

Annex to Resolution No. 44/2024 of the Senate of the Feliks Nowowiejski Academy of Music in Bydgoszcz dated November 26, 2024, changing resolution No. 36/2024 dated September 20, 2024 regarding the introduction of Regulations of the Doctoral School at the Feliks Nowowiejski Academy of Music in Bydgoszcz

REGULATIONS OF THE DOCTORAL SCHOOL OF THE FELIKS NOWOWIEJSKI ACADEMY OF MUSIC IN BYDGOSZCZ

I. GENERAL PROVISIONS

§1

1. The regulations of the Doctoral School of the Feliks Nowowiejski Academy of Music in Bydgoszcz, later on referred to as the “Regulations”, define the procedures and organisation of studies at the Doctoral School of the Feliks Nowowiejski Academy of Music in Bydgoszcz and the rights and obligations of doctoral students relating to them.
2. The terms used in the Regulations have the following meanings:
 - 1) Academy – the Feliks Nowowiejski Academy of Music in Bydgoszcz;
 - 2) Rector – the Rector of the Academy;
 - 3) Doctoral School – the Doctoral School of the Academy;
 - 4) Director – the Director of the Doctoral School;
 - 5) Council for Research Excellence – Council for Research Excellence of the Academy;
 - 6) Doctoral student – person undertaking studies at the Doctoral School;
 - 7) Statute – Statute of the Academy;
 - 8) Senate – Senate of the Academy;
 - 9) Ustawa - Prawo o szkolnictwie wyższym i nauce [The Law on Higher Education and Science] (Journal of Laws from 2022 item 574 as later amended).

II. LEGAL BASIS

§2

1. The governance of the Doctoral School is based on the legal regulations in force, and in particular:
 - 1) The Act from 3 July 2018 – Regulations introducing the act - *Prawo o szkolnictwie wyższym i nauce* [The Law on Higher Education and Science] (Journal of Laws 2018 item 1669);

- 2) The Act from 20 July 2018 - *Prawo o szkolnictwie wyższym i nauce* [The Law on Higher Education and Science] (Journal of 2022 item 574 as later amended), further on referred to as the Act;]
- 3) The Statute;
- 4) Resolutions of the Senate relating to specific conditions and recruitment procedure and the functioning of the Doctoral School;

III. SPECIFIC APPLICATIONS OF THE REGULATIONS

§ 3

These Regulations define the detailed principles of organisation and functioning of the Doctoral School of the Academy and encompass the following specific areas:

1. The aims and objectives of the Doctoral School.
2. The Director of the Doctoral School.
3. Council for Research Excellence of the Academy.
4. Rights and duties of the doctoral students.
5. Procedures for assigning and changing supervisor, supervisors or assistant supervisor.
6. Conditions for extending the date of submitting doctoral dissertation.
7. Individual research plan.
8. Midterm assessment.
9. Principles of education.
10. Documenting the course of study.
11. Final regulations.

§ 4

Aims and objectives of the Doctoral School

1. The Doctoral School offers studies in the area of art, the discipline of musical arts.
2. The Doctoral School supports the development of the doctoral student, guaranteeing contacts with the wider research and artistic community.
3. The Doctoral School provides the doctoral student with the opportunity to develop his/her own creative initiatives.

4. The Doctoral School provides doctoral students with community support, facilitating the realisation of projects which result in doctoral dissertation.

§ 5

5. The Doctoral School is managed by the Director appointed by the Rector.
6. On matters concerning the Doctoral School and doctoral students the Director collaborates with the Academy's Council for Research Excellence.

§ 6

Director of the Doctoral School

1. The responsibilities of the Director of the Doctoral School include in particular:
 - 1) supervising the overall functioning of the Doctoral School, including appropriate high quality implementation of the process of education, research guidance and procedures for midterm assessments;
 - 2) providing suitable conditions for studying at the Doctoral School, including professional practicals in the form of teaching classes or participating in teaching, within a limit not exceeding 60 hours of teaching per year, unless professional practicals are specified in the study programme;
 - 3) ensuring that opportunities are provided for carrying out research activities within the Doctoral School, including scientific research, development and artistic creativity;
 - 4) care for social and welfare matters pertaining to the doctoral students;
 - 5) taking decisions on all matters concerning the Doctoral School which are not restricted to the competences of the organs of the Academy;
 - 6) presenting applications on all matters concerning the Doctoral School to appropriate collegiate and individual organs of the Academy;
 - 7) to carry out other activities specified in legal regulations, resolutions of the Academy's Statute and resolutions and directives of the organs of the Academy;
 - 8) allocating, within authorised limits, the financial resources assigned in the budget of the Academy's financial plan to the functioning of the Doctoral School;
 - 9) to examine doctoral students' concerns in all matters relating to the Doctoral School which are not restricted to the competences of the Academy's organs;

- 10) to make administrative decisions, including refusal of admission to the Doctoral School, removal from the list of doctoral students and in other cases defined by the Regulations of the Doctoral School or in separate directives;
- 11) to authorise doctoral students undertaking work experience and research in research institutions outside those within the Doctoral School, including support for scholarship activities and national and international travel of the doctoral students;
- 12) to prepare and make public conditions and procedures of recruitment to the Doctoral School, also to enter into the list of doctoral students the names of persons admitted into the Doctoral School;
- 13) to prepare the Regulations of the Doctoral School;
- 14) to devise the programme of studies in the Doctoral School, including professional practicals if such are included in the study programme;
- 15) to collaborate with the Academy's Council for Research Excellence in the area of appointing supervisor or supervisors;
- 16) to collaborate with the deans of Academy's departments in the area of professional practicals realised by the doctoral students;
- 17) to collaborate with the doctoral students' council;
- 18) to decide on the personnel included in the study programme;
- 19) to decide on the composition of the three-person commission appointed to carry out midterm assessment of the doctoral students;
- 20) to prepare the annual report on the activities of the Doctoral School, to be presented to the Rector by the end of November of each calendar year for the previous academic year;
- 21) to prepare a report on self-evaluation in Polish and English for the purpose of evaluating the quality of teaching;
- 22) to supervise preparation of material for the evaluation of the Doctoral School;
- 23) to supervise the collection of documentation on the progress of studies.

§ 7

The Academy's Council for Research Excellence

1. The responsibilities of the Academy's Council for Research Excellence include in particular:

- 1) assessment of specific principles and competition procedure for recruitment to the Doctoral School;

- 2) assessment of the Regulations of the Doctoral School;
 - 3) assessment of the programme of studies, including the programme of professional practicals in the Doctoral School;
 - 4) assessment of the qualifications of the academic teachers when appointing personnel within the programme of studies of the Doctoral School;
 - 5) assessment of the procedures and principles of conducting midterm assessment of the doctoral students at the Doctoral School;
 - 6) assessment of candidates to be appointed to the commission for conducting midterm assessment of the doctoral students at the Doctoral School;
 - 7) assessment of the report on self-evaluation for the purpose of assessing the quality of teaching at the Doctoral School;
 - 8) assessment of the annual report on the activities of the Doctoral School;
2. The Academy's Council for Research Excellence:
- 1) appoints supervisor, supervisors or assistant supervisor;
 - 2) provides guidance for preparing individual research plan;
 - 3) approves the individual research plan, which in particular contains a timetable for preparing doctoral dissertation;

§ 8

Rights and obligations of the doctoral students

1. The doctoral student has the right to:
 - 1) respect for his/her personal dignity by the whole academic community;
 - 2) substantive guidance from supervisor or supervisors while carrying out research and artistic work relating to the doctoral dissertation;
 - 3) participate in the artistic and research activities of the Academy;
 - 4) associate in organisations or associations of doctoral students active in the Doctoral School;
 - 5) be issued with a doctoral student's identity card; (doctoral student from a foreign university or research institution who undertakes part of his/her studies in the Doctoral School receives a student's identity card on the basis of submitted application);
 - 6) receive doctoral scholarship on condition that s/he does not possess a doctoral degree; the combined period of scholarship cannot exceed 4 years. The amount of doctoral scholarship may depend on the doctoral student's achievements;

- 7) apply for accommodation in the Academy's Student Hall or for access to the student dining hall on conditions established in other directives;
- 8) apply for accommodation for spouse or child at the Academy's Student Hall, on conditions established in other directives;
- 9) be entitled to rest periods not exceeding 8 weeks in a year in total;
- 10) suspend studies for a period corresponding to the period of maternity leave, leave on the same conditions as maternity leave, paternal leave and parental leave defined in the Act of 26 June 1974 - Kodeks pracy [The Labour Code] (Journal of Laws, 2022 item 1510 as later amended);
- 11) extend the period required for presenting doctoral dissertation but not by longer than two years;
- 12) submit applications to have his/her case reconsidered in relation to administrative decisions issued;
- 13) change supervisor or supervisors where this is justified;
- 14) use musical instruments, library collections and information services in the area necessary for realising the programme of study, individual research plan and preparation of the doctoral dissertation on the principles established in separate directives;

§ 9

1. A doctoral student is obliged to:

- 1) conduct him/herself in a manner consistent with the oath taken;
- 2) follow the directives in these Regulations, regulations governing copyright, related laws, law of industrial property and principles of commercialisation as well as those for using research infrastructure;
- 3) implement the programme of studies conscientiously and thoroughly, as well as prepare and realise individual research plan;
- 4) participate in classes that are part of the programme of study;
- 5) participate in professional practicals in the form of conducting classes or participating in conducting such classes, limited to 60 hours of didactic work annually, if professional practicals are part of the programme of study;
- 6) submit annual report together with the supervisor's or supervisors' opinion on the implementation of the programme of studies, results and progress of work specified in

the individual research plan. The annual report is to be submitted before the end of October of each calendar year for the previous academic year on the principles established in other regulations;

- 7) obtain electronic scientific identifier (ORCID), in accordance with international standards;
- 8) report research/artistic achievements obtained through participating in the studies programme in the Doctoral School for the purposes of assessing the quality of scientific activities of the Academy;
- 9) report data and information reported in the Zintegrowany System Informacji o Szkolnictwie Wyższym i Nauce „POL-on” [The integrated system of information on science and higher education „POL-on”]
- 10) prepare and submit doctoral dissertation within the period agreed in the individual research plan;
- 11) observe regulations and directions concerning fire protection and health and safety at work;
- 12) immediately notify the Director of the Doctoral School of change of name and address, as well as of change of any other data required by the Academy;

§ 10

Procedure for appointment and change of supervisor, supervisors or assistant supervisor

1. Research guidance on preparing a doctoral dissertation is provided by :

- 1) Supervisor or supervisors;
- 2) Supervisor and assistant supervisor.

2. A supervisor can be a person who:

- 1) has the academic title of habilitated doctor, or
- 2) has the academic title of professor, professor of musical arts or
- 3) is a person who does not meet the requirements specified in section 2 pt 1 and 2, who is an employee of a foreign university or research institution, if the Academy's Council for Research Excellence (understood as the organ awarding academic degrees in this institution) decides that that person has significant achievements in the area of research topics with which the doctoral dissertation is concerned;

3. The responsibilities of the supervisor consist particularly in:

- 1) providing research/artistic guidance in the preparation of doctoral dissertation by the doctoral student;
 - 2) help in preparing the individual research plan by the doctoral student;
 - 3) monitoring the doctoral student's activities during the realisation of the individual research plan and preparation of the doctoral dissertation;
 - 4) evaluating the realisation of the individual research plan and doctoral dissertation submitted by the doctoral student;
 - 5) supervising the assistant supervisor;
4. The assistant supervisor has to have at least the academic title of doctor.
5. The responsibilities of the assistant supervisor consist in particular in:
- 1) assisting in the guidance provided to the doctoral student, including help in preparing the individual research plan and preparing the doctoral dissertation to the extent agreed with the supervisor;
 - 2) evaluating the individual research plan of the doctoral student;
 - 3) informing the supervisor of progress in the work of the doctoral student;

§ 11

1. A person cannot be appointed as supervisor if within the previous 5 years:
 - 1) s/he acted as supervisor of four doctoral students who were removed from the list of doctoral students because of a negative result of midterm assessment, or
 - 2) provided guidance for preparing doctoral dissertation for at least 2 persons aspiring to the degree of doctor who did not receive positive reviews.

§ 12

1. Within 30 days from beginning programme of studies the doctoral student will apply to the Academy's Council for Research Excellence for the appointment of supervisor, supervisors or assistant supervisor.
2. The application includes:
 - 1) Names of persons proposed as supervisor, supervisors or assistant supervisors,
 - 2) Agreement to act, referred to in section 2, pt. 1;
 - 3) Justification.
3. The doctoral student submits the application referred to in section 2 to the Director of the Doctoral School who provides an opinion on this matter.

4. Within 3 months from the beginning of studies the Academy's Council for Research Excellence appoints the supervisor, supervisors or assistant supervisor for the doctoral student.
5. The Academy's Council for Research Excellence adopts, as a result of secret ballot, a resolution on the matter of appointing the supervisor, supervisors or assistant supervisor.
6. In justified cases the doctoral student may appeal to the Academy's Council for Research Excellence for change of supervisor, supervisors or assistant supervisor.
7. The doctoral student submits an application referred to in section 6 together with a justification to the Director of the Doctoral School, who gives an opinion on the matter.
8. In justified cases the Academy's Council for Research Excellence adopts a resolution through secret ballot regarding the change of supervisor, supervisors or assistant supervisor.

§ 13

Conditions for extending the date for submitting doctoral thesis

1. The Director of the Doctoral School, in justified cases reported by the doctoral student, such as:
 - 1) unforeseeable random acts of fate;
 - 2) temporary inability to carry on studies because of illness;
 - 3) having a statement of degree of disability;
 - 4) necessity of personally caring for a family member because of illness;
 - 5) necessity of personally caring for a child under four years of age or child with stated disability;
 - 6) necessity of conducting long-term research or artistic projectsmay extend the period allowed for submission of doctoral dissertation specified in the individual research plan, but by not longer than 2 years.
2. Written application should be submitted no later than 14 days from the time when the circumstances referred to in section 1 arose. The Director of Doctoral School may accept an application for extending the period allowed for submitting doctoral dissertation made after the required period referred to in the previous sentence if there is justification for the delay.

§ 14

1. Application for extension of time allowed for submission of doctoral dissertation includes:
 - 1) personal data of the doctoral student: first name, surname, PESEL number, and in its absence the number of document confirming identity and indication of the semester when the studies are taking place,
 - 2) justification together with expected date of submission of the doctoral dissertation.
2. The application should be accompanied by an appendix with:
 - 1) the opinion of the supervisor, supervisors or assistant supervisor in cases referred to in § 13 section 1 pt 6 or
 - 2) a document giving grounds for extending the time allowed for submitting the doctoral dissertation - in cases referred to in § 13 section 1 pt 1- 5.

§ 15

1. On receipt of the doctoral student's application, the Director of the Doctoral School suspends the student's studies for a period corresponding to the duration of maternity leave, or leave on the conditions of maternity, paternity and parental leave, as defined in the Act dated 26 June 1974 - Kodeks pracy [The Labour Code](Journal of Laws 2022 item 1510, as later amended).
2. Written application by the doctoral student regarding suspension of studies should be submitted not later than 21 days from when the circumstances justifying the right to leave arose, referred to in section 1. The application should be accompanied by documents supporting suspension of studies.
3. During suspension of studies the doctoral student retains the right to receive doctoral scholarship.
4. The amount of scholarship paid during suspension of studies is calculated using relevant regulations concerning maternity leave benefit.

§ 16

Applications referred to in § 14 section 1 are considered by the Director of the Doctoral School within 14 days from their submission.

§ 17

Objections by the doctoral students regarding the decisions of the Director of the Doctoral School are considered by the Rector/Vice Rector for research.

§ 18

Individual research plan

1. The doctoral student, after consultation with the supervisor or supervisors, prepares individual research plan and submits it to the Director of the Doctoral School within 12 months from the day of commencement of studies at the latest.
2. The individual research plan contains in particular:
 - 1) The subject of the doctoral dissertation and justification for it;
 - 2) synopsis of the doctoral dissertation including the aim and range of research, description of research methods, description of the form of the research/artistic work;
 - 3) description of planned research/artistic activities relating to the preparation of the doctoral dissertation together with a timetable;
 - 4) description of expected results of research;
 - 5) Schedule of preparing the doctoral dissertation and the date of submission;
3. Where an assistant supervisor has been appointed the plan is submitted after evaluation by that supervisor.

§ 19

Midterm assessment

1. Realisation of individual research plan is subject to midterm assessment carried out:
 - 1) during the fourth semester where the programme of studies takes 6 semesters;
 - 2) after the fourth semester, not later than in the second month of the fifth semester – in the case of programme of studies lasting 8 semesters;
2. Midterm assessment concerns in particular assessment of keeping to schedule and the quality of work specified in the schedule of preparing the doctoral dissertation.
3. Midterm assessment produces either a positive or negative result.
4. The result of midterm assessment together with justification is made public.

5. The higher education establishment governing the Doctoral School immediately provides access, on its website page in Biuletyn Informacji Publicznej [Public Information Bulletin], to information about the result of midterm assessment together with the justification.
6. The doctoral student may appeal the midterm assessment to the Director of the Doctoral School.
7. The appeal together with justification should be submitted within 7 days from the date of the midterm assessment result being made public.
8. Midterm assessment is conducted by the Commission for midterm assessment of doctoral students, later on referred to as the Commission, composed of 3 persons. At least 1 of these persons is employed outside the entity governing the Doctoral School, has the degree of habilitated doctor or title of professor in the discipline in which the doctoral dissertation is being prepared, or is a person who does not have the degree of habilitated doctor or title of professor but who is an employee of a foreign university or research institution if the Academy's Council for Research Excellence decides that that person has significant achievements in the area of research topics with which the doctoral dissertation is concerned.
9. The supervisor/supervisors and assistant supervisor may not be members of the Commission.
10. Positive result of midterm assessment results in an increase of the monthly doctoral scholarship, which after the month when the midterm assessment took place amounts to at least 57% of a professor's remuneration.
11. Detailed procedures for carrying out midterm assessment are described in attachment No. 1 to these Regulations.

§ 20

Regulations for doctoral studies

1. Admission to the Doctoral School takes place through being entered in the list of doctoral students.
2. Doctoral student begins studies and acquires the rights of a doctoral student on taking the oath.
3. A person can be a doctoral student at only one Doctoral School.
4. No fees are charged for the education of doctoral students at the Doctoral School.

5. Academic year lasts from 1 October until 30 September and is divided into 2 semesters.
6. Doctoral students whose education in the Doctoral School is linked to the obligation of being employed by the entity governing the Doctoral School:
 - 1) on the basis of contract of employment;
 - 2) with remuneration higher than the remuneration of a professor are not entitled to a doctoral grant.
7. Doctoral students with disabilities may apply for support during the process of education and realisation of research activity. The kind and form of support are decided on an individual basis, in response to the doctoral student's application to the Director of the Doctoral School.

§ 21

1. The education of doctoral students at the Doctoral School:
 - 1) has the form of third-cycle studies and lasts from 6 to 8 semesters (in justified cases, with the approval of the Rector, it is possible to conduct studies using the methods and techniques of distant learning);
 - 2) is conducted on the basis of the programme of studies and the individual research plan;
 - 3) prepares the student for achieving doctor's degree;
 - 4) is completed on submission of doctoral dissertation together with positive assessment of supervisor or supervisors.
2. The doctoral dissertation presents the doctoral student's theoretical knowledge of the subject or subjects, and ability to independently conduct artistic work.
3. The doctoral dissertation may be a written work, including a research monograph, a collection of published and thematically related research articles, a work of art, as well as independent and clearly distinguishable part of a collective work.
4. The procedure for completing studies at the Doctoral School is described in attachment No. 2 to these Regulations.

§ 22

1. The programme of studies is decided by the Senate, taking into account the requirement to consult the Council of doctoral students. Where the period defined in the Statute expires without effect, the requirement for consultation is regarded as fulfilled.
2. The programme of studies may consist of conducting classes or participating in conducting classes, with the number of hours of teaching not exceeding 60 hours per year.

3. The period for passing assessments in the Doctoral School is the academic year.
4. Study of subjects included in the plan of studies ends with a pass or pass with a grade.
5. The scale of grades at the Doctoral School is as follows:

Verbal assessment	Points
Very good	21-25 pts
Good	16-20 pts
Satisfactory	11-15 pts
Unsatisfactory	0 - 10 pts

§ 23

1. The doctoral student is removed from the list of doctoral students as a result of:
 - 1) negative midterm assessment;
 - 2) non-submission of the doctoral dissertation within the period specified in the individual research plan;
 - 3) giving up the studies.
 - 4) not taking up the offer of studies;
 - 5) infringement of prohibitions referred to in § 20 section 3 and 6;
 - 6) being subject to the disciplinary procedure of expulsion from the Doctoral School.
2. In the procedure of removing the doctoral student from the list of doctoral students, in cases referred to in section 1 pt 5, the doctoral student is called upon, within no less than 30 days, to withdraw from studies in a different doctoral school or employment as academic lecturer or research worker.
2. Doctoral student may be removed from the list of doctoral students for reasons of:
 - 1) unsatisfactory progress in preparing the doctoral dissertation;
 - 2) not fulfilling the obligations required by the Regulations of the Doctoral School, incorrect realisation of the programme of studies and individual research plan.

§ 24

1. Removal from the list of doctoral students takes place as a result of administrative decision by the Rector.
2. The decision to remove student from the doctoral students' list can be appealed by submitting application to have the case re-examined.

§ 25

1. If the programme of studies offered by the Doctoral School is reduced by at least one discipline, the administrative body governing the Doctoral School ensures that the doctoral students preparing a doctoral dissertation in that discipline are offered an opportunity of continuing studies in that discipline at another doctoral school.
2. If no other doctoral school offering that discipline is available, the entity administering the Doctoral School which ceased offering that discipline will cover the costs of doctoral award process as an external student for the doctoral candidate.

§ 26

Documenting the study process

1. The Doctoral School requires documentation of the study process.
2. Documentation of the study process in the Doctoral School consists of:
 - 1) doctoral students' documentation numbers;
 - 2) doctoral students' personal files;
 - 3) chart of doctoral student's periodic achievements;
 - 4) doctoral student's reports on progress in preparation of the doctoral dissertation and the individual research plan, together with the assessments by the supervisor/supervisors and assistant supervisor if such has been appointed;
2. The documenting of the study process in the Doctoral School is in electronic form.

§ 27

Final provisions

The Regulations come into force on the day of being enacted and become binding from 1 October 2020.

**Detailed procedures for conducting midterm assessment of doctoral students at the
Doctoral School of the Feliks Nowowiejski Academy of Music in Bydgoszcz**

§ 1

Commission for midterm assessment

1. Composition of the Commission conducting midterm assessment of doctoral students is decided by the Director of the Doctoral School.
2. Candidates for the Commission for midterm assessment of doctoral students are assessed by the Academy's Council for Research Excellence.
3. Information about the composition of the Commission, and about its chair, secretary and member, is provided 14 days prior to the planned date of midterm assessment at the latest.

§ 2

Procedure for conducting midterm assessment

1. The doctoral student receives information about the date of midterm assessment at least a month prior to the planned date.
2. Fourteen days at the latest prior to the appointed date of midterm assessment the doctoral student submits in the Student Services Office a folder containing:
 - 1) individual research plan;
 - 2) documents confirming the doctoral student's research/artistic/ organisational achievements;
 - 3) assessment of supervisor or supervisors and assistant supervisor of degree of progress in the work on preparing doctoral dissertation;
 - 4) self-report by the doctoral student with information about the progress of work on the doctoral dissertation.
3. The documents referred to in section 2 are presented by the doctoral student in paper and electronic versions.
4. Midterm assessment takes place before the Commission and has the form of self-presentation by the doctoral student on progress of work of preparing doctoral dissertation and discussion during which questions are put to the doctoral student.
5. Midterm assessment is conducted in person, but in justified cases and with the agreement of members of the Commission and the doctoral student it can take place in distance mode with the use of appropriate IT tools to ensure that the proceedings are controlled and recorded.
6. A report is produced of the session of the Commission, signed by all members of that Commission.

§ 3

Schedule of midterm assessment

1. The doctoral student reports to the members of the Commission the progress of work in preparing the doctoral dissertation; this is combined oral and electronic presentation.
2. The self-report referred to in section 1 should include such elements as:
 - 1) title of doctoral dissertation/title of work of art and the description of this work;
 - 2) aim and range of research;
 - 3) design structure of the work;
 - 4) research methods employed and ways of their realisation;
 - 5) results of research to date;
 - 6) effects of research/artistic/organisational activities;
 - 7) bibliography;
 - 8) summing up.
3. After the doctoral student's presentation of self-report the Commission for midterm assessment puts to the doctoral student at least 3 questions relating to the research topic undertaken.
4. When producing midterm assessment the Commission takes into account the following criteria:
 - 1) assessment of the self-report prepared and given by the doctoral student;
 - 2) assessment of answers to the Commission's questions;
 - 3) assessment of keeping to schedule and quality of performance of tasks resulting from the schedule of preparation of doctoral dissertation, as well as congruence between these activities and the individual research plan.
5. Results of midterm assessment are regarded as positive if all the criterial described in section 4 are assessed positively.
6. Commission for midterm assessment may take into consideration other forms of activities by the doctoral student, not listed in section 4, if it regards them as being of scientific-research/artistic significance.

§ 4

Documentation confirming doctoral student's achievements relating to the preparation of doctoral dissertation

1. Doctoral student is obliged to submit, prior to midterm assessment, documentation confirming his research/artistic/organisational achievements relating to the preparation of doctoral dissertation.
2. Doctoral students prepares a list of achievements referred to in section 1, supplemented by documentation following the guidance given below:

No.	Kind of activity	Confirmed by
1.	Research publications (published or in press)	Photocopy of article/chapter and photocopy of pages with: - author's surname - title of article/chapter - title of journal/monograph (No. ISSN/ ISBN) - year of publication - number of pages of whole publication Editor's confirmation that the work has been accepted for publication in print (refers to unpublished works)
2.	Publications of artistic works (recordings, sheet music editions)	Recording of composition on appropriate electronic carrier together with the following data: - title of recording - surname of composition's author - surname of composition's performer - duration of composition - name of publisher - year of publication Certificate of sound recording being accepted for publication (refers to unpublished recordings) Photocopy of score of composition and photocopy of pages with: - surname of the author - title of publication - name of publisher - year of publication - number of pages of whole publication Certificate from editor-in-chief of work having been accepted for publication (refers to unpublished works)
3.	Active participation in research conferences	Certificate from organiser confirming active participation in conference or photocopy of conference programme with the following information: - name and organiser of conference, - date and place of conference, - surname of author of presentation - title of presentation - kind of presentation (paper/report)
4.	Active participation in concerts/competitions/festivals	Photocopy of programme/poster of the concert/competition/festival. Photocopy of diploma of participant /winner of competition/festival. Certificate of the organiser confirming active participation in concert/ competition/festival (if poster or programme does not include names of performers and titles of performed compositions).
5.	Producing score of composition/performing composed work during a concert/competition/festival	Photocopy of score of composition and photocopy of pages containing: - author's surname - title of the work

		- date of composition Photocopy of programme/poster of concert/competition/festival. Photocopy of diploma of participant/prize winner of competition/festival. Certificate of the organiser confirming active participation in concert/ competition/festival (if poster or programme does not include names of authors, performers or titles of presented works).
6.	Organisational activities: Assisting in organising conferences/ concerts/ festivals/ competitions	Confirmation by the organiser by the given event.
7.	Popular science publications	See pt 1.
8.	Other forms of activity	Confirmation appropriate for given form of activity.

**Completion of studies at the Doctoral School of the Feliks Nowowiejski Academy of
Music in Bydgoszcz**

§ 1

Completion of studies

1. During the last year of studies at the Doctoral School, prior to submission of doctoral dissertation, the effects of research and artistic activity of the doctoral student are assessed by a commission.
2. The assessment referred to in section 1 includes:
 - a) a lecture prepared by the doctoral student, on a theme related to the research undertaken in the doctoral dissertation (refers to programme of studies: Theory of Music),
 - b) a concert with the participation of the doctoral student as performer/composer, the programme of which includes works encompassed in the doctoral dissertation (refers to programmes of studies: Composition, Instrumental Studies, Vocal Studies, Jazz and Stage Music, Conducting);
 - c) audio/audiovisual presentation prepared as part of artistic/research work on doctoral dissertation (refers to programme of studies: Sound Directing),
 - d) oral part including: self-report by the doctoral student (description of the doctoral dissertation being prepared, report on the realisation of individual research plan) and answering questions from the assessment commission. The oral part may be divided into a number of meetings.
3. Assessment of effects of artistic activities referred to in section 1 is not obligatory in relation to doctoral students undertaking the programme of studies Theory of Music.
4. Assessment referred to in section 1 is completed by a positive or negative result, and negative assessment is not by itself the basis for removal from the list of doctoral students or refusal to accept doctoral dissertation.

§ 2

Report for the final year of studies

1. Before submitting doctoral dissertation the doctoral student is obliged to present a report for the final year of studies for the realisation of programme of studies and results and progress in work specified in individual research plan, together with the assessment of supervisor or supervisors.
2. Substantive report referred to in section 6 is presented by the doctoral student not later than 14 days prior to submitting doctoral dissertation.

§ 3

Submission of doctoral dissertation

1. Doctoral student's studies at the Doctoral School are completed by submitting doctoral dissertation.
2. The time of submitting doctoral dissertation is specified in the doctoral student's individual research plan.
3. Doctoral students may obtain permission to extend the time of submitting doctoral dissertation according to the principles described in the Regulations of the Doctoral School.
4. Doctoral dissertation may be in the form of a written work, including a scientific monograph, collection of published and thematically linked scientific articles, a work of art, as well as an independent and distinctive part of collective work.
5. Doctoral student attaches to the doctoral dissertation the following: form for submitting doctoral dissertation (on the template constituting attachment No. 1 to procedures), declaration of doctoral dissertation being student's independent work, observing copyright and publisher rights (on the template constituting attachment No. 2 to procedures), positive assessment of the supervisor or supervisors, a summary in the English language and in the case of doctoral dissertation in a foreign language a summary in the Polish language. Where the doctoral dissertation is not in a written form, it should be accompanied by a description in the Polish and English languages.
6. Doctoral dissertation referred to in section 4 is submitted in the form of one paper and one electronic copy.
7. Doctoral student who submits doctoral dissertation at a time earlier than the date of completion of studies specified in the programme of studies receives doctoral scholarship until the date of completion of studies but not for longer than 6 months.

§ 4

Certificate of completion of studies

1. After submitting the doctoral dissertation and fulfilling all the requirements specified in the programme of studies the doctoral student receives a certificate of achieving effects of learning to qualify at level 8 of the Polish Qualifying Framework (8 PRK) and a certificate of completing education at the Doctoral School.
2. The documents referred to in section 1 are attached to the application to initiate proceedings for being awarded the degree of doctor.

*Attachment No. 1 to the procedure of completion
of studies at the Doctoral School*

Form for submitting doctoral dissertation

First name and surname of the doctoral student	
Number of file	
Programme of studies, specialism	
Supervisor (first name, surname, degree/title)	
Assistant supervisor (first name, surname, degree/title)	

I hereby submit doctoral dissertation together with attachments*

Title of doctoral dissertation
.....
.....
.....

.....
(date and signature of the doctoral student)

I confirm that the documentation is complete. Doctoral dissertation was submitted on:

.....
(date and signature of employee of Student Services Office)

I confirm the submission of doctoral dissertation on:

.....
(date and signature of Director of the Doctoral School)

* Together with the doctoral dissertation the doctoral student submits: form for submission of doctoral dissertation, declaration of the doctoral dissertation being an independent work, positive assessment by supervisor/supervisors, a summary in the English language, and in the case of doctoral dissertation being in a foreign language, a summary in the Polish language. Where the doctoral dissertation is not in a written form, it should be accompanied by a description in the Polish and English languages.

*Attachment No. 2 to the procedure for
completing studies at the Doctoral School*

.....
First name and surname of the doctoral student

.....
place, date

.....
Number of file

.....
Programme of studies, specialism

.....
Supervisor

STATEMENT

I hereby state that the doctoral dissertation* titled

.....
.....
.....,
submitted for the purpose of completion of studies in the Feliks Nowowiejski Academy of Music in Bydgoszcz, is my own work produced independently. The sources I used, including fragments of works by other authors, have been appropriately acknowledged, observing copyright and publishing rights. The contents of the printed and submitted doctoral dissertation are identical with the version presented on the electronic carrier.

.....
legible signature of the doctoral student

* If the doctoral dissertation is a work of art, it should include the title of the work of art and the title of the descriptive part of the work.

** Delete where inapplicable.