

Sworn translation from Polish

Resolution No. 43/2018
adopted by the Senate of the Medical University of Bialystok
of 19.04.2018
on the introduction of Regulations governing the Doctoral Studies
at the Medical University of Bialystok

On the basis of Article 196, paragraph 6, of the Act of 27 July 2005 of the law on higher education and § 40 passage 2 point 2 of the Statute of the Medical University of Bialystok; it is adopted as follows:

§1

Introduction of the Regulations of the Doctoral Studies at the Medical University of Bialystok, annexed to this resolution.

§2

1. Resolution of the Senate no. 39/2017 of 28.04.2017 on the introduction of the Regulations of the Doctoral Studies at the Medical University of Bialystok is repealed.
2. Doctoral students of the third and fourth years of study who are not co-executors of research projects directed by their scientific supervisors / promoters who, based on the Regulations of Doctoral Studies at the Medical University of Bialystok introduced by Resolution of the Senate No. 39/2016 of 29.04.2016 and previous resolutions, have acquired the rights to implement their work placements in the form of participation in the teaching of didactic classes will be able to carry out their work placements on the current terms until the completion of these projects.

§3

The Resolution shall enter into force on the date of its adoption and with effect on the date of beginning of the academic year 2018/2019.

The Chairman of the Senate
Rector
[signature]
Prof. dr hab. Adam Krętowski



Appendix to Resolution no. 43/2018 by the Senate of the Medical University of Bialystok of 19.04.2018

**REGULATIONS OF THE DOCTORAL STUDIES
AT THE MEDICAL UNIVERSITY OF BIALYSTOK**

Bialystok, 2018



I. General provisions

§1

Regulations of doctoral studies at the Medical University of Białystok, hereinafter referred to as „the Regulations” define:

- 1) duration of the academic year,
- 2) conditions and mode of educational classes,
- 3) grading scales used,
- 4) expulsion of a doctoral student,
- 5) the conditions of:
 - a) following the plan and program of doctoral studies, including conducting scientific research and reporting on its progress, hereinafter referred to as an individual program of doctoral studies,
 - b) granting leave,
 - c) passing exams and getting credits,
 - d) completion of studies,
- 6) conditions for proper implementation of the educational process, taking into account the special needs of doctoral students who are disabled.

§2

Whenever the Regulations refer to:

- 1) the University – this denotes the Medical University of Białystok,
- 2) a faculty – this denotes an organizational unit of the Medical University of Białystok having the entitlement to confer a postdoctoral degree, or at least two entitlements to confer doctoral degrees in various disciplines of a given science domain,
- 3) doctoral studies – this denotes full-time or extramural doctoral studies conducted in the organizational units referred to in 2 above,
- 4) a doctoral student - this denotes a participant of doctoral studies,
- 5) the Statute - this denotes the Statute of the Medical University of Białystok,
- 6) the Rector - this denotes the Rector of the Medical University of Białystok,
- 7) a Dean - this denotes the manager of an organizational unit referred to in 2 above, and with regard to International interdisciplinary doctoral studies in the field of medical biology and biostatistics, this denotes the Dean of the Faculty where a doctoral student is employed,
- 8) head of doctoral studies — this denotes a person holding at least a postdoctoral degree, employed full-time in the University's organizational unit, appointed by the Rector to manage the current activity of doctoral studies at a given faculty,
- 9) tutor - this denotes a university teacher holding at least a postdoctoral degree, scientifically active, with current academic achievements from the last five years, employed full-time at the University, whose employment relationship will not be completed before the completion of studies by the doctoral student supporting the doctoral student in independent work research since the beginning of doctoral studies,
- 10) promoter - this denotes a promoter within the meaning of the Act of 14 March 2003 on academic degrees and the academic title, and on degrees and the title in the field of arts.
- 11) International doctoral studies - this denotes full-time international doctoral studies in the field of medical sciences and pharmaceutical sciences at the Faculty of Pharmacy with the Division of Laboratory Medicine. Additional funding has been provided to support additional measures carried out as part of this program under a project named „International interdisciplinary doctoral studies in the field of medical biology and pharmaceutical sciences at the Medical University of Białystok”, implemented from 01.03.2018 to 28.02.2023, co-financed by the European Union from the European Social Fund under the Operational Program Knowledge Education Development 2014-2020, Priority axis: III. Higher education for economy and development, Measure 3.2. Doctoral studies.
- 12) Cross-sectoral doctoral studies - this denotes full-time doctoral studies, conducted at the Faculty of Medicine with the Division of Dentistry and the Division of Medical Education in English. Additional funding has been provided to support additional measures carried out as part of this program under a project named „National Cross-Sectoral Doctoral Studies at the Medical University of Białystok” implemented from 01.03.2018 to 31.01.2023 by the Medical University of Białystok, co-financed by the European Union from the European Social Fund under the Operational Program Knowledge Education Development 2014-2020, Priority axis: III. Higher education for economy and development, Measure 3.2. Doctoral studies.



- 13) International interdisciplinary doctoral studies — this denotes full-time international interdisciplinary doctoral studies in the field of medical biology and biostatistics at the Faculty of Medicine with the Division of Dentistry and the Division of Medical Education in English and at the Faculty of Pharmacy with the Division of Laboratory Medicine implemented as part of project no. 754432 ImPRESS named "International interdisciplinary doctoral studies in the field of medical biology and biostatistics. Training in research based on large-scale technologies and supporting the careers of young researchers through international and sectoral mobility", co-financed by the European Commission as part of the Marie Skłodowska-Curie COFUND Action in the Framework Program HORIZON 2020 and from the funds of the Ministry of Science and Higher Education.

II. Conditions and procedure for organizing and conducting doctoral studies

§3

1. Doctoral studies are third-cycle studies conducted by the University's organizational unit, preparing for a research or R & D work, to which one admits candidates with graduate qualifications or those who are beneficiaries of the Diamond Grant program—these studies end with obtaining third-cycle qualifications.
2. Doctoral studies may be conducted as full-time or extramural studies.
3. Full-time doctoral studies are free of charge.
4. Extramural doctoral studies are fee-paying. The amounts of semester/annual fees and other charges are determined by the Rector at the request of the relevant Faculty Council.

The university may charge fees for the provision of educational services related to the doctoral student's repeated classes during doctoral studies due to unsatisfactory academic performance. The amount of these fees is specified in the agreement between the University and the doctoral student concluded in writing.

5. Persons who are not Polish citizens can undertake and pursue doctoral studies under the principles set out in art. 43 of the Act of 27 July 2005 „Law on higher education” and executive acts regulating the undertaking and conducting doctoral studies by foreigners.
6. A condition for pursuing International doctoral studies, Cross-sectoral doctoral studies and International interdisciplinary doctoral studies is joining a project aimed at supporting the additional measures carried out as part of such studies and participating in all tasks specified in a given project.

§4

1. Doctoral studies are created by the Rector by way of an order at the request of Faculty Councils.
2. The request as mentioned in 1 above should indicate:
 - 1) the area of knowledge, field of science and scientific discipline,
 - 2) the effects of education,
 - 3) the program of doctoral studies, including:
 - a) the number of hours of compulsory, optional classes and work placements,
 - b) the number of compulsory examinations and credits,
 - c) the detailed rules for completion of individual years of study,
 - d) the compulsory range of apprenticeship in the form of teaching didactic classes for individual years of study, in teaching of which the doctoral student should participate or which they should teach independently,
 - e) duration of studies,
 - f) the conditions for the completion of doctoral studies,
 - 4) the form of doctoral studies,
 - 5) the duration of doctoral studies,
 - 6) the planned conditions and recruitment procedure for doctoral studies,
 - 7) the planned amount of fees for extramural doctoral studies, if it is anticipated to create fee-paying studies,

§5

The Councils of Faculties at which doctoral studies are conducted:

- 1) shall determine the manner of assessing the implementation of the doctoral studies program, including conducting research by doctoral students,
- 2) shall approve the organization of classes conducted at doctoral studies.

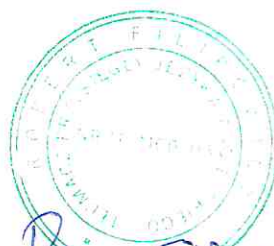
§6



Doctoral students' achievements are expressed in a point method, in accordance with the European Credit Transfer and Accumulation System (ECTS).

§7

1. A completion period is one academic year.
2. The condition for completion of a year is:
 - 1) obtaining credits for all didactic classes and work placements provided for in the study plan for a given year, including the completion of a scientific and reporting session; however, the obligation to complete the scientific and reporting session does not apply to the International interdisciplinary doctoral studies,
 - 2) obtaining at least a satisfactory grade in all the examinations provided for in the plan of study,
 - 3) implementation by participants of the International doctoral studies, Cross-sectoral doctoral studies and International interdisciplinary doctoral studies of all tasks established for a given academic year, provided for in the project schedule
3. A doctoral student may pursue a part of their studies at another university or a research institute or at an enterprise (both in Poland and abroad). The relevant head of doctoral studies makes the decision regarding the conditions of completion of a period of study realized at other universities than the native one, taking into account the transfer and acknowledging of classes in accordance with the provisions in force.
4. In the case of extending a doctoral student's stay in a foreign center over twelve months (but not longer than 24 months), the completion of this period by the head of studies will depend on obtaining positive scientific effects of the work done abroad. The term "positive effects" should be understood as the publication of an original article in a journal registered in international literature databases or submission of a patent application, as well as a positive opinion of the receiving center on the doctoral student's progress in research work.
5. In the case of program differences resulting from the implementation of a part of doctoral studies in the centers mentioned in 3 or 4 above, the doctoral student is obliged to make up for them after returning to their home university in the following academic year.
6. Completion of an academic year must occur no later than on 15 September.
7. Participants in the fourth year of doctoral studies are required to obtain their doctoral degrees no later than by September 30 of a given academic year.
8. In the event of delays caused by justified short-term absences of a doctoral student, the manager of the teaching unit determines whether and how to make up for the absences.
9. Completing the obligatory classes is a confirmation of a proper preparation, presence, and active participation in class as well as positive evaluation/credits for the work covered by these activities.
10. In the case of a subject ending with an exam, the condition for admission to the exam is completion of the practicals.
11. Completion of a subject ending with an exam is granted to a doctoral student who has successfully completed the practicals and received a passing grade during the exam.
12. Completion of a subject not ending with an exam shall be made on the basis of completion of the practicals, by entering the word "credit" in the records of the doctoral student's course of study.
13. The head of the teaching unit or an authorized university teacher teaching the classes shall give the credit for the given course, by making an entry in the records of the doctoral student's course of study. The authorization referred to above, at the request of the head of the teaching unit where the classes are conducted, is granted by the Dean of the Faculty at which the doctoral studies are carried out.
14. The doctoral students are entitled to improve their grades for classes, if they submit a request to that effect within 14 days after receiving a grade which they want to improve.
15. Non-appearance at the examination on the set date without justification results in the award of the unsatisfactory grade.
16. A justification should be submitted to the examiner on the date of the exam at the latest, and in exceptional cases within 7 days after the due date of the exam. A justification may be a sick leave, or a statement of a random accident or a visit to another institution as part of conducting doctoral studies, certified by the Dean.
17. Should a doctoral student's non-appearance at the exam be justified, the examiner sets a new exam date. This exam will be treated as sat in due time.
18. Should a doctoral student be awarded the unsatisfactory grade for the exam, they shall be entitled to one re-sit exam for every failed subject.



19. At the written request of a doctoral student undermining the objectivity of the examiner, submitted within 3 days from the date of announcing the negative result of the re-sit exam, the head of doctoral studies may set a re-sit exam before the external board which should be held within a period of not more than 7 days from the date of notification of the results, but no later than on 15 September. The examination course shall be determined by the head of doctoral studies
20. The re-sit exam before the external board shall take place before a Commission composed of the head of doctoral studies, as President of the Commission, an examiner designated by the head of doctoral studies and another specialist in the field of the subject regarding the examination or related specialization. It has a form of an oral examination, with possible written explanations (models, reactions, drawings).
21. At the request of the doctoral student taking the re-sit, a representative of the Doctoral Student Self-government may enter the examination board, yet without the right to vote
22. The grade received for the re-sit before the external board is final.

§8

1. The following grades shall apply to examinations: very well (5), more than well (4.5), well (4), fairly well (3.5), satisfactorily (3), unsatisfactorily (2).
2. The mandatory scope of work placements may not exceed 90 teaching hours per year. A doctoral student is obliged to submit to the appropriate Dean's office by October 20 a planned schedule for the implementation of their work placements in a given academic year (Appendix no. 1) and updating it in the case of changes within 7 days from the occurrence of circumstances determining their occurrence.

§9

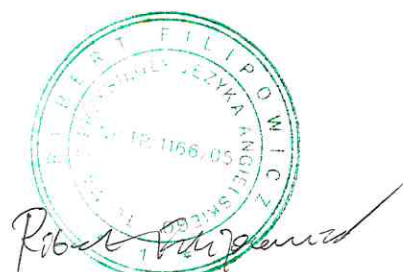
1. Each doctoral student prepares an individual study program accepted by the tutor.
2. A doctoral student shall submit their individual study program for the head of studies to approve within one month after the beginning of the studies.
3. An individual study program specifies the tasks planned for implementation in each semester of doctoral studies, in particular a description of planned research.
4. In the case of the need to change the individual program of studies, a doctoral student submits the updated program for approval to their tutor / promoter and head of doctoral studies.
5. The individual doctoral program should contain a record of the planned opening of the doctoral thesis, which will take place no later than in the seventh semester of the doctoral program.

§10

Within 7 days of the end of the didactic classes in a given semester, a doctoral student is obliged to submit a written report on the implementation of their individual study program to the head of doctoral studies, approved of by the tutor/promoter.

§11

1. Doctoral studies last not less than 2 years and not longer than 4 years. In justified cases, the studies may be shortened, up to a maximum of 2 years. International doctoral studies may not be shortened.
2. The academic year begins on 1 October and lasts until 30 September of the following calendar year.
3. Should the beginning of the academic year fall on a Saturday or on a public holiday, the Rector may decide to begin the academic year earlier or later
4. In justified cases, the Rector may decide, at the request of the Dean, to start the implementation of classes before 1 October at a particular Faculty.
5. The academic year includes:
 - Winter semester,
 - Summer semester.
6. The winter semester includes:
 - a period of classes lasting 15 didactic weeks,
 - the winter examination session,
7. The summer semester includes:
 - a period of classes lasting 15 didactic weeks,
 - the summer examination session.
8. The both sessions last not less than 6 weeks, including the summer examinations lasting at least 4 weeks.



9. The winter exam session starts after the completion of 15 didactic weeks in the winter semester and lasts until 30 April. The summer exam session starts after the completion of 15 didactic weeks in the summer semester and lasts until 15 September.
10. The organization framework of the year shall be established by the Rector and communicated before the beginning of the academic year.
11. The Rector may introduce changes to the framework and suspend the classes for a specified period of time during the academic year.
12. The Rector may set up days free from classes during the academic year, with the need to compensate the classes falling on those days.
13. During the academic year, the dean may set hours free from classes at a given faculty, with the need to compensate the classes falling during that time.
14. The head of doctoral studies, at the request of a doctoral student (Appendix no. 2) and after consulting the tutor or promoter, may extend the period of doctoral studies in cases justified by the necessity to conduct long-term scientific research carried out as part of these studies, for the duration of their duration, not more than two years in total, while at the same time exempting them from the obligation to complete the study program during this period.
15. The head of doctoral studies, at the request of a doctoral student (Appendix no. 2), may also extend the period of doctoral studies while at the same time exempting them from the obligation to complete the study program during this period, in the event of:
 - a) temporary inability to pursue doctoral studies due to an illness,
 - b) having to take personal care of a sick family member,
 - c) having to take care of a child up to 4 years of age or a child with a confirmed disability
 - d) holding a certificate of disability,
 with the reservation that the total time of extending the period of doctoral studies for all the above-mentioned reasons (a-d above) cannot be longer than 1 year.
16. The head of doctoral studies, at the request of a doctoral student (Appendix no. 2), may additionally extend the period of doctoral studies by a period corresponding to the duration of maternity leave, additional maternity leave, leave on terms of maternity leave, additional leave on terms of maternity leave and paternity leave, set out in separate regulations, while at the same time exempting them from the obligation to complete the study program during this period.
17. International doctoral studies, Cross-sectoral doctoral studies and International interdisciplinary doctoral studies may be extended until 31.12.2022 at the latest.
18. In the case of extending the period of doctoral studies, the Rector of the MUB may award the doctoral student with a doctoral scholarship during this period. The condition for obtaining a doctoral scholarship during the period by which the studies are prolonged is earlier involvement in conducting didactic classes or carrying out scientific research conducted by the organizational unit of the university, confirmed by the tutor / promoter and approved by the head of doctoral studies.
19. The head of doctoral studies, after consulting the tutor/promoter, may agree to a shortening of studies by a maximum of two years, provided that the program of studies and the individual study program are completed.

§12

1. A doctoral student may apply for studies according to individual organization of studies, provided that substantive justification for such a request is provided. The justification for such a request should include at least one of the following:
 - 1) having to conduct scientific research in another academic or scientific-research unit in Poland or abroad,
 - 2) delegation by the parent university to perform additional didactic, scientific or organizational duties, whose honest completion could conflict with the implementation of the doctoral program.
2. The decision on the permission or refusal of permission to undergo studies according to an individual plan and program of studies, is issued by the head of doctoral studies at the request of a doctoral student, after consulting their tutor / promoter.
3. In the case of permission to study according to individual organization of studies, the head of doctoral studies shall determine the rules and conditions for studying in consultation with the doctoral student's tutor / promoter.

§13

1. The current activity of doctoral studies at the faculty is directed by the head of doctoral studies.
2. The head of the doctoral studies is appointed and dismissed by the Rector after consulting the Faculty Council and the appropriate body of the Doctoral Students' Self-government.
3. The head of the doctoral studies:
 - 1) organizes the implementation of the program of the doctoral studies,



- 2) evaluates the implementation of the program of the doctoral studies and conducting research by doctoral students in the manner specified by the Faculty Council,
 - 3) acknowledges the doctoral student's completion of subsequent years of doctoral studies,
 - 4) in justified cases, agrees to a change of the tutor,
 - 5) chairs the scholarship commission dealing with doctoral students.
 - 6) presents to the Faculty Council an annual report on the course of doctoral studies,
 - 7) reports to the Faculty Council on the organization and conduct of doctoral studies as well as on changes to the Regulations.
4. Dean of the relevant faculty conducting doctoral studies:
- 1) examines doctoral students' objections to an appraisal of the implementation of a doctoral program made by the head of doctoral studies, including conducting research by doctoral students,
 - 2) examines doctoral students' objections to the matter of acknowledgement of completion of a year of study, made by the head of doctoral studies.

§14

1. Until the opening of a doctoral thesis, the doctoral student remains under substantive care of a tutor provided by the faculty at which the doctoral student pursues their studies.
2. After the opening of a doctoral thesis, the doctoral student remains under substantive care of a promoter, appointed by the appropriate Faculty Council. The promoter is a scientific supervisor of a doctoral student.
3. The tasks of the tutor/promoter particularly include:
 - 1) assessment of the progress of doctoral student's work (each semester), including acceptance of doctoral student's semester reports on the implementation of an individual program of study,
 - 2) overseeing the implementation of an individual doctoral student program,
 - 3) securing, in consultation with the Vice-Rector for Science, financial resources for conducting research by a doctoral student,
 - 4) providing the doctoral student with a place of scientific research and obtaining a written approval of the manager of the organizational unit in which the doctoral student is to conduct research,
 - 5) providing the doctoral student with a place to teach didactic classes and obtaining a written approval of the manager of the organizational unit in which the doctoral student is to teach classes,
 - 6) presence during the doctoral student's presentation at an annual scientific and reporting session.

III. Recruitment for doctoral studies

§15

1. Recruitment of doctoral students takes place in a way that ensures the selection of the best candidates.
2. The terms and mode of recruitment are determined each time by the resolution of the Senate.

IV. Rights and obligations of doctoral students

§16

The doctoral student is required:

- 1) to sign a contract for educational services as part of third-cycle studies between the University and the doctoral student, and:
 - a) in the case of participants of the International Doctoral Studies, to also sign a contract for participation in the project,
 - b) in the case of participants of the International interdisciplinary doctoral studies, to also enter into a contract of employment with the Medical University of Białystok.
- 2) to comply with the Regulations of Doctoral Studies,
- 3) to behave in accordance with the wording of the oath,
- 4) to implement on time the program of the doctoral studies and an individual doctoral program,
- 5) obtaining credits and taking examinations required by the study program,
- 6) conducting scientific research in accordance with the individual study program and reporting on its course,
- 7) completing work placements of 90 hours in each academic year in the form of teaching classes subject to c and d above:
 - a) doctoral students who are managers of research projects / research tasks, - implemented through the acquisition of funds from external sources for the University, including beneficiaries of the Diamond Grant program - they fulfill the obligation of 10 hours for one project / research task, w each academic year, the implementation of a research project / research task - in the form of participation in teaching classes



- b) doctoral students who are co-executors of research projects / research tasks, implemented through the acquisition of funds from external sources for the University - fulfill the obligation of 90 hours of work placement, whereas, the co-executors may complete all or part of their work placements in the form of participation in teaching classes, as determined by manager of a research project / task in agreement with the doctoral student's tutor / promoter, after approval of the Vice-Rector for Student Affairs (Appendix no. 3), based on the principles resulting from § 20 paragraph 3 of the Regulations
 - c) a doctoral student employed as a university teacher (researcher-teacher positions and teacher positions) at the university, teaching classes at the university is exempt from the work placement carried out in the form of teaching classes as part of their doctoral studies.
 - d) Participants of the International Doctoral Studies, Cross-sectoral doctoral studies and International interdisciplinary doctoral studies carry out their work placements in the form of participation in teaching in the amount of 10 hours per each academic year,
- 8) to participate in the annual scientific and reporting session of doctoral students with regard to following rules:
 - a) non-appearance at the session within the set deadline without justification results in failing the session and may be the basis for expelling a doctoral student
 - b) a justification of absence from the session should be submitted to the head of doctoral studies on the day of the session at the latest, and in exceptional cases within 7 days after its date; the justification may be only a sick leave, or a leave granted by the head of doctoral studies
 - c) in the case of a justified absence, the head of doctoral studies determines the manner and date of completing the session by the doctoral student,
 - 9) payment of fees for studies in the case of fee-paying studies and repetition of classes in the case of unsatisfactory learning results (at both full-time and extramural studies),
 - 10) (where the doctoral student is an author of the publication / report of the congress) to make an affiliation, with an indication of the Medical University of Bialystok and the name of the organizational unit - the place where the research was carried out, the results of which formed the basis for the development of the publication.
 - 11) (for the participants in the International doctoral studies, Cross-sectoral doctoral studies and International interdisciplinary doctoral studies) to implement all tasks assumed for a given academic year, provided for in the project schedule, confirmed by the project manager.

§17

1. A doctoral student develops outlines and materials necessary for independent teaching of classes.
2. The outlines and materials as mentioned in 1 above are approved of by a manager of a unit relevant with regard to teaching classes.

§18

1. Doctoral students who do not fulfill the obligations set out in § 16 may be expelled. Expulsion also takes place in the case of a written resignation by a doctoral student from the studies. Non-appearance during the classes resulting from the study program lasting for 1 semester is also considered a resignation. The decision to expel a doctoral student is made by the head of doctoral studies.
2. A doctoral student who has obtained a doctoral degree but without completion of a full study program loses the status of a doctoral student.
3. The decision to expel a doctoral student may be appealed against to the Rector through the head of studies within 14 days from the date of its receipt. The Rector's decision is final.

§ 18 a

1. Medical University of Bialystok authorizes a doctoral Student to process personal data of students, participants of scientific research, to the extent and purpose necessary to carry out doctoral studies.
2. A doctoral student is obliged to comply with the generally applicable provisions on the protection of personal data and internal legal acts applicable at the University regarding the protection of personal data.
3. A doctoral student is obligated to process personal data to which they will gain access during studies, only for the purpose of the study.
4. A doctoral student is obligated to secure and keep secret (both during and after their studies) the personal data to which they will gain access.
5. A doctoral student bears full responsibility for the damages attributable to them caused by making personal data available to unauthorized persons, being taken away by an unauthorized person, as well as by changing, losing, damaging or destroying them.

§19



1. A doctoral student has no right to repeat a year.
2. Doctoral studies do not provide for a reactivation.
3. In the event of failure to obtain credit for one subject within a given deadline, in a given academic year, the head of doctoral studies may provide a doctoral student with a conditional permit to continue studies in the following year of study (the so-called conditional procedure), subject to 6 below. A doctoral student who does not obtain credit for a subject from a given year is required to complete this subject no later than in the following academic year, at which they are to take up studying.
4. A doctoral student who repeats a subject is required to attend and pass all the forms of such a subject.
5. During the entire doctoral program, a doctoral student may use the conditional procedure to pass the subject not more than twice.
6. The provisions regarding conditional permission to continue studies the following year do not apply to International doctoral studies or International interdisciplinary doctoral studies.

§20

1. Doctoral students may be managers of research projects financed from external sources and MUB projects.
2. Doctoral students, with the consent of their tutor/promoter, may also be co-executors of statutory work carried out at the University by university teachers. They may also participate in other research projects / research tasks carried out at the University on the terms specified in a project.
3. In the case of doctoral students who are co-executors of a research project/task
 - a) with a value between PLN 50,000 and PLN 300,000 (or the equivalent amount in another currency), the total number of work placement hours implemented by doctoral students in the form of participation cannot exceed 90 hours in any academic year of project/task implementation,
 - b) with a value exceeding PLN 300,000, but not exceeding PLN 1,000,000 (or the equivalent amount in another currency), the total number of work placement hours implemented by doctoral students in the form of participation cannot exceed 120 hours in any academic year of project/task implementation,
 - c) with a value of PLN 1,000,000 (or the equivalent amount in another currency) or more - the total number of work placement hours implemented by doctoral students in the form of participation cannot exceed 150 hours in any academic year of project/task implementation.
4. Work placement hours implemented by doctoral students in the form of participation in teaching classes refer to the academic year in which the research project / task is implemented and are awarded by the project manager in agreement with the supervisor / supervisor of the doctoral student, after the approval of the Vice-Rector for Student Affairs (Appendix no. 3). In the case of doctoral students who are co-executors of a research project/task, the decision on the possibility and number of work placement hours used in the form of participation in teaching classes depends on the level of involvement of the doctoral students in the implementation of the research project / task.
5. As funds from external sources one considers funds other than those mentioned in art 94 paragraph 1 of the Act of 27 July 2005 Law on Higher Education, including funds from the National Science Center (NCN), the National Center for Research and Development (NCBR), from organizational units, scientific institutions, Polish and foreign entrepreneurs, donors, European and world institutions and organizations, foreign research funding agencies, ministerial institutions, Polish and foreign government institutions, local government institutions, foundations, associations, scientific societies, patient organizations.

§21

1. Doctoral students have the right to participate in national and international conferences related to the implementation of the doctoral thesis on the principles applicable at the University.
2. A request for a visit, accepted by the tutor/promoter, is signed by the head of doctoral studies and is submitted to the Vice-Rector for Science for approval.

§22

1. A doctoral student has the right to carry out part of the research resulting from the implementation of an individual program of study outside the University as part of a delegation procedure.
2. In the case of delegating a doctoral student abroad, resulting from the implementation of an individual study program, for a period exceeding 6 months, the Rector decides to pay out or withhold payment of the doctoral scholarship taking into account the financial conditions of the stay and / or possible co-financing of the doctoral student from other sources.

§23

Doctoral students are entitled to receive:



- 1) holiday breaks of eight weeks in a year, which should be used during the period free from educational classes, given at the written request of the doctoral student positively evaluated by of the tutor/promoter,
- 2) social insurance and general health insurance on the terms set out in separate regulations,
- 3) health benefits for the non-working spouse and children.

§24

1. After obtaining a doctoral degree, the period of doctoral studies, no longer than four years, is included in the period of work on which the employee rights depend.
2. In the situation as described in 1 above, a doctoral student's calculation of the period of work also includes a period of full-time doctoral studies, if they have been terminated because of becoming a university teacher or a researcher at scientific institutions.

§25

1. A doctoral student receives a doctoral student ID and an electronic *indeks* book.
2. A doctoral student who has been expelled shall return their student ID.
3. A doctoral student who has completed a doctoral program at their request is issued with a certificate of completion of studies, and a doctoral student who has not completed a doctoral program may receive a certificate on the course of doctoral studies.
4. The condition for completing doctoral studies is:
 - 1) obtaining all credits and passing examinations in accordance with the program of doctoral studies,
 - 2) completion of scientific research in accordance with an individual study program, confirmed in writing by the tutor/promoter,
 - 3) fulfillment of all obligations resulting from the study program,
 - 4) obtaining third degree qualifications through a doctoral thesis defended on the basis of the Act of 14 March 2003 on academic degrees and the academic title, and on degrees and the title in the field of arts of a doctoral degree in a specific domain of science within a science discipline,
5. Acquiring a doctoral degree before the scheduled completion of doctoral studies results in the loss of the doctoral student status.

§26

1. The university collects fees for issuing the doctoral student ID and its duplicate.
2. For issuing a duplicate document, a fee is charged which is bigger by half than for issuing the original.

V. Benefits for doctoral students

§27

1. A participant of full-time doctoral studies may receive a doctoral scholarship. The scholarship cannot be lower than 60% of the minimum basic salary of an assistant lecturer, determined in the regulations governing the remuneration of university teachers.
2. A participant of doctoral studies may apply for all forms of funding available to PhD students, including for an increase of the doctoral scholarship from a specified-user subsidy for co-financing of quality-oriented tasks.
3. The doctoral scholarship and its increase from a quality-oriented subsidy cannot be awarded to a doctoral student employed as a university teacher who is a researcher-teacher, regardless of how many hours of work their employment contract provides for.
4. In the case of a doctoral student employed as a university teacher – one of the teaching staff of the University, when considering the application for scholarships, the criterion of showing commitment to teaching classes is not taken into account.
5. The Rector, after consulting a competent body doctoral students' self-government, determines the Regulations for the award of doctoral scholarships.

§28

1. A doctoral student who has been expelled shall no longer receive the doctoral scholarship beginning on the first day of the month following the month in which the decision to expel the doctoral students became final.
2. A doctoral student who has resigned from participating in doctoral studies, shall no longer receive the doctoral scholarship beginning on the first day of the month following the month in which the resignation took place.

§29

1. A doctoral student may receive material aid in the form of:



- a) a social scholarship,
 - b) grant,
 - c) a scholarship for the best doctoral students,
 - d) a special scholarship for people with disabilities,
 - e) a scholarship from the Minister of Health and Higher Education for outstanding achievements.
2. The benefits mentioned in 1 a-d above, is granted from the funds of material support fund for students and doctoral students, according to the rules determined by the Rector, in agreement with the doctoral self-government body in the Regulations for granting financial aid for doctoral students of the Medical University of Białystok.
 3. The Minister's scholarships for outstanding achievements are awarded to doctoral students upon the Rector's request, approved by the Faculty Council.

VI. Disciplinary responsibility of doctoral students

§30

For the violation of the regulations in force at the University and for acts that infringe the dignity of the doctoral student, a doctoral student bears disciplinary responsibility under the terms of the Act of 27 July 2005 Law on Higher Education and the Statute.

VII. Final provisions

§31

The administrative support for doctoral studies is provided by the Dean's Offices of the Faculties at which the doctoral studies are carried out and by the Student Affairs Department.

§32

Amendments to the Regulations are introduced in the mode specified for their adoption.

the Chairperson of the Doctoral Student Self-Government
 [signature]
 mgr Krystyna Gromkowska-Kępcza

the Rector
 [signature]
 Prof. dr hab. Adam Krętowski

TABLE OF CONTENTS

I. GENERAL PROVISIONS	2
II. CONDITIONS AND PROCEDURE FOR ORGANIZING AND CONDUCTING DOCTORAL STUDIES	4
III. RECRUITMENT FOR DOCTORAL STUDIES	12
IV. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS	13
V. BENEFITS FOR DOCTORAL STUDENTS	19
VI. DISCIPLINARY RESPONSIBILITY OF DOCTORAL STUDENTS	20
VII. FINAL PROVISIONS	20
TABLE OF CONTENTS	21

Appendix no. 1 to the Regulations of the Doctoral Studies

Białystok, date:

Planned schedule of implementation of work placement in the academic year of *

Forename and surname of doctoral student

PESEL no. /identification document no. (where no PESEL no. is available)

Faculty

Name of studies/field of study.....

Year of study..... Student no.



No.	Subject title and MUB unit coordinating the subject	Number of hours in the winter semester		Number of hours in the summer semester		Seal and signature of the manager of the unit responsible for coordination of a given subject
		taught by the doctoral student	implemented in the form of participation	taught by the doctoral student	implemented in the form of participation	
1						
2						
3						
Total number of hours						

* the schedule should be updated in case of changes in its implementation

.....
doctoral student's signature

.....
tutor/promoter's signature

Appendix no. 2 to the Regulations of the Doctoral Studies

Białystok, date:

Application for extending the period of doctoral studies

Forename and surname of doctoral student

PESEL no. /identification document no. (where no PESEL no. is available)

Faculty

Name of studies/field of study.....

Year of study..... Student no.

I am submitting an application for extending the period of doctoral studies by (provide time frame)
 due to (*delete as appropriate*).

- 1) the need to conduct long-term scientific research carried out as part of these studies for their duration
- 2) temporary inability to pursue doctoral studies due to an illness
- 3) the need to exercise personal care for a sick family member
- 4) the need to take personal care of a child under 4 years of age or a child with a confirmed disability
- 5) having a certificate of disability
- 6) maternity leave, additional maternity leave, leave on terms of maternity leave, additional leave on terms of maternity leave, paternity leave, parental leave (specified in separate regulations)

Attachments to my application:

- a) the tutor/promoter's opinion (*applicable to 1 above*)
- b) documents justifying the extension of the period of doctoral studies (*applicable to 2-6 above*)

.....
doctoral student's signature

.....
tutor/promoter's signature



P. K. G. ...

Decision of the head of doctoral studies:

I approve / do not approve of an extension of the period of doctoral studies by

Substantiation (in the case of refusal):

.....
.....

.....
date and signature of head of doctoral studies

Appendix no. 3 to the Regulations of the Doctoral Studies

Białystok, date:

**Application for performing work placement in the form of participation in teaching classes
in the academic year of**

Forename and surname of doctoral student
Faculty
Name of studies/field of study.....
Year of study..... Student no.

I declare that I am a manager / co-executor (*delete as appropriate*) of a research project / research task financed by
..... named
implemented between and
of the value of PLN (in words:)

I apply for performing work placement:

- in the form of participation in teaching classes – number of hours
- in the form of teaching classes – number of hours

.....
date and signature of doctoral student

.....
date and signature of tutor/promoter

.....
date and signature of project manager

.....
date and signature of employee

I declare that as part of the implementation of the above-mentioned research project / research task,
other doctoral students: (*if applicable, state first and last name and year of
study*) - number of hours
will not use [] will use []
the possibility of work placement in the form of participation in the teaching of classes in a given academic year

I declare that in the years preceding the submission of this application other doctoral students:

..... (*if applicable, state first and last name and year of study*) -
number of hours
have not used [] have used []
the possibility of work placement in the form of participation in the teaching of classes in a given academic year as part
of the implementation of the above-mentioned research project / research task

.....
signature of project manager



Decision of the Vice-Rector for Student Affairs:

I approve of [] the implementation of work placement in the form of participation in teaching classes – number of hours and teaching classes – number of hours in the given academic year

I do not approve of the above []

Substantiation (in the case of refusal):

.....
.....

* check the appropriate option

.....
signature of the Vice-Rector for Student Affairs

Note:

After receiving a positive decision of the Vice-Rector for Student Affairs, the application should be submitted to the appropriate Dean's Office

=END OF TRANSLATION=

I, ROBERT FILIPOWICZ, hereby certify that I translated the attached document from Polish into English and that, to the best of my ability, it is a true and correct translation. I further certify that I am competent in both Polish and English to render and certify such translation, which is confirmed by an entry in the register of sworn translators held by the Ministry of Justice (cf. <http://ms.gov.pl/en/translators/translator,1440.html>).

In witness whereof, I have signed my name and affixed my seal in my office in Bialystok this twenty-seventh day of May 2018.

File No. 474 / 2018

