

Regulations of the Doctoral School of the Warsaw University of Technology

General provisions

§ 1

The regulations of the Doctoral School of the Warsaw University of Technology, hereinafter referred to as the 'Regulations' define the organization of the PhD students' education, in particular:

- 1) detailed rights and obligations of the PhD student resulting from the implementation of the educational program and the individual research plan, further referred to as 'IRP';
- 2) the way of appointing and changing the supervisor, supervisors or assistant supervisor;
- 3) the way of documenting the course of education;
- 4) the way of conducting mid-term evaluation;
- 5) the conditions for extending the deadline for submitting the doctoral dissertation.

Szkoła Doktorska

§ 2

1. The Doctoral School of the Warsaw University of Technology, further referred to as 'the School', is an interdisciplinary form of education for PhD students in the scientific disciplines specified by the Rector's order, enabling PhD students to acquire the specialist skills necessary to conduct independent scientific research and to fulfil important roles in social and economic life.
2. The School supports the PhD student in scientific activity aimed at getting a PhD degree in one of the disciplines represented at the School.
3. It is allowed to be a PhD student in one Doctoral School at the same time.

Education at the Doctoral School

§ 3

1. Education at the School may be undertaken by a person admitted to the School under the admissions procedure, subject to section 3. The detailed procedure of the admissions to the Doctoral School is specified by the Resolution of the Senate.
2. The person referred to in section 1, commences education and acquires the right of a PhD student upon taking the academic oath, in accordance with its content specified in the University Statutes.
3. Admission of PhD students from another Doctoral School due to discontinuation of education in a given discipline, as referred to in Art. 206, section 1 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws, item 742, with later amendments), hereinafter referred to as 'The Act' takes place on the basis of a written agreement between Warsaw University of Technology and an entity that ceases to run the doctoral school and provide education in a given discipline.
4. Education at the Doctoral School is free of charge.
5. Education of PhD students at the School lasts 8 semesters and ends with the submission of a doctoral thesis, accompanied by a positive opinion from the supervisor or supervisors.
6. The requirements related to the implementation of an educational program are defined by the Senate as the Educational program of the Doctoral School.
7. The deadline for submitting a PhD dissertation is specified in the individual research plan.
8. PhD students are subject to semester registration.
9. In exceptional and justified circumstances, it is possible to change the academic discipline in which a doctoral student is studying, subject to paragraph 11. The decision in this matter is

taken by the Director, at the request of the doctoral student, following an opinion from the supervisor or supervisors, or from the supervisor and the co-supervisor. The PhD student shall appoint a supervisor who is a specialist in the subject matter of the doctoral thesis being written in the new discipline. The PhD student shall also attach to the application for a change of discipline the new supervisor's consent to undertake academic supervision.

10. An application to change academic discipline may be submitted by the end of the third semester of study, subject to paragraph 12.
11. It is not possible to change the scientific discipline within 'Implementation doctorate' program.
12. If the School begins teaching a new academic discipline, a doctoral student may, at any stage of their studies, switch from their current discipline to the new one, provided this is done no later than 12 months after the School has begun teaching the new discipline..
13. The detailed procedure for changing a discipline is specified in the Rector's regulations.

Rights and obligations of a PhD student

§ 4

1. The PhD student is obliged to follow the academic oath and to comply with these Regulations.
2. In particular, PhD student is obliged to:
 - 1) respect the dignity of all members of the WUT community and good academic habits;
 - 2) conduct scientific research according to the principles of professional ethics;
 - 3) take actions to obtain the funds required to implement IRP;
 - 4) obtain credits for courses and preparing scientific papers respecting copyrights and academic integrity;
 - 5) implement the IRP in a timely manner, including the conduct of research and the implementation of program requirements determined in the educational program, aimed at obtaining learning outcomes at the level 8 of PQF;
 - 6) complete the courses and teaching practice in the amount specified by the educational program and in a timely manner;
 - 7) submit semester reports documenting the progress in the implementation of IRP and educational program in a timely manner;
 - 8) submit the documents required in the course of mid-term evaluation in a timely manner;
 - 9) submit PhD thesis within the time limit specified in the IRP, subject to § 19;
 - 10) comply with internal legal acts in force at the Warsaw University of Technology;
 - 11) possession of an electronic researcher ID in accordance with separate regulations;
 - 12) submit a statement authorizing the Warsaw University of Technology to demonstrate her/his scientific achievements for the purposes of evaluation of the quality of scientific activity within a given discipline;
 - 13) fulfil the given duties related to the implementation of the educational program and IRP;
 - 14) agree with the supervisor(s) the scope and form of scientific papers and performance;
 - 15) agree with the supervisor(s) ways of implementing educational program;
 - 16) submit any applications related to education at the Doctoral School to the supervisor(s) in order to give opinion, to the extent indicated in the Regulations and other legal acts;
 - 17) immediately inform the Head of the School about the circumstances that may affect the payment of the scholarship;
 - 18) immediately inform the Head of the School about obtaining a doctoral degree at other institution;
 - 19) immediately inform the Head of the School about undertaking education at another Doctoral School;
 - 20) immediately inform the School about any changes of personal data, in particular about changes of the correspondence address, as well as the change of ID;
 - 21) submitting the documents required by the ministry responsible for higher education for the assessment of the next stage of participation in the "Implementation Doctorate" programme, in a form and by a deadline that enables the fulfilment of the obligations set by that ministry – in the case of doctoral students participating in the "Implementation Doctorate" programme;
 - 22) contact the University via e-mail address in the pw.edu.pl domain.
3. Any infringements of the rules and regulations binding at the Warsaw University of Technology, as well as the acts violating the name of a PhD student, are subject to disciplinary

- liability, in accordance with the provisions of the Act.
4. A PhD student may apply for a student loan and benefits specified in Art. 210 and 211 of the Act.
 5. A PhD student is obliged to – within teaching practice – conduct or co-host classes with an academic teacher in the amount specified in the educational program at the Doctoral School.
 6. Teaching practice may be undertaken once the preparatory course for teaching has been successfully completed. This does not apply to PhD students employed as full-time academic staff.
 7. The head of the organisational unit (Faculty, Institute, Department), where the PhD student carries out research within his dissertation, assigns the PhD student classes to be realized as teaching practice, upon consultation with his/her supervisor(s).
 8. A PhD student may be released from teaching practice in the period referred to in Art. 204, section 3 of the Act.
 9. A PhD student cannot independently conduct laboratory classes, where participation is associated with special safety requirements.
 10. A PhD student is obliged to complete occupational health and safety training (BHP).
 11. PhD student is obliged to submit current medical certificate about no contraindications to study. Failure to comply with this requirement within three months of starting education at the School or within three months of the expiry of such a certificate may result in removal from the list of PhD students.
 12. A PhD student holding a degree from a country outside the EU who fails to submit a personalised certificate confirming the equivalence of their degree to a Polish degree within three months of beginning their studies at the School will be removed from the list of PhD students.
 13. Within the accepted IRP, organisational unit (Faculty, Institute, Department), where the PhD student carries out dissertation shall:
 - 1) provide conditions for conducting research from the field of IRP and publishing its results;
 - 2) provide opportunities for scientific cooperation in research groups, including international ones, as well as participation in the life of the scientific community in Poland and abroad.
 14. The supervisor may apply to an organizational unit (Faculty, Institute, Department) for financial support for conducting research under IRP when no other sources are available. When the funding is not possible, the organizational unit informs the supervisor and PhD student about it with a recommendation to change the IPB.
 15. A PhD student has the right to use the equipment, materials and service on the terms applicable to employees of the organizational unit (Faculty, Institute, Department) where the doctoral thesis is carried out.
 16. A PhD student is entitled to rest breaks of up to 8 weeks per year, which should be taken during the period free from classes, upon agreement with the supervisor.
 17. A PhD student has the right to benefit from:
 - 1) the offer of Foreign Languages Center, free of charge, for a total of 60 hours during her/his education;
 - 2) University's sports centers on the same terms as students.

Mobility

§ 5

1. A PhD student may conduct part of their research related to the implementation of the IPB and complete part of their study programme at another university, research centre or business entity, either in Poland or abroad.
2. The supervisor's written consent is required for the PhD student's mobility. A PhD student is obliged to inform the Director of the School of the trips lasting at least one month..
3. In the case of long-term trips, the Director of the School may agree on the individual modification of the educational program, in particular terms specified in § 13 section 5, point 2, at the written request of a PhD student, approved by the supervisor.
4. A trip lasting at least six months may constitute reason to submit an IRP correction if this information was not included in the original submission.

5. When conducting research requires temporary change of the place of residence, a PhD student is obliged to inform the School, specifying the period of the trip and correspondence address.
6. During the long-term mobility, lasting for at least one semester, teaching duties may be suspended or their annual amount may be reduced by the decision of the Director of the School, at the written request of a PhD student, approved by the supervisor.
7. A long-term mobility, lasting for at least one semester, disturbing the implementation of an educational program, the Head of the School may agree to change the way of obtaining the required learning outcomes, at the written request of a PhD student, approved by the supervisor.
8. The Head of the Education Committee shall credit parts of the education programme completed at another higher education institution, research centre or business entity, either in Poland or abroad, on the basis of documentation submitted by the PhD student and issued by that institution.
9. PhD dissertations realised in cooperation with another unit, including a foreign one, may consider modification of educational program according to the regulations included in the relevant agreement, decided by the Director of the School.

PhD students with disabilities

§ 6

1. Admission procedure, the terms of implementation of the educational program and the method of performing mid-term evaluation are compliant with the idea of equalizing opportunities and rationally adapting educational process for the needs of students with disabilities.
2. PhD students with disabilities have the right to apply for adjusting the educational process and research they conduct as to allow them to meet program requirements, particularly to apply for an individual course of crediting or completing courses or changing the form of crediting, if the adjustment is justified by her/his special needs (disability or chronic disease).
3. The application shall indicate a chosen way of such adjustment with the argumentation based on the documents confirming special health situation.
4. The application is considered by the Director, who may consult with the Council or Section for Persons with Disabilities of the University Social Responsibility Office.
5. A PhD student with a disability certificate is entitled to a PhD scholarship in the amount specified by the relevant Act.

Supervisors

§ 7

1. Supervision over the realization of the PhD dissertation is provided by the supervisor, supervisors or by the supervisor and the assistant supervisor..
2. Supervisors as referred to in section 1 are appointed by the proper Discipline Scientific Council.
3. A supervisor or co-supervisor shall be a person who meets the requirements set out in the Act.
4. At least one of the supervisors must be employed at the Warsaw University of Technology at the time of appointment.
5. A supervisor can supervise no more than 8 PhD students from WUT Doctoral School, including no more than 5 with a subsidy as a source of scholarship.
6. A function of an assistant supervisor may be performed over no more than 2 PhD students from WUT Doctoral School.
7. In justified cases, the Rector may agree to increase the limits referred to in sections 5-6, upon the approval by the Director of the School.
8. The supervisor is entitled to receive all information concerning the education of the PhD students under their academic supervision.

§ 8

1. Within one month of beginning their studies at the School, a PhD student shall, through the Director, submit an application to the relevant academic council of the discipline for the appointment of a supervisor. The application should specify the academic discipline in which the doctoral thesis will be prepared and include the prospective supervisor's consent to

- undertake this role. The Director shall determine the format of the application..
2. If a PhD student has not obtained the consent referred to in paragraph 1, they shall, within the time limit specified in paragraph 1, submit an application via the director to the relevant academic council for the discipline, requesting the appointment of a supervisor and specifying the research area of the planned thesis.
 3. If an application for the appointment of a supervisor is not submitted by the deadline referred to in paragraph 1, the doctoral student may be removed from the School's list of PhD students.
 4. The scientific council for the discipline shall appoint a supervisor for the PhD student within three months of the student beginning their studies at the School.
 5. A PhD student enrolled in semesters 2–5 may submit a request to the relevant scientific council for the discipline to appoint a second supervisor or an assistant supervisor. This request must be approved by the supervisor and accepted by the relevant head of the Warsaw University of Technology organisational unit where the PhD student is conducting their research. In the case of a supervisor or co-supervisor who is not an employee of the Warsaw University of Technology, the application must be accompanied by information on the candidate's academic achievements and research activities.
 6. Participants of the 'Implementation doctorate' program have an advisor appointed by the employing institution, proposed within the period specified in the trilateral agreement. The advisor must meet the conditions set out by the Ministry responsible for higher education. The scope of his responsibilities is defined by the entity conducting the program.

§ 9

1. In justified cases, a PhD student is entitled to change their supervisor, supervisors or co-supervisor, and to resign from the second supervisor or co-supervisor.
2. In justified cases, supervisor or assistant supervisor may resign from performing this
3. function, in particular due to:
 - 1) termination of work at the Warsaw University of Technology;
 - 2) staying outside the country for a period of at least 6 months;
health or random causes limiting the professional and scientific activity;
 - 3) running out of the possibilities for further cooperation with his PhD student.
4. The procedure for the resignation of a second supervisor or co-supervisor is initiated:
 - 1) upon application by the PhD student, submitted via the director to the relevant scientific council for the discipline, together with a justification;
 - 2) at the request of the supervisor or co-supervisor who intends to resign from their role, submitted via the director to the relevant scientific council for the discipline, together with a justification documenting the occurrence of the circumstances listed in paragraph 2, which form the basis for the resignation.
5. The procedure of changing a supervisor, supervisors or assistant supervisor or resignation by the assistant supervisor is initiated:
 - 1) upon application by the PhD student, submitted via the director to the relevant scientific council for the discipline, together with a justification. The application must be accompanied by a statement from a person appointed by the PhD student confirming their willingness to act as supervisor or co-supervisor, as appropriate;
 - 2) at the request of the supervisor or co-supervisor who intends to resign from their role, submitted via the director to the relevant scientific council for the discipline, together with a justification documenting the occurrence of the circumstances listed in paragraph 2, which form the basis for the resignation. The application shall be accompanied by a statement from a person designated by the supervisor or co-supervisor confirming their willingness to assume the role of supervisor or co-supervisor, as appropriate.
6. If the declarations referred to in paragraph 4 are not obtained, the doctoral student or the supervisor, as appropriate, shall submit a request to the relevant scientific council of the discipline to change the supervisor or co-supervisor, together with a justification.
7. Subject to paragraph 7, the scientific council for the discipline shall request an opinion on the appointment of a second supervisor or an assistant supervisor, or on the resignation or replacement of a supervisor or assistant supervisor, from the director and from:
 - 1) the current supervisor or co-supervisor – where the appointment of a second supervisor

- or co-supervisor, or the replacement or resignation of a supervisor or co-supervisor, is to take place at the request of the PhD student;
- 2) a PhD student – where the supervisor or co-supervisor requests a change or resignation from the role.
8. The opinions referred to in paragraph 6 may be attached to the application referred to in paragraphs 3–5, which is submitted to the scientific council for the discipline.
 9. If the change takes place at the request of the supervisor submitted in less than six months before the mid-term evaluation, a negative result of such evaluation is included in the criterion referred to in Art. 190, section 6, point 1 of the Act, in reference to this supervisor.
 10. If it is necessary to change the supervisor or co-supervisor, the scientific council for the discipline should appoint a new supervisor within 60 days, excluding the summer holiday period.
 11. The forms referred to in paragraphs 3 to 5 shall be determined by the director.

§ 10

Supervisor is particularly obliged to:

- 1) discuss with a PhD student her/his IRP, taking into account the possibility of financing research from certain sources;
- 2) taking actions to obtain financial resources for research required to implement IRP;
- 3) care for providing the PhD student with appropriate working and research conditions;
- 4) provide the PhD student with necessary substantive and methodical support in her/his scientific work;
- 5) support the PhD student in her/his scientific development by helping to establish national and international contacts with research groups involved in works in a similar research area;
- 6) review the papers, publications and scientific performances of the PhD student;
- 7) discuss with the PhD students how to implement educational program;
- 8) review the PhD student's applications regarding education at Doctoral School in the range specified in these regulations and other legal acts;
- 9) supervise the PhD dissertation,
- 10) evaluate the PhD student's progress during the implementation of IRP and PhD dissertation;
- 11) review the PhD dissertation;
- 12) cooperate with the Director of the School to monitor the progress of the PhD student;
- 13) participate in mid-term evaluation;
- 14) reviewing PhD students' semester reports;
- 15) apply for the removal of the PhD student from the list of the PhD students if the assessment of the progress in the implementation of IRP is negative or lack of contact for over 3 months, despite documented attempts to make such contact, what is considered as lack of progress in the realization of PhD dissertation;
- 16) supervise the assistant supervisor, if appointed;
- 17) improving the skills of supervisors, in particular by participating in initiatives recommended by the Warsaw University of Technology aimed at enhancing their competences.

§ 11

The assistant supervisor is particularly obliged to:

- 1) review the individual research plan;
- 2) perform auxiliary functions in the supervision over the PhD student, including supporting her/him in the process of research planning and implementation and analysis of the results;
- 3) assess and review the progress in the implementation of IRP;
- 4) support the PhD student in her/his scientific development by helping to establish national and international contacts with research groups involved in works in a similar research area;
- 5) review the papers, publications and scientific performances of the PhD student;
- 6) improving the skills of supervisors, in particular by participating in initiatives recommended by the Warsaw University of Technology aimed at enhancing their competences.

1. Each PhD student undergoing education at Doctoral School realizes educational program specifying:
 - 1) organized courses referred to in section 2;
 - 2) teaching practice in the form of conducting or co-hosting classes;
 - 3) other forms of activities carried out by the PhD student in particular semesters.
2. Organized classes covered by the individual educational program may be conducted by:
 - 1) Doctoral School;
 - 2) WUT organisational units;
 - 3) other entities running education of PhD students – in Poland and abroad.
3. The individual study programme carried out by a PhD student should be agreed with the supervisor(s), in accordance with the requirements set out in the School's study programme, as adopted by a resolution of the Senate.
4. In the case of a long-term illness, at the written request of the PhD student, approved by the supervisor, the Head of the School may agree to an individual change of the educational program, in particular the dates specified in § 13, section 5, point 2.
5. A PhD student shall register for organized courses at WUT on the date announced before the commencement of these classes.

Recognition of courses not offered by the School as successfully completed requires the individual approval of the Head of the Education Committee.

6. For PhD students who began their studies at the Doctoral School in the winter semester of 2022/23 or later, a condition for admission to teaching practice is the prior completion of the course 'Methodology of Teaching', which requires co-teaching a minimum of 15 hours. Co-teaching classes as part of this course does not count towards the mandatory number of teaching practice hours.

Registration for the next semester

1. PhD students are subject to semester registration based on the submitted semester report.
2. Semester report shall include in particular:
 - 1) information on the progress in the realization of educational program;
 - 2) information on the implementation of IRP;
 - 3) information on the implementation of teaching practice;
 - 4) information on the scientific achievements obtained during the last semester, including:
 - a) scientific papers,
 - b) participation in scientific conferences (national and international),
 - c) mobility and research internships,
 - d) awards,
 - e) other scientific and research activity;
 - 5) information on social and organizational activities;
 - 6) information on the activity planned for the next semester;
 - 7) supervisor's opinion.
3. The deadline for submitting the report is set by the director.
4. The template for the semester report is determined by the director.
5. Registration for the next semester requires the following conditions to be met jointly:
 - 1) the timely submission of the semester report, which has been positively assessed by the supervisor;
 - 2) achieving the required level of advancement of the educational program, on the basis of the information provided in the report, referred to in point 1, in particular:
 - a) completing occupational health and safety training in the I semester,
 - b) completing Methodology of teaching in the 1 year of education, subject to § 1, Page 8 of 12 section 4 of the educational program, constituting an annex to Resolution No. 183/L/2022 of the Senate of the Warsaw University of Technology of February 23, 2022,
 - c) completing teaching practice in the amount of at least 45 hours before the mid-term

- evaluation,
- d) obtaining not less than 5 ECTS credits during the first year of education,
 - e) obtaining not less than 10 ECTS credits before the mid-term evaluation;
- 3) achieving the required level of advancement of IRP documented in the semester report referred to in point 1;
 - 4) fulfilling teaching duties, confirmed by the entity that commissioned these duties, documented in the semester report referred to in point 1;
 - 5) meeting other requirements specified in internal legal acts of the Warsaw University of Technology, listed in the semester report referred to in point 1.
6. A PhD student who conducts her/his research planned in IRP at other University or research center (especially abroad) should be able to meet the registration requirements in an individually defined way. Decisions in such cases are made by the Director of the School, at the written request of the PhD student.
 7. The decision whether to give registration for the next semester or not is made by the Director of the School, who can consult the Council of the School or the proper commission if in doubt.
 8. A PhD student who has not registered for the following semester loses their PhD student status on the last day of that semester. Failure to register for the following semester results in removal from the School's list of PhD students.
 9. A PhD student shall be removed from the School's list of PhD students in case of:
 - 1) a negative result of mid-term evaluation;
 - 2) not submitting a PhD dissertation within the time limit specified in IRP;
 - 3) submitting resignation;
 - 4) not undertaking education;
 - 5) breaches of the prohibition referred to in section 200, paragraph 7 of the Act;
 - 6) disciplinary punishment in the form of expulsion from the doctoral school.
 10. In proceedings concerning the removal of a PhD student from the list of PhD students, in the case referred to in paragraph 9 point 5, the PhD student shall be required to submit, within a period of not less than 30 days from the date of service of the notice, a withdrawal from their studies at another doctoral school.
 11. Failure to undertake the education referred to in paragraph 9 point 4 means the unjustified failure to take the oath within 30 days of the start of education at the School.
 12. A PhD student can be removed from the list of PhD students in the following cases:
 - 1) unsatisfactory progress in the realization of a PhD dissertation;
 - 2) not complying with the provisions of the Regulations;
 - 3) failure to fulfil the obligation to complete the IRP;
 - 4) failure to fulfil the obligation to complete the education programme.
 13. Decisions concerning the removal from PhD students list are made by the Director of the School.
 14. A PhD student has the right to submit an application for reconsideration of the case from the decision referred to in section 13, within 14 days from the date of receipt of the decision.

Individual research plan

§ 14

1. Within 12 months of the start of their studies, a PhD student shall submit to the Science Committee an Individual Research Plan approved by their supervisor or supervisors and assessed by their co-supervisor, if one has been appointed.
2. Due to the nature of 'Implementation doctorate' program, its participants shall submit the approved IRP to the Science Committee with the annual report.
3. IRP is a description of research tasks planned for the realization in the course of education at the School, as well as the schedule of their implementation.
4. Individual research plan should in particular:
 - 1) include the subject of the PhD dissertation, its intended scope and research methodology;
 - 2) outline a schedule for the preparation of the doctoral thesis, including the expected dates of:
 - a) conducting research necessary for the dissertation;
 - b) writing papers, in accordance with the requirements adopted by the Senate in the procedure of granting a PhD degree;

- c) submitting a PhD dissertation.
5. The template for the IPB form is determined by the Director.
6. The Science Committee shall verify the individual research plan and either accept it or request its modification, clarification or including additional information, no later than in 30 days from the start of 3rd semester.
7. If the IPB needs to be corrected or supplemented, the PhD student is required, within 14 days of receiving the request and in consultation with their supervisor(s), to submit a revised IPB in accordance with the Science Committee's instructions
8. Failure to submit the IPB by the deadline referred to in paragraph 1, failure to submit a revised IPB in accordance with the procedure referred to in paragraph 7, or a further failure to have the IPB approved may result in removal from the list of PhD students on the grounds of failure to fulfil the obligations set out in these Regulations.
9. The IPB may be changed at the request of the PhD student. The request should include a justification, together with a positive opinion from the supervisor. The regulations of paragraphs 6-8 shall apply accordingly.
10. A request for substantial changes to the Individual Research Plan may only be submitted during the first month of each academic semester and at the request of the ministry responsible for higher education in the case of PhD students participating in the 'Implementation Doctorate' programme. It is subject to review and approval by the Science Committee. The regulations of paragraphs 6-8 apply accordingly.
11. At any point during the education period, an application may be submitted to update the IRP on formal grounds in the following circumstances:
 - 1) postponing the deadline for submitting the doctoral thesis (e.g. due to the suspension of studies or an application for an extension of the study period without any changes to the scope of work or milestones);
 - 2) the rescheduling of tasks and milestones between semesters;
 - 3) a change of supervisor without any substantial change to the IRP;
 - 4) the appointment or replacement of a second supervisor or co-supervisor without any substantial changes to the IRP.
12. The application referred to in paragraph 11 must include a justification and a positive opinion from the supervisor. The decision is taken by the Head of the Science Committee.

Mid-term evaluation

§ 15

1. Mid-term evaluation is carried out in the middle of the education period specified in educational program.
2. The detailed schedule for the mid-term evaluation is determined by the director.
3. During the suspension of education or as a result of reasonable random causes, the date of
4. mid-term evaluation is set individually by the Head of the Science Committee.

§ 16

1. The Science Committee shall appoint the mid-term evaluation committees no later than 60 days before the start of the mid-term evaluation.
2. The members of the mid-term evaluating committee are:
 - 1) the head, who must be a member of staff at the Warsaw University of Technology authorised to act as a supervisor and who is not part of the doctoral student's research team; the head represents the discipline assigned to the PhD student, and in the case of interdisciplinary research, a discipline within the scope of research covered by the IRP, other than that represented by a member of the committee;
 - 2) a member, i.e. the person entitled to be a supervisor, employed outside the Warsaw University of Technology, holding a post-doctoral degree or the title of professor in the discipline in which the PhD dissertation is being written; moreover if a PhD student is employed at another University or research unit – this person cannot be employed in the same institution as the PhD student or her/his supervisor;
 - 3) a secretary, who holds at least a PhD degree, employed at the Warsaw University of Technology, from outside the research team in which the PhD student conducts research.

3. A person whose impartiality is in doubt cannot be a member of the evaluating committee.
4. The mid-term evaluation committee meeting is divided into open and closed parts
5. The public part of the mid-term evaluation committee meeting may be attended by: the PhD student's supervisor, the director, a member of the Science Committee, and a representative of the Warsaw University of Technology PhD Students' Council.
6. Only the members of the mid-term evaluating committee can participate in the closed part of the meeting, including the determination of the result.
7. A PhD student must submit the documents required for the mid-term evaluation within the deadline specified in the timetable referred to in § 15 paragraph 2 of these Regulations, but no later than 30 days before the end of the fourth semester of study. Failure to submit the documents by the specified deadline will result in removal from the list of PhD students.
8. The head and a member of the mid-term evaluating committee provide their comments to the submitted documentation of the PhD student within no more than 30 days from the receipt of the documentation.
9. The PhD student is given not less than 7 days before the appointed meeting to get acquainted with the comments of the mid-term evaluating committee.
10. The head of the mid-term evaluating committee sets the date of the meeting of the committee for a day not later than 30 days from the beginning of the 5th semester of education.
11. The committee shall notify the PhD student of the date and place of the meeting referred to in paragraph 10 at least seven days in advance. In exceptional circumstances, the date of the interview may be changed.
12. The open part of the meeting of the mid-term evaluating committee includes a PhD student's presentation on the method of implementing the IRP and responses to any comments of the committee. The presentation is followed by discussion, when the mid-term evaluating committee may make suggestions regarding the correction of the adopted IRP.
13. In the closed part of the meeting, the mid-term evaluating committee determines the result of the mid-term evaluation, which may be either positive or negative, and submits it along with the justification to the Director of the School in the form of the transcript of the meeting. The result and its justification are also provided to the PhD student.
14. The justification for the evaluation may include suggestions for changes to the IRP. After receiving a positive result, a PhD student may apply for changes to the IRP in accordance with the committee's recommendations.
15. A negative result of mid-term evaluation entails the removal of a PhD student from the list of PhD students.
16. The result of the mid-term evaluation and its justification is public.

Completing education at the Doctoral School

§ 17

1. In order to complete education it is required to jointly meet the following conditions:
 - 1) fulfil the educational requirements defined by the Senate as the educational program;
 - 2) submission of the doctoral dissertation together with a positive opinion from the supervisor or supervisors.
2. Decisions on the matters referred to in section 1, point 1 shall be taken by the Head of the education committee.
3. A PhD student who has met the conditions set out in section 1, point 1 obtains a certificate of completion of the educational program issued by the Head of the School.
4. A PhD student who has met the conditions set out in section 1 obtains a graduation certificate issued by the Head of the School.

Conditions for extending the deadline for submitting a PhD dissertation

§ 18

1. In justified cases, at the request of a PhD student, approved by the supervisor(s), the period of education and the deadline for submitting a dissertation may be extended by a maximum of 2 years, in particular due to:

- 1) temporary inability to undergo education due to health reasons;
 - 2) the need to conduct long-term research;
 - 3) the need to take personal care of a sick family member or a child under the age of 6 or a child with a disability certificate
 - 4) participation in a research project carried out on the basis of a competition procedure;
 - 5) random causes preventing the PhD student from implementing an individual research plan on time.
2. The application shall include:
 - 1) a justification for the submission of the application;
 - 2) the opinion of the supervisor or supervisors;
 - 3) modification of IRP with indicated date of submitting PhD dissertation;
 - 4) documents justifying the extension of the deadline for submitting the PhD dissertation.
 3. The decision on whether to extend or refuse to extend the deadline for submitting the doctoral dissertation shall be taken by the director.
 4. The extension is granted for no more than a year at once.
 5. The application for the first extension of the deadline for submitting the doctoral dissertation and the period of education should be submitted during the 8th semester of education at the School, but not later than 30 days before the end of the semester.
 6. A PhD student can get no more than two extensions. An application for a further extension must be submitted no later than 30 days before the end of the first extension period..
 7. During the period specified in paragraph 1, the PhD student shall retain all the rights of a PhD student, provided that the total duration of the PhD scholarship does not exceed four years.
 8. If the deadline for submitting the doctoral dissertation is extended, the director shall set a deadline by which the PhD student must fulfil the obligations set out in the education programme.
 9. Following a decision to refuse to extend the deadline for submitting a doctoral dissertation, the PhD student is entitled to request a review of the case, which must be submitted within 14 days of the date on which the decision was delivered..

§ 19

1. Doctoral studies may be suspended at the request of the PhD student, in accordance with the rules specified in the Act..
2. During the suspension of education, the deadlines for the implementation of IRP are also suspended.

The way of documenting the course of education

§ 20

1. Each PhD student is given a PhD student ID card.
2. Upon request, a PhD student is entitled to get a duplicate of an ID card in the event of its loss or destruction, which should be immediately notified to School.
3. A PhD student who has completed education at the School or has been removed from the list of PhD students is obliged to immediately return the PhD student ID.
4. The School is responsible for keeping and storing documentation of PhD students and the course of their education..
5. Each PhD student is given a student's index number which is used to mark the student's files.
6. The PhD student's personal file shall include:
 - 1) documents required from the candidates in order to be admitted to Doctoral School, such as:
 - a) a copy of the diploma certified by the authorized employee,
 - b) personal form containing the candidate's photo, first and last name, date and place of birth, PESEL number, or name and number of the document confirming identity with the name of the country it was issued by, if there is no PESEL number, sex, address and correspondence address, contact telephone number, e-mail address, citizenship, and for foreigners - also the name of the country of birth;
 - 2) documents that were required to submit in order to be admitted to the Doctoral School;
 - 3) a signed copy of an academic oath;
 - 4) confirmation of receipt of the PhD student's ID card and its duplicates, if any;

- 5) documentation of the course of education.
7. Documentation of the course of education includes in particular:
 - 1) accepted individual research plan and its modifications,
 - 2) semester reports on the implementation of the individual research plan and educational program, as well as other scientific undertakings and achievements;
 - 3) documents that confirm undergoing mid-term evaluation;
 - 4) statements made by PhD students for the purposes of evaluation of the quality of scientific activity, authorizing the Warsaw University of Technology to demonstrate scientific achievements within the discipline of their dissertations or scientific publications written during education at Doctoral School;
 - 5) applications, decisions and resolutions regarding individual issues;
 - 6) documents related to the doctoral scholarship;
 - 7) other documents required by the internal legal acts of the University.
8. The PhD student's personal file, including documentation of the course of education, may be kept partially or entirely in electronic form.