

## **Regulations**

### **Doctoral School of Adam Mickiewicz University, Poznań**

#### **I. General provisions**

##### §1

1. Adam Mickiewicz University in Poznań as an academic university provides education for doctoral students within the framework of a doctoral school.
2. The education of doctoral students prepares them for the award of the academic degree of *doktor* and is based on the curriculum and individual research plan.
3. It is also possible to prepare a doctoral dissertation extramurally (outside the doctoral school) in accordance with the provisions of applicable law, in particular the Act.
4. Within the meaning of the Act, the University is the entity which awards the doctoral degree.

##### §2

1. The School shall operate under the name: Szkoła Doktorska Uniwersytetu im. Adama Mickiewicza w Poznaniu.
2. The English name of the school is: Doctoral School of Adam Mickiewicz University, Poznań.

##### §3

1. The School shall provide doctoral programs in scientific and artistic disciplines defined in accordance with the regulation, the list of which is contained in an appendix to these Regulations.
2. The academic degree of *doktor* may be awarded in the field of science in the situations provided for in the Act.
3. The academic degree of *doktor* in a given discipline shall be conferred by the scientific council for that discipline, and the degree of *doktor* in a given branch of science [Pol. *dziedzina nauki*] shall be conferred by the senate.
4. No fees shall be charged from doctoral students enrolled in the doctoral school.
5. In the event when any doctoral program in a given branch of science or discipline is discontinued, the university shall provide doctoral students preparing their doctoral dissertation with an opportunity to continue their education in another doctoral school. As far as possible, the university shall take into account the doctoral schools indicated by the doctoral student.

##### §4

The terms used in the regulations shall mean:

- 1) Act - the Act of 20 July 2018 Law on Higher Education and Science;
- 2) Regulation - Regulation of the Minister of Science and Higher Education of 20 September 2018 on the branches of science and scientific disciplines and artistic disciplines;
- 3) University - Adam Mickiewicz University in Poznań;
- 4) statutes - statutes of Adam Mickiewicz University in Poznań adopted on the basis of the provisions of the Act;
- 5) deputy rector - deputy rector in charge of the Doctoral School of Adam Mickiewicz University, Poznań;
- 6) school - Doctoral School of Adam Mickiewicz University, Poznań;
- 7) senate - Senate of Adam Mickiewicz University in Poznań;
- 8) doctoral student - a person studying at the doctoral school and registered on the doctoral student list who has taken the pledge;

- 9) Regulations - Regulations of the Doctoral School of Adam Mickiewicz University, Poznań;
- 10) academic tutor - a dissertation supervisor or dissertation supervisors or a dissertation supervisor and auxiliary supervisor fulfilling the conditions specified in the Act, exercising scientific supervision over the preparation of a doctoral dissertation;
- 11) Rector - Rector of Adam Mickiewicz University in Poznań;
- 12) self-government - the Self-Government of Doctoral Students of Adam Mickiewicz University in Poznań;
- 13) Student Court - Student Court of the Student Self-Government of Adam Mickiewicz University in Poznań.

## II. Organization of the doctoral school

### §5

1. A doctoral school shall be managed by a deputy rector.
2. Within a doctoral school, there shall be sections of it, doctoral schools of schools representing a particular branch of science [Pol. sg. *szkoła dziedzinowa*] (hereinafter – **graduate centers**) or community doctoral schools.
3. Doctoral schools run jointly with entities defined in the Act may be established within a doctoral school.
4. The school shall exercise administrative supervision over the activities of the section.
5. The doctoral school of a graduate centre and the doctoral school as defined in section 3 shall be managed by a director.
6. The director of a doctoral school of a graduate centre shall be appointed by the rector on a proposal from the deputy rector after consultation with the senate and the council of a given graduate centre, if any.
7. The director of the doctoral school of a graduate centre may be a person employed in a higher education institution and holding at least the academic degree of *doktor habilitowany*.
8. In particular, the deputy rector shall:
  - 1) supervise doctoral student education, including the implementation of the curriculum [Pol. *program kształcenia*] and individual research plan [Pol. *indywidualny plan badawczy*], as well as education of persons applying for the academic degree of *doktor extramuralny*;
  - 2) organize the admission process for doctoral schools;
  - 3) monitor the quality of education at the doctoral school and the quality of academic supervision;
  - 4) issue administrative decisions related to doctoral student education within the scope defined by the rector;
  - 5) manage the allocated funds in line with the powers granted, in accordance with the rules laid down by the rector;
  - 6) establish a mid-term evaluation committee in consultation with the competent scientific council for the discipline;
  - 7) supervise mid-term evaluations and their organization;
  - 8) make decisions related to doctoral student education;
  - 9) cooperate with the scientific council of disciplines and the dean to the extent related to doctoral student education and also as regards the appointment of academic tutors;
  - 10) cooperate with the social and economic community in the field of doctoral student education;
  - 11) support fundraising through grants and national and international mobility of doctoral students;
  - 12) supervise doctoral programs commenced before the academic year 2019/2020;
  - 13) coordinate the work of the doctoral school scientific council;
  - 14) prepare the doctoral school for evaluation;

15) cooperate with the doctoral student self-government.

#### §6

1. A doctoral school shall have a doctoral school scientific council.
2. The scientific council of a doctoral school shall be appointed by the rector.
3. The members of the doctoral school's scientific council shall include:
  - 1) the competent deputy rector in his capacity as chairman;
  - 2) the director of the doctoral school of a graduate centre;
  - 3) the director of the doctoral school referred to in Article 5, section 3;
  - 4) one representative of each graduate centre elected by the senate; the representative may be a person holding at least the academic degree of *doktor habilitowany*;
  - 5) one representative of the doctoral student self-government.
4. Members of the doctoral school scientific council may also include persons from outside the University who hold at least a doctoral degree; such persons may constitute maximum 30% of the council's membership.
5. The rector shall appoint the members of the scientific council referred to in section 4 on a proposal from the deputy rector.

#### §7

1. The tasks of the doctoral school's scientific council shall include:
  - 1) developing and monitoring the implementation of the development strategy and the rules governing the operation of the doctoral school;
  - 2) ensuring the high quality of the doctoral student education process and the doctoral dissertations prepared by doctoral students;
  - 3) expressing an opinion on the regulations of the doctoral school;
  - 4) expressing an opinion on the number of persons admitted to the doctoral school;
  - 5) ensuring high quality of admissions to the doctoral school, and in particular expressing an opinion on the admission principles and criteria;
  - 6) expressing opinions to the senate on matters concerning doctoral student education, including curricula and the qualifications of academic staff providing education at doctoral schools;
  - 7) defining guidelines and rules for the preparation of doctoral students' individual research plans, as well as the manner of their approval;
  - 8) expressing an opinion on the principles for conducting the mid-term evaluation;
  - 9) considering a doctoral student's appeal against a negative mid-term evaluation.

#### §8

1. The responsibilities of the director of the doctoral school of a graduate centre shall include in particular:
  - 1) supervising doctoral student education in the doctoral school of a graduate centre;
  - 2) defining specific rules for admission in order to implement a resolution of the senate, specific for a given branch of science or discipline, and supervising the admission process;
  - 3) proposing staff to teach particular courses of the curriculum and establishing the timetable for the program of study, which should be published by 30 September each year, in consultation with the council of the graduate centre, if any;
  - 4) cooperating with the deans and the councils of scientific disciplines in identifying candidates for the position of academic tutor;
  - 5) appointing candidates to the mid-term evaluation committee in consultation with the relevant scientific council of the discipline;
  - 6) cooperating with the self-government.
2. The director of the doctoral school of a graduate centre shall be accountable to the deputy rector for the performance of the duties assigned to him/her.

3. The provisions of section 1 and section 2 shall apply accordingly to the director of the doctoral school as defined in § 5 section 3.

### III. Rights and obligations of doctoral students

#### §9

1. Admission to the doctoral school takes place by way of a competition on the terms and conditions specified by the senate.
2. Candidates shall be admitted to the doctoral school and registered as doctoral students upon the publication of the results of the competition referred to in section 1.
3. A person enrolled in a doctoral school shall acquire the rights of a doctoral student following expression of a statement of responsibility. The text of the statement of responsibility shall be laid down in the Statutes.
4. An administrative decision shall be required to deny enrollment in a doctoral school. Such decision may be appealed against and each candidate shall have the right to request its reconsideration.

#### §10

The rights and duties of a doctoral student shall be as laid down in:

- 1) the Act and other generally applicable provisions;
- 2) the Statutes or other internal regulations of the University;
- 3) the Regulations,

where the provisions of the Statutes shall be interpreted in accordance with the law or other mandatory provisions and the Regulations shall not, in addition, be interpreted in contravention of the provisions of the Statutes or of other internal regulations of the University.

#### §11

Doctoral students shall in particular have the right to

- 1) establish a doctoral student self-government in accordance with the rules laid down in the Statutes;
- 2) prepare and submit a doctoral dissertation in order to initiate proceedings for the award of the academic degree of *doktor*;
- 3) receive benefits pursuant to the rules laid down in separate legislation, in particular a doctoral scholarship;
- 4) be accommodated in a student dormitory of a higher education institution pursuant to the rules laid down in separate legislation;
- 5) apply for student loans pursuant to the rules laid down in separate legislation;
- 6) obtain a doctoral student identity card;
- 7) extend the deadline for submitting a doctoral dissertation in accordance with the rules laid down in the regulations;
- 8) obtain financial support from the University to conduct research pursuant to the rules laid down in the legislation;
- 9) use the infrastructure of the University on principles equivalent to those of academic staff;
- 10) change the dissertation supervisor or dissertation supervisors;
- 11) associate in doctoral student organizations in accordance with the rules laid down in the Statutes;
- 12) resign from education in accordance with the procedure laid down in the Regulations.

#### §12

A doctoral student shall in particular be obliged to:

- 1) comply with the provisions of universally applicable law, Statutes, university internal acts, regulations and the statement of responsibility made by doctoral students;

- 2) prepare and implement an individual research plan within the agreed time limits;
- 3) timely complete the curriculum;
- 4) report annually to the academic tutor on the progress in the performance of the duties referred to in points 2 and 3;
- 5) make a statement for the evaluation of scientific activities, provided that the doctoral student is asked to contribute to the evaluation of the university;
- 6) provide information necessary for the university to comply with its obligation to enter data into the POL-on system referred to in the Act, within time limits enabling the performance of such obligations;
- 7) cooperate with the academic tutor;
- 8) submit to a mid-term evaluation;
- 9) submit a doctoral dissertation;
- 10) study at only one doctoral school;
- 11) immediately inform about any change in the identification data (name, surname, address).

### §13

1. The education of a doctoral student shall end with the submission of a doctoral dissertation.
2. A doctoral student shall be struck off the list of doctoral students in the event of:
  - 1) a negative result of the mid-term evaluation;
  - 2) failure to submit the doctoral dissertation within the time limit laid down in the individual research plan;
  - 3) resignation from education.
3. A doctoral student may be struck off the list of doctoral students in the event of:
  - 1) unsatisfactory progress in the preparation of a doctoral dissertation;
  - 2) conduct contrary to the Regulations or lack of progress in the implementation of the curriculum and the individual research program;
  - 3) removal from the list of doctoral students shall be effected by an administrative decision; each doctoral student may request reconsideration of the decision;
4. Doctoral students, who have decided to discontinue their education at the doctoral school, shall submit their resignation to the deputy rector in charge of the doctoral school.

### §14

1. A doctoral student shall submit a report on the progress of the implementation of the curriculum and the progress of work included in the individual research plan by 15 September of each academic year to the director of the graduate centre of the doctoral school.
2. The report shall be approved by the academic tutor.

## **IV. Method of appointing and changing the dissertation supervisor or supervisors or the dissertation supervisor and auxiliary supervisor**

### §15

1. Academic supervision over the preparation of the doctoral dissertation shall be exercised by at least one dissertation supervisor.
2. Within three months of the date of the commencement of the doctoral program, the deputy rector shall appoint, at the application of a doctoral student, an academic tutor.
3. The application referred to in section 2 shall include
  - 1) a proposal of persons to act in the capacity of academic tutor during the preparation of the doctoral dissertation, together with a justification;
  - 2) the consent of the persons referred to in section 1 to take up the function of the academic tutor.
4. The deputy rector shall appoint a person to perform the function of the dissertation supervisor after consultation with the competent dean and the competent scientific council

of the discipline from among the persons who have consented to take up the function of the dissertation supervisor.

5. In the absence of the consent referred to in section 3, subsection 2, the deputy rector shall appoint a person to perform the function of the dissertation supervisor after consultation with the competent scientific council of the discipline.
6. In the event of a change of the dissertation supervisor, the procedure set forth in sections 3-5 shall apply accordingly.
7. In the event of the appointment of the dissertation supervisor or auxiliary supervisors, the procedure set forth in sections 3 to 5 shall apply accordingly.

#### §16

Detailed guidelines on how to appoint and change the dissertation supervisor / dissertation supervisors shall be laid down by the Senate.

### **V. Conditions for extending the deadline for submitting the doctoral dissertation**

#### §17

1. The education of the doctoral student shall end with the submission of the doctoral dissertation within the time limit laid down in the individual research plan.
2. The deputy rector, in consultation with the director of a graduate centre of the doctoral school, may, at the request of the doctoral student and after consultation with the dissertation supervisor or dissertation supervisors, or dissertation supervisor and auxiliary supervisor, once extend the deadline for submission of the doctoral dissertation by a period justified by documented circumstances, but not longer than 2 years, taking into account:
  - 1) temporary incapacity to pursue education due to illness,
  - 2) the need to exercise personal care over the sick member of the family,
  - 3) the custody of a child up to 4 years of age,
  - 4) other circumstances justifying the extension and preventing or significantly hindering the submission of the dissertation on time, in particular those related to delays in the implementation of the individual research plan.
3. The application for an extension of the deadline for the submission of the doctoral dissertation shall include relevant documentation, justifications and the definition of the expected date for the submission of the doctoral dissertation. The said application may be filed at least six months before the planned date for the submission of the doctoral dissertation.
4. In justified cases, the rector may extend the deadline for submitting the doctoral dissertation again, provided that all periods of extension do not exceed two years in total.

### **VI. Education at the doctoral school**

#### §18

1. The duration of a doctoral program at the doctoral school shall be eight semesters.
2. The curriculum shall be established by the senate after consultation with the doctoral student self-government.
3. The framework curriculum at the doctoral school includes a catalogue of class modules and a timetable for their implementation and verification of learning outcomes.
4. The framework curriculum shall include compulsory modules, elective compulsory modules and optional modules.
5. Within one month from the beginning of the academic year, a doctoral student shall be obliged to present an individual path of study of the courses currently offered by the doctoral school within the framework curriculum.
6. The doctoral student, after obtaining the consent of the dissertation supervisor and the director of the graduate centre of the doctoral school, may take classes outside the home organizational unit of the university.

7. Active participation of the doctoral student in the "doctoral forum" after the end of each year during the first three years of education on the terms specified by the deputy rector in charge of the doctoral school is also an element of the curriculum.
8. The framework curriculum together with the current courses offered by the doctoral school shall be made available to doctoral students in electronic form on the school's website and shall be available in printed form in the school office.
9. Examinations and credits in courses covered by the curriculum may end with a "pass" or "fail" grade or a grade awarded according to the following scale:
  - 1) very good (5),
  - 2) good plus (4+),
  - 3) good (4),
  - 4) satisfactory plus (3+),
  - 5) satisfactory (3),
  - 6) unsatisfactory (2).

If a "pass"/"fail" scheme is used, the "pass" grade is synonymous with the very good (5) grade and the "fail" grade is synonymous with the unsatisfactory (2) grade.
10. The results of examinations and credits referred to in section 7 shall be communicated to doctoral students not later than 14 days after the examination or credit date, in writing or by entering the grade in the appropriate IT system.
11. If the doctoral student obtains an "unsatisfactory" grade or a "fail" grade, they shall be entitled to a credit award procedure or a repeat examination which may not be conducted earlier than seven days after the date of publication of the results of the first examination or credit.
12. The content of the courses offered under the framework curriculum shall be supervised by the school's scientific council.
13. In consultation with the academic tutor, the doctoral student shall prepare an individual research plan, including in particular a schedule for the preparation of the doctoral dissertation, and submit it to the deputy rector in charge of the doctoral school within 12 months of the date of the commencement of education.
14. If the doctoral dissertation covers scientific issues from more than one discipline, the plan shall indicate the proposed discipline in which the degree of *doktor* would be awarded or information that it is not possible to indicate such discipline with justification.
15. An individual research plan shall include a description of the research tasks and their schedule, a list of proposed national or international placements, a plan for the preparation of scientific publications, conference speeches, grant applications and a deadline for the submission of the doctoral dissertation.
16. In consultation with the academic tutor, a doctoral student may apply to the deputy rector to change an individual research plan.
17. Amendments to the individual research plan shall require approval in accordance with the procedure laid down by the scientific council of the doctoral school.

#### §19

A motion to transfer a doctoral student to a school from another doctoral school shall be considered by the deputy rector taking into account:

- 1) the curriculum to be implemented;
- 2) the individual research plan, if any;
- 3) the previous research achievements of the doctoral student.

### **VII. Method of conducting the mid-term evaluation**

#### §20

1. The mid-term evaluation shall be conducted at the end of the fourth semester of the education period, on the terms specified by the deputy rector, taking into account the provisions of the Statutes and these Regulations.

2. The mid-term evaluation shall be carried out by the mid-term evaluation committees of the doctoral school graduate centers.
3. The criteria for the mid-term evaluation shall be defined by the deputy rector in consultation with the appropriate scientific council of the discipline.
4. The committee for the mid-term evaluation shall be appointed by the deputy rector, in consultation with the dean/chairman of the relevant scientific council of the discipline, from among candidates proposed by the scientific council of the discipline.
5. A representative of the Adam Mickiewicz University Doctoral Student Self-Government may participate in the meetings of the mid-term evaluation committee as an observer.
6. As part of the mid-term evaluation, the implementation of an individual doctoral student's research plan is evaluated.
7. The mid-term evaluation shall also include an assessment of the progress in the implementation of the curriculum.
8. The mid-term evaluation shall end with a positive or negative result. The result of the evaluation together with its justification shall be public and shall be published in the Public Information Bulletin.
9. A doctoral student may appeal from the negative mid-term evaluation to the doctoral school council within 14 days of the date on which the results of the evaluation were published.

### **VIII. Extramural mode**

#### **§21**

1. The doctoral dissertation may be prepared extramurally.
2. Before instituting proceedings for the conferment of the academic degree of *doktor*, a person applying for the academic degree of *doktor* under the extramural procedure shall submit an application for the appointment of an academic tutor. The provisions of §15 and §16 shall apply accordingly.
3. A person referred to in section 2 shall submit an application for the initiation of proceedings for the award of the academic degree of *doktor* to the scientific council of the discipline through the intermediary of the deputy rector, who shall verify the application with respect to the fulfillment of the requirements for the award of the degree of *doktor*, in particular with respect to the achievement of learning outcomes for the qualifications at the PRK 8 level, taking into account the method of verification defined by the Senate in accordance with the provisions of the Act. In the case of a negative assessment of the application, the deputy rector refuses to initiate the proceedings.
4. In order to perform the task specified in section 3, the deputy rector may appoint a commission or consult experts, also from outside the University.

### **IX. Doctoral education documentation**

#### **§22**

1. Documentary evidence of the education at the doctoral school shall be provided by
  - 1) "doctoral student file" containing, *inter alia*, documents required from the candidate, documents concerning the course of study, documents concerning financial assistance and documents related to the completion of education;
  - 2) resolutions of the Senate and decisions of the rector;
  - 3) decisions of the deputy rector in charge of the doctoral school and the director of the graduate centre of the doctoral school and the director of the doctoral school as defined in §5 section 3;
  - 4) resolutions and other documents of the school's scientific council;
  - 5) documentation of the university disciplinary committee for doctoral students and the university disciplinary appeals committee for doctoral students;
  - 6) other documents related to the performance of the tasks referred to in §5 section 8.



2. The documentation of education at the doctoral school shall be kept by competent units of central administration specified in the organizational regulations, taking into account the obligation to update, archive and delete data in the POL-on Integrated System for Higher Education and Science.

#### §23

1. The tasks of the school office include, but are not limited to
  - 1) administrative support for the tasks performed by the deputy rector in charge of the doctoral school;
  - 2) administrative support for the directors of the graduate centers of the doctoral school and correspondence related to the activities of the school;
  - 3) preparation of the necessary documentation for the Senate;
  - 4) secretarial services at the meetings of the school's scientific council;
  - 5) secretarial services at the meetings of disciplinary committees for doctoral students;
  - 6) cooperation with the Rector's Representative for Financial Assistance (FMP);
  - 7) cooperation with the Adam Mickiewicz University Representative for Foreign Doctoral Students;
  - 8) reporting (USOS, POLon, rankings, etc.);
  - 9) cooperation with dean's offices/offices of scientific discipline councils;
  - 10) cooperation with the doctoral student self-government;
  - 11) assigning album numbers in the USOS system;
  - 12) providing health insurance services for doctoral program participants (ZUS);
  - 13) cooperation with the relevant entity in the area of issuing an electronic doctoral student card (ELD);
  - 14) support for the Social Department in the allocation of rooms in student dormitories;
  - 15) organization of health and safety training for doctoral students in cooperation with the OHS Inspectorate.

### **X. Final and transitional provisions**

#### §24

1. Doctoral students who commenced doctoral programs before the academic year 2019/2020 shall be subject to the Regulations of doctoral programs in the version in force as of 1 October 2015 and to the provisions of the Act on Higher Education of 27 July 2005 - The Law on Higher Education until the completion of such programs, however, not later than 31 December 2023, subject to the provisions introducing the Act.
2. The rules for determining the amount of the fee for the procedure for the award of the academic degree of *doktor* under an extramural procedure and for exemption from that fee shall be laid down by the Senate in a separate resolution, taking into account the possibility of full exemption from the fee for persons who commenced doctoral programs before 1 October 2019. The fee waiver may only apply to the period ending on 31 December 2024.
3. Substantive supervision over doctoral programs as from 1 October 2019 shall be exercised by the deputy rector.
4. Detailed rules for the operation of self-government in doctoral schools and doctoral programs shall be laid down in the Regulations for the Self-Government of Doctoral Students of Adam Mickiewicz University.
5. Until such time as the regulations for the functioning of the self-government within the doctoral school have been adopted, the self-government shall function on the basis of the rules in force at the time.

**Appendix to the Regulations of the Doctoral School of Adam Mickiewicz University,  
Poznań of 27 May 2019**

**List of disciplines**

**Humanities in disciplines:**

- archaeology
- philosophy
- history
- linguistics
- literature studies
- cultural and religious sciences
- art sciences

**Social sciences in disciplines:**

- socio-economic geography and spatial planning
- social communication and media sciences
- political and administrative sciences
- legal sciences
- sociological sciences
- pedagogy
- psychology

**Exact sciences and natural sciences in disciplines:**

- astronomy
- computer science
- math
- biological sciences
- chemical sciences
- physical sciences
- Earth and environmental sciences

**Theological sciences in discipline:**

- theological sciences