

# Regulations of the International PhD Studies at the Institute of Physical Chemistry of the Polish Academy of Sciences

## 1. GENERAL PROVISIONS

### § 1.1

- 1.1.1. The Institute of Physical Chemistry of the Polish Academy of Sciences (the Institute) carries out the International PhD Studies (the PhD Studies) within its powers to confer postdoctoral degree in chemical sciences pursuant to the Ordinance of the Minister of Science and Higher Education on PhD studies carried out by scientific establishments (Journal of Laws of 2007 no. 1, item 2) and the Act on Scientific Degrees and Scientific Title and Degrees and Title in the scope of Arts of 14 March 2003 (Journal of Laws no. 65, item 595) as amended on 27 July 2005 (Journal of Laws no. 164, item 1365).

### § 1.2

- 1.2.1 The PhD Studies are carried out under the Order No. 19 of the Director of the Institute on the International PhD Studies at the Institute of Physical Chemistry of the Polish Academy of Sciences of 2 October 2007.
- 1.2.2 The Commission for Education of the Scientific Board of the Institute, further in this document referred to as the Commission, supervises the PhD Studies.
- 1.2.3 For foreigners, the terms of admission to and of undertaking the PhD Studies are governed by the provisions of the Ordinance of the Minister of Science and Higher Education on foreigners' undertaking and carrying out studies and training and their participation in scientific research and development of 12 October 2006 (Journal of Laws No. 190, item 1406).

### § 1.3

- 1.3.1 The candidates admitted to the PhD Studies are granted a student's identification card.
- 1.3.2 PhD Students must comply with rules and regulations of the board of directors of the Institute relating to the Institute's employees.

### § 1.4

- 1.4.1 The PhD Studies are carried out both as full-time and extramural studies.
- 1.4.2 Both full-time and extramural studies are free of charge.

### § 1.5

- 1.5.1 The PhD Student's Scientific Supervisor is his/her immediate superior. From the time the conferment procedure is started all functions of the Scientific Supervisor are taken over by a Dissertation Supervisor appointed by the Scientific Board of the Institute.
- 1.5.2 Duties of the Scientific Supervisor
- 1.5.2.1 Taking care of the PhD Student's scientific work.

- 1.5.2.2 Giving his/her opinion on the periodical written report submitted by the PhD Student.
- 1.5.2.3 Active participation as a lecturer, at least once in four years, in semester specialist courses organized within the PhD Studies.
- 1.5.3 The PhD Studies are headed by the PhD Studies Coordinator appointed by the Director of the Institute at the request of the Scientific Board. The PhD Studies Coordinator is ex officio a member of the Commission. The PhD Studies Coordinator may be an employee who holds the scientific title of professor or a habilitation degree and is employed full time at the Institute.
- 1.5.4 Duties of the PhD Studies Coordinator.
  - 1.5.4.1 Organizing series of lectures the scope of which is approved by the Commission.
  - 1.5.4.2 Organizing and chairing doctoral seminars.
  - 1.5.4.3 Co-organizing examinations included in the Program of the PhD Studies.
  - 1.5.4.4 Maintaining direct contact with PhD Students and their Scientific Supervisors on matters concerning the realization of the PhD Studies Program.
  - 1.5.4.5 Submitting to the Director of the Institute requests concerning:
    - admitting candidates to the PhD Studies
    - in individual cases extending the period of doctoral studies
    - granting and revoking the doctoral stipend financed by the Institute
    - granting and waving the right to a lump sum for renting an apartment
  - 1.5.4.6 The PhD Studies Coordinator decides on the dismissal of the PhD Student from PhD Studies. The PhD Student may appeal from this decision to the Director of the Institute within 14 days from the date of its receipt.

## **2. THE PHD STUDENT'S RIGHTS AND OBLIGATIONS**

### **§ 2.1**

- 2.1.1 Obligations of the PhD Student.
  - 2.1.1.1 Following an individual program, in particular systematic scientific work under the Scientific Supervisor's direction, aiming at the preparation of a doctoral dissertation.
  - 2.1.1.2 Participating in classes indicated in the Program of the PhD Studies, including taking at least three specialist lecture courses (at least 15 lecture hours each) and passing exams in these courses as agreed between the PhD Studies Coordinator and the Scientific Supervisor.
  - 2.1.1.3 Passing an examination in physical chemistry after the second year of the studies; the requirements and the mode of the examination are determined by the Commission.
  - 2.1.1.4 Participating in scientific meetings indicated by the Scientific Supervisor.

- 2.1.1.5 Participating in the classes coordinated by the PhD Studies Coordinator, including:
- doctoral seminars
  - seminars announced as "for all scientists at the Institute"
  - English language classes, if required by the Scientific Supervisor.

The candidates who passed the entrance examination to the PhD Studies and are taking scientific internship before the PhD Studies are also obliged to participate in the above-mentioned classes.

2.1.1.6 Teaching classes assigned by the PhD Studies Coordinator and approved by the Scientific Supervisor.

2.1.1.7 Submitting periodical written reports on the course of the PhD Studies.

## 2.1.2 Rights of the PhD Student.

2.1.2.1 The PhD Student has the right to exercise his/her yearly holiday entitlement during a vacation break.

2.1.2.2 With the PhD Studies Coordinator's consent the PhD Student may take up part-time paid employment.

2.1.2.3 The PhD Student is entitled to copyrights to the products made or co-made within the PhD Studies. The copyrights are governed by separate provisions.

2.1.2.4 The PhD Student has the right to appeal to the Director of the Institute from the Scientific Supervisor's or the PhD Studies Coordinator's decision referring to the PhD Student within 14 days from the date of its receipt. The decision of the Director is final.

## 2.1.3. Stipends

2.1.3.1 The PhD Student may be granted a stipend; the stipend is granted by the Director of the Institute for 12 months.

2.1.3.2 The doctoral stipend for the first year of the studies may be granted to a PhD Student who obtained very good or good results in the recruitment procedure.

2.1.3.3 The doctoral stipend for the second and subsequent years of the PhD Studies may be granted if the student passes the examination provided for in the program and submits a report accepted by the scientific (dissertation) supervisor.

2.1.3.4 If the doctoral studies are extended, the Director of the Institute may grant a doctoral stipend for this period.

## 3. RULES OF RECRUITMENT TO THE INTERNATIONAL PHD STUDIES

### § 3.1

3.1.1 In order to be admitted to the International PhD Studies the candidate

3.1.1.1 must hold a master's degree or another equivalent degree and meet the terms of recruitment set out by the Institute,

- 3.1.1.2 must complete master's studies in a discipline in which the Institute carries out doctoral studies or in related disciplines, with at least good overall result.
- 3.1.2 Terms and conditions of recruitment to the PhD Studies are published by way of announcements on bulletin boards for PhD Students and on the Institute's website, on dates specified in separate provisions.
- 3.1.3 The recruitment is carried out by the Commission for Education, which for the time of the examination becomes the Recruitment Commission; the Scientific Board of the Institute appoints the Commission for Education for four years at the beginning of its term of office.
- 3.1.4 The Director of the Institute decides on the admittance to the International PhD Studies at the PhD Studies Coordinator's request on which the Recruitment Commission has given its opinion.
- 3.1.5 Appeals from the propositions included in the PhD Studies Coordinator's request (pt. 3.1.4) are submitted to the Director of the Institute.

#### **4. ORGANIZATION OF THE INTERNATIONAL PHD STUDIES**

##### **§ 4.1**

The doctoral studies are individual in nature.

##### **§ 4.2**

- 4.2.1 The PhD Studies last four years. In justified cases they may be extended by one year.
- 4.2.2 A request for the extension of the PhD Studies (pt. 4.2.1) is submitted to the Director of the Institute by the PhD Studies Coordinator on the basis of the PhD Student's application on which the Scientific Supervisor and the Commission gave their opinions.

##### **§ 4.3**

- 4.3.1 The Program of the PhD Studies is adopted by the Institute's Scientific Board and approved by the Director.
- 4.3.2 Each individual PhD Student's program, proposed by the Scientific Supervisor and accepted by the PhD Studies Coordinator, is approved by the Scientific Board.

##### **§ 4.4**

- 4.4.1 Credits are obtained on a semester basis.
- 4.4.2 In order to be admitted to the next year of Studies the PhD Student must have his/her periodical research report accepted by his/her Scientific Supervisor and approved by the PhD Studies Coordinator, pass the examinations and get credits for the courses specified in the PhD Student's program.
- 4.4.3 Dismissal from PhD Studies.
  - 4.4.3.1 The PhD Student may be dismissed from the PhD studies if he/she:

- does not show aptitude or proper preparation for the studies, or
- does not show satisfactory progress in his/her research work, or
- infringes someone's personal rights or copyrights (pt. 4.4.6), or
- does not fulfill obligations arising from the Program of the PhD Studies, Regulations of the PhD Studies or Organizational Regulations of the Institute.

4.4.3.2 The PhD Studies Coordinator decides on the dismissal of the PhD Student from the PhD Studies, after the Scientific Supervisor and the Commission express their opinion. The student is entitled to appeal to the Director of the Institute from the decision of the PhD Studies Coordinator within 14 days from the date of the decision. The dismissal results in the loss of benefits beginning from the first month following the date the decision on the dismissal becomes effective.

- 4.4.4 The Institute's employees applying for the admittance to the PhD Studies and the PhD Students are subject to appraisal in accordance with the rules specified in Annex 1, as amended, of the Order No. 19/99 of the Director of the Institute of 14 October 1999 on the rules of appraisal of the publications of the Institute's scientific employees, rules of financing scientific departments' activities and rules of financing PhD Students and admitting interns.
- 4.4.5 Proprietary rights to the products made or co-made by the PhD Student, including intellectual property, are vested in the Institute provided that the producers preserve their copyrights.
- 4.4.6 Apparatuses and available equipment, in particular the Institute's computers, are used by the PhD Students to carry out tasks assigned to them by their Scientific Supervisors. The use of unlicensed computer software as well as illegal copying, making available or disseminating works protected by copyrights (e.g., software, films, music, and literary works, etc.) may result in the PhD Student's dismissal from the PhD Studies (pt. 4.4.3).

#### § 4.5

The Director of the Institute extends the PhD Studies by the period corresponding to the period of maternity leave specified in separate provisions.

- 4.5.1 In justified circumstances the Director of the Institute may extend the period of carrying out PhD studies, in particular in the following cases:
- temporary inability to conduct these studies due to illness if the period of inability exceeds the sick benefit period
  - taking personal care of a sick family member
  - taking personal care of a child up to four years old or a child with certified disability
  - conducting long-time scientific research
- in total for no longer than a year.

#### § 4.6

- 4.6.1 In order to complete the PhD Studies the student should pass all obligatory examinations, get credits for all obligatory courses and submit a doctoral dissertation with a positive opinion of his/her dissertation supervisor.
- 4.6.2 The completion of the doctoral studies is certified by the PhD Studies graduation diploma.
- 4.6.3 In order to be awarded the doctoral degree the student must complete the PhD Studies, successfully pass the doctoral examination and carry out a successful public defense of the doctoral dissertation before the Scientific Board of the Institute.
- 4.6.4 The obtaining of the scientific degree of doctor of philosophy in chemistry is certified by a diploma issued by the Institute.

## **5. FINAL PROVISIONS**

### **§ 5.1**

- 5.1.1 The mode of obtaining the doctoral scientific degree is governed by the Act on scientific degrees and degrees and title in the scope of arts of 14 March 2003 (Journal of Laws No. 65, item 595) as amended.
- 5.1.2 Specific rules for carrying out the conferment procedure are regulated by separate provisions.
- 5.1.3 The period of PhD Studies, no longer than four years, regardless of the date of their completion shall be included in the employment period on which the employee entitlements depend.

### **§ 5.2**

In matters not regulated in these Rules the effective provisions of law shall apply.

### **§ 5.3**

The Rules were adopted by the Scientific Board of the Institute on its 231 meeting held on 21 January 2008 and approved by the Director of the Institute on 23 January 2008. The Rules become effective on the date of their approval.