

CIRCULAR LETTER 2/2023

of the Director of the Doctoral School of the Siedlce University of Natural Sciences and Humanities of 26 June 2023 on the establishment of the procedure for resolving conflict situations at the Doctoral School of the Siedlce University of Natural Sciences and Humanities

Pursuant to § 3(3)(A) of the Rector's Ordinance No. 84/2019 of 12 September 2019 on the rules for the development and publication of internal normative acts, I hereby establish a procedure for resolving conflict situations at the Doctoral School of the Siedlce University of Natural Sciences and Humanities.

1. The procedure was consulted with the Council of the Doctoral School of the University of Natural Sciences and Humanities in Siedlce (Resolution No. 43/2023 of 15 June 2023).
2. The procedure referred to in item 1 is attached to this circular letter.

Procedure for resolving conflict situations at the Doctoral School of the Siedlce University of Natural Sciences and Humanities

§ 1

1. The purpose of the procedure is to create a widely available, transparent and unified system for resolving conflict situations that may occur at the Siedlce University Doctoral School between a doctoral student and a supervisor, supervisors or assistant supervisor.
2. The procedure regulates the process of resolving conflict situations at the Siedlce University Doctoral School between a doctoral student and a supervisor, supervisors or assistant supervisor.

§ 2

Conflict situations that may occur at the Siedlce University Doctoral School between a doctoral student and a supervisor, supervisors or assistant supervisor may concern in particular:

- 1) a failure of the doctoral student to fulfill tasks entrusted to him or her by the supervisor,
- 2) a lack of involvement of the supervisor in the supervision of the doctoral student,
- 4) a failure to respect the principles of intellectual property protection.

§ 3

A request to initiate the procedure for resolving conflict situations may be submitted by:

- a) a doctoral student pursuing education at the Siedlce University Doctoral School;
- b) the supervisor, assistant supervisor of a doctoral student pursuing education at the Siedlce University Doctoral School.

§ 4

1. The doctoral student, supervisor or assistant supervisor informs the Director of the Siedlce University Doctoral School about the conflict in person or via e-mail or traditional mail. A doctoral student/supervisor/assistant supervisor shall in detail specify circumstances related to the conflict situation.
2. The Director of the Siedlce University Doctoral School examines the conflict situation within 30 days of receipt of the information about the conflict, indicating the way to resolve it and to reach an amicable solution.
3. If the situation so requires, the Director of the Siedlce University Doctoral School may appoint a Conflict Resolution Committee, hereinafter referred to as the Committee, to amicably resolve the conflict and end the case.
4. The Committee is appointed temporarily and acts as a mediator.

5. The Committee is composed of two academic teachers from scientific disciplines not engaged in the conflict, holding at least the degree of doktor habilitowany, a representative of the Council of the Siedlce University Doctoral School and a representative of the Doctoral Student Council.
6. The Committee, within 30 days after the case is referred by the Director of the Siedlce University Doctoral School, examines the conflict, trying to settle it amicably. The Committee shall immediately notify the Director of the Siedlce University Doctoral School in writing of the outcome of the proceedings.
7. The Director of the Siedlce University Doctoral School may refer the matter of the conflict to the Siedlce University Academic Ombudsman.
8. The proposed conflict solutions should be in accordance with the Regulations of the Siedlce University Doctoral School and with generally applicable law.
9. The Director of the Siedlce University Doctoral School informs the Vice-Rector for Research and International Cooperation about the conflict situation, the attempts made to resolve it and about the results of the actions taken.