



SENATE

OF THE FRYDERYK CHOPIN UNIVERSITY OF MUSIC

RESOLUTION NO. 97/196/2015

of 29 June 2015

on the enactment of

**Rules of extramural third cycle
studies with English as the language
of tuition at the Department of
Vocal and Acting Studies**

On the basis of Article 196 Paragraph 6 of the Act of 27 July 2005 Law on Higher Education (uniform text Journal of Laws of 2012 Item. 572 with further amendments) and § 38 Point 4b of the Fryderyk Chopin University of Music Statute (uniform text of 25.06.2013 with amendments), the Senate of the Fryderyk Chopin University of Music enacts the following:

§ 1.

The Rules of extramural third cycle studies with English as the language of tuition at the Department of Vocal and Acting Studies are hereby adopted.

§ 2.

The Rules mentioned in § 1 constitute an annex to this resolution.

§ 3.

The resolution shall come into force on the day of being passed, effective from the academic year of 2015/2016.

R e c t o r

Ryszard Zimak, Full Professor

**Rules of extramural third cycle studies
with English as the language of tuition at the Department of Vocal and Acting Studies,
Fryderyk Chopin University of Music in Warsaw**

I. General provisions

§ 1.

Extramural third cycle studies with English as the language of tuition at the Department of Vocal and Acting Studies are carried out on the basis of:

- Acts of 27 July 2005 Law on Higher Education (uniform text Journal of Laws of 2012 Item 572 with further amendments),
- Acts of 14 March 2003 on academic degrees and academic title and degrees and title in art (uniform text Journal of Laws of 2014 Item 1852 with further amendments),
- Regulation of the Minister of Science and Higher Education of 24 October 2014 on doctoral studies and doctoral scholarships (Journal of Laws Item 1480),
- Regulation of the Minister of Science and Higher Education of 1 September 2011 on doctoral education at universities and research institutions (uniform text Journal of Laws of 2015 Item 172.),
- Regulation of the Minister of Science and Higher Education of 12 October 2006 on undertaking and undergoing studies and training by foreigners and their participation in research and development work (Journal of Laws of 2006 No. 190 Item 1406),
- The FCUM Statute of 23 January 2012,
- Regulation of the Minister of Science and Higher Education of 3 October 2014 on the detailed mode and conditions of the registration and conferment procedure for a doctoral degree, habilitation proceedings, and awarding the title of professor (Journal of Laws Item 1383).

§ 2.

Doctoral studies with English as the language of tuition at the Department of Vocal and Acting Studies at the FCUM are created or liquidated upon the motion of the organisational unit entitled to carry out doctoral studies.

§ 3.

Doctoral studies with English as the language of tuition at the Department of Vocal and Acting Studies at the FCUM give doctoral students an opportunity to acquire advanced knowledge, participate in the life of academic community, prepare for independent research, artistic and teaching work, and to obtain a degree of *doktor sztuki* within a discipline they are carried out.

§ 4.

1. Doctoral studies with English as the language of tuition at the Department of Vocal and Acting Studies at the FCUM are carried out in an extramural form, they are payable or partly payable, depending on the financial conditions of the university.
2. Tuition fee and admission limit for doctoral studies are determined by Rector.
3. Rector may lower the tuition fee in individual cases.
4. Information about payment conditions and possibilities to obtain scholarships in a given edition of doctoral studies is provided each time in an announcement about the enrolment on the FCUM website.
5. Payment conditions for doctoral studies for foreigners are specified in relevant regulations.
6. Doctoral studies last no less than 2 years and no longer than 4 years.

§ 5.

The administrative unit responsible for doctoral studies is secretariat for doctoral studies. Documentation connected with the registration and conferment procedure for a doctoral degree is kept by Academic Promotion Specialist.

§ 6.

Doctoral studies with English as the language of tuition at the Department of Vocal and Acting Studies at the FCUM may be carried out in cooperation with other, also outside-university

scholarly or artistic units. The tasks of specific units and the way of financing of studies carried out that way are specified in the agreements concluded between these units.

§ 7.

1. Candidates who are entitled to apply for admission to doctoral studies with English as the language of tuition at the Department of Vocal and Acting Studies must have a professional title of *magister* or an equivalent title and must meet the enrolment requirements specified in the FCUM Senate resolution.

2. Non-Polish citizens can apply for admission to doctoral studies at the FCUM according to the regulation of the Minister of Science and Higher Education of 12.10.2006 on undertaking and undergoing studies and training by foreigners and their participation in research and development work (Journal of Laws of 2006 No. 190 Item 1406) and on the basis of the FCUM Senate resolutions on the change of requirements referring to the knowledge of Polish by foreigners.

3. The conditions for transferring a doctoral student from a different higher education institution to the FCUM are specified by the Council of the Department of Vocal and Acting Studies.

§ 8.

1. Classes at doctoral studies are taught in English.

2. Doctoral students for whom Polish is a foreign language attend Polish language classes taught as part of foreign language courses.

3. In case when the number of foreigners is smaller than 6, they are sent for Polish language courses taught by other higher education institutions.

§ 9.

1. Each doctoral student at the FCUM has his/her own academic/artistic tutor or supervisor. It can be a person with at least a post-doctoral degree (*doktor habilitowany*) in a given or similar academic/artistic discipline and with academic publications or artistic achievements from the last 5 years.

2. Academic/artistic tutor or supervisor support doctoral students in their independent research/artistic work from the moment they start doctoral studies as part of the subject called Doctoral Seminar.

3. A doctoral student may apply for appointing an auxiliary tutor/supervisor to hold a support function in supervising a doctoral student. Such a person must at least have a doctoral (*doktor*) degree in sciences/arts.

4. A doctoral student has the right to suggest an academic/artistic tutor and an auxiliary tutor. The decision on this matter is taken by Head of Doctoral Studies.

II. Organisation of doctoral studies and rules of study

§ 10.

Classes at doctoral studies end with an exam of pass (“completed”).

§ 11.

1. Doctoral studies are held according to the rules specified by the FCUM.

2. A doctoral student’s superior is the University Rector.

§ 12.

1. An academic year lasts from 1 October to 30 September of the following calendar year.

2. Classes at doctoral studies start no earlier than on 15 October of a given year and end no later than on 30 June of the subsequent year.

3. Exam sessions are held on an annual basis, from 1 to 15 September.

4. Re-sit sessions last from 16 to 30 September.

5. In case of a doctoral student who has not obtained pass („completed”) results or failed exams in the deadlines mentioned above, Head of Doctoral Studies may decide to:

a) allow a doctoral student to continue their studies in the following year conditionally,

b) cross them off the list of doctoral students.

6. Head of Doctoral Studies marks a conditional pass in a student’s record book, setting the deadline for catching up. After the deadline the conditional pass expires, and Head of Doctoral Studies may set a new deadline or decide to cross a student of the list of doctoral students.

§ 13.

The curriculum of doctoral studies includes collective, group and individual classes, obligatory and optional ones, as well as professional training.

§ 14.

The curriculum and the all-year plan of studies will be announced to doctoral students before the beginning of each academic year.

§ 15.

1. The following grading scheme is used at the FCUM: A+ – *celujący* [exceptional] (24-25 points), A – *bardzo dobry* [very good] (21-23 points), B – *dobry plus* [good plus] (19-20 points), C – *dobry* [good] (16-18 points), D – *dostateczny plus* [satisfactory plus] (13-15 points), E – *dostateczny* [satisfactory] (10-12 points), F – *niedostateczny* [failed] (0-9 points) and *zal.* – *zaliczam* [pass/completed] and *nzal.* – *nie zaliczam* [no pass/not completed].

Doctoral Seminar is completed with a Yes/No result with a justification written in the record of grades.

2. Doctoral students are informed about their pass and exam results in a way set by Head of Doctoral Studies.

§ 16.

1. Doctoral students must get their pass results and exam grades within deadlines specified in the curriculum. In justified cases when a doctoral student is excused from classes on a short-term or permanent basis (see § 32), their pass results and exam grades may be obtained during re-sit sessions (see § 19).

2. A doctoral student who has not obtained a pass or a positive exam grade during an exam session or during the re-sit session has a right to take a committee exam.

3. A committee exam can be taken by a doctoral student upon his/her request submitted within 7 days from the date of obtaining a negative grade or not obtaining a pass.

4. In case when a doctoral student's request for a committee exam is regarded legitimate, Head of Doctoral Studies sets up a committee, which should consist of Head of the Council for Doctoral Studies or other member of the Council for Doctoral Studies set by Head (as head of committee), previous examiner and one or two pedagogues of a given or similar subject called by Head, within 14 days from the date the request was submitted.

5. Upon request of a doctoral student, a representative of the Student Government may participate in the committee exam as an observer.

6. The result of the committee exam is determined by the committee, and its Head enters the result in the record book.

§ 17.

Change of discipline of doctoral studies during the enrolment process or during doctoral studies is impossible due to different enrolment condition for each discipline. Doctoral students have the right to change their individual academic/artistic tutor/auxiliary tutor. Such a change can only be made once. Doctoral students' requests for change of tutor are examined by Head of Doctoral Studies.

§ 18.

1. Doctoral studies result with obtaining third degree qualifications in the process of the registration and conferment procedure for a doctoral degree, conducted at the FCUM Department relevant for a doctoral student's discipline.

2. The conditions to start the registration and conferment procedure for a doctoral degree and its mode are specified in the general rules and specific requirements of Council of a given Department.

3. Each year of doctoral studies at the FCUM ends with a committee exam in the subject of Doctoral Seminar. The exam covers:

a) submitting written reports signed by a doctoral student and his/her tutor/auxiliary tutor or supervisor/auxiliary supervisor on:

- the preparation of artistic work and its description,
- the completed professional training confirmed by a pedagogue (in case of participation in classes) or head of unit (in case of conducting classes),
- the artistic, academic and organisational activity of a doctoral student.

4. A tutor/auxiliary tutor or supervisor/auxiliary supervisor may participate in the exam with a right to vote.

5. The requirement a doctoral student must meet in order to be admitted to a committee exam is obtaining passes and positive grades from all subjects from the curriculum for a given year of studies.

§ 19.

A doctoral student can open the registration and conferment procedure for a doctoral degree after the first year of studies. He/she must open the registration and conferment procedure for a doctoral degree before end of the third year of studies at the FCUM Department relevant for a doctoral student's discipline. Decisions on the opening of the registration and conferment procedure for a doctoral degree are independent decisions of unit councils according to relevant regulations.

§ 20.

A doctoral student at the FCUM may be crossed off the list of doctoral students in case of:

1. resignation or not taking up studies,
2. unjustified absence on at least 10% of classes in a given academic year,
3. violating the oath,
4. violating the rules of doctoral studies,
5. failing to fulfil the obligations resulting from the curriculum of doctoral studies, e.g. failing to complete practical training, failing to submit reports, or failing to perform academic research/artistic activities,
6. disciplinary penalty placed on a doctoral student,
7. failing to pay tuition fee in case of extramural studies.

§ 21.

1. Not taking up studies is understood as not attending classes before the end of October of the year when doctoral studies start.
2. A doctoral student shall inform Head of Doctoral Studies about his/her resignation from studies in a written form.
3. A decision on crossing a doctoral student off the list is taken by Head of Studies.

4. A doctoral student is entitled to an appeal to Rector against the decision mentioned in point 3.
3. The appeal must be submitted within 14 days from the date the decision was delivered. Rector's decision is final.

§ 22

1. A doctoral student crossed off during his/her studies may apply for resuming the studies.
2. A resume of the studies takes place on the analogical stage of the following edition of doctoral studies.
3. A resume of the studies is allowed within the admission limit for intramural or extramural studies.
4. Council for Doctoral Studies decides whether it is necessary to conduct a qualification exam.

§ 23.

1. A doctoral student has the right to make a request to Head of Doctoral Studies to be excused from classes due to participation in important undertakings supporting his/her academic/artistic development (academic conferences, concerts, music competitions, etc.). A decision on excusing a doctoral student from classes is taken by Head of Doctoral Studies.
2. Head of Doctoral Studies is entitled to excuse a doctoral student from classes on the basis of a medical certificate stating an illness, or a certificate issued by relevant state authorities stating that a doctoral student performed duties resulting from procedural rules of statutory rank, such as appearance in a court, on the days when classes were held.
3. In special cases absences are excused after Head of Studies takes into account a written statement from a doctoral student.
4. In special cases a doctoral student may apply for an individual course of studies. Decisions on this matter are taken by Council of a given organisational unit.

III. Rights and responsibilities of a doctoral student

§ 24.

1. Doctoral students are obliged to:
 - a) behave in accordance with the oath,
 - b) obey the statute, rules of studies and orders of university authorities,

- c) follow the curriculum,
- d) participate in classes on an obligatory basis,
- e) conduct artistic or/and research work,
- f) pass all subjects on time,
- g) settle financial liabilities towards the FCUM on time,
- h) preserve the reputation of the FCUM, cultivate its traditions and respect the possessions of the university.

§ 25.

Doctoral students select their representative in the FCUM Senate and Councils of Departments running a given discipline – according to the rules specified in the university statute.

§ 26.

1. Doctoral students may apply for a place in the FCUM Student Dormitory for the period of classes.
2. The fee is determined according to the fee amounts set for the FCUM students.

§ 27.

1. Doctoral students are entitled to use the library and sound library collection of the FCUM according to the principles specified in the library rules.
2. Doctoral students use practice rooms according to general rules. Dean of the Department may temporarily limit the availability of practice rooms which are at his disposal due to important artistic or teaching tasks performed at this Department.
3. Doctoral students are entitled to use the computer system of the FCUM according to the rules set for students.

§ 28.

Doubts concerning interpretation of the Rules are resolved by Council of an organisational unit.

Warsaw, 29.06.2015