



A Practical Guide for Doctoral Students at the University of Opole

RIGHTS • PROCEDURES • RESEARCH • SUPPORT • OPPORTUNITIES

September 2026

INTRODUCTION:

Starting your education at the Doctoral School means not only beginning work on your doctoral dissertation, but also entering a new academic and organisational environment. During the first few months, many questions arise, as f.e. where to handle a particular matter? whom to contact with a problem? what support is available? and what opportunities the University of Opole offers beyond research itself?

This guide was created as a practical source of information prepared by doctoral students for doctoral students. It brings together the most important information about rights and responsibilities, scholarships, organisational matters, opportunities to get involved in university life, and places where you can get support.

We hope it will help you find your way around the Doctoral School, especially at the beginning of your education. However, regulations, deadlines, and procedures may change, so for important matters, always check the latest announcements from the Doctoral School and the Doctoral Students' Council.

Good luck!

Doctoral Students' Council of the University of Opole

Have you noticed an error, or is there something missing that could be useful to other doctoral students? Contact us at: doktoranci@uni.opole.pl

CHAPTER 1 - First Steps and Doctoral Student Status

First-Month Checklist

The first few weeks at the Doctoral School mainly involve organisational matters. The checklist below covers the things you should take care of right away. You will find more details in the following sections of this guide.

- Take the doctoral oath – from that moment, you officially acquire the rights of a doctoral student;
- Create an ORCID ID and use it when publishing your work. **Having an ORCID ID is mandatory for doctoral students;**
- Check the education programme for your year of admission and the current Regulations of the Doctoral School.
- Add the deadline for submitting your Individual Research Plan (IPB - Indywidualny Plan Badawczy) to your calendar – you have 12 months from the start of your education to submit it.
- Agree with your supervisor on how you will work together, including how often you will meet, how you will submit your work, and when you can expect feedback.
- Join the MS Teams channel “DOKTORANCI – SZKOŁA DOKTORSKA UO” and follow the Doctoral Students’ Council on social media.
- Get to know your year representative – this is the quickest way to raise matters concerning your entire group.
- If you need a place in the Student and Doctoral Student Dormitory (DS - Dom Studneta i Doktoranta), submit an application through USOSweb.
- If you need adjustments to your education due to health or disability, contact the Support Centre for Persons with Disabilities (CWOzN - Centrum Wsparcia Osób z Niepełnosprawnościami).

Rights and Responsibilities of Doctoral Students

A person admitted to the Doctoral School begins their education and acquires the rights of a doctoral student upon taking the doctoral oath.

All doctoral students at the University of Opole are members of the Doctoral Students’ Council of the University of Opole – no additional registration is required. The

rules for participation in its activities are set out in the Regulations of the Doctoral Students' Council of the University of Opole.

As a doctoral student, you have the right to:

- academic supervision;
- participate in the activities of the Doctoral Students' Council in accordance with its Regulations;
- express opinions on classes, supervision, and the functioning of the Doctoral School;
- submit proposals to the University authorities concerning education programmes and plans, as well as other matters related to the education process;
- be represented by doctoral student representatives in the University's bodies and other structures;
- have a doctoral student ID card;
- take breaks of up to 8 weeks per year; according to the Regulations of the Doctoral School, these breaks should be taken during periods without classes;
- apply for accommodation in a University of Opole residence hall under the rules and procedures set out in the regulations on student benefits.

Doctoral student status also comes with responsibilities. The most important are:

- completing the education programme applicable to your year of admission and following your Individual Research Plan (IPB);
- preparing and submitting your Individual Research Plan within the required deadline and carrying it out properly;
- participating in classes, examinations, assessments, and other forms of education required by the education programme;
- submitting all required documents and reports on time;
- complying with the Regulations of the Doctoral School, the Statute of the University of Opole, and other regulations in force at the University;
- acting in accordance with the doctoral oath, the principles of appropriate social conduct, and the Code of Ethics for Doctoral Students;
- having an ORCID researcher identifier.

Remember:

Education programmes may differ depending on your year of admission. Always check the education programme applicable to the year in which you started your education and the current Regulations of the Doctoral School.

Keeping track of deadlines is very important. The Individual Research Plan, mid-term evaluation, semester completion requirements, and reports are directly linked to your progress at the Doctoral School. Failure to fulfil certain obligations may result in proceedings to remove you from the list of doctoral students. A negative result of the mid-term evaluation is grounds for removal from the list of doctoral students.

Check: Regulations of the Doctoral School of the University of Opole as of 1 October 2026.

Doctoral student ID card

A physical doctoral student ID card (electronic smart card) is issued:

- to doctoral students who are not Polish citizens;
- to other doctoral students upon request.

The card is valid for 6 months. Each time it is renewed, a new hologram sticker showing the validity date is added to the same card.

Where should you handle your matter? Doctoral School or Institute?

One of the most common questions is: **where should I handle a particular matter?**

The simplest rule is:

- **Doctoral School** – matters related to your education process.
- **Institute** – matters related to your research and functioning in your academic discipline.

Contact the **Doctoral School** for matters including:

- USOS and documentation related to your education;
- doctoral student ID card and doctoral student status;
- Individual Research Plan (IPB - Indywidualny Plan Badawczy);
- semestral reports;
- appointment or change of supervisor;
- research stays;
- mid-term evaluation;
- suspension of education;

- extension of the deadline for submitting your doctoral dissertation;
- scholarship documents;
- submission of your doctoral dissertation and completion of your education.

Contact the **Institute** mainly for matters including:

- organisation of research in your discipline;
- laboratories, equipment, and research infrastructure;
- research-related purchases;
- funding for conferences, travel, and publications;
- matters requiring a decision by the Institute Director or Institute Council;
- internal procedures of the Institute.

If your matter concerns both units or you are not sure where to start, contact the **Doctoral School Office**.

How to Submit an Application or Request?

First, check whether an official form exists for your specific matter. The Doctoral School provides templates for matters including:

- Individual Research Plan (IPB- Indywidualny Plan Badawczy);
- semestral reports;
- appointment or change of supervisor;
- mid-term evaluation;
- research stays;
- travel;
- suspension of education;
- extension of the deadline for submitting the doctoral dissertation.

English versions of the forms are sent to doctoral students by email in advance. If you cannot find the English version you need, contact the Doctoral School Office to request it.

If there is a specific form for your matter, always use that form. If you are submitting a general request, remember to include:

Your details – full name, student ID number, year, discipline, and contact details.

Subject – briefly state what your request concerns.

Request and justification – clearly state what you are asking for and explain why.

Attachments – list all documents attached to your request.

Supervisor's opinion – if required or relevant to the decision.

How you submit the document depends on the type of matter and the form of signature. A document signed by hand can be submitted in person to the appropriate unit. A document with an appropriate electronic signature may be submitted electronically, but only if the procedure allows it.

In some cases, people with appropriate access to the Electronic Document Management system (EZD - Elektroniczne Zarządzanie Dokumentacją,) can also submit documents through the system. However, most doctoral students do not have access to EZD.

Doctoral Student Calendar

Below is a summary of the deadlines mentioned in this guide. **Always confirm deadlines with the Doctoral School, as they may change.**

(1)

Deadline- within 12 months of starting your education (usually by 30 September)

What is required:

Submit the Individual Research Plan (IPB-Indywidualny Plan Badawczy) approved and verified by your supervisor

(2)

Deadline - after each semester

What is required:

Submit a semestral report on your progress; NOTE: completion of the semester is based on information in USOS and shouldn't be submitted.

(3)

Deadline - 4th semester

What is required:

Mid-term evaluation – meeting with the Evaluation Committee

(3.1)

Deadline - at least 30 days before the meeting with the Evaluation Committee

What is required:

Submit the documents required for the mid-term evaluation in both paper and electronic form

(3.2)

Deadline - within 14 days of receiving the decision

What can be done:

If your mid-term evaluation result is negative, you have 14 days to ask for the decision to be reviewed. This is called an 'appeal a negative mid-term evaluation result' (odwołanie od negatywnego wyniku oceny śródkresowej)

(4)

Deadline - at least 2 months before departure

What is required:

Submit an application for a research stay **in Poland and abroad**.

(5)

Deadline - before registering for anything, purchasing tickets, or booking accommodation

What is required:

Agree on funding for the trip with your supervisor and Institute Director

(6)

Deadline - no later than 60 days before the deadline specified in the Individual Research Plan (IPB - Indywidualny Plan Badawczy)

What is required:

Apply for an extension of doctoral dissertation submission deadline (up to 2 years in total)

(7)

Deadline - as a general rule, by the end of the 8th semester

What is required:

Submit the doctoral dissertation to the Dean

(8)

Deadline - within 3 months of the event that caused your difficult financial situation

What can be done:

Apply for financial assistance

(9)

Deadline - before the beginning of the academic year

What can be done:

If necessary, apply for a doctoral student parking permit (the number of issued cards is limited)

(10)

Deadlines announced separately

What can be done:

Applications for the Rector's Award, local and national scholarships, and calls organised by NCN, NAWA, and FNP.

CHAPTER 2 - DOCTORATE STEP BY STEP – FROM THE IPB TO DISSERTATION SUBMISSION

Supervisor and Working with Your Supervisor

Your supervisor supports you in planning and conducting research, completing your Individual Research Plan (IPB - Indywidualny Plan Badawczy), and preparing your doctoral dissertation. Good cooperation requires clear arrangements regarding how often you meet, how you submit your work, when you can expect feedback, authorship of publications, and participation in research projects. It is a good idea to confirm and/or summarise these important arrangements by email.

If problems arise, it is usually best to start with a calm discussion about the specific issues and expectations. If this does not resolve the problem, you can contact the authorities or the office of the Doctoral School, the Doctoral Students' Council, the Student and Doctoral Student Rights Officer, or use mediation. **In cases involving discrimination, harassment, or other serious misconduct, you do not need to start with an informal discussion.**

In justified cases, you can change your supervisor. The application should be submitted to the Programme Council through the Dean. It should include the name of the new supervisor, their consent, a justification for the change, and, if necessary, an updated Individual Research Plan (IPB- Indywidualny Plan Badawczy). As a general rule, you can apply for a change of supervisor only once.

Individual research plan (IPB - Indywidualny Plan Badawczy) - what is it and how to prepare it?

The Individual Research Plan (IPB) is one of the most important documents throughout your doctorate. You prepare it together with your supervisor, supervisors, or supervisor and assistant supervisor. The IPB should include:

- the topic and main objectives of your research project;
- a schedule for preparing your doctoral dissertation;
- planned publications;
- other academic activities planned for each year;
- the deadline for submitting your doctoral dissertation.

The IPB must be approved by your supervisor and submitted within 12 months of starting your education (usually by 30 September). Your progress in completing the IPB is later monitored through semestral reports and during the mid-term evaluation.

Your IPB should be ambitious, but above all **realistic**. Do not include activities just because they look good in the document. In the following years, you will need to show how much progress you have made in completing them.

When planning your schedule:

- leave some extra time for possible delays;
- plan publications well in advance – the review process can take several months;
- include fieldwork, archival or library research, research stays, and other research trips if needed;
- regularly compare your current progress with the schedule in your IPB.

If there are justified reasons to change your plan during your doctorate, the IPB can be modified with the approval of the Institute Council.

Semestral reports and semester completion

After each semester, you must submit a semestral report on your progress. The semester is completed based on the information recorded in USOS and the semestral report submitted on time. BUT do not treat the semestral report as just a formality. It is a good opportunity to compare your actual progress with your IPB and consider whether schedule is still realistic.

Keep records of:

- conference participation;
- certificates;
- publications;
- research stays and trips;
- projects and grants;
- other documents confirming your academic activities.

These documents may also be useful later during your mid-term evaluation.

Mid-term evaluation - what does it look like, and when is it?

The mid-term evaluation takes place halfway through your education – at the University of Opole, this is during the 4th semester. Its purpose is to assess your progress in completing your Individual Research Plan (IPB - Indywidualny Plan Badawczy), preparing your doctoral dissertation, and developing academically. It is not an exam covering your entire academic discipline. The Evaluation Committee focuses mainly on whether your doctorate is progressing according to the agreed plan and whether you are on track to complete it within the planned timeframe.

There are 3 main elements to the mid-term evaluation:

1) Completion of the Individual Research Plan (IPB - Indywidualny Plan Badawczy) - 60%

The Evaluation Committee checks what you have completed from the activities planned in your IPB and what stage your doctoral dissertation has reached.

2) Academic development - 25%

This includes, among other things: publications; conferences, research projects, grants, research stays, training courses, other academic activity.

3) Doctoral Student Presentation - 15%

During the meeting, you present your progress so far and your plans for the next stages of your doctorate. **Attendance at the meeting is mandatory.** You may be excused only based on a medical certificate submitted no later than the day of the meeting or, in exceptional cases, within 7 days after the scheduled date. In this case, you will receive a new date for the meeting with the Evaluation Committee.

If you have not completed one of the activities included in your IPB, do not try to hide it. It is much better to explain the reason for the delay and present a clear plan for how you will proceed.

How to prepare?

It is best to start preparing well in advance. Gather your documentation and compare it with your IPB point by point. The documents submitted for the evaluation include, among others:

- the mid-term evaluation form;
- an assessment of the quality of academic supervision;
- an opinion from your supervisor or supervisors;
- documents confirming the activities you have completed;
- materials showing the progress of your doctoral dissertation.

The documents must be submitted at least 30 days before you meet with the Evaluation Committee, in the required paper and electronic formats.

The result of the mid-term evaluation can be positive or negative. A positive result means that you continue your education and move to a higher doctoral scholarship rate. If your result is negative, you have 14 days from the date you receive the decision to ask the Doctoral School Programme Council to review the decision.

Research Stays in Poland and Abroad

The Regulations include a research stay outside the Doctoral School as an activity that should be planned and completed as part of your Individual Research Plan (IPB). A research stay can take place at a research institution in Poland or abroad, an institute, an international organisation, or an institution conducting research and development activities.

According to the University of Opole rules, a research stay should last at least 14 days and have an agreed programme and a supervisor at the host institution. The dates and host institution should be agreed with your supervisor in advance. An application for a research stay in Poland should be submitted well in advance, generally at least two months before departure. If your stay lasts longer than three months, you can apply for individual arrangements regarding the deadlines for your academic semester completion.

A conference, library or archival research trip, or teaching trip does not count as a research stay. Similarly, an Erasmus+ mobility period is not automatically recognised as a research stay – you should confirm its status with the Doctoral School in advance.

Submitting your Doctoral Dissertation – How does it work?

There are **two separate stages**:

1. Completing Your Education at the Doctoral School. You submit your doctoral dissertation to the Dean by the deadline specified in your Individual Research Plan (IPB), generally no later than the end of the 8th semester. The dissertation must be accompanied by: a positive opinion from your supervisor; an abstract in English; if the dissertation is written in a foreign language, an abstract in Polish as well. Submitting your dissertation and completing the education programme ends your education at the Doctoral School. At this point, you lose your doctoral student status. If you need more time, you can apply to extend the dissertation submission deadline by a total of up to two years. The application must be submitted no later than 60 days before the deadline specified in your IPB.

2. Procedure for Awarding the Doctoral Degree. This procedure does not start automatically when you complete your education at the Doctoral School. You must submit a separate written application to the Chair of the Scientific Council. Under the current University of Opole procedure, the required documents include: five copies of the doctoral dissertation and a PDF file; abstracts in Polish and English; your supervisor's opinion; a declaration that you prepared the dissertation independently; documents concerning your publications and language proficiency; your CV. A written doctoral dissertation is checked by your supervisor using the Uniform Anti-Plagiarism System (JSA).

Before printing your dissertation, confirm the current number of required copies and the procedure for submitting electronic files with the Scientific Council Office: pl. Kopernika 11, room 9, tel. 77 541 59 39, radanaukowa@uni.opole.pl

For detailed rules, see the University of Opole resolution on the doctoral degree procedure and Articles 186–204 of the Law on Higher Education and Science.

CHAPTER 3: FUNDING, PUBLICATIONS, AND ACADEMIC DEVELOPMENT

Doctoral Scholarship

As a general rule, a doctoral student at the University of Opole Doctoral School who does not already hold a doctoral degree receives a doctoral scholarship.

However, the law provides an exception for doctoral students whose education at the Doctoral School requires them to be employed by the institution running the Doctoral School under an employment contract with a salary higher than that of a professor.

The total period during which you can receive a doctoral scholarship at doctoral schools cannot exceed 4 years. This period does not include periods when your education is suspended or periods of education covered by Article 206(2) of the Law on Higher Education and Science.

According to Order No. 48/2026 of the Rector of the University of Opole, effective from 1 January 2026, the doctoral scholarship amounts to:

- PLN 3,570.50 gross (brutto) per month – up to and including the month in which your mid-term evaluation takes place;
- PLN 5,500.50 gross (brutto) per month – from the month following your mid-term evaluation.

A doctoral student who has a disability certificate, a certificate specifying the degree of disability, or another certificate referred to in Article 209(7) of the Law on Higher Education and Science receives an additional scholarship amount. **This increase is equal to 30% of the amount specified in Article 209(4)(1) of the Law on Higher Education and Science.**

The doctoral scholarship is exempt from income tax. Doctoral students receiving the scholarship are required to have pension, disability, and accident insurance. Sickness insurance is optional. These scholarship amounts may change, so always check the Doctoral School website for the current rates.

Conferences and other research trips

Active participation in a national or international conference, as well as organising a conference, should be included in your Individual Research Plan (IPB). **Institutes have funds available** to support doctoral students' participation in conferences, summer

schools, workshops, and other research trips. **However, the amount available and the funding rules depend on the individual Institute.**

You should discuss funding with your **supervisor and Institute Director before registering for an event, buying tickets, or booking accommodation.** Funding is not automatic. Every trip requires prior approval and the appropriate **business travel documentation.** After returning, you must submit the required documents and settle the travel expenses on time.

International cooperation: FORTHEM, CEEPUS, Erasmus+

The **FORTHEM Alliance** is a network of nine partner universities: the University of Opole (Poland), Johannes Gutenberg University Mainz (Germany), Université Bourgogne Europe in Dijon (France), the University of Valencia (Spain), the University of Palermo (Italy), the University of Jyväskylä (Finland), the University of Latvia in Riga (Latvia), the University of Agder (Norway), and Lucian Blaga University of Sibiu (Romania). The Alliance and its **FORTHEM PhD Network** give doctoral students opportunities to develop international research cooperation, participate in training courses and workshops, and take part in physical, hybrid, and virtual mobility. For more information about FORTHEM, contact **Aleksandra Krems** at: aleksandra.krems@uni.opole.pl.

Get Involved in FORTHEM!

The Doctoral Students' Council has a FORTHEM Group that you can join to take an active part in Alliance activities, represent doctoral students of the University of Opole, and receive information about current initiatives and opportunities for cooperation directly from the source. If you would like to get involved, contact us at: doktoranci@uni.opole.pl.

CEEPUS supports academic mobility in Central and South-Eastern Europe. Doctoral students can participate in research stays, summer schools, and intensive courses. Deadlines and rules depend on the country and type of mobility. Current information is published by Polish National Agency for Academic Exchange (NAWA - Narodowa Agencja Wymiany Akademickiej). Your first point of contact should be the CEEPUS coordinator at your Opole University units.

Erasmus+ allows doctoral students to study or complete a traineeship abroad either as short-term mobility 5–30 days or long-term mobility 2–12 months. Applications are managed by Erasmus+ coordinators at University of Opole units. For more information, contact Erasmus+ UO at: erasmus@uni.opole.pl. If you want your Erasmus+ mobility to also count as the required research stay, you must arrange this separately with the Doctoral School.

Funding for Publications and Research Activities

As part of your Individual Research Plan (IPB), you must plan and submit at least one application for external funding for a research project, for example to the National Science Centre (NCN); National Centre for Research and Development (NCBR); Polish National Agency for Academic Exchange (NAWA); Foundation for Polish Science (FNP).

Important! You are required to submit an application, not to receive funding.

When preparing an application, especially for **NCN funding**, contact the Research and Project Support Office (BNiOP) well in advance: projekty@uni.opole.pl. If you plan to apply to a foundation, a foreign institution, or an unusual funding call, it is a good idea to obtain written confirmation from the Doctoral School Office in advance that the application will count towards the completion of your IPB.

Funding for publications, language editing, research, or research materials should be discussed with your supervisor, project leader, and Institute Director. The regulations do not guarantee automatic reimbursement of these costs.

Library, Research Output Records, and Reporting Publications

Reporting Publications

The University of Opole Library records publications in the University of Opole Knowledge Base. The Knowledge Base is the University's central system for recording and archiving research output. Its main components are the University of Opole Publication Database and the University of Opole Repository. The Knowledge Base is also used for reporting data to the Polish Scientific Bibliography and the POL-on system.

As a doctoral student, you should report your published work to the relevant specialist library or to the person responsible for recording publications in your

academic discipline. This applies in particular to research articles, chapters in academic monographs, academic monographs, and other research outputs that need to be recorded.

How to report a publication?

1. Download and complete the appropriate publication reporting form available on the University of Opole Library website.
2. Indicate the type of publication and provide its full bibliographic details, including information about the author or authors.
3. Print the completed form.
4. Take the printed form to the relevant specialist library or to the person responsible for recording publications in your academic discipline.
5. If you are asked to provide additional information or materials, complete your submission according to the instructions you receive.
6. Once your publication has been registered, check its record in the University of Opole Knowledge Base and report any errors or missing information.

What information should you prepare?

- type of publication;
- author or authors;
- title of the publication;
- title of the journal, monograph, or edited volume;
- year of publication;
- volume, issue, and page range, if applicable;
- DOI, ISBN, ISSN, or another identifier, if available;
- information about your University of Opole affiliation;
- for a book chapter: title of the monograph and details of the editor or editors.

The University of Opole Library website provides a list of Knowledge Base editors responsible for individual academic disciplines. Before submitting the form, check which library or person you should send your publication information to.

To download: Appendix No. 2 – Publication Submission to the Repository - <https://bg.uni.opole.pl/do-pobrania/>

Suggesting a Book or Other Material for Purchase

As a doctoral student, you can ask the University of Opole Library to purchase a book or other material you need for your research, doctoral dissertation, or education. The Library provides a “Suggest a Purchase” („Zaproponuj zakup”) service for this purpose. When submitting your request, provide as much bibliographic information as possible and briefly explain why the material is needed.

Important information about choosing a library

In your purchase request, you can indicate which University of Opole library or collection the publication should be added to. Depending on the subject, this may be the Main Library, the library for Political Science and Communication Studies, the Faculty of Law and Administration Library, or another appropriate library. Indicating the preferred library helps ensure that the purchased material is added to the most relevant collection.

In your justification, it is useful to mention:

- how the book is related to your research or doctoral dissertation;
- how the publication will support your education;
- that the title is not currently available in the University of Opole Library catalogue;
- which library or collection you suggest the book should be added to.

When submitting your request, prepare:

- author or authors;
- title;
- publisher;
- year of publication;
- a link to the publisher’s website or catalogue, if available.

Contacting the University of Opole Library

University	of	Opole	Library
ul. Strzelców	Bytomskich	2, 45-084	Opole
+48 77	401	61	40
biblioteka@uni.opole.pl			

Knowledge	Base	and	Bibliometric	Analysis	Department
+48 77	401	61 90	/	+48 77 401	61 60
bazawiedzy@uni.opole.pl					

Access	and	Scientific	Information	Department
+48 77		401	61	45
oin@uni.opole.pl				

For matters related to registering publications in the University of Opole Knowledge Base, contact the Knowledge Base and Bibliometric Analysis Department. **If you are not sure which person or library is responsible for your academic discipline, this department is the best place to start.**

Quick library guide for the doctoral students:

(1)

If you...

have published an article, book chapter, or monograph

Then...

complete the publication reporting form, print it, and submit it to the library or person responsible for your academic discipline

(2)

If you...

do not know who is responsible for your academic discipline

Then...

check the list of Knowledge Base editors or contact the Knowledge Base and Bibliometric Analysis Department

(3)

If you...

have already reported your publication

Then...

check its record in the University of Opole Knowledge Base

(4)

If you...

cannot find the book you need in the Library catalogue

Then...

use the “Suggest a Purchase” service and indicate which library or collection you recommend

Rector’s Award for Doctoral Students

Doctoral students at the University of Opole can apply for the Rector’s Award. It is an individual financial award granted once per academic year for activities supporting the University of Opole and the doctoral student community.

You can apply if you are active in at least two of the following three areas:

1. Activities in the Doctoral Students’ Council – for example, serving on the Executive Board or Council, or carrying out other organisational activities for the Doctoral Students’ Council;
2. Representing doctoral students in University committees, teams, and governing bodies – for example, in the University Senate, the Doctoral School Programme Council, university-wide committees and teams, or committees at Faculty or Institute level;
3. Organisational activities for the University – for example, organising a national or international conference, actively participating in the Opole Science Festival or the University of Opole Summer School, co-organising conferences, science communication activities, or other initiatives supporting the University.

Each activity is awarded points and must be confirmed by an appropriate certificate or written confirmation. You submit the application yourself by the deadline announced by the Doctoral Students’ Council. The final decision on granting the award is made by the Rector, and the award is paid as a one-time payment. More information and the application form are available in the relevant regulations.

Local and National Scholarships

In addition to the doctoral scholarship, it is worth checking other scholarship programmes and competitions available to doctoral students.

- **Doctoral Scholarship from the Mayor of the city** – available to doctoral students with significant academic achievements. Applications are organised by the City of Opole, and detailed eligibility criteria and deadlines are announced separately for each edition. For the 2025/2026 academic year, achievements from the previous academic year were taken into account.
- **PRIMUS Scholarship Programme** – a programme of the University of Opole Foundation available, among others, to University of Opole doctoral students who stand out through their academic, social, organisational, or artistic achievements.
- **Scholarship of the Minister of Science and Higher Education for Outstanding Young Scientists** – a prestigious national scholarship that is also available to doctoral students with significant academic achievements. The scholarship amounts to PLN 5,390 per month and is paid for three years. These applications are submitted to the Ministry through the University.
- **START Programme of the Foundation for Polish Science (FNP)** – a one-year scholarship for outstanding young researchers at the beginning of their academic careers, including doctoral students. Applicants should have documented academic achievements. In the 2025/2026 edition, the scholarship amounted to PLN 30,000.

It is also worth following the programmes offered by the **Polish National Agency for Academic Exchange (NAWA)**. Check the websites of funding institutions regularly for information about current calls and application deadlines.

CHAPTER 4: UNIVERSITY LIFE AND SUPPORT

When a problem arises – help and support

You do not have to deal with a difficult situation on your own. Depending on the type of problem, you can seek support from the Doctoral Students' Council, the Doctoral

School authorities, the Student and Doctoral Student Rights Officer, or specialised support units at the University of Opole.

Doctoral Students' Council is the first place you can turn to

If you are not sure where to take your problem, contact the Doctoral Students' Council at: doktoranci@uni.opole.pl. The Council can help you understand the situation, explain the available options, and direct you to the appropriate University unit. It can also support you in contacting the University authorities. However, the Council does not replace official procedures, administrative decisions, or professional psychological or legal support.

Organisational and Formal Matters

Questions about documents, the Individual Research Plan (IPB), deadlines, research stays, semestral reports, or your education should be directed to the Doctoral School Office: szkoladoktorska@uni.opole.pl, tel. 77 452 75 86. If your matter requires a formal decision, application, or complaint, it is a good idea to submit it in writing and keep a copy of the correspondence. If you are not sure what to do, the Doctoral Students' Council or the Student and Doctoral Student Rights Officer can help you identify the appropriate procedure.

Unethical behaviour, discrimination, and unequal treatment

Discrimination, harassment, violence, threats, retaliation, violations of authorship rights, or pressure to engage in research misconduct should not be treated as an "ordinary conflict". You do not have to confront a person whose behaviour makes you feel unsafe or concerned. If possible, keep relevant messages and make a record of the dates, locations, what happened, and anyone who witnessed the situation.

You can seek help from the Student and Doctoral Student Rights Officer, the Doctoral School authorities, or the Equal Treatment Officer. A formal complaint concerning discrimination can be submitted to the Vice-Rector for Student Affairs. The current procedure is described in **the University of Opole Anti-Discrimination Policy**.

Student and Doctoral Student Rights Officer

The Student and Doctoral Student Rights Officer can help with violations of doctoral student rights, unequal treatment, conflicts, misunderstandings, and communication problems. The Officer can help you understand the problem, identify possible steps, and direct you to the appropriate University unit. The current Officer is Dr Magdalena

Gołowkin-Hudała. Contact for doctoral students: rzecznik.doktorant@uni.opole.pl. Current information is available on **the University of Opole Student and Doctoral Student Rights Officers website**.

Mediation and other forms of support

For disputes concerning cooperation, communication, or academic relationships, you can use free mediation provided by the University Mediation Centre. Mediation is voluntary and aims to find a solution that is acceptable to both sides. Contact: klinikaprawa@uni.opole.pl, tel. 77 452 75 60, Faculty of Law and Administration (WPiA), ul. Katowicka 87A, room 1.5.

Mediation does not replace formal reporting in cases involving violence, harassment, serious discrimination, or threats to safety. If you need basic legal assistance, you can also contact the University of Opole Legal Clinic.

If there is an immediate threat to life or health, call 112. If you are experiencing a mental health crisis, you can also contact the 24-hour Support Centre at 800 70 2222.

Support provided by the Psychological and Therapeutic Support Centre (CWPT - Centrum Wsparcia Psychologiczno-Terapeutycznego) and the Support Centre for Persons with Disabilities (CWOzN - Centrum Wsparcia Osób z Niepełnosprawnościami) is described in detail at the beginning of this chapter.

Support for Doctoral Students with Disabilities and Special Needs

At the University of Opole support is provided by the Support Centre for Persons with Disabilities (CWOzN - Centrum Wsparcia Osób z Niepełnosprawnościami).

CWOzN support is available to people studying at the University of Opole, including doctoral students at our Doctoral School. You can contact the Centre not only in connection with a disability, but also if an illness or health condition makes it difficult to continue your education. You can contact the Centre in particular if you experience:

- a disability;
- an illness or health condition that makes studying difficult;
- mental health difficulties;
- autism spectrum disorder, ADHD, or dyslexia;
- a sudden illness or accident;
- difficulties with reading or writing.

Available support:

- a teaching assistant, for example to help with borrowing books or moving between University of Opole buildings if needed;
- adjustments to the form of an exam, for example changing a written exam to an oral exam;
- the possibility to apply for additional foreign language classes;
- adjustments to participation in classes;
- other forms of support agreed individually based on the doctoral student's needs.

How to Get Support from the Support Centre for Persons with Disabilities (CWOzN)?

Support is available to people who provide appropriate medical documentation, such as a medical certificate or a disability certificate. Each person has an individual consultation about their health and academic situation. Based on this consultation, the Support Centre for Persons with Disabilities (CWOzN) staff assess their needs and identify forms of support.

If you need classes to be organised in accessible buildings or require a Polish Sign Language interpreter, you should inform the Support Centre for Persons with Disabilities (CWOzN) in advance.

CONTACT INFORMATION:

Address:

ul. Katowicka 87B, room 11, 45-061 Opole

Phone:

+48 77 452 70 28

Email:

cwozn@uni.opole.pl

CWOzN

UO

website:

[CWOzN UO website](#)

Psychological and Therapeutic Support for Doctoral Students**Psychological and Therapeutic Support Centre (CWPT)**

The Psychological and Therapeutic Support Centre (CWPT - Centrum Wsparcia Psychologiczno-Terapeutycznego) provides free psychological and therapeutic support

to students, doctoral students, other participants in education programmes, and employees of the University of Opole.

The Centre supports people experiencing a mental health crisis, runs personal development groups, and organises psychoeducational workshops.

Forms of Support

- consultations;
- psychotherapeutic support;
- short-term therapy;
- psychoeducation;
- personal development groups.

According to the CWPT regulations, the main forms of support are individual consultations lasting up to 50 minutes and group consultations lasting up to 120 minutes. You can attend up to five sessions, where, in justified cases, a psychologist or psychotherapist may increase this number.

Support is available in person at the CWPT office or online. The Centre does not provide support requiring long-term treatment.

Registration

Registration is available through the Centre's website. You can also contact the Centre by phone or email. **Contact Information:**

Address:

ul. Katowicka 87, 45-061 Opole –

Mrowisko Student and Doctoral Student Dormitory

Phone:

+48 77 452 75 80

Email:

cwpt@uni.opole.pl

CWPT

UO

website:

[CWPT UO website](#)

CWPT

UO

registration:

[CWPT UO registration](#)

Quick guide: where to seek help?

For adjustments to education or disability-related support - Support Centre for Persons with Disabilities (CWOzN), ul. Katowicka 87B, room 11, 45-061 Opole, Phone: +48 77 452 70 28, Email: cwozn@uni.opole.pl

For accommodation in the Student and Doctoral Student Dormitories or independent/shared accommodation - University of Opole Student and Doctoral Student Dormitories, Website: ds.uni.opole.pl, Email: akademiki@uni.opole.pl

For psychological and therapeutic support - Psychological and Therapeutic Support Centre (CWPT), ul. Katowicka 87, 45-061 Opole – Mrowisko Student and Doctoral Student Dormitory, Phone: +48 77 452 75 80, Email: cwpt@uni.opole.pl

Dormitories - accommodation and fees:

The right of a doctoral student to be accommodated in a dormitory

A doctoral student can live in the University of Opole Student and Doctoral Student Dormitories and apply for accommodation in subsequent years. According to the Dormitory Regulations, you can continue living in the residence hall if you meet all of the following conditions:

- you live in the dormitory based on a decision of the relevant Committee;
- you submit a declaration for the next academic year;
- you pay all required fees regularly and on time;
- you have not lost your right to a place in the Student and Doctoral Student Dormitories.

How to Apply for a Place in a Student and Doctoral Student Residence Hall?

For the 2026/2027 academic year, doctoral students who are already studying at the University of Opole can apply through USOSweb. Follow this path:

USOSweb → for all → applications → list of applications → application for a Dormitory (Residence Hall)

If you have not been assigned to the correct group of applicants, the application may need to be unlocked in the system. In this case, contact the Centre for Modern Technologies:

Phone: +48 77 452 70 86

Email: cmt@uni.opole.pl

Room and having a roommate

If two people would like to share a room, they can request to be assigned as roommates by email before moving in.

Living Alone and the Fee for an Unused Place

Doctoral students, like other students, can request to live alone in a room. To make such a request, contact the University of Opole Student and Doctoral Student Residence Halls at: akademiki@uni.opole.pl. If you live alone in a room, you pay **150% of the standard rent**. However, the University of Opole price list for the 2026/2027 academic year specifies the following rates for the unused place:

Kmicic Dormitory:

- 1 person in a 2-person room: PLN 960
- 2 people in a 3-person room: PLN 830
- 1 person in a 3-person room: PLN 1,050

Mrowisko Dormitory:

- 1 person in a 2-person room: PLN 960
- 2 people in a 3-person room: PLN 760
- 1 person in a 3-person room: PLN 1,050

Niechcic Dormitory:

- 1 person in a 2-person room: PLN 1,030
- 2 people in a 3-person room: PLN 900
- 1 person in a 3-person room: PLN 1,050

Spójnik Dormitory:

- 1 person in a 2-person room: PLN 1,100
- other options: not available

The regular accommodation fees below apply when a student or doctoral student shares a room with roommates:

Kmicic Dormitory:

- single room: not available
- place in a 2-person room: PLN 660

- place in a 3-person room: PLN 630

Mrowisko Dormitory:

- single room: PLN 680
- place in a 2-person room: PLN 650
- place in a 3-person room: PLN 580

Niechcic Dormitory:

- single room: not available
- place in a 2-person room: PLN 710
- place in a 3-person room: PLN 680

Spójnik Dormitory:

- single room: not available
- place in a 2-person room: PLN 800
- place in a 3-person room: not available

Full or Partial Fee Exemption

The accommodation fee regulations allow doctoral students to apply for a full or partial exemption from the accommodation fee or the fee for an unused place. The application should be submitted to the Chancellor. This option is available in exceptional and justified circumstances, particularly in cases of serious financial difficulties or a long period of hospitalisation. A partial exemption cannot exceed 50% of the fee.

Useful Links

Student and Doctoral Student Residence Halls – applications:

[Applications for the 2026/2027 academic year](#)

Student and Doctoral Student Residence Halls – fees:

[Accommodation fees](#)

Student and Doctoral Student Residence Halls – documents:

[Documents](#)

Student and Doctoral Student Residence Halls – FAQ:

[FAQ](#)

Parking and Parking Permits for Doctoral Students

The University has a limited number of parking permits available to doctoral students. The allocation process takes place before the beginning of each academic year. The Doctoral Students' Council collects applications through an online form and coordinates the selection.

As the number of available permits and the detailed procedure may change from year to year, current information will be provided to doctoral students before applications open.

Separate rules apply to persons with disabilities. Their parking permits are issued outside the general pool. In this case, a disability certificate must be provided.

Financial Assistance in Difficult Circumstances

A doctoral student at the University of Opole Doctoral School can apply for **one-time financial assistance** if they temporarily find themselves in a difficult situation due to a sudden or exceptional event. This may include an accident, sudden illness, high medical expenses, the death of a close person, fire, flooding, theft, loss of accommodation, or another documented situation that significantly affects the doctoral student's everyday life.

Financial assistance may be granted **no more than twice in one academic year**. Assistance for the same event can be granted only once. The amount is determined individually, taking into account the consequences of the event, documented costs or losses, and the financial resources available to the University of Opole.

As a general rule, the application should be submitted **within three months of the event**. You should describe your situation and attach documents confirming the event and related expenses, such as a medical certificate, receipts, invoices, a death certificate, a police report, or photographs. The application should be submitted to the Doctoral School Office or through the University of Opole's electronic delivery address.

The regulations for financial assistance may change from year to year. Current information is published on the Doctoral School website.

Sport at the University of Opole

You can get involved in sports through the University Sports Association (AZS).

To take part in training:

- purchase an AZS membership card;
- choose a sports section and attend a training session;
- some sections may require the instructor's approval.

More information: [University Sports Association \(AZS\)](#)

CHAPTER 5: DOCTORAL STUDENT INVOLVEMENT AND COMMUNITY

How Does the Doctoral Students' Council Work?

All doctoral students of the University of Opole are members of the Doctoral Students' Council – no additional registration is required. The Council represents doctoral students, protects their rights, gives opinions on matters related to doctoral education, and organises academic, social, cultural, and community-building activities.

Chair, Executive Board, Council, and Audit Committee

Chair

The Chair represents the Doctoral Students' Council before the University authorities and outside the University, leads the work of the Executive Board, and is responsible for the Council's finances, premises, and property. The Chair is elected by the Council from among its members.

Executive

Board

The Executive Board is the executive body of the Doctoral Students' Council. It organises day-to-day activities, implements Council resolutions, represents the interests of doctoral students, and makes decisions on the use of funds allocated to the Council. It consists of the Chair, Deputy Chair, Secretary, representative of the English-language education pathway, and, where applicable, other members.

Doctoral

Students'

Council

The Council is the decision-making body. It consists of members of the Executive Board and the year representatives and deputy year representatives. The Council sets the direction of the Doctoral Students' Council's activities, elects the Chair, appoints doctoral student representatives to University bodies, and adopts and amends its regulations.

Audit

Committee

The Audit Committee is a three-member supervisory body. It reviews the legality and proper conduct of the activities of the Chair and Executive Board and informs the Council of any irregularities. Its members cannot simultaneously serve on the Executive Board or Council.

Meetings of the Council's bodies are open, and their activities should be documented through resolutions and minutes.

Year Representative and Deputy Year Representative

Doctoral students in each year of education elect a year representative and deputy year representative from among themselves.

The year representative:

- represents their year before the Doctoral School authorities;
- communicates doctoral students' questions, needs, and problems to the Executive Board;
- coordinates Council activities within their year;
- participates in the work of the Doctoral Students' Council.

When the year representative is absent, their duties are performed by the deputy. It is useful to raise matters affecting the entire group with your year representatives, for example issues concerning the organisation of classes, deadlines, communication with the Doctoral School, or joint initiatives.

How can you get involved in the Doctoral Students' Council?

You do not need to be a member of the Executive Board to get involved. Every doctoral student has the right to participate in the Council's activities, express opinions, submit proposals, and attend open meetings of its bodies. You can, for example:

- run for year representative, deputy year representative, or a position in one of the Council's bodies;
- join committees, working groups, and other supporting bodies;
- help organise conferences, training sessions, and social events;
- propose your own projects or create a group to work on a specific issue;
- represent doctoral students in University bodies;

- support communication, social media, or international activities.

Current elections and calls for participation are published on the Doctoral Students' Council website. You can also contact the Council at: doktoranci@uni.opole.pl.

Elections – right to vote and stand for election

Every doctoral student has:

- the right to vote;
- the right to stand for election, provided they have not been subject to a final disciplinary penalty suspending their doctoral student rights.

Every eligible doctoral student can nominate a candidate or nominate themselves. Candidates must provide written consent. Elections are closed and equal and are conducted by the Election Committee. Information about the election date should be published at least seven days in advance.

The procedure for filling individual positions varies. Details are provided in the Regulations of the Doctoral Students' Council of the University of Opole. As a general rule, the term of office of the Council's bodies lasts two years, from 1 July to 30 June.

Budget of the Doctoral Students' Council

The University provides the Doctoral Students' Council with funds for activities benefiting doctoral students. These funds may be used for academic, training, cultural, social, and community-building activities. The Council determines the general direction of activities, the Executive Board makes decisions on the allocation of available funds, and the Chair is responsible for financial management.

Funds must be spent in accordance with University regulations and properly accounted for. The Council prepares a report on the allocation and use of funds at least once per academic year and publishes it in the University of Opole Public Information Bulletin. Financial activities are supervised by the Audit Committee.

Doctoral Student Representation in University Bodies

The Council elects doctoral student representatives to University bodies, committees, and working groups. Doctoral students are represented, among others, in:

- the Senate of the University of Opole – doctoral students have at least one seat;
- the Doctoral School Programme Council – four doctoral student representatives appointed by the Doctoral Students' Council are members;

- the Electoral College – students and doctoral students have seats allocated proportionally according to the size of each group, with each group receiving at least one seat;
- disciplinary and appeals committees;
- University electoral bodies;
- committees and working groups dealing with the quality of education, equal treatment, and doctoral student matters.

Detailed rules for selecting doctoral student representatives are set out in the law, the Statute of the University of Opole, and the Regulations of the Doctoral Students' Council. The Doctoral Students' Council also participates in agreeing on the Regulations of the Doctoral School, gives opinions on the education programme and proposed changes, and presents its position on the appointment of the person holding a management position responsible for doctoral student matters. This gives doctoral student representatives a direct role in matters concerning doctoral education and the functioning of the University.

Current information about representatives is available under Other University Bodies.

National Representation of Doctoral Students (KRD)

The National Representation of Doctoral Students (KRD) is the statutory representative of the doctoral student community in Poland. Its main activities include:

- representing the interests of doctoral students and young researchers;
- cooperating closely with the Minister of Science and Higher Education;
- protecting doctoral student rights;
- strengthening the role of doctoral students in academic, scientific, and social life;
- giving opinions on regulations concerning doctoral students and submitting proposals on doctoral student matters;
- cooperating with research institutions and organisations supporting research activities;
- integrating the doctoral student community;
- developing cooperation with international academic and doctoral student communities.

The Assembly of Delegates is the highest decision-making body of KRD.

KRD includes the Chair, Executive Board, Audit Committee, and **Doctoral Student Rights Officer**.

The **Doctoral Student Rights Officer** protects doctoral student rights, examines reports of possible violations, and may intervene where necessary. The position is currently held by Barbara Pietrzyk-Tobiasz. Online consultations are available.

Current information about consultations is available on the:

[Doctoral Student Rights Officer Facebook page](#).

The Assembly of Delegates of the National Representation of Doctoral Students will take place in Opole on 4–6 December 2026. During the meeting, the activities of the current authorities will be reviewed and new KRD representatives will be elected.

KRD also organises training on doctoral student rights through the KRD360 project. The project monitors legal changes and regularly provides training for doctoral students and doctoral student councils. More information:

[KRD360](#)

[KRD](#)

[Facebook](#)

[KRD website](#)

*Involvement in KRD bodies is awarded points when applying for the Rector's Award.

Doctoral Forum of Polish Universities (DFUP)

The Doctoral Forum of Polish Universities (DFUP) was established to promote the exchange of experience, mutual support, and the development of the academic community. It works to improve conditions for doctoral education, research, and career development. The main aims and activities of DFUP include:

- integrating the doctoral student community in Poland;
- sharing knowledge, materials, and ideas;
- jointly addressing research, teaching, and formal issues;
- developing cooperation on projects and publications.

DFUP is represented by a Chair, two Deputy Chairs, and a Cooperation Officer.

More information: [DFUP Facebook group](#)

Agreement of Doctoral Students of Silesia (PDZŚ)

The organisation is currently undergoing a transformation. At present, it still operates as the Wrocław–Opole Agreement of Doctoral Students, bringing together doctoral students from universities in Opole and Wrocław. Doctoral student communities from the Lubuskie and Silesian Voivodeships are joining the new agreement.

The main aims and activities of PDZŚ include:

- integrating doctoral student communities from universities in the historical region of Silesia;
- representing the interests of doctoral students;
- implementing joint projects;
- strengthening the position of young researchers;
- improving the exchange of information between universities.

The Agreement is preparing for a reporting and transformation assembly in November 2026, during which, among other things, its Statute will be adopted and new PDZŚ authorities will be elected. A Doctoral Students' Ball will also be organised.

More information: [PDZŚ Facebook page](#)

Events and Doctoral Student Community

The University of Opole Doctoral School is not only about research. It is also an opportunity to meet new people and become part of the academic community. The Doctoral Students' Council supports integration, academic development, and networking among all young researchers.

- Conferences and academic events: The Doctoral Students' Council co-organises training sessions, workshops, and the nationwide Silesian Science Forum Conference. These events provide opportunities to present your research and develop interdisciplinary cooperation with doctoral students from other institutions.
- Social events: Meetings for newly admitted doctoral students and the wider Doctoral School community are organised every year, together with informal

social evenings and Christmas and New Year gatherings. These events help doctoral students build relationships outside the formal university environment and exchange experiences across disciplines and years.

- Inter-university initiatives: University of Opole doctoral students can participate in the Doctoral Students' Ball organised together with other universities, as well as events bringing together the academic community of the Opole region and Poland. These initiatives are organised in cooperation with other universities, such as Opole University of Technology, and with the National Representation of Doctoral Students (KRD).

Current information is available on the Doctoral Students' Council website, Instagram, and Facebook.

CONTACTS AND USEFUL INFORMATION

Contact Details for Representatives of the Doctoral Students' Council

Doctoral education comes with many challenges, but you do not have to deal with them alone. The Doctoral Students' Council of the University of Opole can support you at every stage of your education – from administrative and social matters to academic issues and integration. If you have questions, ideas, concerns, or need support, contact the Council or visit in person:

Chair	of	the	Doctoral	Students'	Council
Weronika					Koston
Email: weronika.koston@uni.opole.pl					

Deputy	Chair	of	the	Doctoral	Students'	Council
Bartłomiej						Kempe
Email: bartlomiej.kempe@uni.opole.pl						
General						contact:
doktoranci@uni.opole.pl						

Doctoral Students' Council Space

The office of the Executive Board of the Doctoral Students' Council and the meeting and seminar space are located on the University of Opole campus.

Location: ul. Katowicka 87A, 45-060 Opole (Collegium Iuridicum)

Executive Board office: room 5.4

Seminar room: room 5.8 – available for doctoral student meetings, workshops, and Council activities.

Social Media

Facebook; Instagram: **doktoranci_uniopole**; MS Teams channel: **Ogólny | DOKTORANCI – SZKOŁA DOKTORSKA UO**

Doctoral School – Contact Details and Office Hours

Doctoral School of the University of Opole

Address: ul. Katowicka 87A, 45-060 Opole (Collegium Iuridicum)

Doctoral School Office phone: +48 77 452 75 86

Email: szkoladoktorska@uni.opole.pl

Office staff: Ewa Pawełczak, MA; Anna Ptaszyńska, MA

Office hours:

- Monday: closed to visitors (internal work)
- Tuesday: 8:00–12:00
- Wednesday: 8:00–12:00
- Thursday: 11:00–15:00
- Friday: 11:00–15:00
-

Director of the Doctoral School

Dominika Malchar-Michalska, PhD, DSc, Associate Professor at the University of Opole

Office: room 5.2

Office hours for doctoral students: Wednesday, 9:00–10:00.

