

**Regulation on the Administration  
of Interdisciplinary Doctoral School  
at SWPS University of Social Sciences and Humanities**

§ 1

1. Regulation on the administration of the Interdisciplinary Doctoral School at SWPS University of Social Sciences and Humanities defines the structure, organization and goals of the Interdisciplinary Doctoral School at SWPS University of Social Sciences and Humanities.
2. The Interdisciplinary Doctoral School is a general unit of SWPS University of Social Sciences and Humanities established to provide educational services at the third level of university education.
3. The name of the Interdisciplinary Doctoral School in Polish is *Interdyscyplinarna Szkoła Doktorska* and is used interchangeably with the English name of the School.
4. The goal of the Interdisciplinary Doctoral School is to coordinate teaching programs and other activities undertaken at the third level of education at SWPS University of Social Sciences and Humanities and to support the development of early-stage researchers, including the following tasks, in particular:
  - 1) overall management of the program of the Interdisciplinary Doctoral Program, including basic research (the program delivered mainly in Polish with selected courses in English)
  - 2) coordination of a joint Interdisciplinary Doctoral Program - Psychologia & Informatyka (MISD - P&I) / ICT & Psychology (program in English)
  - 3) coordination modules in English offered within the framework of Integrated University Programs (ZPU), (including EEG, City & Diversity, Qualitative Longitudinal Studies, Winter School Academic Skills 2019)
  - 4) representation of SWPS University in international organizations, such as VITAE and the European University Association – European Council for Doctoral Education
  - 5) writing international grant applications, supporting international doctorates, such as International Training Network
  - 6) developing a European Industrial Doctorate program
  - 7) developing a Transferable Doctoral Skills interdisciplinary doctoral studies program in English
  - 8) providing educational offer for extramural students.

§ 2

1. The Interdisciplinary Doctoral School is led by Director of Interdisciplinary Doctoral Program, who must hold a post-doctoral degree (*habilitacja*) and be employed by SWPS University of Social Sciences and Humanities. The Director is appointed and dismissed by the Rector of SWPS University of Social Sciences and Humanities.

2. The activities of the Interdisciplinary Doctoral School are directly overseen by Vice-Rector for Research of SWPS University of Social Sciences and Humanities.

### § 3

1. The authorities of the Interdisciplinary Doctoral School include:
  - 1) Director of the Interdisciplinary Doctoral School
  - 2) Council of the Interdisciplinary Doctoral School
2. The Council of the Interdisciplinary Doctoral School comprises the Council of the Interdisciplinary Doctoral Program (ISD). The members of the Council of the Interdisciplinary Doctoral School include: Deans' Representatives of the Faculties that offer doctoral studies at SWPS University of Social Sciences and Humanities. The Council will be supported by Coordinator for International Doctoral Programs, who will advise the Council.
3. The role of the Council of the Interdisciplinary Doctoral School is to provide opinions and advise the Director of Interdisciplinary Doctoral School.
4. Opinions and proposals resulting from the meetings of the Council of the Interdisciplinary Doctoral School are formulated and agreed upon during a free discussion between the members of the Council, conducted during the meetings, where the Council may decide to vote on the selected matters. The Council uses the open ballot voting system and decisions are based on the majority vote.
5. The meetings of the Council of the Interdisciplinary Doctoral School are called by the Director of the Interdisciplinary Doctoral School, as required.
6. If required, other persons may be invited to the meetings of the Council of the Interdisciplinary Doctoral School, however they do not have the voting rights at the meetings.
7. The responsibilities of the Council of the Interdisciplinary Doctoral School include, in particular:
  - 1) charting the development strategy for the Interdisciplinary Doctoral School
  - 2) initiating and evaluating changes related to the programs of doctoral studies
  - 3) assessing matters related to research conducted by doctoral students and to the rules governing doctoral student participation in the Interdisciplinary Doctoral School
  - 4) evaluating matters related to the administration of the Interdisciplinary Doctoral School
8. Deans' Representatives, apart from their responsibilities related to their membership in the Council of the Interdisciplinary Doctoral School, must also:
  - 1) present to the Dean of the relevant Faculty and to the Faculty Council the information pertaining to the administration of the Interdisciplinary Doctoral School and to the initiatives undertaken by the Interdisciplinary Doctoral School
  - 2) agree, in consultation with the Dean of the relevant Faculty and with the Faculty Council, the list of potential candidates for teaching classes included in the doctoral study programs, in a given academic year
  - 3) manage, within the framework of their Faculty, the development of the education offer of the Interdisciplinary Doctoral School

§ 4

The responsibilities of the Interdisciplinary Doctoral School include, in particular:

- 1) collaboration with other organizational units of SWPS University of Social Sciences and Humanities, in relation to the development and implementation of national and international research programs
- 2) management of marketing activities, including online activities, in English and Polish, and coordination of Internet webpages dedicated to the programs offered by the Interdisciplinary Doctoral School
- 3) representation of doctoral programs offered by the Interdisciplinary Doctoral School at SWPS University of Social Sciences and Humanities at international forums.

§ 5

1. The activities of the Interdisciplinary Doctoral School are financed by:
  - 1) the pro-quality subsidy (provided to universities that offer doctoral studies in a full-time mode)
  - 2) external grants provided for individual programs, such as grants from the National Centre for Research and Development
  - 3) tuition fees paid by doctoral students who do not qualify for the tuition fee waiver, in accordance with the common law or in accordance with internal regulations of SWPS University of Social Sciences and Humanities
  - 4) course fees paid by extramural students
2. Administration and management of the Interdisciplinary Doctoral School is the responsibility of the Office of the Interdisciplinary Doctoral School, which is managed by the Head of the Office of the Interdisciplinary Doctoral School.