

## **Detailed Rules of Doctoral Studies at the Faculty of Physics University of Warsaw**

1. The doctoral studies at the Faculty of Physics are individual intramural studies under the supervision of an academic tutor – independent academician at the Faculty of Physics. In justified instances, the academic tutor may be an independent academician who is not employed at the Faculty.
2. The academic tutor agrees with the doctoral student the subject of research and the scope of doctoral thesis as well as the classes schedule and form of credit for the classes (including the classes held outside the Faculty of Physics, University of Warsaw).
3. The individual classes schedule for the next academic year, as determined jointly by the academic tutor/thesis supervisor and the doctoral student, should be presented together with the report on the previous year (for 1st year students - by 31 October of the year, in which the doctoral student was admitted).
4. During the four years of doctoral studies, those doctoral students who receive doctoral scholarship must teach educational classes for 240 hours. A doctoral student who receives doctoral scholarship shall not be entitled to receive salary for teaching classes for up to 90 hours a year.
5. The number of class hours in individual years can be adjusted to the requirements of doctoral student's academic work, but it cannot be greater than 90 hours of educational classes a year. In justified instances this number can be increased, provided that the consents of the doctoral student and his/her academic tutor or thesis supervisor are obtained.
6. In justified instances, e.g. when the doctoral student needs to expand his/her knowledge significantly, when the student takes an academic internship longer than 3 months, or the student is in difficult financial situation that forces him/her to look for a job, the Head of Doctoral Studies can – in consultation with the Deputy Director for Educational Matters of the relevant Institute – reduce the hours of educational classes which the doctoral student must teach. The minimum class hours a doctoral student who receives doctoral scholarship must teach is 60 hours during the whole course of doctoral studies. In individual cases, the Dean, in consultation with the academic tutor/thesis supervisor, may reduce the number of all classes' hours obligatory for the doctoral student.
7. The assessment of doctoral students' progress in work and the award of overall year credit is done by the Head of Doctoral Studies on the basis of the doctoral student's written report and the opinion of the academic tutor as well as the studies management system (USOS) or the student's record book with recorded credits for taken classes. It is possible to grant the class credit on the basis of information received by the Head of Doctoral Studies from the person teaching a given class (e.g. in case of classes taken outside the University, including those taken during academic internship abroad).

8. The report should contain:
  - list of teaching classes given by the doctoral student in the previous year,
  - list of classes (lectures, seminars), in which the doctoral student participated; if there is no record of the class in the studies management system or in the student's record book, the doctoral student should deliver an appropriate statement from the person teaching a given class,
  - information about participation in conferences, workshops and academic training,
  - list of publications and conference reports,
  - brief report on academic work with references to the plans formed the year before.
9. The report, opinion of the academic tutor and the student's record book (if any) should be submitted to the office of the Faculty of Physics by 30 June of a given year.
10. After the first year of studies, the doctoral students are additionally assessed on the basis of 1st year summary interview, held by the Commission appointed by the Dean of the Faculty of Physics, Warsaw University. The doctoral student's academic tutor may not be present at this interview. After holding the summary interview with the doctoral student, the Commission may invite the doctoral student's academic tutor for an interview as well. In this case, the decision on continuation of studies in the subsequent years or deletion of the doctoral student from the student list is taken after the summary interview and interview with the tutor, if such interview is held. The deadline for 1st year doctoral students' reports is adjusted to the interview date and cannot be earlier than 30 June of a given year.
11. Filing the report and obtaining the overall year credit is tantamount to the registration for the subsequent year of doctoral studies.
12. In justified instances (specified in the Rules of Doctoral Studies at the Warsaw University - *Monitor UW* 2014, item 106), the duration of doctoral studies can be extended by not more than 2 years, and the period, for which the doctoral scholarship is granted - by not more than 8 months. Students applying for extension of the studies' duration should, next to the application to the Deputy Rector for Student Affairs, deliver a report on the entire duration of the studies, a plan of completion of doctoral studies, and a declaration of thesis completion date as well as the opinion from thesis supervisor, specifying the anticipated date of completion of the doctoral thesis procedure.
13. Doctoral scholarships are awarded for one academic year. The amount of the scholarship depends on the Warsaw University's financial condition.
14. The award of scholarship is decided by the Rector of Warsaw University, at the request of the commission composed of:
  - Deputy Rector for Student Affairs,
  - Deputy Rector for Financial Affairs,

- Head of the Doctoral Studies,
- a representative of doctoral students, appointed by the Faculty Council of Doctoral Students.

The commission makes the decision in consultation with the heads of the Institute of Experimental Physics, Institute of Theoretical Physics, Astronomical Observatory, Department of Mathematical Methods in Physics, Institute of Geophysics, and coordinators of programmes, in which funds for doctoral studies are budgeted.

The following factors are taken into account when making the decision:

- the grade received during the admission procedure or - in case of students past the 1st year of studies - the assessment of their progress in doctoral studies, including academic accomplishments,
- possible option of alternative financing for the scholarship or employment by the unit where the doctoral thesis would be presented,
- compliance with research subjects pursued in the Faculty of Physics, Warsaw University.

15. Holders of valid "Card of the Pole" (*Karta Polaka*) may undertake doctoral studies on the same terms as are applicable to Polish citizens.
16. Doctoral students, who are citizens of countries not being members of the European Union or the EFTA, cannot receive doctoral scholarship from the teaching subsidy or an increase in doctoral scholarship from entity-specific subsidy (Polish Higher Education Law of 27 July 2005, Dz. U. [Journal of Laws] No. 164, item 1365 as amended). This does not prevent such students from receiving scholarship benefits from other funds.
17. Doctoral students, who are citizens of countries not being members of the European Union or the EFTA, shall pay a fee for their studies (Regulation of the Minister of Science and Higher Education of 12 October 2006, Dz. U. [Journal of Laws] No. 190, item 1406, as amended by the Regulation of the Minister of Science and Higher Education of 8 September 2009, Dz. U. [Journal of Laws] No. 176, item 2009). The amount of the fee is determined by the Rector of Warsaw University. At the request of the concerned party, the Rector of Warsaw University may reduce the fee or waive it in full.