

Rules of admission to doctoral schools of Adam Mickiewicz University in Poznań
in the academic year 2023/2024

§1

1. Admission to doctoral schools of Adam Mickiewicz University in Poznań is carried out through a competition. The results of the competition are public and subject to publication on the website of the doctoral school.
2. Candidates are admitted to the 1st year of education at the doctoral school on the basis of the results of the admission process. The aim of the admission process is to identify the best candidates for education at the doctoral school by assessing their previous knowledge, skills and achievements, the presented research project and the results of the interview.
3. The maximum number of students admitted to doctoral schools is determined by the rector.
4. At the request of the director of a doctoral school, the vice-rector responsible for doctoral students may announce a supplementary admission process in the event that the limit of admissions in a given discipline is not reached in the primary admission process as specified in §9, section 2. A supplementary admission process shall be conducted in accordance with the rules applicable to the primary admission process.
5. Eligible for admission to a doctoral school are holders of the degree of *magister*, *magister inżynier* or an equivalent degree. In exceptional cases, justified by the highest quality of scientific achievements, a candidate who is a graduate of first-degree studies or a student who has completed the third year of uniform master's studies may be admitted.

§2

The admission process to the doctoral school is conducted at the seat of the university, i.e. in Poznań, taking into account the possibility specified in §9, section 1, item 5.

§3

1. The admission process to doctoral schools shall be organized by the vice-rector responsible for doctoral students.
2. The director of a doctoral school shall exercise overall supervision over the admission process.
3. The council of a doctoral school shall be responsible for the high quality of the admission process, and in particular shall have powers to express an opinion on the principles and criteria of admission.

§4

1. Admission to the doctoral school shall be conducted by an admissions committee. The admissions committee shall be appointed for each discipline in which education is provided at the doctoral school. The admissions committee shall be appointed for a one-year term of office commencing on 1 June.
2. The chairperson and members of the admissions committee shall be appointed by the vice-rector responsible for doctoral students at the request of the director of the doctoral school submitted in consultation with the chairperson of the scientific council of a relevant discipline.

§5

1. Eligible to act as a member of the admissions committee may be an academic staff member holding at least the degree of *doktor habilitowany* and assigned to the academic discipline in which the admissions committee has been appointed.
2. The chairperson of the admissions committee may decide to exclude a member of the admissions committee from participating in a meeting of the admissions committee at any stage of the admission process if their participation may give rise to justified doubts. The chairman's decision shall be recorded in the minutes.
3. The admissions committee shall consist of minimum 5 and maximum 7 persons.
4. Decisions during the admission process shall be taken in the presence of at least 4/5 of the admissions committee. The participation of the chairperson in the work of the admissions committee is mandatory.
5. The chairperson of the admissions committee shall appoint a secretary of the admissions committee from outside the members of the admissions committee. The tasks of the secretary shall include maintenance of the documentation related to the admission process. The secretary of the admissions committee shall take part in the meetings of the admissions committee without the right to vote.
6. A representative of doctoral students indicated by the competent body of the doctoral student self-government may attend a meeting of the admissions committee. A doctoral student participates in meetings of the admissions committee without the right to vote.
7. The admission process shall be recorded in the minutes. The minutes of the admission process shall be submitted to the director of the doctoral school.

§6

The admissions committee shall:

- 1) determine the criteria for evaluating a candidate's achievements;
- 2) decide on a candidate's admittance to the admission process on the basis of fulfilling the formal requirements;
- 3) notify candidates of the date and place of the admission process;
- 4) conduct the admission process;
- 5) determine the number of points obtained by a candidate in the admission process;

- 6) formulate recommendations to the director of the doctoral school whether candidates should be admitted or denied admission to the doctoral school.

§7

1. If an admission process is conducted in connection with the implementation of a research project, an admissions committee shall be appointed for each research project.
2. The admissions committee shall be composed of the head of the project as the chairperson of the admissions committee and two academic teachers indicated by him/her. The remaining members of the admissions committee, in accordance with the numerical composition referred to in §5, section 3, shall be indicated by the director of the doctoral school. The requirement to hold the degree of *doktor habilitowany* shall not apply. Appointment of the secretary shall be governed by the provisions stipulated in §5 section 5.
3. The admissions committee shall be appointed by the vice-rector responsible for doctoral students at the request of the director of the doctoral school.
4. A representative of doctoral students appointed by the competent body of the doctoral student self-government may attend a meeting of the admissions committee referred to in section 1. A doctoral student shall attend a meeting of the admissions committee without the right to vote.
5. In the case of obtaining financial support for doctoral students from external sources, including research projects, the admission process may take place at dates other than those specified in the appendix to these rules of admission. The provisions of §9 and §10 shall apply accordingly.
6. The provisions of §4, section 1 concerning the term of office shall not apply to the admissions committee referred to in section 1.

§8

1. An applicant for admission to a doctoral school shall register in the IRK (*Internetowa Rejestracja Kandydatów* – Candidate Internet Registration) system and submit documents in electronic form.
2. During electronic registration in the IRK system, candidates are required to:
 - 1) complete the registration form and attach an electronic photograph of 20 mm x 25 mm at a resolution of at least 300 dpi;
 - 2) specify the scientific discipline in which the candidate will be trained at the doctoral school;
 - 3) consent to the processing of candidate's data for admission purposes;
 - 4) enter the results of the diploma examinations;
 - 5) attach a CV;
 - 6) attach a scan of a letter of motivation, signed in their own handwriting, indicating the scientific discipline in which the candidate wishes to obtain a doctoral degree;
 - 7) enclose a scan of a copy of a higher education diploma confirming the attainment of a qualification at level 7 of the Polish Qualifications Framework,

or, in the case of graduates from the academic year 2022/2023, who have not yet been awarded a diploma, a certificate confirming the attainment of a qualification at level 7 of the Polish Qualifications Framework. In the case of candidates who apply for admission to doctoral school on the basis of the highest academic achievement, the following is required respectively: for graduates of first-degree studies, a diploma of completion of these studies with a supplement, and for students after the 3rd year of uniform master's studies, a certificate of the average point score obtained from years 1 to 3, together with a transcript;

- 8) attach a scan of a hand-signed declaration that they do not plan to enrol in another doctoral school and that they do not hold a doctoral degree;
 - 9) attach a scan of a hand-signed statement of documented achievements and documents confirming these achievements - the achievements to be evaluated should be indicated:
 - a) up to 3 - in the case of scientific achievements;
 - b) up to 3 - in the case of other achievements
- consistent with the criteria referred to in §10;
 - 10) attach a scan of a hand-signed proposal of an original research project, and in the case of admission in connection with the implementation of a research project - the author's concept of the implementation of the grant project, together with a bibliography (up to 8 pages of a standard typescript, max. 15,000 characters with spaces);
 - 11) attach a scan of the hand-signed application for admission to the doctoral school downloaded from the IRK system;
 - 12) pay the enrolment fee referred to in §12 section 3.
3. Candidates shall attach documents in Polish. In the case of foreign candidates, a translation of the documents into English or Polish is required.
 4. Candidates who have obtained the necessary education outside the Republic of Poland shall additionally attach:
 - 1) a certified copy of a document certifying education - a diploma with a supplement of the first-degree studies (BSc, BA) and a diploma with a supplement of the second-degree studies (MSc, MA) in the original language and in a certified translation into English or into Polish;
 - 2) a copy of the passport in the case of foreigners.
 5. It is the responsibility of the applicant to check the interview dates.

§9

1. General principles of the admission process:
 - 1) the maximum number of points to be obtained in the admission process is 100 points;
 - 2) eligible for admission to the doctoral school are only candidates who have been placed on the ranking list (not more than the maximum number of students admitted to for a given scientific discipline; that number shall be

announced by the rector), and to obtain a minimum of 60 points from the entire admission process;

- 3) the ranking list is established on the basis of the total number of points obtained by candidates in the admission process. In the case of candidates who have obtained an equal total number of points, the number of points obtained as an evaluation of the interview determines the order on the list. In the event of an equal number of such points, the order on the ranking list is determined by the total number of points awarded for documented academic and other achievements indicated by the candidates;
 - 4) the interview shall be conducted in Polish. In the case of foreign candidates the interview shall be conducted in English;
 - 5) the meeting of the admissions committee, including the interview, may be conducted with the use of information technology ensuring the control of the process, the transmission of the meeting in real time between the participants, and enabling the secrecy of the vote to be ensured if the vote is conducted in such a manner. The decision to hold a meeting in this manner shall be taken by the chairperson of the admissions committee in agreement with the director of the doctoral school.
2. The admission process (primary admission process) may be conducted in a two-stage form, in accordance with the appendix to these rules of admission, whereby:
- 1) at the first stage the research project, scientific activity and other achievements indicated by the candidate are evaluated, with the grade of the diploma of the second-degree studies or of the uniform master's degree studies taken into account; the maximum number of points to be achieved is 50;
 - 2) at the second stage an interview is evaluated; candidates who obtain no less than 60% of the maximum number of points attainable at the first stage are admitted to the second stage, with the proviso that the number of candidates admitted to this stage may not be more than twice the maximum number of candidates that can be admitted to the school in the discipline concerned. The number of candidates admitted shall be increased accordingly in the event of an identical number of points obtained by several candidates.
3. Candidates in the primary admission process who have been refused admission to the doctoral school for the academic year 2023/2024, are not entitled to participate in the supplementary admission process referred to in §1, section 4 in the same discipline in the academic year 2023/2024.

§10

1. The admission process shall take into account:
 - 1) the grade from the diploma of the second-degree studies, uniform master's degree studies, not more than 10 points; in the case of candidates who apply for admission on the basis of the highest quality of scientific achievements (e.g. "Pearls of Science"); 10 points;

- 2) an evaluation of the candidate's academic activity and achievements to date; the candidate shall indicate for evaluation a maximum of three documented academic achievements, in line with the criteria for the candidate's achievements adopted by the admissions committee for the discipline concerned; not more than 15 pts;
 - 3) other documented activity of the candidate; the candidate shall indicate for the evaluation up to three achievements complying with the criteria for the candidate's achievements adopted by the admissions committee for the given discipline; not more than 5 points
 - 4) the result of the interview, with the scope of the interview including:
 - a) the candidate's knowledge and competences relevant to the research to be undertaken and appropriate to the scientific discipline indicated,
 - b) elements of research methodology appropriate to the discipline indicated; no more than 50 points can be obtained for the interview; the maximum duration of the interview is 30 minutes
 - 5) evaluation of the research project prepared for the admission process, and in the case of admission in connection with the implementation of the research project - the author's concept of the implementation of the grant project (maximum 20 points) with particular emphasis on:
 - a) the ability to formulate the research objective and present the research problem;
 - b) the research idea and the ability to propose a solution;
 - c) methodology appropriate to the discipline indicated;
 - d) knowledge of the state of the research with a primary bibliography.
2. The admissions committee shall establish the criteria for evaluating a candidate's performance in the admission process within 14 days of the start of the committee's term of office. The criteria shall be published on the website of the doctoral school. In the case of admission in connection with a research project, the criteria adopted for the discipline shall apply.

§11

1. Candidate with a disability may request that the form of the interview be adapted to their needs due to the disability, whereby the adapted form does not imply an exemption from the interview, but is only intended to level the playing field.
2. In justified cases, candidates with a disability shall be entitled to an extension of the interview time.
3. Candidates with a disability submit a request to adapt the form of the interview to their needs together with a current certificate of disability and the documents referred to in §8.
4. The chairperson of the admissions committee shall agree to the interview in the adapted form after consulting the representatives of students with disabilities.

§12

1. The admission fee is PLN 300 or EUR 75. A candidate who applies for admission to a doctoral school in more than one discipline shall pay an admission fee separately for each discipline.
2. The admission fee shall be paid to the University's account via the IRK system.
3. Only candidates who have paid the admission fee shall be admitted to the admission process.

§13

1. A candidate who has been qualified for admission to the doctoral school shall submit the following documents in hard copy, at the place and date indicated by the director of the doctoral school:
 - 1) a printed and signed registration form downloaded from the IRK system;
 - 2) a 35 mm x 45 mm colour photograph;
 - 3) a statement of not planning to study at another doctoral school and not having a doctoral degree;
 - 4) a copy of a higher education diploma confirming the attainment of a qualification at level 7 of the Polish Qualifications Framework or, in the case of graduates from the academic year 2022/2023 who have not yet been awarded a diploma, a certificate confirming the attainment of a qualification at level 7 of the Polish Qualifications Framework. In the case of candidates who apply for admission to doctoral school on the basis of the highest quality of academic achievements, the following is required respectively: for graduates of first-degree studies, a diploma of completion of these studies together with a supplement, and for students after the 3rd year of uniform master's studies, a certificate of the average point score obtained from years 1-3 together with a transcript;
 - 5) a diploma supplement (in the case of two-cycle studies, a supplement for first- and second-cycle studies);
 - 6) a printout of the proposal of the author's research project attached earlier in the IRK system, and in the case of admission in connection with the implementation of the research project - the author's concept of implementation of the grant project.
2. Candidates who obtained the necessary education outside the territory of the Republic of Poland shall submit the documents specified in §8 section 4.

§14

The admission process is carried out in accordance with the schedule set out in the appendix to these rules of admission.

Admission process and schedule for the various doctoral schools

Doctoral School of Languages and Literatures

Disciplines within which admission takes place:

Linguistics
Literary Studies

Form of admission process: One-stage admission process:

Schedule

- acceptance of documents: 16 to 25 August 2023
- admission process in the discipline of literary studies: 11 to 15 September 2023
- admission process in the discipline of linguistics: 18 to 21 September 2023
- announcement of the list of candidates qualified for admission: 29 September 2023
- submission of paper documents as indicated in §13: from 2 to 4 October 2023.

Doctoral School of Humanities

Disciplines within which admission takes place:

Archaeology
Philosophy
History
Culture and religious studies
Arts studies
Theology

Form of admission process: Two-stage admission process:

Stage I: evaluation of the candidate's research project and scholarly activity;
Stage II: interview.

Schedule

- acceptance of documents: from 22 to 24 August 2023
- admission process: from 4 to 8 September 2023
- announcement of the list of candidates qualified for admission: 19 September 2023
- submission of paper documents as indicated in §13: 21-22 September 2023

Doctoral School of Social Sciences

Disciplines within which admission takes place:

Social and Economic Geography and Spatial Management

Communication and Media Studies

Political Science and Public Administration

Law

Sociology

Pedagogy

Psychology

Form of admission process: One-stage admission process.

Schedule

- acceptance of documents (for all disciplines except for the discipline of pedagogy): from 24 July to 3 August 2023
- acceptance of documents for the discipline of pedagogy: from 20 July to 3 August 2023
- admission process: 4 September to 8 September 2023
- announcement of the list of candidates qualified for admission: 18 September 2023.
- submission of paper documents as indicated in §13: from 25 to 28 September 2023.

Doctoral School of Exact Sciences

Disciplines within which admission takes place:

Astronomy

Computer Sciences

Mathematics

Chemical Sciences

Physical Sciences

Form of admission process: One-stage admission process

Schedule

- acceptance of documents: 10 to 17 July 2023
- admission process: from 4 to 8 September 2023
- announcement of the list of candidates qualified for admission: 13 September 2023
- submission of paper documents as indicated in §13: from 18 to 20 September 2023

Doctoral School of Natural Sciences

Disciplines within which admission takes place:

Biological Sciences

Earth and Related Environmental Sciences

Form of admission process: Two-stage admission process:

Stage I: evaluation of the candidate's research project and scientific activity;

Stage II: interview.

Schedule

- acceptance of documents: from 3 to 7 July 2023
- admission process: from 17 to 21 July 2023
- announcement of the list of candidates qualified for admission: 31 July 2023
- submission of paper documents as indicated in §13: from 1 to 29 September 2023