

Appendix No. 2 to Resolution No. 76 of the Senate
of the Warsaw University of Life Sciences (SGGW) 31.03.2025
on the Regulations of the SGGW Doctoral School
at the Warsaw University of Life Sciences – SGGW

Regulations of the SGGW Doctoral School at the Warsaw University of Life Sciences – SGGW

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CHAPTER I. GENERAL PROVISIONS AND ORGANISATION OF THE DOCTORAL SCHOOL

§ 1. [Definitions]

The terms used in these regulations shall mean::

- 1) doctoral student – a doctoral student studying at the SGGW Doctoral School;
- 2) IPB – individual research plan;
- 3) director – director of the SGGW Doctoral School;
- 4) supervisor – supervisor or supervisors, provided that two supervisors have been appointed for a given doctoral student;
- 5) discipline council – council appropriate for the discipline within which education is conducted at the doctoral school. If the council of a given discipline has not been established or has been dissolved, then the tasks of the discipline council are performed by the senate;
- 6) programme council – programme council of the SGGW Doctoral School;
- 7) regulations - these regulations;
- 8) rector – Rector of the Warsaw University of Life Sciences
- 9) senate – Senate of the Warsaw University of Life Sciences;
- 10) statutes – Statutes of the Warsaw University of Life Sciences;
- 11) detailed recruitment rules - resolution of the SGGW Senate specifying the rules of recruitment to the doctoral school conducted through an open competition;
- 12) doctoral school - the Doctoral School of the Warsaw University of Life Sciences for which these regulations have been adopted;
- 13) university or SGGW - Warsaw University of Life Sciences;
- 14) Act - Act of 20 July 2018 - Law on higher education and science (Journal of Laws of 2024, item 1571);
- 15) deputy director – deputy director of the SGGW Doctoral School.

§ 2. [Tasks of the Director of the Doctoral School]

1. The tasks of the director include:

- 1) representing the doctoral school, including representing it outside SGGW based on the authorisation of the rector;
- 2) exercising ongoing supervision over the educational process at the doctoral school, including the correctness and quality of the educational process as well as scientific supervision and the method of conducting mid-term evaluation;
- 3) supervising the preparation of materials for the evaluation of the doctoral school;
- 4) exercising ongoing oversight over the supervision and recruitment process at the doctoral school in accordance with the principles set out in separate regulations and in cooperation with the relevant organisational units of SGGW;
- 5) supervising the correct, reliable and timely entry, updating, archiving and deletion of data regarding the activities of the doctoral school in the Integrated Information System on Higher Education and Science "POL-on";
- 6) developing a draft of detailed recruitment rules for the doctoral school;
- 7) enrolment of doctoral students or issuing a decision to refuse admission to the doctoral school based on the authorization of the rector;

- 8) establishing detailed plans for teaching activities conducted as part of education programmes at the doctoral school;
 - 9) issuing administrative decisions, resolutions and other resolutions specified in the regulations of the doctoral school in individual matters of doctoral students related to the course of their education at the school based on the authorisation of the rector;
 - 10) considering complaints and applications of doctoral students in matters relating to the doctoral school;
 - 11) making decisions on providing support to doctoral students with disabilities or other special needs in consultation with the relevant unit for persons with disabilities or a person authorised by the Rector in this respect, taking into account the capabilities of SGGW;
 - 12) cooperation with the councils of disciplines within which education is conducted at the doctoral school;
 - 13) cooperation with heads of organisational units of SGGW in the field of research, internships, teaching activities and professional/didactic practice carried out by doctoral students;
 - 14) cooperation with doctoral student self-government bodies;
 - 15) cooperation with representatives of institutions of the socio-economic environment of the university in the field of doctoral student education;
 - 16) submitting a report to the rector on the activities of the doctoral school in a given academic year;
 - 17) performing other tasks specified by the rector or separate regulations of SGGW.
2. The director performs his/her tasks in cooperation with the deputy. The deputy director is appointed by the rector at the request of the director.

§ 3. [Tasks of the Doctoral School Programme Council]

The tasks of the doctoral school programme council include:

- 1) supporting the director of the doctoral school in the process of supervision over ensuring the quality of education;
- 2) expressing opinions on matters related to the education of doctoral students in a given discipline;
- 3) developing draft education programmes;
- 4) evaluation and improvement of education programmes;
- 5) expressing opinions on the report of the director of the doctoral school;
- 6) expressing opinions on matters submitted by the director of the doctoral school;
- 7) performing other tasks, including but not limited to those related to ensuring the quality of doctoral student education, specified by the rector, director of the doctoral school or specified in other normative acts of SGGW.

CHAPTER 2. RECRUITMENT AND SUPERVISORS AT THE DOCTORAL SCHOOL

§ 4. [Commencing Education at the Doctoral School]

1. Recruitment to the doctoral school takes place through an open competition in accordance with the principles specified in the detailed recruitment rules.
2. A person admitted to the doctoral school acquires the rights of a doctoral student upon taking the oath. The content of the oath is provided for in the statutes.
3. A doctoral student undertakes education within a specific education programme.

4. The student can only be a doctoral student at one doctoral school at a time.
5. A person removed from the list of doctoral students at a doctoral school cannot commence or resume education there.

§ 5. [Application for Supervisor Appointment]

1. Scientific supervision over the preparation of the doctoral dissertation is provided by the supervisor or supervisors or by the supervisor and auxiliary supervisor.
2. The supervisor supports the doctoral student in carrying out research, ensuring that the doctoral student is provided with appropriate working and research conditions.
3. Appointing more than one supervisor is permissible in the case of preparing a doctoral dissertation of an interdisciplinary nature or in cooperation with another entity, especially with another university or enterprise.
4. Within 30 days from the date of commencement of education, the doctoral student submits, through the director, an application to the relevant discipline council for the appointment of a supervisor or supervisors or a supervisor and an auxiliary supervisor.
5. The application referred to in § 5(4) must contain the following:
 - 1) proposal of a candidate or candidates to act as a supervisor or supervisors and an auxiliary supervisor;
 - 2) justification.
6. The following must be attached to the application:
 - 1) scientific achievements of the candidate for supervisor and auxiliary supervisor - in the case of candidates not employed at SGGW;
 - 2) written consents of candidates for supervisor and auxiliary supervisor;
 - 3) declaration of the supervisor candidate.
7. If the selected future supervisor is not an employee of SGGW, the doctoral student also attaches the consent of the second supervisor or auxiliary supervisor who is an employee of SGGW.
8. An application for the appointment of a second supervisor or an auxiliary supervisor may be submitted after the deadline referred to in section § 5(4), but no later than by the end of the third semester of education. The supervisor must express his/her opinion on the application. The provisions of § 5(5) and (6) apply accordingly.
9. If the person proposed as a supervisor is not an employee of SGGW, then the application for the appointment of a second supervisor or an auxiliary supervisor who is an employee of SGGW shall be submitted by the doctoral student within the deadline specified in § 5(4).

§ 6. [Appointment of the Supervisor]

1. The discipline council adopts a resolution on appointing a supervisor or supervisors or a supervisor and an auxiliary supervisor in a secret ballot, after reviewing the doctoral student's application and the opinion of the director, in the presence of at least half of those entitled to vote. Only members of the discipline council who are professors or university professors take part in the vote on the appointment of a supervisor or supervisors or a supervisor and an auxiliary supervisor.
2. In special cases, the discipline council, in consultation with the doctoral student, may decide to appoint a supervisor or auxiliary supervisor who was not indicated in the application.
3. The discipline council decides to appoint a supervisor or supervisors or a supervisor and an auxiliary supervisor no later than 3 months from the date of commencement of the doctoral student's

education. In the event of submitting the application referred to in § 5(8), the discipline council adopts a resolution immediately.

4. If the doctoral student fails to submit the application referred to in § 5(4), the discipline council appoints a supervisor or supervisors or a supervisor and an auxiliary supervisor on its own initiative, after prior notification to the doctoral student.
5. The supervisor must be a person conducting research activities:
 - 1) holding the title of professor or a habilitated doctor's degree or
 - 2) a person who does not meet the requirement specified in § 6(5)(1), but is an employee of a foreign university or scientific institution - when the discipline council, by way of a resolution, decides that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
6. A supervisor cannot be a person who
 - 1) over the last 5 years:
 - a) was the supervisor of at least 4 doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term evaluation or
 - b) supervised the preparation of the dissertation by at least 2 persons applying for a doctoral degree who did not obtain positive reviews referred to in Article 191(1) of the Act;
 - 2) lost the right to perform the function of a supervisor as a result of being punished with a disciplinary penalty referred to in Article 276(1)(4) of the Act.
7. A person with at least a doctoral degree may become an auxiliary supervisor. The provisions of § 6(6)(2) shall apply to the auxiliary supervisor accordingly.
8. A person who is not an employee of SGGW may become a supervisor and auxiliary supervisor, subject to § 5(9).

§ 7. [Change of the Supervisor]

1. At the justified request of a doctoral student or supervisor, the discipline council may change the supervisor or supervisors. The dismissal of the current supervisor and the appointment of a new supervisor should take place at the same meeting of the discipline council.
2. At the justified request of the doctoral student, supervisor or auxiliary supervisor, the discipline council may change the auxiliary supervisor or dismiss the auxiliary supervisor without appointing a new one.
3. If the request for a change is submitted by the supervisor, it must be agreed with the doctoral student.
4. The provisions of § shall apply to the change of the supervisor or auxiliary supervisor accordingly.

§ 8. [Limit of Doctoral Students]

1. An academic teacher at SGGW may supervise, as a supervisor, no more than 5 doctoral students at the same time, subject to the following sentence. A supervisor who has published less than 4 publications in journals on the ministerial list in the last 4 years may supervise no more than 2 doctoral students at the same time.
2. As an auxiliary supervisor, an academic teacher may supervise no more than 3 doctoral students at the same time at SGGW.
3. In particularly justified cases, the rector may decide to increase the limits specified in § 8(1) and (2).

CHAPTER 3. EDUCATION PROGRAMME AND INDIVIDUAL RESEARCH PROGRAMME

§ 9. [Education Programme]

1. The education programme includes general classes and specialised classes in disciplines.
2. The programme takes into account the interdisciplinarity of doctoral education.
3. The draft education programme is developed by the programme council.
4. The education programme at the doctoral school is established by the senate at the request of the director.
5. Periodic reviews of education programme are carried out by the programme council, at least every 2 years. After the review, the programme council may develop a proposal for changes to the education programme.
6. The chairmen of the discipline councils and the chairmen of the SGGW Doctoral Student Council may submit to the director justified requests to change the education programme.

§ 10. [Implementation of the Education Programme]

1. Education is carried out on the basis of the education programme and IPB.
2. The education is modular, and the doctoral student individually determines his or her educational path.
3. Modules in the first semester are common to all doctoral students of the doctoral school.
4. A doctoral student follows the programme applicable to him or her in the year he or she commenced education.
5. Assessments take the form of an exam, a credit with a mark or a credit without a mark.
6. The education programme includes part of the classes carried out by visiting professors.
7. The conditions and mode of taking classes, including obtaining credits and taking exams, are specified in the course syllabus. The template of the course syllabus is determined by the director.
8. The following marking scale is established:

Mark in words	Mark in digits
Very good	5.0
Good plus	4.5
Good	4.0
Satisfactory plus	3.5
Satisfactory	3.0
Fail	2.0

9. A negative mark meaning failure to pass a course is an unsatisfactory grade.
10. In the event of failing to pass a course included in the education programme on the first date or failing to take the course on the first date, the doctoral student is entitled to one resit date for each subject.
11. The director may consent to a doctoral student repeating a course once if he/she fails it.
12. The director may credit a doctoral student with subjects covered by the education programme, which he or she obtained at another university or scientific institution while participating in an exchange or research internship.

§ 11. [Individual Research Plan]

1. The IPB is prepared by the doctoral student in consultation with the supervisor or supervisors, or the supervisor and auxiliary supervisor.
2. The IPB contains, in particular (Appendix No. 1):
 - 1) research topic;
 - 2) purpose and methodology of the research along with justification;
 - 3) assessment of the feasibility of conducting research;
 - 4) form of preparing a doctoral dissertation in accordance with Article 187(3) of the Act;
 - 5) schedule of research activities, including in particular preparation for research, research implementation and the deadline for submitting their results;
 - 6) deadline for submitting the doctoral dissertation;
 - 7) planned form of dissemination of research results.
3. The doctoral student presents the IPB draft at a meeting of an independent unit whose employee is the supervisor. The IPB draft is subject to scientific discussion in the presence of the supervisor and the doctoral student. As a result of the arrangements made during the meeting, the doctoral student, in consultation with the supervisor, makes corrections to the IPB draft.
4. If more than one supervisor is appointed, the discussion on the IPB draft takes place at a joint meeting of independent units whose employees are the supervisors.
5. If the supervisor is not an employee of SGGW, the discussion on the IPB draft takes place at a meeting of the independent unit in which the doctoral student conducts research for the doctoral thesis. Distance communication methods are allowed.
6. The course of the discussion referred to in § 11(3), is recorded in minutes, and the prepared meeting minutes containing a list of those present at the meeting are forwarded to the director together with the IPB.
7. The doctoral student submits the IPB to the director no later than 12 months from the start of education.
8. Failure to submit the IPB within the deadline specified in § 11(7) is considered to be unsatisfactory progress in the preparation of the doctoral dissertation by the doctoral student and is the basis for removal from the list of doctoral students.
9. In particularly justified cases, with the consent of the director, the doctoral student may, in consultation with the supervisor or supervisors or the supervisor and auxiliary supervisor, make corrections to the submitted IPB. Changes should not be made after the mid-term evaluation.

CHAPTER 4. VERIFICATION OF PROGRESS IN THE EDUCATION OF DOCTORAL STUDENTS

§ 12. [Annual Evaluation of Progress in the Preparation of the Doctoral Dissertation]

1. The supervisor makes an annual evaluation of the progress of preparing the doctoral dissertation by the doctoral student, taking into account the degree of IPB implementation.
2. The written evaluation referred to in §12(1), including the justification, is subject to an opinion by the discipline council.
3. The opinion of the discipline council is immediately forwarded to the director.
4. The annual evaluation of progress in preparing a doctoral dissertation is not carried out in the year in which the doctoral student is subject to mid-term assessment.
5. Obtaining a negative evaluation and opinion referred to in §11(2)-(3) may constitute grounds for removal from the list of doctoral students due to failure to fulfil the obligation to implement the education programme and individual research plan.

§ 13. [Mid-Term Evaluation]

1. The implementation of IPB is subject to mid-term evaluation in the middle of the education period. Mid-term evaluation should be carried out no later than the end of the fourth semester of education, i.e. by 30 September.
2. The mid-term evaluation is preceded by a mandatory presentation by the doctoral student at a meeting of the independent unit where the supervisor is employed, regarding the current status of his or her research carried out in accordance with the approved IPB). Invited researchers from outside SGGW may participate in the meeting.
3. If more than one supervisor is appointed, the speech will take place at a joint meeting of independent units whose employees are the supervisors.
4. If the supervisor is not an employee of SGGW, the presentation takes place at a meeting of an independent unit in which the doctoral student conducts research for the doctoral thesis and/or whose employee is an auxiliary supervisor.
5. The mid-term evaluation is carried out by a committee appointed by the director in consultation with the chairman of the discipline council. The committee consists of:
 - 1) 1 person with at least a habilitation degree in the discipline in which the doctoral dissertation is being prepared, who is not an employee of SGGW, or a person referred to in Article 190(5) of the Act;
 - 2) 2 academic teachers with at least a habilitated doctor's degree employed at SGGW.
6. The chairman of the discipline council proposes the chairman of the committee.
7. A member of the committee cannot be:
 - 1) the supervisor or auxiliary supervisor of the doctoral student subject to mid-term evaluation;
 - 2) the director and his/her deputy;
 - 3) a person who, over the last 5 years:
 - a) was the supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term evaluation or
 - b) supervised the preparation of the dissertation by at least 2 persons applying for a doctoral degree who did not obtain positive reviews referred to in Article 191(1) of the Act;
 - 4) has been punished with a disciplinary penalty of deprivation of the right to perform the tasks of a supervisor, as referred to in Article 276(1)(4) of the Act.
8. The committee to conduct the mid-term evaluation for a given discipline is appointed by the director. In justified cases, the director may appoint more than one committee for a given discipline.
9. The template of the committee meeting minutes and the rules for organising the committee's work are determined by the director.
10. The committee evaluates the implementation of the IPB, taking into account its possible corrections, in particular in terms of timeliness and quality of tasks resulting from the schedule for the preparation of the doctoral dissertation. The committee carries out the evaluation based on:
 - 1) IPB submitted by the doctoral student (including any corrections);
 - 2) a report submitted by the doctoral student for mid-term evaluation, taking into account the documented progress and achievements so far;
 - 3) declaration of the supervisor confirming the doctoral student's presentation before the mid-term evaluation, referred to in § 13(2).

11. In justified cases, the committee may interview the doctoral student about the implementation of IPB. The interview may be attended by a supervisor or supervisors or a supervisor and an auxiliary supervisor.
12. The mid-term evaluation ends with a positive or negative result. The evaluation result and justification are public and final.
13. The chairman of the committee immediately (no later than on 15 October) submits the evaluation result to the director along with the justification and minutes. The director informs the doctoral student and the supervisor or supervisors about the result of the evaluation.

CHAPTER 5. SUSPENSION AND COMPLETION OF EDUCATION

§ 14. [Suspension of Education and Extension of the Deadline for Submitting the Dissertation]

1. At the justified request of the doctoral student, the director may consent to extending the deadline for submitting the doctoral dissertation specified in the IPB, but no longer than by 2 years.
2. An extension of the deadline for submitting a doctoral dissertation may result from:
 - 1) the need to carry out long-term research related to the preparation of a doctoral dissertation;
 - 2) important and documented accidental causes.
3. The doctoral student must attach the opinion of the supervisor or supervisors to the application for an extension of the deadline for submitting the doctoral dissertation. The application is submitted no later than 30 days, but no earlier than 90 days before the deadline for submitting the doctoral dissertation.
4. Upon application of a doctoral student, his/her education at the doctoral school is suspended for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave specified in the Act of 26 June 1974 - Labour Code.
5. The written application for suspension of education referred to in § 14(4) must be submitted to the director no later than 30 days before the planned start of the period of suspension of education.
6. Upon application of the doctoral student, approved by the supervisor, the director may consent to the suspension of education for a period of not less than one semester and not more than one year due to important and documented unforeseeable reasons. In the above during the suspension period, the doctoral student is paid a doctoral scholarship, and this period is included in the total period of receiving the doctoral scholarship referred to in Article 209(2) of the Act.
7. The written application for suspension of education referred to in § 14(5) must be submitted to the director no later than 30 days from the date of occurrence of the circumstances indicated in the application.

§ 15. [Completion of Education]

1. A doctoral student's education ends with the submission of a doctoral thesis together with a positive opinion of the supervisor or supervisors.
2. The doctoral student submits to the school director via the school office within the deadline specified in the IPB one copy of the doctoral dissertation in paper version along with a positive opinion of the supervisor or supervisors. In the event of suspension of education or extension of the deadline for submitting a doctoral dissertation pursuant to § 14, the deadline for submitting a doctoral dissertation is appropriately extended.

3. A doctoral student who has completed education at the doctoral school receives a certificate of completion of education within 30 days from the date of submission of the documents referred to in § 15(2).
4. The doctoral student retains the right to use the library card and use the collections of the SGGW Main Library as a doctoral student until the doctoral degree is awarded, but no longer than 6 months from the date of submission of the doctoral thesis.
5. The doctoral student is obliged to submit a completed clearance slip (Appendix No. 2).

§ 16. [Removal from the List of Doctoral Students]

1. The director removes a doctoral student from the list of doctoral students in the event of:
 - 1) a negative result of the mid-term evaluation;
 - 2) failure to submit the doctoral dissertation within the deadline specified in the IPB;
 - 3) resignation from education;
 - 4) failure to commence education;
 - 5) breach of the prohibition referred to in Article 200(7) of the Act;
 - 6) penalisation with a disciplinary penalty of expulsion from the doctoral school.
2. The director may remove a doctoral student from the list of doctoral students in the event of:
 - 1) unsatisfactory progress in preparing a doctoral dissertation;
 - 2) failure to fulfil the obligations referred to in Article 207 of the Act.
3. Resignation from education must be submitted to the director in writing or else shall be null and void.
4. In the proceedings regarding the removal of a doctoral student from the list of doctoral students for the reason referred to in §16(1)(5), the doctoral student is requested to resign from studies at another doctoral school within a period not shorter than 30 days from the date of delivery of the request.
5. Removal from the list of doctoral students takes place by way of an administrative decision issued by the director. The decision to remove a student from the list of doctoral students may be subject to a request to the rector for reconsideration. The request for reconsideration of the case is submitted through the director. Before reconsidering the case, the rector may seek the opinion of the programme council.
6. A person removed from the list of doctoral students loses the right to receive a doctoral scholarship in the month following the decision on removal.
7. A person removed from the list of doctoral students is obliged to immediately return materials and other items belonging to the university as well as to fulfil all financial obligations towards SGGW. The doctoral student is obliged to submit a completed clearance slip.

CHAPTER 6. RIGHTS AND DUTIES OF DOCTORAL STUDENTS

§ 17. [Rights and Duties of Doctoral Students]

1. A doctoral student studying at the doctoral school has the right to:
 - 1) substantive care over the research work being carried out by the supervisor or supervisors or the supervisor and auxiliary supervisor;
 - 2) participation in national and international exchange programmes;
 - 3) use of laboratories, scientific and research equipment and apparatus as well as library collections and IT resources to the extent necessary to implement the education programme,

- IPB and prepare a doctoral dissertation in accordance with the principles set out in separate regulations;
- 4) participation in the work of university bodies and collegiate committees;
 - 5) universal health insurance on the terms specified in separate regulations;
 - 6) doctoral scholarship in accordance with applicable regulations;
 - 7) apply for a student loan on the terms specified in Article 210 of the Act;
 - 8) use of teaching rooms, equipment and technical means of the university on the terms specified in separate regulations;
 - 9) increasing the doctoral scholarship for people with disabilities in accordance with applicable regulations;
 - 10) educational support in training and conducting scientific activities for people with disabilities or other special needs on the terms specified in separate regulations, taking into account the capabilities of SGGW;
 - 11) rest breaks not exceeding 8 weeks a year;
 - 12) accommodation in a student dormitory, also with a spouse and children, on the terms specified in separate regulations;
 - 13) doctoral student's ID;
 - 14) associating in doctoral student organisations;
 - 15) crediting the period of education at a doctoral school, not longer than 4 years, to the period of work on which employee rights depend, provided that a doctoral degree is obtained as a result of completing the doctoral school;
 - 16) using intellectual property rights on the terms specified in the Act and in the Act of 4 February 1994 on Copyright and Related Rights (consolidated text: Journal of Laws of 2018, item 1191, as amended).
2. There are no fees for educating doctoral students at the doctoral school.
3. The duties of a doctoral student studying at a doctoral school include:
- 1) conduct in accordance with the content of the oath, the statutes and regulations of the doctoral school and other internal legal acts;
 - 2) preparation and submission of the IPB;
 - 3) implementing the IPB and education programme, including professional/didactic internship, if they are provided for in the education programme and are provided by SGGW;
 - 4) submitting the application for the appointment of a supervisor referred to in § 5(5);
 - 5) making a statement about the field and discipline he/she represents;
 - 6) having an ORCID number (Open Researcher and Contributor ID);
 - 7) preparation and submission of a doctoral dissertation within the deadline specified in IPB;
 - 8) informing the director about changes in personal data, obtaining a doctoral degree in another entity or taking up employment at SGGW under the conditions specified in Article 209(1a) of the Act;
 - 9) compliance with fire and occupational health and safety regulations, including undergoing occupational medicine examinations;
 - 10) presenting the current state of their research before the mid-term evaluation;
 - 11) obtaining credits and taking exams on time in accordance with the education programme;
 - 12) conducting research, including systematic scientific work on issues covered by the topic of the doctoral dissertation;

- 13) disseminating the results of one's scientific work, with particular emphasis on active participation in international scientific discourse in the form of papers at conferences and scientific publications;
 - 14) affiliation of scientific publications created during the period of education at the doctoral school;
 - 15) submitting a declaration on the assignment to SGGW of publications prepared during the period of education at the doctoral school;
 - 16) submitting grant applications for funds for scientific research, scholarships or internships;
 - 17) improving scientific qualifications necessary for free and active participation in international scientific discourse, including: by applying for funds for internships abroad (e.g. Erasmus+, NCN, NAWA, own scholarship fund, CEEPUS);
 - 18) active participation in the scientific, organisational and teaching life of SGGW;
 - 19) active participation in classes included in the education programme.
4. A person who has completed the education programme of a doctoral school but has not submitted a doctoral dissertation on time is, at his or her request, issued with a certificate of the course of education at the doctoral school.
 5. The doctoral student bears disciplinary liability under the principles specified in the Act, implementing acts and the statutes.

§ 18. [Grants, Publishing Activities, Scientific Mobility]

1. The director agrees with the rector or director of the relevant institute on the possibility of launching grants for doctoral students within the discipline.
2. The director of the doctoral school agrees with the rector or director of the relevant institute on the possibility of launching an incentive system, including a financial one, for doctoral students.
3. The director of the doctoral school agrees with the rector or director of the relevant institute on the possibilities of scientific activation of doctoral students in the form of organising internships and other types of scientific mobility.

CHAPTER 7. FINAL PROVISIONS

§ 19. [Keeping of Documentation at the Doctoral School]

1. The course of implementation of the education programme is documented in:
 - 1) university IT system;
 - 2) crediting reports.
2. The educational process at the doctoral school is documented according to the rules specified by the director.
3. The administrative service of the doctoral school is provided by the administration unit specified in the organisational regulations of SGGW.

§ 20. [Effective Date]

The Regulations enter into force on 1 October 2025.

**Individual Research Plan
SGGW Doctoral School in Warsaw**

Doctoral student's name and surname

Discipline

Institute

Supervisor/supervisors/auxiliary supervisor

IPB preparation date

Part I. Topics and scope of research

No.	Specification	Action description
1.	Research topic	
2.	Purpose and methodology of the research (maximum 500 words)	
3.	Justification of the research (maximum 500 words)	
4.	Importance of the research for science and practice	
5.	Assessment of the feasibility of carrying out research	
6.	Form of preparing the doctoral dissertation, in compliance with Article 187(3) of the Act	

Part II. Schedule of research activities*)

No.	Activity	Deadline	Description of the activity/source of financing
7.	Preparation of the research process – initial concept		
8.	Time to complete the actual research		
9.	Presentation of results		
10.	Submitting the doctoral dissertation		

*) any justified changes in the schedule should be immediately reported in writing to the director of the doctoral school

Part III. Form of dissemination of research results

No.	Activity	Deadline	Description of the activity/source of financing
11.	Presentation of the concept of a doctoral dissertation at the Institute		
12.	Participation in the presentation of research results at conferences		
a)	national		
b)	international		
13.	The institution to which an application for a grant to finance research has been/will be submitted		
14.	Institution where the internship will be carried out		
15.	Other activities		

It is confirmed that the Individual Research Plan has been prepared in accordance with the requirements of PQF 8 provided for in the Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of the second-level learning outcomes for qualifications at levels 6–8 of the Polish Qualifications Framework - Level 8 of the PQF (Journal of Laws of 2018, item 2218).

.....

(date and legible signature of the doctoral student)

.....

(date and legible signature of the auxiliary supervisor)

.....

(date and legible signature of the supervisor)

[Clearance slip template]

CLEARANCE SLIP

of a doctoral student studying at the SGGW Doctoral School

Doctoral student's name and surname

Student's record book number.....

Contact details (telephone no., e-mail).....

.....

<p>Hall of residence or dorm - last inhabited</p> <p>(doctoral students who have never lived in a dormitory - ADiSS secretariat in DS Limba)</p>	
<p>SGGW Main Library</p>	
<p>Department/Institute where the doctoral student prepared his/her doctoral dissertation</p>	
<p>Academic guard (entrance card to the building, entrance card to the SGGW premises)</p>	