

**THE REGULATIONS  
OF PhD PROGRAMMES  
AT CRACOW UNIVERSITY OF ECONOMICS**

**Chapter I  
General**

§ 1

1. PhD programmes are designed for candidates who hold a master's degree or its equivalent, with the reservation of section 2, enabling them to gain advanced knowledge in a specific area of science, and preparing them to engage in independent research and creative work. The programmes lead to the scientific title of doctor.
2. Inter-faculty PhD programmes held in English are designed for candidates who are proficient in the English language.
3. The programmes specified under sections 1-2 can be attended by Polish as well as foreign citizens, in accordance with the relevant regulations in force.

§ 2

The following terms used in these regulations have the following meanings:

- 1) the University – Cracow University of Economics,
- 2) the Act – the Act of 27 July 2005 on the Higher Education Law (Journal of Laws, 2012, point 572, with later amendments),
- 3) the Act on scientific degrees and titles – the Act of 14 March 2003 on scientific degrees and scientific title and degrees and titles in arts (Journal of Laws No. 65 point 595, with later amendments),
- 4) studies/programmes used in a general sense – full-time and part-time PhD programmes, offered by the University's particular faculties or jointly conducted by all faculties as entities authorised to conduct PhD programmes in accordance with the regulations in force,
- 5) PhD students – participants of programmes specified under point 4.

§ 3

1. General supervision over PhD programmes is vested in the hands of the relevant vice rector in charge of education, with the reservation of section 2.
2. General control over inter-faculty PhD programmes held in English is exercised by the relevant rector in charge of scientific affairs.
3. The study plan and tuition programme, which include a list of subjects, the number of classes, educational targets and the number of ECTS points, the mode of studies (full-time or part-time) and the duration of programmes, are determined, in accordance with the relevant regulations in force, by the relevant faculty council, following consultations with the relevant PhD student self-government.
4. The plan and programme of inter-faculty studies held in English is determined by the faculty councils which co-organize PhD programmes.
5. Control over the content of PhD programmes is exercised by the relevant faculty councils, and in the case of inter-faculty programmes – by their representatives in the programme councils of these programmes.
6. The relevant faculty council or programme council referred to under section 5, is also responsible for the following matters:
  - 1) determining methods for assessing the implementation of PhD programmes and research work conducted by PhD students,

- 2) specifying the organization of PhD classes,
- 3) dealing with PhD students' complaints with regard to grades/assessments referred to under §4 section 2 point 2,
- 4) dealing with PhD students' appeals as specified under §4 section 2 point 3.

#### § 4

1. Responsibility for the organization of programmes and dealing with current affairs are vested in the hands of the studies supervisor, appointed by the rector for a period which corresponds to the term of office of University bodies – at the recommendation of the relevant faculty council or programme council referred to under §3 section 5. The supervisor should hold the title of professor or the scientific title of "habilitated doctor"/dr hab and be a full-time employee of the University.
2. The supervisor's responsibilities and rights also include the following:
  - 1) organizing the tuition process and ensuring implementation of the study programme,
  - 2) assessing the implementation of programmes and research work conducted by PhD students;
  - 3) making decisions with regard to granting credits for the particular years of the study programme,
  - 4) submitting recommendations to the rector concerning the awarding or withdrawing PhD grants,
  - 5) drawing up up-dated lists of supervisors/tutors and making them available to PhD students in the course of terms,
  - 6) giving approvals for prolonged periods of attending programmes, the total of which may not extend one year, in the following cases:
    - a) temporary inability to attend programmes due to an illness, confirmed by a medical certificate stating a period of required treatment,
    - b) personal care taken of a sick family member, confirmed by a medical certificate,
    - c) personal care taken of a child up to the age of 4 (confirmed by a medical certificate stating this period) or personal care taken of a disabled child (confirmed by a medical certificate)
  - 7) making decisions concerning an expulsion of PhD students.
3. The supervisor of PhD studies, following consultations with the scientific supervisor or tutor, may prolong the period of PhD programmes, releasing a PhD student from the obligation to attend classes in the case of the necessity of conducting long-term scientific research, for the period of conducting such research, but not longer than by two years. Applications for prolongation must be accompanied by a recommendation given by the scientific supervisor/tutor, confirming the necessity of conducting long-term research, and by his/her approval of the schedule of tasks to be performed during the period of prolongation.
4. At the request of a PhD student, the supervisor of PhD programmes prolongs the duration of the programme by a period which corresponds to maternity leave or its equivalent, additional maternity leave or its equivalent, or paternity leave, as specified in separate regulations.

#### § 5

1. Administration services related to PhD students and their programmes implemented at particular faculties are offered by relevant dean's offices, with the reservation of section 2.
2. Administration services related to PhD students and their programmes implemented under inter-faculty PhD programmes held in English are provided by the University's entity in charge of foreign student exchange programmes.
3. The tasks performed by the entities specified under sections 1-2, with regard to services related to PhD programmes, include the following:
  - 1) keeping PhD students' personal files and records,
  - 2) keeping the records of the implementation of PhD programmes in accordance with the relevant regulations in force,

- 3) providing PhD students with documents related to the course of studies and the certified copies thereof,
  - 4) providing PhD students with all information related to PhD programmes,
  - 5) cooperating with University organizational units in matters related to PhD programmes and, in particular, with the unit in charge of social aid schemes for PhD students and the relevant unit in charge of fee payment supervision,
  - 6) expelling PhD students from their programmes under the circumstances specified in the regulations, following the PhD programme supervisor,
  - 7) managing special registered documents related to PhD programmes,
  - 8) cooperating with a unit in charge of reporting and other University units in preparing reports on the implementation of tuition programmes.
4. Dean's offices perform other tasks including:
    - 1) cooperation with a unit in charge of the recruitment process – with regard to programmes implemented at the faculties,
    - 2) keeping documents related to the PhD process at a given faculty, including the participants of inter-faculty programmes.
  5. The unit specified under section 2 is also responsible for the following:
    - 1) recruiting candidates to inter-faculty PhD programmes held in English, and keeping candidates' personal files including foreign citizens,
    - 2) assigning album numbers/student file numbers to admittees as specified under point 1 (after a period of candidates' possible resignation).

#### § 6

1. The terms and course of the recruitment process are specified in a separate Senate resolution.
2. Following admission procedures and having taken an oath, PhD students are obliged to report to the relevant unit specified under §5 in order to sign a tuition agreement. The signing of his agreement should precede the commencement of classes.
3. Having made required payments, PhD students obtain IDs and student books.

#### § 7

1. The regulations (principles) of payment procedures are specified in a separate Senate resolution, with the reservation of section 3.
2. With the reservation of section 3, full-time programmes are, in principle, non-fee programmes, with the exclusion of circumstances specified in the Act and payment regulations set forth by the Senate. Part-time students are charged a fee for tuition. In the case of both modes of studies fees are charged for documents related to the implementation of programmes, as specified in separate regulations.
3. Payments made by foreign citizens who attend programmes on the basis on different principles than those for Polish citizens are specified in separate regulations issued by the relevant minister in charge of higher education.
4. The amounts of fees are determined by the rector.
5. A PhD student's failure to make payment of relevant fees may lead to his/her expulsion.
6. The principles for covering the costs of PhD procedures are specified in the rector's separate directive.

## **Chapter II The organization of PhD programmes**

#### § 8

1. PhD programmes do not offer individual tuition courses or individual modes of organization – the plans and programmes are adopted by the relevant faculty council (or, in the event of inter-faculty PhD programmes held in English, by all faculty councils engaged in organizing PhD programmes). An individual component of programmes is a PhD student's research work – its schedule is determined by a PhD student and his/her scientific tutor/supervisor.

2. The principles related to the academic year's schedule are determined in the rector's directive.
3. The teacher conducting classes should notify students, at the beginning of the programme, of requirements to be met to obtain a positive assessment of their performance while attending a PhD programme.
4. Obtaining credits for a given term/year is conditioned by achieving all educational targets for this term/year.
5. If classes in a given subject are conducted by two or more university teachers, the final grade is determined by a person appointed by the PhD studies supervisor.
6. A period for obtaining credits is one term (other periods are not accepted), with the reservation of section 7.
7. A period for obtaining credits for inter-faculty PhD programmes held in English is one academic year.
8. Credits for a term/year of studies are granted by the PhD studies supervisor.
9. With the reservation of section 10, the final credits for one term/year must be obtained:
  - 1) for the winter term – by 28 February,
  - 2) for the spring term – by 30 September.
10. With regard to inter-faculty PhD programmes held in English, the deadlines specified under section 9 apply to credits for one year – point 1, in the case of programmes starting in the spring term, and point 2, in the case of programmes starting in the winter term.
11. A PhD student's failure to meet the deadlines specified under sections 9-10 leads to his/her expulsion, with the reservation of section 12.
12. In exceptional cases a PhD student may be granted different terms than those specified under sections 9-10. The relevant decision is made by the PhD studies supervisor, and the amount of fees and payment principles are specified under §7 section 1.

#### § 9

1. PhD students are obliged to complete an internship – conducting or co-conducting classes.
2. A scientific tutor/supervisor is responsible for organizing classes (co-) conducted by PhD students.
3. Credits can be obtained for conducting classes at a different university on the basis of a certificate issued by that university. Under such circumstances, credits for internships are granted by the PhD studies supervisor.
4. A PhD student who fails to complete an internship may be expelled. The relevant decision is made by the PhD studies supervisor.

#### § 10

1. With the reservation of section 3, an assessment of achieving educational targets is based on the following scale of grades:
  - 1) excellent (5.5), with the reservation of section 2,
  - 2) very good (5.0),
  - 3) plus good (4.5),
  - 4) good (4.0),
  - 5) plus satisfactory (3.5),
  - 6) satisfactory (3.0),
  - 7) unsatisfactory (2.0).
2. "Excellent" (5.5) can be granted exclusively for a PhD student's outstanding performance beyond the programme framework and requirements specified for "very good" (5.0).  
Inter-faculty programmes held in English apply the following scale based on the European Commission's "European Credit Transfer and Accumulation System" (ECTS grading scale):

ECTS grade	Description	Polish equivalent
A	outstanding performance with only minor errors	(5.0 – 5.5)
B	above the average standard but with	(4.5)

	some errors	
C	generally sound work with a number of notable errors	(4.0)
D	fair but with significant shortcomings	(3.5)
E	performance meets the minimum criteria	(3.0)
FX	Fail – some more work required before the credit can be awarded	(2.0)
F	Fail – considerable further work is required	(2.0)

3. “Unsatisfactory” (2.0), and FX or F indicate that the credit for a given subject (module) is not awarded, which implies that the credit for a given term/year is not awarded.

#### § 11

1. A student who has not completed a PhD programme can apply for a certificate describing the course of studies.
2. PhD programmes are regarded to be completed when – within periods specified in the plan of tuition and possible prolongation periods specified under §4 section 2 point 6, §4 section 3, or §4 section 4 – students are awarded the scientific degree of doctor as the effect of the PhD process specified in the Act on scientific degrees and title.

### **Chapter III A tutor’s assistance offered to PhD students**

#### § 12

1. PhD students are offered their scientific tutor’s/supervisor’s assistance (prior to the approval of doctoral research – the scientific tutor’s assistance, and then – assistance is offered by the supervisor of a doctoral thesis).
2. The scientific tutor/supervisor is selected by a PhD student after completing the first term, and in the case of inter-faculty PhD programmes held in English – in the course of the first year.
3. A person acting as a scientific tutor/supervisor should hold the scientific title of professor or the degree of “habilitated doctor”/dr hab in a given or related area of science. The selection of a scientific tutor is approved by the dean, while the selection of a supervisor is approved by the faculty council (in the case of inter-faculty programmes held in English the respective decisions are approved by the vice rector in charge of scientific affairs and programme council of PhD programmes).
4. A scientific tutor/supervisor is responsible, in particular, for the following:
  - 1) offering necessary professional and methodological assistance in research work,
  - 2) assistance in organizing scientific research,
  - 3) methodological guidance in gaining teaching experience,
  - 4) assessment of a PhD student’s scientific development and progress of his/her dissertation,
  - 5) giving recommendations related to prolongation of PhD programmes before submitting them to the PhD studies supervisor.
5. It is possible to appoint an assisting supervisor, a person holding a doctor’s degree in a given or related area of science.
6. A person acting as an assisting supervisor may not offer guidance to more than 3 PhD students.

#### § 13

1. The approval of doctoral research is conditioned by meeting the requirements specified in the Act on scientific degrees and title.
2. The matters related to the PhD process are supervised by relevant faculty councils, which make decisions related to the approval of doctoral research and completion of PhD

procedures.

## **Chapter IV A PhD student's rights and obligations**

### § 14

1. PhD students are obliged to act in compliance with the student oath, the regulations of PhD programmes, as well as to:
  - 1) actively participate in classes included in the study plan,
  - 2) sit exams in due time, in accordance with the study plan,
  - 3) select a research area as the subject of their dissertations,
  - 4) engage in systematic research in the area related to the subject of their dissertations, and report on progress made.
2. A PhD student's failure to fulfill the obligations specified under section 1 can lead to his/her expulsion. The relevant decision is made by the PhD studies supervisor.
3. The decision specified under section 2 – within 14 days after its receipt – can be appealed to the rector. The rector's decision is final.

### § 15

1. PhD students are entitled to:
  - 1) participate in University collegiate bodies and commissions through their representatives,
  - 2) guidance offered by scientific tutors/supervisors in the course of conducting research,
  - 3) use University library resources in accordance with the regulations of the University's library and IT system,
  - 4) the popular health insurance system in accordance with separate regulations,
  - 5) material assistance – its mode and principles are specified in separate regulations,
  - 6) use University premises and technical facilities to the extent necessitated by their obligations and in light of their statutory rights,
  - 7) express their views – through relevant PhD student self-governments – on the plan and programme of studies,
  - 8) apply for – in individual, justified and document-confirmed cases, in accordance with the regulations under §4 section 2 point 6, and §4 sections 3-4 - prolongation of PhD programmes.
2. A PhD student's ID is valid until the day of completing the tuition programme in accordance with the study programme, i.e. the date at which the last credit is awarded in accordance with the study programme, the date of being suspended as a PhD student, or the date of expulsion. A PhD student who is not entitled to hold his/her student ID is obliged to return it promptly to the relevant entity, specified under §5.
3. A PhD student duplicate ID can be issued only after presenting a confirmed report to the police of its loss (theft, accidental loss).

### § 16

PhD students are liable to disciplinary action as specified in the Act and University Articles of Associations.

## **Chapter V Final provisions**

### § 17

Any correspondence sent to a PhD student's last known address is presumed delivered.

### § 18

1. Any matters related to the manner and course of attending university programmes which are not regulated by these regulations, shall be resolved on the basis of legal regulations

in force and University separate internal regulations, and in the event of the absence thereof, relevant decisions shall be made by PhD studies supervisors.

2. Decisions made by the supervisor of inter-faculty programmes can be appealed to the rector within 14 days after the date of receipt. The rector's decision is final.
3. Expulsion decisions made by the supervisors of faculty programmes can be appealed to the rector within 14 days after the date of receipt. The rector's decision is final.
4. Other decisions made by faculty programme supervisors (other than the case specified under section 3) can be appealed to the dean within 14 days after the date of receipt. The dean's decision is final.