

**Resolution No. 9/2024/II
of the Senate of the Lublin University of Technology
dated February 15, 2024**

***regarding the Rules and Regulations of the Lublin University of Technology Doctoral
School***

Based on Article 205 section 2 of the Act of July 20, 2018, Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended), the Senate **a d o p t s** the following:

§ 1.

The Senate of the Lublin University of Technology adopts the Rules and Regulations of the Lublin University of Technology Doctoral School, constituting an Appendix to this Resolution.

§ 2.

For doctoral students who started their education at the Lublin University of Technology Doctoral School before October 1, 2024, the provisions of the previous Rules and Regulations of the Doctoral School shall apply.

§ 3.

This Resolution shall enter into force on the day of signing, with effect from October 1, 2024.

RULES AND REGULATIONS OF THE DOCTORAL SCHOOL AT THE LUBLIN UNIVERSITY OF TECHNOLOGY

Chapter 1 – Organization of the Lublin University of Technology Doctoral School

§ 1.

1. The Lublin University of Technology Doctoral School (hereinafter referred to as the Doctoral School) provides education in the following scientific disciplines:

- 1) architecture and urban planning;
- 2) automation, electronics, electrical engineering and space technologies;
- 3) information and communication technology;
- 4) civil engineering, geodesy and transport;
- 5) mechanical engineering;
- 6) environmental engineering, mining and energy;
- 7) management and quality studies.

2. Education is provided in English or Polish as part of the education program.

3. Education of doctoral students at the Doctoral School:

- 1) lasts 8 semesters;
- 2) is conducted on the basis of the education program and an individual research plan;
- 3) prepares for obtaining a doctoral degree;
- 4) ends with the submission of a doctoral dissertation.

§ 2.

1. The following persons operate in the Doctoral School:

- 1) director;
- 2) coordinators;
- 3) the Council of the Lublin University of Technology Doctoral School (hereinafter referred to as: the Council of the Doctoral School);
- 4) the Recruitment committee;
- 5) the Committees for conducting mid-term evaluation of doctoral students.

2. The Doctoral School is headed by the director.

3. The director and coordinators are appointed and dismissed by the rector for a term of office consistent with the term of office of the Senate, taking into account the principle of representing each scientific discipline conducted at the Doctoral School by at least one coordinator.

4. The director cooperates with the scientific discipline councils on matters related to ensuring a high level of education and research conducted by doctoral students as well as in the process of mid-term evaluation of doctoral students.

§ 3.

1. The obligations of the director shall include in particular:

- 1) representing the Doctoral School before the authorities and other entities of the University;
- 2) supervising the overall functioning of the Doctoral School, including the proper conduct and quality of the educational process, scientific supervision, and the manner of conducting mid-term evaluations;
- 3) ensuring conditions for conducting education at the Doctoral School, including completing professional internships in the form of conducting classes or participating in their conduct, up to a maximum of 60 teaching hours per year, provided that professional internships are included in the Doctoral School's program;
- 4) making decisions on all matters concerning the Doctoral School not reserved to the competence of the University authorities;
- 5) submitting proposals to the relevant collegial bodies of the University and the rector on matters concerning the Doctoral School;
- 6) performing other duties provided for by law, provisions of the Statute of Lublin University of Technology, and resolutions and orders of the University authorities;
- 7) managing, within the delegated authority, financial resources allocated in the University's budget in the financial plan for operation of the Doctoral School;
- 8) considering doctoral students' requests on all matters concerning the Doctoral School not reserved to the competence of the University authorities;
- 9) making decisions in cases regulated by the Rules and Regulations of the Doctoral School;
- 10) proposing to the Rector the removal of doctoral students from the list;
- 11) proposing changes to the Rules and Regulations of the Doctoral School, the education program, and the professional internship program, provided that professional internships are included in the educational program;
- 12) cooperating with the Council of the Doctoral School in evaluating candidates for supervisors and assistant supervisors;
- 13) cooperating with other doctoral schools in providing the educational offer;
- 14) cooperating with the socio-economic environment in the education of doctoral students;
- 15) cooperating with the Council of the Doctoral Students, including supervision of doctoral students' knowledge and compliance with ethical principles;
- 16) providing, in agreement with the Council of the Doctoral School, the staff implementing the educational program at the Doctoral School;
- 17) appointing three-member committees to conduct mid-term evaluations of doctoral students;
- 18) preparing, in cooperation with the Council of the Doctoral School, an annual report on the activities of the Doctoral School, including in particular: evaluation of the Doctoral School functioning, evaluation of classes (based on the evaluation of doctoral students in the form of a survey), evaluation of doctoral students' progress and supervisory care;
- 19) preparing, in cooperation with the Council of the Doctoral School, a self-assessment report for the Science Evaluation Committee;

- 20) supervising the correct, reliable and timely updating, archiving and deleting data in the Integrated Information System for Higher Education and Science POL-on;
- 21) maintaining documentation of the course of education, including a list of doctoral students;
- 22) appointing a substitute for the period of their absence.

2. The obligations of the Doctoral School coordinators include:

- 1) participation in the work of the Council of the Doctoral School;
- 2) supervising the implementation of the educational process and the organization of classes at the Doctoral School within individual scientific disciplines in cooperation with the director and scientific discipline councils;
- 3) preparing proposals for changes to the Rules and Regulations of the Doctoral School, the education program, and the professional internship program, provided that professional internships are included in the education program;
- 4) carrying out tasks assigned by the director.

§ 4.

1. The Council of the Doctoral School consists of:

- 1) the director of the Doctoral School as chairman of the Doctoral School Council;
- 2) coordinators of the Doctoral School;
- 3) chairpersons of the scientific discipline councils in which education is conducted at the Doctoral School;
- 4) a representative of the Council of the Doctoral Students.

2. Meetings of the Council of the Doctoral School are convened by the chairman on their own initiative or at the request of at least 2/3 of the members. The Council of the Doctoral School holds meetings as needed to ensure the timely performance of its tasks, but no less frequently than once a quarter, at a time, place, and starting time determined by its own schedule.

3. The chairman notifies the members of the Council of the Doctoral School of the date and agenda of the meeting electronically, at least 7 days before the meeting.

4. The chairman presides over the meetings, and in the event of their absence, a person designated by the chairman. The meetings of the Council of the Doctoral School are minuted.

5. Resolutions of the Council of the Doctoral School are adopted by a simple majority of votes in the presence of at least half of the Council's members. In the event of a tie, the chairman's vote decides.

6. Resolutions of the Council of the Doctoral School concerning personal matters are adopted by secret ballot.

7. The obligations of the Council of the Doctoral School include:

- 1) creating a draft of educational program and its changes;
- 2) creating a draft of recruitment rules and schedule;

- 3) evaluating the qualifications of academic teachers when appointing staff within the educational program at the Doctoral School;
- 4) giving opinions on the topics and scope of research works submitted by research workers with the degree of doktor habilitowany or the title of professor as research topics for recruited doctoral students of the Doctoral School;
- 5) giving opinions on the guidelines and rules for preparing an individual research plan for doctoral students of the Doctoral School;
- 6) preparing educational offers for doctoral students, available outside the educational program (e.g. courses, training, specialized summer schools, etc.);
- 7) proposing rules for using the Doctoral School's offer by doctoral students of other doctoral schools;
- 8) evaluating the annual report on the implementation of the educational program and on the results and progress of work included in the individual research plan, submitted by the doctoral student;
- 9) giving opinions on the method and principles of conducting mid-term evaluation of doctoral students at the Doctoral School;
- 10) giving opinions on candidates designated by the scientific discipline council to the Committee for mid-term evaluation of doctoral students;
- 11) preparing an annual report on the activities of the Doctoral School, including in particular: an evaluation of the functioning of the Doctoral School, evaluation of classes, evaluation of doctoral students' progress and supervisory care;
- 12) preparing a self-assessment report for the Science Evaluation Committee.

§ 5.

1. Recruitment to the Doctoral School is conducted in a competitive manner by the Recruitment Committee appointed by the Rector for a one-year term of office, consisting of 7 to 9 members (hereinafter referred to as the Committee).
2. The Committee consists of: the director of the Doctoral School, academic teachers with at least a habilitated doctor degree, representing each of the scientific disciplines constituting the Doctoral School, and one representative of doctoral students indicated by the university executive body of the Council of the Doctoral Students, unless the Rules and Regulations of the Doctoral Students' Self-Government indicate another body of this Council.
3. The composition of the Committee is made public on the website of the Doctoral School - <http://sdwpl.pollub.pl/>.
4. A member of the Commission is excluded for the reasons indicated in the applicable Art. 24 of the Administrative Procedure Code.
5. The Committee is headed by a chairman elected from among its members at the first meeting of the Committee, convened by the director of the Doctoral School.
6. The tasks of the Committee include in particular:
 - 1) accepting documents from candidates and assessing them;

- 2) informing candidates about the date and procedure;
 - 3) conducting the recruitment process through a competition;
 - 4) notifying candidates about recruitment results;
 - 5) preparing a ranking list from the recruitment process.
7. The committee evaluates the candidates in the presence of at least 2/3 of its members.
8. Minutes are kept of each Committee meeting, which are signed by the participating members of the Committee.

Chapter 2 – Rights and obligations of a doctoral student

§ 6.

1. A person admitted to the Doctoral School acquires the rights of a doctoral student and begins education upon taking the oath referred to in § 71 of the Statute of the Lublin University of Technology. The oath is taken on the date set by the director. The doctoral student immediately confirms taking the oath in writing, no later than within 30 days from the date of taking the oath.

2. A doctoral student receives a doctoral student ID card upon acquiring doctoral student rights. The doctoral student ID card is valid until the completion of education at the Doctoral School or removal from the list of doctoral students, but no longer than until the completion of education.

3. In addition to rights arising from generally applicable provisions of law, a doctoral student has the right to:
 - 1) conduct scientific research in the unit where the supervisor(s) work;
 - 2) extend the deadline for submitting the doctoral dissertation in the manner provided for in §§ 14 and 15;
 - 3) scientific supervision by the supervisor(s) in conducting research and preparing the doctoral dissertation;
 - 4) change the supervisor(s) in justified cases as provided for in § 13;
 - 5) use laboratories, equipment, and scientific research apparatus, reagents and materials, as well as library collections and university IT resources necessary for implementing the education program, individual research plan, and preparing the doctoral dissertation;
 - 6) organizational and substantive support in preparing applications for internships, research grants;
 - 7) submit the doctoral dissertation earlier than the scheduled completion date in the individual education program, provided that the education program is completed and all learning outcomes are achieved;
 - 8) have the insurance premium for accident and civil liability insurance paid by the Doctoral School, if internships require such insurance;
 - 9) submit a declaration for the purpose of evaluating the quality of scientific activity, authorizing the University to demonstrate scientific achievements within the discipline in which the doctoral dissertation is being prepared.

4. Representatives of the Council of the Doctoral Students have the right to submit proposals for changes to these Rules and Regulations.

5. Disabled doctoral students are provided with conditions for education in accordance with the internal legal acts applicable at the University. The director, upon the doctoral student's request, decides on granting individualized education.

§ 7.

1. The director, at the request of the doctoral student, suspends education under the conditions provided for in the Law on Higher Education and Science (hereinafter referred to as the Act).
2. The director, at the request of a doctoral student, may suspend education in the event of:
 - 1) the need to implement a research project financed from funds awarded in a competitive manner, in particular by: the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
 - 2) carrying out research trips, in particular research internships;
 - 3) temporary inability to complete education due to illness;
 - 4) the need to provide personal care for a sick family member, for a child with a disability certificate and for a healthy child up to 8 years of age;
 - 5) other justified circumstances, but not exceeding one year starting from the academic year next to the year in which the application was submitted.
3. During the suspension of the training period at the Doctoral School, the deadlines specified in the individual research plan are also suspended.
4. The total period of suspension of education for reasons other than those indicated in Art. 204 section 3 of the Act, cannot exceed two years.

§ 8.

1. A doctoral student without a doctoral degree receives a doctoral scholarship under the terms specified in Art. 209 of the Act.
2. Payment of the doctoral scholarship by bank transfer is made after the doctoral student submits the form specified in the Attachment to these Rules and Regulations to the secretariat of the Doctoral School.
3. The amount of the doctoral scholarship and the total period of receiving it at the Doctoral School are specified in the Act.
4. A doctoral student with a disability certificate, a disability degree certificate or certificate referred to in Art. 5 and art. 62 of the Act of August 27, 1997 on vocational and social rehabilitation and employment of disabled persons (consolidated text: Journal of Laws of 2023, item 100, as amended), is obliged to immediately deliver the decision to the Doctoral School.
5. Removing a doctoral student from the list of doctoral students results in the suspension of the benefits referred to in section 1. Payment of benefits shall be suspended from the first day of the month following the month in which the decision on removal becomes final.

§ 9.

The doctoral student is obliged to:

- 1) comply with the regulations in force at the Lublin University of Technology, in particular: the provisions of these Regulations, the Regulations on copyright management, related rights, industrial property rights and commercialization principles, as well as the Regulations on the use of research infrastructure;
- 2) conscientiously and diligently carry out the educational program and individual research plan;
- 3) conduct research in the unit where the supervisor works or (temporarily) in the place to which she/he has been directed to carry out the individual research plan (e.g., internship);
- 4) be present (minimum 30 hours per week) at the research location (unit where the supervisor works or the place to which she/he was directed). Compliance with this obligation is certified by the supervisor based on the working time record, which the doctoral student is obliged to keep;
- 5) complete internships in the form of conducting classes or participating in their conduct, to the extent specified in the educational program;
- 6) submit an annual report on the implementation of the education program and the results and progress of work included in the individual research plan. The report, along with the supervisor's opinion, is submitted by September 30 of each calendar year. The report template is available on the website of the Doctoral School';
- 7) submit a self-assessment for mid-term evaluation purposes by June 30 during the fourth semester. The report template is available on the Doctoral School's website;
- 8) promptly notify the director of any change of surname or address, as well as any other changes required by the University;
- 9) regularly use the university email in the pollub.edu.pl or pollub.pl domain and the electronic dean's office service;
- 10) have an electronic identifier or identifiers as a researcher, in accordance with international standards, including an ORCID identifier.

§ 10.

1. The doctoral student, in consultation with the supervisor or supervisors, prepares an individual research plan and submits it to the director no later than 12 months after commencing the education.
2. In the case of appointing supervisors or a supervisor and an assistant supervisor, the plan is submitted after consultation by the supervisors and after being reviewed by the assistant supervisor.

§ 11.

The doctoral student's individual research plan, developed on the basis of the template available on the website of the Doctoral School (<http://www.sdwpl.pollub.pl>), specifies in particular:

- 1) the deadline for submitting the doctoral dissertation;
- 2) the deadlines for sending scientific articles listed in point 7, if included in the plan;
- 3) the form and time of participation in at least two scientific conferences - national or international;
- 4) description of the implementation of key points of the individual research plan;
- 5) optionally:

- a) participation in co-organizing a national or international scientific conference,
- b) completing at least a three-month scientific internship in a domestic or foreign scientific and research unit,
- c) study trip to a domestic or foreign scientific and research unit,
- d) preparation of a scientific review, e.g. a scientific article,
- e) dissemination of R&D results on an open access basis;
- 6) publication, in the second and third year of education, of at least one article in a journal listed in the list of scientific journals of the minister responsible for higher education, referred to in Article 267 section 2 point 2 lit. b of the Law, with a minimum of 70 points assigned, in the scientific discipline in which the doctoral dissertation is being prepared;
- 7) submission, by the end of the third year of education, of at least one application for funding scientific research to institutions financing science (NCN, NCBiR, Ministry of Education and Science, FNP, EU funds). The application may be submitted by the doctoral student or the supervisor with the confirmed participation of the doctoral student as the main project implementer or as a scholarship holder.

§ 12.

1. A doctoral student is removed from the list of doctoral students of the Doctoral School in the event of:
 - 1) a negative result of the mid-term evaluation;
 - 2) failure to submit the doctoral dissertation by the deadline specified in the individual research plan;
 - 3) resignation;
 - 4) failure to start education;
 - 5) violation of the prohibition referred to in Art. 200 section 7 or art. 209 section 10 of the Act;
 - 6) imposition of a disciplinary penalty of expulsion from the Doctoral School.
2. In the proceedings regarding the removal of a doctoral student from the list of doctoral students, in cases referred to in section 1 point 5, the doctoral student is summoned to submit, within a period not shorter than 30 days, a resignation from education in another doctoral school or from employment as an academic teacher or researcher.
3. A doctoral student may be removed from the list of doctoral students in the event of:
 - 1) unsatisfactory progress in preparing the doctoral dissertation;
 - 2) failure to fulfill the obligations arising from the Rules and Regulations, the education program at the Doctoral School, and the individual research plan.
4. Removal from the list of doctoral students is done by administrative decision. A request for reconsideration of the matter is admissible against the decision.

Chapter 3 – Supervisors and doctoral dissertation

§ 13.

1. An employee of the Lublin University of Technology as a supervisor may simultaneously supervise the preparation of a maximum of five doctoral dissertations (regardless of where the doctoral dissertation is being carried out), and an assistant supervisor - the preparation of two doctoral dissertations.

2. The supervisor should have appropriate qualifications in scientific and teaching activities.
3. Lack of progress in implementing the individual research plan by the doctoral student results in consequences for the supervisor in accordance with the Law.
4. Within 30 days of commencing education, the doctoral student submits, through the director, a request to the disciplinary council for the appointment of a supervisor, supervisors, or a supervisor and an assistant supervisor.
5. The application includes:
 - 1) a proposal for persons to serve as the supervisor, supervisors, or a supervisor and an assistant supervisor;
 - 2) a statement of readiness to take care of the doctoral student by the supervisor, supervisors, or a supervisor and an assistant supervisor;
 - 3) justification for the choice of the second supervisor or assistant supervisor (if applicable);
 - 4) description of the professional work experience and scientific achievements of the second supervisor or assistant supervisor (if applicable).
6. The doctoral student submits the application referred to in section 4 to the director, who, in agreement with the Council of the Doctoral School, expresses an opinion on the matter and submits it to the appropriate disciplinary council.
7. The disciplinary council adopts a resolution in a secret ballot on the appointment of the supervisor, supervisors, or a supervisor and an assistant supervisor.
8. The appointment of a supervisor, supervisors, or a supervisor and an assistant supervisor to the doctoral student takes place within 3 months from the date of commencing education, even if the doctoral student has not submitted the application referred to in section 4.
9. In justified cases, the doctoral student may apply to the appropriate disciplinary council through the director for a change of a supervisor, supervisors, or a supervisor and an assistant supervisor.
10. The doctoral student submits the application referred to in section 9, along with a justification and a statement from the proposed person to be a supervisor, through the director, who, in agreement with the Council of the Doctoral School, expresses an opinion on the matter and forwards it to the appropriate disciplinary council.
11. A change of supervisor may also occur at the request of the supervisor or at the request of the committee for mid-term evaluation, which negatively assessed the supervisory care. The provision of section 10 applies accordingly.
12. The disciplinary council adopts a resolution on the change of supervisor, supervisors, or a supervisor and an assistant supervisor in a secret ballot, within 60 days from the date of receipt of the application.

§ 14.

1. The deadline for submitting the doctoral dissertation set in the individual research plan may, in justified cases, be extended upon the written request of the doctoral student, but not longer than by 2 years, especially in the case of:
 - 1) temporary inability to pursue education due to illness;

- 2) the need to provide personal care for a sick family member;
 - 3) the need to provide personal care for a child with a disability certificate or for a healthy child up to 8 years of age;
 - 4) the occurrence of unforeseen random events;
 - 5) technical difficulties in implementing the individual research plan.
2. A certificate of completion of education at the Doctoral School is issued upon the written request of the doctoral student after prior submission of 1 copy of the doctoral dissertation in paper and electronic versions to the secretariat of the Doctoral School, along with a positive opinion of the supervisor or supervisors or supervisor and assistant supervisor.

§ 15.

1. The application for prolongation of the deadline for submitting the doctoral dissertation includes:

- 1) the doctoral student's data: first name, surname, PESEL number, and in the absence thereof - the document number confirming identity, as well as indication of the semester in which the student is undergoing education;
- 2) justification of the decision along with the expected deadline for submitting the doctoral dissertation.

2. The application is accompanied by:

- 1) the opinion of the supervisor, supervisors, or supervisor and assistant supervisor - in the case referred to in § 14 section 1, point 5, or
- 2) a document justifying the prolongation of the deadline for submitting the doctoral dissertation - in cases referred to in § 14 section 1, points 1-3.

3. Applications referred to in section 1 shall be considered by the director within 14 days from the date of submission.

Chapter 4 – Mid-term evaluation

§ 16.

1. The implementation of the individual research plan is subject to midterm assessment halfway through the educational period specified in the education program. The basis for the assessment is a written report (in Polish and English) prepared by the doctoral student and a presentation describing the progress of work on the doctoral dissertation and the implementation of the individual research plan.
2. Mid-term evaluation takes place in front of the committee for midterm assessment, in the form of a presentation by the doctoral student, during which the doctoral student is asked questions.
3. Committees for mid-term evaluation are appointed for each doctoral student by the director after obtaining the opinion of the Council of the Doctoral School, no later than 2 months before the midterm assessment date.
4. The supervisor(s) and assistant supervisor cannot be members of the committee for mid-term evaluation of doctoral students.
5. The composition of the committee for mid-term evaluation is public.

6. Mid-term evaluation ends with a positive or negative result. A positive evaluation is given if the doctoral student implements the individual research plan without unjustified delays and their activity indicates further efficient implementation of this plan. If there are no grounds for issuing a positive evaluation, the committee issues a negative evaluation.
7. There is no appeal against the result of the mid-term evaluation.
8. The evaluation result along with justification of the decision is public.
9. The university promptly publishes information on the evaluation result along with justification on the Public Information Bulletin website.
10. The supervisor, discipline coordinator, or director may request a committee evaluation of the doctoral student's work progress during their education at the Doctoral School, but not earlier than after the first year of the doctoral student's education.
11. The request for a committee evaluation of the doctoral student's work progress, as referred to in section 10, is submitted by the supervisor or coordinator to the director.
12. The procedure for conducting the evaluation referred to in section 10 applies accordingly to the provisions concerning the conduct of the mid-term evaluation, excluding the disclosure of the evaluation result and its justification.

Chapter 5 – Administrative services for the Doctoral School

§ 17.

1. Administrative support for the Doctoral School is provided by the Secretariat.
2. The Secretariat of the Doctoral School reports to the director.
3. The scope of tasks of the Doctoral School Secretariat includes:
 - 1) keeping documentation of the Doctoral School, reporting and statistics;
 - 2) maintaining paper and electronic documentation of the course of doctoral students' education at the Doctoral School;
 - 3) handling the recruitment process for the Doctoral School;
 - 4) recording scholarships;
 - 5) developing a schedule of classes specified in the framework educational program;
 - 6) drafting civil law contracts, including for members of committees for midterm assessment from outside the University and lecturers from outside the University, as well as for persons who are not academic teachers conducting classes at the Doctoral School;
 - 7) preparing administrative decisions and other documents related to the education of doctoral student;
 - 8) issuing doctoral student ID cards.

§ 18.

1. Documentation of the Doctoral School includes:
 - 1) files concerning the establishment, organization, and functioning of the Doctoral School;
 - 2) records of doctoral students of the Doctoral School;
 - 3) data concerning the progress of doctoral students' education.

2. The documentation of the doctoral student's education progress at the Doctoral School consists of:

- 1) electronic index;
- 2) personal file folder.

3. The personal file folder includes, in particular:

- 1) the candidate's application for admission to the Doctoral School;
- 2) an oath signed by the doctoral student;
- 3) a copy of the application for the appointment of supervisor, supervisors, or supervisor and assistant supervisor along with attachments;
- 4) a copy of the decision of the disciplinary council on the appointment of a supervisor, supervisors, or supervisor and assistant supervisor;
- 5) individual research plan with any possible changes;
- 6) a list of course credits with results;
- 7) midterm assessment report, containing the assessment result with justification;
- 8) information on didactic practices and observation results;
- 9) applications regarding scholarships, leave, or suspension of education along with their consideration;
- 10) administrative decision on awarding the doctoral degree;
- 11) decision on removal from the list of doctoral students.

Chapter 6 - Final Provisions

§ 19.

The Rules and Regulations of the Lublin University of Technology Doctoral School shall enter into force from the academic year 2024/2025.

.....
Name and surname of the doctoral student

I request the payment of my due scholarship to the account number
at the bank:

Statement for tax purposes:

a) I hereby declare that I am a doctoral student at the Lublin University of Technology Doctoral School

b) Date and place of birth:

c) Parents' names:

d) PESEL number:

e) Tax office (location and tax office number)

.....

f) Do you have a doctoral degree?: YES NO

g) Total period of education in all doctoral schools

h) Do you receive: disability pension? (YES / NO)*, retirement pension? (YES NO)*

i) I declare that I am/am not* employed as an academic teacher.

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

* cross out as appropriate