

**RULES OF DOCTORAL STUDIES
AT THE PONTIFICAL UNIVERSITY OF JOHN PAUL II
IN CRACOW**

I. General Provisions

§1

1. Doctoral studies as the third-cycle studies allow the student to acquire vast knowledge in a specific scientific discipline. They prepare the graduate for independent research and creative work, and for the obtainment of the doctorate.
2. Doctoral studies at the Pontifical University of John Paul II in Cracow, in the scope of selected fields of study or scientific disciplines, are conducted by the faculties in accordance with the Apostolic Constitution *Sapientia Christiana* and the directives of the Congregation for Catholic Education which brought into effect the above-mentioned Constitution (as amended), pursuant to the Act of 27 July 2005 – Law on Higher Education and the directive of the Minister of Science and Higher Education of 13 April 2016 on doctoral studies and doctoral scholarships “Directive on doctoral studies”), the directive of the Minister of Science and Higher Education of 19 January 2015 on education in doctoral studies at higher education institutions and academic units, and the Act of 14 March 2003 on academic degrees and title and degrees and title in the arts.
3. Doctoral studies can be conducted only by the faculties of higher education institutions which are authorised to confer the academic degree of *doktor habilitowany*, or which have at least two authorisations to confer the academic degree of *doktor* (they are allowed to conduct doctoral studies within the scope of the disciplines corresponding to those authorisations).
4. The doctoral programmes are announced by the Rector, upon the request from the Faculty Council. For this purpose the Faculty Council shall submit to the Rector a petition calling for the launch of doctoral study programmes. The petition shall include:
 - a) a specification of a branch of knowledge, a field of study and a discipline of science, or a field of arts and an artistic discipline and the name of the doctoral studies;
 - b) a specification of the form of doctoral studies;
 - c) a specification of the duration of doctoral studies;
 - d) a specification of the projected learning outcomes;
 - e) a curriculum of doctoral studies, separately specified for each form of the studies;
 - f) conditions and mode of enrolment for doctoral studies;
 - g) tuition fees for the part-time course of doctoral study if establishment of paid studies is envisaged.
5. If the doctoral studies are to be conducted in more than one branch of knowledge, a field of study or a discipline of science, or a field of arts or an artistic discipline, the petition to establish such studies shall specify all these branches, fields and disciplines.
6. After the petition has been accepted, the Rector issues an Act on the establishment of doctoral studies.

II. Enrolment in doctoral studies

§2

1. Doctoral studies can be undertaken by an individual who:

- 1) holds a master's degree or an equivalent degree of second-cycle higher education or master's degree uniform-cycle studies, whereas candidates from abroad are required to hold an equivalent degree;
 - 2) has met the enrolment conditions.
2. The enrolment in doctoral studies is conducted by an admissions committee appointed by the faculty council. The admissions committee's sessions may be attended by a representative of an appropriate body of the Doctoral Students' Council, acting in an advisory capacity. Admission to the studies shall be conditioned by the results of the admissions process conducted in accordance with the admissions conditions specified by the faculty council. The admissions conditions established by the faculty council shall in particular include additional guidelines on the terms of admission to doctoral studies of scholarship holders and beneficiaries of foundations and other commonly acknowledged organisations.
 3. The limit to the admissions to the first year of doctoral studies as well as the admissions conditions established by the faculty council shall be approved by the senate upon the request from the faculty council, while taking account of the number of independent research fellows undertaking research supervision over doctoral students, current teaching responsibilities of the unit, capability to provide the doctoral students with appropriate conditions for conducting research, and the economic analysis of the conduct and financing of the doctoral studies.
 4. The list of candidates admitted to the doctoral studies, compiled by the admissions committee and signed by the director of doctoral studies shall be submitted to the Rector.
 5. An individual admitted to the doctoral studies shall acquire a doctoral student status on signing the oath the content of which is specified in the University Statutes. The oath shall be signed forthwith on the commencement of the classes which the individual admitted to the doctoral studies is obliged to attend.
 6. On signing the oath the individual admitted to the doctoral studies shall be issued with a doctoral student card.
 7. The conditions for admitting candidates to the doctoral studies in theology shall be determined by separate provisions of these rules.

III. Organisation of doctoral studies

§3

1. Doctoral studies shall last 4 years, subject to the provisions in §9-10 of these Rules, and at least 2 years.
2. Doctoral studies are conducted in a full-time or part-time mode of study.
3. The full-time mode of doctoral study is free of charge.
4. The part-time mode of doctoral study is chargeable. The amount of tuition shall be determined by the Rector on the basis of the economic analysis of the conduct and financing of the doctoral studies.
5. The substantive supervision over the doctoral studies shall be exercised by the council of the faculty which offers a programme of study. A detailed curriculum shall be developed a committee appointed by the director of doctoral studies and approved by the council of the faculty. The rules for obtaining credits in particular subjects covered by the curriculum shall be established in the subject syllabuses.
6. The following classes may be taught as part of the doctoral studies: lectures, classes, translation classes, seminars, tutorials, foreign language classes and training sessions of occupational health and safety, copyright and library.
7. The full-time and part-time mode of doctoral study may include e-learning classes via telecommunications methods and technology. The e-learning classes shall be taught according to the decisions and rules applicable to ordinary classes (unless the approved syllabus provides otherwise), with the proviso that within the full-time doctoral programme

more than half of the classes subject to such a study curriculum must involve physical presence of the students in the relevant organisational unit and shall be conducted in the form of classes and academic work involving unmediated participation of university teachers or research supervisors and doctoral students.

8. Approved by the council of the unit organising the doctoral studies, the study curriculum must specify a number of mandatory hours and a number of mandatory credits and examinations.
9. The council of the faculty running the doctoral studies shall:
 - 1) determine a way of evaluating the conduct of the doctoral studies, including the academic research carried out by doctoral students;
 - 2) approve a way of organising classes in the doctoral studies.
10. The dean shall investigate the reservations expressed by doctoral students, concerned with the decisions made by the director of doctoral studies regarding:
 - 1) the credits obtained by doctoral students for subsequent years of studies;
 - 2) the evaluation of the implementation of the doctoral study curriculum.
11. Responsibility for all the matters concerned with the organisation and conduct of the doctoral studies shall rest with the director of doctoral studies.
12. The director of doctoral studies shall be appointed by the Rector upon the procedure provided for in the directive on doctoral studies in effect at the moment of appointment.
13. The responsibilities of the director of doctoral studies shall include:
 - 1) organising the implementation of the doctoral study curriculum;
 - 2) evaluating the implementation of the doctoral study curriculum, including the conduct of academic research by doctoral students;
 - 3) making decisions concerned with the obtainment of credits for subsequent years of doctoral studies;
 - 4) chairing the doctoral scholarships committee;
 - 5) in justified and individual cases, making corrections to the doctoral study timetable, upon the doctoral student's request approved by their research or dissertation supervisor.

§4

1. The doctoral student shall follow the doctoral study curriculum in close collaboration with the research supervisor, and once the doctoral registration and conferment procedure has been instituted – with the doctoral dissertation supervisor, or with the co-supervisor, auxiliary supervisor or a second supervisor, pursuant to the rules specified in separate regulations.
2. The function of research supervisor can be fulfilled by a university teacher employed at the Pontifical University of John Paul II in Cracow, who holds a degree of at least *doktor habilitowany* in a given or related discipline of science, or a degree of *doktor habilitowany* in the arts in a given or related artistic discipline, with the current academic output published in the last 5 years, or artistic achievements from the last 5 years. In justified cases the responsibilities of the supervisor (dissertation supervisor) may be entrusted to an academic from outside of the UPJPII who meets the requirements specified in relevant regulations.
3. At a justified request from the doctoral student or the director of doctoral studies, the Dean may decide to change the research supervisor.
4. The research supervisor is obliged to:
 - 1) supervise a doctoral student's research and teaching work;
 - 2) approve the annual reports on the progress in the conduct of the research and the opinions stated with regard to the doctoral student's application for a scholarship;
 - 3) submit written petitions to the director of doctoral studies to suspend scholarship payments or to strike a doctoral student off the register in the event of gross negligence.
5. The completion of doctoral studies shall require the fulfilment of all the conditions provided for in the study curriculum and laid down by the council of the faculty and these rules.

6. In order to complete the doctoral studies, the doctoral student shall be obliged to prepare and defend a doctoral dissertation. In order to receive a doctoral diploma, the doctoral student is obliged to publish at least a substantial part of their doctoral dissertation.
7. The condition concerned with the publication of the doctoral dissertation shall be deemed fulfilled if one of the following situations happens:
 - 1) the complete work is published in print;
 - 2) the work is published in the electronic format in the UPJPII digital library;
 - 3) the work is published in part as an article of no less than 20,000 characters.The fulfilment of the condition shall be acknowledged on submission of a document stating that the work has been accepted for publication.

§5

1. The student record book and the doctoral student card are documents stating that the individual is a doctoral student.
2. Credit and examination marks in the subjects covered by the study curriculum as well as the number of practice teaching hours shall be entered in the student record book and the examination sheet.
3. The obtainment of the credits for study years shall be granted by the director of doctoral studies on the basis of the authenticated examination and credit marks entered in the student record book and the examination sheet, as well as on the basis of the confirmed teaching practice.
4. The mark scale for doctoral studies is the same as the one determined in separate regulations for students of higher education programmes run at the Pontifical University of John Paul II in Cracow.
5. The doctoral dissertation shall be checked for plagiarism in accordance with the procedures in effect at the University.
6. All the works submitted by the doctoral student, and in particular final works, all publications and the doctoral dissertation may be checked for copyright infringement, and especially for possible plagiarism. The check may be based on the anti-plagiarism testing procedures in effect at the University. The detection of plagiarism in a doctoral dissertation, any work submitted by the doctoral student or published in the course of study shall serve as the basis for the institution of disciplinary proceedings, and constitutes a breach of these rules and the doctoral student's code of ethics.

III. Organisation of doctoral studies

§6

1. Doctoral students are entitled to:
 - 1) obtain financial help on the terms set out in the Act on Higher Education and the Rules of financial help for doctoral students;
 - 2) apply for a doctoral scholarship on the terms set out in the Act on Higher Education, and the separate Rules for granting doctoral scholarships;
 - 3) holiday leave no longer than eight weeks in the year, which should be taken in the period of break from classes;
 - 4) social insurance and national health insurance on the terms specified by separate regulations;
 - 5) do teaching practice and academic internships in the form agreed with the research supervisor;
 - 6) prolong the doctoral studies on the terms set out in these rules.

2. Doctoral students shall be provided with research supervision on the part of the assigned supervisor. They are also entitled to use libraries, computer networks and other devices required to do academic research.
3. Doctoral students constitute a doctoral students' council which represents them with regard to the university authorities and is the only representative body for the doctoral students' interests with regard to other institutions, organisations and entities. The rules of the doctoral students' council constitute a separate document.
4. Doctoral students shall participate – pursuant to Act of 27 July 2005 Law on Higher Education and the Directive on doctoral studies – in the university collegial bodies, in accordance with the UPJPII Statutes.

§7

1. The doctoral student shall first and foremost be obliged to:
 - 1) observe the content of the oath, the rules of doctoral studies as well as the directives and decisions (including the ones by the director of doctoral studies) governing the course of doctoral study;
 - 2) observe the rules contained in the doctoral student's code of ethics, which constitutes an annexe to these rules;
 - 3) follow the curriculum of the doctoral studies, conduct academic research and submit annual reports on thereof by September 30 each year;
 - 4) take examinations and obtain credits on time;
 - 5) to complete each year of doctoral studies on time and by the last day of the re-take examination session;
 - 6) do teaching practice in the form of classes, where the maximum number of classes may not be higher than the limit set out in relevant regulations;
 - 7) consult the research supervisor about the selection of optional subjects and participate in undertakings concerned with the object of their research, where the maximum number of these classes may not exceed 90 hours per year, and where the minimum number of these classes is specified by separate regulations;
 - 8) prepare synopses and teaching aids for the classes which they run on their own;
 - 9) institute the doctoral registration and conferment procedure in the course of doctoral study, however not until the first year of doctoral studies has been completed;
 - 10) submit the doctoral dissertation in the course of doctoral study;
 - 11) inform the director of doctoral studies about trips abroad taken in the course of doctoral study;
 - 12) abide by the regulations in effect at UPJPII, including the ones concerned with payments;
 - 13) care for the reputation of the Pontifical University of John Paul II.
2. The doctoral student shall submit to the director of doctoral studies a report on their academic activity by September 30 each year. It should include information about prepared publications, delivered papers and progress in the research (doctoral dissertation). The report shall be endorsed by the research or dissertation supervisor.
3. Doctoral students who fail in their duties and infringe the rules of conduct contained in the oath and the rules may be struck off the register. The decision to strike the student off the register shall be made by the director of doctoral studies. The decision is appealable to the Rector within 14 days of service. The decision to strike the doctoral student off the register is an administrative decision and as such includes justification. The Rector's decision is definitive.
4. The day the doctoral student is struck off the register, the payment of benefits specified in §6, para 1, item 1 and 2, shall be suspended. On the first day of the month following the month in which the decision to strike the doctoral student off the register became enforceable, the doctoral student shall lose their entitlements specified in §6, para 1, items 3-5.

**V. Rules for granting financial help from the financial help fund
for students and doctoral students, and the doctoral scholarship**

§8

The rules for granting financial help from the financial help fund for students and doctoral students, and the doctoral scholarship shall be set by separate regulations.

VI. Leave, prolongation of studies and reinstatement to the register

§9

1. The director of doctoral studies is entitled to prolong the period of doctoral studies by a period corresponding to the period of maternity leave, a period of leave governed by the conditions of maternity leave, paternity leave or parental leave, specified in the Act of 26 June 1974 Labour Code, exempting the doctoral student from the obligation to participate in the classes.
2. The director of doctoral studies is entitled to prolong, upon consulting the research supervisor or dissertation supervisor, the period of doctoral studies by a period no longer than 2 years in total if there is a need to continue long-lasting research as part of the studies, on condition that the doctoral registration and conferment procedure is instituted by the end of the 4th year of studies at the latest.
3. In justified cases, the director of doctoral studies is entitled to prolong the period of doctoral studies, exempting the student from the obligation to participate in the classes, in particular in the following cases:
 - 1) temporary incapacity to participate in the studies due to disease;
 - 2) providing personal care for a sick family member;
 - 3) providing personal care for a child under 4 or a child with certified disability;
 - 4) being certified for a degree of disability
- in total no longer than by one year.
4. The application for a prolongation of doctoral studies should include:
 - 1) a doctoral student's personal data: full name, PESEL number, the number of the ID document supporting the student's identity;
 - 2) justification
5. The application referred to in Para 4 should be supplemented with:
 - 1) the research supervisor's opinion in the case addressed in Para 2 above;
 - 2) documents substantiating the prolongation of studies, in any other cases.
6. In the case of doctoral students performing ecclesiastical functions, the director of doctoral studies is entitled to grant a break from the studies, upon a justified request from the doctoral student.
7. Interrupting the studies, as referred to in Para 6, shall be possible in the case of the cumulative fulfilment of the following conditions:
 - 1) timely fulfilment of duties by the doctoral student;
 - 2) a positive opinion from the doctoral student's supervisor or research supervisor;
 - 3) if the interruption is necessary given the doctoral student's responsibilities in the ecclesiastical structures.
8. The resumption of the studies interrupted according to Para 6 shall be effected free of charge upon the request from the doctoral student, and upon the decision of the director of doctoral studies. The decision of the director of doctoral studies may stipulate that the doctoral student must eliminate the curricular discrepancies and do so within a specified period of time.

§10

1. The doctoral student who has been struck off the register may be reinstated by virtue of the decision made by the director of doctoral studies.
2. For the doctoral student to be reinstated they must receive a positive opinion from the research supervisor and submit a substantiated application.
3. The decision to reinstate the doctoral student is a discretionary one.
4. Should the reinstatement of a doctoral student be consented to, the decision shall specify the curricular discrepancies and the deadlines for their elimination, in accordance with the current study curriculum, inclusive of the schedule of study.

§11

1. Transferring a doctoral student to doctoral studies in a different discipline, or transferring a doctoral student from a different higher education institution shall require an approval granted by the director of the doctoral studies to which the doctoral student is intending to transfer, and upon the doctoral student's request.
2. The transfer requires a positive opinion from a research supervisor selected by the doctoral student at the academic unit accepting the doctoral student. The decision to transfer a doctoral student may be made on condition that the doctoral student fulfils all the duties due to the higher education institution and the faculty that they are leaving.
3. Granting consent referred to in Para 1, the director of doctoral studies shall specify the semester of studies that the doctoral student shall commence their studies from, and establish the curricular discrepancies and the deadlines for their elimination.
4. For the doctoral student to transfer to a different field of study offered by a different faculty, the directors of the two courses of study shall be required to grant their consent.
5. The doctoral student who has applied to change the higher education institution or the faculty should submit to the director of doctoral studies to which they are intending to transfer a substantiated application together with the student record book or the documentation on the course of doctoral studies and the learning outcomes, issued by the administration department of the higher education institution or the faculty they are leaving.

§12

1. Graduates in theology excepted, the master's degree received at UPJPII is equivalent to the licentiate of sacred theology.
2. Master's degrees received at other higher education institutions may be recognised as equivalent to the licentiate of sacred theology.
3. The decision to recognise the master's degree as equivalent to the licentiate of sacred theology shall be made by the director of doctoral studies, and it may be conditional upon the completion of a supplemental course. The detailed rules of supplemental courses shall be governed by relevant resolutions of the Councils of Faculties.
The licentiate of sacred theology is a prerequisite for a doctorate in theology.

VII. Doctoral studies in theology

§13

1. The degree of licentiate of sacred theology or canon law is a prerequisite for doctoral studies in theology, candidates with a master's degree in theology excepted.
2. Individuals with a degree of licentiate of canon law shall be allowed to continue doctoral studies at the Faculty of Theology and receive a doctor's degree in theology in the field of canon law.

3. Subject to Para 4-5 below, the doctoral studies in theology shall be conducted according to the provisions included in these rules.
4. Doctoral students of theology who hold a master's degree in theology shall follow the doctoral study programme in two stages. On completion of the first stage of study, they shall receive a degree of licentiate of sacred theology.
5. The degree of licentiate of sacred theology is a prerequisite for the institution of the doctoral registration and conferment procedure with regard to the doctoral studies in theology. In specially justified cases, the Faculty Council is entitled to exempt the candidate from the obligation or consent to its deferment.

VIII. Final provisions

§14

1. The rules of doctoral studies in effect as of 1 February 2011 shall become null and void, save for Para 2 and 3.
2. With regard to doctoral students who began their studies before 1 October 2016, the rules with the wording in effect at the moment of their admission to doctoral studies shall apply.
3. The present rules shall enter into force on 1 October 2016, with the proviso that
 - a) completion of the semester or year realised in the academic year 2015/2016 shall be reviewed according to the former provisions, while the completion of the subsequent years or semesters shall be reviewed according to the provisions set out in these rules;
 - b) with regard to the proceedings instituted before these rules entered into force, the provisions of the former rules shall apply.

REKTOR



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