

Guide to the Procedures for Awarding the Doctoral Degree to Individuals Pursuing Education in the Doctoral School of Exact Sciences

Stage I – Submission of the Doctoral Dissertation and Commencement of Proceedings

1. At least 7 days before the planned submission date of the doctoral dissertation, a request must be submitted to the Office of the Doctoral School of Exact Sciences to the director of the Doctoral School for the issuance of a certificate confirming the acquisition of learning outcomes for qualification at level 8 of the Polish Qualifications Framework (Attachment No. 1). The application must include the doctoral dissertation submission form (Attachment No. 2) with one copy of the doctoral dissertation printed on both sides in a soft binding, and a copy of the certificate or diploma confirming proficiency in a foreign language at least at the B2 level, subject to point 2. The doctoral candidate is informed electronically about the possibility of obtaining the certificate or the refusal to issue the certificate.
2. In case of the absence of a certificate or diploma confirming proficiency in a foreign language at the B2 level, the doctoral candidate, well in advance, submits a request to the Student Office to the chair of the relevant scientific discipline council for an exam confirming proficiency in a modern foreign language. After the exam, the Student Office provides the candidate with a copy of the protocol. The candidate presents a copy of the protocol to the director of the Doctoral School, instead of the certificate mentioned in point 1, along with a request for the issuance of a certificate.
3. No later than on the day of submitting the doctoral dissertation, an authorization statement allowing the presentation of achievements for the purpose of evaluating the quality of scientific activity (Statement 3 – not related to the doctoral procedure) must be submitted to the Doctoral School of Exact Sciences. To submit the statement, log in to your profile in the AMU Knowledge Base system and generate a report according to the instructions available at <https://researchportal.amu.edu.pl>.
4. The doctoral dissertation must be submitted to the Student Office relevant to the scientific discipline at least 14 days before the next meeting of the scientific council of the discipline.
5. The doctoral candidate submits to the Student Office:
 - a) a request to the chair of the scientific discipline council to initiate proceedings for the award of the doctoral degree (Attachment No. 3),
 - b) a scientific curriculum vitae containing a full list of publications;
 - c) four copies of the printed doctoral dissertation;
 - d) a positive opinion of the supervisor on the dissertation, and if more than one supervisor is appointed – all supervisors (excluding auxiliary supervisor);
 - e) information about the publication achievements presented in the procedure (Attachment No. 4),
 - f) statements regarding the contribution to multi-author publications constituting part of the dissertation and/or presented in the procedure (see point 6);
 - g) the certificate confirming the acquisition of learning outcomes mentioned in point 1,
 - h) a copy of the diploma confirming the attainment of a master's degree, master of engineering degree, or equivalent, or a diploma referred to in Article 326(2)(2) or

Article 327(2) of the Act on Higher Education and Science¹, giving the right to apply for the doctoral degree in the country where the issuing university operates (in exceptional cases, instead of this copy, an extract confirming the completion of first-degree studies or completion of the third year of uniform master's studies can be attached, in accordance with Article 186(2) of the Act on Higher Education and Science).

- i) a summary of the doctoral dissertation in English, and in the case of a doctoral dissertation prepared in a foreign language, also a summary in Polish;
 - j) one copy of the doctoral dissertation on an electronic data carrier (CD/DVD) in PDF format merged into one file, along with a description (Attachment No. 5) and the summary mentioned in point i);
 - k) a statement by the author of the doctoral dissertation about granting a license and its limitations (Attachment No. 6);
 - l) an accepted and signed report by the supervisor confirming the verification of the doctoral dissertation using the Unified Anti-Plagiarism System specified in Article 351(1) of the Act on Higher Education and Science (the instruction is Attachment No. 7).
6. In case the doctoral dissertation or its element is a multi-author scientific article or a multi-author scientific monograph, as well as when a multi-author publication has been presented as an achievement in the procedure, the doctoral candidate submits for each of the mentioned publications:
- a) a statement specifying the substantive contribution to the creation of the publication; the doctoral candidate's contribution should be precise enough to allow for the assessment of their participation and role in the creation of the achievement; the statement is confirmed by the supervisor;
 - b) statements by all co-authors specifying the individual substantive contribution of each of them to the creation of the publication; in the case when a multi-author scientific article or a multi-author scientific monograph has more than five co-authors, the doctoral candidate submits statements from at least four other co-authors.

Statements regarding elements of the doctoral dissertation are submitted in four copies, and the rest – in one copy.

Stage II – Defense of the Doctoral Dissertation and Awarding of the Doctoral Degree

1. After submitting the doctoral dissertation, the relevant scientific discipline council appoints 3 reviewers, forms a doctoral committee to conduct proceedings for awarding the doctoral degree, and sends the doctoral dissertation for review.
2. Upon receiving the reviews, the doctoral committee decides whether to allow the defense of the doctoral dissertation or recommends to the council to deny admission. The doctoral candidate is notified of a positive decision by the doctoral committee or a negative decision by the discipline council. A person who has received positive reviews from at least

¹ The Act of July 20, 2018 on Higher Education and Science.

2 reviewers may be allowed to defend the doctoral dissertation. The doctoral committee sets a date for the defense of the doctoral dissertation, taking into account the requirement to publish the doctoral dissertation in the Bulletin of Public Information (BIP), which is a written work along with its summary and reviews, at least 30 days before the defense date.

3. Public defense of the doctoral dissertation at an open meeting of the doctoral committee.
4. Closed committee meeting regarding the acceptance of the defense and a request to the discipline council for the award of the degree and potential recognition of the dissertation.
5. The scientific discipline council adopts a resolution on awarding the doctoral degree or refusing to award the doctoral degree.

Stage III – Settlement with the University

1. The paper and electronic version of the SYNABA system form, available on the website <http://www.nauka-polska.opi.org.pl/Prace-badawcze-SYNABA.html>, must be submitted to the Student Office. The fee for the diploma, amounting to PLN 60,00 should also be paid by bank transfer to the Adam Mickiewicz University's account: 77 1090 1362 0000 0000 3601 7903, with the reference: first name and last name, fee for the doctoral diploma.
2. Individuals interested in obtaining a diploma copy in a foreign language (English, French, Spanish, German, Russian, or Latin) should submit an application to the chair of the scientific discipline council. The application should include confirmation of the payment of PLN 80,00. Payments can be made by bank transfer to the Adam Mickiewicz University's account: 77 1090 1362 0000 0000 3601 7903, with the reference: first name and last name, fee for the doctoral diploma copy in English.
3. Graduates of the Doctoral School of Exact Sciences are required to submit a circulation card (Attachment No. 8) to the Office of the Doctoral School of Exact Sciences.

Attachments:

1. Template for requesting a certificate confirming the acquisition of learning outcomes for qualification at level 8 of the Polish Qualifications Framework (PRK).
2. Template for submitting a doctoral dissertation.
3. Template for applying to initiate proceedings for the award of a doctoral degree.
4. Template for a form containing information about the publication achievements presented in the proceedings.
5. Template for describing the doctoral dissertation for the AMUR repository.
6. Template for a statement about granting a license and its limitations.
7. Procedure for preparing a doctoral dissertation for defense in the Archive of Diploma Dissertations.
8. Template for a circulation card.