

**Ordinance No. 8**  
**of the Rector of the University of**  
**Białystok**  
**of 27 March 2019**  
**on the establishment of doctoral**  
**schools at the University of Białystok**

Pursuant to Article 23(2)(9) of the Act of 20 July 2018. -The Law on Higher Education and Science (JoL of 2018, item 1668, as amended), I order the following:

§ 1

1. The following doctoral schools are established at the University of Białystok:
  - 1) Doctoral School of Humanities,
  - 2) Doctoral School of Social Sciences,
  - 3) Doctoral School of Science and Life Sciences.
2. Doctoral schools as referred to in paragraph 1 shall train doctoral students in the humanities, in the social sciences and in the sciences and natural sciences respectively.

§2

1. The doctoral school is headed by the director of the doctoral school.
  2. The Director of the doctoral School shall be appointed by the Rector for the period of 4 years in agreement with the doctoral students' council.
  3. The Rector may dismiss the Head of School before the end of the term of office.
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- 3 The director of the doctoral school is responsible for the organisation and management of doctoral education in the doctoral school.
  2. The Head of School decides on all matters relating to the organisation of education at the doctoral school.
  3. The director of the school is responsible for the quality of education in the doctoral school and its evaluation.
  4. The school director's responsibilities include:
    - 1) preparing and presenting to the Senate a draft curriculum for the doctoral school, taking into account qualifications at level 8 of the Polish Qualifications Framework,
    - 2) defining the elements of the individual research plan ,taking into account the evaluation criteria of doctoral schools, the requirements for awarding the doctoral degree laid down in the Act and in the resolution of the Senate and the qualifications at level 8 of the Polish Qualifications Framework; the elements of the individual research plan are approved by the Rector,
    - 3) preparation of draft rules for recruitment to the doctoral school and the dates for its commencement and completion,
    - 4) to determine the detailed organisation of the academic year.
    - 5) making a detailed class schedule available to doctoral students,
    - 6) scheduling of examination sessions,

- 7) development of an annual report template and a mid-term report template,
  - 8) appointing the doctoral student supervisor (s), or a supervisor and an assistant supervisor, and deciding whether to change them,
  - 9) adoption of individual research plans and amendments to those plans,
  - 10) accepting reports on the progress of the educational programme, the individual research plan and the implementation of other scientific endeavours and achievements achieved,
  - 11) verification and determination of the conformity of individual research plans with the regulations of the doctoral school, the duties of the supervisor and the established elements of the research plan; in the event of negative verification, the director of the school shall set a deadline for supplementing or amending the individual research plan within a period of no longer than 12 months from the date on which the doctoral student commenced education,
  - 12) issuing administrative decisions on refusal of admission to the doctoral school and removal from the list of doctoral students, under the authority of the Rector,
  - 13) issuing administrative decisions on doctoral scholarships, under the authority of the Rector,
  - 14) assessing the implementation of the educational programme and the conduct of research by the doctoral student,
  - 15) requesting the Rector to appoint the composition of the mid-term evaluation committee and the mid-term evaluation appeal committee,
  - 16) setting a date for the mid-term evaluation,
  - 17) adoption of the interim report,
  - 18) making individual decisions concerning the doctoral student in terms of education at the doctoral school,
  - 19) receiving information from doctoral students on circumstances affecting the admissibility or progression of their studies and the eligibility for a doctoral scholarship and on changes to their data,
  - 20) supervising the preparation of educational records by administrative support staff,
  - 21) cooperation with deans.
  - 22) cooperation with the doctoral students' council.
5. The director of the doctoral school is required to implement the University's material and financial plan and is responsible for the financial management of the doctoral school.

#### §4

1. The doctoral school has a scientific council, which is a consultative and advisory body to the director of the school.
2. The term of office of the scientific council of the doctoral school is 4 years.
3. The scientific council of the doctoral school is appointed and dismissed by the rector.

#### §5

1. The scientific council of the doctoral school consists of:
  - 1) school director as chairman,
  - 2) academic staff employed as professors or university professors, representative of the scientific disciplines for which the school is conducted – one from each discipline, proposed by the head of the unit conducting scientific activity in that discipline.
2. The competences of the scientific council of the doctoral school include in particular:
  - 1) giving opinions on the draft regulations of the doctoral school,
  - 2) giving opinions on the draft rules for recruitment to a doctoral school,
  - 3) giving opinions on the draft educational program, delivered by the boards of bodies, which represent disciplines which are involved in the school,

- 4) giving opinions on the candidates for the committees conducting the mid-term evaluations.
  - 5) giving opinions on the candidates for the mid-term evaluation appeals committee,
  - 6) giving opinions on doctoral applications for the appointment of a supervisor (s), supervisors and assistant supervisors and proposals for their change,
  - 7) giving its opinion on the annual reports of doctoral students.
3. The director of the school may invite other persons to attend council's meetings if the director considers their attendance necessary.

§6

The term of office of the first Director and the Scientific Council of the Doctoral School shall commence on the date of appointment and end on 31 August 2020.

§7

This Ordinance shall enter into force on the date of signature.