

Regulations for the Doctoral School of Bialystok University of Technology

§ 1

General Provisions

1. The Regulations for the Doctoral School of Bialystok University of Technology (DSBUT), hereinafter called 'the Regulations', determine the mode and organisation of education in the Doctoral School of Bialystok University of Technology and the related rights and obligations of doctoral students.
2. Whenever these Regulations refer to:
 - 1) DSBUT - it shall mean the Doctoral School of Bialystok University of Technology;
 - 2) University – it shall mean Bialystok University of Technology;
 - 3) Rector – it shall mean Rector of Bialystok University of Technology;
 - 4) Senate - it shall mean the Senate of Bialystok University of Technology;
 - 5) Act - it shall mean as the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended);;
 - 6) Introductory Act - it shall mean the Act of 3 July 2018 - provisions introducing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended);;
 - 7) Director – it shall mean the Director of the Doctoral School of Bialystok University of Technology;
 - 8) discipline – it shall mean a scientific discipline or an artistic discipline;
 - 9) Council – it shall mean the Scientific Council of the School;
 - 10) Scientific Council - it shall mean councils appointed by the Senate pursuant to §51a of the Statute of Bialystok University of Technology;
 - 11) Head of Discipline - it shall mean the person in charge of doctoral studies in a given discipline;
 - 12) IRP – it shall mean an Individual Research Plan.
3. The DSBUT provides education in the following academic disciplines:
 - 1) automation, electronics, electrical engineering and space technologies;
 - 2) information and communication technology;
 - 3) biomedical engineering;
 - 4) civil engineering, geodesy and transport;
 - 5) mechanical engineering;
 - 6) environmental engineering, mining and energy;
 - 7) management and quality studies;
 - 8) forestry.
4. The decision on the establishment and closure of the DSBUT is made by the Rector with the opinion of the Senate.

§ 2

Organizational structure of the School

1. The DSBUT is a non-departmental unit.
2. The School shall be managed by the Director, who shall be the direct supervisor of doctoral students.
3. The function of the Director may be performed by an academic teacher with the title of professor or a DSc degree.
4. The Director is appointed by the Rector for the term of the Senate, after the Senate's opinion.
5. The Director is dismissed by the Rector.
6. The opinion and advisory bodies of the Director are: the Council, the DSBUT Curriculum Committee and the DSBUT Education Quality Committee.
7. The Council is made up of the Director and the Heads of Disciplines. The Chair of the Board shall be the Director.
8. The Head of Discipline may be an academic teacher with the title of professor or a DSc degree representing the discipline.
9. The Head of Discipline shall be appointed and dismissed by the Rector upon the proposal of the Director with the opinion of the relevant Scientific Council.
10. The number of places in particular disciplines for a given academic year shall be proposed by Scientific Councils are forwarded to the Director. The Rector sets the limits upon the request of the Director.
11. The responsibilities of the Director are:
 - 1) coordinating the work of the Council;
 - 2) supervising the overall functioning of the DSBUT;
 - 3) making decisions in all matters concerning the DSBUT, not reserved to the competence of the bodies of the University;
 - 4) submitting motions concerning the DSBUT to the appropriate bodies of the University;
 - 5) carrying out other activities provided for by the law, the provisions of the Statutes, and the resolutions and orders of the bodies of the University;
 - 6) disposing, within the scope of the authorization granted, of the financial resources planned in the University's Budgeted Cost of Work Scheduled for the functioning of the DSBUT;
 - 7) examining complaints of doctoral students in all matters concerning the DSBUT, not reserved for the competence of the University authorities;
 - 8) giving permission for doctoral students to do internships and conduct research in scientific institutions outside the University;
 - 9) coordinating the development of the Regulations, Admission Rules and educational programme;
 - 10) cooperating with Scientific Councils on education of doctoral students;
 - 11) cooperating with the social and economic environment on education of doctoral students;
 - 12) cooperating with the Council of Doctoral Students Self-government;

- 13) approving the staffing of the educational programme of the school upon a positive opinion of the DSBUT Curriculum Committee;
 - 14) preparing an annual report on DSBUT activities for the academic year, which is submitted to the Rector by the end of December of each calendar year;
 - 15) preparing a self-evaluation report in Polish and English for the needs of education quality evaluation;
 - 16) entering, updating, archiving and deleting data in the Integrated System of Information on Science and Higher Education "POL-on" concerning doctoral students studying in the DSBUT;
 - 17) supervising the documentation of the course of education;
 - 18) organising the implementation of the doctoral students education programme;
 - 19) direct supervising of the on-going education process;
 - 20) supporting grant activity and national and international mobility of doctoral students;
 - 21) issuing administrative decisions under the authority of the Rector.
12. The responsibilities of the Council include preparing:
- 1) admission rules of the DSBUT;
 - 2) regulations for the DSBUT;
 - 3) the curriculum, including the internship programme;
 - 4) guidelines and rules for preparing an IRP for DSBUT doctoral students;
 - 5) the manner and principles of conducting the mid-term evaluation of DSBUT doctoral students;
 - 6) a self-evaluation report for the needs of education quality evaluation.
13. The responsibilities of a Head of Discipline are:
- 1) proposing the composition of admissions committees;
 - 2) proposing staffing within disciplines;
 - 3) organising the implementation of the doctoral education programme in a given discipline;
 - 4) directly supervising the ongoing process of education in a given discipline;
 - 5) supporting grant activity and national and international mobility of doctoral students;
 - 6) proposing the composition of the committee for the mid-term evaluation of doctoral students;
 - 7) assessing doctoral students' reports on the progress of their research work for the academic year;
 - 8) establishing a list of modules, which doctoral students teach or participate in teaching as part of their internship in consultation with the head of the department/division and the Dean;
 - 9) settlement of a professional training.
14. The Secretariat is an auxiliary body of the Director. The tasks of the Secretariat include in particular:
- 1) administering current matters within the competence of the Director;
 - 2) coordinating matters related to the course and progress of education;
 - 3) operating the university's information systems related to the progress of education of doctoral students;

- 4) operating the national information systems related to the education of doctoral students;
 - 5) other matters assigned by the Director.
15. The Council of Doctoral Students Self-government shall be the exclusive representative of all doctoral students of the university.

§ 3

Admission

1. The admissions procedures are enacted by the University Senate and are made public, together with the curriculum, on the School's website no later than five months before the start of recruitment. Recruitment should be completed by 20 September of a given year.
2. The documents required for admission to the DSBUT are listed in Admission rules of the Doctoral School of Bialystok University of Technology.
3. A person admitted to the DSBUT shall commence education and acquire the rights of a doctoral student upon taking the oath.
4. Persons with disabilities applying for admission to the Doctoral School are subject to the same procedure as other applicants. Detailed conditions of the admission process for persons with disabilities are specified in the 'Regulations for the support of persons with disabilities at Bialystok University of Technology'.

§ 4

Organisation of the education process

1. Doctoral students education in the DSBUT prepares to obtain a doctoral degree.
2. Doctoral students studies in the DSBUT have the form of full-time courses and lasts 4 years (8 semesters).
3. There are no fees for doctoral students education.
4. The education of doctoral students in the DSBUT shall be based on an educational programme and an IRP.
5. The curriculum shall be approved by the University Senate subject to the requirement of consulting the Council of Doctoral Students Self-government.
6. The curriculum shall include obligatory courses, as well as optional courses to be found in a base of optional courses.
7. Carrying out the education programme shall lead to the achievement of learning outcomes that take into account the general characteristics of learning outcomes for qualifications at level 8 of the Polish Qualification Framework, as defined in the Act of 22 December 2015 on the Integrated Qualification System (Journal of Laws of 2020, item 226) and in the regulations issued on the basis of Article 7, paragraph 3 of that Act.

8. The detailed schedule of obligatory classes for a given semester shall be made known to doctoral students by the Director on the DSBUT website 14 days before the beginning of classes.
9. A doctoral student, in agreement with his/her supervisor(s), shall develop an IRP taking into account the tasks given in Appendix 1 and submit it to the Director through the Head of Discipline no later than 12 months after the date of commencement of education. The planned tasks in the IRP should meet the learning outcomes SD_W1, SD_W2, SD_U1, SD_U2, SD_K1 according to the DSBUT educational programme.
10. The decision of the Director to accept the presented IRP or to refuse it is made within 30 working days.
11. The doctoral student has the right to appeal from the Director's decision to the Vice-Rector for Research within 7 working days from the date of receiving the decision. The Vice-Rector for Research makes the final decision in this case.
12. The final refusal to accept the IRP may constitute the basis for the removal of the student from the register of doctoral students pursuant to §6 12 (2) of the Regulations.
13. In the event of discontinuation of the education of doctoral students in a given discipline, the University shall ensure that doctoral students preparing a doctoral thesis in that discipline may continue their education at another doctoral school in that discipline.
14. In case no other doctoral school offers education in a given discipline, the University shall cover the costs of the proceedings for the award of the doctoral degree in the extramural mode for persons who have lost the opportunity to complete their education.
15. Persons employed at the University who are pursuing a doctoral thesis in the extramural mode may, with the consent of the Director, participate in obligatory classes and optional classes selected by DSBUT doctoral students.
16. Detailed curriculum includes:
 - 1) the elements of the curriculum:
 - a) name of a course module;
 - b) number of hours;
 - c) the ways of verifying and assessing the learning outcomes achieved by a doctoral student in particular forms of classes.
 - 2) additional elements not forming part of the curriculum:
 - a) detailed educational content of courses (detailed programme of lectures and other classes);
 - b) educational methods and techniques;
 - c) the conditions and methods for completing individual classes, including the rules on re-sit and the conditions for taking examinations;
 - d) rules for participation in individual classes, indicating whether student's attendance is obligatory;
 - e) recommended literature and teaching aids;
 - f) academic publications of the lecturers related to the subject matter of each course.

- 3) course description cards for a given semester shall not be changed during that semester.

§ 5

Organisation of a professional training for doctoral students

1. A doctoral student of the DSBUT shall undergo a professional training in the form of 60 teaching hours per year. In special cases, the Rector, at the request of the Dean of the Faculty, in consultation with the Head of Discipline, may reduce the number of hours.
2. The Head of the Department/Division in cooperation with the Head of Discipline shall be responsible for the selection of the module(s) to be taught individually of the doctoral student.
3. The list of modules taught by doctoral students, in teaching, shall be drawn up at the faculties and entered in USOSadm.
4. The list of modules taught by doctoral students, completed and signed by the Dean, is submitted to the Secretariat of the DSBUT.
5. A doctoral student teaching his/her own modules is obliged to have a written agreement for unpaid professional training (Appendix 4)
6. Professional training shall be credited by the Head of Discipline on the basis of data included in Appendix 6.

§ 6

Course of studies

1. The settlement period is one academic year. Each academic year is divided into 2 semesters according to the academic calendar approved by the Rector.
2. The education shall be conducted on the basis of a study plan and an IRP.
3. Results of examinations and final tests are published in the USOSweb system.
4. Modules can be completed (passed) on the basis of the assessment of the doctoral students' achievements in a given semester, allowing for the evaluation to the extent to which the particular learning outcomes have been achieved.
5. Each doctoral student has the right to take one re-sit examination in each failed module. If a doctoral student obtains a negative grade in a re-sit examination, the Director of the DSBUT may decide that the student must repeat the module.
6. A doctoral student who is absent from an examination/final test on the date provided for in the examination schedule and have not justified their absence within 3 days from the date of the examination/final test, loses the opportunity to take the examination. Unjustified absence during examinations/final tests shall be considered as not passing the examinations/final tests and results in a negative grade. At the request of a doctoral student, the Director may decide to refer the student to repeat a module.
7. A doctoral student who objects to the correctness of examinations/final tests, has the right to submit a justified request for a special committee examination/final test to the Director

of the DSBUT within three days from the date the results of the examinations are published.

8. The Director may institute special committee examinations/final tests that should take place within seven working days from the request date.
9. Special committee examinations/final tests shall take place before committees including the following persons:
 - 1) president of the committee – an expert in a specific discipline, who is an academic teacher with the title of Professor or a DSc degree;
 - 2) two examiners – specialists in the subject to which the examination/final test pertains or in a related subject;
 - 3) a doctoral student's supervisor and, upon request of the student, a person from the Council of Doctoral Students Self-government appointed by the student, may be present during the special committee examination/final test as observer.
10. Decision on registration for the following year is taken by the Director on the basis of the progress report, the opinion of the supervisor and the obtained grades.
11. A doctoral student may be removed from the register of doctoral students in case of:
 - 1) a negative mid-term evaluation;
 - 2) failure to submit the doctoral thesis within the deadline specified in the IRP;
 - 3) resignation from studies;
 - 4) failure to commence studies within 30 days;
 - 5) violation of the prohibition referred to in Art. 200 (7); In the procedure for removing a doctoral student from the register of doctoral students, in the case of violation of the prohibition referred to in Art. 200 (7), the doctoral student is called upon to submit, within a period of not less than 30 days from the date of delivery of the summons, a resignation from education at another doctoral school;
 - 6) being punished with the disciplinary penalty of expulsion from the doctoral school.
12. A doctoral student may be removed from the register of doctoral students in the case of:
 - 1) unsatisfactory progress in the preparation of the doctoral thesis based on a negative opinion issued by a team of experts appointed at the request of the supervisor or the Head of Discipline or the Director;
 - 2) failure to comply with obligations under the Regulations of the DSBUT;
 - 3) failure to follow the study programme;
 - 4) failure to follow the IPB.
13. Removal from the register of doctoral students shall be effected by an administrative decision of the Rector. Such administrative decision may be signed by the authorised Director. Decisions can be appealed against to the Rector within 14 days from the date of the reception of the decision on removing a student.
14. Doctoral students with disabilities may apply for adjustments to the organisation and appropriate implementation of the educational process, including the conditions under which the education is carried out, to accommodate the type of disability.
15. The detailed conditions for adjusting the educational process to the needs of persons with disabilities are specified in the relevant Ordinance of the Rector of Bialystok University

of Technology on the adoption of the 'Regulations for the support of persons with disabilities at Bialystok University of Technology'.

§ 7

Procedure for appointing and changing a supervisor(s) or an assistant supervisor

1. The scientific supervision of the preparation of a doctoral thesis shall be provided by:
 - 1) a supervisor (s) or
 - 2) a supervisor and an assistant supervisor.
2. A supervisor shall be a person:
 - 1) holding the academic title of Professor or
 - 2) holding the academic degree of DSc or
 - 3) not holding the degree of DSc or the title of Professor, but an employee of a foreign university or scientific institution, if the Senate of the University decides that the person has significant achievements in the scientific field covered by the doctoral thesis and
 - 4) a person, who meets at least one of the conditions included in points 1-3, who is an author or co-author of at least 4 scientific publications from the represented discipline in journals or conference materials from the current ministerial list published within the period of 4 calendar years, including the year of applying for supervision.
3. Both an employee of the University and an employee from outside the University, whose employment at the University ends within 4 calendar years, may be a supervisor, provided that they receive permission to act as a supervisor from the Rector.
4. An assistant supervisor shall be a person with at least an academic degree of a doctor.
5. One supervisor shall not supervise simultaneously more than 4 doctoral students, and one assistant supervisor not more than 2.
6. A supervisor shall not be a person, who, within the last 5 years:
 - 1) was a supervisor of 4 doctoral students who were removed from the register due to a negative mid-term evaluation, or
 - 2) supervised the preparation of a doctoral thesis by at least 2 persons who did not obtain positive reviews.
7. A doctoral student, within 30 days from the date of commencement of education, applies to the Scientific Council via the Director for the appointment of a supervisor(s) or an assistant supervisor (Appendix 2).
8. The application shall include:
 - 1) a list of candidates for a supervisor(s) or an assistant supervisor with justification;
 - 2) a consent of the persons listed in 1 (Appendix 3).
9. The Scientific Council shall, by an absolute majority of votes, in a secret ballot, adopt a resolution on the appointment of a supervisor(s) or an assistant supervisor within 3 months of the date of commencement of the doctoral student's education.

10. An academic staff member of the University may not, without a justifiable reason, withdraw from the function of a supervisor, an assistant supervisor.
11. The procedure for changing a doctoral student's supervisor(s) or an assistant supervisor is initiated:
 - 1) upon request of a doctoral student submitted through the Director to the relevant Discipline Council with justification and indication of the proposal for a new supervisor(s) or an assistant supervisor;
 - 2) upon request of a supervisor or an assistant supervisor submitted through the Director to the relevant Scientific Council together with a justification documenting the occurrence of the circumstances listed in paragraph 12.
- 11a. In justified cases, a doctoral student may, through the Director, submit a request (Appendix 2) to the appropriate Scientific Council for the appointment of an assistant supervisor no later than the mid-term evaluation, provided that the conditions specified in paragraphs 4 and 5 as well as paragraph 10 are met. The request should be accompanied by the opinion of the supervisor. The Director may specify additional conditions for the request submitted by the doctoral student.
12. In justified cases, a supervisor or an assistant supervisor may relinquish the function of a supervisor, in particular due to:
 - 1) termination of employment at Bialystok University of Technology;
 - 2) health or random reasons forcing limitation of professional and scientific activity;
 - 3) conflict with a doctoral student.
13. In the event that the change is made upon request of the supervisor less than 6 months before the mid-term evaluation, the negative result of this evaluation is included in the criterion referred to in Article 190 (6) (1) of the Act in relation to this supervisor.
14. The Scientific Council, by an absolute majority vote, shall pass a resolution by secret ballot to change a supervisor(s) or an assistant supervisor.

§ 8

Change of research topic

1. The doctoral student may request the Director to change the research topic within the discipline to which they belong.
2. Change of a research topic is possible only in case of total fulfilment of conditions:
 - 1) the need to appoint a new supervisor for the reasons specified in § 7 (12) (1) and (2) of the Regulations or in the event of the death of the current supervisor;
 - 2) no possibility of substantive and competent further supervision of the research topic for which the doctoral student was recruited, by another person from the university representing the given scientific discipline.
3. The doctoral candidate may indicate another research topic in the same discipline from among those approved by the Scientific Council.

4. In the event that the new supervisor chosen by the doctoral student does not submit a topic within the framework of the recruitment procedure or none of the topics submitted by him/ her falls within the competence of the doctoral students, the prospective supervisor submits a new topic, and the doctoral candidate includes it in the application referred to in § 7 11 (1) of the Regulations.
- 4a. Changing the research topic requires the development of a new IRP.
5. The Director shall decide on the revision of the research topic after consulting the relevant Scientific Council.

§ 9

Mid-term evaluation

1. The mid-term evaluation shall be carried out by a committee that consists of 3 persons, including 1 person outside the University holding the title of Professor or the academic degree of a DSc in the discipline in which the doctoral thesis is being prepared or a person referred to in the art. 190 (5) of the Act.
2. The supervisor and the assistant supervisor may not be members of the committee.
3. A member of the committee employed outside the university shall be entitled to a remuneration of 20% of the professor's salary.
4. The result of the mid-term evaluation shall be a positive or a negative grade.
5. The result of the evaluation, together with a justification, shall be made public.
6. The doctoral student may appeal against the result of the mid-term evaluation to the Vice-Rector for Research within 7 days.
7. Detailed criteria, documentation templates and a detailed mode of mid-term evaluation are determined by the Rector's regulation.

§ 10

Conditions for extension of the deadline for submission of a doctoral thesis and suspension of education

1. The Director may, at the request of a doctoral student, extend the deadline for submitting a doctoral thesis, as specified in the IRP, by no more than 2 years, in special circumstances occurring during the course of study:
 - 1) the occurrence of unpredictable random events;
 - 2) temporary inability to pursue studies due to illness;
 - 3) the need for personal care of a sick family member;
 - 4) the need for personal care of a child up to the age of four or a child with a recognised disability;
 - 5) necessity of carrying out long-term scientific research or artistic work;

- 6) participation in internships abroad, participation in grants/ projects involving an absence from the DSBUT of more than 30 days;
- 7) health leave.
- 2. The Director may, at the request of a doctoral student, suspend his/her education in special circumstances:
 - 1) maternity leave;
 - 2) leave on maternity leave conditions;
 - 3) paternity leave;
 - 4) parental leave.
- 3. Education, at the request of a doctoral student, shall be suspended for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as specified in the Act of 26 June 1974 - Labour Code.
- 4. A doctoral student shall submit an update of the IRP immediately after the end of the suspension of education.
- 5. The application for an extension of the deadline for submission of a doctoral thesis is included in Annex 7.
- 6. The application for extending the deadline for submission of a doctoral thesis is included in Appendix 8.

§ 10a

Resumption of Education or Transfer from Another Doctoral School

- 1. The Director may add to the register of DSBUT doctoral students a person who:
 - 1) was removed from the DSBUT register after completing at least the first year of study, provided that no more than 2 years have passed since the date of the removal decision, and the removal was not due to a negative mid-term evaluation result or failure to submit the doctoral thesis within the IRP-specified deadline or within the extended deadline specified in the decision;
 - 2) submitted a request to transfer from another doctoral school where they completed at least the first year of study.
- 2. A person interested in resuming education or being admitted to the DSBUT through a transfer from another doctoral school submits a written application to the Director, which includes:
 - 1) personal data: name, surname, PESEL number, and in its absence – the number of another identity document, and correspondence address;
 - 2) justification with an indication of the progress made in preparing the doctoral thesis;
 - 3) a proposal for the supervisor, supervisors, or a supervisor and an assistant supervisor, specifying the discipline in which the thesis is to be prepared;
 - 4) consent from the proposed supervisor or assistant supervisor to take on the role;
 - 5) certificate of periods:
 - a) of studying in a doctoral school;
 - b) of receiving a doctoral scholarship in a doctoral school;

- 6) the decision on removal from the register of doctoral students (in the case of resumption of education);
3. When granting approval for admission to the DSBUT in the mode specified in paragraph 1(2), the Director indicates the programme differences that the applicant must complete and proposes a schedule for their completion. When deciding on the recognition of courses completed at another doctoral school, the Director is guided by the convergence of learning outcomes.
4. A DSBUT doctoral student may transfer to another doctoral school with the consent of the head of the receiving school, provided that they have fulfilled all obligations arising from the provisions of these Regulations and have submitted a written statement to the Director resigning from continuing their education.
5. Within 30 days from the date of the decision on resumption or transfer, the doctoral student must submit a request to the Scientific Council through the Director for the appointment of a supervisor, supervisors, or an assistant supervisor (Appendix 2). Subsequently, no later than 30 days from the appointment of the supervisor, the doctoral student should present an updated IRP.
6. A request for resumption of education in the DSBUT can only be made once.
7. If a doctoral student receives approval for resumption or transfer of education to the year of study in which they already received a scholarship, the payment of the doctoral scholarship after resumption or transfer is continued from the month following the month in which the doctoral student last received the scholarship.
8. A request for resumption or transfer of education is submitted to the Director no later than 30 June of the year in which the resumption or transfer is to take place.
9. A request for reconsideration of the decision regarding resumption or transfer can be submitted. The request is submitted to the Rector of BUT within 14 days from the date of receiving the decision. The decision of the Rector of BUT is final.

§ 11

Rights and obligations of a doctoral student

1. A doctoral student has the right to:
 - 1) receive an electronic doctoral student ID card;
 - 2) receive a doctoral scholarship;
 - 3) apply for accommodation in one of the University's students' hostels;
 - 4) apply for accommodation for their spouses and/or their children in one of the University's students' hostels, under rules laid down in separate provisions;
 - 5) a holiday break of maximum eight weeks per year;
 - 6) have their education suspended for the period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as defined in the Act of 26 June 1974 - Labour Code (Journal of Laws of 2019, item 1040, as amended);;
 - 7) associate in university doctoral students organizations and associations;

- 8) receive the scientific supervision of a supervisor or supervisors in the preparation of a doctoral thesis;
 - 9) change a scientific supervisor (s) in justified cases;
 - 10) modify the IRP if justified after the mid-term evaluation;
 - 11) use laboratories, scientific and research equipment and apparatus as well as library collections and IT resources to the extent necessary for the implementation of the curriculum, IRP and preparation of the doctoral thesis, pursuant to the rules laid down in separate provisions;
 - 12) receive support in preparing grant applications;
 - 13) research internship;
 - 14) exemption from compulsory classes on the basis of a list of documents confirming proficiency in English at level B2 or higher (Appendix 9);
 - 15) apply for student loans on terms laid down in separate regulations.
2. A doctoral student is obliged to:
- 1) follow the wording of the oath;
 - 2) follow the wording of the Code of Ethics of Doctoral Students;
 - 3) comply with the provisions of these Regulations;
 - 4) complete all modules;
 - 5) conscientiously and diligently pursue the educational programme and the IRP;
 - 6) participate in obligatory educational activities according to the study plan with a minimum attendance of 80% and 100% in elective modules including excused absences;
 - 7) complete professional training in the form of teaching or participating in the teaching to the extent specified in the study plan; a template of the agreement on unpaid obligatory teaching training is included in [Appendix 4](#);
 - 8) submit reports on the progress of their scientific work, together with an opinion of their supervisor on the implementation of the tasks included in their individual study plans; a report for the previous academic year shall be submitted by the end of September of each calendar year. The requirement to submit a report does not apply to doctoral students who are subject to mid-term evaluation in a given academic year ([Appendix 5](#));
 - 9) submit a declaration to heads of relevant disciplines for the purpose of evaluation of the quality of scientific activity, authorising the university to demonstrate scientific/artistic achievements within the discipline in which the doctoral thesis is being prepared, or in one of the disciplines included in the field in which the doctoral thesis is being prepared;
 - 10) possess an electronic researcher's ID compliant with international standards;
 - 11) report data and information to the Integrated System of Information on Science and Higher Education "POL-on";
 - 12) comply with fire safety and occupational health and safety rules and regulations and other regulations in force at the University;
 - 13) immediately notify the Director of any change of name and address, as well as of any other data required by the University;

- 14) immediately (not longer than 14 days) respond to correspondence sent from the University;
- 15) have and use an email account in thesd.pb.edu.pl domain for communication regarding matters related to the University;

§ 12

Doctoral scholarship

1. A doctoral student who does not have a doctoral degree in any discipline receives a doctoral scholarship.
 - 1a. A doctoral student may be employed, including as an academic teacher or researcher.
 - 1b. A doctoral scholarship is not granted to a doctoral student whose education in the doctoral school involves an obligation to be employed by the entity conducting the doctoral school:
 - 1) based on an employment contract;
 - 2) with a salary that exceeds the salary of a professor.
2. The total duration of a doctoral scholarship in the DSBUT may not exceed four years.
3. The period referred to in para. 2, does not include the period of suspension of education or the period when the DSBUT does not provide education in a given discipline.
4. The amount of the monthly doctoral scholarship shall be at least:
 - 1) 37% of the professor's salary - until the month in which the mid-term evaluation was conducted;
 - 2) 57% of the professor's salary - after the month in which the mid-term evaluation was conducted.
5. The amount of the doctoral scholarship may depend on the achievements of the doctoral student.
6. During the period of suspension, the provisions on maternity allowance shall be applied for determining the amount of a doctoral student's scholarship; however, the basis for the calculation of the scholarship shall be understood to be the amount of the monthly doctoral student's scholarship, as referred to in paragraph 4, due on the date of the application for suspension.
7. A doctoral student holding a disability certificate, a certificate of the degree of disability or a certificate referred to in art. 5 and art. 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and the Employment of Persons with Disabilities (Journal of Laws of 2020, item 426, as amended), shall receive a doctoral scholarship increased by 30% of the amount indicated in section 4 point 1.

8. A doctoral student who has submitted a doctoral thesis at an earlier date than the completion date provided for in the study plan shall receive a doctoral scholarship until the date on which the completion date expires, but for no longer than 6 months.
9. The doctoral scholarship shall be paid by the University.
10. A doctoral student loses the right to receive a scholarship in case of being removed from the register of doctoral students. The scholarship payment shall cease on the first day of the month following the month in which the decision on the removal became final.
11. The scholarship may be awarded to a doctoral student by a local government unit under the terms specified in the law.
12. A research scholarship may be awarded to a doctoral student by a natural person or a legal entity that is neither a state nor a local government legal entity, under the terms specified in the law.

§ 12a

Completion of Education at DSBUT

1. The education of a doctoral student at the DSBUT is concluded by:
 - 1) submitting the thesis along with a positive opinion from the supervisor(s) within the deadline specified in IRP;
 - 2) achieving the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PRK).
2. In the event of submitting a doctoral thesis at a time other than that planned in IRP, a prior update of the IRP is required, indicating the new deadline.
3. A doctoral student who has achieved all the learning outcomes and met the IRP requirements may submit the doctoral thesis earlier than originally planned.
4. Completing work on the doctoral thesis during the semester allows for the early completion of courses.
5. Before submitting the doctoral thesis, the doctoral student should have the *Progress Report of a doctoral student for the academic year* approved (**Appendix 5** to the DSBUT Regulations).
6. The doctoral student submits the doctoral thesis to the Director of the DSBUT after completing all courses. At this point, the DSBUT secretariat issues a certificate of completion of education at SDBUT.
7. The certificate of completion of education at the DSBUT allows the doctoral student to submit an application to the relevant Scientific Council to initiate the procedure for awarding the doctoral degree.

§ 13

Documenting the course of education

1. The DSBUT shall keep records of the course of education.
2. A doctoral student is given a successive university album number.
3. The following data concerning the doctoral student are entered into the doctoral student's album:
 - 1) album number;
 - 2) start date of education in the Doctoral School;
 - 3) names and surname;
 - 4) date and place of birth;
 - 5) PESEL number, and in its absence – the name and number of the identity document and the name of the country that issued it;
 - 6) information on the document that forms the basis for applying for admission to the Doctoral School: name of the university, number, date and place of issue of the Diploma of completion of studies;
 - 7) scientific discipline;
 - 8) year of study for which a student was admitted;
 - 9) date and reason for leaving SDPB.
4. The album number is also used for the doctoral student's personal file.
5. In the student's personal file the following documents are included:
 - 1) an application for admission to the DSBUT addressed to the Recruitment Committee of the relevant discipline;
 - 2) personal questionnaire (Appendix 3 to the DSBUT Admission rules);
 - 3) a duplicate of a certified copy of a master's degree, master's in engineering degree or equivalent diploma certified as a true copy by an employee of the University;
 - 4) a medical certificate on the absence of contraindications to study in the Doctoral School;
 - 5) copies of documents confirming at least B1 level English language skills (e.g. certificate, supplement to a university diploma) certified as a true copy by an employee of the University. In the case of a person whose native language is English, the above requirement does not apply;
 - 6) the oath signed by the doctoral student;
 - 7) doctoral student's periodic achievement cards;
 - 8) mid-term evaluation documents;
 - 9) decisions on the course of education.
6. Doctoral student's periodic achievement cards include:
 - 1) names and surname of a doctoral student;
 - 2) album number;
 - 3) names and surname and title, academic or artistic degree or professional title of the person supervising examinations or final tests;
 - 4) names of courses, including professional training, per semester or per year;
 - 5) rules for determining the form of verification of the achievements of a doctoral student in the course of a semester or a year;

- 6) credits obtained;
 - 7) the date and signature of the person supervising the examination or final tests.
7. The completion of the doctoral education is recorded in the doctoral student's album.

§ 14

Beneficiaries of research projects

In the case of doctoral students recruited as beneficiaries of research projects in accordance with the DSBUT Admission Rules, the provisions of these Regulations shall apply accordingly, with the exception that termination of the research project, termination of the contract regulating the research project for any reason, or termination of cooperation with the financing entity shall be treated as discontinuation of pursuing the IRP.

§15

Final provisions

The following Appendices form an integral part of these Regulations:

- 1) information on the Individual Research Plan (Appendix 1);
 - 2) application for appointment of a supervisor(s) (Appendix 2);
 - 3) consent of the supervisor (Appendix 3);
 - 4) agreement on unpaid obligatory teaching training for a doctoral student (Appendix 4);
 - 5) annual report on the progress of scientific work (Appendix 5);
 - 6) report on the implementation of professional training (Appendix 6);
 - 7) application for extending the deadline for submission of a doctoral thesis (Appendix 7);
 - 8) an application for suspension of education (Appendix 8).
- 9) a list of valid documents confirming proficiency in English at level B2 or higher (Appendix 9).

Białystok University of Technology

The doctoral student's Individual Research Plan specifies:

- 1) the schedule for the preparation of the doctoral thesis;
- 2) the deadline for submitting a doctoral thesis;
- 3) the deadline for the submission of at least one scientific article to a scientific journal or
in peer-reviewed proceedings of an international conference, which, in the year of publication of the article in its final form, was included in the list compiled in accordance with the regulations issued pursuant to art. 267 (2)(2)(b) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), or one scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list compiled in accordance with the regulations issued pursuant to art. 267 (2)(2)(b) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), or a chapter in such a monograph;
- 4) the deadline for submitting an application for funding a scientific project to a domestic or foreign agency financing scientific activities financed through a competition.

The doctoral student's Individual Research Plan may additionally specify:

- 1) planned participation in a scientific conference - national or international;
- 2) completion of a research internship of at least three months at a national or international scientific institution.

.....

Professional title, name and surname of the student of the Doctoral School, album number,
discipline

**APPLICATION FOR APPOINTMENT OF A SUPERVISOR(S)/ AN ASSISTANT
SUPERVISOR**

SCIENTIFIC COUNCIL

.....

I kindly request the appointment of my supervisor. I justify the proposals of the
following candidate(s)

.....
.....

Personal data of the supervisor(s):

Name(s) and surname and title and/or degree:

.....

Organisational unit of BUT:

.....

Personal data of the assistant supervisor:

Name(s) and surname (degree):

.....

Organisational unit of BUT:

.....

Place and date

.....

Doctoral student's signature

Bialystok University of Technology

Consent of the candidate for a supervisor(s) or an assistant supervisor

A. Personal data of the supervisor:

Name(s) and surname (title and/or degree):

.....

Organisational unit of BUT:

.....

B. I declare that:

1. I hereby consent to take the function of the supervisor of Mr/ Ms _____,
in the field of scientific discipline.....
2. I shall also provide access to research apparatus when experimental research is required.
3. I meet the statutory requirements to be a supervisor, and in particular within the last 5 years:
 - a) I was not a supervisor of 4 doctoral students who were removed from the register due to a negative mid-term evaluation, or
 - b) I did not supervise the preparation of a doctoral thesis by at least 2 persons who did not obtain positive reviews referred to in Art. 191 (1) of the Act.
4. The total number of doctoral students under my independent supervision including Mr/ Ms _____ will not exceed 4.

Place and date

Signature

C. Personal data of the assistant supervisor:

Name(s) and surname (degree):

.....

Organisational unit of BUT:

.....

D. I declare that:

The total number of doctoral students under my independent supervision including Mr/ Ms _____ will not exceed 2.

I hereby consent to take the function of the assistant supervisor of Mr/ Ms _____ ,
in the field of scientific discipline.....

Place and date

Signature

Appendix 4 to the Regulations of the DSBU

Agreement on unpaid obligatory teaching training for a doctoral student

On between Bialystok University of Technology in Bialystok, 45a Wiejska Street, hereinafter referred to as the "University", represented by:

.....

the Director of the Doctoral School of Bialystok University of Technology.

and

a doctoral student

in the discipline

the following agreement was concluded:

1. Ms/Mr
will carry out teaching training as part of a compulsory professional training
in the period from to.....
specified in the "List" attached to this Agreement, including colloquia, assessments, examinations and consultations.
Total number of teaching hours to be conducted:
A teaching hour is considered to be 45 minutes of classes according to the schedule.
2. Teaching activities will be performed at the University's premises.
3. Didactic and organisational supervision of the teaching practice is exercised by the Dean of the Faculty.
4. The University shall provide the doctoral student with personal protective equipment, working clothes and footwear, if the nature of the teaching activities requires it.
5. The doctoral student declares knowledge of the occupational health and safety rules and regulations and undertakes to:
 - 1) conduct the teaching activities in accordance with these regulations;
 - 2) take care of the proper condition of the University property, as well as order and tidiness at the teaching practice site;
 - 3) use available means of collective protection and means referred to in item 4,
 - 4) forthwith inform the Dean of any accident or threat to human life or health which is discovered at the place of the teaching practice and to warn persons in that area of any imminent danger.
6. The teaching activities carried out under this agreement shall be confirmed by the Dean.
7. Confirmation of the teaching training is one of the conditions for completing the year and registering a doctoral student for the following year.

.....

Doctoral student
of Technology

.....

Director of the Doctoral School of Bialystok University

Appendix to the Agreement concluded on.....

List of teaching activities
carried out as part of the unpaid obligatory teaching training for doctoral students of
Bialystok University of Technology

No.	Course	Study programme	Semester Type of studies	Number of teaching hours/ Form of classes: tutorials, laboratory, project, specialization workshop *
TOTAL:				

* enter as appropriate

.....

.....

Dean of the Faculty
University of Technology

Director of the

Doctoral School of Bialystok

Doctoral School of Bialystok University of Technology

scientific discipline

Progress report of a doctoral student for the academic year 20..... / 20.....

PART I – TO BE FILLED IN BY THE DOCTORAL STUDENT

Name(s):

Surname:

Scientific discipline:

Year of studies:

Supervisor/assistant supervisor:

Title of the doctoral thesis:

.....
.....
.....

Organisational unit:

1. Completed research activities according to the Individual Research Plan:

- 1)
- 2)

2. Participation in seminars and conferences (*scientific papers registered in the library database of Bialystok University of Technology*):

- 1) seminars, international conferences, scientific paper in English (*authors, title of the paper, name of the conference, place, year, pages*):
- 2) seminars, national or international conferences with a scientific paper in a language other than English (*authors, title of the paper, name of the conference, place, year, pages*):

3. Publications published or accepted for publication (*published publications registered in the library database of Bialystok University of Technology*) authors, title of publication, full name of the journal, year of publication, vol. (volume), N(number), P(pages):

4. Patents:

1) a) patent granted by the Patent Office of the Republic of Poland for an implemented invention (*based on the document confirming granting of the patent*), authors, name of the patent

2) patent granted by the Patent Office of the Republic of Poland

(*authors, name of the patent based on the document confirming granting of the patent*):

3) submission of a patent application to the Patent Office of the Republic of Poland (*based on the document confirming the submission of the application, authors, name of the application*)

5. Research projects:

1) manager of the research project (*based on the document confirming project management*):

2) contractor of the research project (*based on the document confirming project implementation*):

3) submitting an application for financing of the research project (*based on the document confirming submitting of the application*):

I hereby declare that scientific activities specified in points 1 – 5 are related to the subject of my doctoral thesis.

.....

(place, date)
student)

.....

(signature of the doctoral

PART II. TO BE FILLED IN BY THE SUPERVISOR

The opinion of the supervisor should include an assessment of the implementation of the research activities set out in the Individual Research Plan during the reporting period. The degree of advancement of the preparation of the doctoral thesis should be provided.

.....
(date and legible signature)

PART III. TO BE FILLED IN BY THE HEAD OF THE DISCIPLINE

1. Courses specified in the study plan:
 - ☐ passed
 - ☐ failed
2. Tasks specified in the Individual Research Plan
 - ☐ completed
 - ☐ partially completed
 - ☐ not completed

3. Progress in the preparation of the doctoral thesis (*based on the opinion of a scientific supervisor*):

- ☐ satisfactory
- ☐ unsatisfactory, work needs to be intensified
- ☐ no progress

4. Involvement of the doctoral student in the implementation of scientific research:

- ☐ high
- ☐ moderate
- ☐ none

.....
Date and legible signature
(stamp with name and position)
of Head of Discipline

**I HEREBY REGISTER THE DOCTORAL STUDENT FOR THE FOLLOWING
YEAR OF STUDIES: (not applicable to persons who have submitted a doctoral
thesis):**

- ☐ YES
- ☐ YES, WITH THE REQUIREMENT TO RETAKE A FAILED COURSE
- ☐ YES, TAKING INTO ACCOUNT THE APPLICATION FOR AN EXTENSION
OF THE DEADLINE FOR SUBMISSION OF A DOCTORAL THESIS
- ☐ NO, I REMOVE THE STUDENT FROM THE REGISTER OF DOCTORAL
STUDENTS

.....
Date and legible signature
(stamp with name and position)
of Director of the DSDPB

Bialystok University of Technology

Report on the implementation of professional training

Academic year:

A. Personal data of the doctoral student

Name(s):

Surname:

Year of studies, scientific discipline:

Supervisor:

B. Summary of teaching activities carried out by the doctoral student as part of their professional training

State the name of the course, study programme and semester in which it was taught, the type of classes, the number of hours.

In total, the doctoral student carried out _____ hours of teaching activities.

C. Summary of teaching activities in which the doctoral student participated as part of their professional training

State the name of the course, study programme and semester in which it was taught, the type of classes, the number of hours.

In total, the doctoral student participated in ... hours of teaching activities.

Place and date

Signature of the Head of Discipline

Doctoral School of Bialystok University of Technology

Application for extending the deadline for submission of a doctoral thesis

Academic year:

A. Personal data of the doctoral student

Name(s):

Surname:

Year of studies, scientific discipline:

Reason for extending the deadline for submission of a doctoral thesis:

the occurrence of unpredictable random events;
temporary inability to pursue studies due to illness;
the need for personal care of a sick family member;
the need for personal care of a child under four years of age or a child with a recognised disability;
necessity of carrying out long-term scientific research or artistic work;
participation in internships abroad, participation in grants/projects involving absence from the DSBUT for more than 90 days
health leave.

B. Justification and indication of the expected date of submission of the doctoral thesis

*Place and date
student*

Signature of the doctoral

Decision of the Director of the DSBUT:

.....
(date, signature and stamp of the DSBUT Director)

The application shall be accompanied by:

- 1) a document justifying the extension of the deadline for submitting the doctoral thesis - in the cases referred to in §10 (1) (1)-(7) of the Regulations;
- 2) an opinion of the supervisor(s) – in the case referred to in § 10 (1) (1)-(7) of the Regulations

Białystok,

Director of the Doctoral School
of Białystok University of Technology

Application for suspension of education from _____ to _____

A. DOCTORAL STUDENT	
NAME AND SURNAME/PESEL NUMBER	
ALBUM NUMBER/SCIENTIFIC DISCIPLINE	
YEAR OF COMMENCING EDUCATION IN THE DSBUT	
EMAIL ADDRESS/TELEPHONE NUMBER	
ADDRESS	
B. DOCTORAL THESIS	
TOPIC OF A DOCTORAL THESIS	
DEADLINE FOR THE SUBMISSION OF A DOCTORAL THESIS AS SPECIFIED IN THE IRP	
NAME AND SURNAME OF THE SUPERVISOR/ DEGREE/ TITLE	
NAME AND SURNAME OF THE ASSISTANT SUPERVISOR/ DEGREE/ TITLE	
C. REASON FOR SUSPENSION OF EDUCATION IN THE DOCTORAL SCHOOL	
<p>Suspension for the period corresponding to the duration of:</p> <p><input type="checkbox"/> maternity leave,</p> <p><input type="checkbox"/> leave on maternity leave conditions,</p>	

☐ paternity leave,

☐ parental leave,

set out in the Act of 26 June 1974 - Labour Code.*

D. OPINION OF THE SUPERVISOR

(it should concern the possibility of continuing working on the doctoral thesis in accordance with the IRP and the expected date of completing the thesis)

.....
(legible signature of the doctoral student)

.....
(signature of the Supervisor)

Decision of the Director of the DSBUT:

.....
(date, signature and stamp of the DSBUT Director)

** A doctoral student shall be obliged to attach documents confirming incapacity to pursue education due to an ongoing maternity leave, leave on maternity leave conditions, paternity leave and parental leave specified in the Act of 26 June 1974 - Labour Code

List of valid documents confirming proficiency in English at level B2 or higher:

- 1) International English Language Testing System 6-9 (IELTS);
- 2) Test of English for International Communication (TOEIC);
- 3) Test of English as a Foreign Language 80-120 pts. (TOEFL – iBT);
- 4) Cambridge English Qualifications:
 - 4.1. B2 First (previously FCE - First Certificate in English);
 - 4.2. C1 Advanced (previously CAE - Certificate in Advanced English);
 - 4.3. C2 Proficiency (previously CPE - Certificate of Proficiency in English);
- 5) Business English Certificate (BEC Vantage);
- 6) Business English Certificate (BEC Higher);
- 7) Technical English Certificate (TEC);
- 8) Language Cert LTE;
- 9) Oxford Test of English;
- 10) The European Language Certificates B2 Technical (TELCB2Technical);
- 11) The European Language Certificates B2 Business (TELCB2Business);
- 12) The European Language Certificates B2 (TELCB2);
- 13) The European Language Certificates B2/C1 University (TELCB2C1 University - C1 speaking, writing, listening/reading/language elements);
- 14) The European Language Certificates C1 (TELCC1);
- 15) Person English International Certificate (PEIC);
- 16) London Chamber of Commerce and Industry International Qualifications English for Business (LCCI EFB IV);
- 17) UCJ Language Certificate issued by Foreign Language Centre of BUT (UCJ General and Business);
- 18) a diploma of completion in the Republic of Poland of first- or second-cycle studies or long-cycle Master's studies in the field of philology, applied linguistics, ethnolinguistics or other studies in the field of the English language.