

REGULATIONS OF DOCTORAL SCHOOLS

Adam Mickiewicz University in Poznań

I. GENERAL PROVISIONS

§ 1

Adam Mickiewicz University in Poznań, as an academic institution, conducts doctoral education within the framework of its doctoral schools.

§ 2

These Regulations govern the organization of education within the doctoral schools of Adam Mickiewicz University in Poznań, and define the rights and obligations of doctoral candidates.

§ 3

1. A doctoral school is a structured educational program designed to prepare doctoral candidates for the award of a doctoral degree in scientific or artistic disciplines, as specified in the applicable Rector's ordinance establishing the doctoral school.
2. No tuition fees shall be charged for education provided at the doctoral school.
3. In the event of discontinuation of education in a given field or discipline, the University shall ensure that doctoral candidates working on their doctoral dissertation are given the opportunity to continue their education at another doctoral school. If feasible, the University will take into account the preferences of the doctoral candidate regarding the new school.

§ 4

For the purposes of these Regulations, the following terms shall have the following meanings:

1. *doctoral candidate* – an individual admitted to a doctoral school who has taken the prescribed oath;
2. *supervisor* – an academic appointed to supervise the preparation of the doctoral dissertation;
3. *director* – the head of the relevant doctoral school;
4. *rector* – the Rector of Adam Mickiewicz University in Poznań;
5. *vice-rector* – the Vice-Rector responsible for doctoral candidates;
6. *committee* – committees responsible for conducting the mid-term evaluation;
7. *self-government or doctoral candidate self-government* – the representative body of doctoral candidates as defined in the Regulations of the Doctoral Candidate Self-Government of Adam Mickiewicz University in Poznań;

8. *senate* – the Senate of Adam Mickiewicz University in Poznań;
9. *school* – the relevant doctoral school within Adam Mickiewicz University in Poznań;
10. *university* – Adam Mickiewicz University in Poznań;
11. *IPB* – Individual Research Plan;
12. *regulations* – the Regulations of the doctoral schools of Adam Mickiewicz University in Poznań;
13. *statute* – the Statute of Adam Mickiewicz University in Poznań;
14. *Act* – the Act of 20 July 2018 – Law on Higher Education and Science.

II. ADMISSION TO DOCTORAL SCHOOLS

§ 5

1. Admission to a doctoral school may occur through:
 1. the recruitment process;
 2. transfer from another doctoral school.
2. Recruitment shall take the form of a competitive selection process, conducted separately for each discipline, in accordance with the rules adopted by the Senate.
3. A transfer from another doctoral school shall be based on a request submitted by the doctoral candidate to the Director and must include:
 1. a justification for the request;
 2. the current study program;
 3. the IPB, if available;
 4. documentation of academic achievements to date;
 5. an official transcript or education history printout from the relevant doctoral candidate information system (e.g., USOS or equivalent);
 6. a certificate from the original doctoral school regarding the number of months for which a doctoral scholarship was received;
 7. a declaration of the discipline in which the doctoral dissertation is to be prepared;
 8. a copy of a higher education diploma confirming attainment of qualifications at level 7 of the Polish Qualifications Framework, along with a diploma supplement;
 9. consent for the processing of personal data.

4. Admission is effected by entry onto the list of doctoral candidate by the Director, subject to section 5. In the case of a transfer, the approval of the Vice-Rector is required.
5. Admission of foreign nationals may be based on:
 1. an international agreement, under its terms;
 2. an agreement concluded with a foreign entity, under its terms;
 3. a decision of the competent minister;
 4. a decision of the Director of the National Agency for Academic Exchange regarding scholarship holders;
 5. a decision of the Director of the National Science Centre for funding of a basic research project, internship, or scholarship selected via competition;
 6. an administrative decision of the Director.
6. Upon enrolment of a doctoral candidate transferring from another doctoral school, the Director shall determine the year of study, the deadline for submitting or revising the IPB, and other relevant obligations. These shall take into account the necessity to achieve learning outcomes at level 8 of the Polish Qualifications Framework and the progress toward their dissertation.
7. A decision to deny admission shall be issued in the form of an administrative decision by the Director. The decision may be appealed to the Rector for reconsideration.

§ 6

1. A person admitted to the doctoral school acquires the rights of a doctoral candidate upon taking the oath, the content of which is defined in the Statute.
2. The oath must be taken within 30 days of admission.
3. In justified cases, the Director may set a different date for the oath.

III. RIGHTS AND OBLIGATIONS OF DOCTORAL CANDIDATES

§ 7

The rights and obligations of doctoral candidates are defined by:

1. the Act and other generally applicable laws;
2. the Statute and other internal University regulations;
3. these Regulations;

provided that no provision of these Regulations shall be construed in contradiction to the Act, the Statute, or other binding University regulations.

§ 8

Doctoral candidates shall, in particular, have the right to:

1. receive a doctoral candidate ID card;
2. receive benefits, including a doctoral stipend, in accordance with separate regulations;
3. annual rest breaks not exceeding 8 weeks;
4. apply for accommodation in University residence halls in accordance with applicable rules;
5. apply for a student loan as regulated separately;
6. use University infrastructure on an equal footing with academic staff;
7. obtain financial support for research activities under applicable legislation;
8. receive additional educational and research-related support in connection with a disability, pursuant to relevant regulations;
9. evaluate the educational process and propose improvements;
10. participate in and co-create the doctoral candidates self-government in accordance with the Statute;
11. join doctoral candidate organizations under the principles set forth in the relevant statutes.

§ 9

Doctoral candidates shall, in particular, be obliged to:

1. comply with applicable laws, University internal regulations, the doctoral oath, and principles of academic integrity;
2. safeguard University property;
3. submit a medical certificate confirming the absence of health contraindications to participation in doctoral training, when required by the Director;
4. cooperate with the supervisor;
5. fulfill the educational program in a timely manner;
6. complete training in areas such as occupational health and safety, personal data protection, and doctoral candidate rights and obligations;
7. prepare and implement the IPB within set deadlines;
8. undergo mid-term evaluation;
9. submit the doctoral dissertation within the prescribed timeframe;
10. submit requests for rest breaks in consultation with the supervisor and Director;
11. inform the Director and supervisor of any illness preventing study;

12. promptly notify the Director of any changes in personal data (name, address, PESEL number), acquisition of a degree at another institution, enrolment at another doctoral school, or employment at the University;
13. obtain an ORCID ID and maintain an account in the Polish Scientific Bibliography (PBN), linked to the POL-on system;
14. maintain an up-to-date profile in the University's Knowledge Base;
15. submit required declarations for the evaluation of scientific activity;
16. provide any information necessary for the University to fulfill its obligations under the POL-on data reporting system, as required by law.

IV. DOCTORAL SCHOLARSHIP

§ 10

1. A doctoral candidate who does not hold a doctoral degree shall be entitled to a doctoral scholarship, granted in accordance with separate regulations.
2. The total period during which a doctoral candidate may receive a doctoral stipend at doctoral schools shall not exceed four years.
3. The period referred to in section 2 includes any periods of suspension of education as set out in § 22(2).
4. The amount of the monthly doctoral stipend shall be determined by the Rector.

§ 11

1. The doctoral stipend shall be paid in advance, no later than the 15th day of each month.
2. The stipend shall be transferred to the bank account specified by the doctoral candidate, which must be maintained in Polish zloty (PLN).

V. EDUCATION IN THE DOCTORAL SCHOOL

§ 12

1. Education in the doctoral school shall be based on:
 1. the educational program;
 2. the Individual Research Plan (IPB).
2. Education may be conducted in cooperation with other entities under the terms of relevant agreements.
3. With the consent of the supervisor and the Director, a doctoral candidate may complete part of the educational program and IPB at another doctoral school, university, or

research institution, including foreign institutions. The Director may determine the conditions under which such education is carried out.

4. A doctoral candidate is required to develop an individual course of study based on the subjects currently offered by the school within the educational program.

§ 13

1. Classes specified in the educational program may be delivered via distance learning methods and/or in a foreign language, where the program so provides.
2. Information on classes included in the educational program shall be made available to doctoral candidates electronically via the school's website.
3. The content supervision of the educational offering is exercised by the Council of the Doctoral School.

§ 14

1. Examinations and course completions may be graded as either:

“passed” / “failed”, or

on the following numerical scale:

1. very good (5),
2. good plus (4+),
3. good (4),
4. satisfactory plus (3+),
5. satisfactory (3),
6. unsatisfactory

In the event of a binary grading system, a “passed” grade corresponds to “very good (5)” and a “failed” grade corresponds to “unsatisfactory (2)”.

2. The results of examinations and course completions referred to in section 1 shall be communicated to doctoral candidates no later than 14 days following the examination or assessment, either in writing or via entry into the designated computer system.
3. A doctoral candidate who receives an unsatisfactory grade (“2”) or a “failed” grade shall be entitled to a resit examination or reassessment, to be conducted no sooner than seven days following the announcement of the initial results.

§ 15

1. Fulfillment of the obligations set out in the educational program shall be assessed on an annual basis.
2. The condition for passing a year of study is:

1. timely submission of the report referred to in section 3;
2. completion of all educational requirements applicable to the given stage, subject to section 4.
3. A doctoral candidate shall submit to the Director a report, approved by the supervisor, detailing progress in both the educational program and the work covered by the IPB. The deadline and form for submitting the report shall be specified by the Director and announced no later than October 15 of each year.
4. Upon justified request from a doctoral candidate, due to excused absence, the Director may approve an alternative deadline for completing certain courses than that specified in the educational program. The Director may also designate alternative courses for credit, provided this ensures the attainment of learning outcomes required for qualification at level 8 of the Polish Qualifications Framework. The request shall be submitted following the supervisor's prior opinion.

§ 16

1. Completion of the doctoral program is contingent upon the doctoral candidate achieving the learning outcomes corresponding to level 8 of the Polish Qualifications Framework, as evidenced by successful completion of both the educational program and the IPB.
2. Education in the doctoral school concludes upon submission of the doctoral dissertation, provided it has received a positive opinion from the supervisor.

VI. SCIENTIFIC SUPERVISION

§ 17

1. Scientific supervision over the preparation of the doctoral dissertation shall be provided by a supervisor or a team of supervisors, or by a supervisor and an auxiliary supervisor.
2. The duties of the supervisor shall include, in particular:
 1. providing scientific guidance for the preparation of the doctoral dissertation, including substantive and methodological support;
 2. reviewing and supporting the implementation of the Individual Research Plan (IPB);
 3. fostering the doctoral candidate's academic development, including support in establishing domestic and international scientific collaborations;
 4. ensuring appropriate working and research conditions for the doctoral candidate;
 5. issuing opinions on the doctoral candidates applications related to their education;
 6. cooperating with the Director of the Doctoral School;

7. collaborating with other supervisors, if appointed;
 8. participating in training to improve competencies related to the supervisory role.
3. The Doctoral School Council may define specific criteria for appointing a supervisor, particularly concerning scientific achievements and the quality of prior supervision.

§ 18

1. Within three months of commencing education at the doctoral school, the competent academic council of the discipline shall appoint a supervisor or supervisors at the doctoral candidates request.
2. If a single supervisor is appointed, the academic council may, upon the doctoral candidates request, also appoint an auxiliary supervisor.
3. If the dissertation spans an academic field rather than a single discipline, the Senate shall appoint the supervisor(s), at the doctoral candidates request. Section 2 applies accordingly.
4. The doctoral candidate shall submit all such requests through the Director.
5. The request for appointment of a supervisor or supervisors shall include:
 1. a proposal with justification;
 2. written consent of the proposed supervisor(s);
 3. declarations confirming that the proposed supervisor(s) meet legal requirements for providing scientific supervision.
6. The academic council or the Senate shall appoint supervisor(s) from among those who have given consent and possess appropriate experience and scientific achievements.
7. If the proposed person(s) do not give consent, the academic council or Senate shall appoint another qualified individual.
8. The chairperson of the academic council or the Senate shall promptly notify the Director of the appointment.
9. In justified cases, a doctoral candidate may, via the Director, apply to the competent academic body for:
 1. a change of supervisor or auxiliary supervisor;
 2. dismissal of a supervisor or auxiliary supervisor.
10. In the case of a change of supervisor, the procedure outlined in paragraphs 4–8 applies accordingly.

VII. INDIVIDUAL RESEARCH PLAN (IPB)

§ 19

1. The doctoral candidate shall prepare the Individual Research Plan (IPB) in consultation with the supervisor.
2. The IPB must be submitted to the Director within 12 months of beginning doctoral education.
3. If an auxiliary supervisor has been appointed, the IPB shall be submitted after the auxiliary supervisor's review.
4. The IPB shall include, in particular:
 1. the discipline in which the dissertation is being prepared;
 2. a description of research tasks and a timeline for their implementation;
 3. a list of planned domestic and/or international internships;
 4. a plan for scientific publications, conference presentations, and grant applications;
 5. the intended date of dissertation submission;
 6. information on the form of the dissertation.
5. If the dissertation covers topics from multiple disciplines, the IPB shall indicate the discipline or field in which the doctoral degree is to be awarded.
6. The IPB shall be approved by the Director within two months of submission; the Director may consult experts.
7. Before the deadline specified in section 6, the Director may request revisions to the IPB.
8. The doctoral candidate may request amendments to the IPB, in consultation with the supervisor. If there is an auxiliary supervisor, the request is submitted after the auxiliary supervisor's opinion.

§ 20

1. The dissertation submission deadline is specified in the IPB.
2. Upon a justified, documented request from the doctoral candidate, and after consultation with the supervisor, the Director may extend this deadline by up to one year in cases including:
 1. temporary inability to continue education due to illness;
 2. personal care responsibilities for an ill family member;
 3. care for a child under 4 years of age;

4. other circumstances significantly affecting timely dissertation submission, especially delays in implementing the IPB.
3. The application for extension must include:
 1. an updated IPB with justification for changes;
 2. information on scientific achievements to date;
 3. a report on the progress of the research tasks.
4. The application shall also specify the new intended submission date.
5. The application must be submitted no later than one month before the original submission deadline.
6. In justified cases, the Director may extend the deadline again, provided that total extensions do not exceed two years. Sections 2–5 apply accordingly.
7. The extension period shall include any suspension of education under § 22(2).

VIII. MID-TERM EVALUATION

§ 21

1. A mid-term evaluation shall take place halfway through the education period defined in the educational program.
2. The evaluation date shall be set by the Director, considering the academic calendar.
3. If a doctoral candidate was admitted outside the standard recruitment schedule, the evaluation date shall account for their actual start date and time needed to prepare the IPB.
4. Mid-term evaluations are conducted by designated evaluation committees operating within the Doctoral School.
5. The committees shall be appointed annually by the Director, in consultation with the academic council of the discipline, from candidates proposed by the council.
6. A representative of the doctoral candidate self-government may attend the committee meetings as an observer.
7. The evaluation of the implementation of the IPB shall consider:
 1. progress in preparing the doctoral dissertation;
 2. scientific activity, including publications, internships, conference participation, and grant applications.
8. The evaluation shall be based on:
 1. the doctoral candidates self-assessment;

2. documentation of scientific activities;
 3. the supervisor's opinion;
 4. an interview with the doctoral candidate.
9. The documents listed in section 8(1–3) must be submitted by the deadline set by the Director.
 10. The mid-term evaluation shall result in a positive or negative outcome. The committee shall inform the doctoral candidate of the result, via the school office, within seven days of the evaluation meeting. The result, along with its justification, shall be public and promptly communicated to the Director.
 11. The doctoral candidate may appeal a negative result to the Doctoral School Council within 14 days of receiving the evaluation result.

IX. SUSPENSION OF EDUCATION

§ 22

1. Education, at the request of a doctoral candidate, shall be suspended for a period corresponding to the duration of maternity leave, supplementary maternity leave, leave under conditions of maternity leave, paternity leave, and parental leave, as defined in the Act of June 26, 1974 – Labor Code.
2. The Director may also suspend education in cases other than those specified in section (1), if circumstances arise that prevent or significantly hinder the implementation of the IPB. The total period of suspension of education may not exceed one year.
3. During the period of suspension of education, a doctoral candidate shall be entitled to a doctoral scholarship, subject to the provisions of § 10 section 3.
4. The suspension of education referred to in section (2) shall be made after consultation with the supervisor.
5. A doctoral candidate shall be obliged to notify the Director in writing of their intention to resume education after the suspension period, no later than on the last day of the suspension.
6. Within 30 days from the end of the suspension period, the doctoral candidate shall submit to the Director a request for amendment of the IPB. The provisions of § 19(8) shall apply.
7. The Director may determine, on an individual basis, the rules and method for the doctoral candidate to make up for delays in the implementation of the educational program, taking into account the necessity to achieve learning outcomes for qualifications at level 8 of the Polish Qualifications Framework.

X. REMOVAL FROM THE LIST OF DOCTORAL CANDIDATES

§ 23

1. A doctoral candidate shall be removed from the list of doctoral candidates in the event of:
 - 1) a negative result of the mid-term evaluation;
 - 2) failure to submit the doctoral dissertation by the deadline specified in the IPB;
 - 3) resignation from education;
 - 4) failure to commence education;
 - 5) violation of the prohibition referred to in Article 200(7) of the Law;
 - 6) being punished with the disciplinary penalty of expulsion from the doctoral school.
2. In the procedure for removal from the list of doctoral candidates in the case referred to in section (1)(5), the doctoral candidate shall be called upon to submit, within no less than 30 days, a resignation from education at another doctoral school.
3. A doctoral candidate may be removed from the list of doctoral candidates in the event of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) conduct inconsistent with the regulations;
 - 3) lack of progress in the implementation of the educational program or IPB.
4. Removal from the list of doctoral candidates shall be made by administrative decision issued by the Director. The decision may be appealed to the Vice-Rector for reconsideration.
5. A request for initiation of proceedings for removal may be submitted by the supervisor in the event of the circumstances referred to in section (3). The request does not obligate the Director to initiate proceedings.
6. The doctoral candidate shall submit a statement of resignation from education at the school to the Director.

XI. METHOD OF DOCUMENTING THE COURSE OF EDUCATION

§ 24

1. Documentation of the course of education at the school shall include:
 - 1) the “doctoral candidate’s file” containing, among other things, the documents required from the candidate, documents created during the course of education, and documents related to the completion of education;
 - 2) resolutions of the Senate, academic councils of disciplines, and Rector's ordinances;
 - 3) decisions issued by the Rector, Vice-Rector, and Director;
 - 4) resolutions and other documents of the school council;
 - 5) other documents related to the course of education at the school.
2. The documentation of the course of education at the school, particularly in relation to updates, archiving, and deletion of data in the POL-on Integrated System for Higher Education and Science, shall be handled by the administrative units designated in the University’s organizational regulations.

XII. FINAL PROVISIONS

§ 25

These Regulations shall enter into force on October 1, 2025.