



Regulations of the International PhD Studies at the Institute of Physics Polish Academy of Sciences

General provisions

§ 1

1. Institute of Physics Polish Academy of Sciences (IF PAN) runs stationary, full-time, free International PhD Studies (MSD) in the field of physical sciences within all specialisations that function at the Institute of Physics Polish Academy of Sciences (IF PAN).
2. Establish of doctoral studies at the IF PAN is based on the Order No. 2/99 of the Director of the Institute dated 10 August 1999 on establish of International PhD Studies (MSD) at IF PAN.
3. Regulations of PhD Studies determine the organisation and course of doctoral studies as well as the rights and obligations of doctoral students.
4. A person that has second degree qualifications or who is a beneficiary of the "Diamond Grant" program, referred to in Art. 187a of the Act of 27. July 2015 of the Higher Education Act (Journal of Laws no. 164, item 1364 of 2005, as amended), can be a student of the International PhD Studies after submitting required documents and successfully going through a qualification interview.
5. Rules of studying at MSD for doctoral student who are not Polish citizens are regulated by provisions of the Regulation of the Minister of Science and Higher Education dated 12 October 2016 on foreign students' participation in studies and trainings and their participation in research and research and development (Journal of Laws of 2006, no. 190, item 1406, as amended).

Admission procedure

§ 2

1. Admission for PhD studies is carried out in a form of a contest. Conditions and the procedure of the admission process are defined by the Scientific Council of the IF PAN in a form of a resolution that will be published on the website of the IF PAN until no later than 30. April of the year preceding the academic year which the resolutions concerns.

§ 3

1. Admission procedure is conducted by the Admission Committee appointed by the Director of the Institute. Admission Committee takes decisions concerning students' admissions to PhD studies.
2. Candidates may appeal against the decision of the Admission Committee to the Director of the Institute, within 14 days after such decision had been delivered. A decision may only be appealed if there has been a violation of conditions and procedures of the admissions for PhD Studies. Decision of the Director of the Institute is final.

Organisation of the International PhD Studies

§ 4

1. Scientific Council of the IF PAN supervises the content of the PhD Studies, the Council in particular:
 - a) appoints the Program Council of the International PhD Studies,
 - b) determines the conditions and procedure for admission of doctoral students,
 - c) develops the Regulations and the Framework Plan of PhD studies,
 - d) determines preferred fields of studies in accordance with the needs of the Institute,
 - e) gives an opinion on the candidacy for a Director of the Institute suggested by the Director of the MSD,
 - f) gives opinion and accepts annual reports from the Head of MSD.
2. The competences of the Program Council of the International PhD Studies include:
 - a) development of framework program of studies,
 - b) giving opinions on purposefulness of lectures and other courses at MSD,
 - c) giving opinions on the existing, and initiating new, methods of educating doctoral students.

§ 5

1. Current matters of the International PhD Studies of IF PAN are managed by Head of MSD.
2. The Head of MSD is assigned and dismissed by the Director of the Institute after consultation with the Scientific Council of IF PAN and the doctoral students' government.
3. The doctoral students' government gives its opinion within 14 days from receiving a request for it.
4. A person with an academic degree of at least a doctor with habilitation, who is employed full time at IF PAN can be the Head of MSD.
5. Head of MSD:
 - a) presents the Scientific Council with drafts of Regulations and the plan of studies,
 - b) cooperates with the Program Council of the International PhD Studies,
 - c) organises implementation of the program of doctoral studies,
 - d) evaluates the implementation of PhD studies and of carrying out of research by doctoral students through supervising annual reports, work plans and annual evaluation of doctoral studies provided by their scientific supervisors,
 - e) plays the function of the chairman of admission committees which conduct exams after the first year of studies,
 - f) announces admission procedure for PhD studies,
 - g) watches over the observance of the Study Regulations,
 - h) gives credits to MSD students for the subsequent years of study,
 - i) takes decisions to prolong the period of PhD studies,
 - j) takes decisions about removing students from the register of doctoral students,
 - k) once a year provides the Scientific Council with a report from the MSD operations.
6. Objections and doctoral students' appeals against the decisions and evaluations of the Head of MSD are dealt with by the Director of the Institute.

§ 6

1. Scientific supervisors are immediate superiors of doctoral students.
2. Scientific workers or academic teachers with at least habilitated doctor's degree in the field that is same or similar to the scientific field and who have had published academic achievements in the last 5 years can be scientific supervisors.

§ 7

1. Scientific supervisors directly guide scientific work of doctoral students and are responsible for the course of their education. The aim is to timely prepare PhD dissertation and to defend it within a given deadline.
2. Scientific supervisors, acting in accordance with the framework plan of PhD Studies:
 - a) determine the course of individual education and self-education of doctoral students, a detailed program for each year of study and they present it to the Head of MSD,
 - b) introduce doctoral students to the topic of their dissertation and to proper research methods and techniques,
 - c) determine the course and scope of research works conducted by doctoral students,
 - d) guards over the progress of doctoral students' works and presentation of their results,
 - e) give opinions on reports and evaluate the progress of doctoral students' works,
 - f) give opinions on students' requests for prolonging of the term of studies.
3. Scientific supervisors present Head of MSD with written declaration on taking up scientific supervision over the students.

§ 8

1. Doctoral student or the Head of MSD may file a justified request to the Director of the Institute for the change of the scientific supervisor. The Director of the Institute takes the decision about the change of scientific supervisor.

§ 9

1. All matters directly related to the organisation of doctoral student's research work are regulated by an organisational unit (Faculty/Laboratory) to which that student has been assigned, and matters of administrative character are handled by the Secretary Office of the MSD.

Rights and obligations of doctoral students

§ 10

1. Obtaining rights of doctoral student requires making of an oath, the text of which is given in the Statute of the Institute of Physics Polish Academy of Sciences.
2. A person admitted for PhD studies receives an indexes of a doctoral student, in which credits, exam results and other achievements are written down. An index becomes a property of a doctoral student after he/she graduates.
3. Doctoral students receive electronic PhD student ID cards.
4. For issuing of such card doctoral students are charged 17 PLN, and if such cost is lower, an equivalent amount.
5. ID card needs to be returned after completing PhD Studies or after being removed from the PhD Studies.
6. Doctoral Students are obliged to have a training in Occupational Health Safety right after starting their studies. Doctoral Students who carry out research in labs with specified health hazard conditions are obliged to go through appropriate periodic health examinations.
7. At doctoral student's request a certificate of academic record is issued.

§ 11

1. Doctoral students have right:
 - a) to scientific assistance from a scientific supervisor,
 - b) to use equipment, materials and to be served by a secretary office on the same terms as

- employees of the organisational unit (Faculty/Laboratory) to which they have been assigned,
- c) to participate in international conferences, trainings held abroad, as well as to carry out research connected with their PhD dissertation in local and international centres,
 - d) to file an appeal against credits and decisions of the Head of MSD to the Director of the Institute,
 - e) to become part of doctoral students' associations and to act in the doctoral students' government.
2. Doctoral students who carry out research at IF PAN can stay on the premises of the Institute on same grounds as employees. Working off-hours on working days, working at night and on free days is possible after obtaining of an appropriate permission.
 3. Detailed rules on staying on the premises of the Institute are regulated by the Order of the Director of the Institute on rules concerning Doctoral Students' staying on the premises of the Institute of Physics Polish Academy of Sciences.

§ 12

1. Doctoral students are obliged:

- a) to act in accordance with the text of the oath they had taken and with the MSD Regulations,
- b) to implement the study program assigned by the scientific supervisor in accordance with the "Program of PhD Studies at the Institute of Physics Polish Academy of Sciences" and to prepare a PhD dissertation,
- c) to carry out of research and to make annual report on the progress of work,
- d) to present the research results during seminars, conferences and scientific workshops as well as to publish them in reviewed scientific magazines,
- e) to follow scientific supervisor's recommendations concerning organisation of his/her scientific work and to comply with the rules and regulations of working at the Institute: to be familiar with OHS regulations, to use the equipment in an optimal way, to use OHS materials sparingly,
- f) to look after the equipment entrusted to them, in particular, using legal software and files stored on computers which were assigned to them for work.

§ 13

1. Doctoral students and their spouses and kids are entitled to use public health care benefits under the rules specified in separate provisions.
2. Doctoral students are entitled to use railway services under the rules specified in separate provisions.
3. Doctoral students after graduating from PhD studies and obtaining PhD degree are entitled to count the period of PhD studies as their employment period, on which employee entitlements depend (no longer that 4 years) under the rules specified in separate provisions.

§ 14

1. Doctoral students own copyright with regard to products created or co-created by them in the course of their doctoral studies.
2. Detailed scope of proprietary copyright is specified in separate provisions.

§ 15

1. Doctoral Students need to comply with the rules and Orders of the Director concerning employees of the Institute in particular in respect of:

- a) occupational health and safety,
- b) fire safety,
- c) taking care of the welfare of the Institute and of its properties,
- d) proper securing of equipment, tools and place of work after finishing work.

The course PhD studies

§ 16

1. PhD Studies last from 2 to 4 years. In justified cases it is possible to prolong that time.
2. Being admitted to MSD counts as the beginning of that period.
3. To pass subsequent years of study, doctoral students need to prepare periodic reports on the progress of research works that need to include opinion of the scientific supervisor or the promoter and the Head of MSD, to pass exams and get credits for courses included in the individual program of studies of the doctoral students.
4. After the first year of studies doctoral students are obliged to pass an exam conducted before an examination board appointed by the Head of MSD. The scope of the exam is determined by the scientific supervisor of a doctoral student in agreement with Head of MSD.
5. Head of MSD gives credits to the doctoral student for subsequent years of study.
6. Exams are marked in accordance with the following scale: very good: 5.0
good plus 4.5, good: 4.0
Satisfactory plus 3.5, Satisfactory 3.0, Unsatisfactory 2.0.
7. Plan of studies can include subjects, courses, seminars or other courses for which students do not need to get marks/grades to pass. Credits granted for such participation are marked with a "pass" entry (*zal.*) and lack of credit with a "fail" entry (*niezal. or nzal.*).

§ 17

1. Before completing the third year, doctoral students are obliged to present the degree of progress of their PhD dissertation during a seminar at their organisational unit where they perform work.

§ 18

1. Completing the MSD requires passing of obligatory exams that are included in the program of studies, getting credits for obligatory courses and getting credits for all years of the MSD.
2. Doctoral student who leave the MSD during their studies, or who finish their studies are obliged to settle all matters related to their work at the Institute, which are listed on the clearance slip that they later deliver to the Secretary Office of the MSD.

§ 19

1. Doctoral students may be removed from the register of students attending MSD if they do not show any progress in their research work, when they do not fulfil obligations that stem from the Program of PhD studies, Regulations of the MSD, from the oath they took or if they infringe copyright of third persons.
2. Head of MSD decides about removing students after consulting the opinion of the scientific supervisor.
3. Students are entitled to make appeal to the Director of the Institute against Head of MSD's decision within 14 days after being removed from the register of MSD students. Decision of the Director of the Institute is final.

Leaves and prolonging of PhD studies

§ 20

1. Doctoral students are entitled to have a holiday leaves, total amount of which is 40 working days during a calendar year.
2. Doctoral students obtain the right to holiday leave after filing an appropriate application together with scientific supervisor's approval to the Secretary Office of MSD. Unused leave is not transferred to subsequent calendar years.

§ 21

1. Head of MSD, at a doctoral student's request and after having a consultation with a scientific supervisor, may prolong the period of studies in cases which require carrying out of long-lasting research, for the period of its duration, but no longer than for two years.
2. The MSD Manage, at a doctoral student's request, may prolong the period of PhD studies for the time that equated the duration of maternity leave, additional maternity leave, leave on terms of maternity leave, additional leave on terms of maternity leave and paternity leave, defined in separate provisions.
3. In justified cases, the Head of MSD, at a doctoral student's request may ay prolong the period of PhD studies (in total no longer than a year), at the same time releasing the doctoral student from the obligation to attend courses, when:
 - a) the student is temporarily unable to attend them due to illness or a sudden event that directly concerns the doctoral student,
 - b) the student personally looks after an ill family member,
 - c) the student personally looks after a child under 4, or after a disabled child.
4. In the case of prolonging of the period of PhD studies, the Director of the Institute may grant a PhD scholarship for that period.

PhD scholarships

§ 22

1. A doctoral student may receive a PhD scholarship.
2. A PhD scholarship, at a doctoral student's request, is awarded by the Director of the Institute after receiving an opinion from the Doctoral Scholarship Committee.
3. Doctoral Scholarship Committee is appointed by the Director of the Institute. It consists of: at least 3 employees with degree of a PhD with habilitation or a professor degree, including the Head of MSD who acts like a chairman of the Committee, and a representative of doctoral students chosen by Doctoral Students' Government.
4. An application for PhD scholarship includes:
 - a) personal data of the doctoral student and the description of the progress of his/her research
 - b) opinion of the scientific supervisor or a promoter, if the application is filed on the second and the subsequent years of PhD studies.
5. PhD scholarship on the first year of study may be granted to those doctoral student who got very good results during admission exams.
6. PhD scholarship on the second year and the following years of MSD may be granted to doctoral students who:
 - a) accomplish the Plan of PhD studies in a timely manner,
 - b) engage in research carried out as part of the PhD studies,
 - c) in the year that preceded filing of application for PhD scholarship, the doctoral students

showed a substantial progress in their research and in preparation of the PhD dissertation.

§ 23

1. The amount of PhD scholarship is determined by the Director of the Institute. A minimal scholarship may not be less than 60% of the minimal basic remuneration of an assistant, determined in the regulations on academic teachers' remuneration.
2. PhD scholarship is granted for a period of 12 months and it is paid on a monthly basis.
3. A scholarship for a given month is paid in arrears and it is not taxed if so is stated in the Income Tax on Natural Persons Act.
4. PhD scholarship is granted irrespectively of the following, received by doctoral students:
 - a) benefits from the financial help fund for doctoral students,
 - b) Minister' s scholarship for outstanding achievements,
 - c) doctoral scholarship , referred to in Art. 22 of the Act of 14. March 2003 on academic degrees and title and degrees and title in the Arts.
5. Doctoral students are notified in writing about the amount of the granted scholarship and about any changes in that respect.

§ 24

1. Payment of PhD scholarship takes place until the last day of the month in which a doctoral student attended MSD.
2. Doctoral students who receive PhD scholarship, who managed to obtain a PhD degree in a period shorter than 4 years from the date of beginning of PhD studies and got an outstanding marks for their PhD dissertation are paid, on the last month, financial means in a form of an increased scholarship in the amount that is a product of the amount of a monthly PhD scholarship they received and the number of months that the period of PhD studies was reduced of, however, not exceeding 6 months.

§ 25

1. Doctoral student may apply for financial help from the public budget, in a form of:
 - a) social scholarship,
 - b) allowance,
 - c) scholarship for the best doctoral students,
 - d) special scholarship for the disabled,
 - e) Minister' s scholarship for outstanding achievements.
2. Rules and procedures concerning granting of financial help are set forth in the "Rules and Regulations on granting financial help to doctoral students".

Disciplinary responsibility of doctoral students

§ 26

1. Doctoral students are subject to disciplinary responsibility under the terms set out in the Art. 226 of the Higher Education Act of 27. July 2005 (Journal of Laws of 2005, no. 164, item 1365, as amended) for the infringement of the rules that apply in the Institute or for the deeds that are unbecoming to doctoral students.

Final provisions

§ 27

1. In matters not regulated by these Regulations provisions of applicable law shall apply.
2. The Regulations come into force on 1. January 2017.
3. Regulations of the International PhD Studies at IF PAN have been adopted by the Scientific Council of the Institute of Physics Polish Academy of Sciences on 10. November 2016.