

## **Rules for documenting the course of training**

### **Article 1 General provisions**

This Annex lays down rules for the BioPlanet Doctoral School, hereinafter: the “School”, of keeping of records concerning the course of training of the doctoral students, of corrections and of the issuance of duplicates, including:

- 1) the way the doctoral student’s entry in the register is kept;
- 2) the way the personal file of the doctoral student is kept;
- 3) documentation requirements and method of the course of training at the School;
- 4) the way the documents and their copies are drawn up and issued;
- 5) the way of correcting errors in documents and changes to personal data of doctoral student in the documents processed and issued by the School;
- 6) the way the documents and certificates are stored and issued;

### **Article 2 Recording of information concerning doctoral students and their course of training in the School**

Information concerning a doctoral student and their course of training are gathered in:

- 1) the student’s entry in the matriculation book;
- 2) the personal file of the student;

### **Article 3 Doctoral student’s register number**

1. The Doctoral School shall keep a central register of doctoral students in electronic form.
2. A doctoral student is given a consecutive student’s matriculation number, hereinafter referred to as “Register No.”
3. The following data of the doctoral students are entered into the student’s register:
  - 1) Register No.;
  - 2) name of the Institute to which the student was admitted;
  - 3) given name(s) and surname;
  - 4) date and place of birth;
  - 5) PESEL No. or, in the absence thereof, – the type and number of any documentary proof of identity;
  - 6) information on obtained second-cycle qualifications, or on first-cycle qualifications and an award of the “Diamentowy Grant” Scheme, or information about the scientific achievements of highest quality, which merit admission to the School;

- 7) fields and disciplines of science, in which the student's training is offered;
  - 8) the starting date of training at the School;
  - 9) the end date of training at the School;
  - 10) the result of mid-term evaluation with justification;
  - 11) the extensions granted for the submission of a dissertation;
  - 12) the periods during which the training was suspended;
  - 13) the period(s) during which a doctoral stipend is received;
  - 14) the data concerning the supervisor(s) and associate supervisor(s);
4. In addition, data are entered in the doctoral student's register in the case of:
    - 1) name change;
    - 2) change of supervisor or associate supervisor;
    - 3) termination of doctoral studies;
  5. The Register No. is entered in the student's grade book and electronic student identity card.
  6. The Register No. is entered in the student's personal file, which during the student's period of training is stored in the administration office of the Coordinating Institute.

#### **Article 4**

#### **Documents of the student of the Doctoral School**

1. For each doctoral student at the School the personal file is kept, which contains:
  - 1) documents required from an applicant admitted to the Doctoral School – Application with its attachments, and in the case of foreigners – also other attachments required during recruitment of foreign nationals;
  - 2) documentation concerning:
    - a) enrollment at the Doctoral School;
    - b) granting of (possibly) other stipends;
    - c) striking the student from the register and a notice of receipt of the decision;
    - d) extension of training period at the Doctoral School;
    - e) suspension of training at the Doctoral School.
  - 4) an oath signed by the doctoral student;
  - 5) a notice of receipt of the electronic student identity card and grade book, and their duplicates;
  - 6) updated information on personal data changes of the doctoral student;
  - 7) an individual research plan;
  - 8) annual reports on the scientific activity;
  - 9) opinions of the supervisors and associate supervisors;
  - 10) the Institute Director's decision on the appointment of mid-term evaluation committee;
  - 11) the report on the mid-term evaluation of the doctoral student;
  - 12) the certificate of completion of the course of training at the Doctoral School;
  - 13) information on the course of training in other doctoral school;
  - 14) a notice of receipt of documents by the student wherever they have been issued to him/her.
2. The original student's file is stored at the Coordinating Institute.
3. Doctoral student's file is archived in the Coordinating Institute archive.
4. Doctoral student's file is stored in the aforementioned archive for at least 50 years.

**Article 5**  
**Termination and resignation from training at the Doctoral School**

1. If the decision to strike the doctoral student from the Doctoral School register is final, the documents belonging to that student are sent back to a provided mailing address.
2. At the request of a person who did not graduate from the Doctoral School, the Coordinating Institute issues a certificate on the course of doctoral training.

**Article 6**  
**Documentation of the training at the Doctoral School**

The course of training at the Doctoral School is documented in:

- 1) a grade book, and the grade book may be kept in an electronic form;
- 2) individual research plans;
- 3) annual reports on the scientific activity;
- 4) opinions of the supervisor;
- 5) the course examination protocols, in the form of printouts of electronic data, containing:
  - a) course name and code, number of teaching hours,
  - b) given names and surnames of doctoral students,
  - c) Register Nos.,
  - d) obtained grades,
  - e) date and a handwritten signature of a person who gives a pass or an exam.

**Article 7**  
**Electronic student identity card**

1. Doctoral students are issued an electronic doctoral student identity card, hereinafter: “e-DSIC”. A notice of receipt of e-DSIC, containing the doctoral student’s given name(s), surname, Register No. and date of issue is included in the student’s personal file. A register of the issued e-DSICs is kept at the Coordinating Institute.
2. The e-DSIC certifies the doctoral student’s status.
3. The right of doctoral students to have e-DSIC of the School ceases on the day they completed their training or the termination decision becomes final.
4. In the event of e-DSIC loss by the doctoral student, he/she is obliged to report that fact to the School Director immediately, and to make an appropriate statement and application for an e-DSIC duplicate. The doctoral student is issued with the duplicate of e-DSIC.
5. In the event of notification by the doctoral student of a loss or destruction of e-DSIC, the authorized employee of the Coordinating Institute promptly deactivates the e-DSIC in the IT system servicing e-DSIC.
6. Validity of e-DSIC is certified once a year by data update in the microchip and by putting a hologram in the consecutive boxes of the e-DSIC card.
7. The Coordinating Institute is obliged to strict observance of the security rules concerning the system of e-DSIC issuance and use. The Coordinating Institute is responsible for the safety of information contained in the e-DSICs of doctoral students.

**Article 8**  
**Completion of the doctoral training**

1. A person who completed their course of training at the School is awarded a certificate of completion by the Coordinating institute.

**Article 9**  
**Duplicates of documents concerning doctoral training**

1. Duplicate of e-DSIC is issued with a current photograph of a doctoral student.
2. The duplicate issuance is registered also in an electronic form, marked with Register No. and consecutive letters of the alphabet: b, c, d, etc. The letter „a” always indicates the original.

**Article 10**  
**Corrections in the documents concerning training**

1. The School may make corrections in the grade book and student’s register upon request of a doctoral student, graduate or ex officio.
2. The corrections are made on the basis of an appropriate document, by crossing out an incorrect record and writing correct data above the crossed-out words. In that place, the “Corrected” annotation should be included, the signature of a person authorized to issue that document, date and official stamp. In the case of a correction made in the documentation in an electronic form, information about the correction, its date and the authorized person is retained.
3. Information on a correction is recorded in the doctoral student’s personal file.
4. No corrections are made to electronic student identity card. Electronic student identity card containing errors or mistakes shall be exchanged.

**Article 11**  
**Given name(s), surname(s) change**

1. After the completion of training at the School, no change of the name(s) of a graduate shall be made to update his/her documents referred to in Art. 6, unless the name(s) change is due to gender reassignment on the basis of administrative decision or court ruling pronounced in the proceedings for gender reassignment. In these cases a diploma is made in the new name(s), after an administrative decision or court ruling is presented.
2. When the name(s) change occurred before the completion of training at the School, the documents are issued in the new name(s). New name(s) may be entered in the grade book on the basis of the abridged copy of marriage certificate, administrative decision, or court ruling.

**Article 12**  
**Procedure in the event of applicant’s rejection from the Doctoral School**

1. If an applicant is not admitted to the Doctoral School for the first year of study, the submitted documents are stored at the School under the terms of Art. 4.4.

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2. If an applicant is not admitted to the School, or he/she does not undertake their studies, the School returns the diploma of second-cycle program degree, if the original was submitted.