

## **Regulations of the Warsaw PhD School in Natural and BioMedical Sciences [Warsaw-4-PhD]**

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**CHAPTER I**  
**ORGANIZATION OF THE DOCTORAL SCHOOL**

§1

1. These Regulations (hereinafter 'Regulations') determine the organization of education in the Warsaw PhD School in Natural and BioMedical Sciences [Warsaw-4-PhD], hereinafter called „the School”.

2. The School is an organized form of PhD students’ education in the following disciplines: biological sciences, chemical sciences, physical sciences, medical sciences, preparing for the award of a PhD degree.

3. The School is jointly operated by:

1) The Nencki Institute of Experimental Biology of the Polish Academy of Sciences (Nencki Institute) with its registered seat at ul. Pasteura 3, 02-093 Warszawa, NIP 5250009269, REGON 000325825,

2) The Institute of Organic Chemistry of the Polish Academy of Sciences with its registered seat in Warsaw at ul. Kasprzaka 44/52, NIP 5250008933, REGON 000325848,

3) The Institute of Physical Chemistry of the Polish Academy of Sciences with its registered seat in Warsaw at ul. Kasprzaka 44/52, NIP 5250008755, REGON 000326049,

4) The Institute of Physics of the Polish Academy of Sciences (IF PAN) with its registered seat at Aleja Lotników 32/46, 02-668 Warszawa, NIP 5250009275, REGON 000326061,

5) The Center for Theoretical Physics of the Polish Academy of Sciences (CFT PAN) with its registered seat at Aleja Lotników 32/46, 02-668 Warszawa, NIP 5250009281, REGON 000844815,

6) The Institute of High Pressure Physics of the Polish Academy of Sciences ("UNIPRESS") with its registered seat at ul. Sokołowska 29/37, 01-142 Warszawa, NIP 015825134, REGON 5272445658,

7) The Maria Skłodowska-Curie National Institute of Oncology - State Research Institute with its registered seat at ul. Wawelska 15B, 02-034 Warszawa, NIP 5250008057, REGON 000288366,

8) The Institute of Psychiatry and Neurology with its registered seat at ul. Jana III Sobieskiego, 02-957 Warszawa, NIP: 5250009387, REGON: 000288509,

9) The International Institute of Molecular and Cell Biology in Warsaw (IIMCB) with its registered seat at ul. Księcia Trojdena 4, 02-109 Warszawa, NIP: 5262278704, REGON: 013082798;

- (hereinafter "Parties" or "Institutes"), in accordance with the agreement concluded on 02.04.2019 on the basis of Article 198(5) of the Act of 20 July 2018 - Law on Higher Education and Science; Dz.U. [Journal of Laws], item. 1668 as subsequently amended, (hereinafter: „the Act”).

## CHAPTER II PROGRAMME BOARD

### §2

1. The School has a Programme Board (*Rada Programowa*), specialization heads (*kierownicy specjalizacji*) and their deputies.
2. The Programme Board shall exercise the powers and responsibilities set out in these Regulations and shall identify needs and define strategic directions for the School's development.
3. Specialization heads shall exercise the powers and responsibilities set out in these Regulations, make decisions in relation to the course of education of PhD students in a given specialization which are not reserved for other entities, and ensure that the education in that specialization is organized, subject to section 4.
4. Should the competence and duties of a head of specialization or decisions related to the course of training pertain to PhD students affiliated at an Institute other than the one represented by the specialization head in the Programme Board, the competence and duties of the specialization head as well as decisions related to the course of training with respect to PhD students affiliated to that Institute shall be the responsibility of the respective deputy specialization head. In such a situation, wherever reference is made in these Regulations to a specialization head, with regard to PhD students affiliated to an institute other than the one represented by the specialization head, this shall be understood as the respective deputy.

### §3

1. The Programme Board consists of the representatives of the Institutes.
2. The representative of an Institute in the Programme Board shall be appointed and dismissed by the Director of that Institute. The representative of the Institute in the Programme Board is simultaneously a head of specialization or a deputy head of specialization.
3. Appointment of the person referred to in section 2 shall require consultation with the PhD students' council (*samorząd doktorantów*) at the Institute concerned. Failure by the council to adopt a position within 14 days from the date of submission of a candidate for this function shall be deemed an expression of consent.
4. Each Institute is represented in the Programme Board by one person. Each institute shall have one vote in the Board.
5. In the case of the absence of a member of the Programme Board, the Director of the Institute may delegate, as a replacement with the right to vote, another representative of the Institute, at the same time informing the Chair of the Programme Board in writing.

6. The Programme Board adopts resolutions in an open vote by a simple majority of votes, with the provision that in the event of an equal number of votes for and against, the Chair of the Board shall have the deciding vote. Resolutions on personnel matters shall be adopted in a secret ballot at the request of at least one member of the Board.
7. The Programme Board elects the Chair and Deputy Chair from among its members. The Chair of the Programme Board shall:
  - 1) be responsible for the implementation of the School curriculum;
  - 2) prepare drafts of the documents to be adopted by the Board;
  - 3) sign the adopted resolutions on behalf of the Board;
  - 4) coordinate the work of the Board and the activities of specialization heads;
  - 5) ensure the cooperation between the Programme Board and the School's Board of Directors operating pursuant to the agreement referred to in § 1.
8. The Deputy Chair fulfills the duties of the Chair of the Programme Board in their absence. In such a case, the Deputy Chair's vote is the prevailing one referred to in section 6.
9. The term of office of the Chair and the Deputy Chair shall be two years.
10. In the event that the Chair of the Programme Board or his/her Deputy is recalled by the competent Director of the Institute, the Programme Board shall run a new election for the position.
11. The Programme Board may adopt a resolution regulating its rules of operation.
12. The Board shall adopt a resolution regarding the organization of the academic year and publish the resolution before the beginning of that year.

### **CHAPTER III ORGANIZATION OF THE ACADEMIC YEAR**

#### §4

1. The academic year starts on 1 October and ends on 30 September of the following calendar year.
2. The organization of the academic year in the School shall be determined by a resolution of the Programme Board. The organization of the Academic year shall determine, in particular, the dates when the semesters begin.
3. The schedule for each specialization shall be communicated to the PhD students before the beginning of each semester through an announcement posted on the School's website.

**CHAPTER IV**  
**EDUCATION AT THE DOCTORAL SCHOOL**

§5

1. Education in the School shall be provided on the basis of the provisions of the Act and these Regulations.
2. Education in the School shall be provided within the framework of specializations. The list of specializations is provided in the curriculum.
3. The recruitment policy and the curriculum of studies shall be specified in separate regulations and documents.
4. Education in the School lasts 8 semesters and is based on a curriculum of studies and an individual research plan.
5. The curriculum shall be adopted by the scientific councils of the Institutes jointly operating the School, and in the case of the IIMCB by the International Advisory Board, in accordance with a procedure laid down in separate regulations.

§6

1. A person may be a PhD student in only one doctoral school at any given time.
2. Prior to the commencement of education, at the premises of the institute at which the person admitted to the School will be affiliated, the following is required:
  - a) to appear in person and show an identity document;
  - b) to submit the original diploma or a written certificate of obtaining a master's degree or equivalent;
  - c) to present a statement of fitness for work (occupational health assessment by an occupational health professional).
3. A person admitted to the School commences education and acquires the rights of a doctoral student upon signing the text of the oath in the presence of a representative of the School, after having fulfilled the requirements referred to in section 2.
4. A PhD student shall be issued a PhD student ID card.
5. No fees shall be charged for the education of PhD students at the School.
6. Each PhD student is affiliated with one Institute.

## §7

1. The PhD student, acting in agreement with the supervisor of the project within the framework of which they are to deliver the doctoral dissertation, shall without undue delay prepare a schedule for the implementation of the curriculum in the first year of education (first-year schedule for curriculum classes). The schedule is approved by the head of the specialization that the PhD student is to pursue.
2. Within 12 months from the date of commencement of their education, and acting in agreement with the supervisor(s), the PhD student shall prepare an individual research plan, indicating, in particular, the way that the curriculum will be implemented and the schedule for preparing the doctoral dissertation, including the date of its submission, and shall submit that plan to the head of the specialization which he or she is pursuing. The auxiliary supervisor (if assigned) should give an opinion on the plan before its submission.
3. In justified cases the individual research plan may be amended with the approval of the head of the specialization the PhD student is pursuing, after obtaining a written opinion of the supervisor(s). A new/amended individual research plan shall be submitted by the PhD student to the head of the specialization within 14 days of the date of consent for the amendment.

## §8

1. A PhD student from another doctoral school may join the Warsaw PhD School in Natural and BioMedical Sciences by way of transfer, provided that the curriculum they have pursued so far becomes assigned to a discipline represented at the Warsaw-4-PhD, subject to completion of the first year of education at the previous school and the possibility to continue the research specified in their individual research plan at the Warsaw PhD School in Natural and BioMedical Sciences.
2. Such a transfer is approved by the Director of the Institute at the request of the head of specialization.
3. The PhD student may continue to be supervised by a supervisor appointed at the previous doctoral school, provided that this supervisor gives their written consent and that the Scientific Council of the Institute to which the PhD student will be affiliated (in case of IIMCB – Laboratory Leaders Council) adopts the required resolution.
4. After the consent to the transfer has been given and after the PhD student has taken the oath, the head of the specialization shall specify the courses to be considered as passed and those that the PhD student will be obliged to pass due to programme differences.
5. The affiliation of a PhD student may be transferred from one institute of the School to another upon the consent of the doctoral student and the directors of both institutes. The head of specialization corresponding to the affiliation after the transfer shall determine the subjects which the doctoral student will be obliged to pass due to programme differences. Details of the transfer shall be specified in an agreement between the parties. The supervision of a PhD student

at the institute to which he or she will be affiliated shall be determined by a resolution of the Scientific Council of that institute, and in the case of IIMCB by the Laboratory Leaders Council.

## **CHAPTER V IMPLEMENTATION OF THE CURRICULUM**

### **§9**

1. A PhD student is obliged to complete classes and meet other requirements specified in the curriculum. In justified cases, the person conducting classes may, upon the consent of the head of specialization, credit the PhD student for classes on an individually set date.
2. Upon the consent of the supervisor, the PhD student may attend classes and take the respective exams for subjects scheduled in the individual research plan for later years.
3. Upon the consent of the supervisor and the head of specialization, in justified cases, the mandatory courses for a PhD student may be taken on an individual basis.

### **§10**

1. The condition for passing a year of education is receiving credit for all classes and meeting the other requirements specified in the curriculum for a given year, taking into account any changes introduced as part of the education on an individual basis referred to in § 9 section 3.
2. The PhD student submits to the head of their specialization a semester report on the implementation of the curriculum, individual research plan and other scientific activities and achievements, approved by the supervisor. The template of the report is to be determined by the head of specialization.
3. The winter semester report shall be submitted by 15 March and the summer semester report by 7 September.
4. Before passing each year of study, the head of specialization shall evaluate the implementation of the curriculum and the conduct of research by the PhD student. The evaluation will be performed on the basis of semester reports.
5. Upon the consent of the head of specialization the mid-term report may replace the current semester report.

### **§11**

1. The PhD student is entitled to two dates for taking an exam in a given academic year: the primary date and the re-sit date.

2. In the event of an unjustified absence at the exam session, the PhD student shall lose the right to take the exam at that date, either primary or re-sit.
3. In the event of a justified absence at the exam session, the course leader shall set an additional date or additional dates for the exam session, and the second date shall be within the time limit allowing for a timely submission of the semester report.
4. If a PhD student fails to obtain credit for a part of the courses in a given year, the head of the specialization may agree to conditional passing of the academic year and specify the method and deadline for dealing with the backlog within the next year of studies.
5. For credit and exam sessions the following grades are used:
  - 1) very good - 5.0
  - 2) good plus - 4.5
  - 3) good - 4.0
  - 4) pass plus - 3.5
  - 5) pass - 3.0
  - 6) fail - 2.0

## **CHAPTER VI APPOINTMENT OF A SUPERVISOR**

### §12

1. The scientific supervision over the education of a PhD student at the School is provided by a supervisor(s) or by a supervisor and an auxiliary supervisor.
2. The supervisor shall be a person holding a degree of *doktor habilitowany* or a title of professor, and an auxiliary supervisor must hold a PhD degree.

### §13

1. Supervisors are appointed by the Scientific Council and, in the case of IIMCB, by the Lab Leaders Council, from among the persons indicated by the Directors of individual Institutes, while an auxiliary supervisor is appointed at the request of the supervisor or at the request of the PhD student, accepted by the supervisor.
2. The supervisor(s) or the supervisor and the auxiliary supervisor shall be appointed without undue delay, not later than within 3 months from the date of commencing education. In individual cases, when justified especially by scientific reasons, the auxiliary supervisor may be appointed at a later date.
3. When appointing the supervisor(s) or the supervisor and the auxiliary supervisor, one specifically takes into account the circumstances of the PhD student's research, the need to ensure a high quality of scientific supervision, and the need to provide support for their scientific activity.

4. In exceptional cases, especially when justified by the lack of possibility to continue a supervision of the PhD student or by scientific circumstances, the Scientific Council of the relevant Institute and, in the case of the IIMCB, the Lab Leaders Council, may appoint a replacement supervisor(s) or auxiliary supervisor.

## CHAPTER VII MID-TERM EVALUATION

### §14

1. The implementation of the individual research plan is subject to a mid-term evaluation carried out at the mid-point of the period of education.
2. The mid-term evaluation is carried out by a committee composed of 3 persons, including at least 1 person holding the degree of *doktor habilitowany* or the title of professor in the discipline in which the PhD dissertation is being prepared, employed outside the Institutes that operate the School. The director of the Institute at which the PhD student is affiliated, a supervisor, an auxiliary supervisor or the head of specialization, except as provided for in section 3, may not be a member of the committee or take part in its work in any form whatsoever.
3. If no member of the committee referred to in section 2 is employed by any of the Institutes operating the School, the head of specialization shall participate in the work of the committee as an observer. In other cases, the head of specialization may participate in the work of the committee as an observer only at the request of the committee.
4. The members of the committee referred to in section 2 shall be appointed by the Programme Board from among the candidates indicated by the heads of specializations.
5. All committee proceedings may be attended by a representative of the PhD student council who is not the PhD student subject to mid-term evaluation, in the role of an observer.

### §15

1. The head of specialization, after consultation with the committee referred to in § 14 section 2, sets dates for the mid-term evaluations of PhD students in a given specialization and informs them of these dates no later than 60 days before the evaluation. The dates shall be set within the 30 days following the end of the two-year period after commencement of education.
2. Not later than 30 days before the date set for the mid-term evaluation, the PhD student shall submit a mid-term report on the implementation of their individual research plan to the head of their specialization, accompanied by the opinion of the supervisor(s), or the supervisor and auxiliary supervisor. The template of the mid-term report shall be determined by the Programme Board.

3. The committee carrying out the mid-term evaluation shall evaluate the mid-term report, assessing in particular the research achievements to date and the implementation of the individual research plan. The committee shall interview the PhD student on the progress made in implementing the individual research plan, the difficulties encountered, and the prospects for further implementation.
4. In the case of a documented unpredictable circumstances which makes it impossible to carry out the mid-term evaluation within the time limit referred to in section 1., the head of specialization postpones the evaluation to a later, nearest possible date.

#### §16

1. The mid-term evaluation ends with a positive or a negative result.
2. The result of the mid-term evaluation together with its written justification is public.
3. In the event of a negative result of the mid-term evaluation, the PhD student may, within 7 days of being informed in writing about the result, submit a request to the Programme Board for a re-evaluation.
4. Upon submission of the application referred to in section 3, the Programme Board shall appoint members of the committee to re-run the mid-term evaluation, and the head of specialization shall set a date for the re-evaluation. Committee members appointed from among candidates indicated by the Scientific Council of the Institute at which a given PhD student is affiliated, or - in case of IIMCB - by the Laboratory Leaders Council, may not be persons who have already participated in the mid-term evaluation of that PhD student.
5. The members of the committee referred to in section 4 shall perform the activities referred to in § 15 section 3 again and determine a positive or negative result of the mid-term evaluation. There is no appeal against this evaluation.

### **CHAPTER VIII COMPLETION OF EDUCATION**

#### §17

1. The education of a PhD student is completed by the submission of a doctoral dissertation approved by the supervisor(s).
2. The rights of a PhD student expire as of the day of completing education or as of the moment when the decision to remove the doctoral student from the list of PhD students has become final.
3. The PhD student ID card shall be returned as of the day of completing education or as of the

moment when the decision to remove the doctoral student from the PhD students list has become final.

#### §18

1. For a PhD student who has obtained the degree of doctor (PhD) as a result of graduating from the School, their period of studies at the School (not longer than 4 years) shall count towards the period of employment on which the employee's entitlements depend.
2. For a PhD student who did not complete their education at the School because of:
  - 1) taking up employment as an academic teacher or researcher;
  - 2) discontinuation of the PhD programme in a given discipline- the period of studies at the School (not longer than 4 years) shall count towards the period of employment on which the employee's entitlements depend, provided that they obtained a PhD degree.

#### §19

1. If doctoral education within a given specialization is discontinued, PhD students shall be provided with continuation of education within another specialization covering the same disciplines, whereby the costs of educating the student in the specialization to which they have been transferred shall be borne by the Institute which was responsible for the specialization within which the doctoral training ceased.
2. If doctoral education within a given discipline is discontinued, the Institute responsible for the discontinuation of training shall provide PhD students who prepare a dissertation in that discipline with the possibility to continue education in the discipline in another doctoral school.
3. If there is no doctoral school providing education in a given discipline, the institute responsible for discontinuing education shall cover the costs of extramural-mode proceedings for the award of the PhD degree, for persons who have lost the opportunity to complete their studies.
4. PhD students retain the rights to use the library collection until the award of the doctoral degree.
5. Upon graduation, a PhD student is obliged to complete and pass a clearance slip.

### **CHAPTER IX**

#### **EXTENDING THE DEADLINE FOR THE SUBMISSION OF THE DOCTORAL DISSERTATION**

#### §20

1. The head of specialization, in special cases and upon request from a PhD student, may extend the deadline for the submission of the doctoral dissertation determined in the individual research plan, especially when justified by:

- 1) the need to perform additional research that is necessary for the dissertation;
  - 2) the personal situation or the health condition of the PhD student;
  - 3) an extension of the time required to carry out the research that forms the basis of the dissertation for reasons independent of the PhD student
- however for not longer than 2 years.
2. An application for the extension of the dissertation deadline shall be accompanied by documents confirming that the extension is necessary.
  3. In justified cases and upon consent of the head of specialization the PhD student may take a leave of absence from the course of education in the School, however, for a period not longer than 1 year. For the duration of absence, the course of education is suspended, the payment of the scholarship is suspended, and the deadline for doctoral dissertation submission shall be extended by the period of leave.
  4. At the request of a PhD student, education is suspended for a period corresponding to the duration of maternity leave, leave on terms of maternity leave, paternity leave and parental leave, as laid down in the Act of 26 June 1974 - the Labour Code. In such cases, the submission deadline for the dissertation shall be extended, as appropriate, by the period of suspension.

## **CHAPTER X**

### **REMOVAL FROM THE LIST OF DOCTORAL STUDENTS**

#### §21

1. The Director of the Institute shall remove a PhD student from the list of PhD students in the following cases:
  - 1) a negative result of the mid-term evaluation;
  - 2) failure to submit a PhD dissertation by the date specified in the individual research plan;
  - 3) a decision by the PhD student to discontinue education.
2. A PhD student may be removed from the list of PhD students in the following cases:
  - 1) unsatisfactory progress in preparing their doctoral dissertation;
  - 2) failure to comply with the School Regulations or failure to implement the curriculum and the individual research plan.
3. A PhD student shall submit their resignation from education in writing.
4. The following shall also be considered failures to comply with the obligation referred to in section 2, subsection 2):
  - 1) not submitting by a person entered on the list of PhD students the set of documents required by the School, within the deadline specified by the School,
  - 2) not submitting by a PhD student (in the course of their PhD studies) the documents required by the Doctoral School within the time limit specified by the latter.

5. Removal from the list of PhD students takes place via an administrative decision. The decision may be subject to an appeal to the director of the institute at which the PhD student is affiliated, to reconsider the case.
6. In the case of being removed from the list of PhD students, a PhD student shall be obliged to complete and pass a clearance slip.

## **CHAPTER XI RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENT**

### §22

1. PhD students have the right to associate in PhD student organizations.
2. PhD students in entities that jointly operate the School shall form a PhD student council (*samorząd doktorantów*) acting on the basis of separate regulations.

### §23

Each PhD student has the right to:

- 1) the use of the library collections, laboratories, research equipment and apparatus of the parties forming the School in the scope necessary for the implementation of the curriculum and the individual research plan;
- 2) the mentorship of the supervisor(s), or the supervisor and auxiliary supervisor over the implementation of the individual research plan.

### §24

A PhD student shall be entitled to holiday breaks not exceeding 8 weeks per year, determined in proportion to the duration of education in that year.

### §25

A PhD student has the duty to:

- 1) comply with the School Regulations;
- 2) implement the curriculum and the individual research plan within the hours agreed with the supervisor and permitted by the internal rules of a relevant Institute;
- 3) conduct the research in a fair and ethical manner;
- 4) possess an ORCID identifier (Open Researcher and Contributor ID);
- 5) inform about a change of personal data, inform about being employed on a scientific position or as an academic teacher;
- 6) comply with health and safety regulations;

- 7) have a valid certificate from an occupational professional confirming the absence of health contraindications to work;
- 8) a PhD student shall be liable to disciplinary measures pursuant to the rules laid down in the statute and the Act.

## CHAPTER XII DOCTORAL SCHOLARSHIP

### §26

1. A PhD student who does not hold a PhD degree shall receive a doctoral scholarship.
2. The total period of receiving doctoral scholarships in doctoral schools may not exceed 4 years.
3. The period referred to in section 2 shall not include the period of suspension referred to in §20 section 4.
4. The minimum monthly doctoral scholarship shall be:
  - 1) 37% of the professor's remuneration referred to in Article 137 section 2 of the Act - up until the month in which the mid-term evaluation was carried out;
  - 2) 57% of the professor's remuneration referred to in Article 137 section 2 of the Act - after the month in which the mid-term evaluation was carried out.
5. During the period of suspension of education, the amount of the doctoral scholarship is calculated according to the provisions concerning the determination of the maternity benefit, with the provision that the base value for the determination of the benefit shall be understood as the amount of the monthly doctoral scholarship referred to in section 4, as applicable on the date of submission of the request for suspension.
6. A PhD student who holds a certificate of disability, a certificate of the degree of disability or a certificate referred to in Articles 5 and 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons (Dz. U. [Journal of Laws] 2019, item. 1172 as subsequently amended), shall receive a doctoral scholarship in an amount increased by 30% with respect to the amount indicated in section 4 subsection 1.
7. A PhD student who submits a doctoral dissertation earlier than the date of completion of the degree programme shall receive a doctoral scholarship until the date on which the date of completion of the degree programme expires, but for not longer than six months; section 2 shall apply.
8. The doctoral scholarship shall be paid by the Institute at which the PhD student is affiliated. The scholarship shall be paid out of the funds of subsidy (*subwencja*) of the relevant Institute or out of funds received from external sources of financing.

9. A PhD student may not be employed as an academic teacher or in a scientific position. The above prohibition is not applicable to employment of a PhD student:

- 1) for the purpose of carrying out research projects referred to in Article 119(2)(2) and 119(2)(3) of the Act;
- 2) after a mid-term evaluation completed with a positive result, although in the case of employment in measure exceeding half of full-time employment, the amount of the scholarship shall be 40% of the monthly scholarship referred to in section 4(2);
- 3) who is not entitled to a doctoral scholarship.

10. A PhD student shall immediately inform the head of specialization or their deputy and the director of the Institute responsible for the specializations he or she is pursuing of any reason that affects the student's eligibility for a doctoral scholarship or the amount of the scholarship.

#### §27

A PhD student may additionally receive other scholarships in accordance with the terms and provisions provided for in separate regulations.

### **CHAPTER XIII DOCUMENTATION AT THE DOCTORAL SCHOOL**

#### §28

1. Each PhD student shall be assigned a consecutive matriculation number within the School.
2. The following data of the PhD student will be entered in the student's album:
  - 1) matriculation number,
  - 2) date of commencing education at the School,
  - 3) name(s) and surname(s).
  - 4) date and place of birth,
  - 5) PESEL, and if the student has not been assigned a PESEL - name and number of the document that confirms their identity, and the issuing country,
  - 6) information on the documents on the basis of which the student applied for enrollment to the School,
  - 7) name of the educational establishment, number and the date and place of issue of the diploma confirming the completion of second-cycle studies or long-cycle master studies, and in the case of a person who was admitted to the School as a graduate from first-cycle studies or upon the completion of the third year of long-cycle master studies – the name of the educational establishment, number and the date and place of issue of the diploma confirming the completion of the first-cycle studies or a certificate confirming completion of the third year of the long-cycle master studies,
  - 8) specializations in which the PhD student has commenced their education,
  - 9) name of the Institute at which the PhD student is affiliated,
  - 10) date of and reason for leaving the School.

§29

1. The matriculation number shall be assigned to the PhD student's personal file.
2. The PhD student's personal file shall contain:
  - 1) documents required from a candidate to the School,
  - 2) documents constituting the basis for admission to the School,
  - 3) text of the oath signed by the PhD student,
  - 4) confirmation of receipt of the PhD student ID card and its duplicates,
  - 5) individual research plan and, if the individual research plan was amended, also the documents that confirm the change of the plan,
  - 6) documents that confirm the course of education, in particular: the timeliness of the implementation of the curriculum, forms of verification of the PhD student's achievements reached within the framework of classes in a given semester or year, grades obtained, periods for which education was suspended and periods of leave(s), information on extending the deadline for the submission of the PhD dissertation,
  - 7) semester reports on the implementation of the curriculum, individual research plan, and on other scientific activities and achievements,
  - 8) mid-term report and the documents confirming the mid-term evaluation, including its final result with the justification,
  - 9) decisions concerning the course of education,
  - 10) doctoral dissertation that has been submitted to complete the education at the School,
  - 11) PhD student ID card returned by the student.

**CHAPTER XIV  
FINAL PROVISIONS**

§30

Any ambiguity in the interpretation of these Regulations or issues not regulated herein shall be resolved by the Programme Board.

§31

1. The Director of the Institute leading the Doctoral School shall publish these Regulations on the website of the School, and in addition, each of the directors of the institutes that operate the Doctoral School shall make these Regulations available within their institutes.
2. Any amendments to these Regulations require resolutions of the Scientific Councils of the institutes that operate the Doctoral School and in the case of IIMCB the resolution of the International Advisory Board.
3. The Regulations enter into force at the beginning of the academic year.