

REGULATIONS OF THE INTERDISCIPLINARY DOCTORAL SCHOOL OF AGRICULTURAL SCIENCES

§1

1. The provisions of these Regulations define the organisation of education at the Interdisciplinary Doctoral School of Agricultural Sciences (hereinafter referred to as the Doctoral School) run jointly by:
 - a. Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences (hereinafter referred to as IRZBŻ PAN) in Olsztyn,
 - b. National Veterinary Institute – National Research Institute (hereinafter referred to as PIWET-PIB) in Puławy,
 - c. The Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences (hereinafter referred to as IA PAN) in Lublin,hereinafter referred to as the Managing Entities, in accordance with the agreement concluded on March 16, 2020.
2. The Doctoral School is conducted on the basis of applicable legal provisions, in particular: the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), the Act of 30 April 2010 – on the Polish Academy of Sciences (Journal of Laws of 2020, item 1796, as amended), the Act of 30 April 2010 – on Research Institutes (Journal of Laws of 2024, item 534, as amended) and implementing acts to the indicated acts.
3. The detailed division of tasks related to running the Doctoral School and the method of its financing are specified in the agreement concluded between the Managing Units.

§2

Whenever these Regulations refer to:

- 1) The Act – this means the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended);
- 2) Managing Unit – this should be understood as the units of IRZiBŻ PAN, PIWET-PIB and IA PAN as entities jointly managing the Interdisciplinary Doctoral School;
- 3) Coordinating Unit /Leader – this shall be understood as IRZiBŻ PAN as the Unit responsible for entering data into the system referred to in art. 342 section 1 of the Act and entitled to receive financial resources for joint education at the Doctoral School;
- 4) Unit Statute – this means the statute in force in a given Managing Unit;
- 5) PhD student – this means a person studying at the Doctoral School;
- 6) PhD student of the Leading Unit – this shall be understood as a PhD student of the Doctoral School pursuing a research topic in a given Unit; affiliated with a given Leading Unit;
- 7) Council – this should be understood as the Council of the Doctoral School;

- 8) Education Programme – this means the Education Program of the Doctoral School;
- 9) Recruitment Regulations – this shall be understood as the Recruitment Regulations for the Doctoral School;
- 10) Director of the Doctoral School – this should be understood to mean the Director of the Interdisciplinary Doctoral School of Agricultural Sciences;
- 11) Head – this should be understood as the Head of the Interdisciplinary Doctoral School responsible for a given Managing Unit;
- 12) Commission – this should be understood to mean the Commission for the mid-term evaluation of PhD students;
- 13) Scientific Council of the Institute – a body operating within IRZiBŻ PAN, PIWET-PIB and IA PAN based on separate regulations.

§3

1. Education at the Doctoral School is conducted pursuant to the provisions of the Act and these regulations.
2. Education at the Doctoral School is conducted within the following disciplines:
 - 1) animal science and fisheries;
 - 2) nutrition and food technology;
 - 3) veterinary science;
 - 4) agriculture and horticulture.
3. The principles of recruitment to the Doctoral School and the Education Program are specified in separate regulations and documents.

§4

1. The Doctoral School Council is a collegial opinion-forming body supervising the activities of the Doctoral School.
2. The Council supervises the functioning of the School in terms of teaching and research.
3. The Council consists of:
 - 1) Director of the Doctoral School and Heads;
 - 2) two representatives from each Managing Unit;
 - 3) Representative of the PhD students' Self-Government elected jointly by the PhD students' Self-Governments operating in each of the Managing Units.
4. The Chairman of the Council is the Director of the Doctoral School.

§5

The tasks of the Doctoral School Council include, in particular:

- 1) giving opinions on the Education Program;
- 2) giving opinions on the Recruitment Rules;
- 3) giving opinions on the Regulations of the Doctoral School;
- 4) adoption of semester reports approved by the Head/Director of the Doctoral School;
- 5) approval of the annual reports of the Director of the Doctoral School;

- 6) specifying the format of the semester and mid-term reports;
- 7) giving opinions on the draft budget;
- 8) defining the model and principles for preparing an individual research plan for PhD students of the School;
- 9) defining the method and principles of conducting the mid-term evaluation of the School's PhD students.

§6

1. The Doctoral School is managed by the Director of the Doctoral School.
2. The Director of the Doctoral School is appointed and dismissed by the Director of the Institute who serves as the Leader.
3. The Heads and representatives of the units constituting the School Council are appointed and dismissed by the Directors of the Managing Units.
4. The Director of the Doctoral School and the Heads may be a researcher with at least a post-doctoral degree, employed in a given Unit on a full-time basis.
5. Director of the Doctoral School:
 - 1) manages the work of the Doctoral School and represents it towards the Directors of the Managing Units and towards external entities, in accordance with the scope of duties and powers of attorney granted;
 - 2) Once a year, prepares and submits a report on the activities of the Doctoral School to the Scientific Councils of the Managing Units;
 - 3) prepares the draft budget in cooperation with the Directors of the Managing Units;
 - 4) has financial resources allocated to running the Doctoral School in accordance with the approved budget;
 - 5) prepares the annual financial settlement of the activities of the Doctoral School;
 - 6) organizes the implementation of the educational program of the Doctoral School;
 - 7) supervises the entry of data into POL- on ;
 - 8) prepares a self-assessment report for evaluation.

§7

1. The substantive supervision over the activities of the Doctoral School is exercised by the Scientific Councils of the Managing Units.
2. Scientific Councils of the Managing Units:
 - 1) adopt the Rules for recruitment to the Doctoral School;
 - 2) adopt the Regulations of the Doctoral School;

- 3) adopt the Education Program at the Doctoral School, after seeking the opinion of the PhD student self-government. In the event of an ineffective expiry of 14 days, the requirement to seek an opinion is deemed to have been met;
- 4) accept for information the annual report of the Director of the Doctoral School on its activities.

§8

1. The Doctoral School is an organized form of education preparing PhD students to obtain a doctoral degree.
2. The education of PhD students at the Doctoral School is interdisciplinary and prepares them to obtain a doctoral degree in the disciplines indicated in §3 section 2
3. A doctoral candidate may be enrolled in only one Doctoral School at a time.
4. The main task of the Doctoral School is:
 - 1) creating a supportive environment for PhD students, which is intended to facilitate their implementation of research projects resulting in a doctoral dissertation;
 - 2) implementing individualised education programmes aimed at supplementing knowledge and competences, primarily from other disciplines and areas of science, developing scientific independence, and building a set of competences that will increase the chance of finding an attractive job after obtaining a doctoral degree;
 - 3) providing space for the integration of PhD students carrying out projects in various disciplines.

§9

1. Courses at the Doctoral School are conducted in Polish or English.
2. Courses may be held in a hybrid form using information and communication technologies (ICT) platforms.

§10

Both Polish and foreign citizens may be admitted to the Doctoral School, although the rules for undertaking education by foreigners are governed by separate regulations.

§11

1. A person admitted to the Doctoral School acquires the rights of a PhD student upon taking the oath.
2. The PhD student receives a PhD student ID card.
3. There are no fees for educating PhD students.
4. Each PhD student is affiliated with one Institute, where he/she prepares his/her doctoral dissertation. The affiliation is assigned by the Doctoral School Council.

§12

1. Scientific supervision over the education of a PhD student at the Doctoral School is provided by a supervisor, supervisors or a supervisor and an auxiliary supervisor, appointed by the Scientific Council of the Institute to which the given PhD student is affiliated.
2. Within 3 months of starting education, the Scientific Council, in which the procedure for awarding the doctoral degree will be conducted, appoints a supervisor or supervisors for the PhD student.
3. The PhD student must submit an application for the appointment of a supervisor or supervisors and written consent to undertake the supervisor's scientific supervision to the Head of the PhD programme within 30 days of starting their studies.
4. The Scientific Council may appoint an auxiliary supervisor for the PhD student. The auxiliary supervisor may be a researcher or an academic teacher with a doctoral degree.
5. The supervisor may supervise no more than five PhD students at the same time.
6. In special and justified cases, at the request of the Project Manager, the Director of the Leading Unit may allow an increase in the limit of PhD students supervised by the supervisor.
7. An auxiliary supervisor may supervise no more than three PhD students at a time.
8. The auxiliary supervisor plays a supporting role in the supervision of the PhD student, in particular in the process of research planning, its implementation and analysis of results.
9. The Supervisor, acting in accordance with the Education Programme and the individual research plan of the PhD student, in particular:
 - 1) determines the course of individual education and self-education of the PhD student;
 - 2) introduces the PhD student to the topic of the doctoral dissertation and appropriate research methods and techniques;
 - 3) supervises the progress of the PhD student's work and the presentation of the results;
 - 4) evaluates the progress of the PhD student's work;
 - 5) gives opinions on PhD student's applications for extension, suspension of education at the Doctoral School, leave and other requests specified in these Regulations;
 - 6) gives opinions on all applications submitted by the PhD student concerning the course of studies;

- 7) informs the Director/Head of the Doctoral School about the lack of progress in the preparation of the doctoral dissertation and requests that the PhD student be removed from the list.
10. In particularly justified cases, the Managing Units may provide the PhD student with scientific supervision and support from a second supervisor who has at least a postdoctoral degree in a discipline other than that represented by the first supervisor throughout the entire period of doctoral studies.
11. In special cases justified by the inability to continue supervising a PhD student or by scientific reasons, the Scientific Council of the Managing Unit may change the supervisor, supervisors or auxiliary supervisor.
12. An application for a change of supervisor, supervisors or auxiliary supervisor may be submitted to the Scientific Council by the Head of the thesis on his/her own initiative or at the request of the PhD student, supervisor or auxiliary supervisor.

§13

1. Education at the Doctoral School lasts 8 semesters and is conducted on the basis of a training program and an individual research plan.

§14

1. Within 30 days of starting education, in consultation with the proposed supervisor, the PhD student shall develop a schedule for the implementation of the doctoral dissertation in the first year of education and submit it to the Director for approval. Within 12 months of starting education, in consultation with the supervisor or supervisors, the PhD student shall develop an individual research plan, containing in particular a schedule for the preparation of the doctoral dissertation, including the deadline for its submission, and submit it to the Director responsible for the Institute to which he or she is affiliated.
2. In justified cases, an individual research plan may be changed with the consent of the Director of the Institute to which it is affiliated, after obtaining the written opinion of the supervisor(s).

§15

1. The academic year begins on October 1 and lasts until September 30 of the following calendar year.
2. The organization of the academic year at the Doctoral School is decided by the Doctoral School Council. The organization of the academic year determines in particular the dates on which semesters begin.
3. The schedule of classes within each discipline is made available to PhD students through an announcement on the School's website.

§16

1. The PhD student is required to complete classes and meet other requirements specified in the education program. In justified cases, the person conducting the classes, with the consent of the Supervisor, may complete the PhD student's classes on an individually set date.
2. With the consent of the Director/Head of the Doctoral School and the supervisor, a PhD student may participate in classes and take exams in subjects included in the education program in sequential years.
3. With the consent of the supervisor and the Director/Head of the PhD programme, in particularly justified cases, a PhD student may complete part of the compulsory classes individually.

§17

1. The condition for completing a year of education is passing all classes and meeting other requirements specified in the Education Program for a given year.
2. The PhD student submits to the Director a semester report, reviewed by the supervisor, on the implementation of the education program, individual research plan and the implementation of other scientific projects and achievements. The form of the report is determined by the School Council.
3. The report for the winter semester must be submitted by March 15, and for the summer semester by September 7.
4. The Director/Head, before each year of education is credited, assesses the implementation of the education program and the conduct of scientific research by the PhD student. The assessment is made on the basis of semester reports.

§18

1. A PhD student is entitled to two opportunities to pass classes in a given academic year: the main exam and the resit exam.
2. In the event of unauthorized absence from a test/exam, the PhD student loses the right to take the test/exam on that date.
3. In the case of authorized absence from a test/exam, the instructor will set an additional date or additional dates for the test/exam, with the second date falling within a period that will allow for the timely submission of the semester report.
4. In the event of not receiving a credit in the main and resit terms, the PhD student may receive an additional credit term, with the consent of the Supervisor. In such a case, the PhD student receives a conditional credit for the academic year.
5. The following grades are used for credits and examinations:
 - 1) very good - 5.0
 - 2) good plus - 4.5
 - 3) good - 4.0

- 4) sufficient plus – 3.5
- 5) satisfactory – 3.0
- 6) insufficient – 2.0.

§19

1. The implementation of the individual research plan is subject to a mid-term evaluation conducted halfway through the training period.
2. The mid-term evaluation is carried out by a committee consisting of 3 people, including at least 1 person with a postdoctoral degree or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the Managing Units. The Director of the Leading Unit, the supervisor, the assistant supervisor or the Head, with the exceptions specified in par. 3, cannot be a member of the committee or participate in its work in any form.
3. In the event that none of the members of the commission referred to in paragraph 2 are employed in any of the Managing Units, the Head participates in the work of the commission as an observer. In other cases, the Head may participate in the work of the commission as an observer only at its request.
4. The members of the committee referred to in paragraph 2 are appointed by the Director of the Unit acting as the Leader from among the candidates indicated by the Doctoral School Council.

§20

1. The Head after consultation with the committee referred to in § 19 section 2, sets the date of the mid-term evaluation for PhD students studying within a given discipline and informs them of this date no later than 30 days before the evaluation.
2. The PhD student, no later than 15 days before the scheduled mid-term evaluation date, shall submit to the Head a mid-term report on the implementation of the individual research plan, reviewed by the supervisor, supervisors or supervisor and assistant supervisor. The template of the mid-term report shall be specified by the Doctoral School Council.
3. The committee carrying out the mid-term evaluation carries out a detailed analysis of the mid-term report, in particular comparing it with the content of the individual research plan, and conducts a conversation with the PhD student on the progress in implementing the individual research plan, difficulties encountered and the prospects for further implementation of the plan.

§21

1. The mid-term evaluation ends with a positive or negative result.

2. In the event of a negative result of the mid-term evaluation, the PhD student may, within 7 days of being informed of the result, submit an application to the Doctoral School Council for a re-evaluation.
3. After submitting the application referred to in paragraph 2, the Doctoral School Council appoints members of the committee to conduct the mid-term re-evaluation, and the Director sets the date for the mid-term re-evaluation. The members of the committee, appointed from among candidates indicated by the Director of the Institute to which the given PhD student is affiliated, cannot be persons who have already participated in conducting the mid-term evaluation of that PhD student.
4. The members of the commission referred to in paragraph 3 shall again perform the activities referred to in § 20 paragraph 3 and determine a positive or negative result of the mid-term evaluation.
5. The final result of the mid-term evaluation within the meaning of the Act and § 32 sec. 1 item 1 is a positive result, a negative result determined in accordance with sec. 2-4 or a negative result determined in the ordinary procedure after the deadline referred to in sec. 2 has expired without effect.
6. The final result of the mid-term evaluation, together with its justification, is public.

§22

1. The Head, at the request of the PhD student, may extend the deadline for submitting the dissertation specified in the individual research plan in special cases, justified in particular by:
 - 1) In the event of prolonged research or the need to conduct additional research that will result in a dissertation;
 - 2) the health or personal situation of the PhD student;
 - 3) other important reasons beyond the control of the PhD student – but no longer than 2 years.
2. The request to extend the deadline for filing a hearing shall be accompanied by documents confirming the occurrence of circumstances justifying such a need.
3. Education, at the request of the PhD student, is suspended for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as specified in the Act of 26 June 1974 – the Labor Code. In such a case, the deadline for submitting the dissertation is extended accordingly by the period of suspension referred to in the previous sentence.

§23

A PhD student has the right to:

- 1) use of laboratories, equipment and research apparatus of the Managing Units constituting the School to the extent necessary to implement the educational programme and individual research plan;
- 2) care of a supervisor, supervisors or a supervisor and an auxiliary supervisor over the implementation of an individual research plan.

§24

1. In the case of a PhD student who obtained a doctoral degree as a result of completing a school, the period of education at the school, not longer than 4 years, is included in the period of work on which employee rights depend.
2. A PhD student who did not complete his/her studies at the School due to:
 - 1) taking up employment as an academic teacher or researcher;
 - 2) discontinuation of doctoral training in a given discipline– the period of education at a school, not longer than 4 years, is included in the period of work on which employee rights depend, provided that the doctoral degree has been obtained.

§25

1. A PhD student is entitled to holiday breaks not exceeding 8 weeks per year.

§26

The PhD student is obliged to:

- 1) compliance with the provisions of these regulations, provisions on the management of copyright, related rights, industrial property rights and the principles of commercialisation and use of research infrastructure;
- 2) conscientious and reliable implementation of the educational program and individual research plan;
- 3) acting in accordance with the oath taken;
- 4) compliance with the PhD student code of ethics;
- 5) participation in activities arising from the education program;
- 6) submitting a semester/annual report together with the opinion of the supervisor or supervisors on the course of implementation of the education programme and the results and progress of the work included in the individual research plan;
- 7) using the affiliation of the Managing Unit in all scientific achievements generated during education at the doctoral school;
- 8) submitting a declaration, for the purposes of evaluating the quality of scientific activity, authorising the Leading Unit to demonstrate scientific achievements within the discipline in which the doctoral dissertation is being prepared, or in

one of the disciplines included in the field in which the doctoral dissertation is being prepared;

- 9) having an electronic researcher identifier (ORCID) that complies with international standards;
- 10) providing data and information reported to the Integrated Information System on Higher Education and Science "POL-on";
- 11) immediately notify the Director/Head of the Doctoral School of any change in name and address, as well as any change in other data required by the Managing Unit;
- 12) immediately notify the Director/Head of the Doctoral School about circumstances affecting the admissibility or course of further education and receipt of the doctoral scholarship;
- 13) submitting an appropriate medical certificate confirming the absence of contraindications to the implementation of the training program in the indicated discipline.

§27

1. A PhD student who does not hold a doctoral degree receives a doctoral scholarship in accordance with the provisions of the applicable Act.

§28

1. A PhD student may additionally receive other scholarships under the terms and conditions set out in separate regulations.

§29

1. A PhD student of a Doctoral School run by another entity in the discipline in which education is provided at the Doctoral School may apply for transfer to the Doctoral School if:
 - 1) has completed at least the first year and/or has not been removed from the list of PhD students due to a negative result of the semester or mid-term assessment or failure to submit the doctoral dissertation by the deadline specified in the individual research plan;
 - 2) submitted an application for transfer together with documents confirming the previous education at the previous Doctoral School, including: a list of completed courses with grades, an individual research plan, the supervisor's opinion, a document confirming the result of the mid-term evaluation, a document specifying the period and amount of the doctoral scholarship received so far and the achieved learning outcomes.
2. The Director of the Doctoral School, after seeking the opinion of the Directors of the Managing Units, qualifies the candidate for admission by transfer, specifying

the scope and deadlines for making up for program differences. A qualified person is entered on the list of PhD students of the Doctoral School after submitting the decision on deletion to the Doctoral School from which they are transferring and taking the oath.

3. A PhD student admitted as a transfer student may be supervised by a supervisor from the previous Doctoral School provided that he/she receives a positive opinion from the Scientific Council of the Managing Unit.
4. In the case of a PhD student admitted through transfer, the planned duration of education at the Doctoral School includes the time of education at the previous Doctoral School completed before the transfer.

§30

1. The PhD student is assigned a consecutive album number within the School. The following data concerning the PhD student is entered in the album:
 - 1) album number,
 - 2) date of commencement of school education,
 - 3) name and surname,
 - 4) date and place of birth,
 - 5) PESEL number, and if there is none – the name and number of the document confirming identity and the name of the country that issued it,
 - 6) information about the documents constituting the basis for applying for admission to the school,
 - 7) name of the university, number, date and place of issue of the diploma of completion of second-cycle studies or uniform Master's degree, and in the case of a person who was admitted to the School as a graduate of first-cycle studies or a student who completed the third year of uniform Master's studies – name of the university, number, date and place of issue of the diploma of completion of first-cycle studies or certificate of completion of the third year of uniform Master's studies,
 - 8) the specialization in which the PhD student began his/her training,
 - 9) The institute to which the PhD student is affiliated,
 - 10) date and reason for completion of education at the School.

§31

1. The album number indicates the personal file of the PhD student.
2. The PhD student's personal file contains the following:
 - 1) documents required from a candidate for the School,
 - 2) documents constituting the basis for admission to the School,
 - 3) an oath signed by the PhD student,
 - 4) confirmation of receipt of the PhD student ID card and its duplicates,

- 5) an individual research plan and, if the individual research plan has been changed, also documents confirming the change in the plan,
- 6) documents confirming the course of education, in particular the timely implementation of the education program, forms of verification of the PhD student's achievements obtained during classes in a given semester or year, grades obtained, periods of suspension of education and leaves from education or extension of the deadline for submitting the doctoral dissertation,
- 7) semester reports on the implementation of the educational program, individual research plan and the implementation of other scientific projects and achievements,
- 8) a mid-term report and documents confirming the mid-term evaluation, including its final result and justification,
- 9) decisions regarding the course of education,
- 10) a doctoral dissertation, the submission of which concluded the education at the School,
- 11) ID card returned by the PhD student.

§32

1. A PhD student is removed from the list of PhD students in the event of:
 - 1) negative result of the mid-term evaluation;
 - 2) failure to submit the doctoral dissertation by the deadline specified in the individual research plan;
 - 3) withdrawal from education;
 - 4) failure to pursue (start) education;
 - 5) violation of the ban on being a PhD student at no more than one Doctoral School at the same time, after receiving a request to resign from education at another doctoral school within a period of no less than 30 days from the date of delivery of the request and failure to submit a declaration of such resignation ;
 - 6) imposition of a disciplinary penalty of expulsion from the doctoral school.
2. A PhD student may be removed from the list of PhD students in the event of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) failure to comply with the obligation to act in accordance with the School regulations;
 - 3) failure to fulfil the obligation to implement a training programme or an individual research plan;
3. Removal from the list of PhD students is made by an administrative decision of the School Director. The decision may be appealed for reconsideration.

§33

1. The PhD student's education ends with the submission of a doctoral dissertation approved by the supervisor or supervisors.
2. The rights of a PhD student expire on the date of completion of education or from the moment when the decision to remove the student from the list of PhD students becomes final.
3. The PhD student ID card is subject to return upon completion of studies or upon the decision to remove the student from the list of PhD students becoming final.

§34

1. In the event of discontinuation of doctoral education in a given discipline, the Managing Unit responsible for the discontinuation of education shall ensure that PhD students preparing a doctoral dissertation in that discipline have the opportunity to continue their education at another Doctoral School in that discipline.
2. In the absence of a Doctoral School providing education in a given discipline, the Managing Unit responsible for discontinuing education shall cover the costs of the proceedings for awarding a doctoral degree in extramural mode for persons who have lost the opportunity to complete their education.

§35

Any doubts of interpretation arising in connection with these regulations or issues not regulated herein will be resolved by the Director of the Doctoral School after seeking the opinion of the Directors of the Managing Units.

§36

These regulations enter into force on 1 October 2025.

Chairwoman of the Scientific Council

Prof. Urszula Gawlik, Ph.D.