



Regulations of the Doctoral School Gdansk University of Physical Education and Sport

Consolidated text

taking into account changes from the day

April 27, 2020, April 7, 2022, April 27, 2023 and April 25, 2024

Chapter I

GENERAL REGULATIONS

§ 1

Legal basis of the Regulations of the Doctoral School:

- 1) Act of July 20, 2018, Law on Higher Education and Science (consolidated text: Journal of Laws of 2020, item 85, as amended), hereinafter referred to as the "Act",
- 2) Regulation of the Minister of Science and Higher Education of September 21, 2018 on doctoral diplomas, habilitation diplomas and doctoral student ID cards,
- 3) Regulation of the Minister of Science and Higher Education of February 22, 2019 on the evaluation of the quality of scientific activities,
- 4) Statute of Gdansk University of Physical Education and Sport of June 19, 2019 (i.e. constituting Annex No. 1 to the resolution of the GUPES Senate No. 76 of December 21, 2022), hereinafter referred to as the "Statute",
- 5) Regulation of the Minister of Education and Science of September 27, 2021 on the evaluation of the quality of education at the doctoral school.

§ 2

Whenever the Regulations mention:

- 1) School - this should be understood as the Doctoral School of Gdansk University of Physical Education,
- 2) University - this should be understood as the Gdansk University of Physical Education and Sport,
- 3) Director - this should be understood as the Director of the Doctoral School of the Gdansk University of Physical Education and Sport,
- 4) repealed
- 5) Scientific Council - this should be understood as the Scientific Council of the Gdansk University of Physical Education and Sport,
- 6) Rector - this should be understood as the Rector of Gdansk University of Physical Education and Sports,
- 7) Doctoral Students' Self-Government - this should be understood as the Doctoral Students' Self-Government of Gdansk University of Physical Education and Sport,
- 8) mid-term evaluation - this should be understood as a mid-term evaluation of the implementation of the individual research plan by the doctoral student,
- 9) individual research plan (IPB) - this should be understood as an individual research plan within the meaning specified in the Act.

Chapter II

ORGANIZATIONAL STRUCTURE OF THE DOCTORAL SCHOOL

§ 3

1. The School is managed by a Director appointed by the Rector under the principles specified in the Statute.

2. The tasks of the Director, in addition to the duties listed in the Statute, include: especially:

- 1) organizing recruitment to the School,
- 2) crediting doctoral students with subsequent settlement periods,
- 3) requesting the appointment of a committee to conduct a mid-term evaluation,
- 4) presenting to the Scientific Council, by October 30 each year, an annual report on the course of doctoral students' education,
- 5) supervising the keeping of the School's documentation, including the class schedule, records of doctoral students, their personal files and other materials regarding the course of education,
- 6) establishing and changing the schedule of classes at the School, after prior consultation of the schedule with academic teachers conducting classes at the School and the doctoral students' self-government, and making it available to doctoral students on the School's website,
- 7) making decisions on matters presented in doctoral students' applications, including extending the deadline for submitting a doctoral dissertation.

3. The Director remains in constant contact with the Doctoral Students' Self-Government and seeks its opinion on important matters relating to the education of doctoral students.

§ 4

repealed

Chapter III

Rights and obligations of a doctoral student

§ 5

The rights of a doctoral student are specified in the Act. A doctoral student also has the right to:

- 1) use of library and information resources and research infrastructure of GUPES to the extent necessary to implement the education program and IPB,
- 2) change of supervisor or auxiliary supervisor during the training period,
- 3) consultation with an academic teacher other than the supervisor or auxiliary supervisor,
- 4) participation, with the consent of the Director and the supervisor, in regular internships and internships intended for doctoral students, including regular internships and internships abroad,
- 5) participate, with the consent of the supervisor, in conferences, seminars and scientific symposia or summer and winter schools and scientific research, other than those specified in the IPB,
- 6) rest breaks not exceeding eight weeks a year, which should be used during periods free from teaching classes,
- 7) apply for accommodation in a student dormitory, in accordance with the principles specified in the student benefits regulations,

8) awarding an increased doctoral scholarship for scientific achievements, on the terms specified by the Rector in a separate regulation.

§ 6

1. The duties of a doctoral student are specified in the Act. The doctoral student is also obliged to:

- 1) conduct in accordance with the content of the oath, these Regulations and the principles of scientific ethics,
 - 2) participate in classes provided for in the education program,
 - 3) repealed
 - 31) repealed
 - 4) undergoing professional practice in the form of conducting classes or participating in them,
 - 5) submitting to the Director a semester report on scientific activity and the implementation of IPB and the preparation of a doctoral dissertation in a given semester,
 - 6) submitting the doctoral dissertation within the deadline specified in the IPB, in the manner specified by the Senate pursuant to Art. 192 section 2 of the Act, to provide by the end of the eighth semester a document that meets the requirements for the recognition of documents certifying knowledge of a modern foreign language at the level of at least B2 language proficiency in the procedure for awarding the degree of doctor of physical culture at the Gdansk University of Physical Education and Sport or taking the language exam,
 - 7) notifying the Director about changes to the name, surname, address and other personal data collected in the doctoral student's personal file,
 - 8) reporting scientific achievements to the Scientific Information Center,
 - 9) participate in organizational work for the development of the University,
 - 10) having an ORCID number connected to the author's profile on the People of Science and POL-on website,
 - 11) applying for funding for scientific activities,
 - 12) promoting the activities of the School and the University as well as its own scientific activity among internal and external stakeholders.
2. A doctoral student teaching at the University is obliged to conduct consultations for students.
3. repealed

Chapter IV

Recruitment to the Doctoral School

§ 7

Recruitment to the School is carried out through a competition in accordance with the recruitment rules specified by a resolution of the Senate, the content of which is made public within the time specified in the Act.

Chapter V

Education at the Doctoral School

§ 8

1. Education at the School is conducted on the basis of an educational program and an individual research plan.
2. The education program is determined by the Senate by way of a resolution and made public within the time limit specified in the Act.
3. The IPB is prepared by the doctoral student, in consultation with the supervisor or supervisors, and presented in accordance with the principles specified in § 16⁵.

§ 9

1. Education at the School lasts eight semesters.
2. The settlement period, in accordance with the education program, is a semester.
3. The detailed division of the academic year into semesters is determined and announced by the Rector in accordance with the principles set out in the Statute.
4. The language of instruction at the School is Polish or English.
5. repealed
6. The schedule of classes at the doctoral school is determined by the Director after prior consultations with the doctoral students' self-government and academic teachers and made available to doctoral students on the School's website no later than 7 days before the beginning of the semester. Changes to the class schedule may only be made with the consent of the Director.

§ 10

1. repealed
2. The education of doctoral students at the School is carried out in the following modules:
 - 1) general subjects module, aimed at acquiring general competences necessary to undertake scientific activity and achieve the so-called transversal skills, i.e. critical thinking skills, creativity, taking initiative, problem-solving skills;
 - 2) a seminar module aimed at implementing IPB, including a doctoral seminar, a discussion forum (exchange of research experiences) and a reporting session (presentation of own research results);
 - 3) professional practice module.
3. repealed

§ 11

1. The course of a doctoral student's education, including progress in implementing the education program and IPB, is documented in the form of:
 - 1) course completion reports,
 - 2) a report on the mid-term evaluation of the doctoral student,

3) reports of the doctoral student on the scientific activity and implementation of the IPB and preparation of the doctoral dissertation in individual semesters,

4) the supervisor's opinion on the doctoral student's scientific activity and progress in the implementation of the IPB and the preparation of the doctoral dissertation in individual semesters.

2. The documents referred to in section 1 shall be kept in the doctoral student's personal file. The rules for maintaining a doctoral student's personal file are specified in the Rector's ordinance.

§ 12

1. Education at the School covers 40 hours a week, including contact hours with the participation of academic teachers organized by the School, professional internships of up to 60 teaching hours per year and time devoted to independent work.

1. *repealed*

2¹. *repealed*

2. *repealed*

3. *repealed*.

§ 13

repealed

§ 14

1. The doctoral student's absence from classes included in the education program may be justified:

1) medical certificate confirming temporary inability to participate in classes,

2) performing duties in the collegial bodies of the University, bodies of the doctoral student self-government, relevant committees or other bodies operating at the University on the basis of the Act, the Statute or other acts of internal law of the University established by its bodies,

3) by indicating other justified reasons preventing participation in classes.

2. The doctoral student's absence from classes is justified by the teacher or the Director. The absence should be justified immediately after the reason for the absence ceases to exist.

3. The doctoral student is obliged to make up any deficiencies caused by absence from classes within the time limit and in the manner specified by the teacher or the Director.

§ 15

1. The school creates conditions for doctoral students with disabilities to fully participate in recruitment, education and conducting scientific activities.

2. Doctoral students with disabilities may apply to adapt the way of organizing education, including in particular the conditions of education, to the type of disability.

3. Adapting the method of organizing education to the specific needs of doctoral students with disabilities, depending on the type of disability and other health-related difficulties, may consist in particular in:

1) modification of the course mode,

2) changes in the dates and form of assessment and examinations,

- 3) providing and adapting teaching materials to the needs related to a specific disability,
- 4) using technological solutions supporting the educational process.
4. The director, at the request of a doctoral student with a disability certificate, determines the individual method of participation of the doctoral student in the education program.

Chapter VI

Semester completion, individual research plan and mid-term evaluation

§ 16

1. A doctoral student's achievements in terms of learning outcomes assumed in individual classes in the education program are assessed on a dichotomous scale: "pass" ("pass") or "failure" ("fail").
2. Persons conducting the assessment sign the assessment reports or complete these reports in the virtual university, which confirms that the doctoral student has achieved the learning outcomes defined for individual classes.
3. The doctoral student may appeal against the decision of the person accepting the credit to the Director within 7 days of informing the doctoral student about failing the course.
4. If the doctoral student fails to complete the classes resulting from the educational program, he or she may repeat the classes with the consent of the Director, provided that this does not extend the duration of the education. In justified cases, at the request of a doctoral student, the Director may extend the duration of training.
5. A doctoral student is entitled to a make-up pass for a given course, but no more than once and within no longer than three months from the end of a given semester. In justified cases, at the request of the doctoral student, the Director may extend the deadline for completing the classes.

§ 16¹

1. A doctoral student, with the consent of the Director and after seeking the opinion of the course instructors, may participate in classes and obtain credits for subjects included in the educational program in subsequent semesters.
2. The director, in consultation with the course instructors, may consent to passing classes without the obligation to participate in classes in cases justified by the special life situation of the doctoral student.
3. The doctoral student, with the consent of the Director expressed after seeking the opinion of the lecturers and the supervisor, may achieve the expected learning outcomes:
 - 1) through classes conducted in other units and institutions educating doctoral students in Poland or abroad;
 - 2) through informal and non-formal education, based on their reference to the learning outcomes defined in the education program.

§ 16²

1. Professional internships may be carried out outside the University, including abroad.
2. The plan for the implementation of professional internships is agreed between the doctoral student and the supervisor.

3. The plan for the implementation of professional internships in the form of teaching classes with students of the University is also agreed by the doctoral student with the dean or vice-dean of a given field of study.
4. Credit for professional internships in individual semesters is made by the Director, based on a positive assessment given to the doctoral student by the supervisor.
5. A doctoral student employed at the University as an academic teacher in a group of research and teaching or teaching staff may be exempt from undergoing professional internships, provided that the number of hours of teaching classes he or she conducts is not less than the number of hours provided for internships in the education program.
6. A doctoral student may be exempt from undergoing professional practice in the case of performing professional activities that require knowledge, skills and social competences identical to the learning outcomes defined for professional practice in the education program.
7. The decision on exemption from professional practice is made by the Director, based on documents presented by the doctoral student confirming the performance of professional activities referred to in section. 5 and 6.

§ 16³

1. The doctoral student's scientific activity and progress in the implementation of the IPB and the preparation of the doctoral dissertation are monitored and documented through semester reports, confirmed by the supervisor or supervisors, submitted to the Director by January 31 - for the winter semester and by August 31 - for the summer semester.
2. The Rector specifies in the order a template form for the doctoral student's semester report.
3. The evaluation of the semester report ends with a positive result, a recommendation for improvement or a negative result.
4. A doctoral student has the right to appeal against a negative result of the assessment of the semester report to the Scientific Council within 14 days from the date of receipt of the result.

§ 16⁴

1. Credits for subsequent semesters are made by the Director.
2. The condition for passing subsequent semesters is:
 - 1) achieving the learning outcomes expected for a given semester, confirmed by obtaining credits for individual classes,
 - 2) obtaining a positive grade in the semester report,
 - 3) submitting to the Director a positive opinion of the supervisor regarding the scientific activity and implementation of the IPB and progress in the preparation of the doctoral dissertation in a given semester.

§ 16⁵

1. The doctoral student, in consultation with the supervisor or supervisors, prepares the IPB and submits it for approval to the Director by the end of September of the first year of education. The Rector specifies the IPB form template in the order.
2. IPB must be included in the sciences of physical culture.
3. IPB assumes that the doctoral student will use knowledge, skills and social competences adequate to the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework.

4. The IPB contains a schedule for the preparation of the doctoral dissertation, including the planned date of its submission. The planned date of submission of the dissertation cannot be later than the date of completion of the educational cycle in which the IPB is submitted.

5. IPB is presented as part of the reporting session included in the educational program in the second semester, in the presence of the supervisor or supervisors or supervisor and auxiliary supervisor and members of the Scientific Council.

6. In the event of the doctoral student's absence at the reporting session referred to in section 5, the doctoral student shall present the IPB at the meeting of the Scientific Council at the earliest possible date.

7. After the reporting session referred to in section 5, the doctoral student has the right to make changes to the IPB, but no later than the end of September of the first year of education.

8. The director approves the doctoral student's IPB if the IPB:

1) meets the formal and substantive conditions referred to in section 1-5,

2) was presented at the reporting session referred to in section 6. or at the meeting of the Scientific Council referred to in section 7.

9. Approval by the Director of IPB is a condition for the doctoral student to complete the third semester of education.

10. The director calls on the doctoral student to improve the IPB within a specified scope and within a specified period if the IPB does not meet the formal and substantive conditions referred to in section 1, 3-5, including IPB contains significant omissions or errors,

11. The Director refuses to approve the IPB if, in particular:

1) the IPB shows that the research problem of the doctoral dissertation does not fall within the scope of physical culture sciences,

2) despite the doctoral student's request for correction, the IPB contains significant omissions or errors or was not presented at the reporting session referred to in section 5 or at the meeting of the Scientific Council referred to in section 6.

112. Referring the IPB for correction and refusing to approve it includes a justification.

12. The doctoral student confirms that he or she has read the decision approving the IPB with his or her signature.

13. The doctoral student may appeal against the refusal to approve the IPB to the Rector within 14 days from the date of receipt of the decision.

14. As a result of considering the appeal, the Scientific Council: approves the IPB or refuses to approve the IPB.

15. Decision of the Rector's Scientific Council referred to in section 15, The decision of the Scientific Council is final.

16. After the IPB is approved by the Director or the Scientific Council, introducing significant changes to the IPB, in particular regarding the purpose of the doctoral dissertation and research methodology, requires written justification and the consent of the Director. With respect to the amended IPB, the provisions of this paragraph shall apply accordingly.

§ 17

repealed

§ 18

repealed

§ 19

1. The implementation of IPB is subject to mid-term evaluation after the end of the fourth semester, no later than the end of October of the fifth semester of education.
2. For the purposes of mid-term evaluation, the doctoral student shall submit a report on the implementation of IPB to the Director no later than the end of September of the fourth semester of education. The Rector specifies in the order the template of the IPB report form.
3. The mid-term evaluation is carried out by the commission appointed by the Rector at the request of the Director, consisting of three academic teachers who hold a habilitated doctor's degree or the title of professor in the discipline of physical culture sciences and are research or research and teaching staff, including at least one of them is employed outside the University. The promoter and auxiliary promoter cannot be members of the committee. The work of the committee is managed by the committee chairman, appointed by the Rector from among the committee members who are employees of the University.
4. For the purposes of mid-term evaluation, an interview with the doctoral student may be conducted. The doctoral student is informed about the date of the interview no later than 7 days before the scheduled date of the interview.
5. The mid-term evaluation ends with a positive or negative result.
6. A report is prepared on the course of the doctoral student's mid-term evaluation. The Rector specifies in the order a template of the doctoral student's mid-term evaluation form, attached to the protocol referred to in section 5.
7. The protocol referred to in section 5, shall be signed by the chairman of the committee and forwarded to the Director.
8. If it is determined that:
 - 1) the doctoral student completed the IPB, the evaluation result is positive;
 - 2) the report referred to in section 2 is incomplete or contains errors, the doctoral student is requested to correct the report within the specified time and form, under pain of receiving a negative grade. The deadline for correcting the report cannot be longer than two months. The corrected report shall be reassessed by the committee referred to in section 3, within a period no longer than three months from the date of the first assessment;
 - 3) the doctoral student's scientific activity differs significantly from IPB and does not provide grounds for preparing a doctoral dissertation, the assessment result is negative.
9. The doctoral student confirms that he or she has read the decision on the mid-term evaluation with his or her signature.
10. A negative mid-term evaluation shall include justification. The evaluation result and its justification are public.
11. A doctoral student has the right to appeal against a negative result of the mid-term evaluation to the Scientific Council within 14 days from the date of its receipt.
12. As a result of considering the appeal, the Scientific Council upholds the negative result or issues a recommendation to the Rector regarding the appointment of a new composition of the committee referred to in section 3. The provisions of section. shall

apply accordingly to the new committee. 3-11. The decision of the new committee includes a justification and is final.

Chapter VII

Doctoral dissertation supervisors

§ 20

1. The supervisor of a doctoral dissertation may be a person holding the habilitation degree or the title of professor, and the auxiliary supervisor may be a person holding at least a doctoral degree. At least one supervisor or auxiliary supervisor should have scientific achievements in the field of physical culture sciences.

2. In special cases (e.g. interdisciplinary research), in consultation with the supervisor, another supervisor or auxiliary supervisor may be appointed.

3. The Scientific Council appoints a doctoral student's supervisor or supervisors within three months from the date of commencement of education at the Doctoral School. The Scientific Council appoints as a supervisor a person who meets the conditions specified in section 1 indicated by the doctoral student, if this person has expressed written consent to perform this function.

4. If the doctoral student does not submit an application for the appointment of a supervisor

or supervisors within two months from the date of commencement of education, the Scientific Council shall appoint a supervisor or supervisors for the doctoral student from among authorized employees of the University.

41. After starting education at the Doctoral School, the Scientific Council, at the request of the doctoral student, may appoint another supervisor or auxiliary supervisor. The provision of section 3 shall apply accordingly, however, a doctoral student may submit such an application throughout the entire education period.

5. The Scientific Council may appoint a person not employed at the University as a supervisor or auxiliary supervisor.

6. If a doctoral student is removed from the list of doctoral students, the functions of the supervisor and auxiliary supervisor assigned to the doctoral student expire. The expiration is confirmed by the Scientific Council.

§ 21

1. Upon a justified request of a doctoral student or supervisor, the Scientific Council may change the supervisor or auxiliary supervisor.

2. To the application referred to in section 1, the applicant encloses the written consent of the candidate to act as a promoter.

3. The supervisor or auxiliary supervisor may be changed no more than once during the training period, subject to section. 4.

4. The Scientific Council may change the supervisor or auxiliary supervisor of a doctoral student on its own initiative or at the request of the Director or a doctoral student, if the current supervisor or auxiliary supervisor has lost the ability to perform this function or there is another significant obstacle to the proper performance of the function of a supervisor or auxiliary supervisor.

§ 22

1. The duties of the doctoral dissertation supervisor include:

- 1) providing the doctoral student with the necessary substantive and methodological assistance in research work,
- 2) holding consultations with the doctoral student,
- 3) helping the doctoral student in organizing and completing professional internships,
- 4) evaluation and approval of the doctoral student's report on the scientific activity and implementation of the IPB and preparation of the doctoral dissertation in a given semester, including the report prepared for the mid-term evaluation,
- 5) preparing opinions on scientific activity and the implementation of IPB and the preparation of a doctoral dissertation in a given semester,
- 6) giving opinions on applications submitted by the doctoral student to the Director and the University bodies.

2. The provisions of section 1 points 1-3 shall apply accordingly to the auxiliary promoter.

Chapter VIII

Extension of the deadline for submitting a doctoral dissertation, suspension of education

§ 23

1. The Director, at the request of the doctoral student, may extend the deadline for submitting the doctoral dissertation specified in the IPB, but no longer than by 2 years, in the case of:

- 1) extension of the period of conducting research, the completion of which is required to submit a doctoral dissertation,
- 2) waiting for the publication of an article that is to be part of a doctoral dissertation in the form of a collection of published and thematically related scientific articles,
- 3) temporary inability to pursue education due to illness,
- 4) the need to provide personal care for a sick family member,
- 5) the need to provide personal care for a child up to 4 years of age or a child with a disability certificate,
- 6) having a disability certificate,
- 7) duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, specified in the Act of June 26, 1974 - Labor Code,
- 8) occurrence of random events beyond the doctoral student's control that affect the possibility of submitting the doctoral dissertation on time.

2. The application referred to in section 1, should include a justification.

3. To the application referred to in section 1, the doctoral student should attach:

- 1) a document justifying the extension of the deadline for submitting a doctoral dissertation, and in the case referred to in section 1 point 2, also a printout of the manuscript submitted for publication along with printouts of already published articles included in the collection constituting the doctoral dissertation,

- 2) the opinion of the supervisor or supervisors on the validity of extending the deadline for submitting the doctoral dissertation,
- 3) a modified IPB, taking into account a detailed schedule for the preparation of the doctoral dissertation, approved by the supervisor or supervisors, including the auxiliary supervisor, if appointed.
4. The application referred to in section 1, a doctoral student may submit it no later than 30 days before the deadline specified in the IPB for submitting the doctoral thesis.

5. *repealed*

6. *repealed*

7. *repealed*

§ 24

1. Education at the School, at the request of a doctoral student, is suspended for a period corresponding to the duration of maternity leave, leave under the terms of maternity leave, paternity leave and parental leave specified in the Act of June 26, 1974 - Labor Code.
2. The director consents to the suspension of education within 7 days from the date of submission of the application by the doctoral student.

Chapter IX

RESIGNATION FROM EDUCATION AT THE DOCTORAL SCHOOL AND REMOVAL FROM THE LIST OF DOCTORAL STUDENTS

§ 25

The doctoral student submits a declaration of resignation from education at the School to the Director in writing.

§ 26

1. Removal from the list of doctoral students takes place in the cases and on the terms specified in the Act.
2. The decision to remove from the list of doctoral students is delivered to:
 - 1) doctoral student – by registered letter and e-mail,
 - 2) the promoter – via e-mail.
3. Removal from the list of doctoral students takes place by way of an administrative decision.

The decision may be subject to an application to the Rector to reconsider the case within 14 days from the date of delivery of the decision. The Rector's decision is final.