

## **Rules of the International Environmental Doctoral School**

**associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS)**

(uniform text)

According to Article 205 of the Act on Higher Education and Science of 20 July 2018 (Dz. U., item 1668, as amended) as well as Article 290(3) and Article 292 of the Implementing provisions to the Act on Higher Education and Science of 3 July 2018 (Dz. U., item 1669, as amended), after consulting the Senate's Committee on Education, the Senate resolves as follows:

### **I GENERAL REGULATIONS**

#### **§ 1**

1. The International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS) comprises the following organisational units:
  - 1) University of Silesia in Katowice (US);
  - 2) Institute of Geophysics, Polish Academy of Sciences (IG PAS);
  - 3) Institute of Mathematics, Polish Academy of Sciences (IM PAS);
  - 4) Institute of Oceanology, Polish Academy of Sciences (IO PAN).
2. In order to enhance the interdisciplinary character of IEDS by disciplines belonging to the field of social sciences:
  - 1) the University of Silesia in Katowice will make its own resources from the field of social sciences available to IEDS;
  - 2) IEDS will be supplemented by an associated institution, namely Maria Curie-Skłodowska University in Lublin.
3. The Doctoral School operates on the basis of the following legal acts:
  - 1) Act on Higher Education and Science of 20 July 2018 (Dz. U., item 1668, as amended), hereinafter referred to as the Act;
  - 2) Implementing provisions to the Act on Higher Education and Science of 3 July 2018 (Dz. U., item 1669, as amended);
  - 3) agreement regarding the rules of functioning and financing the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice;
  - 4) Resolution of the Academic Senate of the University of Silesia in Katowice passed on 27 November 2018 setting out the admission policy and qualification procedure at the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS) for the academic year 2019/2020;

- 5) Resolution of the Academic Senate of the University of Silesia in Katowice passed on 27 November 2018 setting out the educational programme at the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS);
  - 6) statutes of partner institutes;
  - 7) the present document;
  - 8) other applicable legal regulations.
4. The terms used herein are to be interpreted as follows:
- 1) **doctoral student** – a person studying at the Doctoral School;
  - 2) **Doctoral School** – an organised form of educating doctoral students, run by the University of Silesia in Katowice and its Partners, the completion of which involves the fulfilment of requirements stipulated in § 29 of the present document;
  - 3) **IEDS Council** – a council comprising individuals employed at partner institutions, each of whom holds a degree of Professor or Assistant Professor with Habilitation degree in one of the core fields of the Doctoral School; members of IEDS Council may additionally include experts from abroad;
  - 4) **Dean of IEDS** – dean of the Doctoral School appointed by the President of the University of Silesia in Katowice upon the request of IEDS Council;
  - 5) **Act** – the Act on Higher Education and Science of 20 July 2018 (Dz. U. item 1668);
  - 6) **Statute** – the statute of the University of Silesia in Katowice;
  - 7) **Partners** – educational units forming the Doctoral School;
  - 8) **educational programme** – a description of the assumed learning outcomes, which correspond with Level 8 of the Polish Qualifications Framework, and a study programme, which constitutes a description of the educational process conducted so as to achieve these outcomes;
  - 9) **learning outcomes** – a store of knowledge, skills and social competences gained by each doctoral student during the process of education;
  - 10) **ECTS credits** – credits defined within the European Credit Transfer and Accumulation System as a measure of an average workload required for a student to achieve the assumed learning outcomes;
  - 11) **professional traineeship** – professional training which involves conducting or taking active part in conducting classes;
  - 12) **joint doctorate** – a doctorate degree gained on the basis of an agreement concluded between universities, institutes, universities and institutes, or other Polish or foreign educational institutions entitled to award doctoral degrees in the field in which the degree is awarded.

## II ADMISSION PROCEDURE

### § 2

1. In the academic year 2019/2020, the admission procedure will be conducted according to the regulations stipulated in the Resolution of the Academic Senate of the University of Silesia in Katowice setting out the admission policy and qualification procedure at the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS) for the academic year 2019/2020, passed on 27 November 2018.
2. Before the beginning of the academic year 2019/2020, the rules referred to in Point 1 above and the educational programme referred to in Article 201(3) of the Act will be publicly announced not later than on 31 May 2019, and in the following years – not later than five months before the beginning of the admission procedure.
3. General rules regarding the support offered during the admission procedure to candidates with health-related special educational needs, who apply to the International Environmental Doctoral School (IEDS) are stipulated in Appendix no 2 to the present document.

### **§ 3**

Foreigners are allowed to pursue education at the Doctoral School according to conditions stipulated in Articles 323–328 of the Act and internal regulations of the Partners.

## **III DOCTORAL SCHOOL STRUCTURE**

### **§ 4**

1. Supervision over appropriate functioning of the Doctoral School is provided by IEDS Council.
2. As a unit responsible for IEDS, the University of Silesia in Katowice appoints six members of IEDS Council, while the Partners appoint two members each.
3. All members of IEDS Council must hold a degree of Professor or Associate Professor with Habilitation degree in the core field or discipline of the Doctoral School.
4. The Dean of IEDS is appointed by the President of the University of Silesia in Katowice upon the request of IEDS Council.
5. IEDS Council may include up to five employees of foreign universities or academic institutions, whose appointment must comply with the rules stipulated in a separate document.
6. Responsibilities of IEDS Council include:
  - 1) appointing IEDS admission committee;
  - 2) approving individual research plans of doctoral students;
  - 3) providing an opinion on supervisor candidates, supervisors or an auxiliary supervisor;
  - 4) organizing mid-period appraisals of doctoral students according to § 9 of the present Resolution;
  - 5) conducting annual evaluations regarding the execution of the educational programme and progress made with respect to scientific research and work on

particular doctoral dissertations, by means of assessing periodic reports submitted by doctoral students and progress evaluations submitted by their supervisors by the end of each academic year.

7. Responsibilities of the Dean of IEDS include:
  - 1) holding the post of the chairperson of IEDS Council;
  - 2) managing the budget of the Doctoral School;
  - 3) being accountable for the execution of the educational programme and organisation of mid-period appraisals;
  - 4) approving the supervisor or supervisors, or the supervisor and the auxiliary supervisor indicated by IEDS Council;
  - 5) taking administrative decisions regarding doctoral students, the only exception being the decision to reject a candidate applying to the Doctoral School;
  - 6) being accountable for issues regarding doctoral scholarships;
  - 7) acknowledging successful completion of consecutive years of doctoral studies;
  - 8) in certain justified cases, based on periodic reports provided by a doctoral student and evaluation forms provided by his/her supervisor, postponing the deadline for the submission of doctoral dissertation (by the maximum total of two years);
  - 9) taking decisions regarding crossing individual students off the list of doctoral students;
  - 10) organising the execution of the general educational programme;
  - 11) overseeing the adherence to the rules and regulations of the Doctoral School;
  - 12) (repealed);
  - 13) informing doctoral students about the results of the annual evaluation of their progress and their passing or failing to pass a given academic year;
  - 14) delivering annual reports on the activity of the Doctoral School to IEDS Council, the Chairperson of the Centre for Polar Studies and the President of the University of Silesia in Katowice.

## **§ 5**

1. The International Environmental Doctoral School (IEDS) lasts eight terms. Each academic year begins on 1 October and finishes on 30 September.
2. (repealed).
3. Educating doctoral students may involve cooperation with another institution, especially an entrepreneur or a foreign university or academic unit.

## **§ 6**

1. The educational programme determines:
  - 1) assumed learning outcomes which correspond with Level 8 of the Polish Qualifications Framework;

- 2) a study programme which constitutes a description of the educational process designed so as to achieve these outcomes and specifies in particular:
  - a) educational modules which must be completed in order to successfully complete the process of education,
  - b) the minimum required number of classes and ECTS credits associated with particular educational modules,
  - c) the form of execution and assessment of educational modules included in the educational programme.
2. The educational programme is consulted with the doctoral student government. If the doctoral student government fails to provide an opinion on the programme before the deadline specified in the Statute, the obligation of consultation is deemed as fulfilled.
3. In justified cases, upon the request of a doctoral student, the Dean of IEDS may grant his/her approval for individualised execution of the educational programme. In such a case, the Dean agrees with the supervisor and the doctoral student on an individualised educational programme and schedule according to which tasks must be completed in order for the doctoral student to successfully complete his/her education at the Doctoral School.
4. Learning outcomes are verified by means of examinations or graded assignments. Verification method is stipulated in the educational programme.
5. Examinations and graded assignments in courses included in the educational programme are marked according to the following scheme:
  - 1) very good – 5.0;
  - 2) good plus – 4.5;
  - 3) good – 4.0;
  - 4) satisfactory plus – 3.5;
  - 5) satisfactory – 3.0;
  - 6) unsatisfactory – 2.0.
6. Each doctoral student receives credits for participation in classes and completion of tasks included in the education programme. The credits are awarded according to the European Credit Transfer and Accumulation System (ECTS).

## **§ 7**

1. Within no more than three months since accepting a candidate's application to the Doctoral Schools, IEDS Council must present a supervisor, supervisors or an auxiliary supervisor meeting the requirements stipulated in the Resolution for approval by the Dean of IEDS.

2. Should the interested party request for his/her supervisor or auxiliary supervisor to be changed, the request must be consulted with IEDS Council. The final decision regarding the change belongs to the Dean of IEDS.

### **§ 8**

1. Within six months since the start of the educational process, each doctoral student must submit an individual research plan approved by his/her supervisor. The plan must be submitted through the official IEDS website and at the office of the Centre for Polar Studies.
2. By the end of every academic year, each doctoral student must submit the following documents at the Doctoral School's secretariat:
  - 1) report on the stage of execution of the individual research plan;
  - 2) annual individual research plan for the following academic year;
  - 3) student record book;
  - 4) supervisor's evaluation;
  - 5) other reports required by IEDS Council.

### **§ 9**

1. Half way through the overall period of education, each doctoral student is subject to a mid-period appraisal, in accordance with Article 202 of the Act.
2. The appraisal is carried out by a three-person committee comprising:
  - 1) persons selected from among representatives of IEDS Council;
  - 2) at least one person holding a degree of Assistant Professor with Habilitation degree or a degree of Professor in the field which the student's doctoral dissertation focuses on, employed in an institution other than the institution running the Doctoral School.
3. Each doctoral student is subject to the mid-period appraisal on the basis of a written report on the stage of execution of the individual research plan, evaluated by the supervisor and submitted through the IEDS website, and a presentation in an open academic seminar held at a partner unit.
4. The mid-period appraisal may additionally involve a conversation between the committee, the doctoral student and his/her supervisor.
5. At the end of the mid-period appraisal, a doctoral student obtains a pass mark or a fail mark. The mark and its justification are openly available.
6. If a doctoral student receives a fail mark, he/she is crossed off the list of doctoral students.

### **§ 10**

1. A doctoral student who does not hold a PhD degree is entitled to a doctoral scholarship.
2. The maximum overall period during which a doctoral student studying at the Doctoral School may receive a doctoral scholarship is 4 years.

3. The period stipulated in Point 2 above does not include the period of a temporary suspension of studies or the duration of education at the Doctoral School in the case referred to in Article 206(2) of the Act.
4. A monthly doctoral scholarship equals at least:
  - 1) 37% of the remuneration received by a professor – until the month when the mid-period appraisal is carried out;
  - 2) 57% of the remuneration received by a professor – after the month when the mid-period appraisal is carried out.
5. If IEDS receives additional financial resources, doctoral students may be awarded an additional, pro-quality scholarship, according to the rules stipulated in a separate document.
6. The amount of the doctoral scholarship received by a doctoral student may depend on his/her academic achievements.
7. During the period of a temporary suspension of studies, the amount of the doctoral scholarship is determined according to appropriate regulations regarding the amount of maternity benefit. The benefit assessment basis is the amount of the monthly doctoral scholarship, referred to in Point 4 above, applicable on the day when an application for temporary suspension of studies is submitted.
8. A doctoral student holding a disability certificate, disability degree certificate or the certificate referred to in Articles 5 and 62 of the Act on Occupational and Social Rehabilitation and Employment of the Disabled of 27 August 1997, receives a doctoral scholarship in the amount 30% higher than that specified in Point 4.1 above.
9. A doctoral student who submitted his/her doctoral dissertation before the official date of study completion, as specified in the educational programme, receives doctoral scholarship until the official date of study completion, but not longer than for 6 months. The rule specified in Point 2 above is applicable in this case.
10. Doctoral scholarships are paid by the institution running the Doctoral School.
11. A doctoral student must not be employed as a university teacher or academic staff member. The ban does not apply if a doctoral student:
  - 1) is employed in order to execute a research project referred to in Article 119(2.2) and (2.3) of the Act;
  - 2) is employed after a positive mid-period appraisal, with the reservation that, if the hours exceed  $\frac{1}{2}$  standard working time, the amount of scholarship will be lowered to 40% of the monthly scholarship as specified in Point 4.2 above;
  - 3) is not entitled to a doctoral scholarship.

## **§ 11**

1. Documentation regarding the course of education of IEDS doctoral students is kept by the Doctoral School's secretariat.

2. The institution running the Doctoral School issues doctoral student identification cards to all doctoral students.

#### **IV RIGHTS AND OBLIGATIONS OF A DOCTORAL STUDENT**

##### **§ 12**

Each doctoral student has the right to:

- 1) participate in the academic life of educational units forming the Doctoral School;
- 2) use the libraries and reading rooms of educational units forming the Doctoral School;
- 3) public health insurance, unless he/she is already covered with public health insurance according to the rules stipulated in applicable legal regulations;
- 4) postpone the deadline for the submission of doctoral dissertation, according to the rules stipulated in the present document and the Act;
- 5) take a holiday leave of no more than 8 weeks a year; an application for holiday leave must be approved by the supervisor and submitted to the Dean of IEDS;
- 6) do scientific internship and conduct research in other academic institutions in Poland and abroad, provided that the student has received the approval of his/her supervisor and the Dean of IEDS; with the agreement of the Dean of IEDS, internship duration may be included in the overall period of education and ECTS credits may be awarded for courses passed during the internship, in line with their scope and character;
- 7) receive academic supervision and support from his/her supervisor with regards to individual research work throughout the duration of studies.

##### **§ 13**

Each doctoral student is obliged to:

- 1) act in keeping with the pledge, doctoral student's code of ethics, the rules of the Doctoral School and other regulations applicable at the University of Silesia or its Partner units.
- 2) undertake self-study under the supervision and guidance of his/her supervisor and in keeping with the set educational profile;
- 3) meet all deadlines regarding the preparation of his/her doctoral dissertation, included in the individual research plan and stipulated in the present document and other regulations;
- 4) follow the established educational programme, conduct scientific research and submit documents listed in § 9 within set deadlines;
- 5) complete professional traineeship;
- 6) participate in the activity of the organisational unit in which the student is working on his/her doctoral dissertation;



- 7) immediately inform the Dean of IEDS and the supervisor about any changes regarding the student's surname and personal data, including the address of residence, required by the Doctoral School; in case of a failure to inform the above-mentioned authorities, all correspondence sent to the previous address shall be considered as properly delivered;
- 8) observe all other legal regulations, including those regarding the protection of intellectual property, confidential information and know-how.

#### **§ 14**

1. Doctoral students are held accountable before a disciplinary board for violating the rules of the University and for any acts considered to be beneath student dignity.
2. Steps to be taken before the disciplinary board are stipulated in the Act and Implementing provisions to the Act.

### **V EDUCATION AT THE DOCTORAL SCHOOL**

#### **§ 15**

1. The deadline for the submission of doctoral dissertation is specified in the individual research plan. It may be postponed by the maximum of 2 years, in keeping with the rules stipulated in the present document.
2. Upon the request of a doctoral student, the Dean of IEDS may postpone the deadline for the submission of doctoral dissertation on the grounds of:
  - 1) a temporary inability to undergo education caused by illness;
  - 2) a necessity to take personal care of an ill family member;
  - 3) a necessity to take personal care of a child up to 4 years of age or a child holding a disability certificate;
  - 4) a disability degree certificate.
3. Upon the request of a doctoral student, the Dean of IEDS may postpone the deadline for the submission of doctoral dissertation by the maximum of 2 years overall and exempt the student from the obligation to participate in classes if such a decision is justified by the necessity to conduct long-term academic research essential for the doctoral dissertation being prepared. The postponement is possible on condition that the doctoral student is the main author (with contribution of no less than 60%, confirmed by co-authors) of at least one reviewed paper published in a journal from the Thomson Scientific Master Journal List or the European Reference Index for the Humanities (EHIR).
4. An application for the postponement of the deadline for the submission of doctoral dissertation must include:
  - 1) doctoral student's personal data: name, surname, ID number and year of studies;
  - 2) justification;

- 3) supervisor's opinion;
- 4) updated individual research plan.
5. An application for the postponement of the deadline for the submission of doctoral dissertation must include a document, in the form of an appendix, confirming the existence of circumstances discussed in Points 2 and 3 above.
6. Upon the request of a doctoral student, his/her studies may be suspended for the period equivalent to the duration of maternity leave, leave on terms of maternity leave, paternity leave or parental leave, as stipulated in the Act of 26 June 1975 – Labour Law.
7. In order to successfully complete an academic year, a doctoral student must receive pass marks from the assessment of learning outcomes in all compulsory courses within the study programme for the given academic year, successfully complete the PhD seminar and professional traineeship, and to have his/her individual research plan positively evaluated.
8. If the rate of progress made by a doctoral student is evaluated negatively by his/her supervisor and if the expected degree award date is jeopardized, a formal inquiry into the matter is immediately undertaken by IEDS Council.
9. Upon his/her own request, a doctoral student may be granted a conditional promotion of a given academic year, should he/she fail to receive a pass mark in one of the compulsory courses within the study programme for the given academic year or should he/she fail to successfully complete the PhD seminar.
10. Each doctoral student who has been granted conditional promotion is obliged to fulfil the requirements he/she failed to fulfil within the previous academic year.
11. A person who has not completed education at the Doctoral School may, upon written request, receive a certificate specifying his/her course of study.
12. In the case of doctoral students with health-related special educational needs, the organisation and execution of the educational process as well as scientific research may be adapted to their particular situation, including adaptations in the conditions regarding studies at the Doctoral School so that they better suit the circumstances (ANI). Detailed rules governing such adaptations are stipulated in Appendix no 1 to the present document.

## **§ 16**

The evaluation of the Doctoral School is carried out on the basis of regulations stipulated in the Act and Implementing provisions to the Act.

## **VI LEAVES AND LOANS**

### **§ 17**

1. A doctoral student is entitled to holiday leave of up to 8 weeks a year.

2. A doctoral student who has received a PhD degree as a result of studies completed at the Doctoral School, shall have his/her duration of studies (up to 4 years) added to the overall employment period which the employee's entitlements depend upon.
3. A doctoral student who has not completed his/her degree at the Doctoral School due to:
  - 1) becoming employed as a university teacher or a member of academic staff,
  - 2) the cancellation of study programmes in the relevant fieldshall have his/her duration of studies at the Doctoral School (up to 4 years) added to the overall employment period which the employee's entitlements depend upon, provided that the student completed his/her degree.

#### **§ 18**

A doctoral student may apply for a student loan. Regulations regarding student loans apply, with the reservation that:

- 1) a loan may be given to a doctoral student up to 35 years of age;
- 2) a loan may be only be given once, for a period of no more than 4 years.

#### **§ 19**

A doctoral student may apply for:

- 1) on-campus accommodation or meals at the university canteen;
  - 2) on-campus accommodation for a spouse or child,
- according to the rules and procedures stipulated in the rules regarding student services.

#### **§ 20**

An additional scholarship may be awarded to a doctoral student by a local government unit, according to the rules stipulated in Article 96(2) and (3) of the Act.

#### **§ 21**

An academic scholarship may be awarded to a doctoral student by a natural person or legal entity which does not constitute a state or local government legal entity, according to the rules stipulated in Article 97(2) of the Act.

#### **§ 22**

A local government unit may give doctoral students discounts on public transport fares.

#### **§ 23**

Doctoral students at the institution running the Doctoral School form a doctoral student government.

### **VII MENTORING**

#### **§ 24**

The immediate superior of doctoral students is the Dean of IEDS, who is supervised by the President of the University of Silesia in Katowice.

## **§ 25**

1. Doctoral students go through the educational process under the supervision of their supervisors.
2. A supervisor, acting in accordance with the general educational programme, is responsible for:
  - 1) formulating, jointly with his/her doctoral student, an individual research plan for the first year of studies and a detailed programme for each subsequent year;
  - 2) familiarising his/her doctoral student with the subject matter of the doctoral dissertation as well as appropriate research methods and techniques;
  - 3) determining the course of study and self-study for his/her doctoral student (in terms of content) and monitoring progress being made;
  - 4) helping his/her doctoral student to obtain resources necessary to complete the doctoral dissertation (grants from the National Science Centre, statutory funding, other sources);
  - 5) systematic monitoring of his/her doctoral student's progress and research results presentation;
  - 6) giving an opinion on the annual reports submitted by his/her doctoral student to the Dean of IEDS;
  - 7) giving an opinion on his/her doctoral student's application regarding the postponement of the deadline for the submission of doctoral dissertation in circumstances specified in § 15;
  - 8) attending PhD seminars, during which his/her doctoral student is giving presentations.
3. In justified cases, a doctoral student, in agreement with his/her supervisor, may apply to the Dean of IEDS to change the subject matter of the doctoral dissertation and the individual research plan. The application must include a justification and must be submitted before the mid-period appraisal.
4. If IEDS receives additional resources for the Doctoral School, a supervisor may receive additional remuneration, according to the rules stipulated in a separate document.

## **§ 26**

Without a legitimate reason, university teachers and members of the academic staff may not refuse the role of a supervisor, auxiliary supervisor and/or reviewer in the proceedings regarding the award of a PhD degree.

## **§ 27**

1. A supervisor, auxiliary supervisor and reviewer in the proceedings regarding the award of a PhD degree are entitled to a one-time remuneration.

2. The remuneration of a supervisor equals 83% of a professor's remuneration, and that of an auxiliary supervisor – 50% thereof. The remuneration is paid after the completion of the proceedings which led to the award of a PhD degree.
3. The remuneration of a reviewer participating in the proceedings regarding the award of a PhD degree equals 27% of a professor's remuneration.

#### **§ 28**

In situations when a supervisor loses his right to supervise a doctoral student or is no longer able to do so due to resignation, health impairment or death, the Dean of IEDS appoints a new supervisor, in accordance with the rules. In such circumstances, upon the request of the doctoral student, the Dean of IEDS may postpone the deadline for the submission of doctoral dissertation.

### **VIII STUDY COMPLETION AND THE AWARD OF THE DOCTORAL DEGREE**

#### **§ 29**

The education of a doctoral student is considered complete when he/she:

- 1) has produced the following publication output:
  - a) three published papers, including one in a journal from the Thomson Scientific Master Journal List or the European Reference Index for the Humanities (ERIH), and two published in scientific journals or reviewed materials from an international conference which, in the year when the papers were published in their final form, were included in the list compiled according to the regulations formulated on the basis of Article 267(2.2.B) of the Act, or
  - b) one paper published in a journal from the Thomson Scientific Master Journal List or the European Reference Index for the Humanities (ERIH) and one scientific monograph published by a publishing house which, in the year when the monograph was published in its final form, was included in the list compiled according to the regulations formulated on the basis of Article 267(2.2.A) of the Act;
- 2) has successfully completed the educational programme;
- 3) has submitted his/her doctoral dissertation.

#### **§ 30**

1. A doctoral degree is awarded at the unit to which a given doctoral student is affiliated, through proceedings regarding the award of a doctoral degree, conducted by an authority appropriate for a given Partner unit.
2. The award of a doctoral degree is confirmed by means of a degree certificate.

### **§ 31**

1. A doctoral student must submit his/her doctoral dissertation to the supervisor before the deadline specified in the individual research plan.
2. Proceedings regarding the award of a doctoral degree are conducted by an appropriate authority, in accordance with Article 178(1) of the Act..

## **IX TRANSITIONAL AND FINAL PROVISIONS**

### **§ 32**

1. A doctoral student is crossed off the list of doctoral students if he/she:
  - 1) receives a fail mark in the mid-period appraisal;
  - 2) fails to submit the doctoral dissertation before the deadline specified in the individual research plan;
  - 3) withdraws from the programme.
2. A doctoral student may be crossed off the list of doctoral students if he/she:
  - 1) makes unsatisfactory progress with regards to his/her doctoral dissertation;
  - 2) fails to comply with the obligations stipulated in the present document.
3. Crossing a student off a list of doctoral students takes place through an administrative decision made by the Dean of IEDS. It is possible to submit a request for reconsideration to the Dean of IEDS.

### **§ 33**

1. All matters regarding the rules and procedures for the participation in the Doctoral School not provided for in the present document or in other applicable legal regulations, shall be settled, routinely or upon request, by the Dean of IEDS.
2. Decisions made by the Dean of IEDS with regards to individual matters of doctoral students may be objected to by means of submitting a request for reconsideration.

### **§ 34**

The Rules enter into force on 1 October 2019.