

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

In: GEOPHYSICS

General Principles:

The doctoral studies, hereinafter referred to as "Studies" are based on:

- a. The Act of 27 July 2005, Law on Higher Education (Dz. U. – *Journal of Laws*, 2012, item 572, as amended);
- b. The Ordinance of the Minister of Science and Higher Education dated 1 September 2011 on education in doctoral studies in higher education and research institutions (Dz. U. – *Journal of Laws*, 2011, No. 196, item 1169, as amended);
- c. The Ordinance of the Minister of Science and Higher Education dated 13 April 2016 on doctoral studies and doctoral scholarships (Dz. U. – *Journal of Laws*, 2016, item 558);
- d. The Act of 14 March 2003 on Academic Degrees and Title as well as on the Degrees and Title in the Arts (Dz. U. – *Journal of Laws*, No.65, item 596, as amended);
- e. The Ordinance of the Minister of Science and Higher Education dated 30 October 2015 on the detailed procedure and conditions for conducting doctoral and postdoctoral degrees, and proceedings for granting the title of professor (Dz. U. – *Journal of Laws*, 2015, item 1842);
- f. The Ordinance of the Minister of Science and Higher Education dated 26 August 2014 concerning medical examinations of candidates for secondary level and upper-secondary schools or higher education institutions, the pupils of these schools, auditing students of professional training courses, and students of doctoral studies (Dz. U. – *Journal of Laws*, 2014, item 1144);
- g. Statute 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:

1. The purpose of the Studies is to educate highly qualified scientific staff.
2. The doctoral studies at the Institute of Geophysics PAN are individual full-time programmes to be held under the guidance of a tutor, who is an independent research scientist.
3. The Studies commence on 1 October (winter semester) and March 1 (summer semester) and last four years.
4. In justified cases, the Studies' Supervisor may grant consent to prolong the Studies, whereas, the decision on the potential extension of the scholarship shall be made by the Director of IGF PAN.
5. The winter semester runs from 1 October of each year until 14 February of the following year, and the summer semester from 1 March through 30 June each year.
6. The specialties studied at the Institute include: atmospheric physics, geomagnetism, seismology, lithospheric seismicity, hydrology, polar research and theoretical geophysics.
7. Factual supervision over the studies is exercised by the Scientific Board of the Institute of Geophysics.
8. Studies are managed by the Studies' Supervisor appointed by the Director of the Institute in consultation with the Scientific Board of the Institute of Geophysics and the doctoral students' self-government.
9. The duties of the Studies' Supervisor include the following:
 - a. supervision of the Studies enrolment process;
 - b. factual and organisational supervision of the preparation of the curriculum as well as the rules and regulations, and supervision over the course of the Studies;
 - c. requesting an appointment of an academic tutor for the participant of the Studies, hereinafter referred to as "doctoral student";
 - d. organisation of the fulfilment of the doctoral studies curriculum;
 - e. cooperating with the academic tutors in the implementation of the approved curricula and schedules of the participants' dissertations;
 - f. assessing the fulfilment of the doctoral curriculum and the scientific research conducted by doctoral students;
 - g. preparing annual reports on the course of the Studies, maintaining 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 IGF PAN Doctoral Committee referred to in point 18.
10. The Studies' Supervisor, upon consulting with the academic tutor or supervisor, may extend the period of doctoral studies, while exempting the doctoral student from the obligation to participate in

classes, in the event where it is necessary to conduct long-term research, for a maximum total of two years.

11. The period of doctoral studies shall be extended by the period of a maternity leave, additional maternity leave, a leave on the conditions of a maternity leave, additional leave on the conditions of a maternity leave, paternity leave or parental leave, according to the principles set forth in separate provisions.
12. In exceptional cases, the period of doctoral studies may be extended, at the request of the doctoral student, by a total of no 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 aged four or under, or a child with declared disability.
13. The academic tutor of the doctoral student supervises his/her scientific development, particularly by:
 - a. establishing with the doctoral student the curriculum for subsequent years of studies
 - b. establishing the subject of the dissertation with the doctoral student and preparing a detailed schedule for the fulfilment of this dissertation;
 - c. creating conditions for its implementation;
 - d. consulting on the methodological and experimental issues arising in the course of dissertation work;
 - d. cooperating with the Studies' Supervisor and submitting to him by 15 September of each year an annual assessment on the progress of scientific research, self-education, as well as the teaching activities of the doctoral student, containing an unambiguous conclusion on meeting the requirements for promotion to the next academic year.

The academic tutor is responsible to ensure the doctoral student is familiar with the Code of Ethics for Researchers of the Committee for Ethics in Science.

Doctoral Student Rights and Obligations:

1. A person admitted to the doctoral studies assumes the rights of a doctoral student upon taking an oath.
2. Doctoral students can receive, for the duration of their studies, a doctoral scholarship in the amount not exceeding the rate of the average basic salary received by individuals employed as assistants at IGF PAN; but, not lower than 60% of the minimum basic salary of an assistant set forth in the provisions on the remuneration for academic staff. Applications for scholarships are filed by the doctoral students with the Studies' Supervisor.
3. A scholarship is awarded by the Director of the Institute after consulting the Doctoral Committee of IGF PAN mentioned in point 18.
4. 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 Studies' Supervisor, as well as the representative of the doctoral students.
5. The scholarship is awarded for a period of 12 months and is paid at the beginning of each month.
6. In the case of extending the period of doctoral studies, the Director of the Institute can grant a scholarship for the extended period.
7. Doctoral students are entitled to receive social insurance and statutory sickness insurance on the conditions set out in separate provisions.
8. Doctoral students have the right to a holiday break not exceeding eight weeks per year, which should be used during the period free from classes.
9. 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 included in the Studies curriculum;
 - d. receive timely credits from classes and pass exams;
 - e. conduct scientific research provided for in the doctoral curriculum as well as submit reports on the course of the research;
 - f. expand their knowledge through reading both national and 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 deadline.
 - j. ethical conduct

10. The detailed doctoral studies curriculum is approved by the IGF PAN Scientific Board
11. Doctoral students are obliged to undertake an internship of not fewer than 120 hours during the period of studies, upon establishing its form with the academic tutor and the Studies' Supervisor.
12. Internships may be fulfilled in the following form:
 - 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.
13. In justified cases, consent may be issued by the Studies' Supervisor for the internship to be organised in a form other than the ones mentioned in point 26.
14. 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.
15. A doctoral student is obliged to pass an exam in the English language, which is organised by the Institute of Geophysics of the Polish Academy of Sciences (PAN).
16. Prior to undertaking experimental work within the framework of the Doctoral Studies, doctoral students receive training on 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 of doubts as to the safety of work at a given workplace, doctoral students should contact 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.
17. The fulfilment of the Studies curriculum 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 Studies' Supervisor), as well as on examination forms submitted to the Institute's Scientific Secretariat.
18. Upon completion of each academic year, by 15 September doctoral students are obliged to submit to the Studies' Supervisor a report on the fulfilment of the dissertation and the course of the studies, along with the assessment 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.
19. The annual report and the assessment of the academic tutor, mentioned in point 32, as well as the examination forms are the basis for the Studies' Supervisor 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.

20. At the request of a person who has not completed the doctoral studies, the Studies' Supervisor shall issue a certificate on the course of such studies, including:
- a. lectures for which credit has been earned, along with the number of hours;
 - b. teaching classes conducted, along with the number of hours;
 - c. completed internship, along with the number of hours;
 - d. number of hours of language classes passes and/or exam in the English language;
 - e. seminars presented in the framework of the Doctoral Seminar;
 - f. the course of research conducted during the period of studies.
21. A necessary condition for application to the IGF PAN Scientific Board 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 peer-reviewed scientific journal from the list of scientific journals announced by the Minister of Science and Higher Education in accordance with the regulations issued pursuant to Art. 44 paragraph 2 of the Act of 30 April 2010 on the Principles of Financing Science, or in peer-reviewed scientific conference proceedings.
22. 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 IGF PAN Scientific Board for conduction of the doctoral degree is the attachment to the application of an opinion of the scientific supervisor (possessing the title of Professor or Habilitated Doctor, or equivalent degree) confirming the high quality of research performed by the applicant and its high degree of advancement.
23. 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 conducting research and submission of relevant reports, may be removed from the list of participants of the Doctoral Studies. The decision to remove a student from the register shall be made by the Studies' Supervisor, after consultation with the academic tutor. This decision may be contested with the Director of the Institute of Geophysics of the Polish Academy of Sciences (PAN). The Director's decision is final.
24. 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:

1. Documentation for each doctoral student is maintained by the IGF PAN Scientific Secretariat.
2. These Rules and Regulations have been established by the IGF PAN Scientific Board at its meeting on 27 September, 2016.