

RULES AND REGULATIONS
OF THE FULL-TIME DOCTORAL STUDIES AT THE INSTITUTE OF GEOPHYSICS
OF THE POLISH ACADEMY OF SCIENCES

In: GEOPHYSICS

General Principles:

1. The doctoral studies, hereinafter referred to as “Studies” are based on:
 - a. the Act of 27 July 2005 on Higher Education (Dz. U. [*Journal of Laws*] from 2012, Item 572, as amended);
 - b. the Ordinance of the Minister of Science and Higher Education of 1 September 2011 on education in doctoral studies in higher education institutions and research institutions (Dz. U. [*Journal of Laws*] No. 196, Item 1169 as amended);
 - c. the Ordinance of the Minister of Science and Higher Education of 12 December 2013 on doctoral studies and doctoral scholarships (Dz. U. [*Journal of Laws*] of 2013, Item 1581);
 - d. the Act of 14 March 2003 on academic degrees and title as well as degrees and title in the arts (Dz. U. [*Journal of Laws*] No. 65, Item 595 as amended);
 - e. the Ordinance of the Minister of Science and Higher Education of 22 September 2011 on the detailed procedure and conditions of conducting doctoral degree, postdoctoral and proceedings for granting the title of professor (Dz. U. [*Journal of Laws*] No. 204, Item 1200);
 - f. the Ordinance of the Minister of Health of 11 August 2010 on medical examinations of candidates for secondary-level and upper-secondary schools or higher education institutions, the pupils of these schools, students and participants of doctoral studies (Dz. U. [*Journal of Laws*] No. 155, Item 1045);
 - g. Statutes of the Institute of Geophysics of the Polish Academy of Sciences (IGF PAN);
 - h. the present Rules and Regulations;
 - i. other generally applicable provisions of law.

Detailed Principles:

2. The purpose of the Studies is to educate highly qualified staff for the national economy, the research staff for the Institute of Geophysics of the Polish Academy of Sciences (IGF PAN) and other scientific institutions.
3. The doctoral studies at the Institute of Geophysics PAN are full-time programmes.
4. The studies commence on October 1 (winter semester) and on March 1 (summer semester), and last for four years.
5. In justified cases, the consent to prolong the Studies is issued by the Head of Studies, whereas the decision on the potential prolongation of the scholarship is taken by the Director of IGF PAN.
6. A winter semester lasts from October 1 each year until February 14 of the subsequent year, whereas

the summer semester begins on March 1 and ends on June 31 each year.

7. The specialities developed at the Institute include: atmosphere physics, earth's magnetism, seismology and physics of the earth's interior, deep seismic sounding, hydrology, polar research and theoretical geophysics.
8. The substantive supervision over the studies is the responsibility of the Scientific Council of IGF PAN.
9. The Studies are managed by the Head of Studies appointed by the Director of the Institute, upon consulting the Scientific Council of the IGF PAN and the doctoral students' self-government.
10. The duties of the Head of Studies include in particular:
 - a. supervision of the enrolment for the Studies;
 - b. substantive and organisational supervision over the preparation of the curriculum as well as the rules and regulations, and over the course of the Studies;
 - c. requesting the appointment of an academic tutor for the participant of the Studies, hereinafter referred to as the "doctoral student";
 - d. organisation of the fulfilment of the doctoral studies curriculum;
 - e. cooperating with the academic tutors in terms of the fulfilment of approved curricula and schedules of the participants' dissertations;
 - f. assessing the fulfilment of the doctoral curriculum and the scientific research done by doctoral students;
 - g. preparing annual reports on the course of the Studies, controlling the student course records issued by IGF PAN and presenting the report to the Scientific Council and the Director;
 - h. crediting the successive years of doctoral studies for the doctoral students;
 - i. conducting seminars, at which doctoral students present the progress of their doctoral dissertations;
 - j. performing the function of a member/chair of the Doctoral Committee of IGF PAN mentioned in Point 18.
11. The head of the doctoral studies, upon consulting the academic tutor or the supervisor, may prolong the period of doctoral studies, while exempting the doctoral student from the obligation to participate in the classes, in the event where it is necessary to conduct long-term research, by no longer than the total of 2 years.
12. The period of doctoral studies shall be extended by the period of a maternity leave, an additional maternity leave, a leave on the conditions of a maternity leave, additional leave on the conditions of a maternity leave and a paternity leave or a parental leave, according to the principles set forth in separate provisions.
13. In exceptional cases, the period of doctoral studies may be extended, at the request of the doctoral student, by the total of not more than one year, particularly in the event of:
 - a) temporary incapacity to pursue the studies due to illness;
 - b) providing personal care to an ill family member;

- c) providing personal care to a child of less than four years old or a child with declared disability.
14. The academic tutor of the doctoral student supervises his/her scientific development, particularly by:
- a. establishing the subject of the dissertation with the doctoral student and preparing a detailed schedule for the fulfilment of this dissertation;
 - b. creating conditions for its development;
 - c. consulting methodological and experimental issues arising in the course of work on the dissertation;
 - d. cooperating with the Head of Studies and presenting the Head of Studies with an annual opinion on the progress of scientific research, self-education, as well as the teaching activities of the doctoral student.

Right and obligations of a doctoral student:

15. A person admitted to the doctoral studies assumes the rights of a doctoral student upon taking an oath.
16. Doctoral students can receive, for the duration of their studies, a doctoral scholarship in the amount not exceeding the rate of average basic salary received by individuals employed as assistants at IGF PAN; however, not lower than 60% of the minimum basic salary of an assistant set forth in the provisions on the remuneration of academic staff. Applications for scholarship are filed by the Doctoral students with the Head of Studies.
17. A scholarship is awarded by the Director of the Institute after consulting the Doctoral Committee of IGF PAN mentioned in Point 18.
18. The Director of the Institute appoints the doctoral committee of IGF PAN hereinafter referred to as the Scholarship Committee, whose task is to examine the scholarship applications. The Committee is composed of three members appointed from among the research staff of the Institute, holding at least a post-doctorate title, including the Head of Studies, as well as the representative of the doctoral students.
19. The scholarship is awarded for the period of 12 months and is paid at the beginning of each month.
20. In the case of prolongation of the period of doctoral studies the Director of the Institute can grant scholarship for the prolonged period.
21. Doctoral students are entitled to social insurance and statutory sickness insurance on the conditions set out in separate provisions.
22. Doctoral students have the right to holiday in the amount not exceeding eight weeks per year, which should be used during the period free from classes.
23. Doctoral students are obliged to diligently and reliably fulfil their obligations, in particular to:
- a. act in accordance with the oath, and the present rules and regulations;
 - b. fulfil the programme of the doctoral studies;

- c. participate in the classes encompassed by the Studies curriculum;
- d. get timely credits from classes and pass the exams;
- e. conduct scientific research provided for in the doctoral schedule as well as to submit reports on the course of the research;
- f. increase knowledge through reading both the national and the foreign literature on the subject;
- g. timely pass the doctoral exams,
- h. submit the doctoral dissertation within the agreed deadline;
- i. prepare the final version of the dissertation and complete it within the agreed time limit.
- j. ethical conduct

24. Detailed curriculum of the Doctoral Studies is approved by the Scientific Council of IGF PAN.

25. A doctoral student is obliged to take part in an internship of not fewer than 85 hours during the entire period of studies, upon establishing its form with the academic tutor and the Head of Studies.

26. Internship may be fulfilled, in particular, in the form of:

- a. Short- or long-term apprenticeship in the Research Stations of the Institute of Geophysics PAN;
- b. Short- or long-term stays abroad;
- c. Field works within a framework of experiments conducted at IGF PAN;
- d. Internal apprenticeship at the IGF.

27. In justified cases, a consent may be issued by the Head of Studies for the internship to be organised in a form other than the ones mentioned in Point 26.

28. Doctoral students may be sent abroad for short- and long-term scientific, teaching, training and other trips, if such trips are required for the fulfilment of the doctoral dissertation. This trip must arise out of or be compliant with the curriculum and the schedule of the doctoral dissertation, and may not cause a delay in the fulfilment of the curriculum and the schedule of the doctoral dissertation.

29. A doctoral student is obliged to pass an exam in English which is organised by the Institute of Geophysics of the Polish Academy of Sciences (PAN).

30. Prior to the commencement of an experimental work within the framework of the Doctoral Studies, doctoral students receive training related to health and safety issues. While conducting experimental research, doctoral students are obliged to observe the health and safety rules covered by the Work Regulations in force at IGF PAN. In case there are doubts as to the safety of work at a given workplace, doctoral students should address their academic tutors and/or the health and safety team member of the IGF PAN for assistance and additional instructions. Without the consent of the academic tutor, work outside the normal working hours or on holidays is forbidden.

31. The fulfilment of the studies schedule is documented by the doctoral student by means of records in his/her student record book (signatures of the course tutors and examiners as well as the annual crediting by the Head of Studies) as well as on examination forms submitted to the Institute's Scientific Secretariat.

32. Upon completion of each academic year, by September 15 the students are obliged to provide the Head of Studies with a report on the fulfilment of the dissertation and the course of the studies, along with the opinion of the academic tutor on the progress of the research. Timely submission of the report is a necessary condition for admitting the doctoral student to a successive year of study.
33. The annual report and the opinion of the academic tutor, mentioned in Point 32, as well as the examination forms are the basis for the Head of Studies to assess the course of the studies and the research conducted by the doctoral Student and for the decision on admission to the subsequent year of studies and granting the scholarship for the given year.
34. At the request of a person who has not completed the doctoral studies, the Head of Studies shall issue a certificate on the course of such studies, including
 - a. lectures for which a credit has been earned, along with the number of hours;
 - b. teaching classes conducted, along with the number of hours;
 - c. the internship completed, along with the number of hours;
 - d. the number of hours of language classes passes and/or exam in the English language;
 - e. the seminars presented under the Doctoral Seminar;
 - f. the course of research conducted during the period of studies passed.
35. A necessary condition for application to the Scientific Council of IGF PAN for conduction of the doctoral degree is the authorship of a scientific publication (published or in press) in the form of a book or at least one scientific publication in a refereed scientific journal from the list of scientific journals announced by the Ministry of Science and Higher Education or in refereed scientific conference proceedings.
36. In the case of a beneficiary of the „Diamond Grant”, who does not meet the condition specified in Point 35, a necessary condition for application to the Scientific Council of IGF PAN for conduction of the doctoral degree is the attachment to the application of an opinion of the scientific supervisor (possessing the Professor title or the degree of Doctor with habilitation or equivalent degree) confirming the high quality of research performed by the applicant and its high degree of advancement.
37. A doctoral student who does not fulfil his/her obligations included in the oath, in the present Rules and Regulations, and in the Curriculum of the Doctoral Studies, as well as the obligations related to the performance of research and submission of relevant reports, may be removed from the list of participants of the Doctoral Studies. The decision to strike a student from the register shall be taken by the Head of Studies, after consultation with the Academic Tutor. This decision may be contested at the Director of the Institute of Geophysics of the Polish Academy of Sciences (PAN). The Director’s decision is final.
38. In the event of removal of a doctoral student from the list of participants of the doctoral studies the doctoral scholarship ceases to be paid out on the first day of the month following the month in which the decision on the removal became final.

Final provisions:

39. Documentation for each doctoral student is maintained by the Scientific Secretariat of IGF PAN.
40. These Rules and Regulations have been established by the Scientific Council IGF PAN, at the

meeting on April 9, 2014.

I have taken due note of and agree to observe the foregoing

.....
Doctoral student's signature