

Annex to Resolution No. 9/2019
of the Senate of the Eugeniusz Geppert Academy
of Art and Design in Wrocław of 29 March 2019

RULES AND REGULATIONS OF THE PHD STUDY PROGRAMME

**in the Eugeniusz Geppert Academy
of Art and Design in Wrocław**

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The doctoral studies conducted by the Eugeniusz Geppert Academy of Art and Design in Wrocław enable a PhD student to acquire advanced knowledge and skills in the field of art in the discipline of fine arts and art conservation. Their aim is to prepare for conducting artistic and research activities as well as teaching at a professional level.

I. GENERAL PROVISIONS

§ 1

1. The rules and regulations of the PhD Study Programme, hereinafter referred to as the „Regulations”, specify the mode of establishing and organisation of the PhD Study Programme course in the Eugeniusz Geppert Academy of Art and Design in Wrocław, hereinafter referred to as “ASP”.
2. Doctoral studies are conducted pursuant to the *Law on Higher Education* of 27 July 2005 (Journal of Laws of 2017, item 2183), hereinafter referred to as the „Law” – in connection with Article 279 § 1 of the *Act introducing the Law on Higher Education and Science* of 30 August 2018 (Journal of Laws of 2018, item 1669) and these Regulations.
3. Where, in these Regulations, reference is made to:
 - a) a doctoral student – it is interpreted as a participant of the doctoral studies;
 - b) doctoral studies – it is interpreted as third-cycle studies within the meaning of the law;
 - c) organisational unit – it is interpreted to mean the faculties of the ASP in collaboration with which PhD study programmes are conducted,
 - d) ECTS points – it is interpreted as the points defined in the European Credit Transfer and Accumulation System as a measure of the average amount of workload accomplished by a student to achieve educational outcomes.

§ 2

1. Doctoral studies may be provided as full-time or part-time studies.
2. Doctoral studies may be conducted in Polish or English as the language of instruction.
3. Doctoral studies provided in a full-time mode are tuition free:
 - a) in Polish as the language of instruction,
 - b) for the persons authorized and foreigners within the meaning of art. 43 sec. 2 of the Law,
 - c) except for the administrative fees defined in relevant regulations of the Ministry of Science and National Education specified in the agreement.
4. Tuition may be charged for full-time studies conducted in English as the language of instruction.
5. Tuition is charged for part-time doctoral studies.
6. Detailed rules pertaining to charging and the amount of tuition for the services connected with pursuing doctoral studies under sec. 3 a), 3 d) and 4 and sec. 5 (including the mode and conditions of their payment and being exempted from them) are approved by the Senate of ASP.

II. ESTABLISHING AND DISCONTINUING PhD STUDY PROGRAMMES

§ 3

1. Doctoral studies are established by the Rector of ASP upon the request of relevant organisational units of ASP, having powers to confer the academic degree of doktor habilitowany (habilitated doctor) or at least two authorisations to confer the academic degree of a doktor [PhD].
2. Doctoral studies can be conducted by a relevant organisational unit or units. The organisational unit or units, based on the agreement concluded between them, submit to the Rector a request for establishing a doctoral study programme, which includes:
 - a) specification of the area of knowledge and the field and discipline of art,
 - b) specifying the form of doctoral studies,
 - c) specifying duration time of doctoral studies, which may be not shorter than 2 years and not longer than 4 years,
 - d) study curriculum project including: educational outcomes and the conditions of achieving them, minimum class hours with the number of ECTS points assigned to them, schedule of realisation of the particular tasks required for the completion of doctoral studies,
 - e) offered admission terms and conditions for doctoral studies,
 - f) proposed amount of the tuition fee if establishing paid studies is planned,
 - g) a listing of the Academy's organisational units and organisational units conducting studies in the same artistic discipline.
3. In the case of the studies conducted by a few units, the Rector of ASP appoints the Council for Interfaculty PhD Study Programme for the purpose of coordination activities related to the activities connected with their interdisciplinary character. The Council for Interdisciplinary PhD Study Programme should consist of at least one representative from each organisational unit authorised to conduct doctoral studies and the Head of the PhD Study Programme.
4. In the cases of establishing a few forms of interdisciplinary education within the third-cycle studies, Rector may separate a new organisational unit with a council coordinating activities connected with these forms.

§ 4

1. Content-related supervision over doctoral studies is carried out by the councils of the units referred to in § 3 sec. 1.
2. The tasks of the organisational units of ASP are as follows:
 - a) giving opinion on the candidate for the position of the Head of the PhD Study Programme,
 - b) approving the doctoral student's artistic advisor within 3 months from commencing education by a doctoral student,
 - c) approving the doctoral student's individual study programme within 4 months from commencing education by a doctoral student,
 - d) advisory opinion in the case of initiating the procedure of expelling the doctoral student.

§ 5

1. Doctoral studies are discontinued by the Rector of ASP at a written request for discontinuance of doctoral studies submitted by organisational units referred to in § 3 sec. 1.

2. The following documents should be attached to the request for discontinuance of doctoral studies:
 - a) an excerpt from the minutes of the organisational unit's council including the resolution on discontinuance of doctoral studies with justification,
 - b) written opinions pertaining to discontinuance of doctoral studies expressed by the organisational unit conducting the studies.

III. ADMISSIONS TO PhD STUDY PROGRAMMES AND TRANSFERS FROM OTHER INSTITUTIONS OF HIGHER EDUCATION

§ 6

1. Terms and conditions of admission and admission limits for the PhD Study Programme are determined by the Senate of ASP after having consulted the faculty council or the curriculum council of the organisational unit conducting the studies.
2. The resolution on the admission conditions and procedures and admission limits are published on the website of ASP and displayed on the notice board in the seat of ASP not later than by 30 April of the calendar year in which the academic year begins, to which the resolution refers.
3. The decisions of the admission board on admission or refusal to admit to the PhD Study Programme are delivered in writing. In the case when a decision is sent by post, it is sent to the address provided in the application, with requested return receipt.
4. In the case when a candidate lives abroad or usually stays abroad and has not appointed an authorized person in Poland, he/she should appoint a person in Poland who would be authorized to receive the correspondence. If such an authorized person has not been appointed, all letters, including administrative decisions addressed to the candidate will remain on file and will be deemed as effectively delivered. A candidate is informed on the way of letter delivery in person or such information is passed to him/her by e-mail at the first delivery.
5. A candidate for the PhD Study Programme may appeal against the decision of the admission board to the Rector of ASP within fourteen days from the decision delivery.
6. The grounds for appeal may only be the indication of the breach of the terms and conditions of the admission procedure for the PhD Study Programme referred to in sec. 1.
7. The Rector's decision is final. A complaint against the decision can be lodged with a relevant administrative court via the Rector of ASP within 30 days from its delivery date.
8. The results of the admission procedure are made public.

§ 7

1. In special and justified cases, upon the request of the Head of the PhD Study Programme, submitted following the consent of the organisational unit's Council in which a doctoral student will be pursuing his/her doctoral studies, The Rector may take a decision on giving consent to the doctoral student's transfer from another institution of higher education without the admission procedure.
2. Admission for the PhD Study Programme within the transfer from doctoral studies conducted by another faculty of ASP or from another institution of higher education may take place only within the

same or related scientific discipline.

3. Admission for the PhD Study Programme within the transfer is possible only if a doctoral student has completed at least the first year of doctoral studies and has met all the requirements resulting from the regulations of the institution of higher education and the faculty he/she is leaving and obtained a positive opinion of his current artistic supervisor / advisor and the head of the doctoral studies carried out so far.
4. The application referred to in sec. 1 should include:
 - a) specification of programme differences
 - b) possible suggestions related to the number of ECTS points that might be taken into account while accepting current achievement of a doctoral student,
 - c) conditions for completion of a given year if a transfer is to take place during the academic year.

§ 8

1. A person admitted to the doctoral studies acquires doctoral student rights at the time of taking the pledge with the text as prescribed by the statute of ASP.
2. After taking the pledge, a doctoral student receives a student's record book and an electronic student card. The fee amount for the student card is specified in the agreement referred to in sec. 4.
3. A student's record book is owned by a doctoral student and it confirms the course of his/her doctoral studies.
4. After issuing a decision on admission, but not later than within 7 days from commencing the studies, a person admitted to the doctoral studies concludes an agreement with the Academy on the terms and conditions of collecting tuition for educational services and fees for other services connected with pursuing doctoral studies in ASP in Wrocław.
5. Non-signing of the agreement within the time limit referred to in sec. 4 constitutes the basis for the removal of doctoral studies participants from the doctoral student register.

IV. HEAD OF PhD STUDY PROGRAMME

§ 9

1. The Head of the PhD Study Programme may be an academic teacher employed in an organisational unit of the Academy, holding an academic degree of at least habilitated doctor or habilitated doctor in arts or holding authorizations equivalent to the authorizations of the habilitated doctor acquired pursuant to relevant regulations, employed on a full-time basis.
2. The Rector of ASP appoints the Head of the PhD Study Programme from among the candidates put forward by the Council or the Councils of the organisational units after consulting the opinion of the doctoral student self-government.
3. The competent body of the doctoral student self-government expresses their opinion within 14 days from receiving a request to issue it. The requirement of obtaining the opinion is considered to be met upon ineffective expiration of an indicated term.

4. In the case of a negative opinion on the candidate for the Head of the PhD Study Programme expressed by the doctoral student self-government or the Council/s of the organisational unit/s, the procedure specified in points 2 and 3 is carried out again.
5. In the case the requirement of obtaining positive opinions of the competent organs of the doctoral student self-government and the Councils of the organisational units is not met in relations to two consecutive candidates indicated, the Rector of the Academy appoints to the Head of the PhD Study Programme an academic teacher or a scientific worker who meets the requirements referred to in sec. 1.
6. The Rector may dismiss the Head of the PhD Study Programme on his/her own initiative or based on a written request of the head of an organizational unit or a written resignation of the Head from holding this function, after consulting the doctoral student self-government and the Councils of the organisational units of ASP.

§ 10

1. The duties and authorisations of the Head of the PhD Study Programme are as follows:
 - a) organising and supervising the implementation of the doctoral study programme,
 - b) taking decisions pertaining to changing the deadline for submission of the documents referred to in § 17 sec. 6,
 - c) taking decisions on completion of consecutive semesters and years of study, d) taking decisions pertaining to:
 - extending the duration period of doctoral studies, removing from the doctoral student register,
 - giving consent to a doctoral student's going away during the doctoral study programme realization,
 - other decisions related to the course of the doctoral studies,
 - f) assessing requests for transfer for doctoral studies,
 - g) granting, at a written request of a doctoral student, a maternity leave, additional maternity leave, leave on the same terms and conditions as maternity leaves, additional maternity leave, the leave on the same terms and conditions as maternity leave, as well as paternity and parental leaves, as provided for in separate regulations.
 - h) granting, at a written request of a doctoral student, a leave due to illness,
 - i) submitting a report to the Rector containing the assessment of the PhD Study Programme functioning after the completion of each academic year.

V. CONTENT-RELATED SUPERVISION

§ 11

1. Until a supervisor is appointed, the doctoral student shall be supervised by an artistic advisor approved by the relevant organisational unit council.
2. The artistic advisor may be a person who is an employee of ASP in Wrocław, holding the title of a professor, a degree of a habilitated doctor in arts or second degree qualifications in the field of a given or related artistic discipline and having significant artistic achievements published within the recent 5 years.
3. The appointment of the artistic advisor takes place within 3 months from commencement of studies by a doctoral student, as a result of a secret ballot by the council of the organisational unit of which the candidate for artistic advisor is a member, at the request of its head.

4. A doctoral student of the Head of the PhD Study Programme may apply in writing to the head of a relevant organisational unit for the change of a advisor, but the reason for the change of the artistic advisor may be solely due to chance events. Such a request requires justification. The appointment of a new artistic advisor takes place in compliance with the rules specified in sec. 3.
5. The decision to change the artistic advisor may be taken, in justified random cases, by the head of doctoral studies after consultation with the head of the appropriate organisational unit of the Academy. The request shall be justified and the new advisor shall be appointed by the appropriate body of the Academy.
6. In the case of an extended absence of a scientific advisor, a relevant Faculty Council, at the request of its Head, may indicate another person meeting the requirements referred to in sec. 2 to act temporarily as a scientific advisor. The Head of the PhD Study Programme is informed on the substitute advisor. Upon the cessation of the reasons for which the substitute advisor was appointed, the scientific advisor informs the Head of the Faculty Council of a given unit and the Head of the PhD Study Programme on his/her readiness to retake the function of the artistic advisor.
7. The duties of the artistic advisor/supervisor are as follows:
 - a) supporting a doctoral student in his/her independent artistic and research or design and research work since the commencement of his/her doctoral studies,
 - b) providing a doctoral student with necessary content-related and methodological assistance,
 - c) approving an individual PhD Study Programme referred to in § 15 sec. 12,
 - d) assessing, in each semester, the progress of work of the supervised students based on the projects and tasks completed by a doctoral student, documented with certificates,
 - e) Informing the Head of the PhD Study Programme on the progress of work of the supervised student, and in the case of gross negligence of his/her duties to apply in writing to the Head to remove a given student from the doctoral student register,
 - f) approving a supplementary studio selected by a doctoral student,
 - g) supervising the realisation of teaching practice,
 - h) expressing opinion on the doctoral student's applications pertaining to the course of studies and realization of other duties during the doctoral studies.
8. A doctoral dissertation may be prepared under the supervision of a supervisor or a supervisor and an auxiliary supervisor.
9. An auxiliary supervisor, who has an auxiliary function in a supervision over a doctoral student, especially in the process of research planning, their realization and result analysis, may be a person with a PhD degree in a given or related scientific or artistic discipline who is not authorized to hold the function of a supervisor in a doctoral procedure.
10. The doctoral dissertation should demonstrate the candidate's general theoretical knowledge in a scientific or artistic discipline and the ability to conduct scientific or artistic work independently, and should be:
 - a) an original artistic or design achievement, or
 - b) an original solution to a scientific problem, or
 - c) an original solution to an application of his/her research findings in the economic or social sphere.

VI. ORGANISATION OF THE PhD STUDY PROGRAMME, PRINCIPLES OF EDUCATION AND GRANTING LEAVES

§ 12

1. The PhD Study Programmes are conducted in the field of fine arts in the artistic disciplines corresponding to the Academy's authorization to confer degrees.
2. An academic year begins on 1st October and ends on 30th September of the next calendar year and is divided into two semesters.
3. Doctoral studies follow a uniform calendar with the calendar of the academic year approved by the Senate of ASP for all kinds of studies. This does not apply to individual scientific, artistic or design work.
4. A participant of doctoral studies is obliged to complete a safety and health training after commencing the studies.

§ 13

1. The Head of the PhD Study Programme, at a doctoral student's request, may extend the duration period of doctoral studies by the duration time of a maternity leave, leave on the same terms and conditions as maternity leaves, additional maternity leave, the leave on the same terms and conditions as maternity leave, as well as paternity and parental leaves, as provided for in the Labour Code provisions, at the same time releasing the student from the obligation to attend classes.
2. The Head of the PhD Study Programme may extend the duration period of doctoral studies of a given student, at the same time releasing the student from the obligation to attend classes in the following cases:
 - a) temporary inability to continue studies due to illness,
 - b) providing personal care for an ill family member,
 - c) providing personal care for a child up to four years old or a child with officially confirmed disability,
 - d) possessing a certificate of the level of disabilitytotally not longer than by a year.
3. A student may be granted a health leave of absence for the period of illness, treatment or rehabilitation excluding or seriously impeding the continuation of the studies.
4. The consent to extend the duration period of studies and at the same time to be released from the obligation to attend classes may be given to a doctoral student who has completed the first year of studies. In justified cases, the Head of the PhD Study Programme may decide differently on the time and duration of the break from studies.
5. The extension of the duration period of studies is confirmed with an entry in the student's record book.
6. In the case of the extension of the duration period of studies, the Head of the PhD Study Programme determines the conditions of continuing education after the break from studies, in particular, he sets the deadlines for the study plan realization, making up for curriculum differences if such differences occurred, and other requirements provided for in the Regulations. The Head of the PhD Study Programme informs the doctoral student in writing on the conditions of continuing the studies.

7. The Head of the PhD Study Programme, at a doctoral student's request, after consulting an artistic advisor or supervisor, may extend the duration period of studies and at the same time release a student from the obligation to attend classes in the case of the need to carry out long-term artistic and scientific research realized within these studies, for the time of their duration, no longer than for the total of 2 years.
8. A doctoral student extending his/her duration period of studies due to the need to carry out long-term artistic and scientific research realized within the studies:
 - a) is obliged to obtain a positive research progress assessment by the artistic advisor/supervisor and a pass entry in the student's record book and a grade sheet for each consecutive semester.
 - b) is released from teaching practice if in previous years he/she taught a required number of hours.
9. In some particular cases caused by a short-time illness or other fortuitous event, the Head of the PhD Study Programme may, at a doctoral student's request, release him/her from the obligation to attend classes and practice or excuse his/her absence. A doctoral student should submit a relevant request with providing the reasons for the absence without delay.
10. The deadlines for carrying out the obligations by such a doctoral student become extended proportionally by the time equivalent to the extension period of doctoral studies.
11. A doctoral student taking advantage of the study period extension maintains the status of a doctoral student and the right to health insurance.

§ 14

1. The request for the extension of doctoral studies should include:
 - a) doctoral student's particulars: first name, surname, student's record book number, PESEL number, and if a student does not have one – the number of a document confirming his/her identity and indication of the year of doctoral studies;
 - b) justification.
2. The following documents should be attached to the request:
 - a) a written opinion of the artistic advisor/supervisor,
 - b) a document providing grounds for the extension of doctoral studies – in the cases referred to in § 13, sec. 2 and 3.

VII. STUDY CURRICULUM, PLAN AND DOCTORAL STUDENT'S ANNUAL REPORT

§ 15

1. The curriculum for doctoral programmes shall be adopted in accordance with separate legislation, after consultation with the doctoral student self-government. The programme shall be structured in such a way as to enable the procedure for the conferment of the doctoral degree to be initiated after the completion of the fourth semester of study.
2. Classes for doctoral students may be conducted by academic teachers and scientific workers of the scientific unit who possess current scientific accomplishments published within the past five years or artistic achievements within this period.

3. The study curriculum specifies:
 - a) description of the PhD Study Programme
 - b) study plan, which includes obligatory and facultative classes in general courses common for all doctoral students and realized separately by doctoral students depending on their artistic discipline practiced,
 - c) number of semesters and ECTS points required to obtain qualifications corresponding to doctoral studies,
 - d) compulsory number of classes which a participant of doctoral studies should co-conduct or conduct independently,
 - e) the rules of verification and assessment of the study progress and artistic or design and research work of a doctoral student,
 - f) educational outcomes and the ways of verification of the assumed educational outcomes achieved by a doctoral student,
 - g) conditions and the deadline for submitting the documentation required for the initiation of proceedings for the conferment of the PhD degree.
4. ECTS points assigned to a given course are awarded after a doctoral student has achieved all assumed educational outcomes specified in separate regulations.
5. The total number of compulsory and facultative classes as well as professional practice within the doctoral studies curriculum makes it possible for a doctoral student to obtain not fewer than 30 and not more than 45 ECTS points.
6. Carrying out the curriculum leads to achieving educational outcomes in the scope of:
 - a) the knowledge at an advanced level corresponding to the area of pursued activity,
 - b) the skills connected with the methodology and methods of carrying out this activity,
 - c) social competences related to the pursued artistic or design activity, and the social role of an artist and academic teacher.
7. The study curriculum consists of compulsory and facultative classes. The compulsory classes include, apart from the artistic studio, a block of theoretical courses. The aim of these courses is to extend a general level of knowledge, help doctoral students in their preparations for doctoral examinations and doctoral dissertation. Doctoral students select facultative classes from the curriculum offer of the organisational units.
8. The examinations and completions of courses in the courses included in the doctoral studies plans and curricula end with being given a grade, unless otherwise provided by the doctoral studies curriculum.
9. Examination and pass grades are assigned according to the following scale of grades binding in ASP:

a) celujący	5.5,
b) bardzo dobry	5.0
c) dobry plus	4.5,
d) dobry	4.0,
e) dostateczny plus	3.5,
f) dostateczny	3.0,
g) niedostateczny	2.0.
10. The following conversion rules of the Academy's scale of grades is applied for the needs of international exchange programmes:

a) celujący	5,5	(A – excellent)
b) bardzo dobry	5,0	(B – very good)

c) dobry plus	4,5	(C – good)
d) dobry	4,0	(D – satisfactory)
e) dostateczny plus	3,5	(E – sufficient)
f) dostateczny	3,0	(E – sufficient)
g) niedostateczny	2,0	(F – fail)

11. The course of doctoral studies is documented in the cards of periodical achievements of doctoral students and course records of grades kept by the Academy both in a paper and electronic form.
12. The PhD Study Programme is carried out in compliance with an individual study programme approved, during first semester of the studies. The individual study programme is developed by a doctoral student in consultation with his/her artistic advisor; it specifies the tasks to be completed in consecutive semesters and includes:
 - a) the topic and scope of the doctoral dissertation providing the research goal, methods and assumed results,
 - b) the schedule of the completion of the tasks connected with theoretical and artistic or research work broken down into semesters as well as other activities. Writing scientific publications, participation in scientific conferences, workshops or plein air workshops, trainings in domestic or foreign research centres, organisation and participation in exhibitions are recommended,
 - c) the signature of the doctoral student and his/her artistic advisor.
13. An individual study programme may be modified during its duration time. Changes should be approved by an artistic advisor and accepted by a relevant Academy's body.
14. A doctoral student carries out an individual study programme being supervised by an artistic advisor in a selected specialised studio and in a supplementary studio.
15. A supplementary studio is selected by a doctoral student by his/her artistic advisor's consent. The supplementary studio is to support a doctoral student in solving complex and unconventional artistic and design problems, in particular of an interdisciplinary or multi-workshop character.

§ 16

1. The participants of doctoral studies in our Academy are obliged to undergo a practical training in the form of conducting or assisting in conducting classes. A maximum teaching load for a doctoral student may not exceed 90 hours a year.
2. The form and place of the teaching practice within the study curriculum is established by the head of the faculty of which the doctoral student's artistic advisor is a member. The realisation of the teaching practice is supervised by a doctoral student's advisor/supervisor.
3. Disabled doctoral students may apply for the adjustment of the teaching practice organisation and realisation according to the type of their disability.
4. The doctoral students exempted from teaching practice are the students who:
 - a) are undergoing training and are in foreign centres,
 - b) obtained a consent of the head of the study programme for extension of their doctoral studies under § 11,
 - c) conduct classes at the Academy as academic teachers.

§ 17

1. The settlement of the realisation of the doctoral student's duties resulting from the study curriculum takes place on semester basis.
2. A doctoral student is not entitled to retaking a semester or a year.
3. Failure to complete a semester provides basis for removing a doctoral student from the doctoral student register.
4. A doctoral student is enrolled for the next semester of studies after obtaining a credit in all curriculum courses and a required number of ECTS points.
5. After the end-of-term session, doctoral students are obliged to submit their record book and a grade sheet with all entries required by the plan of studies for a given academic year.
6. In order to complete the consecutive years of doctoral studies it is necessary to submit the following documents to the Head of the PhD Study Programme by 15th September:
 - a) an annual report of a doctoral student on the course of the artistic or design and research work confirmed with an opinion of an artistic advisor/supervisor (Attachment no. 1).
 - b) an opinion of an artistic advisor/supervisor containing information on the course of the studies, realization of the study curriculum and declaration of an advisor/supervisor on the progress of preparations/realization of the doctoral dissertation by a doctoral student's supervisor (Attachment no. 2).
 - c) information on completed teaching practice confirmed by an artistic advisor/supervisor and the head of the studio in which the practice took place (Attachment no. 3).
 - d) a student's record book and a grade sheet with all entries required by the study plan and curriculum.
5. The deadline referred to in sec. 6 may be extended by the consent of the Head of the PhD Study Programme, especially in justified cases, at a doctoral student's request filed by 15th September of a given year, approved by an artistic advisor/supervisor.
6. Based on the documentation collected, the head of the PhD Study Programme takes a decision on completion of a given year by a doctoral student by 30th September.

VIII. DOCTORAL STUDENT'S RIGHTS AND OBLIGATIONS

§ 18

1. A doctoral student is obliged to:
 - a) act in accordance with the content of the pledge and the Regulations,
 - b) act in accordance with the regulations being in force in ASP,
 - c) protect the reputation of ASP,
 - d) act in accordance with the Code of Ethics of ASP's doctoral student,
 - e) meet the requirements specified in the framework curriculum and pursue the binding individual study curriculum,
 - f) carry out artistic and research, design and research, and scientific work and reporting on the progress to the Head of the PhD Study Programme in the set deadlines,
 - g) in the case of team artistic and research, and design and research projects, comply with the guidelines of the scientific workers appointed to supervise a given research team or specified

elements of the research process,

- h) complete professional practical trainings in the form of conducting classes or assisting in them and submit a report on their course to the Head of the PhD Study Programme in the set deadlines,
 - i) submit an application for the appointment of a supervisor as referred to in § 20, para. 2, no later than the end of the 6th semester;
 - j) inform the Head of the PhD Study Programme immediately on any changes in the course of the studies, e.g. giving up the studies or taking a break from them,
 - k) participate in the work of the organisational unit in which a doctoral student is preparing his/her doctoral dissertation,
 - i) pay the fees in compliance with the provisions of the contract on the conditions of paying tuition and fees for other services connected with pursuing doctoral studies in ASP in Wrocław,
 - m) notify immediately the secretarial office for doctoral studies on the change of the surname and address as well as on the change of other particulars required by the Academy,
 - n) return a student ID card after completing the doctoral studies or being removed from the doctoral student register,
 - o) observe the fire safety and workplace safety and hygiene regulations.
2. A doctoral student is entitled to:
- a) scientific guidance in his/her artistic and research, design and research, scientific and teaching work on the part of an artistic advisor/supervisor;
 - b) change his/her artistic advisor in compliance with the principles specified in these
 - c) develop – in agreement with an artistic advisor – and individual doctoral studies programme specifying a doctoral student's tasks to be realised in consecutive semesters,
 - d) extend the doctoral studies period in compliance with the principles specified in these Regulations,
 - e) submit the request to grant doctoral scholarship based on the principles specified in the Act and its implementing provisions, and the provisions pertaining to awarding a given scholarship in ASP,
 - f) select a supplementary studio after obtaining the opinion of an artistic advisor,
 - g) use the library collections, computer programmes, laboratories, research and teaching equipment and apparatus in the scope required for the realisation of the study programme, conducting research and preparation of the doctoral dissertation;
 - h) go, by the consent of an artistic advisor/supervisor and the Head of the doctoral studies, for foreign internships and scholarships related to the realisation of the doctoral dissertation. The period of staying abroad is included in the doctoral studies duration period,
 - i) undertake practical professional training and scientific internship programmes in the form agreed with an artistic advisor,
 - j) participate in national and international artistic exhibitions and conferences in the scope of the discipline he/she is pursuing the doctoral studies,
 - k) holiday leave amounting up to eight weeks per year, which should be used in the period free from classes,
 - l) national health insurance based on the provisions specified in separate regulations,
 - m) receive a doctoral student's identity card and a student's record book,
 - n) associate in doctoral students' self-government and doctoral students' organisations existing in ASP.
3. The rights and duties of a doctoral student expire on the day of completion of the last year of studies or removal from the doctoral student register.
4. A doctoral student, upon award of the academic degree of a doctor [doktor] has a duration of his/her doctoral studies, which may not exceed four years, included in the period of service that determines employees' entitlements.

5. The period of full-time doctoral studies, if they were discontinued due to being employed as an academic teacher or a scientific worker in scientific institutions is also included in the period of service referred to in sec. 4.

§ 19

1. Disabled doctoral students may request reasonable adjustments to the way of organisation and proper realisation of the educational process, including the conditions of pursuing studies depending on the type of their disability.
2. The doctoral students referred to in sec. 1 are disabled students who hold a current disability degree certificate issued by a competent institution.
3. The institutions authorised to issuing disability degree certificates are County Disability Evaluation Boards (or other competent bodies) and in relation to incapacity for work – certifying physicians of the Social Security Office.
4. The decisions pertaining to the issues referred to in sec. 1 are taken by the Head of the PhD Study Programme.
5. The adjustment of the educational process to special needs of disabled persons, depending on the type of disability, may consist in:
 - a) modification of the mode of participating in classes,
 - b) changing the deadlines and forms of obtaining credits and taking examinations,
 - c) making available and adjusting educational materials to the needs connected with a specific disability,
 - d) using technological solutions supporting the learning process,
 - e) architectural accessibility (e.g. buildings, classrooms)

IX. COMPLETION OF THE STUDIES, INITIATION OF PROCEEDINGS FOR CONFERMENT OF THE DOCTORAL DEGREE

§ 20

1. In order to complete the doctoral study programme, it is necessary to complete the study programme provided for in the curriculum, to document the results of the research work and to obtain all credits and passing the examinations provided for in the programme.
2. A doctoral student applying for the initiation of proceedings for the conferment of the doctoral degree shall submit to the head of the body authorised to confer the doctoral degree an application for the appointment of a supervisor or supervisors no later than by the end of the 6th semester of study.
3. The application referred to in paragraph 2 shall include:
 - a) a proposal of the subject and the concept of the doctoral dissertation
 - b) proposal of a supervisor or supervisors
 - c) a list of artistic and scientific achievements together with documentation of their public presentation and information on activity popularising science or art.
 - d) information on the course of the doctoral dissertation or proceedings for the conferment of the PhD degree, if the doctoral student has applied for the degree previously.

4. The application referred to in paragraph 2 shall be conditional on the possession of an artistic work of significant importance.
5. The procedure and conditions for conducting doctoral dissertations and proceedings for the conferment of the academic degree of doctor are governed by separate regulations.
6. In the case of a negative decision of the Faculty Council on the initiation of the doctoral dissertation procedure, the doctoral student may apply for an extension of the period of doctoral study, not more than once and not more than for one year.
7. Should a doctoral student fail to defend the doctoral dissertation within two years of completing the doctoral study programme, the council of the organisational unit may take a resolution to close the doctoral dissertation procedure at the request of the supervisor or head of the doctoral study programme.
8. The conditions and proceedings of doctoral examinations and of the public defence of doctoral dissertation shall be governed by separate regulations.

X. REMOVAL FROM THE DOCTORAL STUDENT REGISTER

§ 21

1. The Head of the PhD Study Programme may take a decision on the removal of a doctoral student from the doctoral student register in the case of:
 - a) failure to fulfill the obligations resulting from the content of the pledge and these Regulations;
 - b) failure to complete the doctoral studies curriculum and disobedience of the schedule for the PhD Study Programme, and in particular:
 - c) failure to obtain required credits or pass required examination within set deadlines;
 - d) failure to complete compulsory professional practical trainings;
 - e) failure to conduct the research work in compliance with the adopted individual study programme and the schedule; the opinion on this issue is presented to the head of the PhD Study Programme by a scientific advisor or supervisor, after consulting the council of the relevant organizational unit;
 - f) violation of the provisions of the written agreement on the conditions of charging fees and tuition for the services connected with pursuing doctoral studies concluded between ASP and a doctoral student;
 - g) not concluding an agreement on the conditions of charging fees and tuition for the services connected with pursuing doctoral studies by a doctoral student with ASP;
 - h) submission of a written declaration on resigning from doctoral studies;
 - i) final and valid disciplinary expulsion from ASP;
 - j) failure to undertake the studies, including coming back from the leave referred to in § 11, within 30 days from the date of the scheduled commencement of classes.
2. The decision on the removal from the doctoral student register contains justification.
3. The Head of the PhD Study Programme informs a doctoral student, his/her scientific advisor and the chairman (dean) of the relevant organisational unit on the intention to remove a doctoral student from the doctoral student register. The Head of the PhD Study Programme also informs the Rector on the intended issuance of the decision on the removal a doctoral student from the doctoral student register.
4. A doctoral student may appeal against the decision of the head of the PhD Study Programme to the

Rector of ASP within 14 days from its delivery.

5. The Rector's decision is final.
6. The decision sent by post (registered letter against confirmation of receipt) and not collected is deemed to have been served by default after 14 days from the date of issuing an advice note. The appeal deadline runs from the decision delivery date.
7. The persons removed from the doctoral student register and the persons who have completed the doctoral studies are obliged to return immediately their student ID cards and settle all financial liabilities in respect to the Academy.

§ 22

1. Readmission to the PhD Study Programme is not possible.

§ 23

1. At the request of the person who did not complete the studies, the Academy issues a certificate on the course of the doctoral studies.

XI. IMPLEMENTATION DOCTORATE

§ 24

1. Doctoral studies education may be pursued in cooperation with the Academy's social and economic environment, in particular with entrepreneurs and other entities employing the doctoral studies participants if the Academy receives a subvention granted by the minister of science within the 'Implementation Doctorate' programme.
2. The doctoral dissertation pursued within the 'Implementation Doctorate' programme may be prepared under the guidance of an artistic advisor and an auxiliary supervisor.
3. The mode of appointing an auxiliary supervisor and awarding doctoral scholarships within the 'Implementation Doctorate' programme are specified in separate regulations.
4. The participant of doctoral studies taking part in the programme is obliged to submit the doctoral dissertation not later than during the final year of his/her doctoral studies.

§ 25

1. The participants of the 'Implementation Doctorate' programme will undergo a basis cycle of training complying with the doctoral studies program pursued.
2. The possibility of adjusting the programme of the studies of each participant of the project to individual needs of the doctoral project in the mode of an individual study programme is provided for.
3. Each participant of the project will receive a doctoral scholarship. The decision of continuing the payment of the doctoral scholarship will be taken on yearly basis after the substantive evaluation

of the progress of work on the doctoral project in previous academic year and the verification of meeting formal requirements specified by relevant provisions and the plan and organisation of doctoral studies.

4. The progress of a doctoral student's work will be evaluated each semester by a specially appointed committee consisting of an artistic advisor, an auxiliary supervisor and at least 2 professors designated for this purpose by the Board of a given faculty.
5. During the first semester of the studies, apart from the realisation of the doctoral studies curriculum, a detailed plan of the research work will be developed in cooperation with the appointed committee referred to in sec. 4, and a trilateral agreement specifying the conditions of partition of property rights to the results of the doctoral project will be concluded.
6. During the first year, the principles of cooperation will be established, including the rules of sharing time between the Academy and a company by a doctoral student.

XII. DOCTORAL STUDENTS' SELF-GOVERNMENT AND ORGANISATIONS

§ 26

1. The participants of the PhD Study Programme in ASP constitute a self-government of doctoral students.
2. The self-government of doctoral students is obliged to develop and promote the Code of Ethics of a doctoral student and the rules and regulations of the self-government of doctoral students.
3. Doctoral students have the right to become associated in the Academy's organisations of doctoral students, especially in scientific societies and artistic groups existing in ASP.
4. The provisions of art. 208 of the Act apply to the self-government of doctoral students.

XIII. DISCIPLINARY RESPONSIBILITY OF DOCTORAL STUDENTS

§ 27

1. Any infringement of the regulations in force in ASP and acts demeaning the dignity of the doctoral student carry a disciplinary action before the disciplinary board or before the peer disciplinary board of the self-government of doctoral students.
2. The organization and detailed procedures to be followed before the peer disciplinary board of are specified in the rules and regulations of the self-government of doctoral students.
3. The provisions of art. 226 of the Act apply to disciplinary responsibility of doctoral students.