

**Regulations of doctoral seminars at the University of Social Sciences in Łódź
effective as of 1 October 2019**

**Chapter I.
General provisions**

§ 1

1. The University of Social Sciences in Łódź (hereinafter referred to as SAN) runs doctoral seminars for persons who intend to apply for the academic degree of PhD.
2. The seminars are organized within the scientific disciplines in which SAN is authorized to confer a doctoral degree.
3. The Regulations of doctoral seminars (hereinafter referred to as "the seminar") shall specify the course organization as well as rights and obligations of the participants of seminars conducted by the University of Social Sciences in Łódź.
4. The seminar is intended for graduates of higher education institutions who have obtained the graduate degree of Master of Art/Science, Master of Engineering or equivalent, or hold a diploma referred to in Article 326, section 2, item 2 or Article 327 section 2 of the Act of 20 July 2018 Law on Higher Education and Science, giving the right to apply for the award of a doctoral degree in the country in whose system of higher education the issuing university operates.
5. The University of Social Sciences in Łódź shall conduct seminars in accordance with the applicable laws and regulations.

§ 2

1. The seminars shall provide instruction in the fields and disciplines in which the doctoral degree may be conferred and in the methodology of scientific research.
2. In particular, the doctoral seminar provides conditions for:
 - acquiring knowledge necessary to conduct scientific research;
 - preparing for the verification of other learning outcomes at level 8 of the Polish Qualification Framework (PRK);
 - writing a doctoral dissertation.
3. The most important result of individual research work of the participant, carried out under the guidance of a scientific supervisor, is a doctoral dissertation.
4. Learning outcomes resulting from the program of the seminar include:
 - acquisition of general knowledge at an advanced level, including the latest developments within the fields and disciplines of science in which the doctoral degree may be awarded.
 - the knowledge of a detailed character, corresponding to the area of scientific research conducted;
 - skills related to the methodology of scientific research;
 - social competences connected with scientific and research activity and realization of a social role of a scientist.

5. Graduates of the seminar possess advanced knowledge, skills and competencies in the area of basic methodological and pragmatic problems, which will enable them to pursue their own path of development in the sphere of science and practice.

§ 3

1. The seminar is conducted in full time or part time mode and lasts 2 years (4 semesters).
2. Participants follow the seminar program and participate in the scientific life of the University of Social Sciences in Łódź.
3. The seminar is conducted in the form of post-graduate studies, which ends with obtaining a relevant certificate of post-graduate studies completion.
4. An important element of the doctoral seminar participants' activity is conducting didactic classes, which is a practical aspect of scientific and didactic preparation and is an important element of the doctoral candidate's professional experience. The detailed scope of the conducted didactic classes is specified in the program of the seminar.

§ 4

The Rector of the University shall sign, on behalf of SAN, an agreement with the seminar participant on the terms of payment for the seminar.

§ 5

1. The proper functioning of a doctoral seminar is supervised by the Head of the seminar.
2. The Head of the seminar is appointed and dismissed by the Rector.
3. The Head is appointed from among people employed full-time at SAN and holding the academic title of Professor or the academic degree of Doctor of Science.
4. The Head of a doctoral seminar, in particular,
 - directs the implementation of the program of the seminar;
 - is a member of the admission commission;
 - evaluates the realization of the program of the seminar and the scientific research conducted by the participants;
 - relieves a participant who has submitted his/her doctoral dissertation within a period shorter than the duration of the seminar from some of the duties provided for in the program of the seminar;
 - grants leaves of absence to participants;
 - makes decisions on:
 - giving credit for subsequent years of the seminar;
 - striking off the list of participants;
 - resuming participation in the seminar.

Chapter II

Admission to the seminar

§6

1. The aim of the admission procedure is to assess the candidate's predisposition and preparation for active participation in the seminar and work on the doctoral dissertation.
2. The recruitment procedure is conducted by a admission committee appointed by the Rector of SAN.
3. The admission committee consists of the Head of the seminar as a chairman, at least one SAN employee holding the academic title of professor or the academic degree of Doctor of Science, and a secretary elected from among the SAN employees.
4. Decisions of the committee shall be made by a simple majority of votes, with the secretary not having the right to vote.
5. Required documents of the seminar applicants are as follows:
 - application form posted on the SAN website;
 - graduate degree or equivalent;
 - high school diploma certificate;
 - curriculum vitae;
 - photograph;
 - information about the knowledge of foreign languages;
 - description of the applicant's research interests and achievements to date, and a preliminary research project proposal (up to 5 standard pages);
 - proof of payment of the application fee.
6. The applicant is required to disclose his/her personal data necessary for the admission process.
7. The date and place of the interviews shall be determined by the Head of the seminar.
8. The results of the admission procedure are public. Information about the results of the admission process shall be immediately provided to the applicant by e-mail.
9. The decision of the admission committee refusing to qualify an applicant for participation in the seminar can be appealed to the Rector. The appeal must be made through the admission committee within 14 days of receiving the decision.

§ 7

1. The limit of places at individual seminars is determined each time by the Rector in the Rector's regulation.
2. In the case of not using the limit of places, it is possible to conduct supplementary recruitment during the academic year, but not later than before the beginning of classes in the summer semester.

Chapter III

Course of the seminar

§ 8

1. The educational content and the forms of its implementation are defined in the curriculum at the doctoral seminar and approved by the Senate of SAN.
2. The study program includes:
 - compulsory classes;
 - optional classes;
 - individual research work carried out under the supervision of a research tutor and then a supervisor.
3. The timetable is in line with the organization of the academic year.
4. Classes in the first year of the seminar are organized once a month, on Saturdays. In special cases, classes may be held on Sundays.
5. The second year of the studies is mainly used to develop a doctoral dissertation. Second year classes may be held individually, in the form of consultations with the supervisor and other specialists designated by the supervisor.
6. The condition for the completion of the seminar is the implementation of the seminar program.
7. As part of the seminar program, the participant should complete compulsory classes, including doctoral presentations, by the end of the second year.
8. The condition for completing the second year of the seminar is submitting a doctoral dissertation progress report, with a positive opinion from the academic supervisor.
9. The head of the seminar, in agreement with the supervisor, may release a participant who submitted a doctoral dissertation before completing the seminar, from some of the obligations provided for in this program.

§ 9

1. Didactic care over the course of study of each participant of the seminar is provided by the academic tutor, and after the initiation of the doctoral procedure, by the supervisor.
2. The participant selects the academic tutor from among persons approved by the Senate of SAN after the first semester of the seminar.
3. At the end of the 1st and 2nd year of classes, the participant presents the course of scientific work, including all scientific, didactic and organizational achievements, in particular related to the preparation of the doctoral dissertation - as part of the doctoral presentation attended by the tutor/supervisor, other participants of the seminar, head of the seminar and invited specialists.

§ 10

At the participant's request, he or she may be granted an individual study program, developed by the academic tutor and approved by the head of the seminar.

§ 11

The implementation of the study program is registered in the electronic database "Uczelnia 10" kept by SAN.

Chapter IV

Rights and obligations of the participant of the seminar

§ 12

The participant is obliged to:

- proceed in accordance with the content of the regulations,
- comply with the regulations in force at the University,
- participate actively in classes and consultations with the academic tutor, conduct research related to the doctoral dissertation, publish the obtained results,
- behave ethically, respecting copyright,
- settle all fees in timely manner, in the amount and on the terms set out in the regulations.
- notify the University immediately, in written form, of any change in their personal data, indicated in the seminar application form.

§ 13

1. The participant has the right to:

- free use of the scientific and research infrastructure of the University of Social Sciences, including libraries, the LEX Legal Information System and computer labs;
- receive information on procedures for obtaining funds for research;
- receive information about scientific conferences and other scientific undertakings related to their research work;
- receiving periodic information (newsletter) addressed to members of the SAN academic community.

2. Participants are given the opportunity to publish the results of their research in publications of the University of Social Sciences and others, including international journals and conference materials, thematically related to the research area of the doctoral dissertation.

§ 14

1. The fees for the seminar are as follows:

- PLN 500 - registration fee, payable before the start of the admission procedure;
- Tuition fees - payable to the SAN account for each of the two years of study:
 - in 24 monthly installments of PLN 420.00 up to the 25th of each month;
 - in two semester installments of PLN 2,450.00 each (winter-summer);
 - or in full for each year for PLN 4,900.

2. SAN graduates are entitled to a 10% discount on the tuition fee in the first year of the seminar.

3. In the case of payment for the seminar paid by the workplace, invoices will be issued on the basis of a written request. Invoices can be issued before or after making the payment of a fee.

§ 15

The Rector may exempt persons contributing to the development of the University (lectures, grants, etc.) or other participants from fees for participation in the doctoral seminar in, in whole or in part, in justified emergency cases.

§16

1. The head of the seminar may, in justified cases, , extend the period of classes within the seminar at the participant's request.
2. The head of the seminar may grant a participant leave for health-related, personal or scientific reasons. A participant may be granted leave after completing at least the first year of classes and for a period not longer than one year.

§ 17

1. A participant may be removed from the list of seminar participants in the event of:
 - failure to fulfill the tasks provided for in the seminar program;
 - failure to comply with the regulations in force in SAN;
 - failure to pay fees related to studying at the seminar.
2. The decision to remove from the list of seminar participants is made by the head of the seminar. The decision is delivered immediately to the person removed.
3. The decision to remove from the list of seminar participants may be appealed against to the Rector of SAN.

§ 18

1. Participant's rights and obligations shall expire on the day of completing the last year of classes, defending a doctoral dissertation or being removed from the list of seminar participants.
2. At the request of a person who did not graduate from the seminar, the head of the seminar issues a certificate of the completed scope of education.

§ 19

1. The participant is obliged to comply with the provisions of these regulations.
2. The participant is obliged to comply with the rules of acquiring, using and protecting intellectual property.
3. The participant is obliged to comply with the rules and regulations of fire and health and safety at work.

Chapter V

Doctoral proceedings

§ 20

1. The participant may apply for the initiation of doctoral proceedings at the University of Social Sciences in Łódź.
2. The procedure for doctoral proceedings is specified in separate regulations.

Final provisions

§ 21

1. Matters not specified in these regulations, in particular: the rights and obligations of the participant, extending the duration of study and the rules of removing from the list of participants, are determined by the internal regulations of SAN and general provisions.
2. In matters relating to the organization of doctoral seminars, not regulated in the Rector's regulations, decisions are made by the Rector.

§ 23

The Regulations enter into force on 1 October 2019.