DOCTORAL STUDENT'S REFERENCE KIT

2026/2027



RADA DOKTORANTÓW UNIWERSYTETU GDAŃSKIEGO

Uniwersytet Gdański

A word from the Rector



Dear Doctoral Students of the University of Gdańsk,

You are beginning one of the most fascinating stages of your academic journey. You have chosen to take on a challenge that requires constant curiosity about the world, perseverance, critical thinking and, often, the courage to go beyond the boundaries of existing knowledge. I am delighted that you have chosen the University of Gdańsk as the place to pursue your academic passions and ambitions.

The University of Gdańsk is the largest university in Pomerania and one of Poland's highly regarded universities. Our strength comes from our people – researchers, doctoral students and students – as well as modern research infrastructure and partnerships with the socio-economic environment. Cooperation within the Daniel Fahrenheit Association of Universities in Gdańsk is of particular importance; from the new academic year, it will bring together five universities in Pomerania. Together, we are building a strong academic centre capable of responding more effectively to contemporary challenges and supporting the development of the region and its economy.

Today, the University of Gdańsk is part of the European research and education area. Through the SEA-EU alliance and numerous international partnerships, you can develop your research projects in cooperation with researchers from across Europe, use modern infrastructure and gain experience in international research teams.

You are entering the world of research at an exceptional time. The energy transition, the development of artificial intelligence and new technologies, health and environmental security, climate change and societal resilience are challenges that require not only new discoveries, but also responsibility, cooperation and courage in seeking solutions. Research is increasingly carried out at the intersection of disciplines and in cooperation with businesses, public administration and civil-society organisations. I hope that your research will also become part of this change and find practical applications that benefit society and the economy.

I wish you a time at the University of Gdańsk filled with creative inspiration, academic passion and the courage to push the boundaries of knowledge. May it also be a time for building relationships and cooperation that will lead to joint projects, discoveries and solutions addressing the needs of a changing world.

Good luck!

prof. dr hab. Piotr Stepnowski
Rector of the University of Gdańsk

A word from the Vice-Rector for Student Affairs, dr hab. Urszula Patocka-Sigłowy, prof. UG

Dear Doctoral Students,



I warmly welcome you to the University of Gdańsk. You are beginning a unique stage of your academic journey – a time of intensive research development, new experiences and relationships that often become the starting point for many years of research and professional cooperation.

You are joining a community of more than 25,000 students, doctoral students and postgraduate students who shape the University of Gdańsk every day across its 11 faculties. It is a diverse and open community, united by a passion for understanding the world and a desire to seek answers to the most important questions of our time.

You are here for a reason. You have completed a demanding admissions process and already achieved your first academic successes, demonstrating that you are ready for the challenge of doctoral-school education. The coming years will bring discovery, experimentation and the creation of new knowledge – often across disciplinary boundaries and in cooperation with researchers from Poland and abroad.

The University of Gdańsk provides excellent conditions for this. You will meet researchers who will be not only academic supervisors, but also mentors and partners in discussion. Draw on their experience, but do not be afraid to ask bold questions, propose your own solutions and explore new research paths. In research, curiosity, creativity and a willingness to cooperate are just as important as knowledge.

I also encourage you to take an active part in university life. Build international contacts, become involved in research projects, share your achievements and make use of the opportunities offered by the University of Gdańsk and its national and international partnerships. The exchange of experience and openness to different perspectives are what lead to the best discoveries.

I wish you that your time at the doctoral schools of the University of Gdańsk brings not only valuable research results, but also satisfaction from your daily work, inspiring encounters and the courage to pursue ambitious plans. May this be the beginning of a rewarding and fulfilling academic career.

dr hab. Urszula Patocka-Sigłowy, prof. UG
Vice-Rector for Student Affairs

A word from the Chairman of the Doctoral Student Council



Dear Doctoral Students,

Beginning your education at a doctoral school is an important moment. It is the culmination of your work so far, but also the beginning of an entirely new stage, full of research challenges, new relationships and opportunities for development. On behalf of the doctoral student community of the University of Gdańsk, I warmly welcome you.

The first months may bring many questions about university procedures, the organisation of research work and everyday life at the University. It is natural that not every answer is immediately obvious and that not every issue can be discussed in detail in this guide. Remember, however, that you are not alone. Both I and the entire UG Doctoral Student Council are here to help and advise you. We encourage you to contact us, ask questions and share your concerns.

The doctoral community brings together people from different disciplines, with different experiences and different ways of looking at research. Yet we share much more than doctoral-student status. Together, we create an environment in which we can exchange knowledge, support one another when difficulties arise and speak up on matters concerning our education and research conditions.

The University of Gdańsk offers many opportunities to develop your interests, pursue your passions and gain experience beyond research itself. You can become involved in the Doctoral Student Self-Government, the Student and Doctoral Student Activity Centre (CASiD), the Academic Cultural Centre, the Academic Sports Association, research clubs and doctoral organisations. National and international exchanges are also worth taking advantage of, as they help you build contacts, get to know other academic environments and develop research cooperation.

The UG Doctoral Student Council exists to represent you, listen to you and help you find the right course of action. Contact us not only when a problem arises, but also when you have an idea or want to become actively involved in University life. Every doctoral student is part of the Doctoral Student Self-Government, and its effectiveness depends on our cooperation.

I hope this guide will make your first steps easier, organise the most important information and show you where support is available. I wish you courage in asking questions, satisfaction with your research, good relationships and a sense that the University of Gdańsk is a space you can actively help shape.

See you around the Faculties and the University!

mgr Kamil Klimkowski
Chair of the Doctoral Student Council
of the University of Gdańsk

Organisational matters

DOCTORAL SCHOOLS AT THE UNIVERSITY OF GDAŃSK

A doctoral school is a form of doctoral education preparing doctoral students for the award of a doctoral degree. Get to know your doctoral school:

1. **Intercollegiate Biotechnology Doctoral School of the University of Gdańsk and the Medical University of Gdańsk** (disciplines: biotechnology; medical sciences) https://en.ug.edu.pl/incoming-students/doctoral-schools/intercollegiate-biotechnology-doctoral-school-ug-and-gumed
2. **Doctoral School at the Faculty of Biology** (disciplines: biological sciences; biotechnology) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-biology
3. **Doctoral School at the Faculty of Chemistry** (disciplines: chemical sciences; physical sciences) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-chemistry
4. **Doctoral School at the Faculty of Economics** (disciplines: economics and finance; management and quality studies) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-economics
5. **Doctoral School at the Faculty of Languages** (disciplines: linguistics; literary studies; culture and religion studies; art studies; Polish studies) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-languages
6. **Doctoral School at the Faculty of History** (disciplines: archaeology; history; art studies; culture and religion studies) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-history
7. **Doctoral School at the Faculty of Mathematics, Physics and Informatics** (disciplines: physical sciences; mathematics – including an educational pathway in quantum information theory) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-mathematics-physics-and-informatics
8. **Doctoral School at the Faculty of Social Sciences** (disciplines: psychology; pedagogy; sociological sciences; philosophy; political and administrative sciences; socio-economic geography and spatial management) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-social-sciences
9. **Doctoral School at the Faculty of Oceanography and Geography** (disciplines: Earth and environmental sciences; biological sciences) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-oceanography-and-geography
10. **Doctoral School at the Faculty of Law and Administration** (disciplines: legal sciences; political and administrative sciences) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-law-and-administration
11. **Doctoral School at the Faculty of Management** (disciplines: economics and finance; management and quality studies) https://en.ug.edu.pl/incoming-students/doctoral-schools/doctoral-school-faculty-management

HEADS OF UG DOCTORAL SCHOOLS

1. **Intercollegiate Biotechnology Doctoral School of UG and GUMed** – prof. dr hab. Igor Konieczny (Director)
2. **Doctoral School at the Faculty of Biology** – dr hab. Przemysław Baranow, prof. UG
3. **Doctoral School at the Faculty of Chemistry** – dr hab. inż. Anna Białk-Bielińska, prof. UG
4. **Doctoral School at the Faculty of Economics** – dr hab. Leszek Czerwonka, prof. UG
5. **Doctoral School at the Faculty of Languages** – dr hab. Mikołaj Rychło, prof. UG
6. **Doctoral School at the Faculty of History** – dr hab. Andrzej Woziński, prof. UG
7. **Doctoral School at the Faculty of Mathematics, Physics and Informatics** – prof. dr hab. Łukasz Rudnicki
8. **Doctoral School at the Faculty of Social Sciences** – dr hab. Justyna Siemionow, prof. UG
9. **Doctoral School at the Faculty of Oceanography and Geography** – dr hab. Urszula Janas, prof. UG
10. **Doctoral School at the Faculty of Law and Administration** – prof. dr hab. Jerzy Zajadło
11. **Doctoral School at the Faculty of Management** – dr hab. Bartosz Marcinkowski, prof. UG

WHO SHOULD I CONTACT?

1. **Administrative staff of your Doctoral School at the Faculty (usually a member of the Dean's Office or Faculty Office)** – for submitting the personal questionnaire and oath, issuing the Electronic Doctoral Student ID Card, information on class schedules, certificates, applications for compensation for education/research in harmful conditions, medical examination referrals where harmful factors are involved, and other administrative matters concerning doctoral education. Full contact list: https://sd.ug.edu.pl/kontakt and faculty websites.
2. **Scholarship Office** – matters concerning the doctoral scholarship and insurance throughout the period of education.
3. **Education Office** – matters concerning UG Doctoral Schools operating until 30 September 2024 and the NAWA project 'Internationalisation of the Doctoral Schools of the University of Gdańsk'.



Your first days at UG/introductory information

WHAT SHOULD I DO DURING THE FIRST WEEK?

- Complete the **personal questionnaire**

Within 7 working days of admission to the doctoral school, you must submit the personal questionnaire. If you have not yet done so, please complete it as soon as possible.
Template: https://sd.ug.edu.pl/en/wnioski

- Take the **doctoral oath**

The oath must be submitted to the administrative unit serving your Doctoral School at the Faculty. By signing the oath, a person admitted to a doctoral school acquires doctoral-student rights; signing it is a condition for beginning doctoral education.

- **Log in to UG systems:** Student Portal (doctoral-student section), Office 365 and UG e-mail

Student Portal: https://ps.ug.edu.pl/login.web. Select the „doctoral student" option/section. Your login is your doctoral student record-book number. The password is your existing student password if you previously studied at the University of Gdańsk, or your PESEL number if you studied at another university. In the Student Portal, generate an address in the @phdstud.ug.edu.pl domain (Office 365 tab; help: https://en.ug.edu.pl/university/it-services/microsoft-365) and send it to the person administering your Doctoral School at the Faculty. Until the UG address is generated, information will be sent to the e-mail address provided during admissions.

WHAT SHOULD I DO DURING THE FIRST MONTH?

- Obtain an **ORCID** researcher identifier.

Within one month of beginning your education (by 31 October), provide your ORCID number to the Head of your Doctoral School at the Faculty.
Instructions: https://sd.ug.edu.pl/en/node/130

- Complete the **Education Health and Safety training (BHiK).**

Within one month of beginning doctoral education, every doctoral student must complete BHiK training on the Educational Portal: https://pe.ug.edu.pl/. You can log in in the same way as to the Student Portal. The training will be available from 1 October 2026.

ELECTRONIC DOCTORAL STUDENT ID CARD

After verifying your data in the Student Portal and uploading a photograph, you can apply for the Electronic Doctoral Student ID Card (ELD) in the „Electronic ID Card" tab. A status of „Extended" means the card is ready for collection from the administrative unit serving your Doctoral School at the Faculty. The doctoral student ID card is issued free of charge.
Since 30 June 2026, a mobile Doctoral Student ID (mLegitymacja Doktoranta) can also be added in the mObywatel application.

MEDICAL EXAMINATIONS – only for doctoral students exposed to harmful factors

Collect a referral for a medical examination from the person administering your Doctoral School at the Faculty if your work involves factors harmful or burdensome to health.
Details: https://sd.ug.edu.pl/en/wnioski or faculty websites.

UNIVERSITY OF GDAŃSK LIBRARY

To use the University Library's resources, complete library training and obtain a library card.
Details: https://en.bg.ug.edu.pl/training

CLASS SCHEDULE

Information on the class schedule will be published on the website of your Doctoral School at the Faculty.

DOCTORAL SCHOOL REGULATIONS

Please familiarise yourself with the applicable regulations:

- **Intercollegiate Biotechnology Doctoral School of UG and GUMed:** https://bip.ug.edu.pl/akty_normatywne/120264/uchwala_nr_2526_senatu_uniwersytetu_gdanskiego_z_dnia_28_kwietnia_2026_roku_w_sprawie_zmiany_regulaminu_miedzyuczelnianej_szkoly_doktorskiej .
- **Other doctoral schools:** https://bip.ug.edu.pl/akty_normatywne/120263/uchwala_nr_2426_senatu_uniwersytetu_gdanskiego_z_dnia_28_kwietnia_2026_roku_w_sprawie_zmiany_regulaminu_szkol_doktorskich_uniwersytetu_gdanskiego.

VEHICLE ACCESS TO UG PREMISES

Doctoral students travelling to the University by car must have appropriate authorisation to enter and park on University premises.

https://bip.ug.edu.pl/akty_normatywne/regulaminy/regulamin_wjazdu_i_parkowania_na_terenie_baltyckiego_kampusu_ug_w_gdansku_oliwie

Submit the application to the administrative unit serving your Doctoral School at the Faculty.

COMPENSATION FOR CONDUCTING RESEARCH IN HARMFUL OR BURDENSOME CONDITIONS

Doctoral students may apply for compensation for conducting research in conditions harmful or burdensome to health. Information and the application form are available at: https://bip.ug.edu.pl/akty_normatywne/117366/zarzadzenie_nr_107r24_rektora_uniwersytetu_gdanskiego_z_dnia_11_pazdziernika_2024_roku_zmieniajace_zarzadzenie_nr_95r22_rektora_ug_w_sprawie.

Submit the application to the administrative unit serving your Doctoral School at the Faculty by 20 October 2026.



Research

SUPERVISOR

Within one month of beginning doctoral education, doctoral students must submit an application for the appointment of a supervisor. Application templates are available at https://sd.ug.edu.pl/wnioski and on faculty websites. Once all information has been completed, including the Dean's opinion, submit the application to the administrative unit serving your Doctoral School at the Faculty.

After approval by the Head of the Doctoral School, the application is forwarded to the Council of the relevant academic discipline, which appoints the supervisor.

Your supervisor will support you in preparing your doctoral dissertation, planning your research and navigating subsequent stages of doctoral education. At the beginning of the cooperation, agree on communication arrangements, the frequency of meetings and the most important objectives for the first year. You can discuss your ideas with your supervisor, ask questions and work together to find solutions when difficulties arise.

PLANNING YOUR DOCTORATE AND THE INDIVIDUAL RESEARCH PLAN (IRP)

It is worth planning the successive stages of work on your doctoral dissertation from the very beginning. The Individual Research Plan (IRP) sets out the timetable for preparing the dissertation and the most important research tasks.

Prepare the plan in consultation with your supervisor, taking into account research objectives, methods, planned publications and deadlines for individual stages. Discuss progress regularly with your supervisor and document the results of your work on an ongoing basis.

PUBLICATIONS

Publishing research results is an important part of a doctoral student's academic development. During your first year, discuss with your supervisor the possibility of preparing a research article, selecting an appropriate journal and the publication standards applicable in your discipline.

Before submitting an article, read the journal's editorial requirements, publication-ethics rules and the University's affiliation rules.

CONFERENCES

Academic conferences are an opportunity to present research results, exchange experience and build contacts with researchers from other academic centres. You may participate as an attendee or present your own research as a paper or poster. Follow events in your discipline and consult your supervisor when selecting conferences.

RESEARCH DATABASES AND TOOLS

When preparing a doctoral dissertation, it is worth using academic databases and research tools that facilitate literature searches, managing research output, and presenting research findings:

- **Open Access** – free access to scholarly publications.
- **PBN** (Polish Scholarly Bibliography) – a system collecting information on publications by Polish researchers.
- **ORCID** – an individual researcher identifier that helps uniquely identify authors and link them to their research output.
- **ResearchGate** – a social platform for researchers used to present research output and connect with other researchers.
- **Google Scholar** – a scholarly search engine that also allows citation tracking.
- **Scopus** – an abstract and citation database useful for literature searches and research-output analysis.
- **Web of Science** – a platform of bibliographic and citation databases for finding publications and analysing their impact.

Tools that may make your work easier

- Zotero
- Mendeley
- Overleaf
- LaTeX
- Grammarly
- DeepL
- ChatGPT
- Claude
- Gemini
- Consensus
- SciSpace
- R Discovery
- MAXQDA AI Assist
- Julius AI
- NotebookLM
- Connected Papers
- Scite
- Elicit
- Perplexity
- Notion
- Obsidian
- Citavi

PRINCIPLES FOR ETHICAL USE

1. Disclose the use of AI. State which tool you used and for what purpose and to what extent.
2. Verify answers independently. Check facts, data, quotations, calculations, interpretations and bibliographic references.
3. Refer to original scholarly sources. Before using a publication, check that it actually exists, read it and cite it correctly.
4. Do not present AI-generated content as your own. Do not use AI to create fictitious results, data, quotations or respondent statements.
5. Protect data and research confidentiality. Do not enter personal data, confidential documents, non-anonymised interviews or unpublished results into publicly available tools.
6. Respect copyright and research-integrity rules. Using AI does not exempt you from citation requirements, intellectual-property protection or plagiarism-prevention rules.
7. Remember that you remain responsible. You are responsible for the content of your work, the correctness of the methods used, the results, conclusions and sources.

AI can support your work, but it should not replace independent research, analysis or the formulation of conclusions. Use it in accordance with current UG rules and the requirements of your doctoral school, faculty and journal, and agree the way it is used in your dissertation with your supervisor.



Stypendium doktoranckie

GENERAL INFORMATION

Pursuant to Article 209(1) of the Act of 20 July 2018 – Law on Higher Education and Science, as a rule every doctoral student who does not already hold a doctoral degree receives a doctoral scholarship.

After taking the oath, contact the Scholarship Office to submit the doctoral-student declaration and complete all formalities required for the scholarship to be paid without difficulty. The Office is located in Student Residence No. 4, room 028, ul. Polanki 66, 80-306 Gdańsk.

More information: https://bip.ug.edu.pl/akty_normatywne/117265/zarzadzenie_nr_97r24_rektora_uniwersytetu_gdanskiego_z_dnia_26_wrzesnia_2024_roku_zmieniajace_zarzadzenie_nr_114r23_rektora_ug_w_sprawie_regulaminu?language=pl

Scholarship payment regulations: https://bip.ug.edu.pl/akty_normatywne/117265/zarzadzenie_nr_97r24_rektora_uniwersytetu_gdanskiego_z_dnia_26_wrzesnia_2024_roku_zmieniajace_zarzadzenie_nr_114r23_rektora_ug_w_sprawie_regulaminu?language=pl

Every doctoral student wishing to receive the scholarship must provide the Scholarship Office with the number of a current bank account held with a bank in Poland. The scholarship is paid exclusively by bank transfer.

PAYMENT PERIOD

The doctoral scholarship is paid throughout the period of doctoral-school education, including the summer break, for a maximum of four years. This period does not include:

- a period of suspension of education corresponding to maternity leave, leave on the terms of maternity leave, paternity leave or parental leave as defined in the Labour Code;
- a period of education at a doctoral school where education has been discontinued and no other doctoral school provides education in the discipline, where the entity running the school covers the costs of an external-mode doctoral degree procedure for the person who lost the opportunity to complete doctoral education.

FIRST PAYMENT

Doctoral-school students receive their first payment, including arrears for the previous month, in the month following admission. Students admitted on 1 October will receive a double payment around 20 November. Thereafter, the scholarship is paid monthly, around the 20th day of each month.

SCHOLARSHIP AMOUNT

Under Article 209(4) of the Law on Higher Education and Science, the monthly doctoral scholarship is at least:

- 37% of a professor's remuneration – up to and including the month in which the mid-term evaluation is conducted;
- 57% of a professor's remuneration – from the month following the month in which the mid-term evaluation is conducted.

In practice:

- approximately PLN 3,570.50 net before the mid-term evaluation and approximately PLN 5,500.50 net after the mid-term evaluation.

During a suspension of education, the scholarship amount is determined by applying the provisions concerning maternity allowance accordingly; the basis is the monthly doctoral scholarship due on the date the suspension application is submitted.

INCREASED SCHOLARSHIP FOR DOCTORAL STUDENTS WITH DISABILITIES

- A doctoral student holding a disability certificate or a certificate specifying the degree of disability receives a doctoral scholarship increased by 30%.

BEYOND THE DOCTORAL SCHOLARSHIP

It is worth looking for additional sources of support. Doctoral students with a strong record may apply, among other things, for the minister's scholarship for significant achievements, as well as scholarships and awards offered by foundations, local governments and research institutions.

Follow programmes offered by the Foundation for Polish Science, NAWA and the National Science Centre (NCN), as well as local, sector-specific and foundation competitions. Some provide scholarships, while others can finance research, conferences, archival or library research, international mobility or publications. Regularly checking current calls is a good habit – the range of opportunities extends far beyond the doctoral scholarship itself.

Doctoral Student Council

The Doctoral Student Council is the highest body of the Doctoral Student Self-Government of the University of Gdańsk. Its purpose is to represent the interests and protect the rights of all doctoral students at the University.

You can contact the Council with questions concerning doctoral education, report a problem or share an idea for an initiative aimed at the doctoral community. The Council also supports doctoral students' academic, cultural, sporting and integration activities.

Doctoral School Council

The Doctoral School Council is an advisory, consultative and supervisory body that supports the Head in managing the school, safeguards the quality of education and contributes to the development of curricula.

Discipline Council

A Discipline Council is a collegial university body established under the Law on Higher Education and Science. It manages academic activity, supports the development of research and awards academic degrees within a specified discipline.



Grants

WHAT ARE GRANTS?

Grants are funds entrusted to an individual, team or research institution to cover the costs of research activity. They may finance a wide range of expenses, from necessary equipment and travel costs to remuneration for the research team.

WHAT REQUIREMENTS MUST BE MET TO OBTAIN A GRANT?

Because there are many different types of grants, there is no single universal set of criteria that guarantees funding. First check whether the institution offering a grant is able and willing to fund your type of research, for example whether the project falls within its statutory remit. Regardless of the institution, the proposed research should be carefully planned and should make a meaningful contribution to scientific progress or technological development.

WHICH INSTITUTIONS OFFER GRANTS IN POLAND?

- National Science Centre (NCN),
- Ministry of Science and Higher Education,
- Foundation for Polish Science,
- Polish-U.S. Fulbright Commission,
- and others.

HOW CAN THE UNIVERSITY OF GDAŃSK HELP YOU OBTAIN A GRANT?

- **UGrants small-grants programme** – an internal University of Gdańsk programme under which doctoral students can apply for funding for research and activities supporting academic development. Calls are organised by individual faculties, so follow current faculty announcements.

  Contact:

  Science Office
  programyIDUB@ug.edu.pl
  Within the University of Gdańsk, project applications are supported by the **Project Preparation Support Office – Project Incubator**.

MOBILITY

- Erasmus+
- MOST



Social benefits

INSURANCE

For doctoral-school students, pension and disability-insurance contributions are compulsory. They are deducted from the scholarship, which is one reason why the gross and net scholarship amounts differ.

Sickness insurance is voluntary. At the basic scholarship rate during the first two years, it reduces the monthly net payment by approximately PLN 87.

A doctoral student over the age of 26 who is not employed or married may be entitled to health insurance through the University. An application must be submitted; the form is available at: https://ug.edu.pl/studenci/studia_i_i_ii_stopnia_oraz_jednolite_magisterskie/sprawy_socjalne/ubezpieczenie.

In such a case, the health-insurance contribution is financed from the state budget and does not reduce the doctoral scholarship. Doctoral students who are foreign nationals from outside the European Union may take out voluntary insurance with the National Health Fund (NFZ); their health-insurance contribution cannot be financed from the state budget.

Insurance enquiries may be addressed directly to the Scholarship Office:
stypendia@ug.edu.pl
tel. 58 523 20 52
58 523 26 87
58 523 24 30
58 523 21 87
58 523 26 84
58 523 26 86
58 523 26 85
58 523 26 83

University of Gdańsk libraries

UG Main Library (Gdańsk-Oliwa)
ul. Wita Stwosza 53
80-308 Gdańsk
tel. 58 523 32 25
e-mail: bug@ug.edu.pl

UG Economic Library (Sopot)
ul. Armii Krajowej 110
81-824 Sopot
tel. 58 523 14 69
e-mail: info.be@ug.edu.pl

UG Cultural History Reading Room (Gdańsk city centre)
ul. Bielańska 5
80-851 Gdańsk
tel. 58 523 37 13
e-mail: bhk@ug.edu.pl

UG Humanities Reading Room (Gdańsk-Oliwa)
ul. Wita Stwosza 55
80-952 Gdańsk
tel. 58 523 21 32
e-mail: bfh@ug.edu.pl

UG Modern Languages Reading Room (Gdańsk-Oliwa)
ul. Wita Stwosza 51
80-308 Gdańsk
tel. 58 523 30 59
e-mail: bneo@ug.edu.pl

UG Law Library (Gdańsk-Oliwa)
ul. prof. Marii Janion 5
80-309 Gdańsk
tel. 58 523 29 40
e-mail: bpraw@ug.edu.pl

UG Oceanography Reading Room (Gdynia)
al. Marszałka Józefa Piłsudskiego 46,
81-378 Gdynia;
tel. 58 523 66 35;
bocean@ug.edu.pl

Doctoral student life

MEDICOVER SPORT FOR DOCTORAL STUDENTS

How to join:

- Go to medicoversport.pl/pakiety/krd
- Use access code: **krajowaRDMS2025**
- Register using your doctoral-student e-mail address; other addresses will be rejected by the system
- Choose a package and complete your details
- Pay for the first month – done!

Important dates:

- registration from the 1st to the 15th day of each month;
- packages start on the first day of the following month;
- minimum period: one month, with automatic renewal.

More information: https://krd.edu.pl/medicover-sport-dla-doktorantow/

ISIC CARD FOR DOCTORAL STUDENTSWITH PERSONAL ACCIDENT INSURANCE IN EUROPE: PLN 65.

Optional extensions:

- accidents occurring while practising extreme sports – **PLN 22**
- personal third-party liability insurance – **PLN 10**
- third-party liability insurance during placements/internships – ***PLN 5***
- travel personal accident insurance and medical expenses abroad – **PLN 94**
- increase in medical-expense cover abroad to EUR 250,000 (excluding the USA, Canada, Japan and Australia) – **PLN 84**



More information:
https://krd.edu.pl/isic-2/

PROGRESS. JOURNAL OF YOUNG RESEARCHERS

PROGRESS is a peer-reviewed, non-regular academic journal published by the University of Gdańsk since 2017 on an open-access basis. All articles are published electronically and made available free of charge, without technical restrictions, in line with the principle of open access to research results.

Progress provides a space for exchanging ideas and presenting research in the broadly understood social sciences and humanities, as well as selected areas of law and economics. Published texts focus on contemporary social, cultural, political, educational and legal phenomena and on reflection concerning the values, institutions and processes shaping public life.

YOUNG SCIENCE CONGRESS

The Young Science Congress is one of the largest interdisciplinary academic events for young researchers, organised by the University of Gdańsk in cooperation with the universities forming the Daniel Fahrenheit Association of Universities in Gdańsk. It brings together doctoral students, students and young researchers representing different disciplines and academic centres in Poland and abroad.

The Congress creates a space where young researchers can present their findings, discuss them with representatives of other disciplines, exchange experience and build new academic contacts. Its interdisciplinary character brings together the humanities, social sciences, exact and natural sciences, medical sciences and technical sciences.

The programme includes academic panels, poster sessions, debates and plenary panels, as well as workshops and training on topics such as academic career development, research funding, new technologies and science communication. Integration and networking meetings are also an important part of the event, making the Congress not only a place to present research but also a space for building relationships and future cooperation.

CASiD

Established in 2021, the Student and Doctoral Student Activity Centre of the University of Gdańsk supports the academic, social and organisational development of students and doctoral students. It helps implement initiatives, organise events, support research clubs and academic organisations, and creates space for integration and cooperation within the University community.

CASiD organises and co-organises numerous academic, training, cultural and social events. One of its largest projects is the Young Science Congress – an interdisciplinary meeting of young researchers from Poland and abroad, including academic panels, poster sessions, workshops and training. The Centre also organises the UG Student and Doctoral Student Activity Gala, which recognises particularly active members of the academic community.

Other CASiD initiatives include Movember, Women's Rights Month, integration and cultural events, training for students and doctoral students, and social and charitable campaigns. The Centre also supports international mobility and the development of young researchers.





Support at UG

- **Academic Psychological Support Centre** – Free psychological consultations and support in difficult or crisis situations.
- **Office of the Ombudsperson for Equal Treatment and Anti-Mobbing** – Support in cases of discrimination, unequal treatment or mobbing.
- **Office for Persons with Disabilities** – Support in adapting the education process to needs arising from disability or health status.
- **Career Office** – Career counselling, job and internship offers, and training supporting career development.
- **IT Helpdesk** – Support with technical problems involving accounts, e-mail, systems and UG IT services.

FAQ

CAN I WORK?

Yes. A doctoral-school student may take paid employment. Employment outside UG does not in itself result in the loss of the doctoral scholarship. However, employment does not exempt you from completing the curriculum and the Individual Research Plan. Special rules apply to certain cases of employment directly connected with doctoral education at the entity running the doctoral school.

HOW CAN I GO ON ERASMUS?

UG doctoral students may participate in Erasmus+. First contact the Erasmus+ coordinator at your faculty and the administration of your doctoral school. Mobility requires the appropriate documents and must be agreed with your supervisor and doctoral school. Current forms and instructions for doctoral students are published by UG.

HOW CAN I CHANGE MY SUPERVISOR?

You have the right to change your supervisor during doctoral education. Submit an application to the chair of the relevant Discipline Council. After obtaining the opinion of the Head of the Doctoral School, the Discipline Council decides on the change. The new supervisor must give written consent to take on the role.

WHAT HAPPENS IF I FAIL THE MID-TERM EVALUATION?

The mid-term evaluation may be positive or negative and focuses primarily on progress in implementing the Individual Research Plan. A negative result leads to removal from the list of doctoral students in accordance with the Act. The result and its justification are public.

CAN I SUSPEND MY DOCTORAL EDUCATION?

Yes, but suspension has a specific statutory meaning. At the doctoral student's request, education is suspended for a period corresponding to maternity leave, leave on the terms of maternity leave, paternity leave or parental leave. It is therefore not a general option to take a semester or year off for any reason.

WHAT ABOUT HOLIDAYS/LEAVE?

Doctoral students are entitled to rest breaks not exceeding eight weeks per year. At UG, they are taken with the consent of the Head of the Doctoral School, upon the doctoral student's application and after obtaining the supervisor's opinion. This is the doctoral equivalent of a holiday break, not the dean's leave known from degree programmes.

HOW MANY TEACHING HOURS DO I HAVE TO COMPLETE?

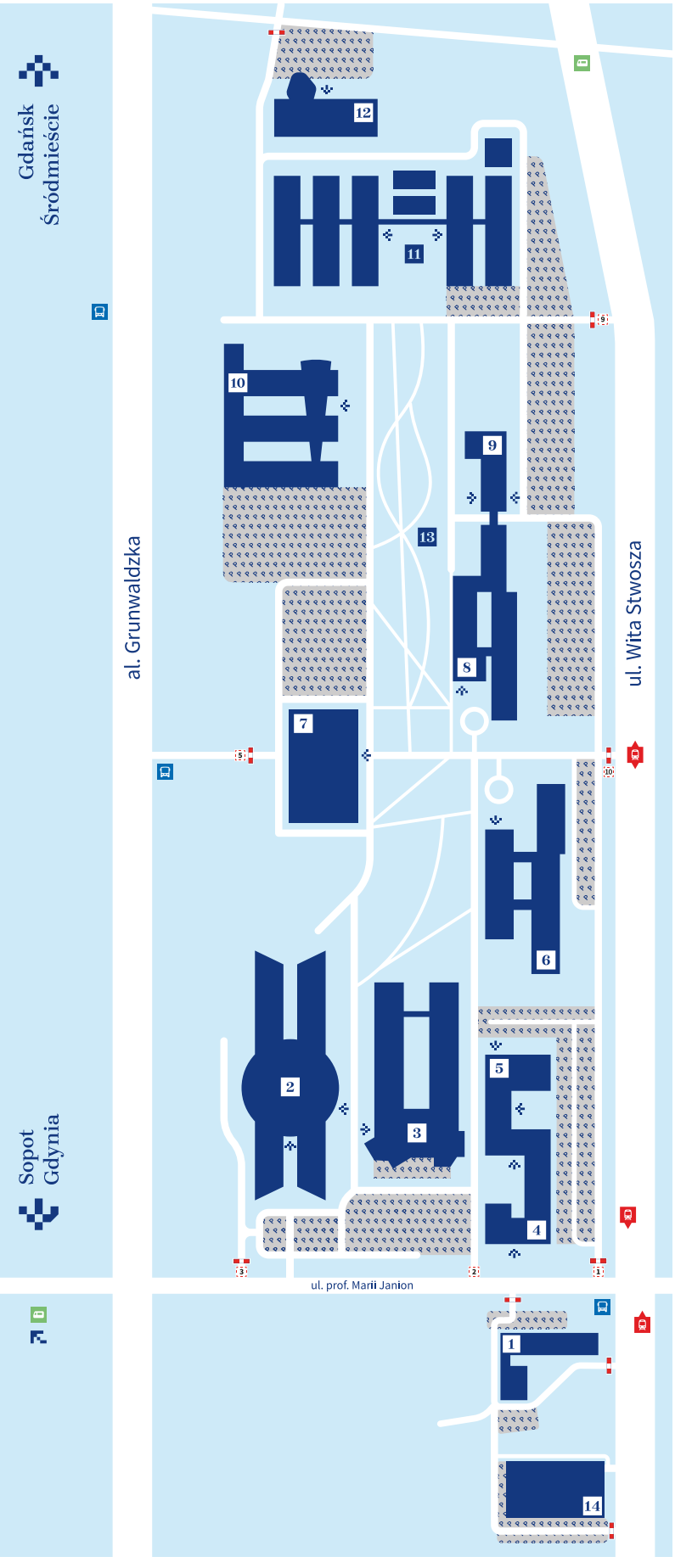
This depends on the curriculum applicable to your doctoral school and cohort. UG regulations do not set one number of hours for all doctoral students. If the curriculum includes professional placements, they may involve independently teaching classes or participating in teaching. Check the exact requirement in your school's curriculum and placement regulations.

HOW DO I BOOK A ROOM FOR AN EVENT?

This depends on the building and the nature of the event. For a doctoral initiative, start with the administration of the relevant faculty or contact CASiD UG, which helps students and doctoral students organise initiatives. Faculties have their own room-booking procedures; for example, at the Faculty of Law and Administration an event booking requires an appropriate application and approval from the faculty authorities.

WHERE CAN I PRINT A POSTER?

If the poster concerns a doctoral event or initiative, contact CASiD UG – the Centre may assist with organisational and promotional matters. Displaying posters in UG buildings requires agreement with the administration of the relevant building; for UG-related events, this is arranged directly with the building administration.



Survival Guide

- Work systematically.
- Do not collect source material indefinitely.
- Back everything up in the cloud.
- Keep a record of every conference, training course and workshop you attend.
- Talk to your supervisor regularly.
- Keep your ORCID and academic profiles up to date.
- Do not postpone publishing until your fourth year.
- Take advantage of international mobility.
- Get to know doctoral students from other disciplines.
- Use the support offered by the University – you do not have to deal with everything on your own.



Key addresses and contacts

- **UG Doctoral Student Council**
  Assistant Residence No. 1,
  ul. Polanki 63,
  80-309 Gdańsk,
  room 29;
  tel. 58 523 23 69;
  rada.doktorantow@ug.edu.pl

- **STUDENT AND DOCTORAL STUDENT ACTIVITY CENTRE (CASID)**
  Assistant Residence No. 1,
  ul. Polanki 63,
  80-309 Gdańsk,
  room 29;
  tel. 58 523 23 69;
  casid@ug.edu.pl

- **EDUCATION OFFICE (doctoral students)**
  UG Rector's Office,
  ul. prof. Marii Janion 7,
  80-309 Gdańsk,
  room 513 (5th floor)

- **SCIENCE OFFICE**
  UG Rector's Office,
  ul. prof. Marii Janion 7,
  80-309 Gdańsk,
  rooms 401-403 (4th floor), 507–511 (5th floor)

- **SCHOLARSHIP OFFICE**
  Student Residence No. 4,
  ul. Polanki 66,
  80-306 Gdańsk,
  rooms 027, 027a, 028, 039
  tel. 58 523 20 52; 58 523 26 87
  58 523 24 30; 58 523 21 87
  58 523 26 84; 58 523 26 86
  58 523 26 85; 58 523 26 83
  e-mail: stypendia@ug.edu.pl

- **ACADEMIC PSYCHOLOGICAL SUPPORT CENTRE**
  ul. Wita Stwosza 53
  (UG Main Library building),
  room 2.41 (2nd floor),
  80-308 Gdańsk;
  cwp@ug.edu.pl

- **UNIVERSITY OF GDAŃSK LIBRARY**
  ul. Wita Stwosza 53
  80-308 Gdańsk

- **OFFICE FOR PERSONS WITH DISABILITIES**
  Administration Building,
  ul. prof. Marii Janion 4,
  80-309 Gdańsk,
  rooms 118, 121
  tel. 58 523 25 10

- **INTERNATIONAL COOPERATION AND INTERNATIONALISATION OFFICE**
  UG Rector's Office,
  ul. prof. Marii Janion 7,
  80-309 Gdańsk,
  rooms 202–203, 207, 227 (2nd floor);
  tel. 58 523 31 70
  58 523 31 22
  58 523 25 56

- **PROJECT PREPARATION SUPPORT OFFICE – PROJECT INCUBATOR**
  UG Rector's Office,
  ul. prof. Marii Janion 7,
  80-309 Gdańsk,
  room R206 (2nd floor);
  tel. 58 523 31 35, 58 523 31 02
  58 523 31 04; 58 523 30 06
  58 523 33 23
  e-mail: projekty@ug.edu.pl

- **STUDENT RESIDENCES AND ASSISTANT RESIDENCES DEPARTMENT**
  Student Residence No. 4,
  ul. Polanki 66
  80-306 Gdańsk
  e-mail: domystudenckie@ug.edu.pl

- **UG HELPDESK**
  e-mail: help@ug.edu.pl

- **OFFICE OF THE OMBUDSPERSON FOR EQUAL TREATMENT AND ANTI-MOBBING**
  e-mail: rzecznik_rownosc@ug.edu.pl



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