

Rights and Obligations of Doctoral Candidates



2020 edition

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2021 - 2022 editions

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The game plan





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Stages of the journey

What can you expect at your Doctoral School?

Plan of the journey



1. Appointing of a supervisor(s) and (optionally) assistant supervisor
2. Individual Research Plan (IRP)
3. Mid-term evaluation
4. Leaves
5. Extensions
6. The procedure for the admission of the doctoral degree

Supervisor(s)



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Who can become a supervisor (The Law on Higher Education and Science art. 190):

- supervisor - holds a degree of doktor habilitowany or the title of professor, unless an employee of a foreign higher education institution or a research institution;
- assistant supervisor - holds a doctoral degree (a person with dr hab. degree at the moment of appointment **can't** be an assistant supervisor) ;
- A supervisor shall not be a person who in the last 5 years:
 - has been a supervisor of 4 doctoral students who were removed from the register of Doctoral Candidates due to a negative result of mid-term evaluation,
 - has supervised the preparation of a dissertation by at least 2 persons applying for the degree of doctor who did not receive positive reviews

Supervisor(s)



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- The supervisor might supervise only a certain number of Doctoral Students at the same time (depending upon the School)
- You can have more than 1 supervisor (exception is IDS: you have to)
- At least one of the dissertation supervisors has to be:
 - an employee employed at the University; or
 - an employee of the institution co-running the School; or
 - a person having a status of a retired professor of the University.
- Within three months of taking up education, doctoral students shall be assigned a supervisor or supervisors otherwise might be removed from the register of Doctoral Students.
- If you would like to change your supervisor(s) you must contact the Doctoral Schools Secretary's Office immediately.

Individual Research Plan (IRP)



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- Doctoral Candidate shall submit the Individual Research Plan within 12 months of the the date of the commencement of education (education starts on the day of taking the University of Warsaw oath).
- The implementation of the plan shall be subject of the mid-term evaluation in the middle of the period of education defined in the curriculum, and in the case of education lasting 6 semesters – during the fourth semester (at the University of Warsaw education in the Doctoral Schools last 8 semesters).
- The individual research plan shall specify the deadline for submission of the doctoral dissertation (!).
- Individual Research Plan's forms vary between Doctoral Schools.
- The Individual Research Plan is prepared jointly with the Doctoral Student's supervisor(s). If an assistant supervisor is appointed, the plan shall be submitted after the provision of opinion by that supervisor.

Mid-term evaluation



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- The mid-term evaluation shall end with a positive or negative result. The result of the evaluation, together with the justification, shall be public.
- Mid-term evaluation shall be conducted by a committee composed of three members, including at least one person holding the degree of doktor habilitowany or the title of professor in the discipline in which the dissertation is being prepared, employed outside the University of Warsaw.
- The supervisor(s) and assistant supervisor **can't** be members of the committee.
- At the request of the Doctoral Candidate a person appointed by the Doctoral Council can observe the works of the committee.

The procedure of awarding the doctorate



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- since October 1st 2019 Academic Councils of the Disciplines ([22](#) at UW) or Academic Council of the Areas of Study awards the doctoral degree. The same body also appoints reviewers of the dissertation.
- the rules of the doctoral degree has been published as the resolution no [157](#) of the Senate of the University of Warsaw.
- [Scientific Councils Office](#) (although in Polish but they reply in English).
- [Q&A of the Scientific Councils' Office](#) (in Polish)

The procedure of awarding the doctorate



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New rules:

- the official Polish name of the procedure is “**postępowanie w sprawie nadania stopnia doktora**” NOT “wszcęcie przewodu doktorskiego”;
- according to The Law on Higher Education and Science there is no obligation to conduct doctoral exams, however, Academic Councils of the Academic Disciplines at the University of Warsaw might decide to introduce maximum 2 exams from a given discipline (they are still discussing it);
- verification of learning outcomes for qualifications at the 8 PRK level;
- at least 3 reviewers should be appointed to review the dissertation;

The procedure of awarding the doctorate



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- The Doctoral Student has to publish at least:
 - 1 scientific article published in a scientific journal or in conference proceedings (list of scientific journals); or
 - 1 scientific monograph issued by a publishing house (list of publishers); or
 - a work of art of considerable importance.
- Doctoral degree is awarded in disciplines or areas of study.

Suspension of Education @ Doctoral Schools



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The individual research plan shall specify the deadline for submission of the doctoral dissertation. This deadline may be extended, but by no longer than two years, pursuant to the rules laid down in the regulations of the doctoral school.

At the request of a doctoral student, education shall be suspended for the period corresponding to the duration of maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave as defined by the Act of 26 June 1974 – Labour Code.

During the suspension of education for maternity leave the Doctoral Student maintains the right for maternity leave allowance equivalent to the scholarship OR to the scholarship.

Suspension of Education @ Doctoral Schools



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At the request of the doctoral student subject to an opinion of the dissertation supervisor, the Director may grant the consent to suspend the education in the Doctoral School:

- the need to carry out a research project financed from resources granted in a contest, especially by the National Science Centre, National Centre for Research and Development, National Agency for Academic Exchange or the Foundation for Polish Science;
- study trips, especially research internships;
- periodic inability to carry out research due to illness;
- necessity to personally take care of an ill family member, child under six years old or a child with a disability certificate;
- need to carry out additional research necessary to complete the doctoral dissertation.

During the period of education suspension, the Doctoral Student retains all rights of a Doctoral Student, except for the right to the doctoral scholarship.

The education suspension extends the time limits set in IPB.

Holidays



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- All Doctoral Candidates have the right for holiday breaks not exceeding 8 weeks a year. It can be taken at any time.
- At a justified request of the doctoral student, subject to an opinion of the dissertation supervisor, the Director can reschedule the time limit for passing the particular subject by the doctoral student to another education stage or select equivalent subjects with assumed learning outcomes identical or close to subjects included in the education programme, passing which will be considered equivalent to the particular subject in the settlement of education process.
- An employee who is not an academic teacher or researcher is entitled, at their request, to a 28 days leave to prepare a doctoral dissertation or to prepare for defence of a doctoral dissertation.



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LEGAL & ORGANIZATIONAL FRAMEWORK

University of Warsaw and doctoral schools

Important legal acts



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- Act of 20 July 2018 – The Law on Higher Education and Science
- Rules of Doctoral Schools: (Interdisciplinary DS), (DS of Humanities), (DS of Social Sciences), and (DS of Exact and Natural Sciences).
- Resolution no 432 of the Senate of the University of Warsaw of 29 May 2019 on the programmes of studies in Doctoral Schools at the University of Warsaw (Interdisciplinary DS - in Polish), (DS of Humanities - in Polish), (DS of Social Sciences - in English), (DS of Exact and Natural Sciences - in English)

Doctoral Schools @ UW



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- A Doctoral Candidate is not a student.
- Doctoral Schools are responsible for teaching only.
- **A Doctoral Candidate is a Young Researcher!**
- Education in Doctoral Schools is FREE OF CHARGE (for everyone).
- (Almost) every Doctoral Candidate in a Doctoral School receives a scholarship (unless they have a doctoral degree already).

Doctoral Schools @ UW



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You are allowed to be a Doctoral Student in only one Doctoral School.
Doctoral Schools are responsible for EDUCATION only, RESEARCH is conducted at the Faculties.

Doctoral Students' research are conducted at the Faculty of their supervisor.

- The Doctoral School of Humanities
- The Doctoral School of Social Sciences
- The Doctoral School of Exact and Natural Sciences
- The Interdisciplinary Doctoral School (including the QPE program)

- Doctoral School Councils (two representatives of doctoral students in each Council)

Doctoral Students & employment



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A doctoral student **may not** be employed as an academic teacher or researcher. A civil law contract (umowa zlecenie and umowa o dzieło) is not understood as employment!

▪ Exceptions:

- for the purpose of implementation of the research project announced by the Polish National Agency for Academic Exchange, the National Centre for Research and Development, the National Science Centre or an international competition for a research project, from the budget of the European Union or from another grant awarding body;
- after a mid-term evaluation with a positive result, except for the case of employment for more than half of the full-time equivalent, the scholarship shall amount to 40% of the monthly scholarship;
- Doctoral Student who is not entitled to a doctoral scholarship.

Classes



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- Every Doctoral Candidate must be granted an opportunity to complete the full educational pathway in English.
- University classes for all Doctoral Candidates (Academic Teaching or Higher education didactics, Ethics, Copyright, Knowledge transfer, Grant applications or Acquisition of grants, Public speaking).
- Classes organized by the Doctoral School must be on the 8 PRK level (might vary in disciplines; Methodical teaching, Methodological classes, Academic development, seminars, Interdisciplinary conference, Specialisation classes).
- Additional classes – they **do not** have to be on the 8 PRK level.
- Internship – in the form of teaching or participation in the teaching of classes, not exceeding 60 teaching hours per year (the exact number depends on the discipline).
- The Interdisciplinary Doctoral School - the program depends on the leading discipline.

Education @ Doctoral Schools



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- Persons with disabilities – ordinance ([in Polish](#)) of the Rector of the University of Warsaw no 170 of 13 August 2020 on forms of support for students and doctoral students with disabilities or chronic diseases at the University of Warsaw ([Office for persons with disabilities at the University of Warsaw](#)).
- Foreign language courses - 2 semesters (120h, 4ECTS), at the request the second semester is covered from the University of Warsaw budget (detailed info [in Polish](#)).
- Language proficiency certification exams - 2 tokens for 2 attempts to the same exam (the ordinance of the Rector of the University of Warsaw [in Polish](#)).
- Physical Education Classes – Studium Wychowania Fizycznego i Sportu UW, [third round of token registration](#).

Obligations



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- The Doctoral Candidate is obliged to:
 - respect dignity of all members of the University community and good academic customs,
 - act in accordance with the University of Warsaw oath and to follow the Doctoral School's education programme,
 - attend obligatory classes,
 - comply with the universal law and regulations binding at the University of Warsaw,
 - **submit the annual report** on the progress of preparation of the doctoral dissertation on a timely basis,
 - use USOS and the e-mail account allocated with the domain of the University of Warsaw, and has ORCID.

Didactics / Internships



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- The internship might take the form of teaching or participation in the teaching of classes.
- **Minimum: None, maximum: 60 hours per year (depends on the Doctoral School and the discipline).**
- Practice form (each Doctoral School has different but it should be available on the website).
- The Doctoral Student is allowed to conduct classes alone only after completion of Academic Teaching (Higher education didactics) course.
- Teaching activities conducted by doctoral students are subject to obligatory evaluation by students.

Good practice



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- Respect copyrights and principles of academic integrity.
- Carry out research in accordance with principles of ethics.
- Plagiarism – disciplinary, and even legal responsibility (also deprivation of a degree or academic title).
- [The Rules of intellectual property management at the University of Warsaw.](#)

Doctoral Schools

- The organization and rules of the education process at Doctoral Schools are defined in the Rules of Doctoral Schools.
- Directors of Doctoral Schools (until 31.12.2024):
 - dr hab. Monika Rekowska, prof. UW (Doctoral School of Humanities)
 - prof. dr hab. Mirosława Czerny (Doctoral School of Social Sciences)
 - prof. dr hab. Michał Cyrański (Doctoral School of Exact and Natural Sciences)
 - prof. dr hab. Paweł Stępień (Interdisciplinary Doctoral School)
- The directors are appointed following the competition for the position.

Doctoral School Admin



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- Doctoral Schools Secretary's Offices are here to support every Doctoral Student in admin.
- Doctoral Candidate ID Card
- Insurance
- Registration for classes (several USOS registration rounds)
- **IMPORTANT:** Signing contracts and submitting bills for teaching activities which are above the mandatory number of hours - at the Faculties.

Doctoral Students @ Doctoral Schools



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- The period of education in Doctoral Schools, not exceeding 4 years, is included in the period of work on which employee entitlements depend, provided that the Doctoral Student has obtained a doctoral degree.
- A Doctoral Student may apply for a student loan.
- The Doctoral Student may apply for accommodation in a Students' Dormitory (Regulations in Polish) and UW Employees Housing (Required documents in Polish).
- An employee who is not an academic teacher or researcher is entitled, at their request, to a 28 days leave to prepare a doctoral dissertation or to prepare for defence of a doctoral dissertation.



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Funding and support

Scholarship, research and mobility funding

Scholarships



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- Compulsory insurance is deducted from the scholarship amount and it's reduced (by 11%). However, the scholarship is not taxed.
- The total period of receiving the doctoral scholarship at doctoral schools shall not exceed 4 years.
- The monthly doctoral scholarship shall be at least:
 - 37% of a professor's salary – up to the month of the mid-term evaluation;
 - 57% of a professor's salary – after the month of the mid-term evaluation.
- PLN 2371.70 for the first two years of studies (before the mid-term evaluation) (brutto)
- PLN 3653.70 in the next two years after the mid-term evaluation (brutto)
- Supplement for people with disabilities: PLN 711.51.
- Warning: NEW RULES

Insurance



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- Citizens from European Union countries, if not insured in their country of origin, may be insured by the UW under the same conditions as Poles, having previously signed an agreement with the National Health Fund.
- Foreigners from the European Union countries can benefit from all medical benefits based on the European Health Insurance Card. Persons who do not provide one of these documents will be required to cover the cost of medical care.
- On the other hand, Doctoral Candidates who are not Polish citizens and who hold a Pole Card can be insured by the University of Warsaw provided that they have an agreement with the National Health Fund.
- Non-EU foreigners may insure themselves voluntarily on the basis of a written application submitted to the National Health Fund, after signing the agreement at the NHF – Mazowiecki Branch, Warsaw, Chałubińskiego Street 8, tel. 0 22 582 84 18.
- Please contact for more details your school office.

Scholarships

- allowance (zapomogi) – due to the random events ([Rules](#), [Info](#) in Polish)
- Motivational scholarship / award for Doctoral Students - is being negotiated
- students' [loans](#)
- Doctoral Candidates from Doctoral Schools **can't** apply for motivational scholarships for “old Doctoral Students”: stypendium doktoranckie, zwiększenie stypendium doktoranckiego, and stypendium rektora

Accommodation



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Student House UW

- currently 6 (~2400 people) in different locations
- accommodation in rooms or in segments
- After the Oct 5th the last turn of registration
- accommodations for 9 months + possibility of living there during vacations (with certain restrictions)
- [Biuro Pomocy Materialnej](#) (in Polish)
- [Students House's rules](#) (in Polish)

The House of Researchers (DPN)

- Applications: spring and fall
- [Info](#)
- [Rules of DPN](#)



Research and activities funding for PhD Students



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RESEARCH SERVICE OFFICE

<http://bob.uw.edu.pl/>

- **Faculties** – the main source of research funding for PhD Students, also from Schools. Each faculty has own rules how the funding is distributed.

International Programs

- 4EU+
- DAAD
- Fulbright

Polish Programs

- NCN
- NAWA
- NCBiR

UW Programs

- IDUB
- ZIP
- SD UW, Rada Konsultacyjna, FUW, FUV

Other

- Fundacja na rzecz Nauki Polskiej

Research Funding



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- Internal grants of the University of Warsaw (The main objective of the internal grant system is to support development and growth of the potential of academic staff employed at the University of Warsaw and Doctoral Students.)
- IDUB - Excellence Initiative Research University (2020-2026):
 - Horizontal Action IV.4.1 A comprehensive support programme for Doctoral Students at the University of Warsaw – implemented in agreement with the student governments of doctoral candidates.
 - Horizontal Action IV.2.3 Mobility of Students and PhD Students – implementation in agreement with doctoral and student governments.
 - 5 Priority Research Areas.

Research Funding



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- The University's Integrated Development Programme (ZIP), until March 31, 2023. - Doctoral Students mobility and Education (classes, summer/winter schools)
 - Ph.D. Students' Union budget
 - Rada Konsultacyjna ds. ruchu naukowego (funding only for Students Science Clubs or Doctoral Students Clubs)
 - University Technology Transfer Centre of the University of Warsaw UOTT UW/incubator
 - University of Warsaw Foundation
 - Fundacja Universitatis Varsoviensis

Research Funding



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- NCN Funding schemes (**Preludium** – is a funding opportunity intended for pre-doctoral researchers about to embark on their scientific career, **OPUS** - open for all scientists)
- NCBiR programmes
- Foundation for Polish Science
- Fulbright junior research award
- Polska Akademia Umiejętności
- German Academic Exchange Service (DAAD)
- Marie Curie-Skłodowska Actions: Research Fellowship Programme
- The Kosciuszko Foundation

Mobility



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- Education at the School may be carried out in cooperation with other entities, on terms set forth in understandings on co-running the Doctoral School in the particular scientific discipline or field together with another university, research institute, institute of the Polish Academy of Science or an international institute enjoying recognised scientific reputation. The understanding may also be concluded with respect to organisation of the joint education process together with another entity, in particular an entrepreneur or a foreign university or scientific institution.
- Program MOST – an exchange program which enables sending a semester or a year at other University in Poland.
- Erasmus+ (till 2027)
- Polish National Agency for Academic Exchange (NAWA): Scientists and Exchange programme for students and scientists as part of bilateral cooperation, CEEPUS – Central European Exchange Program for University Studies
- International Relations Office



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WARNING TURBULENCES

How to deal with possible problems?

HELP and where to find it



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- The Office of the Board of Doctoral Candidates' Union:
doktoranci@samorzad.uw.edu.pl
- [Academic Ombudsman](#)
- [We Are Equal](#) website that presents comprehensive and practical information about equality programmes at the University of Warsaw
- Main equality expert (anti-discrimination politics, equal treatment and diversity)
rownouprawnienie@uw.edu.pl
- Anti-Discrimination [Rector Committee](#)
- Anti-Mobbing [Coordinator](#)

Legal Assistance



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- Akademicka Poradnia Prawna
- Klinika Prawa UW
- Center for Conflict and Dispute Resolution (mediations in civil, family, academic and criminal disputes)
- Free Legal Help Points (telephone: 19115)
- Commissioner of Doctoral Students Rights: rzecznik@krd.edu.pl

Psychological help

- The Psychological Counselling Centre of the University of Warsaw
 - quick help during crises, walk-in clinic
 - psychological consultations
 - support groups dedicated to the PhD Students
 - workshops (e.g. on procrastination)
 - webinars
 - database of other helpful and free institutions
- Office for Persons with Disabilities (psychiatric consultations)



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Doctoral Candidates' Union

Or how to get points in our loyalty program

Doctoral Candidates' Union



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- **The Office of the Board of Doctoral Candidates' Union: ul. Krakowskie Przedmieście 24, 110 room, office hours available online (currently 9am to 5pm from Monday to Thursday, home office on Fridays).**
- Every single Doctoral Candidate is a member of the Doctoral Candidates' Union.
- **ONLY** bodies of Doctoral Candidates' Union have the right to represent the Doctoral Students.
- Rule of the Doctoral Candidates' Union (in Polish).
- Doctoral Candidates' Union has representatives in almost all bodies and units of the University of Warsaw.
- **Elections, Elections, Elections. Get engaged!**

Doctoral Candidates' Union



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- **Councils of Doctoral Candidates' at Doctoral Schools:**
 - **Interdisciplinary Doctoral School:** doktoranci_msd@uw.edu.pl
 - **Doctoral School of Humanities:** doktoranci_sdnh@uw.edu.pl
 - **Doctoral School of Social Sciences:** doktoranci_sdns@uw.edu.pl
 - **Doctoral School of Exact and Natural Sciences:** doktoranci_sdnsip@uw.edu.pl

Social Media



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UNIwersytetu Warszawskiego

- WWW Doctoral Candidates' Union website:
<http://www.doktoranci.uw.edu.pl/>
- FP: Samorząd Doktorantów Uniwersytetu Warszawskiego
<https://www.facebook.com/samorzad.doktorantow.uw/>
- FB Group: Doktoranci UW
<https://www.facebook.com/groups/484519892099043/>
- e-mail: doktoranci@samorzad.uw.edu.pl
- Twitter: <https://twitter.com/SDoktorantow>

One more thing...



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- libraries at the University of Warsaw (University of Warsaw Library - BUW, faculty libraries, institute libraries)
- **official email address – uw.edu.pl**
- discounts – 51% Doctoral Students' discount for national trains (until 35 birthdays), Doctoral Students' discount in public transport depends on the city (Warsaw - 50%), discounts offer for doctoral candidates <http://here.uw.edu.pl/>
- vacations – subsidy for vacations once a year (the Ph.D. Students' Union still negotiates the terms)
- Doctoral Students' Science Clubs, Students' Science Clubs (if Doctoral Students are allowed)

One more thing...



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- ordinances of the Rector, resolutions of the Senate (vast majority in Polish): Monitor UW
- resolutions of Academic Councils of the Academic Disciplines (all in Polish): Dziennik UW
- templates for PowerPoint Presentations with UW logo
- photo DataBase
- official names of the University of Warsaw units in English

One more thing...



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- Inkubator Uniwersytetu Warszawskiego
- Career Office
- Job offers
- Digital Competence Centre University of Warsaw (COME or CKC)
- Kampus e-learning platform
- Welcome Point
- Center for Cooperation and Dialogue
- UW dla klimatu
- Fb Group: Pracownicy UW
- Fb Group: IT UW

Thank You!



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