

**Regulations of the International Doctoral Studies  
of the Institute of Plant Genetics Polish Academy of Science**

The International Doctoral Studies of the Institute of Plant Genetics Polish Academy of Sciences were established and act on the basis of the provisions contained in the Institute's Statute, the Act on the Polish Academy of Sciences, the Act on Law on Higher Education, the Act on Academic Degrees and Titles, and Degrees and Titles in the Field of Art, relevant Regulations of the Minister of Science and Higher Education and based on the resolutions of the IPG PAS Scientific Council. At the time of the creation of the International Doctoral Studies of the Institute of Plant Genetics Polish Academy of Sciences in Poznań, these are in particular the following legal acts and regulations:

1. The Act on the Polish Academy of Sciences of April 30, 2010 (consolidated text: Journal of Laws of 2017, item 1869, as amended);
2. The Act on Higher Education of July 27 2005 (consolidated text: Journal of Laws of 2017, item 2183, as amended);
3. Act on academic degrees and academic title and degrees and title in the field of art of March 14, 2003 (consolidated text: Journal of Laws of 2017, item 1789, as amended);
4. Regulation of the Minister of Science and Higher Education of February 10, 2017 on education at doctoral studies at universities and scientific units (Journal of Laws of 2017, item 256);
5. Regulation of the Minister of Science and Higher Education of September 25, 2014 on the conditions to be met by the provisions of the regulations of study at universities (Journal of Laws of 2014, item 1302);
6. Regulation of the Minister of Science and Higher Education of August 9, 2017 on doctoral studies and doctoral scholarships (Journal of Laws of 2017, item 1696);
7. Regulation of the Minister of Science and Higher Education of October 12, 2006 on taking up and pursuing studies and training by foreigners and their participation in scientific research and development works with later amendments (consolidated text: Journal of Laws of 2016, item 1501);
8. Resolution of the Scientific Council of the Institute of Plant Genetics PAS No. 2/X/2017 on the submission of the application to the Director of the IPG PAS for the creation of the International Doctoral Studies of the Institute of Plant Genetics, Polish Academy of Sciences.

## I. General provisions

### § 1.

1. The Institute of Plant Genetics, Polish Academy of Sciences in Poznań, hereinafter referred to as IPG PAS, conducts the International Doctoral Studies of the Institute of Plant Genetics, Polish Academy of Sciences in Poznań, hereinafter referred to as the International Doctoral Studies IPG PAS.
2. The International Doctoral Studies IPG PAS are conducted in the area of agricultural sciences, in agriculture and gardening discipline.
3. The International Doctoral Studies IPG PAS are conducted in stationary mode.
4. The International Doctoral Studies IPG PAS are free.
5. Financial resources for conducting the International Doctoral Studies IPG PAS are provided by IPG PAS.

### § 2.

1. A participant of the International Doctoral Studies IPG PAS, hereinafter referred to as a PhD student, can become a person, who possesses the second degree qualifications within the meaning of article 2 paragraph 1 point 18g the Act on Law on Higher Education or is a beneficiary of „Diamond Grant” program, referred to in article 187a paragraph 1 of this Act, in the field of biology or related sciences, hereinafter referred to as the „Diamond Grant” program and was qualified in the recruitment procedure, subject to the provisions from items 1a and 1b.
  - 1a. Participants of the Environmental Doctoral Studies of the Institute of the Bioorganic Chemistry PAS financed by IPG PAS have the right to apply for a transfer to the International Doctoral Studies IPG PAS without the necessity of participation in the recruitment process and with the acceptance of all hitherto obtained ECTS credits and PhD student rights obtained at the Environmental Doctoral Studies of the Institute of the Bioorganic Chemistry PAS.
  - 1b. Participants of other doctoral studies, not financed by IPG PAS have the possibility to be transferred to the International Doctoral Studies IPG PAS without the necessity of participation in the recruitment process after obtaining a positive opinion of the head of the International Doctoral Studies IPG PAS, which should enclose:
    - a) Number of ECTS credits that can be accepted to the general record of accomplishments of the candidate or doctoral student;
    - b) Year of studies, to which the candidate should be registered;
    - c) Differences of the program;

- d) Terms of accomplishing the year of studies – in case of a transfer realised during the academic year;
  - e) Academic supervisor or promoter
2. Foreigners can be admitted to the International Doctoral Studies IPG PAS, if:
    - a) hold a diploma of second degree or uniform Master's degree studies obtained in Poland or legalized or diploma bearing apostille or other document of finishing studies abroad, recognized as equivalent to the Polish diploma of completion of second degree or uniform Master's degree studies, in accordance with the provisions on the nostrification of higher education diplomas obtained abroad, unless they are exempt under these provisions from the nostrification proceedings, or recognized, on the basis of an international agreement, as equivalent to relevant Polish diploma of completion of second degree or uniform Master's degree studies or authorizing to enter into doctoral studies in the Republic of Poland;
    - b) present good health, documented by medical certificate stating no contradictions to take up education in the chosen field and form of education;
    - c) they have an insurance policy in case of illness or consequences of accidents for the period of education in Poland or the European Health Insurance Card or they will join the National Health Fund insurance immediately after the start of education.
  3. Classes at the International Doctoral Studies IPG PAS are organized by IPG PAS.
  4. The International Doctoral Studies IPG PAS Program Council is responsible for the proper organisation of classes in terms of content.
  5. The costs of doctoral scholarships or remuneration for participants of the International Doctoral Studies IPG PAS and the costs of experimental work related to the implementation of doctoral theses are covered by the home institution, organizations financing research, foundations, business companies or other entities.

### § 3.

1. Classes on doctoral studies are conducted in English or Polish.
2. Information is directed to PhD students in writing.
3. Substantive supervision over activity of doctoral studies is carried out by the Scientific Council of IPG PAS, which for this purpose appoints the Program Council. Organizational matters are run by the head of doctoral studies, administrative matters are run by IPG PAS research secretary.
4. The head of the International Doctoral Studies IPG PAS is appointed by the Director of IPG PAS, after obtaining a positive opinion of the IPG PAS Scientific Council.

§ 4.

1. The academic year runs from October 1 to September 30 and is divided into two semesters, lasting respectively from October 1 to February 28/29 and from March 1 to September 30.
2. Doctoral studies last not less than 5 semesters or 2.5 years and no more than 4 years. To complete doctoral studies it is necessary to meet all the requirements described in these Regulations and to obtain not less than 30 ECTS points.

§ 5.

1. If it is necessary to conduct long-term scientific research, the Head of the International Doctoral Studies IPG PAS may, at the request of a PhD student, extend the period of doctoral studies, but for no longer than two years.
2. If all requirements allowing to obtain 30 ECTS points in accordance with the form of classes, the course of their completion and the credits described in these Regulations are met, the PhD student is exempt from the obligation to participate in classes, provided that the theoretical or research work is continued for preparing doctoral dissertation or publication.

§ 6.

1. The head of doctoral studies, at the request of a PhD student, may also extend the period of doctoral studies for no more than one year, at the same time releasing the PhD student from the obligation to participate in classes, in the case of:
  - a) temporary inability to undergo this studies due to illness,
  - b) the necessity to provide personal care for a sick family member,
  - c) the necessity of taking care of the child up to 4 years of age or a child having a disability certificate,
  - d) holding a certificate of disability.
2. The head of doctoral studies, at the request of a PhD student, may additionally extend the period of doctoral studies for a period corresponding to the duration of maternity leave, leave on maternity leave rules, paternity leave and parental leave specified in the Act of 26 June 1974 - Labour Code (Journal of Laws of 2018, item 108, as amended), at the same time releasing the PhD student from the obligation to participate in classes.

§ 7.

1. The application for the extension of the period of undergoing the International Doctoral Studies IPG PAS contains:
  - a) PhD student's data: name, surname, PESEL number, and in the absence thereof, the number of the document confirming the identity,
  - b) indication of the year of doctoral studies;

- c) justification.
2. To the application for extension of the period of doctoral studies referred to in § 7 para. 1 of the Regulation of the Ministry of Science and Higher Education of 9 August 2017 on doctoral studies and doctoral scholarships, PhD student attaches the opinion of a scientific supervisor or promoter.

#### § 8.

A person admitted to the International Doctoral Studies IPG PAS acquires the rights of a PhD student at the moment of taking the oath, the content of which is annexed to the Statute of the IGR PAN.

### **II. Recruitment for International Doctoral Studies IPG PAS**

#### § 9.

1. Recruitment for doctoral studies takes place through a competition. Terms and recruitment procedure are described in these regulations.
2. Recruitment is carried out throughout the year.
3. Announcements about the recruitment process, with the deadline for submitting applications and the scope of the interview, are given to public information by: placing on the notice board in the IPG PAS, posting on the IPG PAS's website, placing on at least one international platform and sending to the universities and scientific institutes at least two weeks before the deadline for submitting documents required in the competition procedure.

#### § 10.

1. Recruitment is carried out by the Recruitment Commission appointed by the Director of the IPG PAS.
2. The Recruitment Commission consists of at least 3 persons, selected from:
  - head of the doctoral studies;
  - IPG PAS Deputy Director for Scientific Affairs or a person designated by him;
  - head of the department, to which the PhD student is to be admitted or a person designated by him;
  - future scientific supervisor of the doctoral dissertation;
  - another independent research worker at the IPG PAS or a member of the IPG PAS Scientific Council from outside of the IPG PAS.
3. The proposed composition of the Recruitment Commission is presented to the Director of the IPG PAS, in writing, by the head of the International Doctoral Studies IPG PAS.

§ 11.

1. Admission to the doctoral studies takes place as part of the recruitment procedure, which base is an interview covering issues in the area of agricultural sciences, in agriculture and gardening discipline, issues related to master's thesis and in the case of beneficiaries of the "Diamond Grant", issues related to the BA or engineering thesis and assumptions for the planned doctoral project.
2. Beneficiaries of the "Diamond Grant" program are also required to participate in the interview and submit an appropriate application and documentation for the International Doctoral Studies IPG PAS.
3. Candidate for the participant of the International Doctoral Studies IPG PAS is evaluated on a scale of 0-5, with an accuracy of 0.5 point.
4. The assessment is issued in three categories:
  - a) substantive knowledge in the area of agricultural sciences, in agriculture and gardening discipline,
  - b) methodical preparation in the field anticipated in the doctoral thesis,
  - c) knowledge and understanding of the project or research scope to be implemented.
5. The total number of points obtained cannot be lower than 10. In each assessed category, the candidate for a doctoral student must score at least 3 points. The obtained score is decisive for admission to the International Doctoral Studies IPG PAS. In the case of the identical total score of two or more candidates, the decisive factor is the scoring obtained for methodical preparation and other criteria, including academic and organizational activity undertaken during or after graduation, the candidate's availability, i.e. the possibility of quickly joining the scientific-research or theoretical work and the level of English proficiency.

§ 12.

1. The candidate must demonstrate knowledge of English at least to the extent enabling participation in classes conducted in that language.
2. The interview or part thereof is conducted in English.
3. Knowledge of English is assessed by persons conducting the interview.

### § 13.

1. The decision on the admission to the International Doctoral Studies IPG PAS is made by the Recruitment Commission.
2. The decision of the Recruitment Commission may be appealed against, up to 14 days from the date of delivery of the decision, to the Director of the IPG PAS.
3. The basis of appeal may only be a breach of terms and recruitment procedure.
4. The decision of the Director of the IPG PAS is final.
5. The results of the recruitment procedure are public.
6. The results of the recruitment procedure are announced on the IPG PAS website in the tab for the International Doctoral Studies IPG PAS.
7. The decision on the admission to the International Doctoral Studies IPG PAS without the participation in the recruitment process is made by the Director of the IPG PAS on basis of the application of the Head of the International Doctoral Studies IPG PAS, in accordance to § 2, pos. 1a or 1b of these regulation.

### § 14.

1. When applying for admission to the International Doctoral Studies IPG PAS candidate must submit the following documents to the secretariat of these studies:
  - a) motivated, written application for admission to the International Doctoral Studies IPG PAS addressed to the Director of the IPG PAS;
  - b) curriculum vitae;
  - c) certified by the university copy of the diploma confirming the possession of the second degree qualifications within the meaning of article 2 paragraph 1 point 18g of the Act on Law on Higher Education or the status of the beneficiary of the "Diamond Grant" program, referred to in article 187a paragraph 1 of the Act on Law on Higher Education, with the proviso that if the candidate is a foreigner he / she should submit diploma of second degree or uniform Master's degree studies obtained in Poland or legalized or diploma bearing apostille or other document of finishing studies abroad, recognized as equivalent to the Polish diploma of completion of second degree or uniform Master's degree studies, in accordance with the provisions on the nostrification of higher education diplomas obtained abroad, unless they are exempt under these provisions from the nostrification proceedings, or recognized, on the basis of an international agreement, as equivalent to relevant Polish diploma of completion of second degree or uniform Master's degree studies or authorizing to enter into doctoral studies in the Republic of Poland;
  - d) diploma supplement, if the university issues such a card;
  - e) personal questionnaire along with two ID photos;

- f) written consent of the future academic supervisor to take care of the PhD student;
  - g) declaration on the possibility of financing the scholarship and research, signed by the future scientific supervisor and the Director of the IPG PAS;
  - h) consent to the processing of personal data for the purposes of recruitment.
2. When applying for admission to the International Doctoral Studies IPG PAS through a transfer candidate mentioned in the § 2, pos. 1b of these regulation must submit document presenting the record of his hitherto realised doctoral studies and the opinion of his hitherto scientific supervisor or promoter in addition to documents determined in pos. 1 of the present paragraph.

#### §15.

In the International Doctoral Studies IPG PAS classes, a participant of other doctoral studies or equivalent classes run by another scientific institution in Poland or abroad, may take part.

### **III. Education at the International Doctoral Studies IPG PAS**

#### § 16.

1. Education at the International Doctoral Studies IPG PAS is carried out with an individual approach to PhD students, in accordance with the educational framework program approved by the Scientific Council of the IPG PAS (the educational framework program is attached as **Annex 1** to these Regulations).
2. Learning outcomes in the field of knowledge, skills and social competences are included in **Annex 2** to these Regulations.
3. A detailed schedule of classes in a given semester is determined at least one month in advance and announced on the IPG PAS website in the International Doctoral Studies IPG PAS.

#### § 17.

The program of the International Doctoral Studies IPG PAS concerns the area of agricultural sciences, in agriculture and gardening discipline and includes the following forms of classes:

- a) doctoral seminars, counted on the basis of attendance on at least 75% of the classes; in the case of a duty travel, illness or other important circumstance, it is possible to make up for absence in the form of a written paper or by providing a certificate of participation in another form of scientific or educational activity; PhD student on the earliest possible date in a written form applies for an approval on form of making up the absence, making up for the absence takes place only after the approval of the head of the International Doctoral Studies at the Polish Academy of Sciences IPG PAS;
- b) basic classes taking place from I to IV year of studies are passed on the basis of the written exam.



- c) specialist lectures taking place from I to IV year of studies, are passed on the basis of the oral exam.
- d) self-education under the supervision of a specialist in the field related to the subject of doctoral thesis - certified in written by this specialist; determination of the subject and specialist takes place in consultation with the scientific supervisor or promoter of the doctoral dissertation, after the approval of the head of the International Doctoral Studies IPG PAS; a scientist from Poland or abroad who holds at least a doctorate degree is considered a specialist;
- e) popularization of science in the form of a show or training, counted on the basis of a certificate of active participation in this activity confirmed in written by the organiser or co-organiser of this activity;
- f) care over intern or participation in conducting exercises for students, consisting of supervision over theoretical work, and care or exercises in a laboratory, controlled environment chambers, greenhouse or field conditions during a period of at least 15 hours;
- g) co-authorship of publications, counted on the basis of a letter from the editorial office of the journal informing about the acceptance of the publication for publication. The PhD student is obliged to present the copy of the first page of the publication with the presentation of the title and names of authors.

#### § 18.

1. For completing the International Doctoral Studies IPG PAS it is required to obtain at least 30 ECTS points within the meaning of article 2 paragraph 1 point 18d of the Act on Law on Higher Education.
2. The schedule of classes must enable obtaining the required number of points during the doctoral studies.
3. In case of obtaining the required minimum of ECTS points (30) and continuing PhD studies, it is required to attempt at least one form of classes enumerated in the § 17 every year.

#### § 19.

1. A PhD student may a part of the ECTS points, but not more than 12, pass outside the International Doctoral Studies IPG PAS. Completion of these classes takes place on the basis of a certificate on the subject, form, number of classes and the number of ECTS points awarded, or the number of hours necessary to master a given topic. The document must be certified by the person conducting the classes or a person authorized.
2. The documentation must be presented in Polish or English and accepted by the head of the International Doctoral Studies IPG PAS.

3. The condition for passing the semester and the academic year is participation in the didactic classes provided for in the educational framework program, passing the exams and completing the classes specified in the educational framework program and submitting the report on the progress of the PhD student's scientific and research work, approved by the scientific supervisor or promoter and the head of the Department.

§ 20.

1. The examinations provided by educational framework program for the International Doctoral Studies IPG PAS are evaluated according to the following scale:
  - very good (5,0)
  - good plus (4,5)
  - good (4,0)
  - pass plus (3,5)
  - pass (3,0)
  - fail (2,0)
2. The results of the exams are entered into the scorecard.
3. In the case of scoring a fail grade, the PhD student may take the resit examination, on the date agreed with the examiner, but not earlier than after a month.
4. The examiner is obliged to agree on the date of the resit examination with the head of the International Doctoral Studies IPG PAS. The decision on the date and place of the resit examination is forwarded to the PhD student in writing, through the International Doctoral Studies IPG PAS secretariat.

§ 21.

1. In case of scoring a fail grade again, the PhD student may take the commission examination, on a date agreed with the examiner and the head of the International Doctoral Studies IPG PAS and the head of the department or team where the doctoral thesis is being carried out.
2. Information on the date of the commission examination is forwarded to the PhD student in writing, through the International Doctoral Studies IPG PAS secretariat.
3. At the request of the PhD student, an observer, indicated by the PhD student and accepted by the examiner and head of the International Doctoral Studies IPG PAS, participates in the exam. The role of the observer can be performed by a scientific employee with a doctoral degree who is an expert in the area of knowledge covered by the exam. The observer's task is to check if the exam is carried out properly and the doctoral student is evaluated reliably, according to his knowledge in the field covered by the subject of the lecture.
4. If there are gross irregularities, that effect in the issuing of an assessment harmful to the PhD student, the observer reports this matter to the Director of the IPG PAS. In justified cases, the

Director of the IPG PAS decides to repeat the exam and participates in the examination committee.

§ 22.

1. In order to ensure a high level of research and timely implementation of the doctoral program, once a year the head of the International Doctoral Studies IPG PAS, in consultation with the scientific supervisor or promoter of the doctoral dissertator, convenes a meeting during which the progress of research conducted by the PhD student is monitored, evaluated and it's further direction is reviewed.
2. The meeting must be attended by PhD student, scientific supervisor, promoter or auxiliary promoter, head of the department in which PhD student carries out his/hers doctoral dissertation, the head of the International Doctoral Studies IPG PAS or the Deputy Director for scientific matters. If possible, the meeting is also attended by other invited experienced researchers, e.g. head of research groups from the IPG PAS or other institutions, as well as specialists under whose supervision the doctoral student has improved his knowledge or other experienced person with a PhD degree.
3. The opinion and assessment may also be sent - in the form of an e-mail or by another communicator - by a foreign scientific employee cooperating with the supervisor or being an expert in the subject related to the doctoral dissertation.

§ 23.

1. The course of the meeting referred to in § 22 paragraph 1, is organized by a scientific supervisor or promoter of a doctoral dissertation.
2. During the meeting, the PhD student in the form of a short presentation presents the research hypothesis and the progress of work on the project. At least one week prior to the meeting, the PhD student, through the secretariat of the International Doctoral Studies IPG PAS, sends the participants of the meeting a summary containing:
  - literature background justifying the validity of undertaken research and their innovation in relation to the current state of knowledge,
  - hypothesis or research question,
  - research objectives and methodology in conjunction with each objective,
  - results and conclusions obtained so far,
  - the state of the research and the plan and schedule for further work.
3. As a result of the meeting, a report is created, in which the opinions and recommendations of individual participants of the meeting should be presented to the PhD student and the scientific supervisor or the promoter in a written form. The summary, printout of the presentation and the report are deposited in the documentation of the PhD student conducted

by the International Doctoral Studies IPG PAS.

§ 24.

1. At least 8 ECTS points are required to pass the year of study, unless the PhD student obtains the required minimum number of ECTS points (30). In exceptional cases, previously agreed in writing with the head of the International Doctoral Studies IPG PAS and with the written consent of the scientific supervisor or promoter, it is possible to reduce this limit. In this case, the PhD student in consultation with the scientific supervisor or promoter and the head of the International Doctoral Studies IPG PAS sets out the schedule for obtaining the next ECTS points, in order to ensure obtaining 30 ECTS points necessary to complete the International Doctoral Studies IPG PAS.
2. To a PhD student, who did not obtain the necessary minimum ECTS points and did not obtain the prior consent referred to in § 4 paragraph 2 of these Regulations, the head of the International Doctoral Studies IPG PAS issues a negative assessment.
3. Negative assessment is passed to the PhD student and his scientific supervisor or promoter in writing by the secretariat of the International Doctoral Studies IPG PAS.
4. From the decision referred to in paragraph 3, the PhD student may appeal to the Director of IPG PAS within 14 days from the date of its delivery.
5. The decision made by the Director of the IPG PAS is final.
6. The consequence of not submitting an appeal or its negative consideration by the Director of the IPG PAS is the deletion of a PhD student from the list of participants of the International Doctoral Studies IPG PAS, which is carried out by the head of the International Doctoral Studies IPG PAS.

§ 25.

1. At the written request of the PhD student, which includes justification and was positively evaluated by the scientific supervisor or promoter, it is possible for the head of the International Doctoral Studies IPG PAS to agree for temporary suspension of participation in the International Doctoral Studies IPG PAS and taking them up in the next year or semester, providing that financial issues related to this permission are clarified and the consent of the Director of the IPG PAS was obtained. Following the same procedure, the doctoral studies may be resumed by a PhD student.
2. The PhD student's resignation from participation in the International Doctoral Studies IPG PAS is submitted in writing at the doctoral studies secretary's office.
3. The secretariat issues, and the head of the International Doctoral Studies IPG PAS signs a certificate about the classes passed by the PhD student and about the obtained number of ECTS points.

§ 26.

1. Doctoral examinations carried out at IPG PAS are evaluated according to the following scale:
  - very good (5,0)
  - good plus (4,5)
  - good (4,0)
  - pass plus (3,5)
  - pass (3,0)
  - fail (2,0)
2. The results of the exams are entered into the scorecard.
3. In the event of failure of one of the doctoral examinations, the Scientific Council of the IPG PAS may, at the request of the candidate, agree to take the exam again, but not earlier than three months from the date of taking the exam for the first time and no more than once.

#### **IV. Salaries and scholarships**

§ 27.

PhD students of the International Doctoral Studies IPG PAS may receive remuneration for employment under a contract of employment or a civil law contract or receive scholarships, referred to in the Act on Law on Higher Education, they may also be volunteers.

§ 28.

1. The scholarship from the IPG PAS funds is awarded by the Director of the IPG PAS, after the doctoral scholarship commission gives its opinion on the scholarship application.
2. The doctoral scholarship commission, referred to in paragraph 1, is appointed by the Director of IPG PAS in accordance with the provisions of the ordinance of the Minister of Science and Higher Education of 9 August 2017 on doctoral studies and doctoral scholarships.
3. The doctoral scholarship may be financed from research and development or application projects, foundations, business companies and other.

§ 29.

1. The conditions for awarding a scholarship from IPG PAS funds are specified in the ordinance of the Minister of Science and Higher Education of 9 August 2017 on doctoral studies and doctoral scholarships and this Regulations.
2. Scholarships are awarded for a period of 12 months, and a PhD student applying for a scholarship in the next year must obtain a pass of the previous year of the International Doctoral

Studies IPG PAS or other equivalent forms of education and submit an application for the scholarship to the Director of the IPG PAS.

3. The application referred to in paragraph 1 of this passage, the PhD student shall submit together with the report required at the end of the study year, signed by the scientific supervisor or promoter, and a written recommendation of the head of the International Doctoral Studies IPG PAS.
4. In the case of extending the period of doctoral studies, the Director of the IPG PAS may grant a doctoral scholarship for that period.

#### § 30.

1. The payment of the scholarship, to a PhD student who has been removed from the student list of the International Doctoral Studies IPG PAS, shall be ceased, with the first day of the month following the month in which the decision about removal was made final.
2. The application for ceasing the payment of the scholarship is presented to the Director of the IPG PAS by the head of the International Doctoral Studies IPG PAS, after informing about it the scientific supervisor and promoter about this fact.
3. A PhD student who is on abroad internship, which is paid from other sources, does not receive the scholarship.

### **V. Duties of the head of the doctoral studies, scientific supervisor, program council**

#### § 31.

1. The International Doctoral Studies IPG PAS are directed by the head of the International Doctoral Studies IPG PAS, who is appointed by the Director of the IPG PAS, after obtaining positive opinion from Scientific Council of the IPG PAS and competent student council body, with provision that in the case of appointing the first head of the International Doctoral Studies IPG PAS, the opinion of competent student council body is not required.
2. The head of the International Doctoral Studies IPG PAS may be a researcher working at IPG PAS who holds at least a post-doctoral degree or equivalent rights obtained on the basis of article 21a Act on academic degrees and academic title and degrees and title in the field of art of March 14, 2003 (consolidated text: Journal of Laws of 2017, item 1789, as amended), employed at the IPG PAS on full-time position.
3. The head of the doctoral studies is dismissed by the Director of the IPG PAS after consulting the Scientific Council.

§ 32.

The head of the doctoral studies:

- organizes the implementation of the doctoral program,
- evaluates the implementation of the doctoral program, including conducted research by PhD students,
- credits and qualifies the PhD students for following semesters and years of doctoral studies,
- is the chairman of the doctoral scholarship commission, referred to in passage 28 paragraph 1 of this Regulations.

§ 33.

1. A scientific supervisor may be an academic teacher or scientific employee of a scientific unit, holding at least the postdoctoral degree in a given or related scientific discipline and current academic achievements published in the last five years or having at least five years of experience in research and development activities.
2. The PhD student's scientific supervisor is obliged to:
  - set out the thesis topic at the beginning of the doctoral studies,
  - supporting a PhD student in independent research,
  - after each term presentation to the head of the International Doctoral Studies IPG PAS, of substantive evaluation of the PhD student's work, in writing form.
3. In the case of the expected long absence of a scientific supervisor, he / she is obliged to indicate the person who during his / her absence will look after a PhD student. This fact should be reported in writing to both the Director of IPG PAS, as well as to his Deputy for Science and the head of the International Doctoral Studies IPG PAS.

§ 34.

1. The program council approves the framework program of doctoral studies, gives opinion on the usefulness of lectures proposed by the head of the International Doctoral Studies IPG PAS, and presents its own realistic proposals in this area and supports their implementation.
2. The program council is appointed by the Scientific Council of the IPG PAS.

## **VI. Duties and rights of a PhD student**

### § 35.

1. A PhD student is obliged to follow the wording of the oath, the applicable law and the provisions of this Regulations.
2. A PhD student is obliged to implement the education program, approved by the Scientific Council of the IPG PAS. In addition, in consultation with the head of the department and his scientific supervisor or promoter, he participates in the organizational and technical work of the research department, in which he performs his doctoral thesis.

### § 36.

1. The Institute of Plant Genetics PAS is obliged to enable the participation in International Doctoral Studies IPG PAS for students who are disabled and provide appropriate care to the nature of their disability, provided that this disability does not prevent the implementation of theoretical and practical research work on doctoral dissertation.
2. Classes and consultations for people with disabilities may be conducted individually, in a different way than the one that is used for students without disability, e.g. with a higher participation of self-education or through Internet communication.
3. Decisions on the nature and intensity of classes include recommendations contained in medical indications. In this regard, the head of the International Doctoral Studies IPG PAS is obliged to consult the Director of the IPG PAS and the scientific supervisor or promoter of the doctoral thesis.

### § 37.

1. A PhD student benefiting from a doctoral scholarship is entitled to eight weeks (40 working days) rest period a year, which should be used during the period free from classes.
2. Due to the need to perform an important part of scientific research during this period, the leisure break may be divided into parts.
3. The break should be fully used in each year of doctoral studies.
4. A PhD student employed under a contract of employment uses his / her leave, in accordance with the provisions applicable to all employees of IPG PAS.
5. The volunteer uses a rest period during the period free from didactic classes.



§ 38.

1. The PhD student's scientific work is carried out at the time agreed with the scientific supervisor or promoter according to the standards applicable to the IPG PAS employees.
2. In justified cases, after the PhD student's application is positively examined by the commission appointed ad hoc by the Director of the IPG PAS, the PhD student has the right to change the scientific supervisor.
3. The decision about the change of the scientific supervisor is made by the Director of the IPG PAS after consulting the commission referred to in paragraph 2.

§ 39.

1. A PhD student has the right to participate in conferences, symposia, Studies and other forms of research presentations and education, as well as go on abroad internships in accordance with the rules provided for employees of the IPG PAS, if the scientific supervisor or promoter considers this participation necessary for the PhD student's scientific work and obtained the means to cover the costs.
2. Failure to report to IPG PAS after an agreed period of abroad stay, without immediate request for extension of the stay, accepted by the supervisor or promoter and the Director of the IPG PAS or obtaining permission to suspend participation in the International Doctoral Studies IPG PAS, results in removal from the list of participants of the International Studies Doctoral IPG PAS.

§ 40.

1. PhD students have the right to health insurance under the rules set out in separate regulations. IPG PAS pays health insurance fees upon a written application of a PhD student submitted to the secretary's office of International Doctoral Studies IPG PAS.
2. A PhD student has the right to apply for additional scholarships provided for in separate regulations.
3. Obtaining additional funds does not detract from the doctoral scholarship.

§ 41.

PhD students, as a group, form the Student Council. PhD students are represented by selected representative or representatives. The council determines the mode of operation and - in a secret vote - elects its representatives and the Peer Court.

§ 42.

1. A PhD student receives an electronic PhD student ID card, for issuing which IPG PAS charges a fee, in accordance with applicable regulations.
2. A PhD student who starts doctoral studies submits in writing a statement on familiarization with the Regulations of the International Doctoral Studies IPG PAS and the educational framework program, and a declaration on the taking of the oath. The wording of the oath is **an annex to the Statute of the IPG PAS**.

§ 43.

1. A PhD student is obliged to comply with applicable law and all internal acts in force at the IPG PAS.
2. A PhD student bears disciplinary responsibility for violation of the regulations in force at the IPG PAS and for acts that infringe the dignity of the doctoral student. The disciplinary responsibility of the doctoral student is decided by the Disciplinary Commission.
3. Procedures for a conduct before a disciplinary committee are governed by separate regulations.
4. The PhD student has the right to appeal to the Director of the IPG PAS against the decision of the Disciplinary Commission.

§ 44.

At the request of a person who participated in doctoral studies, the secretary's office of the International Doctoral Studies IPG PAS issues a certificate signed by the head of studies on their course and the number of ECTS points obtained.

§ 45.

In matters concerning the principles and mode of studies not covered in the Regulations, the Director of the IPG PAS shall take the decision on basis of the application of the Head of the International Doctoral Studies IPG PAS.

Regulations come into force on the day of adoption.

Chairwoman of the IPG PAS Scientific Council  
Prof. dr hab. Zofia Szweykowska-Kulińska

Director of the IPG PAS  
Prof. dr hab. Bogdan Wolko

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Annexes:

1. Resolution No. 2 / X / 2017 of the Scientific Council of the Institute of Plant Genetics, Polish Academy of Sciences of September 5, 2017 on the submission to the Director of the IPG PAS application for the creation of International Doctoral Studies at the Institute of Plant Genetics, Polish Academy of Sciences (International Doctoral Studies of the Institute of Plant Genetics, Polish Academy of Sciences).
2. Framework program of International Doctoral Studies IPG PAS.
3. Effects of education at the International Doctoral Studies IPG PAS.
4. The oath of a person accepted for the International Doctoral Studies of the Institute of Plant Genetics, Polish Academy of Sciences.
5. Composition of the Program Council of the International Doctoral Studies IPG PAS.