

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.

Doctoral School

§ 2

1. Doctoral School of the Warsaw University of Technology, hereinafter referred to as the 'School' is an interdisciplinary form of doctoral education in the following disciplines:
 - 1) architecture and urban planning;
 - 2) automation, electronic and electrical engineering;
 - 3) information and communication technology;
 - 4) biomedical engineering;
 - 5) chemical engineering;
 - 6) civil engineering and transport;
 - 7) materials engineering;
 - 8) mechanical engineering;
 - 9) environmental engineering, mining and energy;
 - 10) mathematics;
 - 11) chemical sciences;
 - 12) physical sciences;
 - 13) management and quality studies.

allowing for obtaining specialised skills necessary to independently conduct research and perform major socio-economic functions.

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 574, 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 at the Doctoral School shall last 8 semesters and end with submitting a PhD dissertation.
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 cases it is possible to change scientific discipline. The decision is made by the Head of the School, at the request of the PhD student, approved by the supervisor(s) or supervisor and assistant supervisor. If such change entails the change of the supervisor, the PhD student shall indicate the new supervisor who is a specialist in the subject of his PhD thesis. A written consent of the new supervisor shall be attached to the application. Such change shall be performed with the respect to copyrights and scientific ethics principles.
10. The application may be submitted no later than 2 months before submitting IRP.
11. It is not possible to change the scientific discipline within 'Implementation doctorate' program.

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) 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;
 - 12) fulfil the given duties related to the implementation of the educational program and IRP;
 - 13) agree with the supervisor(s) the scope and form of scientific papers and performance;

- 14) agree with the supervisor(s) ways of implementing educational program;
 - 15) 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;
 - 16) immediately inform the Head of the School about the circumstances that may affect the payment of the scholarship;
 - 17) immediately inform the Head of the School about taking up employment as a researcher or an academic teacher;
 - 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 PhD students Office, hereinafter referred to as 'DOD' about any changes of personal data, in particular about changes of the correspondence address, as well as the change of ID;
 - 21) 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 be employed, subject to section 5. However, the employment cannot interfere with the realization of educational program, IRP or teaching duties.
 5. A PhD student cannot be employed as an academic teacher or researcher. The rule does not apply when a PhD student is:
 - 1) employed in order to implement a research project, referred to in Art. 119, section 2, points 2 and 3 of the Act;
 - 2) employed after mid-term evaluation, however, if employment exceeds half of the full-time working time, the amount of the doctoral scholarship is 40% of the monthly amount of the scholarship referred to in Art. 209, section 4, point 2 of the Act.
 - 3) not entitled to get a doctoral scholarship.
 6. A PhD student may apply for a student loan and benefits specified in Art. 210 and 211 of the Act.
 7. 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.
 8. 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).
 9. A PhD student may be released from teaching practice in the period referred to in Art. 204, section 3 of the Act.
 10. A PhD student cannot independently conduct laboratory classes, where participation is associated with special safety requirements.
 11. A PhD student is obliged to complete occupational health and safety training (BHP).
 12. PhD student is obliged to submit current medical certificate about no contraindications to study.
 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 can conduct part of his research included in the individual research plan at another university, research center or economic entity in the country or abroad.
2. The supervisor's written consent is required for the PhD student's mobility. A PhD student is obliged to inform the Head of the School of the trips lasting at least one month.
3. In the case of long-term trips, the Head 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. Trips over 3 months require submitting a modification of an IRP, if such information was not included in it.
5. When conducting research requires temporary change of the place of residence, a PhD student is obliged to inform PhD students Office, 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 Head 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. 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 Head 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 Head of Doctoral School, who is allowed to consult the Council of the School or the Section for Students with Disabilities.
5. A PhD student with a disability certificate receives a doctoral scholarship in the amount increased by 30% of the amount of the scholarship before the mid-term evaluation.

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 can be a person meeting the requirements of 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. An assistant supervisor can be a person holding at least a PhD degree.
7. A function of an assistant supervisor may be performed over no more than 2 PhD students from WUT Doctoral School.
8. In justified cases, the Rector may agree to increase the limits referred to in sections 5-7, upon the approval by the Head of the School.

§ 8

1. Within one month of commencing education, a PhD student shall apply to the proper Discipline Scientific Council, via the Head of the School, for the appointment of a supervisor, supervisors or a supervisor and assistant supervisor. The application constituting the annex to these Regulations shall indicate the scientific discipline of the planned dissertation and include the written consent of the supervisor, supervisors or assistant supervisor.
2. When the proposed supervisor or assistant supervisor is not an employee of the Warsaw University of Technology, the application shall provide additional information about the candidate's research activity.
3. If the PhD student has not obtained the consent referred to in section 1 from a person meeting the requirements of the Act within 2 months of commencing education, (s)he submits, via the Head of the School, an application to the proper Discipline Scientific Council for the appointment of a supervisor indicating research area of the planned dissertation.
4. The Scientific Council shall appoint a supervisor, supervisors or assistant supervisor not later than within 3 months from commencing education by the PhD student.
5. A PhD student, upon consultation with a supervisor, may apply to the proper Discipline Scientific Council for the appointment of a second supervisor or an assistant supervisor, no later than after 3 months from obtaining a positive result of the mid-term evaluation.
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. A PhD student has the right to change his supervisor, supervisors or assistant supervisor or to resign from the assistant supervisor, subject to respecting copyright law and scientific ethics.
2. In justified cases, supervisor or assistant supervisor may resign from performing this 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;
 - 3) health or random causes limiting the professional and scientific activity;
 - 4) running out of the possibilities for further cooperation with his PhD student.

3. The procedure of changing a supervisor, supervisors or assistant supervisor or resignation by the assistant supervisor is initiated:
 - 1) at the request of a PhD student submitted via the Head of Doctoral School to the proper Discipline Scientific Council along with argumentation and suggestion of a new supervisor, supervisors or assistant supervisor with their consent.
 - 2) at the request of a supervisor or assistant supervisor submitted via the Head of Doctoral School to the proper Discipline Scientific Council, along with argumentation documenting the occurrence of circumstances referred to in section 2 or other circumstances that may be the basis for resignation from this function.
4. Scientific Council may ask for the opinion of the Head of Doctoral School and:
 - 1) the current supervisor when the change is initiated by the PhD student,
 - 2) a PhD student when the change is initiated by the supervisor.
5. 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.
6. If it is necessary to change the supervisor, the Scientific Council should appoint a new supervisor within 60 days, excluding the summer holidays.

§ 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 Head of the School to monitor the progress of the PhD student;
- 13) participate in mid-term evaluation;
- 14) 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;
- 15) supervise the assistant supervisor, if appointed;
- 16) perfect his competences, e.g. by participation in initiatives recommended by the Warsaw University of Technology aimed at increasing 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) perfect his competences, e.g. by participation in initiatives recommended by the Warsaw University of Technology aimed at increasing competences.

Realizacja programu kształcenia

§ 12

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. Individually implemented educational program is developed by the PhD student together with her/his supervisor (supervisors), in accordance with the requirements defined by the Senate as the educational program of a Doctoral School.
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.

Registration for the next semester

§ 13

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. Semester report shall be submitted in the time period specified by the Head of the School.
4. The template of the semester report is established by the Council of the Doctoral School.
1. Registration for the next semester requires the following conditions to be met jointly:
 - 1) timely submission of the semester report;
 - 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,

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 Head 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 Head 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 been registered for the next semester may be removed from the list of PhD students.
 9. A PhD student is removed from the list of PhD students by way of an administrative decision in the following cases:
 - 1) a negative result of mid-term evaluation;
 - 2) not submitting a PhD dissertation within the time limit specified in IRP;
 - 3) submitting resignation.
 10. Unjustified failure to start education at a Doctoral School within 30 days from the day of commencement (e.g. not taking an academic oath) is considered as resignation.
 11. 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) untimely implementation of IRP;
 - 4) untimely realization of educational program.
 12. Decisions concerning the removal from PhD students list are made by the Head of the School.
 13. A PhD student has the right to submit an application for reconsideration of the case from the decision referred to in section 12, within 14 days from the date of receipt of the decision.

Individual research plan

§ 14

1. Within 12 months from commencing education at Doctoral School, a PhD student shall submit to the mid-term evaluation committee an individual research plan, discussed with her/his supervisor(s) and reviewed by the assistant supervisor if appointed.
2. Due to the nature of 'Implementation doctorate' program, its participants shall submit the approved IRP with the annual report.
 1. 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.
 2. Individual research plan should in particular:
 - 1) include the subject of the PhD dissertation, its intended scope and research methodology;
 - 2) specify 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.
3. The template of the IRP is established by the Council of the School.
 4. The mid-term evaluation 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.
 5. In the event of asking for modification, clarification or including additional information, a PhD student, after discussing it with her/his supervisor(s), is obliged to submit an updated individual research plan within 14 days from receiving such a notice.
 6. If IRP is not submitted within the dates referred to in section 1 or has not been accepted for the second time, it may be the grounds for removal of the PhD student from the list of PhD students as not meeting the obligations specified in Regulations, according to § 13, section 11, point 2.
 7. IRP can be changed at the request of a PhD student. The application should include justification and a positive opinion of a supervisor or supervisors or a supervisor and assistant supervisor. The provisions from sections 6-8 apply accordingly.

Mid-term evaluation

§ 15

1. Mid-term evaluation is carried out in the middle of the education period specified in educational program.
1. During the suspension of education or as a result of reasonable random causes, the date of mid-term evaluation is set individually.

§ 16

1. The mid-term evaluation committee proposes the members of the evaluating committees, within 60 days before the start of the evaluation.
2. The members of the evaluating committee are:
 - 1) the chairman, i.e. a person employed at the Warsaw University of Technology, entitled to be a supervisor, from outside the Department (Zakład or Katedra), where the PhD student conducts research; this person represents the discipline assigned to the PhD student, and if the subject of dissertation is interdisciplinary – a discipline in the field of research covered by an individual research plan, other than the one represented by the 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. Committee meeting is divided into open and closed parts.
5. The open part of the meeting can be attended by the supervisor, Head of the School, a member of the mid-term evaluation committee and a representative of the PhD students Council.
6. Only the members of the evaluating committee can participate in the closed part of the meeting, including the determination of the result.
7. The documents specified in the regulations of the mid-term evaluation shall be submitted by the PhD student no later than 30 days before the end of the fourth semester of education.
8. The chairman and a member of the 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 evaluating committee.
 10. The chairman of the 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 open part of the meeting of the 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 evaluating committee may make suggestions regarding the correction of the adopted IRP.
 12. In the closed part of the meeting, the evaluating committee determines the result of the mid-term evaluation, which may be either positive or negative, and immediately submits it along with the justification to the Head of the School in the form of the transcript of the meeting. The result and its justification are also provided to the PhD student.
 13. 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.
 14. A negative result of mid-term evaluation entails the removal of a PhD student from the list of PhD students, according to § 13, section 9, point 1.
 15. 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) submit the PhD dissertation.
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) the description of the situation,
 - 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 whether to extend the deadline is made by the Head of the School.
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.

§ 19

1. Education may be suspended, at the written request of a PhD student, according to the Act.
2. In order to determine the amount of scholarship during the suspension of education resulting from the maternity leave, the leave on conditions of maternity leave, paternity leave and parental leave, as determined in the Act of June 26, 1974 – Labour Code (Journal of Laws of 2020, item 1320, with later amendments), the provisions on determining the maternity allowance shall apply accordingly, except that the calculation basis for the allowance is the amount of the monthly doctoral scholarship due on the date of submitting the application for suspension.
3. 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 the PhD students Office.
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 PhD students Office 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 the Doctoral School, such as:
 - a) a copy of the diploma certified by the authorized employee of the PhD students Office,
 - 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.