.
2. In the event of an unjustified absence at the credit/exam session, the PhD student shall lose the right to take the credit/exam session at that date.
3. In the event of a justified absence at the credit/exam session the course instructor shall set an additional date or additional dates for the credit/exam session, and the second date shall be within the time limit allowing for the timely submission of the semester report.
4. If a PhD student fails to obtain a credit at the first date and re-take date, he/she may be granted an additional date upon the consent of the head of specialisation. In such a case the PhD student is granted a conditional credit for the academic year.
5. For credit and exam sessions the following grades are used:
1) very good – 5.0
2) good plus – 4.5
3) good – 4.0
4) pass plus – 3.5
5) pass – 3.0
6) fail – 2.0

§ 16

1. The implementation of an individual research plan is subject to a mid-term evaluation carried out at the mid-point of the education period.
2. The mid-term evaluation is carried out by a committee composed of 3 persons, including at least 1 person holding the degree of *doktor habilitowany* or the title of professor in the discipline in which the PhD dissertation is being prepared, employed outside the Institutes that operate the School.
The director of an Institute operating the School, PhD supervisor, auxiliary supervisor or head of specialisation, except as provided for in section 3, may not be a member of the committee or take part in its work in any form whatsoever.
3. If no member of the committee referred to in section 2 is employed by any of the Instituts operating the School, the head of specialisation shall participate in the work of the committee as an observer.

In other cases, the head of specialisation may participate in the work of the committee as an observer only at the request of the committee.
4. The members of the committee referred to in section 2 shall be appointed by the Programme Board from among the candidates indicated by the Scientific Council of the Institute at which a given PhD student is affiliated. In the case of IIMCB, candidates are indicated by the Lab Leaders Council.
5. All committee proceedings shall be attended, as an observer, by a representative of the PhD student council who shall not be the PhD student subject to mid-term evaluation.

§ 17

1. The head of specialisation, after consultation with the committee referred to in § 16 section 2, shall set a date for the mid-term evaluation for PhD students studying in a given specialisation and shall inform them thereof no later than 60 days before the evaluation.
2. Not later than 30 days before the set date of the mid-term evaluation, the PhD student shall submit a mid-term report on the implementation of their individual research plan to the head of their specialisation, accompanied by the opinion of the PhD supervisor(s), or the supervisor and auxiliary supervisor.
The template for the mid-term report shall be determined by the Programme Board.
3. The committee carrying out the mid-term evaluation shall carry out a detailed analysis of the mid-term report, in particular by comparing it with the content of the individual research plan, and shall interview the PhD student on the progress made in implementing the individual research plan, the difficulties encountered and the prospects for further implementation.

§ 18

1. The mid-term evaluation ends with a positive or a negative result.
2. In the event of a negative result of the mid-term evaluation, the PhD student may, within 7 days of being informed about the result, submit a request to the Programme Board for a re-evaluation.
3. Upon submission of the application referred to in paragraph 2, the Programme Board shall appoint members of the committee to re-run the mid-term evaluation, and the head of specialisation shall set a date for the re-evaluation. Committee members appointed from among candidates indicated by the Scientific Council, the Institute at which a given PhD student is affiliated, or – in the case of IIMCB – by the Lab Leaders Council, may not be persons who have already participated in the mid-term evaluation of that PhD student.
4. The members of the committee referred to in section 3 shall perform the activities referred to in § 17 section 3 again and determine a positive or negative result of the mid-term evaluation.
5. The final result of the mid-term evaluation within the meaning of the Act and § 28 section 1 item 1 shall be a positive result, a negative result determined pursuant to sections 2-4 or a negative result determined pursuant to the ordinary procedure after the ineffective expiry of the deadline referred to in section 2.
6. The final result of the mid-term evaluation with its justification shall be public.

§ 19

1. Head of specialisation, upon request from a PhD student, may extend the deadline for the submission of the doctoral dissertation determined in the individual research plan in individual cases, especially when justified by:
1) the need to carry out additional research which is to result in the dissertation;
2) personal situation or health of the PhD student;

4) date and place of birth,
5) PESEL, and if the student has not been assigned a PESEL – name and number of the document that confirms their identity and the name of the issuing country,
6) information on the documents on the basis of which the student applied for enrollment to the School,
7) name of the educational establishment, number and the date and place of issue of the diploma confirming the completion of a second-cycle studies or uniform master degree studies, and in the case of a person who was admitted to the School as a graduate from first-cycle studies or upon the completion of the third year of uniform master degree studies – name of the educational establishment, number and the date and place of issue of the diploma confirming the completion of the first-cycle studies or a certificate confirming completion of the third year of the uniform master degree studies,
8) specialisation in which the PhD student has commenced their education,
9) the Institute at which the PhD student is affiliated,
10) date of and reason for leaving the School.

§ 27

1. The number of the student's book shall be assigned to the PhD student's personal file.
2. The PhD student's personal file shall contain:
   1) the documents required from a candidate to the School,
   2) the documents representing the basis for admission to the School,
   3) the oath document signed by the PhD student,
   4) confirmation of receipt of a PhD student ID card and its duplicates,
   5) individual research plan and if the individual research plan was amended, also the documents that confirm the change of the plan,
   6) the documents that confirm the course of education programme, in particular: meeting the deadlines for reaching education milestones, forms of verification of the PhD student's achievements reached by the student within the framework of classes in a given semester or year, grades obtained, periods for which education was suspended and periods of leave(s) of absence, or information on extending the deadline for the submission of the PhD dissertation,
   7) semester reports on the implementation of the curriculum, individual research plan and the attainment of other scientific undertakings and achievements,
   8) mid-term report and the documents confirming the mid-term evaluation, including its final result with the justification,
   9) decisions concerning the course of education programme,
   10) the doctoral dissertation that has been submitted to complete the education at the School,
   11) the PhD student ID card returned by the student.

§ 28

1. A PhD student shall be struck off the list of students in the following cases:
   1) a negative result of the mid-term evaluation;
   2) failure to submit a PhD dissertation by the date specified in the individual research plan;
   3) making a decision on discontinuation of education.
2. A PhD student may be struck off the list of students in the following cases:
   1) unsatisfactory progress in preparing their doctoral dissertation;
   2) failure to comply with the obligation to conduct themselves in accordance with the School Regulations or failure to implement the individual research plan.
3. Removal of a PhD student from the student list shall take place by way of an administrative decision. The administrative decision may be appealed against by way of a request for reconsideration.

§ 29

1. The education of a PhD student shall be completed by a submission of a doctoral dissertation approved by the PhD supervisor(s).
2. The rights of a PhD student shall expire as of the day of completing education or as of the moment when the decision to strike the student off the list has become final.
3. The student ID of a PhD student shall be returned as of the day of completing education or as of the moment when the decision to strike the student off the list has become final.

§ 30

1. If doctoral education within a given specialisation is discontinued, PhD students shall be provided with continuation of education within another specialisation covering the same disciplines, whereby the costs of educating the student in the specialisation to which they have been transferred shall be borne by the Institute which was responsible for the specialisation within which the doctoral training ceased.
2. If doctoral education within a given discipline is discontinued, the Institute responsible for the discontinuation of training shall provide PhD students who prepare a dissertation in that discipline with the possibility to continue education in the discipline in another doctoral school.
3. If there is no doctoral school providing education in a given discipline, the institute responsible for discontinuing education shall cover the costs of proceedings for the award of the PhD degree in an external course for persons who have lost the opportunity to complete their studies.

§ 31

Any time these Regulations refer to a scientific council of an Institute, if the Institute concerned is the International Institute of Molecular and Cell Biology in Warsaw, the term should be understood to mean the International Advisory Board.

§ 32

Any doubts concerning interpretation arising under these Regulations or issues not regulated herein shall be resolved by the Programme Board.

§ 33

These Regulations shall enter into force as at 1 October 2019.

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I, the undersigned Katarzyna Podlaszewska, a sworn translator of the English language registered on the list maintained by the Minister of Justice under no. TP/52/12 hereby attest the conformity of the above translation with the electronic copy of the Polish document.

Gdańsk, 23 April 2019

Translator's Register No. 040/2019