

Regulations of the International Doctoral School in Biological Sciences and Translational Medicine [Bio4Med]

CHAPTER I ORGANISATION OF THE DOCTORAL SCHOOL

§ 1

1. These regulations define the organisation of education at the International Doctoral School in Biological Sciences and Translational Medicine [Bio4Med], hereinafter referred to as the 'School'.
2. The School is an organised form of education for doctoral students in the disciplines of biological sciences and medical sciences, preparing them to obtain a doctoral degree.
3. The School is run jointly by:
 1. Instytut Biologii Doświadczalnej im. Marcela Neckiego PAN – Nencki Institute of Experimental Biology of the Polish Academy of Sciences (Nencki Institute of the Polish Academy of Sciences) with its registered office at Pasteura 3, 02-093 Warsaw, NIP 5250009269, REGON 000325825,
 2. Instytut Psychiatrii i Neurologii - Institute of Psychiatry and Neurology, with its registered office at Jana III Sobieskiego, 02-957 Warsaw, NIP: 5250009387, REGON: 000288509;

– (hereinafter: 'the parties' or 'institutes'), in accordance with the agreement concluded on 25 November 2026 pursuant to Article 198(5) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended) – hereinafter referred to as: 'the Act'.

CHAPTER II PROGRAMME COUNCIL AND DISCIPLINE HEADS

§ 2

1. The School has a Programme Council and heads of disciplines.
2. The Programme Council has the powers and duties specified in these regulations and identifies the needs and strategic directions for the development of the School.
3. Discipline heads have the powers and duties specified in these regulations, make decisions related to the course of doctoral students' education within a given discipline that are not reserved for other entities, and ensure the organisation of education within a given discipline.

§ 3

1. The Programme Council consists of representatives of the institutes, with 3 from the Nencki Institute of the Polish Academy of Sciences and 2 from the Institute of Psychiatry and Neurology.
2. Members of the Programme Council are appointed and dismissed by the directors of the institutes.
3. The Programme Council adopts resolutions by open vote by a simple majority of votes, except that in the event of an equal number of votes 'for' and 'against', the chair of the Council shall have the casting vote. Resolutions on personnel matters shall be adopted by secret ballot at the request of at least one member of the Council.
4. The Programme Council elects a Chair and Deputy Chair from among its members. The Chair of the Programme Council:
 - 1) is responsible for the implementation of the School's education programme;
 - 2) prepares draft documents to be adopted by the Council;
 - 3) signs resolutions adopted on behalf of the Council;
 - 4) coordinates the work of the Council and the activities of the heads of disciplines;
 - 5) ensures cooperation between the Programme Council and the School Board of Directors, acting on the basis of the agreement referred to in § 1.
5. The Deputy Chair shall perform the duties of the Chairperson in his/her absence, and the Deputy Chair shall have the casting vote referred to in paragraph 6.
6. The terms of office of the Chair and his/her deputy shall be four years.
7. In the event of the dismissal of the Chair of the Programme Council or his/her Deputy by the relevant Director of the institute, the Programme Council shall re-elect them.
8. The Programme Council may adopt rules of procedure for its work.
9. The Programme Council shall adopt the organisation of the academic year and announce it before the start of the year.

§ 4

1. Discipline heads are appointed and dismissed by the directors of the institutes.
2. The appointment of a discipline manager requires consultation with the doctoral student union operating at the institute. Failure by the union to take a position within 14 days of the date of presentation of the candidate for this position shall be deemed to constitute consent.
3. The discipline head:
 - a) credits the doctoral student for each year of education,
 - b) evaluates the implementation of the education programme and the conduct of scientific research by the doctoral student,
 - c) determines the individual mode of education,
 - d) gives consent for conditional credit for the academic year and determines the manner and deadline for making up for any deficiencies during the following academic year,
 - e) nominates the members of the mid-term committee and sets the date of the committee meeting,
 - f) verifies the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework,
 - g) extends the deadline for submitting the dissertation specified in the individual research plan.
4. The head of the discipline is the chair of the recruitment committee.
5. The term of office of the heads of disciplines is 4 years.

CHAPTER III ORGANISATION OF THE ACADEMIC YEAR

§ 5

1. The academic year begins on 1 October and lasts until 30 September of the next calendar year.
2. The organisation of the academic year at the School is decided by the Programme Council. The organisation of the academic year specifies, in particular, the dates of the beginning of semesters.
3. The schedule of classes within each discipline is communicated to doctoral students before the start of each semester by means of an announcement on the website of each of the Institutes comprising the School.

CHAPTER IV EDUCATION AT THE DOCTORAL SCHOOL

§ 6

1. Education at the School is conducted on the basis of the provisions of the Act and these regulations.
2. Education at the School is conducted within the framework of disciplines.
3. The rules of recruitment to the School and the education programme are specified in separate regulations and documents.
4. Education at the School lasts 8 semesters and is conducted on the basis of the education programme and an individual research plan.
5. The education programme is adopted by the scientific councils of the institutes jointly running the School, in accordance with the procedure provided for in separate regulations.

§ 7

1. A person may only be a doctoral student at one doctoral school at a time.
2. Before commencing education, at the registered office of the institute with which the person admitted to the School will be affiliated, the following is required:
 - a) to appear in person and present an identity document;
 - b) to submit the original diploma or written certificate of obtaining a master's degree or equivalent;
 - c) submit a certificate from an occupational health doctor confirming ability to work.
3. A person admitted to the School commences their education and acquires the rights of a doctoral student upon signing the oath in the presence of a representative of the School, after fulfilling the requirements referred to in 2 above.
4. The doctoral student shall be issued with a doctoral student ID card.
5. No fees shall be charged for the education of doctoral students at the School.
6. Each doctoral student shall be affiliated with one institute. The affiliation of a doctoral student shall be assigned by the Programme Council.

§ 8

The doctoral student, immediately but no later than within 12 months from the date of commencement of education, in consultation with the supervisor or supervisors, shall develop an individual research plan,

including in particular the manner of implementation of the education programme and the schedule for the preparation of the doctoral dissertation, including the date of its submission. If an assistant supervisor is appointed before the plan is submitted, the plan shall be presented after it has been reviewed by that supervisor. 3. In justified cases, the individual research plan may be changed with the consent of the supervisor(s).

§ 9

1. With the consent of the relevant directors of doctoral schools, expressed after consulting the supervisor, a doctoral student may continue their education at another doctoral school after completing at least the first assessment period.
2. The director of the doctoral school, at the request of the head of the discipline in which the doctoral student will continue their education, shall indicate the assessment period from which the education will continue, taking into account the differences in the programme, and shall specify the deadline for making up these differences.

CHAPTER V IMPLEMENTATION OF THE EDUCATION PROGRAMME

§ 10

1. The doctoral student is required to pass classes and meet other requirements specified in the document 'Education Programme of the International Doctoral School in Biological Sciences and Translational Medicine [Bio4Med]' (hereinafter: Programme).
2. In justified cases, the person conducting the classes, with the consent of the head of the discipline, may allow the doctoral student to pass the classes on an individually agreed date.
3. With the consent of the supervisor, the doctoral student may participate in classes and take exams in subjects provided for in the individual research plan in higher years.
4. At the request of the doctoral student and the supervisor, the head of the discipline may, in justified cases, agree to deviations from the detailed rules for the selection of specialisation classes, contained in Appendices 3 and 4 to the Programme.
5. Doctoral students who are beneficiaries of the 'Implementation-based Doctorate' programme shall undergo education in a mode that allows for deviations from the detailed rules for the selection of classes referred to in the previous paragraph.

§ 11

1. In order to pass the academic year, students must pass all courses included in their individual research plan or in the schedule for the first year and meet other requirements specified in the Programme, subject to the reservation referred to in § 9(2).
2. The doctoral student shall submit to the head of the discipline he or she is pursuing, a semester report reviewed by the supervisor on the implementation of the education programme, the individual research plan and the implementation of other scientific projects and achievements. The template for the report shall be specified by the head of the discipline.
3. The report for the winter semester shall be submitted by 15 March, and for the summer semester by 7 September.
4. Before crediting each year of study, the head of the discipline shall evaluate the implementation of the education programme and the doctoral student's scientific research. The evaluation shall be based on the semester reports.
5. An interim report may replace the current semester report, with the consent of the discipline head.

§ 12

1. A doctoral student has the right to two attempts for passing courses in a given academic year: the main term and the retake term.
2. In the event of an unjustified absence at the assessment test/exam, the doctoral student loses the right to pass the assessment/exam in the main term.
3. In the event of an excused absence from the assessment test/exam, the course instructor shall set an additional date or additional dates for the assessment test/exam, with the second date falling within a timeframe that allows for the timely submission of the semester report.
4. In the event of failure to pass part of the classes in a given academic year, the head of the discipline may agree to conditional passing of the academic year and specify the manner and date of making up for the backlog during the following academic year.
5. The following grades are used for assessment test (zaliczenie) and examinations:

- 1) very good – 5.0 [bardzo dobry]
- 2) good plus – 4.5 [dobry plus]
- 3) good – 4.0 [dobry]
- 4) satisfactory plus – 3.5 [dostateczny plus]
- 5) satisfactory – 3.0 [dostateczny]
- 6) unsatisfactory – 2.0 [niedostateczny]

CHAPTER VI APPOINTMENT OF A SUPERVISOR

§ 13

1. Academic supervision of doctoral students at the School is provided by a supervisor, supervisors or a supervisor and an assistant supervisor.
2. A supervisor may be a person holding at least a postdoctoral degree of doktor habilitowany or a person referred to in Article 190(5) of the Act, and an assistant supervisor may be a person holding at least a doctoral degree.

§ 14

1. Supervisors are appointed by the Scientific Council of the relevant institute from among persons nominated by the directors of individual institutes, while assistant supervisors are appointed at the request of the supervisor.
2. The supervisor, supervisors or supervisor and assistant supervisor shall be appointed without undue delay, but no later than within 3 months from the date of commencement of education. In special cases, justified in particular by scientific considerations, the assistant supervisor may be appointed at a later date.
3. When appointing a supervisor, supervisors or a supervisor and an assistant supervisor, particular consideration shall be given to the conditions of the doctoral student's scientific work, the need to ensure high-quality scientific supervision and support in conducting scientific activities.
4. In special cases, justified in particular by the inability to continue supervising the doctoral student or by scientific considerations, the Scientific Council of the relevant institute may change the supervisor, supervisors or assistant supervisor.

CHAPTER VII MID-TERM EVALUATION

§ 15

1. The implementation of the individual research plan is subject to a mid-term evaluation carried out halfway through the period of study.
2. The mid-term evaluation shall be carried out by a committee composed of three persons, including at least one person holding a postdoctoral degree of doktor habilitowany or the title of profesor in the discipline in which the doctoral dissertation is being prepared, employed outside the institutes running the School, or a person referred to in Article 190(5) of the Act. 5 of the Act. The director of the institute with which the doctoral student is affiliated, the supervisor, the assistant supervisor or the head of the discipline, with the exceptions specified in paragraph 3, may not be a member of the committee or participate in its work in any form.
3. If none of the members of the committee referred to in paragraph 2 is employed at any of the institutes running the School, the head of the discipline shall participate in the work of the committee as an observer. In other cases, the head of the discipline may participate in the work of the committee as an observer only at its request.
4. The members of the committee referred to in paragraph 2 shall be appointed by the Programme Council from among the candidates nominated by the head of the discipline.
5. A representative of the doctoral student union who is not a doctoral student undergoing mid-term evaluation may participate in all the work of the committee as an observer.

§ 16

1. The head of the discipline, after consultation with the committee referred to in § 15(2), shall set the date for mid-term evaluations for doctoral students studying in a given discipline and shall notify them of this date no later than 60 days before the evaluation. This date shall be set within 30 days after the expiry of two years from the commencement of education.

2. No later than 30 days before the date set for the mid-term evaluation, the doctoral student shall submit to the head of the discipline, with the opinion of the supervisor, supervisors or supervisor and assistant supervisor. The template for the interim report shall be specified by the Programme Council.

3. The committee conducting the mid-term evaluation shall analyse the mid-term report, in particular assessing the research achievements to date and the implementation of the individual research plan, and shall conduct an interview with the doctoral student on the progress in the implementation of the individual research plan, the difficulties encountered and the prospects for further implementation of the plan.

4. In the event of a documented unforeseen circumstance preventing the mid-term evaluation from being carried out within the time limit referred to in 1 above, the head of the discipline shall postpone the evaluation to the earliest possible date.

§ 17

1. The mid-term evaluation shall result in a positive or negative outcome.

2. The result of the mid-term evaluation, together with its written justification, shall be made public.

3. In the event of a negative mid-term evaluation result, the doctoral student may, within 7 days of receiving the written justification for the evaluation, submit a request to the Programme Council for a re-evaluation.

4. After the submission of the request referred to in 3 above, the Programme Council shall appoint members of the committee to conduct a re-evaluation, and the head of the discipline shall set the date for the re-evaluation. The members of the committee, appointed from among the candidates indicated by the Scientific Council of the institute with which the doctoral student is affiliated, may not be persons who have already participated in the mid-term evaluation of that doctoral student.

5. The members of the committee referred to in 4 above shall repeat the activities referred to in § 16(3) and determine the positive or negative result of the mid-term evaluation. This evaluation is not subject to appeal.

CHAPTER VIII COMPLETION OF EDUCATION

§ 18

1. The doctoral student's education shall be completed by the submission of a doctoral dissertation with a positive opinion from the supervisor or supervisors.

2. The head of the discipline shall verify the learning outcomes for the PRK level 8 qualification, taking into account the doctoral student's education documentation at the School, the submitted doctoral dissertation and the opinion of the supervisor or supervisors.

3. In the event of a positive outcome of the verification referred to in the previous paragraph, the doctoral student receives a certificate of completion of education at the School and of achieving learning outcomes for qualifications at level 8 of the Polish Qualifications Framework.

4. The doctoral student's rights expire on the date of completion of education or when the decision to remove them from the list of doctoral students becomes final.

5. The doctoral student's ID card shall be returned upon completion of education or when the decision to remove them from the list of doctoral students becomes final.

6. A doctoral student may submit a doctoral dissertation before completing the eighth semester, provided that they have completed the education programme set out in their Individual Research Plan. Paragraphs 1-5 shall apply accordingly.

§ 19

1. For a doctoral student who has obtained a doctoral degree as a result of completing the School, the period of education at the School, not exceeding 4 years, shall be counted towards the period of employment on which employee rights depend.

2. A doctoral student who has not completed their education at the School due to:

1) taking up employment as an academic teacher or researcher;

2) discontinuation of doctoral education in a given discipline

– the period of education at the School, not exceeding 4 years, shall be counted towards the period of employment on which employee rights depend, provided that he or she has obtained a doctoral degree.

§ 20

1. In the event of discontinuation of doctoral education in a given discipline, the institute responsible for the discontinuation shall ensure that doctoral students preparing their doctoral dissertations in that discipline have the opportunity to continue their education at another doctoral school in that discipline.
2. If there is no doctoral school offering education in a given discipline, the institute responsible for discontinuing education shall cover the costs of the external doctoral degree award procedure for persons who have lost the opportunity to complete their education.
3. Upon completion of their education, doctoral students are required to complete and submit a circulation card.

CHAPTER IX EXTENSION OF THE DEADLINE FOR SUBMITTING A DOCTORAL DISSERTATION

§ 21

1. At the request of the doctoral student, the head of the discipline may extend the deadline for submitting the dissertation specified in the individual research plan in special cases, justified in particular by:
 - 1) the need to conduct additional research, the result of which is to be the dissertation,
 - 2) the doctoral student's health or personal situation,
 - 3) the prolongation of research, the result of which is to be the dissertation, for other reasons beyond the doctoral student's control,
– but not longer than 2 years.
2. The application for an extension of the deadline for submitting the dissertation shall be accompanied by the opinion of the supervisor or supervisors, an update of the individual research plan and documents confirming the circumstances justifying the need for an extension.
3. In justified cases and with the consent of the head of the discipline, a doctoral student may obtain a leave of absence from the School, but for no longer than one year. For the duration of the leave, the doctoral student's programme of study shall be interrupted and the payment of the scholarship shall be suspended, while the deadline for submitting the dissertation shall be extended accordingly by the period of suspension referred to in the previous sentence.
4. At the request of the doctoral student, education shall be suspended for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, as specified in the Act of 26 June 1974 – Polish Labour Code. In such a case, the deadline for submitting the dissertation shall be extended accordingly by the period of suspension referred to in the previous sentence.

CHAPTER X REMOVAL FROM THE LIST OF DOCTORAL STUDENTS

§ 22

1. The director of the institute shall remove a doctoral student from the list of doctoral students in the event of:
 - 1) a negative mid-term assessment result;
 - 2) failure to submit a doctoral dissertation within the time limit specified in the individual research plan;
 - 3) resignation from education;
 - 4) failure to commence education;
 - 5) violation of the prohibition referred to in Article 200(7);
 - 6) disciplinary punishment of expulsion from the doctoral school.
2. A doctoral student may be removed from the list of doctoral students in the event of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) failure to comply with the School's regulations or to implement the education programme and individual research plan.
3. A doctoral student is required to submit their resignation from education in writing.
4. In proceedings concerning the removal of a doctoral student from the list of doctoral students, in the cases referred to in section 1(5), the doctoral student shall be requested to submit, within a period of not less than 30 days from the date of delivery of the request, a resignation from education at another doctoral school.
5. Failure to comply with the obligation referred to in section 2(2) shall also be deemed to include:
 - 1) failure by a person entered on the list of doctoral students to submit a complete set of documents required by the Doctoral School within the time limit specified by that School,
 - 2) failure by a doctoral student to submit documents required by the Doctoral School during their education within the time limit specified by that School.

6. Removal from the list of doctoral students shall be effected by way of an administrative decision. The decision may be appealed to the director of the Institute with which the doctoral student is affiliated, requesting that the case be reconsidered.
7. In the event of removal, the doctoral student is required to complete and submit a circulation card.

CHAPTER XI RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

§ 23

1. Doctoral students have the right to associate in doctoral student organisations.
2. Doctoral students in entities jointly running the School shall form a doctoral student union, operating on the basis of separate regulations.

§ 24

A doctoral student shall have the right to:

- 1) use the library collections, laboratories, equipment and research apparatus of the parties forming the School to the extent necessary to implement the education programme and individual research plan;
- 2) the supervision of a supervisor, supervisors or a supervisor and an assistant supervisor over the implementation of their individual research plan;
- 3) applying for financial assistance, on terms specified by the director of the institute with which they are affiliated, in the event of finding themselves temporarily in a difficult life situation.

§ 25

A doctoral student is entitled to holiday breaks not exceeding 8 weeks per year, determined in proportion to the period of education in that year.

§ 26

A doctoral student is obliged to:

- 1) comply with the School's regulations;
- 2) implement the education programme and individual research plan during hours agreed with the supervisor and permitted by the internal regulations of the institute;
- 3) conduct research in a reliable manner and in accordance with ethical principles;
- 4) have an ORCID (Open Researcher and Contributor ID) number;
- 5) report any changes in personal data, taking up employment as a researcher or academic teacher;
- 6) comply with health and safety regulations;
- 7) have a current certificate from an occupational health doctor confirming that there are no health contraindications to performing work;
- 8) doctoral students shall be subject to disciplinary responsibility in accordance with the rules set out in the statutes of the institute with which they are affiliated and in the Act.

CHAPTER XII DOCTORAL SCHOLARSHIP

§ 27

1. Doctoral students who do not hold a doctoral degree shall receive a doctoral scholarship.
2. The total period of receiving a doctoral scholarship in doctoral schools may not exceed 4 years.
3. The period referred to in 2 above shall not include the period of suspension referred to in § 21(4).
4. The minimum amount of the monthly doctoral scholarship shall be:
 - 1) 37% of the remuneration of a professor referred to in Article 137(2) of the Act – until the month in which the mid-term evaluation was carried out;
 - 2) 57% of the remuneration of a professor referred to in Article 137(2) of the Act – after the month in which the mid-term evaluation was carried out.
5. During the period of suspension of education, the provisions on determining maternity allowance shall apply accordingly to the determination of the amount of the doctoral scholarship, except that the basis for calculating the allowance shall be understood as the amount of the monthly doctoral scholarship referred to in paragraph 4, payable on the date of submission of the application for suspension.
6. A doctoral student who has a disability certificate, a certificate of the degree of disability or a certificate referred to in Articles 5 and 62 of the Act of 27 August 1997 on vocational and social rehabilitation and

employment of persons with disabilities (i.e. Journal of Laws of 2019, item 1172, as amended), shall receive a doctoral scholarship increased by 30% of the amount specified in 4(1).

7. A doctoral student who has submitted their doctoral dissertation earlier than the date of completion of education provided for in the education programme shall receive a doctoral scholarship until the date of completion of education, but for no longer than 6 months; the provision of paragraph 2 shall apply.

8. The doctoral scholarship shall be paid by the institute with which the doctoral student is affiliated. The scholarship shall be paid from the subsidy funds of the institute or from external sources of funding.

9. Not entitled to a doctoral scholarship is a doctoral student whose education at a doctoral school is associated with the obligation to be employed by the entity running the doctoral school:

- 1) on the basis of an employment contract;
- 2) with remuneration exceeding the remuneration of a profesor.

10. A doctoral student is obliged to immediately inform the head of the discipline and the director of the institute with which they are affiliated of any circumstances affecting the eligibility for a doctoral scholarship or its amount.

§ 28

A doctoral student may receive additional scholarships on the terms and conditions provided for in separate regulations.

CHAPTER XIII DOCUMENTATION AT THE DOCTORAL SCHOOL

§ 29

Information concerning the doctoral student and the course of their education is collected in:

- 1) the doctoral student's record (album);
- 2) the doctoral student's personal file.

§ 30

Doctoral student's record (album)

1. The school maintains a central electronic register of doctoral students.
2. The doctoral student is assigned a sequential student record number, hereinafter referred to as the 'record number'.
3. The following data is entered into the doctoral student's record:
 - 1) student record number;
 - 2) name of the Institute that selected the doctoral student in the recruitment process;
 - 3) first name(s) and surname;
 - 4) date and place of birth;
 - 5) PESEL number, and in its absence – name and number of identity document;
 - 6) date of commencement of education at the doctoral school;
 - 7) date of completion of education at the doctoral school;
 - 8) periods of suspension of education;
 - 9) periods of receiving scholarships;
4. Additional data shall be entered in the doctoral student's record in the following situations:
 - 1) change of first name or surname;
 - 2) removal from the list of doctoral students;
5. The student record (album) number shall be entered in the electronic doctoral student's ID card.

§ 31

Personal file

1. The student record (album) number shall be used to identify the doctoral student's personal file.
2. The doctoral student's personal file shall contain:
 - 1) documents required from the candidate for admission to the School,
 - 2) documents constituting the basis for admission to the School,
 - 3) the oath signed by the doctoral student,
 - 4) confirmation of receipt of the doctoral student's ID card and its duplicates,
 - 5) individual research plan, and if the individual research plan has been changed – also documents confirming the change of plan,
 - 6) documents confirming the course of education, in particular the timeliness of the implementation of the education programme, forms of verification of the doctoral student's achievements obtained during

- classes in a given semester or year, grades obtained, periods of suspension of education and leave of absence from education or extension of the deadline for submitting the doctoral dissertation,
- 7) semester reports on the implementation of the education programme, individual research plan and other scientific projects and achievements,
 - 8) mid-term report and documents confirming the mid-term assessment, including its final result with justification,
 - 9) decisions concerning the course of education, as well as other decisions taken in relation to the doctoral student,
 - 10) a certificate of submission of the dissertation, completing education at the School,
 - 11) confirmation of receipt of documents, if they are issued;
 - 12) the doctoral student's ID card, returned by the doctoral student.

CHAPTER XIV FINAL PROVISIONS

§ 32

Any doubts regarding the interpretation of these regulations or issues not covered herein shall be resolved by the Programme Council.

§ 33

1. The directors of the Institutes running the Doctoral School shall publish these regulations on their Public Information Bulletin websites.
2. Any amendments to these regulations shall require resolutions of the Scientific Councils of the Institutes forming the Doctoral School.
3. These regulations shall enter into force on 1 October 2026.