

REGULATIONS OF THE DOCTORAL SCHOOL AT THE JAN KOCHANOWSKI UNIVERSITY OF KIELCE

§ 1

Organisation of the Doctoral School

1. The Jan Kochanowski University of Kielce operates a Doctoral School.
2. The Doctoral School comprises subject sections designated by the Rector.
3. A section within the School is established, dissolved, or restructured by the Rector at the request from the Director of the Doctoral School.
4. A subject section of the Doctoral School may cover more than one discipline of science or the arts.
 5. The Doctoral School may operate jointly with another entity, pursuant to the provisions of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the Act.
6. The Doctoral School is headed by the Director of the Doctoral School, hereinafter referred to as the director.
7. The procedure for appointing the director is set out in the Statute of the Jan Kochanowski University of Kielce, hereinafter referred to as the Statute.
8. The director's duties includes:
 - 1) managing the Doctoral School;
 - 2) drafting the Regulations of the Doctoral School;
 - 3) drafting the rules for admission to the Doctoral School;
 - 4) organising the admission process to the Doctoral School;
 - 5) determining the admission quota for the Doctoral School, with the Rector's approval;
 - 6) developing the curriculum for the Doctoral School;
 - 7) organising the education of doctoral students;
 - 8) supervising the implementation of the curriculum;
 - 9) proposing the composition of admissions committees to the Rector;
 - 10) cooperating with the directors of institutes/chairs of scientific councils representing the disciplines comprising the Doctoral School's sections in the following areas:
ensuring the quality of doctoral students' education, the rules and criteria for admission to the Doctoral School, the appointment of supervisors and co-supervisors, the composition of the admissions committee, the composition of the mid-term evaluation committee, and the study programmes;
 - 11) monitoring the quality of education at the Doctoral School;
 - 12) issuing, on the Rector's authority, administrative decisions related to the education of doctoral students within the scope specified by the Rector;
 - 13) organising the process of conducting mid-term evaluations of doctoral students;

- 14) supervising the process of conducting mid-term evaluations;
 - 15) looking after the welfare and living conditions of doctoral students;
 - 16) coordinating the work of the Doctoral School's Academic Council;
 - 17) preparing the Doctoral School for evaluation;
 - 18) cooperating with the doctoral students' self-government;
 - 19) supervising doctoral studies until their completion.
9. The Rector may, at the request of the Director of the Doctoral School, appoint and dismiss the Deputy Director, section heads and deputy section heads.
 10. The powers of the Deputy Director of the School and the heads of subject sections are defined by order of the Director of the Doctoral School.
 11. The Doctoral School has a Scientific Council, which acts as an advisory body to the director, hereinafter referred to as the School Council.
 12. The procedure for electing members of the School Council and its powers is set out in the Statute.

§ 2

Admission and education at the Doctoral School

1. A person may be admitted to the Doctoral School if he/she:
 - 1) holds a Master's degree, a Master of Engineering degree or an equivalent qualification;
 - 2) demonstrate the highest quality of academic or artistic achievements and is a graduate of undergraduate studies (bachelor's degree) or a student who has completed the third year of the uniform master's studies.
2. Admission quotas for the Doctoral School in specific scientific or artistic disciplines for a given academic year are determined by the director with the Rector's approval.
3. Admission to the Doctoral School takes place through a competitive selection process in accordance with the rules laid down by the Senate of the Jan Kochanowski University of Kielce, hereinafter referred to as the Senate.
4. The rules and criteria for admission to the Doctoral School are developed by the director, following consultation with the School Council, and submitted to the Rector for consideration by the Senate.
5. The rules and criteria for admission referred to in paragraph 4 shall be adopted in good time to allow them to be made available in accordance with the procedure laid down by law.
6. A person admitted to the Doctoral School commences his/her education and acquires the rights of a doctoral student upon taking the oath, the text of which is specified in the Statute. The admitted person confirms the taking of the oath by his/her signature.
7. A person admitted to the Doctoral School cannot be a doctoral student at another Doctoral School.
8. Upon fulfilling the requirements referred to in paragraph 6, the doctoral student shall receive a student ID card.

9. The education of doctoral students at the Doctoral School lasts for 4 academic years and concludes with the submission of a doctoral thesis.
10. The assessment period at the Doctoral School is the academic year.
11. Education at the Doctoral School is full-time.
12. Education at the Doctoral School is conducted pursuant to the curriculum adopted by the Senate, in accordance with the procedure laid down in the Statute, and in line with the doctoral student's individual research plan.
13. Education at the Doctoral School covers four areas of the doctoral student's activities:
 - 1) conducting scientific research, artistic work or project-based activities;
 - 2) completing the courses specified in the curriculum;
 - 3) preparing a doctoral thesis constituting the basis for the award of a doctoral degree;
 - 4) acquiring the skills necessary to conduct teaching activities;
 - 5) undertaking a research or artistic internship. The rules governing the internship are laid down by order of the Director of the Doctoral School.
14. The director is responsible for preparing the curriculum at the Doctoral School. The School Council, the Committee for the Quality of Education at the Doctoral School and the doctoral students' self-government shall issue an opinion on the curriculum within 14 days of receiving the draft. If the deadline expires without any response, the requirement to seek an opinion shall be deemed as fulfilled.
15. The curriculum referred to in paragraph 12 is drawn up for the fields and disciplines in which education is provided at the Doctoral School.
16. Education at the Doctoral School is conducted in Polish, with the exception of courses taught in English within specific disciplines, as determined by a resolution of the Doctoral School's Academic Council, and listed in the course schedule available on the Doctoral School's website (currently <https://sd.ujk.edu.pl/>) prior to the start of each academic year. It is permissible to conduct teaching exclusively in English.
17. The curriculum content offered within individual disciplines differs. The curriculum content offered within each discipline is different.
18. The curriculum referred to in paragraph 12 should be prepared in time to be made available in accordance with the procedure laid down in the Act.
19. Education of a doctoral student admitted under the rules referred to in paragraph 1(2) or under the Industrial PhD Programme is conducted in accordance with the generally applicable rules, in line with the curriculum and, at the doctoral student's request, in the form of an individual study plan.
20. The individual study plan, covering the dates and formats of course delivery, taking into account the organisation of the academic year, shall be determined by the Head of Section in consultation with the doctoral student and his/her supervisor separately for each academic year and shall require the director's approval. The establishment of an individual study plan must not result in a change to the deadline for the doctoral student to submit his/her individual research plan or the date of the mid-term evaluation.
21. The doctoral thesis is prepared under the supervision of a supervisor or supervisors, or a

supervisor and an assistant supervisor.

§ 3

Academic supervision

1. Academic supervision of the preparation of a doctoral thesis is provided by a supervisor or supervisors, or by a supervisor and an assistant supervisor.
2. Subject to the exceptions provided for in the Act, the role of supervisor may be performed by a person holding the degree of habilitated doctor or the title of professor, and the role of assistant supervisor by a person holding at least a doctoral degree.
3. The director shall submit a request to the Chair of the relevant Scientific Council of the Institute for the appointment of persons competent to provide academic supervision over the preparation of doctoral theses by persons admitted to the Doctoral School. The request shall include proposals for persons to provide academic supervision.
4. The relevant Scientific Council of the Institute appoints:
 - a) supervisors – within 3 months from the date of commencement of the doctoral student's education,
 - b) assistant supervisors – within 6 months from the date of commencement of the doctoral student's education.

The Chair of the relevant Scientific Council of the Institute shall immediately forward the resolutions concerning the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor to the Director of the Doctoral School.

5. Supervisor's duties:
 - 1) provides direct academic supervision of the doctoral student;
 - 2) draws up an individual research plan together with the doctoral student and supports the doctoral student in implementing this plan;
 - 3) provides consultation and assesses the doctoral student's academic, artistic, or project-related progress;
 - 4) supports the doctoral student in his/her research, or artistic work;
 - 5) assists the doctoral student in preparing research project proposals;
 - 6) ensures the provision of funding for the doctoral student's research, artistic or project work;
 - 7) monitors progress in the preparation of the doctoral thesis;
 - 8) supervises and confirms the completion of the doctoral student's professional internship;
 - 9) provides feedback on the doctoral student's requests related to his/her education;
 - 10) informs the director of any difficulties affecting the implementation of the doctoral student's individual research plan;
 - 11) submits a request to the director to remove the doctoral student from the list of doctoral students, in particular in the cases specified in § 9(2).
6. Assistant supervisor's duties:
 - 1) evaluates the doctoral student's individual research plan;
 - 2) provides support in the planning and conduct of research within the scope specified

by the supervisor.

7. A single person may act as a supervisor or assistant supervisor for no more than three doctoral students, of whom no more than two may be in their first or second year, and, once at least one of them has received a positive mid-term evaluation, for a further doctoral student, subject to paragraph 8.
8. The number of doctoral students referred to in paragraph 7 may be increased by no more than three doctoral students, provided that each of them is a participant in an external grant. An external grant is understood to mean a scientific research project funded by external domestic or foreign institutions established to support scientific activity in the field of basic research (empirical or theoretical), in particular the National Science Centre, the National Centre for Research and Development, the National Programme for the Development of the Humanities, the Foundation for Polish Science, the Polish National Agency for Academic Exchange, or an artistic project funded e.g., by the Ministry of Culture and National Heritage, the Creative Europe programme, Culture Moves Europe.
9. The doctoral student may submit a request to the director to change his/her supervisor, in particular where the supervisor fails to fulfil the duties referred to in paragraph 5. A request to change the supervisor must be justified.
10. If a doctoral student submits the request referred to in paragraph 9, the director shall ask the head of the relevant section and the supervisor to submit their opinions on the matter within 7 days from the date of receipt of the request. Based on the opinions submitted, the director may request the Chair of the Scientific Council of the relevant Institute to change the person appointed to provide academic supervision over the doctoral student.
11. The supervisor may, including at the request of the doctoral student, apply to the director for a change of assistant supervisor if he/she fails to fulfil his/her duties as referred to in paragraph 6. The application must be justified.
12. A resolution on the change of supervisor or assistant supervisor shall be adopted by the relevant Scientific Council of the Institute at the request of the director.

§ 4

Individual Research Plan

1. In consultation with his/her supervisor(s), a doctoral student shall draw up an individual research plan covering the period of study at the Doctoral School.
2. The individual research plan, a template for which is set out in Annex 1 to these Regulations, shall include, in particular:
 - 1) a plan of the research the doctoral student will conduct during his/her education at the Doctoral School;
 - 2) a timetable for the preparation of the doctoral thesis;
 - 3) a plan of activities aimed at enhancing the doctoral student's competencies in preparation for work of a research, research and development, or artistic nature.
3. The individual research plan must indicate the means of funding the planned tasks.
4. The supervisor or supervisors shall confirm by signature that the doctoral student's

individual research plan has been prepared in consultation with them.

5. The doctoral student's individual research plan requires the approval of the assistant supervisor – if one has been appointed.
6. The doctoral student shall submit the individual research plan to the director after consultation with the supervisor or supervisors, or with the supervisor and assistant supervisor, taking into account paragraph 5, no later than by the deadline specified in the Act.
7. The individual research plan is reviewed by the subject-area panel for the assessment of individual research plans, which acts in an advisory capacity to the director and comprises: the head of the section – as Chair, and two representatives from each of the disciplines comprising the relevant disciplinary section, one of whom is a representative of the Scientific Council and the other a representative of the Committee for the Quality of Education in the Doctoral School.
8. Should it be necessary to amend the individual research plan during the course of study at the doctoral school, the provisions of paragraphs 1–7 shall apply *mutatis mutandis*.
9. The doctoral student is required to submit an updated individual research plan within 30 days of the expiry of the period of suspension of studies, as specified in paragraphs 1–7.

§ 5

Records of academic progress

1. Records of doctoral students' academic progress at the Doctoral School are maintained in electronic form within the University's IT system and in the student's personal file.
2. Doctoral students are granted access to their academic records via individual accounts in the University's IT system.
3. Upon the doctoral student's request, the Doctoral School shall issue the doctoral student with an extract from the documentation of his/her education progress at the Doctoral School, certified by the director.
4. Documentation of the doctoral student's achievements, including periodic achievement reports, is stored in the doctoral student's personal file in the form of printouts of electronic data, signed by the director.
5. The doctoral student is assigned a student number.
6. The doctoral student's individual account in the electronic database contains e.g.:
 - 1) the doctoral student's personal details;
 - 2) student number;
 - 3) the scientific or artistic discipline in which the doctoral student is studying;
 - 4) information on the qualifications obtained, entitling the student to undertake studies at the Doctoral School;
 - 5) the start date of studies at the Doctoral School;
 - 6) the end date of studies at the Doctoral School;
 - 7) information on the progress of studies.
7. For each doctoral student, a personal file bearing a reference number shall be created in the Personal Unit of the Doctoral School and shall be kept there for the duration of

his/her studies therein.

8. The personal file shall contain e.g.:
 - 1) a certificate of entry on the list of doctoral students or an administrative decision on admission to the Doctoral School, in the case of foreign nationals;
 - 2) documents required from the candidate during the recruitment process;
 - 3) the oath signed by the doctoral student;
 - 4) decisions related to the doctoral student's disability;
 - 5) decisions related to the course of study, concerning, inter alia:
 - a) suspension of study at the Doctoral School,
 - b) extension of the deadline for submitting the doctoral thesis,
 - c) removal from the list of doctoral students and confirmation of its delivery;
 - 6) the declarations referred to in § 6(2)(6);
 - 7) individual research plan;
 - 8) doctoral student's periodic achievement records;
 - 9) mid-term report on the implementation of the individual research plan, together with the documents specified in Annex 5, in paper form;
 - 10) report on the mid-term evaluation on the implementation of the individual research plan at the Doctoral School;
 - 11) reports on scientific or artistic activity;
 - 12) confirmation of receipt of documents or their delivery in electronic form;
 - 13) a certificate or diploma of graduation, or a certificate confirming the passing of an examination attesting to proficiency in a modern foreign language at a level of at least B2;
 - 14) a doctoral thesis reviewed and approved by the supervisor;
 - 15) a copy of the certificate of completion of studies at the Doctoral School;
 - 16) the doctoral student's clearance slip/student clearance form.
9. The Doctoral School shall transfer the personal files of doctoral students who have completed their studies at the Doctoral School to the archives.

§6

Rights and obligations of the doctoral student

1. The doctoral student has the right to:
 - 1) academic supervision from a supervisor or supervisors, or from a supervisor and an assistant supervisor;
 - 2) support from the persons referred to in point 1:
 - a) in the preparation of an individual research plan and its implementation,
 - b) in research, artistic or project work;
 - 3) a change of supervisor or assistant supervisor in the cases specified in the Regulations;
 - 4) access to the University's library collections and IT resources;
 - 5) use of the University's laboratories, equipment, and research apparatus to the extent necessary for the completion of the study programme, the conduct of scientific research, artistic or project-based activities, and the preparation of the doctoral thesis

- in accordance with the University's regulations;
- 6) participate in competitions announced by institutions funding scientific research, artistic or project-based activities, or academic mobility, in consultation with the supervisor;
 - 7) undertake scientific or artistic internships, subject to a positive opinion from the supervisor and the director's approval; the duration of the internship shall be counted towards the period of study;
 - 8) participate in domestic and international doctoral exchange programmes, pursuant to applicable agreements and arrangements;
 - 9) hold a doctoral student ID card;
 - 10) have an email address on the University's server;
 - 11) receive a doctoral scholarship on the terms specified in the Rector's order;
 - 12) apply for an extension of the deadline for submitting the doctoral thesis, in accordance with the rules set out in § 8;
 - 13) submit an application to the director for the suspension of studies in the cases and in accordance with the rules set out in the Act;
 - 14) in justified cases, submit a request to the Director to defer the completion of specific modules of the study programme to a later stage of study;
 - 15) in justified cases, submit a request to the Director to sit examinations or credits ahead of schedule;
 - 16) submit proposals regarding education at the doctoral school to the Committee for the Quality of Education at the Doctoral School;
 - 17) apply for a student loan pursuant to the provisions of the Act;
 - 18) apply for a scholarship from a local government body or a natural person or a legal person that is neither a state nor a self-government legal person;
 - 19) apply for accommodation in a hall of residence in accordance with the Regulations on student benefits;
 - 20) social security and universal health insurance in accordance with the rules laid down in separate regulations;
 - 21) a rest period not exceeding 8 weeks per year;
 - 22) association in a doctoral student self-government;
 - 23) evaluation of academic teachers, including the supervisor(s) and assistant supervisor, regarding their fulfilment of duties related to education, in accordance with the rules laid down by the Rector;
 - 24) evaluation of the recruitment process, the quality of education at the doctoral school, internationalisation, and the quality of academic supervision;
 - 25) reporting situations of conflict, discrimination, violent behaviour, as well as complaints and requests – according to the procedures in force at the University;
 - 26) association in doctoral student organisations;
 - 27) participation in scientific, research, development, implementation, or artistic work conducted at the University, to the extent agreed with the supervisor;
 - 28) upon completion of his/her doctoral studies, to undergo the procedure for the award

of a doctoral degree without paying the fee referred to in Article 182 of the Act;
29) take up employment as an academic teacher or research staff member on the terms set out in the Act.

2. It is the duty of a doctoral student to:

- 1) comply with the principles set out in the oath;
- 2) act in accordance with these Regulations and the Code of Ethics for Doctoral Students;
- 3) set up an account on the ujk.edu.pl server, in accordance with the Regulations of the Computer Network of the Jan Kochanowski University of Kielce;
- 4) draw up an individual research plan and submit it to the supervisor no later than on the date specified in the Act;
- 5) implement the study programme and the individual research plan;
- 6) submit to the director declarations regarding the following:
 - a) possession of an electronic researcher identifier compliant with international standards – ORCID (Open Researcher and Contributor ID) – within 14 days of commencing studies at the Doctoral School; a template for such a declaration is provided in Annex 2 to these Regulations,
 - b) a statement on the discipline in which the doctoral thesis is being prepared – within 14 days of commencing studies at the Doctoral School; a template for such a declaration is provided in Annex 3 to these Regulations,
 - c) a statement authorising the University to disclose scientific or artistic achievements for the purposes of evaluating the quality of scientific activity conducted at the University – in the year preceding the evaluation of the quality of scientific activity or before the completion of the final year of study at the Doctoral School; a template for such a declaration is provided in Annex 4 to these Regulations;
- 7) create an individual account in the Polish Scientific Bibliography System (PBN) and its linking to an ORCID account – within 14 days of commencing studies at the Doctoral School;
- 8) submit a mid-term report on the implementation of his/her individual research plan by the deadline specified in § 7(11); a template of such a report is provided in Annex 5 to these Regulations;
- 9) submit a report on academic activity, a template of which is set out in Annex 7 to these Regulations, after the first and third years of study and, in the case of those applying for an extension of the deadline for submitting their doctoral thesis, after completing the fourth year of study at the Doctoral School, covering the fourth year of study;
- 10) submit a certificate or diploma of graduation or a certificate confirming the passing of an examination attesting to proficiency in a modern foreign language at a level of at least B2 – by the end of the fourth year of study. The requirement to submit a document confirming proficiency in a foreign language by the deadline referred to in the preceding sentence also applies to doctoral students who have been granted an extension beyond the fourth year of study;

- 11) submit a doctoral thesis reviewed and approved by the supervisor within the timeframe specified in the individual research plan, subject to § 8(1);
 - 12) immediately notify in writing of any changes to personal and contact details, as well as any factual circumstances affecting the fulfilment of the doctoral student's obligations and the exercise of their rights.
3. Rights and obligations of the doctoral student shall cease on the date of:
 - 1) submission of the doctoral thesis, subject to paragraph 209 of the Act;
 - 2) the decision to remove the student from the list of doctoral students becoming final.
 4. A doctoral student shall be subject to disciplinary liability for breaches of the law and the regulations in force at the University, as specified in separate regulations.
 5. Doctoral students undertaking their studies at the University shall form the self-government of doctoral students.
 6. The bodies of the doctoral students' self-government are the sole representatives of all doctoral students.
 7. The bodies of the doctoral students' self-government have the right to submit proposals to the director on matters related to education at the Doctoral School.

§ 7.

Mid-term evaluation

1. Halfway through the period of study at the Doctoral School, the progress of the individual research plan shall be subject to a mid-term evaluation.
2. The assessment referred to in paragraph 1 shall be conducted by a committee approved by the School Council at the request of the director.
3. The supervisor(s), and assistant supervisor(s) cannot be members of the committee conducting the mid-term evaluation of a doctoral student under their academic supervision.
4. The committee shall consist of three persons:
 - 1) a person holding a postdoctoral degree or the title of professor in the discipline in which the doctoral student is preparing his/her doctoral thesis, employed at the University, as the Chair;
 - 2) a person holding a postdoctoral degree or the title of professor in the discipline in which the doctoral student is preparing his/her doctoral thesis, employed at the University;
 - 3) a person holding a postdoctoral degree or the title of professor in the discipline in which the doctoral student is preparing his/her doctoral thesis, employed outside the University, subject to the exceptions provided for in the Act (Article 190(5)).
5. A doctoral student delegated by the University Doctoral Student Self-Government Council may participate in the committee's proceedings as an observer, without the right to vote.
6. In the case of the assessment of the implementation of an interdisciplinary research plan, the committee shall consist of:
 - 1) a person holding a postdoctoral degree or the title of professor in a discipline covering

the field in which the doctoral student is preparing his/her doctoral thesis, employed at the University, as the Chair;

- 2) a person holding a postdoctoral degree or the title of professor in one of the disciplines within which the doctoral student is preparing his/her doctoral thesis, employed at the University;
 - 3) a person holding the degree of habilitated doctor or the title of professor in one of the disciplines within which the doctoral student is preparing his/her doctoral thesis, employed outside the University, subject to the exceptions provided for in the Act (Article 190(5)).
7. A committee member employed outside the University shall receive remuneration in the amount specified in the Act.
 8. Candidates for committee members referred to in paragraph 2 are nominated by the director and approved by the School Council. The provisions of the preceding sentence apply to the replacement of a committee member.
 9. The committee takes decisions by a simple majority of votes, with all committee members present.
 10. The doctoral student shall submit to the director a mid-term report on the implementation of his/her individual research plan, covering the first and second years of study at the Doctoral School, together with the documents referred to in § 5(8)(9), in both paper and electronic form. The medium containing the documentation in electronic form shall be returned to the doctoral student, and copies thereof shall be permanently deleted once the doctoral student has received a positive mid-term evaluation or once the decision to remove him/her from the list of doctoral students has become final in the event of a negative outcome of that evaluation.
 11. The deadline for submitting the report referred to in paragraph 10 shall be set by the Director of the Doctoral School's order no later than two months before the scheduled date of the mid-term evaluation.
 12. The Doctoral School shall inform the doctoral student about the date and place of the meeting of the committee conducting the mid-term evaluation, which will assess the implementation of the individual research plan.
 13. The committee conducts a mid-term evaluation on the implementation of the individual research plan based on:
 - 1) the individual research plan;
 - 2) the mid-term report on the implementation of the individual research plan;
 - 3) an interview with the doctoral student.
 14. During the interview, the doctoral student gives a multimedia presentation containing the plan for the doctoral thesis, discusses the research topic and research methods, and answers the committee's questions.
 15. The committee's evaluation covers:
 - 1) the timeliness of the plan's implementation;
 - 2) the progress of work on the thesis;
 - 3) research or artistic tasks completed;

- 4) the doctoral student's academic, artistic, and organisational activity.
16. The committee assesses each of the criteria listed in paragraph 15 individually, formulating the assessment result for each criterion as positive or negative.
17. The mid-term evaluation – determined based on the evaluation of the individual criteria referred to in paragraph 15 – results in a positive or negative outcome. The evaluation requires justification by the committee.
18. The committee shall document the evaluation by drawing up a report on the mid-term evaluation on the implementation of the individual research plan. A template for such a report is provided in Annex 6 to these Regulations.
19. Following the committee's meeting, the report referred to in paragraph 18 shall be forwarded to the director.
20. The results of the mid-term evaluation, together with the justification, shall be made public.
21. In the event of a breach of formal requirements during the evaluation, concerning the composition of the committee or the conduct of the evaluation contrary to the Regulations, the doctoral student has the right to submit objections to the director within 7 days of receiving the evaluation result. Objections cannot be based on allegations concerning the substantive evaluation conducted by the committee.

§ 8

Extension of the deadline for submitting a doctoral thesis or suspension of studies at the Doctoral School

1. At the request of a doctoral student, the director may extend the deadline for submitting a doctoral thesis specified in the individual research plan.
2. The request referred to in paragraph 1 requires the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor.
3. The total extension referred to in paragraph 1 cannot exceed two years.
4. An extension of the deadline for submitting the doctoral thesis specified in the individual research plan may be granted in the following cases:
 - 1) the doctoral student is on sick leave due to illness;
 - 2) the need to provide personal care for a sick family member;
 - 3) possession of a certificate of disability;
 - 4) the inability to conduct research or pursue artistic or project-based activities within the timeframe specified in the individual research plan for reasons beyond the doctoral student's control; an extension granted due to the inability to conduct research or pursue artistic or project-based activities may, on a one-off basis, cover a maximum period of six months.
5. The doctoral student shall attach to the request referred to in paragraph 1 a document confirming the existence of the grounds referred to in paragraph 4.
6. The director, at the request of the doctoral student, shall suspend studies at the Doctoral School in accordance with the rules laid down in the Act.
7. During the period of extension or suspension of studies, the doctoral student maintains

his/her rights as a doctoral student, unless the provisions regarding scholarships provide otherwise.

8. The deadlines for fulfilling obligations, including obtaining the credits required by the study programme, shall be extended accordingly by the duration of the extension granted.
9. A doctoral student's return following the expiry of the period of extension or suspension of studies shall take place in accordance with the rules laid down by the director.
10. If approval is not granted to extend the deadline for submitting the thesis, the doctoral student may appeal through the director to the Rector within 14 days of being notified of the decision.

§ 9

Removal from the list of doctoral students

1. A doctoral student shall be removed from the list of doctoral students in the following cases:
 - 1) obtaining a negative result in the mid-term evaluation;
 - 2) failure to submit the doctoral thesis by the deadline specified in the individual research plan, subject to § 8(1);
 - 3) withdrawal from the Doctoral School;
 - 4) failure to commence studies;
 - 5) breach of the prohibition referred to in paragraph 200(7) or paragraph 209(10) of the Act;
 - 6) imposition of a disciplinary penalty of expulsion from the Doctoral School on the doctoral student.
2. A doctoral student may be removed from the list of doctoral students in the event of failure to fulfil the study programme and individual research plan, in particular:
 - 1) failure to submit an individual research plan within the time limit specified in the Act;
 - 2) unsatisfactory progress in the preparation of the doctoral thesis;
 - 3) conduct contrary to the content of the oath or the Regulations of the Doctoral School;
3. The decision to remove a student from the list of doctoral students is issued by the director on behalf of the Rector.

§ 10

Application of the provisions of the Code of Administrative Procedure

1. Refusal of admission to the Doctoral School and removal from the list of doctoral students shall take place by way of an administrative decision.
2. Decisions referred to in paragraph 1 may be subject to a request for reconsideration or a complaint before an administrative court.

Detailed rules for the introduction and application of alternative arrangements for doctoral students with disabilities

1. All alternative arrangements applied by the Doctoral School for doctoral students with disabilities are intended to ensure equal opportunities to complete their studies, whilst maintaining the principle that academic standards for these students are not lowered.
2. In the case of doctoral students with disabilities, the section head may, at the student's request:
 - 1) justify an absence, based on documents submitted by the student;
 - 2) determine, in consultation with the course lecturers, individual dates and formats for completing the course or teaching internships;
 - 3) obtain approval for a change in the method of assessment;
3. In the case of doctoral students with disabilities, the section head may, at the student's request, grant approval for:
 - 1) the use of arrangements involving the participation of third parties in classes, in particular acting as sign language interpreters, stenographers, or laboratory assistants assisting doctoral students with hand disabilities;
 - 2) the use by a doctoral student with a disability of additional technical equipment enabling him/her to participate fully in classes, and the use of audiovisual equipment allowing for the recording of teaching sessions;
 - 3) obtaining teaching and academic materials from specific classes in an alternative format, in particular such as Braille, large-print, audio recordings, or electronic formats;
 - 4) a change to the method of taking an exam in a given course.
4. The decision referred to in paragraph 3 shall be taken by the section head, after consulting the head of the university-wide unit responsible for matters relating to people with disabilities.
5. Where audio or audio-visual recording equipment is used during classes, the doctoral student is required to submit a written declaration that he/she will not infringe the copyright of works created during those classes and will use the recorded material solely privately.
6. In order to change the method of taking the exam, the section head may issue a decision to a doctoral student with a disability in which he/she may agree to:
 - 1) extend the duration of the exam in question;
 - 2) the use of technical devices during the examination, such as:
 - computers, screen-reading software, Braille devices, alternative keyboards, magnifying glasses;
 - 3) the use of an alternative form of recording during the examination;
 - 4) changing the form of the examination from written to oral or from oral to written;
 - 5) the participation of third parties in the examination, in particular a sign language interpreter, a stenographer, or a language teacher;
 - 6) a change of the place where the examination is held.

7. The provisions set out in paragraph 6 shall apply mutatis mutandis to credits for courses.