



Wrocław University
of Science and Technology



INFOPACK

DLA FOR THE PhD STUDENTS
OF THE WROCŁAW UNIVERSITY OF
SCIENCE AND TECHNOLOGY'S
DOCTORAL SCHOOL

2024/2025 EDITION



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ABBREVIATIONS, DOCTORAL STUDENTS' OMBUDSMAN



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- The Act/pol. 'PSWiN' – The Act of July 20th, 2018 – Law on Higher Education and Science;
- DS/pol. 'SzD' – Doctoral School;
- Doctoral School Regulations – Regulations of the Doctoral School of Wrocław University of Science and Technology, effective from October 1, 2024, attached to Circular Letter No. PO 20/2024;
- WUST/pol. 'PWr'/University – Wrocław University of Science and Technology;
- IRP/pol. 'IPB' – Individual Research Plan;
- IEP/pol. 'IPK' – Individual Education Plan;
- MTE/pol. 'OŚ' – Mid-term Evaluation.

Doctoral Students' Ombudsman is responsible for safeguarding the rights of doctoral students, investigating signals of potential violations of these rights, and intervening if violations are found.

The Ombudsman's duties include:

- Mediating and clarifying individual issues (including representing, with the consent of the interested party, before the university authorities);
- Monitoring and supporting the adherence to doctoral students' rights;
- Preparing and issuing reports and recommendations regarding issues related to the adherence to doctoral students' rights;
- Organizing informational campaigns.

Legal assistance from the Doctoral Student Ombudsman is free of charge. More information can be found at:

<https://prawadoktoranta.pl/> (Polish language)



INTRODUCTION



Wrocław University
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Hi! You have before you a set of guidelines regarding the Doctoral School of Wrocław University of Science and Technology and its rules. Here, you will find a comprehensive overview of useful information, from technical details on when and where to submit required documents, to where to park or eat around the campus. This document is called the Infopack. It was created as an initiative by members of the Doctoral Students' Council of WUST. What is the Doctoral Students' Council?

The Doctoral Students' Council is a body of the Doctoral Students' Government at Wrocław University of Science and Technology, responsible for, among other things: representing all doctoral students at the University, giving opinions on matters concerning doctoral students, setting the direction for the activities of the Government, cooperating with other University bodies, and undertaking various actions concerning doctoral students in cultural-social, scientific-didactic, social-financial, and regulatory areas.

The Doctoral Students' Government consists of all doctoral students, including participants of doctoral studies and students of the Doctoral School. You can find more information about the competencies of the Council and other Government bodies in the Doctoral Students' Government Regulations, as well as in documents such as the University Statutes or the Doctoral School Regulations.

This document was created by the 16th term of the Doctoral Students' Council. Corrections to the Infopack were made by the always helpful Deans and the Doctoral School Office. Updates were made by the 19th term of the Council.

Doctoral Students' Council of Wrocław University of Science and Technology, Term of office 2023/2024



We encourage you to visit our website and Facebook page:

<https://radadoktorantow.pwr.edu.pl>

<https://facebook.com/radadoktorantowpwr>

DEANS AND DOCTORAL SCHOOL OFFICE



Wrocław University
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The Doctoral School is managed by the Dean with the assistance of two Vice-Deans. The Doctoral School Office handles the administrative support for doctoral students. The Dean of the Doctoral School is Prof. Dr. Hab. Eng. Krzysztof Walkowiak. He is assisted by Dr. Hab. Eng. Agnieszka Wyłomańska, University Professor, Vice-Dean for Doctoral Students, who should be contacted regarding issues such as teaching and course execution, and Prof. Dr. Hab. Eng. Renata Krzyżyńska, Vice-Dean for Internationalization and Industry Cooperation. As of September 1, 2024, the Doctoral School reports to the Vice-Rector for Cooperation, Prof. Dr. Hab. Eng. Dariusz Łydzba. You can find the contact information for the deans on the website:

<https://szd.pwr.edu.pl/en/about-us/administration>

The work of the deans is supported by the Doctoral School Office. This is where you can handle formalities related to recruitment and manage further matters concerning the documentation of your doctoral studies. Currently, the Office includes: Anna Czapiga-Rogotowicz MA, Barbara Cop-Kowalska MA, Magdalena Wójcik MA, Katarzyna Kamińska-Szydło MA, Monika Wesotowska MA, Agnieszka Chaszczewska MSc and Joanna Kamińska-Borycka.

The Doctoral School Office is open on weekdays during the following hours: Mon-Tue: 8:00 AM – 12:00 PM, Thu-Fri: 10:00 AM – 2:00 PM at building A1 (Wybrzeże Wyspiańskiego 27), room 313 (2nd floor, near staircase C). In case of any changes regarding the functioning of the Doctoral School Office, information will be available on the website: <https://szd.pwr.edu.pl/en/contact>

If you encounter any issues, remember that the Doctoral School Office is the place where you should report them! Upon request, conversations held in the Doctoral School Office are kept confidential, so you can find a solution to a problem you are facing.

Head of the Doctoral School Office:

Anna Czapiga-Rogotowicz, MA

Barbara Cop-Kowalska, MA:

- Teaching matters,
- Course registration,
- Recruitment,
- Renewal and ordering of electronic student ID cards for PhD students,
- Administrative support for PhD students (including issuing certificates, receiving and verifying applications, semester reports, semester plans, Individual Research Plans, changes in personal and address data).

Magdalena Wójcik, MA:

- Course registration,
- Supervisors,
- Recruitment,
- Mid-term evaluation,
- Referrals for medical and health & safety (BHP) examinations,
- Renewal and ordering of electronic student ID cards for PhD students,
- Administrative support for PhD students (including issuing certificates, receiving and verifying applications, changes in personal and address data, assistance in completing documents for the appointment/change of supervisors).

Katarzyna Kamińska-Szydło, MA:

- Scholarships,
- Recruitment,
- Administrative support for PhD students (including issuing certificates, changes in personal and address data, registration and deregistration for health insurance).

Monika Wesotowska, MA:

- Industrial PhD program,
- Recruitment, projects,
- Administrative support for PhD students (including issuing certificates, changes in personal and address data, assistance for students in the Industrial PhD Program).

Agnieszka Chaszczewska, MSc:

- Support for foreign students,
- Recruitment,
- Administrative support for PhD students (including issuing certificates, receiving and verifying applications, semester reports, and semester plans).

Joanna Kamińska-Borycka:

- Scholarships,
- Recruitment,
- Administrative support for PhD students (including issuing certificates, changes in personal and address data, registration and deregistration for health insurance).

IMPORTANT DATES AND EVENTS



During your education at the Doctoral School, it's important to keep in mind several key dates related to important steps on the path to obtaining a PhD, such as the appointment of a supervisor, submission of the Individual Research Plan (IPB), or conducting the Mid-term Evaluation (OŚ). These deadlines are defined by the Law on Higher Education and Science (PSWiN) and further clarified by the Doctoral School Regulations of Wrocław University of Science and Technology or other internal regulations. Failing to meet these deadlines may result in being removed from the list of doctoral students.

I. Appointment of a Supervisor

"A supervisor or supervisors shall be appointed for the doctoral student within 3 months from the start of education" [1]. Education at the Doctoral School of Wrocław University of Science and Technology typically begins on October 1st. Therefore, shortly after the start, you need to submit a request for the appointment of a supervisor or supervisors to the Doctoral School Dean's Office. You have 30 days from the start of your education to submit this request, meaning until October 31st [2].

The supervisor will be your academic advisor throughout your time at the Doctoral School, and while it is possible to change your supervisor (or other supervisors), it's important to carefully consider who it should be. Factors to consider include the individual's current academic achievements, ongoing projects, international experience, and their openness and ability to communicate and collaborate.

You can find the necessary document templates for appointing or changing a supervisor on the website: <https://szd.pwr.edu.pl/en/supervisors/appointment-of-supervisor>

II. Submission of an Individual Education Plan (pol. Indywidualny Plan Kształcenia, IPK)

"The doctoral student's education is conducted according to an individual education plan of an interdisciplinary nature, established by the doctoral student together with the supervisor for a given settlement period." [3]

The Individual Education Plan (IEP) includes information on planned teaching activities to be completed, assigned professional internships, and a concise description of research constituting the development of a specific stage of the doctoral dissertation, in accordance with the schedule outlined in the Individual Research Plan (IRP). The basis for preparing the IEP is the educational program, which can be found on the website:

<https://szd.pwr.edu.pl/en/phd-students/programs-of-study>

The basis for settling the completion of the Individual Education Plan (IEP) will be the reports submitted by you after each settlement period, accepted by your supervisor and the educational discipline.

III. Submission of the Individual Research Plan

"The doctoral student, in agreement with the supervisor or supervisors, develops an individual research plan, which includes, in particular, a schedule for the preparation of the doctoral dissertation and submits it to the institution running the doctoral school within 12 months from the start of the program. In the case of the appointment of an assistant supervisor, the plan is submitted after being reviewed by this supervisor." [4]

The Individual Research Plan (IRP) must be submitted to the Doctoral School Office by September 30th [5]. Due to the importance of this document, the Doctoral School Deans conduct a training session on what the IRP should include, to help you prepare it as thoroughly as possible.

Remember that the IRP can only be changed once during your research. This is possible only after the mid-term evaluation and in justified cases [6], so think it through carefully and use the support of your supervisor(s) when creating it.

IMPORTANT DATES AND EVENTS



IV. Timeline

You can find the detailed schedule and list of tasks for the doctoral student here:

<https://szd.pwr.edu.pl/en/phd-students/list-of-activities-and-documents-for-a-phd-students-pursuing-education-at-the-doctoral-school>

V. Mid-term Evaluation

"The implementation of the plan is subject to a mid-term evaluation halfway through the education period specified in the curriculum, or in the case of a six-semester program, during the fourth semester. The mid-term evaluation results in either a positive or negative outcome. The result of the evaluation, along with justification, is made public." [7]

"The doctoral student is removed from the list of doctoral students in the case of a negative mid-term evaluation result;..." [8]

The mid-term evaluation (MTE) is a milestone on the path to obtaining a doctoral degree. It is a process of verifying your achievements to date, which you had previously planned in your Individual Research Plan (IRP). The exact procedure for conducting the MTE is specified in the Doctoral School Regulations and the Dean's Information (DI) on this matter. The MTE is conducted at the beginning of the 5th semester, usually in November. You will be informed of the exact meeting date with the committee two weeks in advance [9]. To participate in the MTE, you must submit an auto-evaluation report.

You can find more information on this topic on the website:

<https://szd.pwr.edu.pl/en/faq/mid-term-evaluation/>

VI. Completion of Education at the Doctoral School

"Doctoral education lasts from 6 to 8 semesters" [1]

"Doctoral education ends with the submission of the doctoral dissertation. The Individual Research Plan specifies the deadline for submitting the dissertation. This deadline may be extended, but no longer than by 2 years, under the rules outlined in the doctoral school's regulations." [9]

Education at the Doctoral School lasts 8 semesters (i.e., 4 years). During this time, you should submit your doctoral dissertation. If you are unable to do so, it is possible, based on the reasons listed in the Doctoral School Regulations, to extend this deadline by up to 2 years [11]. However, remember that the doctoral scholarship can be received for no more than 4 years, so if you are granted an extension, you will no longer be eligible to receive the scholarship.

Summary:

Application for the Appointment of a Supervisor:	until October 31st of the 1st year
Individual Research Plan	until September 30th of the 1st year
Mid-Term Evaluation Report:	According to the schedule .
Doctoral Dissertation:	until September 30th of the 4th year

Legal basis:

[1] Article 201, paragraphs 1-2 of the Law on Higher Education and Science (PSWiN)

[2] § 17, paragraph 6 of the Doctoral School Regulations, Wrocław University of Science and Technology (PWr)

[3] § 6, paragraph 1 of the Doctoral School Regulations, PWr

[4] Article 202, paragraph 1 of the Law on Higher Education and Science (PSWiN)

[5] § 13, paragraph 1 of the Doctoral School Regulations, PWr

[6] § 13, paragraph 3 of the Doctoral School Regulations, PWr

[7] Article 202, paragraphs 2-3 of the Law on Higher Education and Science (PSWiN)

[8] Article 203, paragraph 1 of the Law on Higher Education and Science (PSWiN)

PROFESSIONAL INTERNSHIPS



"The education program may provide for professional internships in the form of conducting classes or participating in their conduct, with a maximum of 60 teaching hours per year." [1]

The specific number of hours for professional internships to be completed in a given year of study is defined by your education program. Programs are available on the Doctoral School's website. <https://szd.pwr.edu.pl/doktoranci/programy-ksztalcenia> (Polish language)

As of October 1st, 2024, the number of hours for professional internships is:

Year of studies	I	II	III	IV
Number of hours	0	30	30	30

What are the aforementioned professional internships?

"Professional internships may take the form of conducting classes or participating in their conduct." [2]

Conducting classes involves the doctoral student individually leading a group of classes (or specific topics for that group). Participation in conducting refers to "assisting," where the doctoral student is listed as an assistant to the course instructor. However, a doctoral student cannot be an assistant to another doctoral student. As an assistant, the doctoral student does not conduct classes individually but supports the main instructor during their classes.

Professional internships are carried out in the department where your supervisor is employed. Detailed information regarding the professional internships (such as the course, number of hours, and deadlines) is arranged with your supervisor, who should then inform the Head of the Department (where the supervisor is employed).

Before the semester begins, the Dean of the Faculty informs the section responsible for teaching at the faculty about the form of professional internships that doctoral students are to complete (whether conducting classes or assisting—this decision is up to the Dean of the Faculty).

Regarding the form of activities that can be carried out as part of professional internships, it should be noted that lectures cannot be included.

There is a possibility to reduce the number of internship hours or to be exempt from them in justified cases, as detailed in § 8, paragraph 3 of the Doctoral School Regulations, PWr [3].

It is important to submit a request for a reduction in the number of internship hours, previously supported by your supervisor and the Dean of the Doctoral School, to the Vice-Rector for Education. Although you can submit this request at any time, it is best to do so before the start of the relevant semester.

In any case, a formal request with justification (including references to the relevant points of the Doctoral School Regulations, PWr) for reducing the internship hours should be submitted through the Doctoral School Office.

You can find the application templates here: <https://szd.pwr.edu.pl/en/phd-students/downloads>

Legal basis:

[1] Article 201, paragraph 5 of the Law on Higher Education and Science (PSWiN)

[2] § 8, paragraph 1 of the Doctoral School Regulations, Wrocław University of Science and Technology (PWr)

[3] § 8, paragraph 3 of the Doctoral School Regulations, PWr

DOCTORAL SCHOLARSHIP



I. Doctoral Scholarship Rate and Payment Date

"Doctoral students who do not yet have any other doctoral degree receive a doctoral scholarship." [1,2]

"The total period for receiving the doctoral scholarship in doctoral schools cannot exceed 4 years." [1,2]

According to the above, every doctoral student in the Doctoral School (with mentioned exceptions) automatically receives the scholarship by law. There is no need to submit an application for the scholarship as it is granted automatically. The scholarship is paid into the bank account specified by the doctoral student, and its amount depends on several factors:

The amount of the doctoral scholarship is linked to the minimum monthly salary for a professor at a public university as specified by the ministerial regulation (9,370.00 PLN).

The minimum amount of the doctoral scholarship is (gross) 37% of the professor's salary - up to the month in which the mid-term evaluation was conducted - in 2024, this amounts to 3,466.90 PLN (3,076.53 PLN net) [1,2], and 57% of the professor's salary - after the month in which the mid-term evaluation was conducted - in 2024, this amounts to 5,340.90 PLN (4,739.51 PLN net) [1,2].

According to ZW 21/2024, starting from January 1, 2024, the doctoral scholarships at the Doctoral School of Wrocław University of Science and Technology are financed from the subvention and amount to:

- 4,400 PLN gross (3,905 PLN net) up to the month in which the mid-term evaluation was conducted;
- 5,490 PLN gross (4,872 PLN net) for doctoral students who received a positive result

from the mid-term evaluation, starting from the month following the evaluation.

The scholarship may be increased. A higher scholarship is granted if the doctoral student has a disability certificate or a degree of disability as described in Article 5 and Article 62 of the Act of August 27, 1997, on Vocational and Social Rehabilitation and Employment of Disabled Persons. Such individuals receive an increased scholarship amounting to an additional 30% of the first mentioned amount, which in 2024 is 1,040.07 PLN gross [3].

The doctoral scholarship is usually paid by the 25th day of each month. If a doctoral student submits their dissertation earlier than the planned completion date specified in the education program,

the scholarship is paid up to the planned completion date but for no more than 6 months [1,2].

II. Social Insurance and Scholarships for Doctoral Students

While receiving a doctoral scholarship, the doctoral student is obligatorily covered by social insurance for retirement, disability, and accident risks. Health insurance is voluntary and can be obtained upon request by the doctoral student.

Based on the documents submitted to the Doctoral School Office, including the ZUS ZUA form (available on the Doctoral School's website in the FAQ section), doctoral students are registered for social insurance.

If you meet the following conditions, you should also have health insurance:

- The doctoral student is over 26 years old (until this age, they should be covered under their parents' health insurance),
- The doctoral student does not have an employment contract or a mandate contract,
- The doctoral student does not have a working spouse,
- The doctoral student does not run a business or engage in agricultural activities,
- The doctoral student does not have established rights to a pension or disability benefits.

You can register yourself and your family members (such as your spouse or children) for health insurance.

DOCTORAL SCHOLARSHIP



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III. Increase in the Doctoral Scholarship Rate

"The amount of the doctoral scholarship may be contingent upon the doctoral student's achievements." [1,2] At our university, up to 30% of the best doctoral students are eligible for an increased scholarship. Applications for this increase can be submitted by doctoral students in their second, third, or fourth year, separately for each discipline. The scholarship increase amounts to 15% of the minimum professor's salary, which is 1,405.50 PLN gross per month, and is awarded for one academic year based on the assessment of the doctoral student's achievements in preparing the doctoral dissertation from the previous academic year. Applications should be submitted to the Dean's Office of the Doctoral School, according to the specified attachment.

The minimum requirements for receiving the increased scholarship are:

- An article published in a scientific journal or in reviewed proceedings of international conferences with a minimum number of points* depending on the discipline,
- A scientific monograph (80 or 200 points*),
- A patent for an invention or granted protective rights for a utility model (50, 75, or 100 points).

Applications may be disqualified if the author is associated with so-called predatory journals or conferences. The deadline for submitting applications is announced on the Doctoral School's website.

For more information (including the minimum point thresholds for articles in various disciplines), visit the website: <https://szd.pwr.edu.pl/en/phd-students/competition-for-a-scholarship-with-an-increased-amount>

Legal Basis:

[1] Article 209, paragraphs 1-9 of the Law on Higher Education and Science (PSWiN)

[2] § 18, paragraphs 1-17 of the Doctoral School Regulations, Wrocław University of Science and Technology (PWR)

[3] § 18, paragraph 13 of the Doctoral School Regulations, PWR

* – based on the list of the minister responsible for higher education



HOW TO GET OTHER FUNDS?



I. The Rector's Award

Doctoral students in the Doctoral School can receive an award for outstanding scientific achievements related to their doctoral dissertation or for organizational activities benefiting the university. The award is given for achievements and activities demonstrated during the academic year, and applications can be submitted from the first to the fourth year of the doctoral program. The deadlines for submitting written applications are specified in the regulations for awarding Rector's prizes to doctoral students at Wrocław University of Science and Technology, as outlined in the Appendix to Internal Directive 50/2024. A committee appointed by the Vice-Rector for Research evaluates the applications. The Doctoral Council also reviews the applications. The amount of the award does not exceed 50% of the minimum monthly salary for a professor at a public university. The Rector determines the specific amounts of awards for each academic year.

For more information, visit the website: <https://szd.pwr.edu.pl/en/phd-students/rectors-awards>

II. Research Scholarship from WUST's Own Fund

The scholarship may be awarded to a doctoral student enrolled in the Doctoral School in their 1st, 2nd, 3rd, or 4th year, or during the first year of an extension, who meets the provisions of the Doctoral School Regulations at Wrocław University of Science and Technology and has distinguished themselves through significant activity and creative research or artistic achievements directly related to the preparation of their doctoral dissertation. The scholarship can be awarded once per academic year (the competition is held each semester, and applications can be submitted starting from the 2nd semester of the doctoral program) regardless of other benefits received. The amount of the scholarships is determined by the Rector in consultation with the Doctoral Council. For the academic year 2023/2024, 25 scholarships of 5,000 PLN each were awarded. The scholarship is granted for one semester and paid in a lump sum. To be eligible for the scholarship, the applicant must meet at least one of the following conditions:

1. Article published in a scientific journal or in peer-reviewed conference proceedings: 100, 140, or 200 points*, depending on the prestige of the journal or conference and the impact of the article.
2. Scientific monograph: 80 or 200 points*, depending on the scope and significance of the monograph.
3. Patent for an invention or granted protection rights for a utility model: 50, 75, or 100 points*, depending on the value and innovation of the invention.
4. Over 50 citations during the analyzed period (excluding self-citations):

Points for citations can be awarded based on the analysis of the Web of Science Core Collection, reflecting the impact and significance of the scientific work in the field. In the competition, points can be earned for:

- Publishing an article or monograph: Each publication or citation counts towards the points.
- Obtaining a patent or creating a utility model: Points are awarded for patents and utility models.
- Participation in research projects: Engaging in research projects contributes to the total points.
- Giving a lecture, presenting at a conference, or presenting a poster: Points are earned for these academic presentations.
- Scientific collaboration with academic or research institutions: Collaborations with other research centers contribute to the point total.
- Receiving additional research scholarships: Extra research scholarships can add to the points.

Awards or distinctions: Points are awarded for receiving awards or honors.

You can find more information in ZW 51/2024 and on the website: <https://szd.pwr.edu.pl/en/phd-students/competition-for-a-scholarship-from-the-own-fund-for-scholarships>

HOW TO GET OTHER FUNDS?



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III. Minigrants

In 2024, at the initiative of the Doctoral Council, the first edition of the mini-grants competition for PhD students at the Wrocław University of Science and Technology was launched, according to the rules set out in ZW 15/2024.

The purpose of the mini-grants is to support the scientific activities of PhD students related to their doctoral research in the following categories:

- Purchase of equipment, devices, materials, or reagents necessary for conducting research, or the purchase of services related to research activities;
- Coverage of costs for short-term scientific trips;
- Participation in scientific conferences;
- Participation in workshops and training sessions.

PhD students of the Wrocław University of Science and Technology, in their 2nd, 3rd, or 4th year, who, within the last 12 months before submitting the application, have not been a project leader or research task leader in a research project, and whose education in the Doctoral School, as specified in their Individual Research Plan, does not end during the grant period, are eligible to apply. Each student can submit only one application per competition. The maximum amount of funding that can be requested is 20,000 PLN. Funding can only be obtained once during the course of studies at the Doctoral School.

The schedule for submitting applications and more information can be found on the website:

<https://szd.pwr.edu.pl/en/phd-students/minigrants>

mini
granty
POLITECHNIKI
WROCŁAWSKIEJ

ADDITIONAL GRANTS AND SCHOLARSHIPS



There is an opportunity (in addition to university funds) to obtain extra research funding and additional scholarships from non-university institutions and entities operating within the country:

I. Scholarship awarded by the Wrocław Academic Center (WCA) as part of the Student Scholarship Program.

The scholarship is directed towards PhD students studying in Wrocław and is awarded for a period of 9 months (amounting to 2,000 PLN per month). Applications for the competition must be submitted online via the Student Scholarship Program's web application from June 1 to August 31 of the given year. The evaluation is based on the PhD student's achievements and scientific output in the field of knowledge corresponding to one of the eight scholarship categories specified in the competition regulations.

<https://www.wroclaw.pl/akademicki-wroclaw/stypendium-dla-doktorantow> (Polish version)

II. Scholarship from the Minister of Science and Higher Education Scholarship from the Minister of Science and Higher Education

This scholarship is intended for young researchers, specifically individuals who are either doctoral students or academic teachers without a doctoral degree, or hold a doctoral degree, with no more than 7 years since obtaining it.

The scholarship is awarded for a period of up to 3 years, with a monthly amount of up to 5,390 PLN. Applications for the competition must be submitted electronically in accordance with the guidelines specified in the Minister's regulation concerning this scholarship, between December 1 and December 31 of the given year. The evaluation considers achievements in the following areas: publications in monographs and scientific journals, leading research projects, internationalization and collaboration, implementations, as well as received awards and scholarships.

<https://www.gov.pl/web/nauka/stypendia-dla-mlodych-naukowcow> (Polish version)

III. START Scholarship from the Foundation for Polish Science (FNP)

The START Scholarship is designed for doctoral students or recent PhDs who are engaged in research and development work and are under 30 years old at the time of application. The scholarship is awarded as a one-time grant, with the annual amount in the previous competition being 30,000 PLN (with increased amounts for distinguished laureates, up to 38,000 PLN in the previous edition). The application deadline is set annually and usually ends in December of the given year. Applications must be submitted both electronically and in paper form. The competition evaluates primarily the quality and originality of the candidate's scientific achievements (including publications and patents), their most significant research accomplishments, and the candidate's curriculum vitae and the opinion of their scientific supervisor.

<https://www.fnp.org.pl/en/oferta/start-3/>

IV. PRELUDIUM Competition of the National Science Centre (NCN) for Research Projects for Researchers Without a PhD

PRELUDIUM is a competition for research projects intended for researchers without a PhD. In the competition, a grant can be obtained for research with a maximum amount of PLN 70,000, PLN 140,000, or PLN 210,000 for funding a project lasting 12, 24, or 36 months respectively (including a salary for the project manager of up to PLN 1,500 gross per month). The research team in the PRELUDIUM project can consist of no more than three people, including the project manager and the scientific supervisor. The evaluation of the competition application assesses the scientific level of the research project and its innovative nature, the impact of the project on the development of the scientific discipline and its feasibility, as well as the scientific achievements of the project manager and the scientific supervisor.

<https://ncn.gov.pl/ogloszenia/konkursy/preludium23> (Polish version)

GRANTY I DODATKOWE STYPENDIA DOKTORANCKIE



Wrocław University
of Science and Technology

V. The Mieczysław Bekker Program by the National Agency for Academic Exchange (NAWA) provides funding for outbound scholarships.

The aim of the Mieczysław Bekker Program is to support international mobility for doctoral candidates, researchers, and academic teachers in their pursuit of scientific excellence by enabling them to develop their scientific skills at research and academic institutions worldwide. The program is open to doctoral candidates and researchers from all fields of science, and the host institutions can be scientific or academic centers anywhere in the world. Stays lasting from 3 to 24 months allow them to work at prestigious research institutions, establish long-term collaborations, and carry out projects with distinguished foreign scientists. The program provides funding for a scholarship (3,750 PLN per month) covering both the cost of living during the stay and a mobility allowance (the amount of which depends on the destination country). The evaluation of applications considers: scientific achievements, the level of the host institution, the planned scope of research, and the impact of the stay on the future career trajectory.

<https://nawa.gov.pl/en/scientists/the-bekker-programme>



REPORTS AND EMPLOYMENT



I. PROGRESS REPORT SEMINARS

Each PhD student is required to participate in a progress report seminar every year during their studies at the Doctoral School, in the summer semester, and to receive a positive grade for it. Progress report seminars are held through courses called "progress report seminar," which are conducted in various formats depending on the faculty. The progress report seminar as a course lasts 15 hours and is intended for all PhD students in a given discipline. However, depending on the faculty, it may also take the form of a multi-day progress report session. During these seminars, students present their research progress achieved over the past year, in relation to results from the entire period of study, as well as achievements such as publications, conference participation, or grants received. The grading system for presentations is communicated by the seminar instructor.

Legal basis:

[1] § 11 paragraph 1, point 7 of the Doctoral School Regulations

II. EMPLOYMENT AT THE UNIVERSITY AND BEYOND

On October 1st, 2023, significant changes to the PSWiN Act regarding the employment of doctoral students came into effect. The previous ban on employing doctoral students from doctoral schools as academic teachers or research staff has been lifted.

Additionally, the provision linking the payment of scholarships to the amount of salary received has been amended. This provision no longer applies solely to projects but now refers only to the form of employment. The current wording of this provision is as follows:

"The doctoral scholarship is not granted to a doctoral student whose education at the doctoral school involves mandatory employment with the entity running the doctoral school:

1. under an employment contract;
2. with a salary exceeding the salary of a professor." [1]

The intention behind this change is to maintain the exclusion of receiving the doctoral scholarship only for those doctoral students who, due to circumstances beyond the control of the entity running the doctoral school, must be employed upon admission to the school. Such a situation occurs, for example, when a doctoral student is qualified to participate in EU programs MSCA: Doctoral Networks and Cofund (Doctoral Programmes), which involves a mandatory employment contract with the entity running the doctoral school. A similar situation related to the mandatory employment contract with the doctoral student may arise when the obligation to be employed by the entity running the doctoral school results from a research project being carried out by the doctoral student, which forms the basis for their doctoral dissertation, and is funded by another grant-awarding entity.

It should be noted that the regulation does not cover prohibitions on performing specific activities under civil law contracts. There are also no restrictions on employing doctoral students on employment contracts for technical and administrative positions or outside the University.

More info:

<https://edoktorant.pl/zmiany-w-przepisach-ustawy-prawo-o-szkolnictwie-wyzszym-i-nauce-szkoly-doktorskie-swiadomydoktorant/> (*Polish version*)

Legal basis:

[1] Article 209, paragraph 1a of the PSWiN Act

AGREEMENTS, EURODOC



I. National PhD Students' Representation

The National PhD Students' Representation (pol. Krajowa Reprezentacja Doktorantów, KRD) is the representative body for PhD students across Poland, including those from both universities and PAN institutes. The KRD's board is elected annually and is composed of PhD students. The KRD has representatives in the General Council of Science and Higher Education and the Disciplinary Committee of the General Council of Science and Higher Education. Through its connections with national authorities, the KRD has a real impact on the interests of Polish PhD students. The KRD facilitates integration within the PhD community through open board meetings, ongoing email communication with student governments, and numerous informational and training activities. This makes the KRD a significant advocate for the voice of PhD students.

For more information, visit the KRD website: <https://krd.edu.pl/> (Polish version)

II. Local Agreements

Local agreements involve voluntary collaboration among doctoral student governments within a specific region. PWr is a member of the Wrocław-Opole Doctoral Agreement (WrOPD).

Currently, the agreement connects 12 entities, including higher education institutions and PAN institutes. The main objectives of the agreement are to cooperate with local government authorities and to integrate doctoral students from Wrocław and Opole institutions through events such as the Doctoral Students' Ball.

For more information, visit the website: <http://wropd.krd.edu.pl> (Polish version)

III. Sectoral Agreements

Such agreements bring together doctoral student governments from institutions with similar characteristics. Our university is a member of the Technical Universities Doctoral Agreement (PDUT).

The aim of this agreement is to facilitate communication among technical universities. Members discuss current issues facing their institutions, as well as solutions and best practices that have been successfully implemented. This agreement also provides a platform for discussing research topics and laboratory equipment.

For more information, visit the website: <http://pdut.krd.edu.pl/> (Polish version)

IV. Eurodoc

Eurodoc is the European Council of Doctoral Candidates and Junior Researchers. It is an international federation comprising 29 national doctoral organizations and, more broadly, young researchers from 26 countries within the European Union and the Council of Europe. The objectives of Eurodoc are:

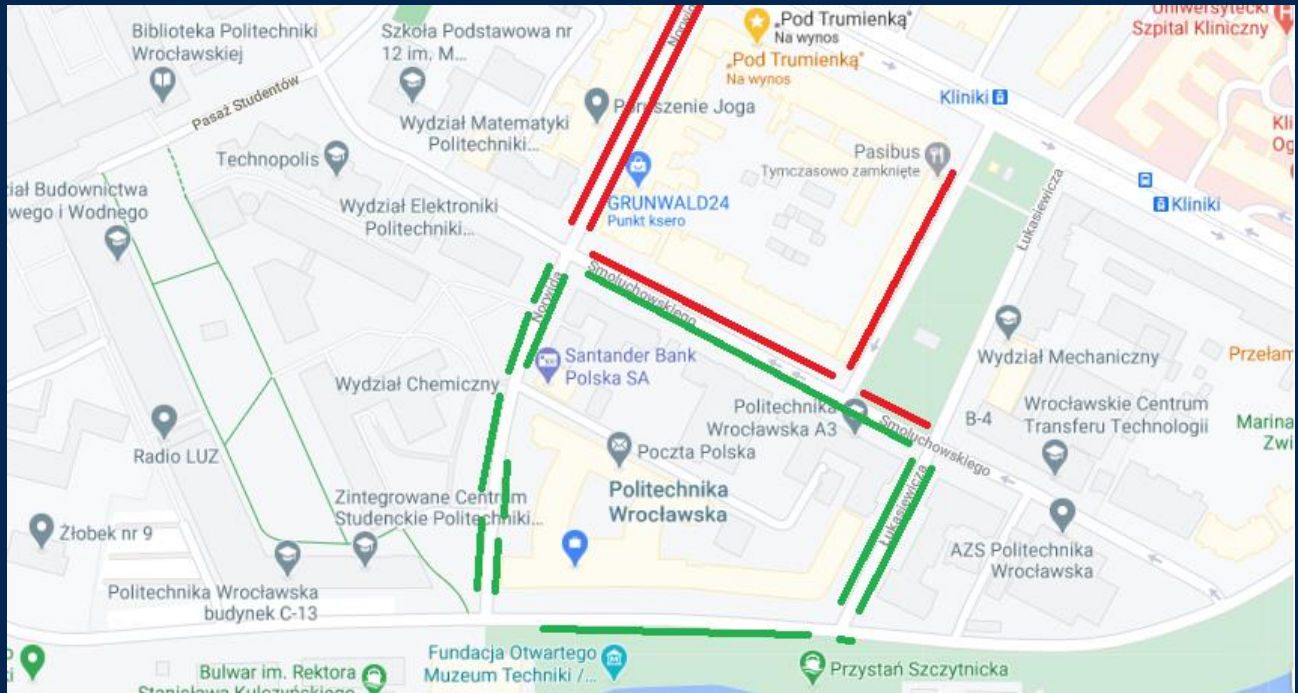
- To represent doctoral candidates and young researchers at the European level in matters of education, research, and career development.
- To enhance the quality of doctoral programs and research standards across Europe.
- To promote the exchange of information on issues relevant to young researchers, organize events, participate in debates, and assist in developing policies related to higher education and research in Europe.
- To establish and promote collaboration between national associations representing doctoral candidates and young researchers across Europe.

For more information, visit the website: <http://www.eurodoc.net/>

PARKING LOTS, VPN



For all the members of the PWr academic community who are owning a vehicle, there are numerous parking spaces available within the campus. Some spaces are open to the general public, while others are designated for use by both staff and doctoral candidates (a shared pool of spaces) or exclusively for staff (a separate pool). It is also important to be cautious not to park in one of the many paid parking spaces in the immediate vicinity of the university buildings.



Regarding the generally available parking spaces around the Main Building (A-1), to avoid the need to pay for parking, you should look for available spots within the following streets: Wybrzeże Wyspiańskiego (opposite A-1), Norwida (on both sides of the road, but only from the intersection with Wybrzeże Wyspiańskiego to the intersection with Smoluchowskiego Street; beyond that, the spaces are paid), Łukasiewicza (both from the side of buildings A-2/A-3 and building B-1), and the part of Smoluchowskiego Street adjacent to the PWr buildings (spaces opposite the university buildings from A-3 to A-5 are paid – marked in red on the above diagram; green indicates free parking).

If you wish to park your vehicle in one of the parking areas designated for all employees, doctoral students, and students of PWr, please visit the Integrated Access Control and Security System website of PWr at the following address <http://iparking.pwr.edu.pl/?o=info>

In the upper right corner, you can select the link providing information about the location of parking areas on the map. As stated in the description, doctoral students should log in on the website skd.pwr.edu.pl using the login credentials used for their employee email.

1. You should login using your email address (password is the same as for the mailbox).
2. Switch language to English, clicking on the appropriate flag in the right-top corner.
3. Click on 'License plates management'.
4. Then, click on the 'Edit' field and enter the registration number of the vehicle you wish to associate with your account.

PARKING LOTS, VPN



Confirm by clicking "OK." The data will be updated in the system at 1:00 AM the following day. From that point, after the system update, the vehicle with the provided registration number will be allowed through the barrier to the parking lot (the list of parking lots is provided below) after its license plate is read by the camera located at the barrier.

Politechnika Wroclawska

PWR Version 1.6.7

Logged: <name and surname>

License plates management

Regulations

Account

Log out

Card group: Doktoranci

Role: User

Account status: Active

Card status: Active

Eligible card groups

- Parking_C18(SKS)_sobota_niedziela
- D21_SON
- Parking_D20_D21_24/7
- Parking_Wrońskiego_24/7
- Parking_F13_24/7
- Parking_POLINKA_24/7

The list of parking lots and their availability can be checked at any time in the "Account" tab – as shown in the picture above.

It's good to know: On the parking.pwr.edu.pl website, you can also check the current occupancy status of three parking areas: between buildings D20 and D21, under building C13, and at Hoene-Wrońskiego Street.

Secure VPN Access to the PWR-NET Network

The IT Department provides the PWR-VPN (Virtual Private Network) service to ensure secure and reliable access to the PWR-NET network resources for employees, students, and doctoral candidates of Wrocław University of Science and Technology from outside the campus.

To use the VPN service, you need to install the Palo Alto GlobalProtect application, which can be downloaded from vpn.pwr.edu.pl (for employees) or vpn.student.pwr.edu.pl (for students and doctoral candidates), logging in with your ActiveDirectory account.

More information about configuring access can be found on the website:

<https://di.pwr.edu.pl/uslugi/siec/vpn> (Polish version)

Once connected to the VPN, users can securely access all resources on the PWR-NET network. Additionally, it allows access to all Intranet resources and provides remote access to the PWR Library's resources.



LIBRARY, ORCID



Wrocław University
of Science and Technology

I. Library Registration and Remote Access to PWr Databases

As PhD students at PWr, we have free access to online information databases (e.g., sciencedirect.com) through the HAN system. To gain access, you need to follow several steps (which are also described on the website):

<https://biblioteka.pwr.edu.pl/en/e-resources/han---off-campus-access>

1. Have an account in the @pwr.edu.pl domain (automatically provided at the beginning of the first semester) and an active account in the Active Directory authentication system.
2. Register a library account at the main library (building A1, staircase "c", second floor, rooms 307a and 307). Go to the main library's circulation desk and ask an employee to register your library account, presenting your student ID.
3. Complete the library registration form or download it from the library's website and send it from your @pwr.edu.pl address to: biblioteka.wyp@pwr.edu.pl

The form:

https://biblioteka.pwr.edu.pl/fcp/FGBUKOQtTKIQhbx08SlkTUAZQX2o8DAoHNiwFE1xVTX1BG1gnBVcoFW8SBDKKhg/32/public/formularz_zapisu_do_biblioteki_pwr.docx (Polish language)

There is also the option for remote activation of the account. You need to send scanned copies of your student ID and the completed and signed registration form

4. Wait for a response from the library regarding the registration of your account.
5. To access the electronic resources offered by the PWr Library, you only need an active library account. No additional declarations are required.

After completing this process, you can enjoy free access to online knowledge databases. If you encounter any issues with accessing or displaying e-resources through the HAN system, please send a message to: han@pwr.edu.pl

Issues with authorization and Active Directory accounts should be reported to: pomoc+ad@pwr.edu.pl

II. ORCID

In accordance with the Rector's Internal Regulation of PWr No. ZW 64/2018 (and its annex) regarding registration in the ORCID international identification system, starting from the 2018/2019 academic year, academic teachers and other individuals conducting scientific activities at Wrocław University of Science and Technology (including doctoral students) are required to register in the ORCID (Open Researcher and Contributor ID) system.

For more information on this topic, please visit the website:

<https://biblioteka.pwr.edu.pl/uslugi/dorobek-naukowy/orcid> (Polish version)

ORCID

DONA - SCIENTIFIC ACHIEVEMENTS



Wrocław University
of Science and Technology

What is the list of works from the DONA database?

It is an official document confirming your scientific achievements (along with citations). This document will most often be needed as an attachment to your scholarship application (e.g., from your own fund). It is the only form of confirmation of your achievements. To obtain (generate) your list of works, please visit the following link (without the need to log in): <https://dona.pwr.edu.pl/zamowienie-wyказu/> (it is fully in Polish, but there's the instruction below to follow) and fill in the fields according to the following instructions and the illustration.

1. In the field "Autor prac" enter your first and last name.
2. In the field "Jednostka zatr." select your faculty.
3. Fill in the next field according to the illustration below (highlighted in red), where:
 - In the date field ("data zdokumentowania"), you will most often enter the date for the previous academic year,
 - In the fields "Dorobek" and "Afilacja" leave "całość" (it means: "All"),
 - Leaving the field "Forma" filled with "plik na pocztę elektroniczną" you select to have your list of works sent to your e-mail inbox,
 - In the citations field ("Cytowania"), request it if you know you have any – click to enable the option "Proszę o wykaz cytowań" and it is suggested to copy-paste the phrase "z wyłączeniem autocytaowań, na podstawie bazy Web of Science Core Collection" in Polish (it means that the list would be deprived of self-citations).
4. Submit the request by clicking the "Składam zamówienie" button.

After a moment, a confirmation email of your request should arrive at your email address (in the pwr.edu.pl domain), and subsequently (often the same day) the electronic list of works.

Formularz zamawiania wykazu prac z bazy DONA

Wykaz dla autora

Autor prac*

Jednostka zatr.*

Korespondencja dotycząca zamówienia kierowana będzie na zarejestrowany w systemie pocztowym PWr Twój adres email.

wszystkie lata ¹

Rok zaliczenia ¹ od do

Data zdokumentowania ¹ od do

Dorobek całość

Afilacja całość

Forma plik na pocztę elektroniczną

Liczba egzemplarzy 1 2 3
nie dotyczy wysyłki poprzez email

Informacje dodatkowe (Uwagi)

Proszę o wykaz cytowań

Cytowania

Autor prac
Należy zacząć wpisywać nazwisko lub nr ewid. i wybrać z listy odpowiedzi.

Wszystkie lata
Zaznaczenie tej opcji spowoduje nie wzięcie pod uwagę pól Rok zaliczenia oraz Data zdokumentowania.

* - pola wymagane
¹ - przynajmniej jedno z pól jest wymagane: 'wszystkie lata', 'Rok zaliczenia', 'Data zdokumentowania'

WHERE TO EAT?



On the PWr campus, there are several places where you can eat or have a coffee:

1. [Student Culture Zone, Building C18 \(ul. Hoene-Wrońskiego 10\)](#)

Cafeteria (ground floor): Offers a different menu every day, including vegetarian and meat dishes at low prices.

Café (first floor): Sells coffee, tea, desserts, and sandwiches. The café also features a relaxation area with hammocks and chairs, as well as available power outlets.

2. [Bistro Bazylia, Building D20, Ground Floor \(ul. Janiszewskiego 8\)](#)

Bistro Bazylia offers ready-made meals from the menu, including pierogi and salads. Breakfast options are available in the morning.

3. [Father's Kitchen, Building L2, Ground Floor \(ul. Na Grobli 13\)](#)

A restaurant serving Korean cuisine.

4. [Kuchnia w Starym Sadzie, Building H4, Basement \(ul. Wybrzeże Wyspiańskiego 8\)](#)

Offers traditional Polish dishes such as pasta, pancakes, pierogi, and soups.

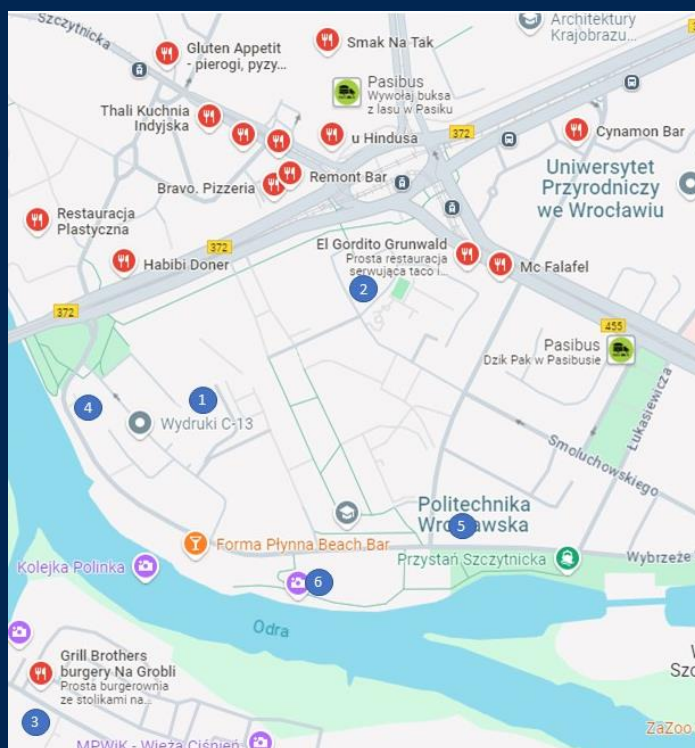
5. [Klub Profesorski, Building A1, First Floor, Room 238 \(ul. Wybrzeże Wyspiańskiego 27\)](#)

Serves sandwiches, salads, drinks, and lunch dishes. Open Monday to Friday from 8 AM to 3 PM.

6. [Sapori Italiani, PWr Boulevard \(ul. Wybrzeże Wyspiańskiego 41A\)](#)

A unique place on our boulevard, open year-round. The venue serves Italian food and both hot and cold drinks.

Additionally, outside the PWr campus, there are numerous restaurants in the nearby area. For a quick snack, we recommend the legendary warm pizzerias and delicious donuts from Cukiernia Trumienka. In close proximity, you can also find Pasibus (burgers), Dania obiadowe at "Przegryź" (lunch dishes), Greco (Mediterranean dishes), Ekushe Kebab, McFalafel (gyros), Pizzeria da Giuseppe (pizza and pasta), Panda Ramen (ramen, sushi), Dragon Biox (Oriental cuisine), Pizzeria Bravo (pizza with thick crust), Remont (bar with traditional lunch dishes and pizza), Thali (Indian cuisine), Gluten Apetit (dumplings, flour-based dishes), W kontakcie (vegan dishes), and the gastronomic zone in Pasaż Grunwaldzki.



SUSPENSIONS OF EDUCATION, HOLIDAYS



"Doctoral students are entitled to vacation breaks of up to 8 weeks per year." [1] "Doctoral students have the right to vacation breaks not exceeding eight weeks in a calendar year, which should be taken during times when there are no scheduled academic activities (...)." [2]

This means that as doctoral students, you can take a vacation break each calendar year, totaling no more than 8 weeks. 'Free time' implies that you should not take a break on days when you are teaching or participating in classes, as required by the regulations of the Doctoral School [3,4].

In addition to vacation breaks, you may also suspend your studies for certain periods:

"Education, upon the doctoral student's request, is suspended for a period corresponding to the duration of maternity leave, leave on the conditions of maternity leave, paternity leave, and parental leave, as defined by the Act of June 26, 1974 – Labour Code." [5] "The Dean, upon the doctoral student's request, suspends education for a period corresponding to the duration of maternity leave, leave on the conditions of maternity leave, paternity leave, and parental leave, as specified by the Labour Code Act – June 26, 1974." [6]

This implies that education cannot be suspended for reasons other than those listed above, including for health reasons.

Additionally:

"During the suspension of education, the rules for determining the doctoral scholarship amount are applied accordingly, taking into account the provisions for determining maternity benefits, with the base for the benefit being understood as the amount of the doctoral scholarship in accordance with §4, applicable on the date of submission of the suspension request." [7]

It is worth noting that the period of suspension and the period of education in the Doctoral School under the aforementioned circumstances are not included in the 4-year period during which

the scholarship can be received [8,9].

Legal basis:

[1] Art. 208 § 1 of the PSWiN Act

[2] § 11 § 2 of the SzD PWr Regulations

[3] § 5 § 4 of the SzD PWr Regulations

[4] § 8 § 1 of the SzD PWr Regulations

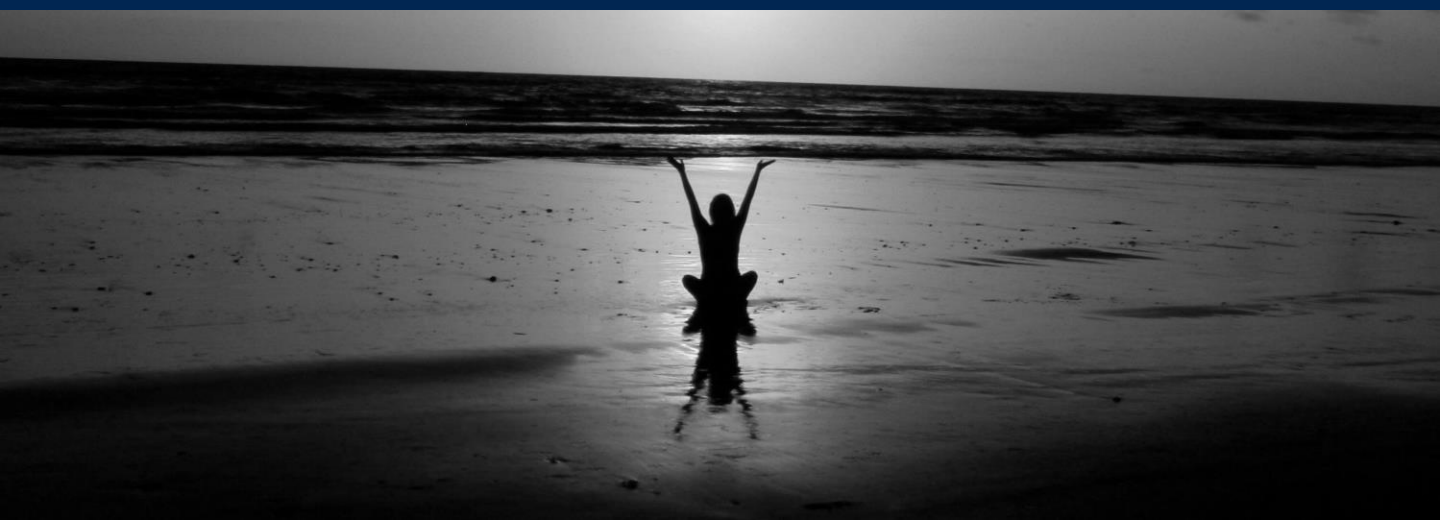
[5] Art. 204 § 3 of the PSWiN Act

[6] § 9 § 3 of the SzD PWr Regulations

[7] Art. 209 § 6 of the PSWiN Act

[8] Art. 209 § 3 of the PSWiN Act

[9] § 18 § 10 of the SzD PWr Regulations



LANGUAGE COURSES, SPORT



Wrocław University
of Science and Technology

I. Language Courses and Examination in a Modern Foreign Language

To complete the Doctoral School (SzD) and obtain a doctoral degree, it is necessary to achieve learning outcomes at level 8 of the Polish Qualifications Framework (PRK), which includes proficiency in a modern foreign language. Given the recruitment requirements for SzD, which necessitate proof of English language proficiency at least at B2 level through a certificate or diploma, all SzD doctoral students already meet this requirement. Therefore, an additional language proficiency exam is not required.

According to the education program, from October 1, 2023, English is the language of instruction in the Doctoral School. During the doctoral studies, it is mandatory to complete two 30-hour English language courses. Additionally, there is the option to complete two more 30-hour courses as extra-curricular activities. A doctoral student may be exempt from these English language courses if they hold a language certificate from an external institution or a diploma confirming English proficiency at least at the C1 level of the Common European Framework of Reference for Languages (CEFR). To be exempt from the English courses, the relevant certificate or diploma must be submitted to the Dean's Office of the Doctoral School.

For more information, refer to the internal regulation ZW nr 68/2021 and visit the website:

<https://szd.pwr.edu.pl/en/phd-students/language-education>

II. Sport and Physical Activities

Doctoral students can sign up for a maximum of 2 sport activities per semester. To do this, you need to send an email within the specified period containing the course code, group number, class schedule (as per USOS), and a contact phone number to: zapisy.swfis@pwr.edu.pl

Information about the registration dates and available classes for the semester can be found on the USOS portal.

Additionally, separate volleyball classes for doctoral students are organized each semester. Registration for these classes is handled by the Doctoral Students' Council in coordination with the Director of SWFIS.



AVAILABLE SOFTWARE



I. Microsoft Office 365 Suite

Under the Enterprise Enrollment for Education Solutions (EES) agreement, Wrocław University of Science and Technology provides access to Microsoft Office 365. This includes all Office 365/MS Teams applications, which can be installed on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

To download the software, log in at: <https://portal.office.com> using the standard login format: `firstname.lastname@pwr.edu.pl`. The password must be generated using the "Forgot my password" function. The first login should be done in incognito mode in your browser.

If you encounter issues logging into Office 365, please contact: office365@pwr.edu.pl

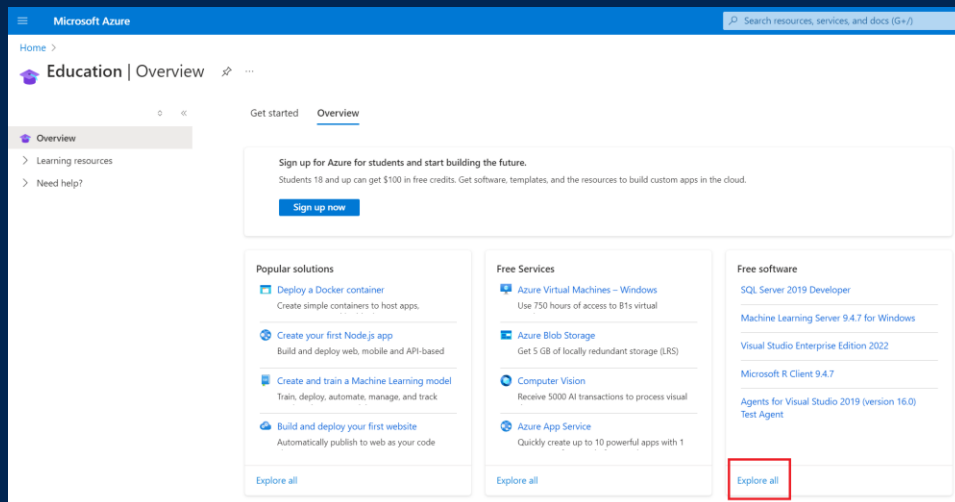
More information can be found at: <https://di.pwr.edu.pl/oprogramowanie/office-365---ms-teams> (Polish language)

II. Windows system

Access to Microsoft software requires an active Office 365 account (as described in section a). The software can be accessed at:

<https://azureforeducation.microsoft.com/devtools>

Log in using your MS Teams/Office 365 credentials. Windows and other software can be found under the "Free software/Explore all" section after accepting the terms of the agreement (a corresponding window should appear).



More information can be found on the IT Department's website at:

<https://di.pwr.edu.pl/oprogramowanie/oprogramowanie--microsoft> (Polish language)

III. Autodesk Software

Having an account in the `pwr.edu.pl` domain grants access to free annual licenses for Autodesk software (e.g., AutoCAD). To obtain the software, visit the Autodesk Education Community website, select the desired program, and click "Get Products." You do not need to log in immediately. New users should create an account using their university email address. When prompted, provide a scan of your student ID or a certificate of enrollment/employment to verify your status. Access to download the educational versions of the software will be granted within a few days.

<https://www.autodesk.com/education/edu-software/overview?sorting=featured&page=1>

AVAILABLE SOFTWARE



IV. MATLAB

The university offers free access to MATLAB software for all employees, doctoral students, and students. A license is available by creating an account using your university email address on the software manufacturer's website:

<http://www.mathworks.com/>

Installation instructions can be found on the following page:

<https://dzi.pwr.edu.pl/uslugi/oprogramowanie/oprogramowanie-matlab/> (Polish language)

V. Artivirus Software

The university offers free ESET antivirus software for all employees and PhD students. Installation files along with installation instructions can be found on the website:

<https://dzi.pwr.edu.pl/uslugi/oprogramowanie/antywirus/> (Polish language)

VI. ANSYS

The university offers free access to ANSYS software for all employees, PhD students, and students.

To download and install the software, you must be connected to the PWr network. Installation instructions can be found on the website:

<https://dzi.pwr.edu.pl/uslugi/oprogramowanie/oprogramowanie-ansys/> (Polish language)

VII. Language correction software: Writefull

The university offers free access to language software for checking the correctness of English texts. This software includes several components, such as a Word plugin and an online text-checking tool to find potential citations not included in the bibliography. More information about accessing the software can be found on the website:

<https://di.pwr.edu.pl/oprogramowanie/writefull> (Polish language)

VIII. Software available within the BEM cluster of WCSS supercomputer centre

As a PhD student at PWr, you have the opportunity to use the solutions offered by WCSS that are useful for research processes. The range of services includes access to various tools as well as user support in account initialization, login, certificate downloading and configuration, installation, and configuration of the provided IT tools. Available resources include the campus MAN-HA cluster (virtual machines) and the computational cluster BEM2. These include compilers for using your own software and pre-installed specialized scientific software.

More information and instructions are available at:

<https://man.e-science.pl/en/home>

In addition to the mentioned examples, other tools are also available. For more current information, visit:

<https://di.pwr.edu.pl/oprogramowanie> (Polish language)