

Resolution No. 21/2022  
of the Senate of Lodz University of  
Technology of 27<sup>th</sup> April 2022  
on the adoption of the Regulations of the Interdisciplinary  
Doctoral School of Lodz University of Technology

Pursuant to Article 205(2) of the Act of 20 July 2018. - Law on Higher Education and Science  
(i.e. Journal of Laws of 2022, item 574 as amended), the following is adopted:

§ 1

The Senate of Lodz University of Technology adopts the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology, which constitute an appendix to this Resolution..

§ 2

Resolution No. 5/2021 of the Senate of Lodz University of Technology of 31<sup>st</sup> March 2021 on the adoption of the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology is repealed.

§ 3

The resolution enters into force on 1 October 2022.

## THE REGULATIONS OF THE INTERDISCIPLINARY DOCTORAL SCHOOL OF LODZ UNIVERSITY OF TECHNOLOGY

### Chapter 1

#### General provisions

##### § 1

1. The terms used in these regulations mean:
  - 1) Office for People with Disabilities – hereinafter referred to as BON;
  - 2) doctoral candidate - a person admitted to the doctoral school who has taken the oath;
  - 3) ECTS (European Credit Transfer and Accumulation System) - a system of transfer and accumulation of credit points representing the average workload required of a Doctoral Candidate to achieve defined learning outcomes;
  - 4) individual research plan - hereinafter referred to as IRP;
  - 5) individualized organisation of training - hereinafter referred to as IOT;
  - 6) Interdisciplinary Doctoral School of Lodz University of Technology- hereinafter referred to as IDS TUL;
  - 7) Midterm Evaluation Committee - hereinafter referred to as the Committee;
  - 8) scientific advisor - potential supervisor for the doctoral candidate;
  - 9) Lodz University of Technology - hereinafter referred to as the University or TUL;
  - 10) Polish Qualification Framework - hereinafter referred to as PQF;
  - 11) training curriculum - hereinafter referred to as the TC;
  - 12) supervisor - a person providing research supervision over the doctoral candidate;
  - 13) Scientific Discipline Council - the Council referred to in § 19 of the TUL Statute; hereafter the Discipline Council;
  - 14) Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology - hereinafter referred to as the Scientific Council or SC IDS TUL;
  - 15) Council for Academic Degrees - the body of the University referred to in § 10 (1) and § 15 of the Statute of Lodz University of Technology;
  - 16) Rector of Lodz University of Technology- hereinafter referred to as the Rector;
  - 17) Senate of Lodz University of Technology- hereinafter referred to as the Senate;
  - 18) Statute of Lodz University of Technology- hereinafter referred to as the Statute;
  - 19) University Council of the Government of Doctoral Students of Lodz University of Technology – hereinafter referred to as UCGDS TUL.
  - 20) discipline representative - scientific discipline representative, member of the SC IDS TUL.
2. The Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology specify the organisation and the process of doctoral training and related rights and responsibilities of doctoral candidates, persons providing scientific supervision over doctoral candidates, and units in which doctoral theses are prepared.
3. The Regulations of IDS TUL apply to Doctoral Candidates and the University staff with respect to the organisation and the process of doctoral training at IDS TUL, and conducting research by Doctoral Candidates.

4. In the event that a project is financed from external sources, in particular as regards doctoral training, mobility, and research activities, grant agreements may set additional responsibilities for doctoral candidates on the grounds that they are beneficiaries of the funding. The terms of demonstrating the fulfilment of such additional obligations are regulated by separate regulations and guidelines or on case-by-case terms.
5. The Rector may conclude an agreement on IDS TUL cooperation with another university, federation of universities, research institute, institute of the Polish Academy of Sciences, international institute or other entity, including from the social and economic environment, in Poland and abroad. The agreement shall specify the organisation and the terms of cooperation in running doctoral training by the parties to the agreement.

## § 2

1. The Head of IDS TUL is appointed and dismissed by the Rector upon consultation with Chair of the Scientific Council of IDS TUL upon hearing the position of the University Council of the Government of Doctoral Students of Lodz University of Technology.
2. UCGSD TUL adopts a position on the appointment of the Head of IDS TUL within 14 days with the stipulation that the requirement is deemed to have been satisfied in the event of the expiry of this time limit.

## § 3

1. Doctoral training at IDS TUL is provided within a selected doctoral training path and in accordance with the doctoral training curriculum for IDS TUL established by the Senate, IRP, and the provisions referred to in § 5.
2. Substantive supervision of the quality of training and the course of education shall be exercised by the appropriate Discipline Council.
3. The basis for launching or amending a training programme at IDS TUL in a given discipline is:
  - 1) submission of a draft training programme within a given discipline by the Discipline Council;
  - 2) an opinion on the training programme given by the SC IDS TUL;
  - 3) an opinion on the training programme given by UCGSD TUL within 14 days, provided that the requirement for such an opinion shall also be deemed fulfilled if the time limit expires without effect;
  - 4) adoption by the Senate of a resolution defining the training programme in the IDS TUL and the rules of admissions to the IDS TUL.
4. The Discipline Council conducts a periodic review and evaluation of the training programme at IDS TUL conducted in the relevant discipline at the request of the Chairperson of the SC IDS TUL, in particular with regard to:
  - 1) proper selection of subjects and forms of teaching required to achieve the assumed learning outcomes;
  - 2) determining the conformity of the learning outcomes in question with the field of study outcomes;
  - 3) ensuring the quality of education at IDS TUL.
5. The organisation of training in a given discipline at Lodz University of Technology is supervised by the discipline representative in SC IDS TUL.
6. Doctoral training at IDS TUL prepares doctoral candidates for the award of the degree of *doktor* and conclude with the submission of a doctoral thesis within the time limit specified in the IRP and the attainment of the learning outcomes set for qualifications at Level 8 of the Polish Qualifications Framework.
7. Doctoral training at IDS TUL provides conditions for:
  - 1) conducting independent research;
  - 2) research collaboration in research teams;
  - 3) the doctoral candidates to produce research publications and research grant proposals;
  - 4) completing the TC and IRP;

- 5) preparing a doctoral thesis under the scientific supervision of a supervisor or supervisors or a supervisor and auxiliary supervisor;
- 6) participation in the life of the scientific community in Poland and abroad;
- 7) gaining other skills and experience involved in completing the TC and IRP and the requirements of § 5.

## Chapter 2 Organisation of doctoral training

### § 4 General information

1. Doctoral training at IDS TUL is 8 semesters.
2. Doctoral training at IDS TUL proceeds according to the schedule of the academic year and the academic calendar in effect at the University.
3. Doctoral training commences and the conferral of the rights of a Doctoral Candidate takes effect on taking the doctoral candidate oath.
4. The doctoral candidate is issued with a Student ID card upon the conferral of the rights of a doctoral candidate. The card is valid until the completion of the doctoral training at IDS TUL, suspension of doctoral candidate rights or removing the doctoral candidate from the register of students. A doctoral candidate's ID card shall remain valid during the period of extension of the deadline for the submission of the doctoral thesis, granted pursuant to the rules laid down in § 14, (2-5), and during the period of suspension of training.
5. The change of the discipline in which a student pursues a doctoral training path is possible in the first or second semester of training. The doctoral candidate submits an application in this matter to the IDS TUL, from where the application is sent for an opinion first to the Discipline Councils within which the change takes place, and then to the Supervisory SC IDS TUL. The final decision on the change is taken by the Head of IDS TUL. During the third and fourth semester, a student is obliged to complete the program differences between the training paths.
6. English is the language of instruction at IDS TUL.
7. Successful completion of doctoral training at IDS TUL is contingent upon the completion of the TC, IRP, fulfilment of the requirements referred to in § 5, and submission of a doctoral thesis within the time limit specified in the IRP.
8. The date of putting in a request to the Chairperson of the Council for Academic Degrees for initiation of the proceedings for the award of the academic degree of *doktor* is considered to be the day of submission of a doctoral thesis.
9. In reasonable circumstances, the deadline for submitting a doctoral thesis may be extended, but not by more than two years. Detailed rules for extensions of the deadline for submission of a doctoral thesis are laid down in § 14.
10. Doctoral Candidates who have successfully completed doctoral training at IDS TUL are issued with their academic record.
11. Doctoral Candidates who have not successfully completed doctoral training at IDS TUL are issued with their academic record upon request.

### § 5 *Training curriculum and individual research plan*

1. Doctoral training curriculum at IDS TUL is comprised of the core curriculum for the discipline and the entrepreneurship module and the basics of law.
2. In consultation with a supervisor or supervisors or supervisor and auxiliary supervisor, the doctoral candidate develops an individual research plan (IRP) in Polish and English containing in particular:
  - 1) a schedule for writing up a doctoral thesis, specifying the date of submission thereof;
  - 2) an outline of research to be carried out, including methodology and a description of the state of the art;

3. The doctoral candidate attends seminars where they present their results at least once a semester, and is required to pass them. Seminars are provided at the organizational unit of the Faculty or the Discipline Council where the doctoral thesis is prepared.
4. As part of training at IDS TUL, a doctoral candidate may complete an internship in the form of teaching or participating in the teaching of classes, hereinafter referred to as "teaching internship". In agreement with a supervisor or supervisors or a supervisor and an auxiliary supervisor, a doctoral candidate shall determine the rules of completing a teaching internship amounting to not more than 60 teaching hours per academic year, to be conducted after a mid-term evaluation of the doctoral candidate. The teaching internship should be preceded by a preparatory course of at least 15 hours. The didactic internship may take place in another research centre, including a foreign centre. If a student declares a teaching internship in the IRP, he/she may resign from it by submitting a statement of resignation to the Head of IDS TUL before the beginning of the semester in which the internship is to be conducted.
5. Upon the request of the doctoral candidate, selecting courses teaching internships offered by other research institutions, including foreign ones, is allowed subject to § 4.
6. During doctoral training at IDS TUL the doctoral student participates in a mobility lasting at least three months in total. The doctoral candidate, in consultation with a supervisor or supervisors or a supervisor and auxiliary supervisor, specifies in the IRP the planned scope of mobility. The Head of IDS TUL after obtaining the opinion of the competent Discipline Council, the Presidium of the SC IDS TUL and the supervisor(s) or the supervisor and auxiliary supervisor may waive the mobility or shorten its duration. Within 3 months of the completion of all the planned mobilities, the doctoral candidate shall submit a report to the appropriate discipline representative in the SC IDS TUL through IDS TUL.
7. A doctoral candidate, within 5 months from the date of commencement of training, submits a written IRP project agreed with his/her supervisor(s) to the Discipline Council via IDS TUL. The IRP project is subject to the opinion of the auxiliary supervisor, if appointed.
8. The relevant Discipline Council shall give its opinion on the draft IRP within 30 days of its receipt. The Chairperson of the DC may extend this period to 60 days.
9. The Chairperson of the Discipline Council may request the doctoral candidate to correct, in consultation with the supervisor(s), the draft IRP and to present it again, through IDS TUL, within 30 days from the date of providing the opinion. In case of appointment of an auxiliary supervisor, the corrected IRP plan is presented after the supervisor's opinion.
10. The corrected IRP plan shall be sent again to the Discipline Council appropriate for the doctoral candidate, which shall give its opinion within 30 days of the date of receipt. The Chairperson of the Discipline Council may extend this period to 60 days.
11. In justified cases, the deadline for submission of the draft IRP may be extended to 9 months.
12. The maximum time limit for the submission of the draft IRP, taking into account the amendments indicated in 9, is 12 months from the date of commencement of training.
13. The implementation of the IRP is subject to a mid-term evaluation conducted in the middle of the training period.
14. Doctoral candidates take part in events organised, co-organised or indicated by Lodz University of Technology, in particular in information meetings, summer schools, conferences, etc.
15. Participation in the seminar "Hot topics in science and technology" is obligatory. The seminar is organised by the Discipline Council.

#### § 6

1. In reasonable circumstances, modifications to the IRP may be allowed, except for changes to the date of submission of a doctoral thesis.
2. The doctoral candidate submits to the Discipline Council, through ITS TUL a modified IRP, agreed on with a supervisor or supervisors, indicating the modifications and reasons therefor. In the case of appointment of an auxiliary supervisor, the revised IRP requires the opinion of this supervisor. The procedure for submitting a modified IRP is subject to provisions § 5 point 10.

3. The Doctoral Candidate may complete all or part of the TC and/or IRP and/or the requirements of § 5 in another institution, including a domestic and/or a foreign institution, upon consultation with a supervisor or supervisors or a supervisor and auxiliary supervisor. The decision in this matter is taken by the Head of IDS TUL after consulting with the Discipline Council of the discipline relevant to the doctoral candidate. The opinion of the DC is binding for the Head of IDS TUL as long as it does not entail financial obligations for IDS TUL.
4. The decision to grant recognition of courses completed outside Lodz University of Technology or to grant recognition of compliance with other requirements specified in § 5 outside Lodz University of Technology are taken by the Head of IDS TUL after consultation with the discipline representative in SC IDS TUL upon the doctoral candidate's application supported by a positive opinion of the supervisor(s) or supervisor and assistant supervisor.
5. In exceptional cases where it is not possible to complete TC and/or IRP in the planned form and/or other provisions contained in § 5, and it is justifiable for a doctoral candidate to complete a part of TC and/or IRP and/or other provisions contained in § 5 in other domestic and foreign units, or in the case of a doctoral dissertation of an implementation nature, upon the request of the doctoral candidate and in agreement with the supervisor(s) or auxiliary supervisor(s) and the Discipline Council, the Head of the IDS TUL shall issue a decision to grant an individual organisation of training.

#### § 7

##### *Monitoring progress to completion of doctoral training*

1. Monitoring the progress of training at IDS TUL relates to:
  - 1) the progress of the implementation of the TC on the basis of the doctoral candidate's periodic performance sheet or on the basis of other arrangements made pursuant to § 6, (3-5);
  - 2) the progress of the implementation of the IRK and other provisions set out in § 5 and § 9.
2. The first appraisal of progress of the doctoral candidate is performed after the two semesters of training at IDS TUL, whereas next ones, after each semester afterwards.
3. To be granted progression, the doctoral candidate must meet all of the following criteria:
  - 1) achieve positive grades and/or passes in all required pass/fail assignments and/or courses in all of the categories included in the TC, IRP, and comply with the provisions of in § 5;
  - 2) receive positive opinions of a supervisor or supervisors or a supervisor and auxiliary supervisor on the progress in implementing the IRP;
  - 3) submit all required reports after the first year of training and after each semester afterwards to IDS TUL;
  - 4) achieve a positive result of the midterm evaluation (from the 4th semester onwards)
4. Appraisal of progress is performed by the Head of IDS TUL on the basis of the documentation specified in § 8 and § 9 and should a cause for concern arise - upon consultation with the supervisor or supervisors or supervisor and auxiliary supervisor and/or the SC of IDS TUL.
5. The Head of IDS TUL performs annual and semestral progress appraisals and registration of doctoral candidates within the time limits specified in the general schedule of the academic year.

#### § 8

##### *Records of progress to completion of curriculum and elective courses*

1. The settlement of training is based on the system of accumulation and transfer of ECTS credits. The curriculum scope and learning outcomes are defined in course information sheets.
2. The award of credit points for completed doctoral training within the meaning of point 1 shall be performed by the Head of IDS TUL based on the periodic performance sheet of the doctoral candidate.
3. In the course assessment:
  - 1) the following scale applies:
    - a) 5.0 – five - excellent,
    - b) 4.5 – four and a half - very good,
    - c) 4.0 – four - good,

- d) 3.5 – three and a half - satisfactory,
  - e) 3.0 – three - sufficient,
  - f) 2.0 – two - insufficient,
- where the grade of “two” means failing to pass or failing the examination.
- 2) for some subjects, in accordance with the training programme, credit may be given with "pass" or "fail" marks, which have no equivalent in numerical form, where "pass" means passing and "fail" means failing;
  - 3) numerical grades as well as the credits referred to in 2 are entered in the doctoral candidate periodic performance sheet.
4. Participation of a doctoral candidate in all forms of classes provided for in the TC and in elective courses is obligatory. Exceeding the 20% limit of unexcused absences may be the basis for failing a course.
  5. The completion of a course shall be organised before the end of the teaching period of the semester, which is the primary date for obtaining credit, or during the examination session following the teaching period of the course which is the primary date for obtaining credit. In addition to the basic date for obtaining credit, doctoral students shall be entitled to take at least two resit dates before the end of the examination session immediately following the period of classes in the subject. The same methods for the verification of learning outcomes and the same requirements and principles for assessment shall apply to all the credit periods specified above.
  6. If a student obtains an unsatisfactory grade for a course and has exhausted the number of attempts to obtain credit specified in section 5, the doctoral candidate shall have the right, within 7 days of the date of the announcement of the results of obtaining credit for the course, to submit a justified request to the Head of IDS TUL to appoint a committee exam. The Head of IDS TUL decides on the committee exam, which should take place within 14 days of the submission of the request.
  7. A committee examination is administered by a committee appointed by the Head of IDS TUL. The committee is comprised of:
    - 1) a representative of the discipline designated by the relevant Discipline Council;
    - 2) an examiner – an academic teacher, specialist in the subject matter of the examination who has not conducted the previous doctoral candidate examination, designated by the Discipline Council
  8. Upon the request of the doctoral candidate, the Committee may include a representative of the Government of Doctoral Students designated by the Government of Doctoral Students
  9. In the case of failing to obtain a positive result from the examination committee or in the case of unexcused absence from the examination, the Head of IDS TUL shall take a decision on:
    - 1) a repeating of the course to which the examination pertained
    - 2) applying for the removal of a doctoral candidate from the list of students.
  10. The result of the examination administered in accordance with § 8 points 6 - 9 is final.
  11. The average grade for a period of training is calculated as a weighted average (considering the number of ECTS credit points assigned to each course), rounded to two decimal places, of the grades for the courses completed in the period of training.
  12. In the event that recognition has not been granted of courses completed outside TUL, in particular abroad, and ECTS credit points have not been awarded, the average for a period of training is determined on separate terms such as to ensure a fair and accurate calculation of the average grade for the period of training.

## § 9

### *Records of progress in the implementation of Individual Research Plan and other provisions*

1. The appraisal of the progress of the Doctoral Candidate in the implementation of the IRP is performed by the Head of IDS TUL on the basis of:
  - 1) a report signed by a supervisor, supervisors or a supervisor and auxiliary supervisor drawn up by the doctoral candidate after the first year of training and after each semester afterwards. The report includes an opinion (positive, positive with comments or negative) with

- justification of the supervisor, supervisors or the supervisor and auxiliary supervisor on the progress in the implementation of the IRP;
- 2) the result of the midterm evaluation, pursuant to the provisions set out in § 11 (from the 4th semester).
2. The fulfilment of provisions of § 5 concerning the teaching internship and the seminar is settled on the basis of the entry in the doctoral candidate's periodic performance sheet
  3. The remaining provisions of §5 are settled individually.

## § 10

### *Suspension of training*

1. The Head of IDS TUL, at the request of a doctoral candidate, shall suspend his/her training for a period corresponding to the duration of maternity leave, leave under conditions of maternity leave, paternity leave and parental leave, as defined in the Act of 26 June 1974. - The Labour Code.
2. At the justified request of a doctoral candidate pursuing education at IDS TUL in the 1st, 2nd or 3rd year, in the case of special circumstances other than those specified in 1, the Head of IDS TUL may suspend the training of a doctoral candidate, but not longer than for 1 year.
3. A doctoral candidate's application for suspension of training should include in particular:
  - 1) justification;
  - 2) opinion of the supervisor or supervisors or the supervisor and auxiliary supervisor concerning the progress in completion of the TC, IRP and other arrangements;
  - 3) other documents that may certify the occurrence of a given circumstance.
4. When granting consent for the suspension of education for a period other than a full academic year, the Head of IDS TUL specifies the conditions applicable to the doctoral candidate after the resumption of education.
5. Not later than 14 days before the end of the suspension period, a doctoral candidate shall submit an application for resumption of training to the Head of IDS TUL. Failure to submit the application is the basis for initiating the procedure of removal from the list of doctoral students.
6. The deadlines binding for a doctoral candidate, resulting from the IRP, are extended by the time for which the education at IDS TUL was suspended.
7. A doctoral student is entitled to a doctoral scholarship during the period of study suspension only in the cases indicated in section 1.

## § 11

### *Midterm evaluation*

1. The implementation of the IRP is subject to a mid-term evaluation conducted in the middle of the period of training at Lodz University of Technology, i.e. during the fourth semester, from the moment the doctoral candidate starts training.
2. The supervisor or supervisors or the supervisor and auxiliary supervisor shall issue an opinion on the progress of the doctoral candidate.
3. Failure on the part of the doctoral candidate to submit the documents required for the mid-term evaluation within the prescribed time limit means failure to carry out the formal part of the mid-term evaluation referred to in 6 (1), which is tantamount to a negative result of the mid-term evaluation.
4. The Head of IDS TUL indicates the deadlines for the submission of the documents required for the mid-term evaluation, as well as the deadlines for the conduct of the mid-term evaluation.
5. A doctoral candidate is obliged to publish an article in a scientific journal from the ministerial list or publish in peer-reviewed materials from international conferences from the ministerial list with the TUL affiliation. A paper accepted for publication is considered published. If a student fails to publish an article in a scientific journal from a ministerial list or to publish a paper in peer-reviewed materials of international conferences from a ministerial list with TUL affiliation, the doctoral



candidate is obliged to submit a detailed report describing the research obtained within IRP. The report should be supplemented by a written opinion of the supervisor taking into account the publication potential of the presented results.

6. The mid-term evaluation consists of:
  - 1) formal part: an assessment of materials submitted by the doctoral candidate to demonstrate the implementation of the IRP, including in particular an assessment of scientific and/or artistic outputs and dissemination activities of the doctoral candidate related to the implementation of the IRP and all reports required at a specific stage of training at IDS TUL;
  - 2) public part: a 15-minute presentation by the doctoral candidate of his/her research results to date, including a discussion (the doctoral candidate shall deliver the presentation file to the Committee by electronic means prior to the midterm evaluation). The final part of the presentation should be formal and explain the degree of progress in the implementation of the research plan, as well as deviations from the plan or arising discrepancies. The presentation of the doctoral candidate is followed by a discussion concerning both the presentation and the research results obtained.
  - 3) classified part: after the interview with the doctoral candidate is completed, the Committee evaluates the scientific achievements, taking into account the requirements in the discipline, as well as the analysis of the documentation and the implementation of other arrangements, referred to in § 5 and § 11.
7. The midterm evaluation is concluded with a positive or a negative result.
8. Within 14 days of the evaluation, the Mid-Term Evaluation Committee provides the ISD PL with the result of the evaluation, together with a justification. The IDS TUL publishes the results of the mid-term evaluation on the IDS TUL website by the end of the semester. The justification for the evaluation may include recommendations for changes in the IRP.
9. The mid-term evaluation and the meeting of the Evaluation Committee shall take place no later than by the end of the academic year in which the evaluation is conducted. Conducting mid-term evaluation and making its results public should take place by the end of the fourth semester of training, and in justified cases, no later than within three months of the beginning of the fifth semester. In extraordinary cases, the Rector may decide to conduct the evaluation within three months of the beginning of the fifth semester.
10. In the case of a negative result of the mid-term evaluation, the Rector takes a decision to remove a doctoral candidate from the list of doctoral students.
11. The Rector's decision may be appealed against by an application for reconsideration of the case within 14 days from the date of the delivery of the decision on the removal from the list of doctoral candidates.
12. The mid-term evaluation may be conducted in a remote or hybrid mode using remote electronic means of communication ensuring simultaneous direct transmission of image and sound. A doctoral candidate shall submit to the Evaluation Committee a request (together with a justification) to conduct the assessment using such means at the latest 14 days before the day of the mid-term evaluation. The Committee shall take a decision within seven days of receipt of the request. A positive decision shall state how the mid-term evaluation shall be carried out in this way. The Chairperson of the Committee may also decide to carry out evaluations by the above-mentioned means.

## § 12

### *Doctoral candidates with disabilities or chronic illnesses*

1. For doctoral candidates with disabilities and/or chronic diseases whose state of health precludes them from participating in the midterm evaluation, the organisation of the midterm evaluation is carried out in cooperation with the Office for Persons with Disabilities.
2. In the case referred to in point 1, the doctoral candidate submits a request to the Committee on Needs-Based Support for People with Disabilities, including reasons therefor, no later than 30 days before the date of the midterm evaluation, for accommodations in the form and terms of the midterm evaluation based on copies of medical records and/or documents certifying disability

enclosed with the request. The committee may decide that further medical records are to be provided.

3. The Committee on Needs-Based Support for People with Disabilities, following a review of the submitted medical records and an interview with the doctoral candidate conducted within 14 days of submission of the request, takes the decision on whether special circumstances warranting accommodations in the midterm evaluation procedure have been established.
4. If the request is granted, the head of BON requests the Midterm Evaluation Committee to accommodate the midterm evaluation procedure in a way commensurate with the degree and type of disability or the state of health of the doctoral candidate. The head of BON shall produce a recommendation of an appropriate form of the midterm evaluation procedure.
5. Detailed rules of procedure for granting support are laid down in the "Regulations for granting needs-based support from the funds allocated to the university for actions aimed at providing people with disabilities with equal opportunity in admissions to degree programs, doctoral schools, and research" (Article 365 point 6 of the statutory act of 20 July 2018 r. – Law on Higher Education and Science) in effect at Lodz University of Technology.

## § 12

### *Midterm Evaluation Committee*

1. Midterm evaluation is performed by the Midterm Evaluation Committee, competent for the discipline, composed of 3 persons holders of a degree of *doktor habilitowany* or professor in the discipline in which the doctoral thesis is being prepared, including at least 1 person employed outside TUL.
2. The Committee shall be appointed by the relevant Discipline Council no later than 30 days before the date of the mid-term evaluation, taking into account the mid-term evaluation schedule drawn up by the Head of IDS TUL. Information on the composition of the Committee shall be communicated to the IDS TUL within three working days of the appointment of the Committee.
3. The composition of the Committee shall be made public on the IDS TUL website immediately after its appointment, but no later than within 7 working days of the date of the appointment of the Committee by the Discipline Council.
4. The meetings may be attended by:
  - 1) a representative of the Scientific Council of IDS TUL without the right to vote;
  - 2) at the request of the doctoral candidate to the Committee, a representative of the Government of Doctoral Students designated by the Doctoral Student Government, without the right to vote.
5. The Committee may not include a supervisor nor an auxiliary supervisor of the doctoral candidate.
6. The presence of all members shall be required for a meeting of the Committee to be valid.
7. Decisions of the Committee are taken by resolution and by voting. Resolutions of the Committee are adopted by a simple majority of votes with all members of the Committee in attendance. Resolutions on human resources matters shall be adopted in a secret ballot.
8. The Committee is responsible in particular for:
  - 1) carrying out the midterm evaluation and, where appropriate, carrying it out in cooperation with BON;
  - 2) drawing up the minutes of the Committee meetings;
  - 3) preparing the results of the mid-term evaluation, together with the justification, and submitting it to the Chairman of the Discipline Council and the Head of IDS TUL immediately after its completion, no later than 5 working days from the date of the evaluation;
  - 4) formulating opinions for the Chairman of the Discipline Council and the Head of IDS TUL when considering requests for reconsideration.
9. Meetings of the Committee are recorded in the minutes, and the minutes and the results of the midterm evaluation are to be signed by all members of the Committee attending the meeting.
10. In the event of circumstances preventing a member of the Committee from participating in the proceedings of the Committee, the Council for the Discipline or, in reasonable circumstances, the Chairperson of the Discipline Council appoints a new member of the Committee.

11. All members of the Committee must maintain impartiality and objectivity in the assessment of doctoral candidates and inform the other members of the Committee and the Council for the Discipline of any circumstances that may prejudice the impartiality and objectivity of their assessment.
12. The Council for the Discipline decides on the exclusion of a member of the Committee from the review procedure of a candidate. The provisions set out in point 10 shall apply accordingly.

#### § 14

##### *Extension of the deadline for submitting a doctoral thesis*

1. The deadline for submission of a doctoral thesis is specified in the IRP pursuant to § 5 point 2.
2. The Head of IDS TUL grants an extension to the deadline for submitting a doctoral thesis for a period corresponding to the duration of maternity leave, additional maternity leave, leave on the terms of maternity leave, paternity leave, and parental leave, as defined in the Act of 26 June 1974. - Labour Code, once the request for extension with reasons therefor and relevant documents proving the circumstances referred to above have been submitted by the doctoral candidate.
3. The Head of IDS TUL may extend the deadline for submitting a doctoral thesis, at the same time releasing the doctoral candidate from the obligation to participate in classes, in particular in the case of temporary incapacity caused by illness, the need to take personal care of a sick family member, the need to take personal care of a child up to the age of six or a child with a certified disability - in total not longer than for 2 years, after the submission of a request for extension with reasons therefor and appropriate documents proving the aforementioned circumstances.
4. At the request of the doctoral candidate, the Head of IDS TUL after consultation with the supervisor or supervisors or supervisor and auxiliary supervisor and the relevant Discipline Council may extend the deadline for submitting a doctoral thesis in circumstances warranted by reasons of research, implementation of scientific projects, mobility, and the necessity to conduct prolonged research, for the length of their duration, however, not more than 2 years in all.
5. The request of the doctoral candidate for an extension of the deadline for submitting a doctoral thesis pursuant to points 3-4 includes in particular:
  - 1) reasons therefor;
  - 2) opinion of a supervisor, supervisors or a supervisor and auxiliary supervisor on the progress in the implementation of the TC, IRP, and other arrangements, and an unequivocal recommendation on granting or denying the request for extension;
  - 3) other documents which may provide proof of the circumstances, including e.g. research results and reasons therefor, explaining the need to extend the deadline for submitting a doctoral thesis by the doctoral candidate.
  - 4) new IRP taking into account the extension of the submission deadline.
6. During the period of extension granted pursuant to points 2-5, the doctoral candidate retains the status and the rights of a doctoral candidate.

#### § 15

##### *Removal from the register of doctoral candidates*

1. The doctoral candidate is removed from the register of doctoral candidates in the cases provided for in the Act of 20 July 2018 - The Law on Higher Education and Science.
2. The Rector may take a decision to remove a Doctoral Candidate if the Doctoral Candidate:
  - 1) fails to submit the IRP outline to the Discipline Council within the time limit provided for in § 5 (7);
  - 2) makes unsatisfactory progress in the preparation of the doctoral thesis based on the opinion of the supervisor or supervisors or supervisor and auxiliary supervisor or the Discipline Council relevant to the doctoral candidate;
  - 3) fails to make progress in completing the TC, the IRP, and to comply with the provisions referred to in § 5;
  - 4) fails to fulfil the responsibilities provided for in these Regulations.

3. A doctoral candidate removed from the list of doctoral students may submit an application to the Rector for reconsideration of the case within 14 days of the delivery of the decision on the removal. The decision of the Rector is final.

§ 16

*Procedures for appointing a scientific advisor, supervisor or supervisors or auxiliary supervisors*

1. A Doctoral Candidate shall select a scientific advisor from the current list of recommended scientific advisors published on the IDS TUL website. Selection of a scientific advisor from TUL but not included in the list shall be allowed if he/she meets the additional requirements for supervisors set out in the admission rules for the academic year.
2. A scientific advisor gives his/her consent to provide the doctoral candidate with scientific guidance by completing an appropriate declaration form.
3. Scientific advisors and supervisors are required to hold the degree of *doktor habilitowany* or a title of professor in the discipline or a related scientific discipline or the degree of *doktor habilitowany sztuki* or a title of professor in the discipline or a related arts discipline, and scientific output published within the past 4 years or artistic output within the past 4 years.
4. The supervisor may be a person providing scientific supervision to a maximum of 4 doctoral candidates at IDS TUL, whose doctoral scholarship is financed from the subsidy referred to in Article 365, (2) (c) of the Act of 20 July 2018. - Law on Higher Education and Science. The limit referred to in the previous sentence may be additionally increased by up to 4 doctoral candidates at IDS TUL, provided that the doctoral scholarship is financed from external funds. When determining this limit, doctoral candidates who started their training before the academic year 2019/2020 should also be taken into account.
5. An auxiliary supervisor may provide auxiliary supervision to a maximum of 3 Doctoral Candidates at IDS TUL at the time of submitting a declaration of acceptance of a new doctoral candidate for scientific supervision.
6. Auxiliary supervisors are required to hold the degree of *doktor*.
7. A person who does not hold the degree of *doktor habilitowany* or a title of *profesor* and who is an employee of a foreign higher education institution, or a research institution may be appointed supervisor if the Council for Academic Degrees competent for the discipline deems the person to have achieved significant achievements in the range of scientific areas relevant to the doctoral thesis.
8. A person who, in the past 5 years:
  - 1) supervised 4 doctoral candidates who was removed due to a negative result of the midterm evaluation, and/or
  - 2) supervised the preparation of the thesis by at least 2 candidates for the degree of *doktor* who failed to receive positive reviews of their doctoral thesesmust not be a supervisor.
9. The second supervisor may be selected from amongst persons who satisfy the requirements referred to in points 3, 4, 7 and 8.
10. The doctoral candidate, within 1 month of commencing training, shall submit a request to the Chairperson of the Discipline Council for designation of a supervisor or supervisors or a supervisor and an auxiliary supervisor through IDS TUL.
11. The Discipline Council presents candidates for a supervisor or supervisors or a supervisor and an auxiliary supervisor to the Council for Academic Degrees. Within 45 days of submission of the request referred to in point 10, the Council for Academic Degrees appoints a supervisor or supervisors or a supervisor and an auxiliary supervisor for the doctoral candidate.
12. The appointment of a supervisor or supervisors or a supervisor and an auxiliary supervisor is effected within 3 months of the commencement of training at IDS TUL.

§ 17

*The procedure for the replacement of a supervisor or supervisors or supervisor and auxiliary supervisor*

1. 1. On the request of a doctoral candidate, a supervisor or supervisors or a supervisor and an auxiliary supervisor, the Discipline Council shall recommend to the Council for Academic Degrees, in agreement with the doctoral candidate, new candidates for supervisor or supervisors or supervisor and auxiliary supervisor. Within 45 days of the submission of the application to the Discipline Council, the Council for Academic Degrees shall appoint, in agreement with the doctoral candidate, a supervisor or supervisors or a supervisor and an assistant supervisor.
2. (2) In the event of the loss of the ability to perform the function of the existing supervisor or supervisors or supervisor and assistant supervisor, the Discipline Council, upon the request of the doctoral candidate, shall, in agreement with the doctoral candidate, recommend new candidates for supervisor, supervisors or supervisor and auxiliary supervisor to the Council for Academic Degrees. Within 45 days of the submission of the application to the Discipline Council, the Council for Academic Degrees shall appoint, in agreement with the doctoral candidate, a supervisor or supervisors or a supervisor and an auxiliary supervisor.
3. 3. In justified cases, the Discipline Council, upon the request of a doctoral candidate, shall recommend, in agreement with the doctoral candidate, new candidates for a supervisor or supervisors or a supervisor and an auxiliary supervisor, and the Council for Academic Degrees shall appoint, in agreement with the doctoral candidate, a new supervisor or supervisors or a supervisor and an auxiliary supervisor in an accelerated procedure, i.e. within 7 days from the date of submission of the request.

§ 18

*Responsibilities of the supervisor or supervisors or supervisor and auxiliary supervisors*

1. The supervisor or supervisors or supervisor and auxiliary supervisors provide guidance to Doctoral Candidates throughout their training.
2. The principal responsibilities of the persons referred to in paragraph 1 include in particular:
  - 1) providing scientific supervision over the doctoral candidate, i.e. in particular providing substantive and methodological guidance in completing the training, implementing the IRP, and conducting research, as well as in the preparation of a doctoral thesis and development of an IRP;
  - 2) taking care to ensure that the doctoral candidate is provided with appropriate conditions for learning and research;
  - 3) holding regular consultation meetings with the doctoral candidate;
  - 4) supporting the doctoral candidate in seeking funds for research and in developing scientific publications;
  - 5) regular assessment of progress made by the doctoral candidate, in particular as regards completing the TC and implementing the IRP;
  - 6) providing opinions on requests submitted by the doctoral candidate in the course of training;
  - 7) in the event that the doctoral candidate pursues ITO, establishing with the Doctoral Candidate the scope and/or terms of ITO implementation;
  - 8) collaborating with an auxiliary supervisor or the second supervisor, if such have been appointed;
  - 9) determining, in consultation with the doctoral candidate and the Office for People with Disabilities, special needs of the doctoral candidate with regard to the organisation and implementation of the training process and IRP, including the required accommodations due to the type of disability or the state of health;
  - 10) requesting the Head of IDS TUL to remove the doctoral candidate from the register of students.

## § 19

### *Rights and responsibilities of the doctoral candidate*

1. Doctoral Candidates pursuing doctoral training at IDS TUL have the right to:
  - 1) scientific supervision over his/her research and teaching work by a scientific advisor and supervisor or supervisors or supervisor and auxiliary supervisor;
  - 2) fee-free proceedings for the award of an academic degree of *doktor*;
  - 3) use library collections, computer software, laboratories, research equipment and apparatus to the extent necessary to complete the TC and implement the IRP, conduct research and produce a doctoral thesis;
  - 4) participate in the proceedings of the University Senate, committees and other bodies, pursuant to the provisions of the Statute and regulations of the Government of Doctoral Students;
  - 5) associate in university doctoral student organizations, scientific circles, artistic and sports groups;
  - 6) participate in the social and cultural life of the University;
  - 7) receive a scholarship pursuant to the provisions of Article 209, paragraphs 1-9 of the Act of 20 July 2018 - Law on Higher Education and Science;
  - 8) receive financial support pursuant to the provisions of separate regulations;
  - 9) accommodation in a student dormitory pursuant to the provisions of separate regulations;
  - 10) use TUL sports facilities on same terms as TUL students;
  - 11) receive awards and distinctions;
  - 12) exercise their rights under the Act of 20 July 2018 - Law on Higher Education and Science, and other rights provided for in these Regulations.
2. Doctoral candidates of IDS TUL have standing and voting rights pursuant to the provisions of the Statute.
3. Doctoral candidates of IDS TUL may, upon the consent of the Head of IDS TUL, a supervisor or supervisors or a supervisor and auxiliary supervisor, leave for international internships and scholarships related to their doctoral theses. The period of their stay abroad shall count towards the duration of their training at IDS TUL.

## § 20

1. Doctoral Candidates with disabilities or chronic diseases may apply for accommodating the organisation and implementation of the training process, including the terms of completing the training, to the state of health and type of disability. Decisions in these matters are taken by the Head of IDS TUL in consultation with the Committee on Needs-Based Support for People with Disabilities and the Head of BON.
2. Accommodating the training process to special needs of people with disabilities or chronic illnesses, depending on the type of disability or the state of health, may include in particular:
  - 1) modification of the process of teaching/learning;
  - 2) modification of the dates and forms of assessment and examinations;
  - 3) providing access to and adapting teaching materials to the needs arising from a specific type of disability;
  - 4) using technological solutions supporting the process of teaching/learning and research.
3. Submitting a request for accommodations to the process of training is subject to the provisions regulating midterm evaluation referred to in § 11.

## § 21

1. Doctoral candidates must:
  - 1) treat all members of the academic community with respect and dignity and to uphold good academic practice;
  - 2) uphold the good name of Lodz University of Technology, respect its property, and conduct themselves in keeping with the oath,
  - 3) strive for scientific excellence and carry out scientific activities to the highest standards of ethical conduct;

- 4) abide by the universally binding law, regulations in effect at the University, including health and safety and fire safety regulations and undergo training in this regard;
  - 5) act in compliance with the Regulations of IDS TUL;
  - 6) complete TC, IRP and the requirements referred to in § 5 in due time;
  - 7) actively participate in courses/activities provided for in the doctoral training curriculum and carry out tasks arising therefrom;
  - 8) submit in due time annual and semester progress reports on and inform the supervisor or supervisors or the supervisor and auxiliary supervisor about their training process, implementation of the IRP and other requirements;
  - 9) have an ORCID (Open Researcher and Contributor ID), use the University IT systems and an institutional e-mail account;
  - 10) make declarations of matters of fact for the purposes of evaluation of the quality of research activities, and other statements, including medical certificates and other documents required by the University or IDS TUL;
  - 11) immediately notify the Head of IDS TUL about any changes affecting the process of training, including in particular any changes in personal details, mailing address, appointment as a researcher and/or an academic teacher at another unit and the workload thereof, having been awarded the degree of *doktor* by TUL or by another authorised entity, and taking up training at another doctoral school,
  - 12) be insured against civil liability and accidents.
2. Doctoral Candidates are subject to disciplinary action pursuant to the provisions of the Act and the University regulations.

#### § 22

##### *Responsibilities of the unit where the doctoral dissertation is prepared*

The organizational unit of TUL in which the doctoral thesis is prepared:

- 1) enables the doctoral candidate to complete the f and IRP and to participate in the activities of the scientific community;
- 2) provides the doctoral candidate during his/her training with research guidance given by a scientific advisor and/or supervisor or supervisors or a supervisor and auxiliary supervisor and the head of the unit

#### § 23

In cases not covered by these Regulations and in matters of dispute, the decision is made by the Rector.

#### § 23

##### *Transitional and final regulations*

1. The requirement for the publication by a doctoral candidate, as stipulated in §11, point 5, does not apply to the doctoral candidates who commenced their training at IDS TUL before the academic year 2021/2022.
2. A Doctoral Candidate whose doctoral scholarship is to be financed from external sources shall not be included in the admission limits for a given discipline. A doctoral scholarship awarded under the rules laid down in Article 209, paragraphs 1 - 9 of the Act of 20 July 2018. - Law on Higher Education and Science may not be financed from the subsidy referred to in § 16, section 4, if its funding from external resources is equal to or greater than the amount of the scholarship specified in the Act. If the external funding does not cover the doctoral scholarship in full, the doctoral candidate shall be admitted within the limits of the admissions available for the given discipline. If an externally financed doctoral scholarship will be paid for at least 36 months, then for the remaining period of the doctoral candidate's training at IDS TUL, the scholarship may be financed from the subsidy, and the doctoral candidate will not be admitted within the admission limit set for a given discipline.

3. For doctoral candidates who commenced their education at IDS TUL before the academic year 2022/2023, the provision of § 5(2)(4) of the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology constituting an Appendix to the Resolution No. 5/2021 of the Senate of Lodz University of Technology of 31 March 2021 on the adoption of the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology shall remain in force.