

**Regulations of the
Doctoral Studies at the School of Molecular Biology
managed by the Institute of Biochemistry and
Biophysics of the Polish Academy of Sciences in
Warsaw**

The doctoral studies in the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences in Warsaw, hereinafter referred to as the IBB PAS, are governed by the Act on the Polish Academy of Sciences dated 30 April 2010 (Journal of Laws no. 96 of year 2010, item 619, as subsequently amended), the Law on Higher Education dated 27 July 2005 (Journal of Laws of year 2012, item 572, as subsequently amended), the Act on scientific degrees and scientific title and art degrees and art title dated 14 March 2003 (Journal of Laws no. 65, item 595, as subsequently amended); the Regulation of the Minister of Science and Higher Education dated 1 September 2011 concerning education at doctoral studies in universities and scientific units (Journal of Laws no. 196 of year 2011, item 1169, as subsequently amended), and the Regulation of the Minister of Science and Higher Education dated 24 October 2014 (Journal of Laws of year 2014, item 1480) concerning doctoral studies and doctoral scholarships.

§ 1

1. The doctoral studies shall be established and rescinded by the Director of IBB PAS by request of the Scientific Board of IBB PAS.
2. The doctoral studies shall be managed in the area of natural sciences, the field of biological sciences, in the following disciplines: biochemistry, biophysics, biology.
3. The doctoral studies shall be financed by means at the disposal of IBB PAS.
4. Maximum number of participants in the doctoral studies shall depend on needs and financial capabilities of IBB.

§ 2

The doctoral studies shall be provided at no charge, and shall be full-time studies.

§ 3

1. The substantive supervision over the doctoral studies shall be provided by the Scientific Board of IBB PAS, hereinafter referred to as the Scientific Board.
2. In particular, the Scientific Board shall pass the Regulations of the Doctoral Studies, and shall ensure that such Regulations are complied with.

§ 4

1. The Director of IBB PAS shall appoint the Manager of Doctoral Studies, choosing among the employees of IBB having been previously conferred the scientific title of professor (*profesor*) or the scientific degree of habilitated doctor (*doktor habilitowany*),

being employed by the facility on a full-time contract. The Director shall previously consult the Scientific Board and competent organ of the Doctoral Student Self-government (*Samorzqd Doktorantów*).

2. The Director shall dismiss the Manager of Doctoral Studies according to the above procedure.

§ 5

1. The Manager of Doctoral Studies shall:

- a) shall fulfil the role of Chairperson of the Doctoral Candidates' Scholarship Committee;
- b) shall organise implementation of the curriculum of the doctoral studies;
- c) shall provide supervision over the doctoral studies on a regular basis;
- d) shall evaluate implementation of the curriculum of doctoral studies and performance of scientific research by doctoral candidates;
- e) shall provide a doctoral candidate with a pass of each year of doctoral studies;
- f) shall make decisions concerning removal of doctoral candidates from the student list;
- g) shall extend, by request of a doctoral candidate, the period of doctoral studies, according to applicable regulations.

§ 6

The conditions and the procedure of doctoral studies' enrolment shall be governed by **Enclosure 1** to the Regulations.

§ 7

1. As a result of implementation of the studies' curriculum, including mostly carrying out of scientific and research work and participation in domestic and international activities of scientific community, a person who completed the doctoral studies shall achieve the education effects in the scope of:
 - a) knowledge:
 - has advanced knowledge, both general and specific in nature, including the recent achievements in the field of research being carried out;
 - has knowledge pertaining to methodology of scientific research as well as knowledge pertaining to legal and ethical aspects of scientific activities, including pertaining to methods for preparation of publications and presentation of research results;
 - has fundamental knowledge pertaining to planning and managing research projects.
 - b) skills related to methodology of scientific research in the scope of:
 - selection and mastering of research proficiency for the purpose of resolving new and complex scientific problems;
 - critical analysis, synthesis, and assessment of results of research work;
 - communication and consultation with colleagues and experts in his/her field and other fields of science;

- gathering information from variety of sources and subjecting it to critical assessment;
 - documentation of research results and compilation of works having a nature of scientific publications, according to the principles governing creation of such compilations, in particular, observing any principles related to respecting copyrights.
- c) social competences referring to scientific and research activities, and social role of a scientist, such as:
- contribution to social and cultural progress in knowledge-based society;
 - demonstration of innovative thinking;
 - demonstration of self-criticism in his/her creative work;
 - understanding and feeling of a need to educate himself/herself, by raising professional competences, in particular, following and analysing the recent achievements related to his/her field of science;
 - understanding of fundamental principles of professional ethics and appreciation for the meaning of intellectual honesty in his/her activities as well as any other activities.
2. The curriculum of the doctoral studies, specifying organisation of classes carried out as a part of such doctoral studies, shall be passed by the Scientific Board of IBB PAS.

§ 8

1. The duration of the doctoral studies shall be more than 2 and less than 4 years.
2. Upon the doctoral candidate's request, the Manager of Doctoral Studies shall extend the period of doctoral studies by the period equivalent to the duration of maternity leave, additional maternity leave, a leave under the conditions of maternity leave or paternity leave, set forth in separate legal regulations.
3. In justified cases, the Manager of Doctoral Studies may extend the period of doctoral studies while relieving the doctoral candidate from his/her obligation to participate in classes, particularly in case:
 - a) the doctoral candidate's disease is the cause of temporary inability to participate in the studies;
 - b) the doctoral candidate provides personal care for a family member suffering from a disease;
 - c) the doctoral candidate provides personal care for a child 4 years old or younger or for a child with certified disability - no more than a year in total.
4. Upon consultation of scientific tutor or supervisor, the Manager of Doctoral Studies may extend the period of doctoral studies while relieving the doctoral candidate from

his/her obligation to participate in classes, in cases justified by a requirement to perform long-lasting research, for the duration of such research, however, no longer than by 2 years.

5. The request for extending the duration of the doctoral studies shall be submitted to the Scientific Secretariat of IBB PAS a month before relevant year of studies is completed.
6. A person admitted to doctoral studies shall be conferred the rights of a doctoral candidate at the moment he/she takes the oath, with its content specified in Enclosure 1 to the Regulations.

§ 9

1. The doctoral candidate shall always behave according to his/her oath and the regulations of the doctoral studies.
2. Fundamental obligations of the doctoral candidate shall be the following:
 - a) to participate in classes according to the curriculum of the doctoral studies;
 - b) to perform scientific research and to submit annual research report each year;
 - c) to participate in scientific community of the Institute, including the Institute Seminars;
 - d) to give the Institute Seminar demonstrating results achieved during implementation of the doctoral dissertation;
 - e) to observe the regulations applicable in IBB PAS.
3. The doctoral candidate shall participate in Health and Safety training and shall have valid medical certificate.
4. The studies' reports shall be evaluated by the scientific tutor or the doctoral dissertation supervisor and two members of the Scientific Board of IBB PAS who monitor the progress of the doctoral candidate for the duration of studies.
5. In case any special circumstances occur, the doctoral candidate may provide the Manager of Doctoral Studies with his/her request to be temporarily and partially relieved from obligations set forth in these Regulations, in the scope specified separately for each candidate. Such decision shall be made by the Manager of Doctoral Studies.
6. Doctoral candidates who fail to comply with the obligations referred to in Sections 1 and 2 may be removed from the list of participants in the doctoral studies. The decision pertaining to such removal shall be made by the Manager of Doctoral Studies.
7. The decision referred to in Section 6 may be appealed against to the Director of IBB PAS. The decision of the Director of IBB PAS shall be final and binding.

§ 10

If a doctoral candidate infringes any regulations applicable in the Institute or acts in a manner offending the dignity of a doctoral candidate, he/she shall be liable to disciplinary action under the principles set forth in Art. 226

of the Law on Higher Education dated 27 July 2005 (Journal of Laws no. 164 of year 2005, item 1365, as subsequently amended).

§ 11

1. Doctoral candidates have the right:
 - a) to resting breaks totalling in no more than 8 weeks per year which shall be used in a period without education classes and not conflicting with implementation of scientific curriculum and/or classes appointed by the supervisor / scientific tutor;
 - b) to participate in conferences, symposia or education events etc. recommended by the tutor/supervisor;
 - c) to apply for additional scholarship provided for in separate regulations;
 - d) to participate in domestic and international research projects, if approved by the supervisor / scientific tutor;
 - e) to be employed, if approved by the scientific tutor and the Manager of the Doctoral Studies and provided that the obligations arising from such employment shall not collide with classes specified in the studies' curriculum.

§ 12

1. The doctoral candidate shall be entitled to apply for financial support benefits.
2. The rules and the procedure for admitting financial support shall be determined by the Regulations for establishing, admitting and paying financial support benefits for the doctoral candidates of the School of Molecular Biology at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences in Warsaw.

§ 13

Upon gaining the doctoral degree, doctoral candidates have the right to include the period of doctoral studies to the employment period governing his/her employee entitlements, however, such period shall not exceed 4 years.

§ 14

1. The doctoral scholarship shall be admitted by the Director of IBB PAS, once the doctoral candidate's application for such scholarship is evaluated by the Doctoral Scholarship Committee, hereinafter referred to as the Committee.
2. The Committee shall be summoned by the Director of IBB PAS. The Committee shall consist of at least three scientific employees having at least the degree of habilitated doctor, and the representative of the Doctoral Student Self-government. The Manager of Doctoral Studies shall be the chairperson of the Committee.
3. Once the applications for admittance of the doctoral scholarship are evaluated, the Committee shall identify the doctoral students recommended to be admitted such scholarship and provide the list of such students to the Director of IBB PAS.

4. The doctoral scholarship at the first year of doctoral studies shall only be admitted to a participant in doctoral studies who has managed to achieve very good results during the enrolment procedure.
5. The doctoral scholarship at the second year of doctoral studies and the following years shall only be admitted to a participant in doctoral studies who:
 - a) timely implements of the curriculum of the doctoral studies;
 - b) demonstrates commitment during implementation of scientific research managed by IBB PAS;
 - c) demonstrated significant progress in scientific work and preparation of the doctoral dissertation in the academic year preceding submission of the request for doctoral scholarship.
6. The doctoral candidate shall submit annual studies report with the request for doctoral scholarship to the Manager of the Doctoral Studies.
7. The doctoral scholarship shall be admitted and paid for the period of 12 months.
8. The amount of doctoral scholarship shall be determined by the Director.
9. The doctoral scholarship shall be admitted regardless of whether the doctoral candidate receives any of the following:
 - a) benefits from the financial support fund for students and doctoral candidates;
 - b) scientific scholarships referred to in Art. 199b of the Law on Higher Education;
 - c) a scholarship for outstanding achievements granted by the President of the Polish Academy of Sciences;
 - d) a doctoral scholarship referred to in Art. 22 Section 1 of the Act on scientific degrees and scientific title and art degrees and art title.
10. In case the doctoral studies' period is extended, the Director of IBB PAS may admit doctoral scholarship for such an extended period.
11. A doctoral candidate with admitted doctoral scholarship who completes doctoral studies in shorter period than set forth in the Act on doctoral studies and whose doctoral dissertation is graded with distinction shall be entitled to receive, for the remaining part of nominal period of the doctoral studies, financial means amounting to multiplication of his/her monthly doctoral scholarship being previously admitted and the number of months by which the period of doctoral studies has been shortened, however, no more than 6 months.

§ 15

1. A doctoral candidate may be removed from the list of participants in the doctoral studies:
 - a) upon such doctoral candidate's request;
 - b) upon the request of such doctoral candidate's scientific tutor, previously evaluated by the Doctoral Studies Committee.
2. A doctoral candidate shall be removed from the list under the decision of the Director of IBB PAS.

3. In case a doctoral candidate is removed from the list of participants in doctoral studies, any doctoral scholarship shall be rescinded (and its payment cancelled) on the first day of the month following the month the decision pertaining to such removal became final.

§ 16

1. The procedure of initiation and completion of doctorate shall be governed by Enclosure 3 to the Regulations – “The course of proceedings in doctorates”.

§ 17

1. Each doctoral candidate receives an electronic identity card.
2. IBB PAS shall charge the amount of PLN17 for release of doctoral candidate’s identity card or - if the release costs are lower - the amount equal to such costs.
3. Release of duplicate doctoral candidate’s identity card shall be charged at 150% of the price for the original identity card.
4. The doctoral candidate’s identity card shall be validated each year by updating data in the electronic system and placing appropriate hologram in relevant field at the identity card.
5. A person previously removed from the list of participants in the doctoral studies shall return such identity card within three days from the date he/she is removed from such list.

§ 18

1. The principles of the doctoral studies for foreigners are governed by provisions of the Regulation of the Minister of Science and Higher Education dated 12 October 2006 concerning initiation and completion of studies and trainings by foreigners and their participation in scientific research and development activities (Journal of Laws no. 190, item 1406).

§ 19

1. These regulations shall be valid from the date these are approved by the Scientific Board of IBB. (24/06/2014)
2. Any matters not regulated in these regulations shall be governed by generally applicable laws pertaining to doctoral studies and internal legal acts of IBB PAS.