

REGULATIONS OF DOCTORAL SCHOOL

Poznan University of Medical Sciences

I. GENERAL PROVISIONS

§ 1

1. The Doctoral School of Poznan University of Medical Sciences, hereinafter referred to as PUMS, operates based on binding provisions of law, in particular:
 - 1) the Act of July 20, 2018 – Law on Higher Education and Science (i.e. *Journal of Laws* of 2024, item 1571, as amended), hereinafter referred to as the Act;
 - 2) The PUMS Statute set by Senate Resolution No. 228/2024 of December 18, 2024, as amended.
2. The Doctoral School Regulations defines the procedure and organization of education at the Doctoral School and the related rights and obligations imposed on the doctoral students and their thesis supervisors.
3. Whenever the Doctoral School Regulations mention:
 - 1) The Regulations – it shall be regarded as the Regulations of Doctoral School, Poznan University of Medical Sciences;
 - 2) The Curriculum – it shall be regarded as the Curriculum of Doctoral School, Poznan University of Medical Sciences
 - 3) doctoral student – it shall be regarded as a student at the Doctoral School at PUMS;
 - 4) Director – it shall be regarded as the Director of the Doctoral School at PUMS;
 - 5) University's IT system – it shall be regarded as the intranet for employees, doctoral students and students of the University;
 - 6) PUMS website – it shall be regarded as the official PUMS website.

II. DOCTORAL SCHOOL

§ 2

1. Education at the Doctoral School is conducted in the following scientific disciplines: medical sciences, health sciences, and pharmaceutical sciences.
2. The Doctoral School may cooperate with another entity, in particular, an entrepreneur, a foreign university, or a research institution.

3. Education at the Doctoral School is full-time. The doctoral students pay no fees.
4. At the Doctoral School teaching medium is Polish and English.
5. A PUMS non-departmental unit – Doctoral School, is responsible for running the Doctoral School.
6. Admission process to the Doctoral School is conducted as an open competition, and the rules defined annually by the PUMS Senate are described in the Admission Procedure Regulations for the Doctoral School run by Poznan University of Medical Sciences.
7. Any person who is not a Polish citizens may undertake and pursue education at the Doctoral School in accordance with Article 323 of the Act.
8. Enrolment to the Doctoral School is confirmed by entry in the list of doctoral students.
9. The doctoral student begin education and acquire the rights of a doctoral student upon taking an oath. The text of the oath in Polish is specified in the PUMS Statute. Announcement of the Doctoral School Director specify the English oath version.
10. A PhD student may be enrolled to only one Doctoral School at a time.
11. The doctoral student carries out their research work in a selected organizational unit of the University (Clinic/Department) where the supervisor is employed after obtaining the consent of the Head of the unit. The designated supervisor should guide the doctoral student research and teaching work in the selected unit.
12. Should the supervisor change the place of employment, they may continue guiding doctoral student's research while working in the new place of employment, or a new supervisor from the current university unit may be appointed. The above requires the opinion of the Chair/Institute Council, and the procedure follows the relevant provisions of § 16.
13. PUMS Doctoral School Student Council comprises all Doctoral School participants. Members of the Board of the Doctoral School Student Council are elected from this group, acting as the sole representative of all doctoral students. The rules and procedure of elections to the Doctoral School Student Council are specified in the Regulations of the Doctoral School Student Council.
14. The Doctoral School Student Council operates in line with the Act, PUMS Statute and the Regulations of the Doctoral School Student Council.

III. DOCTORAL SCHOOL DIRECTOR

§ 3

1. The Rector is the superior of doctoral students.
2. The immediate superior of the doctoral students is the Director of the Doctoral School.
3. In any matters relating to the Doctoral School and doctoral students, the Director shall cooperates with the Chairs of the Councils of the Colleges of Sciences.

4. The Director issues announcements on matters relating to the Doctoral School.
5. In the event of conflicts between the supervisor(s) and a PhD student, the Director of the Doctoral School acts as mediator.

§ 4

1. Subject to the provisions of Section 2, the Director of the Doctoral School settles any matters relating to the Doctoral School.
2. In those matters where, pursuant to the provisions of the Law on Higher Education and Science, an administrative decision is required such decisions shall be issued by the Director of the Doctoral School, acting on behalf of the Rector.
3. Director of the Doctoral School decisions, described in Section 1, are subject to doctoral student's appeal filed to the Rector. The doctoral student has a right to file a request to the Rector for reconsideration of the case against the Director of the Doctoral School decisions described in Section 2.
4. The appeal and the request for reconsideration of the case must be filed within 14 days following the date of delivery of the decision. It should be done via the Director of the Doctoral School.
5. The provisions of the Administrative Procedure Code apply to any matters covered by Section 2.

IV. DOCTORAL SCHOOL COUNCIL

§ 5

1. The Doctoral School has a Doctoral School Council, which serves as an advisory body that gives opinions to the Director of the Doctoral School.
2. The Rector appoints the Council upon the Director of the Doctoral School request.
3. The Council consists of:
 - a) academic staff from the group of teachers holding at least a doctoral degree, representing a scientific disciplines in which education at the Doctoral School is conducted,
 - b) at least one representative of the Board of the Doctoral School Students Council,
 - c) one external stakeholder.
4. Director and Deputy Directors of the Doctoral School attends meeting of the Council.

V. RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENTS

§ 6

1. The doctoral student has the right to:

- 1) have of a doctoral student ID card, which validity is confirmed annually by updating the data in the electronic system and placing the hologram in the marked fields;
- 2) be granted a doctoral scholarship, whose total period cannot exceed 4 years. Scholarship is not granted to those holding a doctoral degree;
- 3) apply for accommodation in a student dormitory and accommodation for a spouse or a child in a student dormitory, in accordance with the rules and procedures specified in the Student Benefits Regulations;
- 4) apply, subject to the provisions of Art. 324 Section 3 of the Act, for a student loan. The provisions on student loans shall apply accordingly, however: the loan may be granted to a doctoral student who is under 35 years old; the loan is granted for the period of education at the Doctoral School only once, not longer than for 4 years;
- 5) health insurance, in accordance with the provisions of the Act on health care services financed from public funds, and other regulations;
- 6) rest arrangements not exceeding 8 weeks per year;
- 7) suspend education for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, specified in the Act of June 26, 1974 – Labour Code (i.e. *Journal of Laws* of 2025, item 277, as amended), with the beginning of the suspension period not falling before the date of receipt of the application.

The suspension is subject to a written and documented request of the doctoral student addressed to the Doctoral School Director.

If the doctoral student suspends education at the Doctoral School before the 12 months following the commencement of education, they are obliged to submit an Individual Research Proposal along with the request for suspending education.

After the suspension period, the doctoral student must submit a written declaration of their intention to continue studies to the Director of the Doctoral School.

Suspension of education by a doctoral student recruited for the implementation of a project financed from external funds, from funds granted under the competition procedure in a separate recruitment, specifically, by the National Centre for Science, the National Centre for Research and Development, the National Agency for Academic Exchange or the Foundation for Polish Science or as part of a grant for the Doctoral School's activities, may entail the loss of the external grant;

- 8) extend the dissertation submission deadline in justified cases, but not longer than by 2 years;
- 9) join organizations or associations of doctoral students;
- 10) be granted scientific care of the thesis supervisor(-s) in the preparation of the doctoral dissertation;

- 11) change the thesis supervisor(-s) in justified cases;
 - 12) benefit from laboratories, research equipment and apparatus, as well as from library collections and IT resources to the extent necessary for the pursuit of the Curriculum, implementation of the Individual Research Proposal and preparation of the doctoral dissertation;
 - 13) be granted support in the preparation of grant applications;
 - 14) take part in research internships;
 - 15) evaluation of instructors according to rules laid down in separate regulations.
2. The rights and obligations of the Ph.D. student expire upon the Doctoral School graduation or on the date on which the decision to withdraw from the list of doctoral students becomes final.
 3. Doctoral students with disabilities may apply for support in in the process of their education and in the implementation of their research activities. The type and forms of support are choose individually, upon a doctoral student's application to the Director of the Doctoral School, after an opinion on the doctoral student's application has been given by the Office for Persons with Disabilities (Representative for Persons with Disabilities). Detailed rules on granting support in the form of adjusting the didactic process to the needs resulting from a disability are established by the Rector.

§ 7

1. The doctoral student is obliged to:
 - 1) comply with the provisions of these Regulations, the Curriculum and other legal provisions, including those relating to the protection of intellectual property, classified information and know-how;
 - 2) observe fire, as well as occupational health and safety provisions, including undergoing necessary occupational health and safety training course at the place of the internship;
 - 3) act in line with the oath taken;
 - 4) follow the Doctoral Student's Ethics Code;
 - 5) protect against third party access to the electronic doctoral student ID card and password to the University IT system;
 - 6) use the e-mail address in the PUMS domain assigned to contact with academic teachers and the University administration. Any information sent to the above-mentioned e-mail address is deemed to be delivered;
 - 7) undergo periodic medical examinations based on the referral received.
Failure to undergo the obligatory medical examinations on time may result in removal from the list of Doctoral School participants;
 - 8) conscientious and reliable implementation of the Curriculum and the Individual Research Proposal;

- 9) deliver to the Doctoral School Office a certificate of inability to participate in classes included in the Curriculum due to illness, within 3 business days following the date of obtaining the certificate (it is allowed to provide a scan of the certificate or notify the Doctoral School Office, in writing, about hospitalization) - the method of justifying the absences of the doctoral students in the classes is specified in the Announcement of the Director of the Doctoral School;
- 10) submit an annual report along with the thesis supervisor's(-s) opinion on the pursuit of the Curriculum and on the outcomes and progress of work included in the Individual Research Proposal. The annual report must be submitted by July 20 of each calendar year for a given academic year. The report should be prepared in line with the template. A template form is provided annually in the announcement of the Doctoral School Director; Failure to submit a report on time and to meet the conditions for passing the year may be grounds for removal from the Doctoral School;
- 11) report on scientific achievements that have arisen in connection with pursuing education at the Doctoral School, for the purpose of evaluating the quality of scientific activity;
- 12) provide the Director of the Doctoral School with information subject to reporting to the POL-on System;
- 13) have the individual identifier ORCID (Open Researcher and Contributor ID);
- 14) immediately notify the employees of the Doctoral School administration of changing the last name, marital status, address and other data collected in the documentation of the course of education at the Doctoral School. Failure to inform about the change of address means that the correspondence sent to the previous address will be deemed delivered effectively and valid.
- 15) submit the Supervisor(s) Evaluation Questionnaire (a separate form for each supervisor) together with an annual report upon completion of the second and fourth years of training. The information provided in the questionnaire will be exclusively for the information of the Directorate of the Doctoral Schools.

VI. RIGHTS AND OBLIGATIONS OF THE THESIS SUPERVISORS

§ 8

1. The Doctoral School provides the doctoral student with supervisors(s)' guidance and support in research work throughout the education period.
2. The collaboration between the supervisor(-s) and the doctoral student should be based on mutual respect, following the principles of good practices prevailing in the academic environment.
3. The supervisor has the right to:

- 1) file a duly justified complaint to the Director of the Doctoral School regarding any irregularities in the doctoral student's conduct in the field of education at the Doctoral School;
- 2) provide opinions on the doctoral student's conclusions on matters related to the pursuit of education at the Doctoral School;
- 3) set requirements that enable following the Curriculum, thereby stimulating the doctoral student to pursue scientific development;
4. The supervisor's duties involve:
 - 1) assisting the doctoral student in scientific work, especially in the selection of topics and developing the Individual Research Proposal;
 - 2) supervising the management of doctoral dissertation schedule and the Curriculum;
 - 3) organizing and managing self-education, research work and preparing the doctoral student for delivering teaching;
 - 4) assisting the doctoral student in their research work by providing substantive and methodological support, including consultations and seminars with the doctoral student;
 - 5) providing a written evaluation opinion on the doctoral student's scientific development and doctoral dissertation progress; approving the doctoral student's reports on following education course;
 - 6) ongoing supervision of the doctoral student work and informing the Director of the Doctoral School about a possible lack of progress in the implementation of the Individual Research Proposal;
 - 7) assisting the doctoral student in securing the necessary financial resources for the implementation of the research project and supporting the doctoral student in obtaining external funding for scientific research;
 - 8) providing opinions on conclusions drawn by the doctoral student and related to the education course;
 - 9) conducting OHS training course for the doctoral student at the place where they carry out research and internship, which is confirmed by an appropriate certificate.
5. The assistant supervisor plays a significant supporting role in caring for the doctoral student. The responsibilities of the assistant supervisor include participating in:
 - 1) developing the methodological foundations of the dissertation,
 - 2) identifying specific cognitive and research objectives,
 - 3) refining the scope of the dissertation,
 - 4) critically analyzing the subject literature,
 - 5) organizing research,
 - 6) analyzing progress in research work and achieving interim results,
 - 7) methodical and substantive correction of publications and preparing the student's presentations,
 - 8) recommendations for the doctoral student's participation in symposia, seminars, and scientific conferences.

VII. PRINCIPLES OF EDUCATION

§ 9

1. Doctoral students education at the Doctoral School:
 - 1) follow the Curriculum and the Individual Research Proposal;
 - 2) lasts eight semesters, with the possibility of shortening thereof to six terms, provided that the Curriculum and the Individual Research Proposal have been completed, and ends upon the doctoral dissertation submission;
 - 3) shortening the period of education at the Doctoral School requires the Doctoral School Director's consent and arrangement regarding the implementation of the entire Curriculum;
 - 4) may be pursued in cooperation with another university or research institute;
 - 5) prepares students to obtain a Ph.D. degree;
2. The doctoral dissertation demonstrates the doctoral student's general theoretical knowledge in the chosen discipline and the ability to conduct research independently.
3. The subject of the doctoral dissertation is an original solution to a scientific problem or an original solution in applying the outcomes of one's own scientific research in the economic or social context.
4. The doctoral dissertation is a collection of published and thematically related scientific articles. In exceptional cases, the doctoral dissertation may also be a scientific monograph (according to the definition specified in § 10. 1. Regulation of the Minister of Science and Higher Education of February 22, 2019 on the evaluation of the quality of scientific activity), a technological work or the implementation of research results into commercial activities.
5. The Ph.D. student may request to the Doctoral School Director to change the subject of the doctoral dissertation until the mid-term evaluation has been carried out, subject to the approval of the relevant Chair/Institute Council. Such request must be supplemented with justification and the opinion of the thesis supervisor(-s). In addition, it must be filed with the submission of a revised Individual Research Proposal and the positive opinion of the local Bioethics Committee or the local Animal Research Ethics Committee, if required. In exceptionally justified cases, with the approval of the relevant Chair/Institute Council, a dissertation topic change may be made after the completion of the mid-term evaluation procedure.
6. The doctoral student must complete the entire Curriculum before submitting the doctoral dissertation.
7. In the case of submission of a doctoral thesis before the deadline for completion of the training scheduled in the Curriculum, the Director of the Doctoral School may, at the

doctoral student's request, exempt the doctoral student from the obligation to undertake the professional practice remaining to complete the training.

8. Education at the Doctoral School ends upon doctoral dissertation submission. The announcement of the Director of the Doctoral School sets the guidelines for completing training and submitting doctoral thesis at the Doctoral School.
9. The doctoral student submits the doctoral dissertation in one copy, along with attachments, to the Director of PUMS Doctoral School through the PUMS Doctoral School Office by the deadline specified in the Individual Research Proposal or by the deadline set for the extension of dissertation submission (no later than the middle of the month that marks the end of doctoral student's training at the Doctoral School, or the middle of the month that marks the end of the extension period for the dissertation submission). Failure to submit the dissertation by the deadline specified in the IRP or by the extension deadline will result in removal from the list of doctoral students.
10. After reviewing the documentation, the Director confirms the achievement of learning outcomes for qualification at level 8 of the Polish Qualifications Framework (PRK). The doctoral student submits the doctoral dissertation at the College of Sciences within 14 days of receiving the confirmation mentioned above from the Director of the Doctoral School.
11. In exceptional cases, the Director of the Doctoral School may, at the request of the doctoral student, with the consent of the supervisor and the head of the unit, reduce the number of required teaching hours of professional practices.
12. In exceptional cases, the Director of the Doctoral School may, upon the request of the doctoral student, consent to the individual learning plan (ILP). The ILP involves setting separate dates for the completion of teaching duties resulting from the Curriculum (transfer of classes to the next academic year). Applying the ILP cannot delay the completion of education at the Doctoral School.
13. The Director of the Doctoral School, either ex officio or upon the request of the doctoral student, decide on the possibility of taking part or all of their classes and passing exams and credits remotely in a given academic year.

§ 10

1. The Curriculum is established by the PUMS Senate, subject to the requirement of consulting the Board of the Doctoral School Student Council in this matter. Should the 30-day period expire ineffectively, the consultation requirement is deemed to be met.
2. The Curriculum include professional practices in the form of delivering teaching or (during the first year of training) participating in teaching, with the teaching load not exceeding 60 hours per year. A PhD student who is employed as an academic teacher or a scientist is not exempted from completing professional practices in the form of teaching included in the Doctoral School Curriculum.

3. Classes at the Doctoral School may be conducted using methods and techniques of distance learning (e-learning).
4. The mode of the course should be agreed with the course coordinator at least two weeks before the start of the course. Change of this mode (classroom or online) is only possible in justified cases.
5. The examination date should be agreed with PhD students during the first class of the given course.

§ 11

1. The doctoral student, in consultation with the thesis supervisor(-s), develops the Individual Research Proposal and submit thereof to the Director of the Doctoral School within 12 months following the commencement of education.
2. In the case when assistant supervisor is appointed, the Individual Research Proposal is submitted after the opinion of this supervisor as well.
3. The doctoral student's Individual Research Proposal should be prepared in line with the template. A template form is provided in the Director of the Doctoral School announcement.
4. Should any formal deficiencies be identified, the Director of the Doctoral School requests the doctoral student to supplement the above-mentioned proposal.
5. The Individual Research Proposal of the doctoral student should be realistic, and should clearly indicate the perspective of completing the doctoral dissertation within the specified deadline.
6. The Individual Research Proposal defines the schedule for preparing the dissertation and outlines the planned research along with the methodology and description of the state of knowledge:
 - 1) Compulsory:
 - a) the planned date of submitting the doctoral dissertation (no later than the middle of the month that marks the end of doctoral student's training at the Doctoral School),
 - b) the planned schedule of research to prepare the doctoral dissertation,
 - c) the planned date of publication or acceptance for printing of the publications required in the Curriculum,
 - d) active participation in at least one international scientific conference in Poland or abroad (oral/poster presentation).
 - 2) Optional:
 - a) preparation and submission of a grant application to Polish or foreign research funding agency, through a competition,
 - b) completion of at least 1-month's scientific internship at Polish or foreign research unit,

- c) participation in the organization of Polish or international scientific conference,
 - d) activities for the development of science and didactics (e.g., membership in a scientific society, foundation or commissions, supervision of a student club).
9. The implementation of the Individual Research Proposal is subject to a mid-term evaluation conducted halfway through the education.

§ 12

1. The academic year lasts from October 1 to September 30 and consist of the winter and summer semester, as well as leisure breaks, not exceeding eight weeks per academic year, during the period free from teaching classes.
2. The detailed schedule of a new academic year, by June 30 of the year preceding a given academic year, is established by the Rector, after consulting the Director of the Doctoral School and the Board of the Doctoral School Student Council.

§ 13

1. Classes in a given subject end with pass, pass with a grade or an exam.
2. The following grades should be used for passes and exams:

excellent	5.00
very good	4.50
good	4.00
average	3.50
pass	3.00
failing grade	2.00
3. When calculating the arithmetic mean of the annual average grade rounded to two decimal places, all exam, as well as failing grades, are taken into account.
4. The results of passes with a grade and exams are announced in the University's IT system in a dedicated module. The grades from exams and passes with a grade are entered into examination reports and the electronic record of doctoral student's periodic achievements.
5. Keeping an electronic record of the course of education at the Doctoral School in the WISUS system imposes the following obligations on those who teach doctoral students:
 - 1) having an active account on the PUMS server allowing access to the WISUS system;
 - 2) informing doctoral students about the obligation and rules for registration in the WISUS system for their electives;
 - 3) conducting an examination or giving a pass;
 - 4) entering grades or information on passing to the WISUS system within 10 days following the last passing date, but not later than 30 June of a given academic year;

- 5) preparing, signing and delivering reports on passing courses in the form of a printout from the WISUS system to the Doctoral School administration, by 10 July of a given academic year;
- 6) Compliance with security and data protection rules for data entered into WISUS.
6. The conditions for passing the course are described in the regulations of the classes prepared by the coordinator and announced to the doctoral student in the Electronic Teaching Guide. These regulations also specify the manner and deadline for making up any arrears caused by a doctoral student's absence.
7. Should the doctoral student receive a failing grade from a subject ending with a pass grade, they are entitled to retake the examination, at a date agreed with the course coordinator.
8. The exam in the subject included in the Curriculum will be held on dates set by the examiner in consultation with the doctoral students, but no later than 30 June of a given academic year. Conducting the exam at later date is subject to the consent of the Director of the Doctoral School.
9. Should the doctoral student receive a failing grade in the exam, they have a right to one retake in each course. The retake will be held on the date agreed with the course coordinator.
10. In justified cases, upon the request of the doctoral student with the examiner's approval, the Director of the Doctoral School may agree to postpone the examination, while indicating the final date for taking the exam.
11. Should the doctoral student receive a failing grade in the retake exam and raise objections to its correctness, they have the right to submit a request to the Director of the Doctoral School for a board exam, within five working days following the date of announcement of the retake results.
12. The examination board which conducts the board is appointed by the Director, and consist of at least two academic teachers of a given or related thereto specialization.
13. Upon the doctoral student's request, they may appoint an observer from among academic teachers or doctoral students to participate in the board exam.
14. During the board examination, which is taken in oral form, the principle of drawing questions applies.
15. The result of the board exam is determined through voting. In the event of an equal number of votes, the vote of the board chairperson prevails.
16. In the event of a not duly justified absence, the doctoral student is no longer entitled to take the board exam at another date.
17. Decisions on passing subsequent years of education are made by the Director of the Doctoral School. If the doctoral student has failed to get a pass, the Director may consent to the conditional undertaking of education in the next academic year, subject to fulfilling the condition within the time limit specified in the decision of the Doctoral School Director.

§ 14

1. A doctoral student may submit a written resignation from education at the Doctoral School at any time during the training period. The application is submitted to the Director of the Doctoral School.
2. The application for resignation from education at the Doctoral School should include:
 - 1) doctoral student details, including: name and surname, PESEL number / or passport number (in the absence of a PESEL number) and Student ID number, year of study at the Doctoral School;
 - 2) signature of the supervisor or supervisors and the head of the unit.
3. To the application referred to in par. 2, the doctoral student encloses:
 - 1) clearance slip;
 - 2) doctoral student ID.
4. A doctoral student may be removed from the list of doctoral students in the event of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation, including failure to submit an Individual Research Proposal on time;
 - 2) failure to comply with the doctoral student's obligations, in particular those resulting from the Regulations, the Curriculum and the Individual Research Proposal.
5. A doctoral student is removed from the list of doctoral students in the case of:
 - 1) obtaining a negative result of the mid-term evaluation;
 - 2) failure to submit the doctoral dissertation within the time limit specified in the Individual Research Proposal or within the extension period;
 - 3) resignation from education;
 - 4) non-commencement of education;
 - 5) violations of the prohibition referred to in Article 200 section 7 of the Act;
 - 6) disciplinary punishment of expulsion from the Doctoral School
6. A request to remove a doctoral student from the list of Doctoral School students due to unsatisfactory progress in the preparation of the doctoral dissertation may be submitted by the doctoral student's supervisor or supervisors. The request is addressed to the Director of the Doctoral School.
7. The application for removing a doctoral student from the list should be accompanied by reasons for the application.
8. The decision to remove from the list of doctoral students is made by the Director of the Doctoral School, acting under the authority of the Rector.
9. Removal from the list of doctoral students takes place by way of an administrative decision. The decision is subject to an application for reconsideration of the case submitted to the Rector through the Director within 14 days of receipt of the decision.

VIII. THE METHOD OF APPOINTING AND CHANGING A SUPERVISOR(-S) OR ASSISTANT SUPERVISOR

§ 15

1. Scientific supervision over the preparation of the doctoral dissertation at the Doctoral School is exercised by:
 - 1) supervisor or supervisors, or;
 - 2) supervisor and assistant supervisor.
2. The supervisor may be a person:
 - 1) who is a professor or holding a post-doctoral degree,
or
 - 2) a person without the post-doctoral degree or the professor title, who is an employee of a foreign university or scientific institution, if the College Board, competent to conduct the procedure for awarding the doctoral degree considers, that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
3. A second supervisor can be appointed in the following cases:
 - a) interdisciplinary research topic;
 - b) documented international collaboration.
4. The assistant supervisor may be an academic employed in the same or another research unit, holding at least a doctoral degree, and a proven record of an academic achievements relevant to the topic of the doctoral dissertation being prepared. The assistant supervisor supports both the supervisor in caring for the doctoral student and the doctoral student in the correct preparation of the dissertation. The choice of an assistant supervisor requires justification.
5. The thesis supervisor may not supervise more than three students of the Doctoral School at a time, with the exception of doctoral students admitted as part of the implementation of research projects financed with external funds. In exceptional cases, the Director of the Doctoral School, in consultation with the Rector, may increase this limit.
6. The assistant supervisor may not supervise more than two students of the Doctoral School at a time.

§ 16

1. A supervisor may not be a person who, in the last 5 years:
 - 1) has been the supervisor of four doctoral students removed from the list of doctoral students due to a negative result of the mid-term evaluation, or;
 - 2) has supervised the preparation of a doctoral dissertation by at least two applicants for the doctoral degree who have failed to receive positive reviews.

2. The supervisor should have a minimum of four years of employment at the University remaining, from the moment a doctoral student is admitted to the Doctoral School.

§ 17

1. Within 3 months following the date of undertaking education, the supervisor(s) or the assistant supervisor is appointed to the doctoral student.
2. The doctoral student, within 60 days from the commencement of education, submits an application to the Director of the Doctoral School for the appointment of a supervisor(-s), or an assistant supervisor, along with attachments. Application template is available on the PUMS Doctoral School website.
3. The application for the appointment of the supervisor(-s) and assistant supervisor must include:
 - 1) doctoral student's details;
 - 2) the proposed title of the doctoral dissertation;
 - 3) indication of the field and discipline in which the procedure will be conducted, along with the justification of the aim and objectives of the doctoral thesis;
 - 4) the proposed candidate(s) to act as a supervisor(-s) or the assistant supervisor, along with the explanation;
 - 5) consent to assume the role of a supervisor(-s) or assistant supervisor, along with a statement regarding the number of doctoral students and doctoral procedures in which they serve as a supervisor or assistant supervisor.
 - 6) in the case of an application containing a request for the appointment of an assistant supervisor, the supervisor candidate's consent to the appointment of such a person as an assistant supervisor.
4. The application for the appointment of a supervisor/supervisors/supervisor and assistant supervisor should include the following attachments:
 - 1) positive opinion of the local Bioethics Committee or the local Animal Research Ethics Committee or candidate for the supervisor (candidates for supervisors) statement along with the explanation that such consent is not required;
 - 2) opinion of the Chair /Institute Council (the opinion must include information about the topic and assumptions of the work, as well as candidates for the supervisor(-s) and the assistant supervisor);
 - 3) a concise overview of the assistant supervisor candidate scientific and research interests, along with a list of publications following the interest scope of the prepared doctoral thesis (a list of a maximum of 5 publications);
 - 4) a list of academic achievements and publications of the foreign supervisor's candidate

- 5) other documents required by virtue of the Resolution of the Senate of Poznan University of Medical Sciences, specifying the procedure for awarding the doctoral degree.
5. A supervisor candidate should be an academic who meets the requirements set out in § 15 section 2.
6. The decision on the appointment of the supervisor, supervisors or the assistant supervisor is made by the Director of the Doctoral School.
7. In duly justified cases, the doctoral student or supervisor may request the Director of the Doctoral School to change the supervisor, supervisors or the assistant supervisor. The application form is available on the PUMS Doctoral School website.
8. The application for changing the supervisor/supervisors/supervisor and the assistant supervisor must include:
 - 1) doctoral student's details along with the title of the doctoral dissertation,
 - 2) justification for the change of supervisor, supervisors, or the assistant supervisor,
 - 3) the proposed candidate(s) to act as a supervisor(-s) or the assistant supervisor, along with a written consent to assume these roles along with the explanation,
 - 4) signed consents of the supervisor(-s) who express their will to cease to perform their function.
9. To the application for the appointment of a supervisor/supervisors, the following should be attached:
 - 1) in case of doctoral dissertation's topic change, a positive opinion from the local Bioethics Committee or local Animal Research Ethics Committee, or candidate for the supervisor (candidates for supervisors) statement along with the explanation that such consent is not required,
 - 2) opinion of the Chair/Institute Council on the change of the supervisor,
 - 3) in case of the unit change, where the doctoral student is to conduct the research – a declaration of the head of the unit regarding the possibility of carrying out practice in the form of teaching,
 - 4) in case an application contains a request to change an assistant supervisor, the supervisor's written consent to the appointment of such a person is required;
 - 5) other documents required by virtue of the Resolution of the Senate of Poznan University of Medical Sciences, specifying the procedure for awarding the doctoral degree.
10. The Director of the Doctoral School reviews the above-mentioned application, and within a period of 30 days from the submission of a complete application along with attachments, decides to change the supervisor, supervisors or the assistant supervisor.

IX. TERMS AND CONDITIONS OF DISSERTATION SUBMISSION DEADLINE EXTENSION

§ 18

1. Upon a doctoral student request, the Director of the Doctoral School may extend the deadline for submitting the doctoral dissertation specified in the Individual Research Proposal. The application must be submitted no later than 14 days before the deadline specified in the Individual Research Proposal.
2. Deadline extension for submitting the doctoral dissertation may be granted for no longer than 2 years (in total), in the case of:
 - 1) significant unforeseeable random events, preventing the doctoral student from meeting the deadline specified in the Individual Research Proposal;
 - 2) temporary inability to pursue the Curriculum due to illness – solely in duly justified cases (more than 3 months of sick leave);
 - 3) the need to provide long-term personal care for a sick family member;
 - 4) scientific trips, in particular research internships, lasting more than six months;
 - 5) delay in reviewing and/or final acceptance of a scientific article for publication, if the doctoral dissertation is prepared in the form of a publication cycle.
3. A doctoral student who has been granted an extension for submitting their dissertation must provide the Director of the Doctoral School with a progress report on the preparation of their dissertation, no later than two months before the end of the extension period.
4. The request referred to in Section 1 is handled by the Director of the Doctoral School within 30 days following the date of its submission.

§ 19

1. The request for dissertation deadline extension includes:
 - 1) doctoral student's details: name, surname, PESEL number, or, if not applicable, the number of the document confirming identity, student ID number, and the semester of study;
 - 2) justification along with the expected date of doctoral dissertation submission and scoring of the publications constituting the series;
 - 3) supervisor's opinion.

X. MID-TERM EVALUATION

§ 20

1. The implementation of the Individual Research Proposal prepared by the doctoral student is subject to mid-term evaluation, halfway through the education period resulting from the Curriculum, while in the case of 6 terms' education – during the fourth term. The

- evaluation focuses on the timeliness and quality of completion of the tasks set out in the dissertation preparation schedule.
2. The mid-term evaluation is carried out by the Commission for the Mid-term Evaluation of Doctoral Students, hereinafter referred to as Commission, composed of 3 persons, including:
 - 1) the Director of the Doctoral School or Deputy Director acting as the Chairperson of the Commission;
 - 2) one person with a title of professor or holding a post-doctoral degree in the discipline in which the doctoral dissertation is being prepared, employed outside the entity running the Doctoral School;
 - 3) one person for whom the University is the first place of employment, holding at least a doctoral degree;
 - 4) member of the Commission, employed outside the University, is entitled to 20% of the professor's salary.
 3. The supervisor and the assistant supervisor of a doctoral student who is subject to the above Evaluation may not be members of the Commission.
 4. The mid-term evaluation is based on the following:
 - 1) Individual Research Proposal;
 - 2) report on the implementation of the Individual Research Proposal, prepared by the doctoral student;
 - 3) annual reports submitted by the doctoral student after the first and second year of education;
 - 4) self-assessment of the doctoral candidate regarding the progress of their doctoral dissertation presented during the evaluation interview.
 5. The mid-term evaluation is carried out in two stages, on the dates specified in the announcement of the Director of the Doctoral School:
 - 1) stage I includes the doctoral student's presentation of a written summary of their work and achievements to date;
 - 2) stage II includes a practical evaluation in the form of a doctoral student's self-assessment regarding the progress of their doctoral dissertation and discussion during which the doctoral student will be asked questions.
 6. Evaluation includes:
 - 1) broadly understood development of the doctoral student and their scientific achievements:
 - a) scientific papers of a doctoral student accepted for printing or published in a peer-reviewed journals included in the list drawn up in accordance with the regulations issued pursuant to the Law on Higher Education and Science (the evaluation covers, inter alia, the number of papers, the order of authorship and journal scores) – it is necessary to present publication required in the Curriculum. In the event of

- acceptance for printing, it is required to provide a confirmation of issuing the DOI number,
- b) doctoral student's active participation in scientific conferences
- c) doctoral student's foreign or domestic internships
- d) doctoral student's participation in research projects.
- 2) progress in the implementation of the Individual Research Proposal:
 - a) timeliness of the research schedule,
 - b) progress of the doctoral dissertation.
- 3) evaluation of pursuing the Curriculum:
 - a) timeliness and quality of pursuing the Curriculum
 - b) doctoral student's involvement in activities for the development of science and didactics
- 7. The details of the evaluation, within the scopes set out in Section 6, are specified by the Director of the Doctoral School announcement.
- 8. Admission to the mid-term evaluation is subject to the submission of the document referred to in Section 4(2), by the date specified in the announcement referred to in section 5.
- 9. The attendance of the doctoral student at the mid-term evaluation, on the date specified in the announcement referred to in Section 5, is mandatory.
- 10. The mid-term evaluation result may be positive or negative. The result of the evaluation along with the justification is public.
- 11. Should the doctoral student score a negative result in the mid-term evaluation, they will be removed from the list of doctoral students in accordance with the provisions of § 14.5.1 of these Regulations.

XI. SCHOLARSHIPS

§ 21

1. Doctoral student without a doctoral degree is granted a doctoral scholarship.
2. The total duration of the doctoral scholarship at the doctoral schools must not exceed 4 years.
3. The doctoral scholarship is paid by the entity running the Doctoral School.
4. The amount of the monthly doctoral scholarship is determined by the Rector in line with the provisions of the Act.
5. Doctoral student who has submitted their dissertation earlier than the date of completion of education as specifies in the Curriculum, will be granted the doctoral scholarship until the date on which the deadline for completing education expires, but no longer than for 6 months, taking into account the provision of Section 2.

§ 22

The doctoral student may apply for the scholarship from the Minister competent for higher education and science for outstanding young scientists according to separate applicable regulations.

XII. DISCIPLINARY RESPONSIBILITY OF DOCTORAL STUDENTS

§ 23

1. The rules of disciplinary responsibility of the doctoral student and the disciplinary procedure is specified in separate regulations.
2. Disciplinary proceedings is run by:
 - 1) the Disciplinary Commission for Students and Doctoral Students;
 - 2) the Appeal Disciplinary Commission for Students and Doctoral Students.

XIII. METHOD OF KEEPING A RECORD OF THE COURSE OF EDUCATION

§ 24

1. The information on the doctoral student and the course of education at the Doctoral School are gathered in:
 - 1) the doctoral files folder;
 - 2) the University's IT system.
2. The course of education at the Doctoral School is documented in:
 - 1) the doctoral student's periodic achievements record;
 - 2) subject pass records.
3. The subjects pass records are stored at the Doctoral School Office and in organizational units of the university delivering the courses to which the reports relate.
4. In the personal files folder, the following are stored:
 - 1) the documents required from a candidate for the admission to the Doctoral School;
 - 2) a report of the Recruitment Committee on the recruitment procedure;
 - 3) the oath signed by the doctoral student;
 - 4) the doctoral student's Individual Research Proposal;
 - 5) documentation related to the mid-term evaluation;
 - 6) documentation regarding the suspension of education at the Doctoral School;
 - 7) a copy of the decision on removing from the list of doctoral students;

- 8) the doctoral student's annual reports on their education;
 - 9) the doctoral student's periodic achievements records generated from the WISUS system;
 - 10) confirmation of receipt of the electronic doctoral student ID card;
 - 11) clearance slip.
5. Doctoral files folder is kept by the administration of the Doctoral School and transferred to the archives within 5 years following the end of the education.

XIV. FINAL PROVISIONS

§ 25

1. A doctoral student with Polish citizenship is entitled for health insurance.
2. All matters relating to the doctoral student's health insurance are governed by the provisions of the Act of August 27, 2004, on health care services financed from public funds.
3. The Doctoral School student is subject to compulsory health insurance if they are not obliged to be covered by health insurance on other grounds.
4. A doctoral student who is subject to compulsory health insurance obtains the right to healthcare services upon the registration for health insurance.
5. The grounds for registering for health insurance is a doctoral student's submission of a declaration that they are not subject to the health insurance obligation on a different basis.
6. The doctoral student's health insurance obligation arises upon submitting the declaration that they are not subject to the health insurance obligation on a different basis, but not earlier than upon commencement of the first term of education at the Doctoral School, while this obligation expires upon completing the education at the Doctoral School or removing from the list of doctoral students.
7. Any doctoral student registered for health insurance by Poznan University of Medical Sciences is obliged to notify the University, in writing, about the emergence of another basis to compulsory health insurance within 7 days following the date of its emergence, in order to de-register a given doctoral student from health insurance along with their family members joined by them to insurance.
8. The right to healthcare services for people who have graduated from the Doctoral School expires 4 months following its completion or removal from the list of doctoral students.