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# Regulations of the Doctoral School

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of the Eugeniusz Geppert  
Academy of Art and Design in  
Wrocław

Consolidated text adopted by resolution of the Senate of the  
Eugeniusz Geppert Academy of Art and Design of 15 March  
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## **I. GENERAL PROVISIONS**

### § 1

1. The regulations of the Doctoral School, hereinafter referred to as the "Regulations", determine the mode of formation and rules for the organisation of education at the Doctoral School of the Eugeniusz Geppert Academy of Art and Design in Wrocław.
2. The Doctoral School of the Eugeniusz Geppert Academy of Art and Design in Wrocław, hereinafter referred to as the Doctoral School, is an organisational unit of the university, created on the basis of the Rector's order of the Eugeniusz Geppert Academy of Art and Design in Wrocław and carried out in accordance with the provisions of the Act of 20 July 2018 – Act on Higher Education and Science (Journal of Laws of 2020, item 478, consolidated text of March 16, 2021) and these Regulations.
3. The Doctoral School educates high-class specialists and prepares them to obtain a doctoral degree in the field of arts, in the discipline of fine arts and art conservation.
4. Whenever the Regulations refer to:
  - a) ASP or the university – should be understood as the Eugeniusz Geppert Academy of Art and Design in Wrocław,
  - b) Rector - should be understood as the Rector of the Eugeniusz Geppert Academy of Art and Design in Wrocław,
  - c) Senate – should be understood as the Senate of the Eugeniusz Geppert Academy of Art and Design in Wrocław,
  - d) Statute – should be understood as the Statute of the Eugeniusz Geppert Academy of Art and Design in Wrocław,
  - e) act – should be understood as the act of 20 July 2018 – Act on Higher Education and Science (Journal of Laws of 2020, item 478, consolidated text of March 16, 2021)
  - f) Member of the Doctoral School - should be understood as a person taking education at the Doctoral School,
  - g) doctoral scholarship – should be understood as a scholarship mentioned in Article 209 of the Act.

### § 2

1. The Rector forms, reforms and liquidates the Doctoral School after consulting with the Senate.
2. The Doctoral School may be led in cooperation with another university, the institute of the Polish Academy of Sciences, a research institute or an international institute.
3. The education of the members of the Doctoral School may be carried out in cooperation with another entity, in particular an entrepreneur or a foreign university or scientific

institution.

4. The administration of the Doctoral School and the PhD candidates' affairs is provided by the dean's office of the Doctoral School.
5. The documentation of the Doctoral School is kept in the Polish language. Documents in the English language are allowed only in exceptional cases.

## **II. DEAN AND THE DOCTORAL SCHOOL COUNCIL**

### **§ 3**

1. The Doctoral School is managed by the dean of the Doctoral School, hereinafter referred to as the dean.
2. The Doctoral School Council acts in the Doctoral School, hereinafter referred to as the Council.

### **§ 4**

1. The Doctoral School Council is appointed by the Rector.
2. The appointment of the dean of the Doctoral School requires a prior approval of the resolution body (general meeting) of the doctoral students' self - government, which takes a position on the submitted candidate within 7 days from the day of its submission by the Rector. Failure to take the position within the prescribed period means acceptance of the appointment.
3. The dean's term of office is 4 years from the date of appointment and is consistent with the term of office of the university bodies.
4. The dean of a Doctoral School may be a researcher or didactic researcher with at least an academic degree of habilitated doctor or habilitated doctor in fine arts, employed full-time at the Eugeniusz Geppert Academy of Art and Design in Wrocław, who can demonstrate significant academic artistic or design achievements from the last five years and experience in conducting or organising education of the doctoral students.
5. The Rector may recall the dean of the Doctoral School on his/her own initiative after consultation with the Doctoral School Council or as a result of the dean's written resignation.

### **§ 5**

1. The duties of the dean of the Doctoral School include:
  - a) representing the Doctoral School,

- b) building up the Doctoral School development strategy,
- c) organising the work of the Doctoral School,
- d) chairing the work of the Doctoral School Council,
- e) establishing the vice-dean to support the dean in his/her activities from among the members of the Council and replacing him/her during his/her absence,
- f) presenting to the Senate the recruitment rules for the Doctoral School
- g) providing the Rector with information on the possible date of recruitment for the next academic year and setting the limit of admissions
- h) appointing a recruitment committee,
- i) approving the list of members admitted to the Doctoral School,
- j) issuing, under the authority of the Rector, administrative decisions regarding the refusal of admission to the Doctoral School,
- k) elaborating and presenting to the Senate a draft education programme at the Doctoral School,
- l) supervising the implementation of education programmes at the Doctoral School,
- m) presenting to the Artistic Discipline Council the application for approval of the member of the Doctoral School's supervisor or supervisors
- n) presenting to the Artistic Discipline Council the application for approval of the member of the Doctoral School's individual research plan
- o) organising and supervising the process of mid-term evaluations,
- p) submitting to the Rector a report including an evaluation of the functioning of the Doctoral School after the end of each academic year,
- r) presenting the bursar of the Eugeniusz Geppert Academy of Art and Design in Wrocław with data for the preparation of annual financial plans connected with functioning of the Doctoral School,
- s) issuing decisions regarding the current functioning of the Doctoral School, in particular the education of members of the Doctoral School
- t) launching programmes which allocate funds to support the scientific development of members of the Doctoral School.

## § 6

1. The Doctoral School Council is appointed by the Rector.
2. The council's term of office is 4 years and is consistent with the term of office of the university bodies.
3. The council consists of:
  - a) the dean of the Doctoral School as the chairperson,

- b) competent vice-rector or proxy of the Rector,
  - c) one academic teacher from each faculty;
  - d) one representative of the doctoral students appointed by the resolution body of the doctoral students' self-government (general meeting).
4. The faculty members of the Doctoral School Council (in accordance with Act 3 letter c) may be the research or scientific research employees with at least an academic degree of habilitated doctor or habilitated doctor in fine arts, employed full-time at the Academy of Art and Design, who can demonstrate significant academic, artistic or design achievements from the last five years and experience in conducting or organising education of doctoral students.
5. The Rector may dismiss a member of the council on his/her own initiative, on the basis of the dean's written request or as a result of a written resignation of a member from his/her duties.
6. At the dean's request, the Rector may appoint a vice-dean of the Doctoral School from among the council members and also dismiss him/her.

## § 7

1. The tasks of the Doctoral School Council include:
- a) supporting the dean in creating the strategy of action and promotion of the Doctoral School,
  - b) supporting the dean in evaluating the education programme project,
  - c) supporting the dean in evaluating the project of recruitment rules and selecting the members of the recruitment committee,
  - d) development of the mid-term evaluation procedure,
  - e) development of the procedure of the Doctoral School evaluation,
  - f) supporting the cooperation of supervisors with the members of the Doctoral School,
  - g) providing opinions on the individual research plans of the members of the Doctoral School,
  - h) providing opinions on requests for the removal from the list of members of the Doctoral School,
  - i) providing opinions on the appointment and dismissal of the dean of the Doctoral School
  - j) providing opinions in the regulations of the Doctoral School.
2. The Doctoral School Council makes decisions by a majority of votes.
3. Meetings of the Doctoral School Council may be conducted using electronic means of communication, ensuring in particular:

- a) real-time transmission of the meeting between its participants,
  - b) multilateral real-time communication allowing the participants of the meeting to express their opinions during the meeting, while observing the necessary security principles.
4. Resolutions and other decisions (positions, opinions, etc.) taken by the Doctoral School Council under the procedure set out in section 3 may also be drawn up in the form of an electronic document within the meaning of the provisions of the Act of 17 February 2005 on Informatisation of the Activities of Entities Performing Public Tasks (Journal of Laws of 2020, item. 346), delivered by electronic means.
  5. Decisions concerning the format of meetings of the Doctoral School Council shall be made by the Dean.

### **III. RECRUITMENT TO THE DOCTORAL SCHOOL**

#### **§ 8**

1. A person that can be admitted to the Doctoral School must have a professional title of Master, Master of Arts or equivalent, or must fulfil the requirements mentioned in art. 186 sec. 2 of the Act.
2. The recruitment conditions and rules to the Doctoral School are approved by the Senate.
3. The resolution of the Senate regarding the recruitment procedure shall be made public no later than five months before the recruitment to the Doctoral School for the new academic year.
4. The dates of particular stages of the recruitment process and the admission limit for the next academic year are specified in the Rector's order.
5. For recruitment purposes, the dean of the Doctoral School appoints a recruitment committee.
6. The member of the recruitment committee may be researcher or didactic researcher with the academic degree of at least doctor or doctor of art, employed at the Eugeniusz Geppert Academy of Art and Design in Wrocław, who can demonstrate significant artistic, design and/or research achievements from the last five years as well as experience in conducting or organising PhD education.
7. Admission to the Doctoral School takes place by way of enrollment on the list of members of the Doctoral School.
8. Admission to the Doctoral School shall be refused by an administrative decision issued by the dean of the Doctoral School. A candidate shall be entitled to file a petition for

reconsideration of the case.

9. The basis of the application referred to in sec. 8 may only be a violation of the conditions and procedure for recruitment to the Doctoral School, referred to in sec. 2.
10. The results of the recruitment procedure are public.

## § 9

1. At the request of a PhD candidate, enrolled in another doctoral school providing doctoral programmes in the same discipline, the dean may decide to enroll him/her on the list of members of the Doctoral School by way of a transfer procedure, having previously obtained an opinion of the Bursar of the Academy of Art and Design in Wrocław as to the actual possibilities of financing the process of teaching such a person by the Academy.
2. Admission to the Doctoral School in the transfer mode may apply to a member of the Doctoral School who has completed at least the first year of education at another Doctoral School and completed all obligations resulting from the regulations at the Doctoral School, which he/she leaves and received a positive opinion of current supervisor and the entity conducting the Doctoral School.
3. The dean's approval on the request referred to in sec. 1 should contain:
  - a) identification of programme differences,
  - b) conditions for completing the year if the transfer is to take place during the academic year,
  - c) supervisor's proposition.

## § 10

In justified cases, the Rector, in consultation with the dean of the Doctoral School and the Bursar of the Eugeniusz Geppert Academy of Art and Design in Wrocław, may decide to admit a person, to the Doctoral School, who implements a research or artistic project financed under the funds granted by external agencies and institutions supporting the development of science and art, and declares that these funds will cover his/her doctoral scholarship.

## § 11

1. A person admitted to the Doctoral School begins education and acquires the rights of a member of the Doctoral School while making the oath, the content of which is specified in the Statute.
2. A member of the Doctoral School is obliged to follow the regulations of the Doctoral School and obey the Statute of the Eugeniusz Geppert Academy of Art and Design in Wrocław on the day of taking the oath.



3. After taking the oath, a member of the Doctoral School receives a PhD card.
4. After the beginning of education, a member of the Doctoral School is obliged to complete an Occupational Health and Safety training.
5. It is only possible to be a member of the Doctoral School at one doctoral school at the same time.

#### **IV. SUPERVISORS**

##### § 12

1. During the education in the Doctoral School, a member of the Doctoral School remains under the substantial supervision of a supervisor or supervisors or supervisor and auxiliary supervisor, supported by the Council of the Doctoral School.
2. A supervisor may be an employee of the Eugeniusz Geppert Academy of Art and Design in Wrocław that demonstrates a particular artistic, design or research activity, with significant artistic and/or research achievements from the last five years, holding the title of professor, habilitated doctor or habilitated doctor of art.
3. A supervisor cannot be a person who during the last five years:
  - a) was a supervisor of four members of the Doctoral School who were removed from the list of members of the Doctoral School due to negative result of the mid-term evaluation,
  - b) took care of the preparation of doctoral dissertation by at least two persons applying for degree of doctor who have not received positive reviews from at least two reviewers.
4. A supervisor or supervisors supervising a given member of the Doctoral School is/are approved by the Artistic Discipline Council at the request of the dean of the Doctoral School during three months from the date of starting education by a member of the Doctoral School.
5. In exceptional cases, a member of the Doctoral School, acting through the dean, may apply to the Artistic Discipline Council with a written request to change a supervisor. The application shall state the specific circumstances justifying the need for such a change.
6. A supervisor, acting through the dean, may apply to the Artistic Discipline Council with a written information about his/her resignation from the substantial supervision over a member of the Doctoral School. The reason for resignation shall be justified.

7. In the event of prolonged absence of a supervisor, the dean shall apply to the Artistic Discipline Council to indicate another person who meets the requirements set out in sec. 2 to temporarily perform this function. After the reasons justifying the replacement are no longer present, the dean informs the Artistic Discipline Council that a supervisor will be reappointed by a person who was temporarily replaced.

### § 13

1. A supervisor's duties include:

- a) supporting a member of the Doctoral School in independent research work,
- b) providing a member of the Doctoral School with the necessary substantial and methodological supervision,
- c) supervision of the implementation of the individual research plan,
- d) semester evaluation of the work progress of a member of the Doctoral School,
- e) informing the dean about the progress in research and implementation of the individual research plan of a member of the Doctoral School,
- f) requesting to the dean with a written request to remove a member of the Doctoral School from the list in case of gross negligence,
- g) approval of the supplementary seminar selected by a member of the Doctoral School,
- h) supervising the implementation of the didactic practice by a member of the Doctoral School,
- i) providing opinions on the applications and reports, of a member of the Doctoral School, submitted to the dean, concerning the course of education at the Doctoral School,
- j) familiarising a member of the Doctoral School with the university's rules on the formal workflow (applications, business trips, etc.).

### § 14

1. An auxiliary supervisor may be a person with a doctor's degree.
2. An auxiliary supervisor shall be appointed by the Artistic Discipline Council at the request of the dean of the Doctoral School, after obtaining the supervisor's opinion.
3. The responsibility of the auxiliary supervisor is to support the supervisor in fulfilling his/her duties.

## **V. EDUCATION PROCESS**

### § 15

1. Education at the Doctoral School is conducted in a full-time mode and lasts six

semesters.

2. The academic calendar approved by the Senate applies at the Doctoral School. The academic year begins on the day of 1 October and lasts until 30 September of the following year and is divided into two semesters.
3. The education programme at the Doctoral School is adopted by the Senate, after consulting with the doctoral students' self - government.
4. The languages of instruction at the Doctoral School are defined in the curriculum.
5. Didactic classes at the Doctoral School may be conducted by didactic, research didactic or research employees, who can demonstrate significant academic or artistic and/or design achievements from the last five years.
6. Education of the members of the Doctoral School is conducted on the basis of:
  - a) education programme, consisting of:
    - number of classes and semesters necessary for obtaining qualifications corresponding to level 8 of the Polish Qualifications Framework (8PRK) [8 Polska Rama Kwalifikacji]
    - scope of didactic classes, which a member of the Doctoral School should conduct jointly or independently
    - rules of checking and accounting for progress in the research and artistic work of a member of the Doctoral School
    - expected learning outcomes and the way of achieving them by a member of the Doctoral School
    - education plan
  - b) individual research plan, containing especially the schedule of preparing the doctoral dissertation.
7. Classes specified in the curriculum may be conducted remotely, using distance learning methods and techniques, in case of changed functioning conditions of the Doctoral School, particularly in case of an epidemic threat or state of epidemic, and in other justified cases. Decisions on the method of conducting particular classes are made by the dean of the Doctoral School, taking into account the provisions of other internal regulations of the ASP as well as applicable regulations.
8. Verification of the achieved learning outcomes in the form of passing individual courses may be conducted by means of electronic communication. Decisions concerning the method of assessment are made by the Dean of the Doctoral School, taking into account other internal regulations of ASP and binding legislation.

9. The course of education in the Doctoral School is documented in electronic and paper form, in the doctoral student's academic progress reports, and in the course completion protocols.

#### § 16

1. Individual research plan of a member of the Doctoral School is approved by Artistic Discipline Council within the period of twelve months since the moment of the beginning of education.

2. Individual research plan, elaborated by a member of the Doctoral School in consultation with a supervisor or supervisors, defines the tasks predicted for implementation in the following semesters and includes:

- a) subject and scope of a doctoral dissertation, taking into account a research purpose, methods and assumed results,
- b) semester schedule for the implementation of tasks related to conducted research,
- c) date of a doctoral dissertation submission,
- d) signature of a member of the Doctoral School and signature of a supervisor/supervisors.

3. The implementation of an individual research plan takes place under the direction of a supervisor or supervisors, or a supervisor and auxiliary supervisor.

4. The individual research plan may be modified during the course of education at the Doctoral School. Changes of an editing and technical nature (e.g. changes in the dates of planned activities) require the acceptance of the supervisor or supervisors and the approval of the dean of the Doctoral School. A change of the doctoral dissertation subject additionally requires the approval of the Artistic Discipline Council.

#### § 17

1. Members of the Doctoral School are required to undertake internships in the form of conducting classes or participating in its conducting. The maximum number of classes for the members of the Doctoral School may not exceed 60 teaching hours per year. The members of the Doctoral School submit a report on the implementation of didactic practices every semester.

2. The form and place of implementation of didactic practices programme will be determined by the Dean in consultation with a supervisor. The implementation of the practice is supervised by the supervisor of a member of the Doctoral School.

3. The following members of the Doctoral School are exempt from the obligation to do the didactic practices:

- a) staying on internships in domestic and foreign centers,
- b) conducting classes as academic teachers at the Eugeniusz Geppert Academy of

Art and Design in Wrocław after obtaining a positive mid-term evaluation.

§ 18

1. Reporting on the fulfilment of the obligations resulting from the education programme and an individual research plan, of a member of the Doctoral School, takes place every semester until 15 February and 15 September each year.
2. In order to pass the following semesters of education, it is required to obtain, by 15 February and 15 September each academic year, credits for the courses provided for in an education programme and to submit the following documents to the dean:
  - a) a report on the implementation of an individual research plan, of a member of the Doctoral School, informing about the course of artistic and research work,
  - b) an opinion of a supervisor containing information on the course of education, programme implementation and the state of preparation/implementation of a doctoral dissertation by a member of the Doctoral School,
  - c) certificate of didactic practice confirmed by a supervisor and the head of the workshop in which the practice took place.
3. Templates of the documents referred to in sec. 2 are available on the Academy's website: [www.asp.wroc.pl](http://www.asp.wroc.pl), the tab: The Doctoral School/Documents for the members of the Doctoral School.
4. The date referred to in sec. 4 may be extended with the consent of the dean of the Doctoral School, in particularly justified cases, at the written request of a member of the Doctoral School, supported by a supervisor, submitted no later than 14 days before the deadline.
5. Based on the collected documentation, the dean, until 28 February and 30 September each year, decides if a member of the Doctoral School is entered to the next semester of education.
6. Failure to comply with the conditions described in section 2 shall result in failure to complete a given semester and may give the basis for the removal from the list of members of the Doctoral School, in accordance with the provisions of §21, section 2 d.

**VI. MID-TERM EVALUATION**

§19

1. Implementation of the individual research plan is subject to a mid-term evaluation during the fourth semester of education. The mid-term evaluation ends with a positive or negative result. The result of the evaluation together with the justification is public.

2. Mid-term evaluation is carried out by an evaluation committee appointed by the dean of the Doctoral School. The committee consists of three persons, at least one holding a degree of habilitated doctor or the title of professor in the discipline in which a doctoral dissertation is prepared, employed outside the entity running the Doctoral School. The supervisor and auxiliary supervisor cannot be members of the committee.

3. In order to carry out the mid-term evaluation, the dean shall set a deadline for the members of the Doctoral School to submit the following documents in electronic and paper form:

- a) individual research plan with a report on its implementation,
- b) portfolio containing documentation of artistic, design and/or scientific achievements,
- c) supervisor's or supervisors' opinion.

4. In order to carry out the mid-term evaluation, the dean of the Doctoral School defines the protocol template and sets the date of the committee's meeting enabling it to become acquainted with the submitted documentation.

5. The evaluation committee conducting the mid-term evaluation may request a date for a meeting with the doctoral student and/or the supervisor, which in justified cases may also take place using electronic means of communication (cf. section 8).

6. The mid-term evaluation shall contain:

- a) evaluation of the artistic and/or design achievements of a member of the Doctoral School,
- b) evaluation of the progress of work on the doctoral dissertation,
- c) evaluation of progress in the implementation of the Doctoral School Curriculum
- d) evaluation of the progress in implementation of the individual research plan,
- e) evaluation of the realization of didactic practices,
- f) evaluation of the artistic and research cooperation between the doctoral student and his/her supervisor.

7. The committee makes decisions on the evaluation in open voting by a majority of votes. The committee members cannot abstain from voting.

8. Meetings of the evaluation committee may be conducted using electronic means of communication, ensuring:

- a) real-time transmission of the meeting between its participants,
- b) multilateral real-time communication allowing the participants of the meeting to express their opinions during the meeting, while observing the necessary security principles.

9. Resolutions, decisions and other conclusions adopted by the evaluation committee under the procedure defined in section 8 may also be drawn up in the form of an electronic document within the meaning of the provisions of the Act of 17 February 2005 on Informatisation of the Activities of Entities Performing Public Tasks (Journal of Laws of 2020, item. 346), delivered by electronic means.

10. Decisions concerning the evaluation committee's work method shall be made by the dean.
11. A member of the Doctoral School may appeal against a negative result of the mid-term evaluation to the dean of the Doctoral School. The time limit for submitting an appeal with a justification is 14 days from the date of making the results of the evaluation available to the member of the Doctoral School.
12. In the case of an appeal of a member of the Doctoral School against a negative mid-term evaluation, the dean applies - to a newly appointed committee - for re-evaluation of the member of the Doctoral School.
13. The result of the mid-term evaluation carried out in the manner specified in paragraph 12 cannot be appealed.
14. Detailed rules for conducting the mid-term evaluation in a given academic year are defined by a separate order of the dean of the Doctoral School.

## **VII. RULES CONCERNING THE SUSPENSION OR EXTENSION OF EDUCATION**

### § 20

1. At the request of a member of the Doctoral School, the dean suspends the period of education for the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave specified in the Labour Code Act.
2. In the case of suspension of education, the dean determines the conditions for continuing education after a period of break including the need to supplement the programme differences, if any, and other conditions resulting from the regulations of the Doctoral School.
3. The dean of the Doctoral School, at the request of a member of the Doctoral School, after consultation with the supervisor, may extend the deadline for submitting the doctoral dissertation by a maximum of two years in total in the case of:
  - a) justified need to conduct long-term artistic and research studies,
  - b) ill-fated reasons:
    - temporary inability to undertake education due to long-term illness, confirmed by an appropriate medical certificate,
    - taking personal care of a sick family member,
    - taking personal care of a child of up to 4 years of age or a child with a recognized disability,
    - having a confirmation of disability.
4. The application for extending the deadline for submitting a doctoral dissertation should

include:

- a) data of a member of the Doctoral School: name, surname, register number, PESEL number, and in the absence thereof - the number of the document confirming the identity and the year of education at the Doctoral School,
  - b) supervisor's opinion,
  - c) justification of long-term research's indispensableness or
  - d) in the cases mentioned in paragraph 3 b, an appropriate document justifying the extension of education.
5. The suspension or extension of the period of education is confirmed by entering into the electronic system.
  6. A member of the Doctoral School using the extension of education retains the status of a member of the Doctoral School and the right to a doctoral scholarship, wherein the total period of receiving a doctoral scholarship may not exceed four years.
  7. At the request of the member of the Doctoral School, providing the justification of special circumstances, the dean shall have the right to exempt the member of the Doctoral School from the obligation to complete the education plan, including participation in classes and didactic practices, for a maximum of 14 days.

## **VIII. REMOVAL FROM THE LIST OF THE MEMBERS OF THE DOCTORAL SCHOOL**

### § 21

1. The dean of the Doctoral School, under the authority of the Rector, decides to remove an individual from the list of members of the Doctoral School, in case of:
  - a) submission of a written statement on resignation from education,
  - b) negative mid-term evaluation,
  - c) failure to submit a doctoral dissertation on the date specified in the individual research plan.
2. The dean may decide about the removal from the list of members of the Doctoral School in the case of:
  - a) failure to fulfill obligations resulting from the oath and these Regulations;
  - b) valid disciplinary penalty in the form of expulsion from the Eugeniusz Geppert Academy of Art and Design in Wrocław,
  - c) failure to undertake education, including after returning from the suspension, referred to in §20, within 30 days of starting the classes,
  - d) failure to implement the education programme, in particular:
    - failure to obtain the required credits or failure of the required examinations within the prescribed period,



- failure of passing a current semester,
  - failure to take part in obligatory internship,
  - unsatisfactory progress in the preparation of a doctoral dissertation.
3. In the case of member of the Doctoral School's failure to complete the education programme referred to in sec. 2d, the supervisor shall provide the dean with detailed written information on the matter.
  4. The decision on the removal, from the list of the members of the Doctoral School, shall contain justification.
  5. The dean informs a member of the Doctoral School, the supervisor and the Rector about the removal from the list of the members of the Doctoral School.
  6. The removal from the list of members of the Doctoral School takes place by an administrative decision. The decision is subject to a request for re-examination of the case within 14 days from the date of delivery of the decision.
  7. The decision sent by post (registered letter with acknowledgment of receipt) and not taken, shall be deemed delivered after 14 days from the date of issue of the advice note. The date of the appeal is counted from the date of the decision being considered delivered.
  8. Persons removed from the list of the members of the Doctoral School and persons who have graduated from the Doctoral School are obliged to immediately return PhD card and settle any obligations towards the Eugeniusz Geppert Academy of Art and Design in Wrocław.

§ 22

The Doctoral School does not plan to resume education.

**IX. COMPLETION OF EDUCATION AND INITIATION OF PROCEDURE ON  
CONFERRING THE DOCTOR'S DEGREE**

§ 23

The condition for completing education at the Doctoral School is the completion of the programme of education confirmed by obtaining all credits together with the implementation of the individual research plan, confirmed by the doctoral dissertation submission.

§ 24

1. The condition for initiating the procedure for conferring the degree of doctor is completion of education at the Doctoral School and obtaining qualifications at the level of 8 PQF (Polish Qualifications Framework).
2. The subject of the doctoral dissertation is an original artistic, design and/or scientific accomplishment.

3. The doctoral dissertation prepared under the supervision of a supervisor or supervisors or under the supervision of a supervisor and auxiliary supervisor, should present the candidate's advanced theoretical knowledge in a given discipline and the ability to carry out creative and research work independently.
4. A member of the Doctoral School applying for the initiation of proceedings for the conferment of degree of doctor shall submit, through the dean to the Artistic Discipline Council, the documents required by separate regulations.
5. Fees for conducting proceedings for the conferment of degree of doctor are not collected from the person who completed the education at the Doctoral School of the Eugeniusz Geppert Academy of Art and Design in Wrocław.

## **X. RIGHTS AND OBLIGATIONS OF A MEMBER OF A DOCTORAL SCHOOL**

### § 25

1. The duties of a member of the Doctoral School include:
  - a) proceeding in accordance with the oath and the Regulations,
  - b) compliance with the regulations which are in force at the Eugeniusz Geppert Academy of Art and Design in Wrocław,
  - c) taking care of the good name of the Eugeniusz Geppert Academy of Art and Design in Wrocław,
  - d) timely submission of reports, statements and other documents related to the membership of the Doctoral School required by the internal regulations of the Academy of Art and Design in Wrocław as well as generally applicable regulations
  - e) development, in consultation with a supervisor or supervisors, of the individual research plan,
  - f) implementation of the education programme and individual research plan, conducting artistic and research works, research and scientific and/or scientific projects, and reporting on their progress to the dean of the Doctoral School on set dates,
  - g) in the case of team artistic and research projects, compliance with the guidelines of researchers assigned to manage a specific research team or specific elements of the research process,
  - h) taking part in professional internships in the form of teaching classes or participating in their conduct and reporting on their progress to the dean on set dates,
  - i) organisational work for the university within the scope indicated by the supervisor or supervisors and/or the dean of the Doctoral School,
  - j) submitting a doctoral dissertation no later than before the end of the last semester of education,
  - k) immediate notification to the dean of any changes in the course of education, e.g. resignation from education,

l) immediate notification to the dean's office about the change of name and address, as well as about other data required by the university, return the PhD card after completing the education or the removal from the list of the members of the Doctoral School

m) compliance with rules and regulations of fire prevention as well as of health and safety at work.

2. A member of the Doctoral School has the right to:

a) receive substantial supervision over the artistic, research and didactic work on the part of a supervisor/supervisors and an auxiliary supervisor,

b) change a supervisor according to the rules provided for in these Regulations,

c) prolong and suspend education on the terms provided for in these Regulations,

d) receive a scholarship for members of the Doctoral School under the terms of the Act,

e) select a second or an auxiliary supervisor after obtaining the opinion of a supervisor,

f) use external and internal programmes that provide funding to support the artistic and scientific development of doctoral students,

g) use of library collections and computer programmes, laboratories, equipment and scientific and didactical apparatus to the extent necessary to carry out the research programme, conduct a research and preparation of a doctoral dissertation,

h) after receiving the consent of a supervisor and the dean, to take part in internships and benefit from foreign scholarships which are related to the implementation of the individual research plan and doctoral dissertation, the duration of them shall be included in the period of education at the Doctoral School,

i) conduct work placement and academic internships in a form agreed with a supervisor,

j) participate in national and international art exhibitions and conferences,

k) have a holiday leave not exceeding eight weeks in a year, which should be used during the period free from classes,

l) apply for health insurance on the terms set out in separate regulations,

m) receive a PhD card,

n) associate in the council of the members of the Doctoral School and other organisations operating at the Eugeniusz Geppert Academy of Art and Design in Wrocław.

3. The rights and obligations of a member of the Doctoral School shall expire on the day of graduating from the Doctoral School or the removal from the list of members of the Doctoral School.

## § 26

1. In the case of cessation of education in a given discipline by the entity leading the

Doctoral School, the entity provides its members continuation of preparation of a doctoral dissertation in this discipline at another Doctoral School educating in this discipline (Article 206, sec. 1 of the Act).

2. In the absence of a Doctoral School conducting education in a given discipline, the entity running the Doctoral School, in which education is discontinued, covers the costs of proceedings for the conferment of degree of doctor in extramural mode for those who have lost the opportunity to complete education (Article 206, sec. 2 of the Act).

#### § 27

1. Disabled members of the Doctoral School may apply for adjusting the organisation and proper implementation of the didactical process, including the conditions for education and didactic practice, to the type of disability.

2. The disabled members designated in sec. 1 are meant to be the persons with a current disability certificate issued by the competent authority.

3. The bodies authorized to issue decisions on the degree of disability are - the District Disability Evaluation Boards (or other appropriate), and on the inability to the work – Social Insurance Fund.

4. The decisions on matters referred to in para. 1, are taken by the dean of the Doctoral School.

5. Adaptation of the didactical process to the individual needs of disabled persons, depending on the type of disability, may consist of:

- a) modification of the mode of classes,
- b) change of the dates and forms of passing exams,
- c) provision and adaptation of didactic materials to the needs related to a particular disability,
- d) usage of technological solutions supporting the learning process,
- e) architectural accessibility (e.g. building rooms in which classes are held).

### **XI. THE COUNCIL AND OTHER ORGANISATIONS OF THE MEMBERS OF THE DOCTORAL**

#### § 28

1. Participants of the Doctoral School form the council of the members of the Doctoral School. The provisions of art. 106 and art. 110 para. 2–9 are applied.

2. The council of the members of the Doctoral School is obliged to develop regulations of the council.

3. Members of the Doctoral School have the right to associate in organisations of the members of the Doctoral School, in particular in academic circles and artistic teams at the Academy of Art and Design. For the organisation of the members of the Doctoral School and associations that do not associate other members, apart from the members of the Doctoral School, students and employees, the provisions of art. 111 par. 2-5 apply.
4. The rector, faculties' deans and the dean of the Doctoral School may allocate means, including financial means, for the operation of the organisations of the members of the Doctoral School, as well as for associations of the members of the Doctoral School, students and university employees operating at the Eugeniusz Geppert Academy of Art and Design in Wrocław.
5. Organisations of the members of the Doctoral School using the means, mentioned in sec. 4, submit an annual report from their action. Detailed rules of submitting such reports are defined by the Rector.
6. The council of the members of the Doctoral School delegates candidates to national organisations of the members of the Doctoral School (the National Representation of the members of the Doctoral School, the Young Scientists Council etc.).

## **XII. DISCIPLINARY LIABILITY OF MEMBERS OF THE DOCTORAL SCHOOL**

### **§ 29**

1. For violation of the regulations in force at the Eugeniusz Geppert Academy of Art and Design in Wrocław and for acts that infringe the dignity of a member of the Doctoral School, he/she bears disciplinary responsibility before the disciplinary board or before the peer court of the council of the members of the Doctoral School.
2. The organisation and detailed procedure of the work of the disciplinary board is determined by the Statute.
3. The organisation and detailed procedure of proceedings before the peer court of the council of the members of the Doctoral School is determined by the Regulations of the council of the members of the Doctoral School.

## **XIII. FINAL PROVISIONS**

### **§ 30**

1. Matters not covered in the Regulations, Statute or Act shall be settled by the Rector.
2. The consolidated text of the Regulations shall enter into force on the day of 15 March 2023 with the effect of 1 October 2023.