



Rules of Environmental Doctoral Studies at the Fryderyk Chopin University of Music in Warsaw

I. General provisions

§ 1.

These Rules are based on the legislation in force:

- Act of 27 July 2005 Law on Higher Education (i.e., Journal of Laws of 2016, 1842 with further amendments),
- Act of 14 March 2003 *On academic degrees and academic title and degrees and title in art* (i.e. Journal of Laws of 2016, Item 882 with further amendments),
- Regulation of the Minister of Science and Higher Education of 13 April 2016 on doctoral studies and doctoral scholarships (Journal of Laws of 2016, Item 558),
- Regulation of the Minister of Science and Higher Education of 10 February 2017 on doctoral education at universities and research institutions (Journal of Laws of 2017, Item 256 with further amendments),
- 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 (i.e., Journal of Laws of 2016, Item 1501),
- The FCUM Statute.

§ 2.

1. Doctoral studies offered by the Fryderyk Chopin University of Music in Warsaw, hereinafter referred to as the FCUM, are the third cycle of education at the university.
2. Implementation of the curriculum of doctoral studies leads to obtaining the learning outcomes as outlined in the characteristics of the learning outcomes foreseen for Level 8 of qualifications of the Polish Qualifications Framework.

§ 3.

1. Doctoral studies at the FCUM are created, transformed and closed based on the decision of Rector of the FCUM.
2. Doctoral studies at the FCUM are created or closed following the request of councils of organisational units entitled to carry out doctoral studies.
3. Studies in each discipline may be closed following the request of a relevant department council.

§ 4.

Doctoral 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.

§ 5.

1. Doctoral studies at the FCUM are inter-major (environmental) studies, carried out jointly by department councils entitled to carry out doctoral studies by the Council for Doctoral Studies. The above mentioned right does not exclude them from the right to carry out doctoral studies as part of a given department.
2. Doctoral studies at the FCUM are offered in two forms: intramural and extramural.
3. Doctoral studies at the FCUM in an intramural form are free, and in an extramural form they are payable or partly payable, depending on the financial conditions of the university.
4. Tuition fee and admission limit for doctoral studies are determined by Rector and approved by the senate based on the guidelines set out in annual activity and finance plans of the university.
5. Rector may lower the tuition fee in individual cases.
6. The university concludes an agreement with a doctoral student in a written form; the agreement specifies the tuition fee amount and the conditions of payment for studies.
7. 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.
8. Payment conditions for doctoral studies for foreigners are specified in relevant regulations.
9. Doctoral studies last no less than 2 years and no longer than 4 years.

§ 6.

1. Council for Doctoral Studies is an inter-department unit organising and carrying out doctoral studies.
2. Council for Doctoral Studies is appointed by the FCUM Rector by way of order.
3. Council for Doctoral Studies consists of: persons designated by Department councils entitled to carry out doctoral studies to whom the rights to represents these councils are transferred in reference to the issues connected with the implementation of doctoral studies, Vice-Rector of the FCUM for teaching affairs as its Head, as well as Head of Doctoral Studies.
4. Content-related decisions of the Council for Doctoral Studies may be consulted with the doctoral student government.

§ 7.

Council for Doctoral Studies shall:

1. pass, having consulted the doctoral student government and in compliance with the guidelines set by the University senate, plans and curricula of doctoral studies,
2. determine the way of the way of how the curriculum shall be implemented and the assessment of how doctoral students conduct academic research and artistic activities,
3. approve the way of organisation of classes,
4. consider doctoral students' objections referring to Head of Doctoral Studies,
5. express opinion on appoint and dismiss Head of Doctoral Studies by Rector,
6. request for doctoral studies to be transformed.

§ 8.

1. Head of Doctoral Studies shall be appointed and dismissed by the FCUM Rector. It may be a person who holds at least an academic degree of *doktor habilitowany* (post-doctoral

degree) or *doktor habilitowany sztuki* [post-doctoral degree in arts], or has second degree qualifications, and is employed at the University on a full-time basis.

2. Appointing and dismissing Head of Doctoral Studies shall take place after consulting the Council for Doctoral Studies and the relevant body of the doctoral student government. They shall express their opinion within 14 days from the date of receiving the request for decision. The requirement of request shall be regarded as fulfilled in case of ineffective expiry of the time limit.
3. 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.

§ 9.

1. Head of Doctoral Studies shall:
 - a) organise the implementation of the curriculum of doctoral studies,
 - b) evaluate the implementation of the curriculum of doctoral studies and the way how doctoral students conduct academic research and artistic activities, all that in a manner determined by the Council for Doctoral Studies,
 - c) give doctoral students a pass (completion) mark for subsequent years of studies,
 - d) cross doctoral students off the list of doctoral students,
 - e) hold the function of Head of Doctoral Committee appointed by Rector and pronouncing an opinion on doctoral students' requests for doctoral student scholarship.
2. In justified cases, if requested by a doctoral student, Head of Doctoral Studies may prolong the time of completing doctoral studies by the duration of maternity leave, leave based on the same conditions as maternity leave, paternity leave and parental leave, granted in compliance with the rules laid down in the Act of 26 June 1974, *The Labour Code*
3. If requested by a doctoral student, Head of Doctoral Studies may prolong the time of completing doctoral studies, at the same time exempting a doctoral student from the obligation of participating in classes, by no longer than one year in case of:
 - a) temporary inability to undergo studies caused by an illness,
 - b) taking care in person of an ill family member,
 - c) taking care in person of a child under the age of four or a child with a disability certified by competent authority.
4. Having consulted an academic/artistic advisor or a supervisor, Head of Doctoral Studies, may prolong the time of completing doctoral studies, at the same time exempting a doctoral student from the obligation of participating in classes, in cases justified by a necessity to conduct long-lasting research, by its duration, but no longer than 2 years.
5. An appeal body from decisions of Head of Doctoral Studies is the Council for Doctoral Studies.

§ 10.

Doctoral 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.

§ 11.

1. Candidates who are entitled to apply for admission to doctoral 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 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 for Doctoral Studies.

§ 12.

1. Enrolment for doctoral studies has a competition form. Enrolment conditions, procedure and forms shall be determined by the senate.
2. The enrolment procedure is conducted by Departmental Enrolment Committees appointed by Deans. The committees decide about admitting or not admitting candidates for doctoral studies within the admission limit set by Rector.
3. A candidate is entitled to appeal to Rector against the decision of the committee mentioned in Paragraph 2 within 14 days from the date it was delivered, but an appeal may only be based on a claimed breach of admission conditions and procedures for doctoral studies.
4. Rector's decision is final.
5. Enrolment resolution shall be publically announced on the FCUM Internet website no later than 30 April of the calendar year in which the academic year the resolution refers to starts.
6. The results of enrolment procedure are public.

§ 13.

1. Participants of doctoral studies, known as the FCUM doctoral students, acquire the rights and assume the responsibilities of doctoral students at the time of matriculating and taking the oath the text of which shall be determined in the FCUM statute.
2. Doctoral students shall receive an ID, the fee for which shall be paid to the FCUM in compliance with the price list passed by the FCUM senate.

§ 14.

Classes at doctoral studies are taught in Polish.

§ 15.

1. Each doctoral student at the FCUM has his/her own academic/artistic tutor or supervisor. It can be a person with 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 may apply for appointing a second tutor/supervisor in case of preparing an interdisciplinary thesis. Such a person must at least have a post-doctoral degree (*doktor habilitowany*) in a discipline being the subject of doctorate and have academic publications or artistic achievements from the last 5 years.

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

§ 16.

Lectures for doctoral studies at the FCUM are open.

II. Organisation of doctoral studies and rules of study

§ 17.

1. Classes at doctoral studies end with an exam or pass (“completed”).
2. The course of studies is documented in a record book, the specimen of which constitutes Annex 1 to these Rules.

§ 18.

1. Doctoral studies are held according to the rules specified by the FCUM Senate.
2. A doctoral student’s superior is Head of Doctoral Studies.

§ 19.

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 22 September.
4. Re-sit sessions last from 23 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.

§ 20.

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

§ 21.

1. The total load of obligatory and optional classes and professional training covered by the curriculum of doctoral studies corresponds to 30 to 45 ECTS points.
2. The load of optional classes is at least 15 hours.
3. Optional classes developing professional skills, the load of which corresponds to at least 5 ECTS points, prepare doctoral students for research work or research-and-development work.
4. Optional classes developing teaching skills, the load of which corresponds to at least 5 ECTS points, prepare doctoral students for the profession of academic teacher.

§ 22.

1. Doctoral students are obliged to undergo a practical training in a form of teaching of classes at a higher education institution or participation in their teaching.

2. The load of practical training must not be less than 10 and more than 90 teaching hours per year. The selection of this type of practical training shall be decided on by an advisor/supervisor in consultation with a doctoral student and with the approval of Head of Doctoral Studies.
3. A doctoral student employed as an academic teacher, teaching at the University or participating in the conducting of classes, shall be exempt from practical training in a form of teaching.

§ 23.

1. More than a half of the curriculum of intramural doctoral studies requires the presence of doctoral students at the FCUM and is implemented in a form of classes and academic/artistic work requiring a direct participation of academic teachers or advisors/supervisors and doctoral students.
2. The curriculum and the all-year plan of studies will be announced to doctoral students before the beginning of each academic year.

§ 24.

1. The following grading scheme is used at the FCUM for completions and exams: 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]. Grade for Doctoral Seminar also contains a descriptive element which refers to the progress in the preparation of artistic work and its description (for Theory of Music – artistic work only).
2. Doctoral students shall be informed about their passes (completion) and exam results in a way determined by Head of Doctoral Studies.

§ 25.

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.

§ 26.

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/second tutor. Such a change can only be made once. Doctoral students' requests for change of tutor are examined by Head of Doctoral Studies.

§ 27.

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/second tutor or supervisor/auxiliary supervisor/second supervisor on:
 - the preparation of artistic work – for Theory of Music, and for the remaining disciplines – also of 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,
 - b) oral test consisting in a doctoral student's presentation of progress in the preparation of work – for Theory of Music, and for the remaining disciplines – also the preparation of its description, and a discussion.
4. A tutor/auxiliary tutor/second tutor or supervisor/auxiliary supervisor/second 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.
6. If requested by a person who has not completed doctoral studies, a certification of the course of studies shall be issued. The fee for the certification should be paid in compliance with the price list passed by the FCUM senate.

§ 28.

A doctoral student can open the registration and conferment procedure for a doctoral degree after the first year of studies. In justified cases, Head of Doctoral Studies may allow for an earlier opening of the registration and conferment procedure for a doctoral degree. A doctoral student 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.

§ 29.

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 (see § 34-35),
7. failing to pay tuition fee in case of extramural studies.

§ 30.

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. The appeal must be submitted within 14 days from the date the decision was delivered. Rector's decision is final.

§ 31

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.

§ 32.

1. A doctoral student has the right to make a request to Head of Doctoral Studies to be excused from classes or have a justified absence 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 or justifying their absence is taken by Head of Doctoral Studies.
2. Head of Doctoral Studies is entitled to excuse a doctoral student from classes or justify their absence 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 constitutional obligations, 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 for Doctoral Studies.

§ 33.

1. Doctoral students shall be liable to disciplinary measures before a disciplinary committee for students and doctoral students appointed from academic teachers, students and doctoral students according to a procedure specified by the FCUM statute, or before a student disciplinary panel of the doctoral student government, hereinafter referred to as the "student disciplinary panel", for any breach of the regulations in force at the University and any acts demeaning the dignity of a doctoral student.
2. Doctoral students may not be punished for the same act by both the student disciplinary panel and a disciplinary committee.

§ 34.

Types of disciplinary punishment are:

- a) admonition,
- b) reprimand,
- c) reprimand with a warning,
- d) being suspended in some rights of a doctoral student for the period of one year,
- e) being expelled from the University.

§ 35.

The detailed rules for investigation proceedings as well as rules for proceedings held before the disciplinary committee shall be governed by relevant regulations of the FCUM statute and the *Law on Higher Education*.

§ 36.

Organisational aspects and detailed rules for proceedings held before the student disciplinary panel shall be laid down in the rules of the doctoral student government.

III. Rights and responsibilities of a doctoral student

§ 37.

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.

§ 38.

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.

§ 39.

1. The body representing the rights of doctoral students is the doctoral student government.
2. Relevant provisions of the *Law on Higher Education* shall apply to the doctoral student government.
3. Representatives of the doctoral student government of the FCUM may participate in the national representation of doctoral students.

§ 40.

Doctoral students have the right to associate in academic organisations of doctoral students, especially research circles, in accordance with the rules laid down in the *Law on Higher Education*, FCUM statute as well as arrangements and orders of the FCUM authorities.

§ 41.

Having obtained a doctoral degree, doctoral students shall have the period of their doctoral studies, but no longer than four years, included in the period of work on which employee rights depend.

§ 42.

1. Doctoral students may apply for financial assistance from the funds set for this purpose from the state budget and specified in the University's activity-and-finance plan in a form of:
 - a) maintenance grant,
 - b) maintenance grant for the disabled,
 - c) scholarship for the best doctoral students of the FCUM,
 - d) allowance.
2. The conditions for granting financial assistance are determined by the *Law on Higher Education* and separate rules.
3. Doctoral students may apply for:
 - a) Doctoral student scholarship,
 - b) doctoral scholarship ~~in the amount of increased doctoral student scholarship~~
 - c) scholarship of the Ministry of Science and Higher Education for outstanding achievements of a doctoral student (see ordinance of the Minister of Science and Higher Education of 14.09.2011),
 - d) minister's scholarship for outstanding achievements.
4. The conditions for granting scholarships mentioned in Paragraph 3 are laid down in the *Law on Higher Education*, Ordinance of the Minister of Science and Higher Education of 13 April 2016 *on doctoral studies and doctoral student scholarships*, Ordinance of the Minister of Science and Higher Education of 17 July 2015 *on minister's scholarships for outstanding achievements granted to doctoral students* as well as separate rules.

§ 43.

Doctoral students have the right to social security and national health insurance pursuant to the rules specified in separate regulations.

§ 44.

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.

§ 45.

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.

§46.

Doubts concerning interpretation of the Rules are resolved by Council for Doctoral Studies.

Annex 1 to the Rules of Environmental Doctoral Studies

DOCTORAL STUDENT RECORD BOOK

Description:

- 1) Size of record book A6 (105 mm x 148 mm);
- 2) cover – white cardboard with a weight of 250 g/m², wire-sewn;
- 3) cover, page 1 – national emblem, size 16.5 x 18.5 mm, crown of the national emblem 13.5 mm from the upper edge of record book, caption ‘INDEKS’ [RECORD BOOK] under the national emblem, 7 mm from the base of the emblem;
- 4) pages from 1 to 44 – offset paper with a weight of 80 g/m²;
- 5) double-sided printing, in black:
 - a) cover, page 1 - caption ‘INDEKS’ - Font: Arial CE 36 pts, bolded upper-case letters, ‘(imię/imiona i nazwisko) [name/names and surname] - Font: Arial CE, 7.5 pts, ‘Nr albumu’ [record book no.] - Font: Arial CE, 7.0 pts
 - b) cover, page 2 - explanations (text in brackets) - Font: Arial CE, 6.0 pts, ‘pieczęć urzędowa’ [official seal] - Font: Times New Roman CE, 5.2 pts,
 - c) page 1 – ‘INDEKS’ - Font: Times New Roman CE, 24.0 pts, upper-case letters, ‘(imię/imiona i nazwisko)’ - Font: Arial CE, 8,0 pts, „Nr.....” [no.] - Font: Arial CE, 12.0 pts
 - d) pages from 1 to 44 - text and table filling - Font: Arial CE, 9.0 pts,
 - e) explanations – Font: Arial CE, 5.2 pts,
 - f) in the heading – name of University: UNIWERSYTET MUZYCZNY FRYDERYKA CHOPINA – Font: Tahoma CE, 9.00 pts, and University logo size 22.5 x 15.0 mm
 - g) page numbering - Font: Arial CE, 9.0 pts, bolded,
 - h) photo in record book sealed with paper press stamp.