

Principles of admission to the Doctoral School of Adam Mickiewicz University, Poznań in the academic year 2019/2020

§1

1. Admission to the Doctoral School of Adam Mickiewicz University, Poznań, hereinafter referred to as the Doctoral School, takes place by way of a competition. Acceptance of candidates for the first year of education at the Doctoral School is based on the results of the admission procedure.
2. The aim of the admission procedure is to identify the best candidates for education at the Doctoral School by evaluating their current knowledge, skills and achievements, the research proposal presented by candidates, and the results of the interview.
3. Doctoral candidates must hold a master's degree, master's degree in engineering or equivalent. In exceptional cases, when candidates can prove scientific achievements of top quality, eligible candidates may also include graduates of first-cycle master's degree programs [Pol. *studia pierwszego stopnia*] or students who have completed the third year of one-cycle master's degree program [Pol. *jednolite studia magisterskie*].
4. The results of the competition, including the number of points obtained at each stage of the admission procedure, shall be public.

§2

The admission procedure for the Doctoral School shall be conducted in the seat of the higher education institution, i.e. in Poznań, taking into account the possibility specified in §8 section 4.

§3

1. The admission procedure for the Doctoral School is conducted by the Admission Committee and Selection Panels.
2. The chair, deputy chair and members of the Admission Committee shall be appointed by the rector at the request of the deputy rector in charge of doctoral student education.
3. The Admission Committee shall be composed of academic staff holding at least the academic degree of *doktor habilitowany*, representing all doctoral schools of graduate centers [Pol. *sg. szkoła dziedzinowa*], two from each doctoral school of the graduate center and two representatives of doctoral students designated by the competent doctoral student self-government body.
4. The chair of the Admission Committee shall appoint the secretary of the Admission Committee. The secretary may be appointed from among the members of the Admission Committee.
5. Work on the Admission Committee and the Selection Panels shall be remunerated.

§4

Responsibilities of the Admission Committee:

- 1) notifying candidates of the date and place of the admission procedure,
- 2) appointing members of selection panels, including the chair, from among academic staff delegated by the deans and doctoral students delegated by the competent body of the doctoral student self-government,
- 3) supervising the selection procedure conducted by the teams referred to in §5,
- 4) preparing lists of successful doctoral candidates,
- 5) preparing admission letters and sending them to successful doctoral candidates,
- 6) preparing draft decisions on refusal to admit doctoral candidates and serving such decisions on unsuccessful candidates.

§5

1. The admission procedure shall include a selection procedure before selection teams within the scope of scientific disciplines, in which the education at the Doctoral School will take place.
2. The selection team shall consist of academic staff holding at least the degree of *doktor habilitowany* and representing the scientific discipline within which the selection team has been established.
3. The selection team shall consist of 5-9 persons.
4. The meeting of the selection team may be attended by a representative of doctoral students designated by the competent doctoral student self-government body. Doctoral students participating in the meeting shall not have the right to vote.
5. The selection procedure shall be recorded in the minutes. The minutes shall be forwarded to the Admission Committee immediately after the procedure completion.

§6

Responsibilities of the selection teams:

- 1) deciding on admission of candidates to the admission procedure,
- 2) conducting a selection procedure,
- 3) determining the number of points awarded to the candidates in the admission procedure,
- 4) formulating recommendations for the Admission Committee regarding the selection of candidates.

§7

1. Doctoral candidates shall submit:
 - 1) cover letter with an indication of the scientific discipline in which they would like to obtain the academic degree of *doktor*,
 - 2) personal questionnaire whose specimen shall be prepared and made available by the Doctoral School,
 - 3) CV with documented scientific and other achievements as indicated in the list of documents,
 - 4) preliminary proposal of the research project (up to 8 pages of the standard typescript),
 - 5) copy of the diploma of graduation from a higher education institution confirming that the second cycle degree has been obtained, and in the case of graduates completing their education in the academic year 2018/2019 a certificate of graduation confirming completion of second cycle education in the academic year 2018/2019. Beneficiaries of the Diamond Grant Program shall also submit the Minister's decision on the allocation of funds for the implementation of the research project,
 - 6) the Diploma Supplement (in the case of two-cycle programs - from first-cycle and second-cycle programs),
 - 7) 35 mm x 45 mm color photograph,
 - 8) 20 x 25 mm color photograph, with a resolution of at least 300 dpi (on an electronic data medium),
 - 9) consent to the processing of personal data for the purposes of the admission procedure,
 - 10) confirmation of payment of the admission fee.
2. Persons who have obtained the necessary education outside the territory of the Republic of Poland shall submit additionally:
 - 1) scan of the document confirming their education (a copy) in the original language and a certified translation into, respectively, English or Polish, together with the supplement,
 - 2) scan/copy of the passport.

§8

Admission procedure general principles:

- 1) the maximum number of points which candidates may be awarded is 100,
- 2) only candidates who have been short listed and who have been awarded at least 60 points shall be admitted; the number of candidates admitted for the doctoral program of a given scientific discipline is limited and decided by the Admission Committee,
- 3) the interview may be conducted in a language other than Polish,
- 4) in justified cases, the interview may be conducted by means of distance communication indicated by the Admission Committee.

§9

The Admission Committee and selection teams shall make decisions on the admission of doctoral candidates on the basis of:

- 1) the grade awarded for the completion of the second cycle master's degree program or one-cycle master's degree program and featured in the diploma - maximum 10 points,
- 2) evaluation of the candidate's current research work and scientific achievements on the basis of the CV and cover letter; doctoral candidates may indicate a maximum of three documented scientific achievements for evaluation - maximum 15 points,
- 3) other documented activities of the candidate supported with a maximum of three achievements indicated by the candidate - maximum 5 points,
- 4) the result of the interview; the interview shall cover:
 - a) the candidate's knowledge and competence relevant to the intended research and to the discipline covered,
 - b) the elements of the research methodology relevant to the discipline in question. Maximum 50 points may be awarded for the interview; the maximum duration of the interview may be 30 minutes.
- 5) the preliminary proposal for the research project - maximum 20 points; the following will be evaluated in particular:
 - a) the ability to formulate the research aim and to present the research problem;
 - b) the novelty and originality of the research idea and the ability to propose a solution;
 - c) the methodology appropriate to the discipline in question;
 - d) knowledge of the state of research, including basic bibliography, relevant to the achievement of the stated research aims.

§10

1. Persons with disability may apply to have the interview adapted to their needs; adaptation of the interview does not mean dismissal from the interview, but is intended only to ensure equal opportunities.
2. In justified cases, persons with disability have the right to an extension of the interview time by 50%.
3. In matters relating to the admission procedure, persons with disability shall notify their needs to the staff of the Disability Office no later than 14 days before the interview.
4. A final decision regarding the adapted interview shall be made by the chair of the Admission Committee upon request of the candidate and the opinion of the Disability Office.

§11

1. The admission fee for admission to the Doctoral School is PLN 200 or the equivalent in EURO.
2. The fee should be paid to the bank account of the University.
3. Only persons who have paid the admission fee will be admitted to the admission procedure.

§12

The rules for admission set out above shall apply throughout the academic year 2019/2020 and in particular in the event when funds for the education of doctoral students have been raised from external sources, including research projects.

Admission procedure schedule

Submission of documents: 20 June - 31 July 2019

Admission procedure: 2 September - 11 September 2019

- publication of a short list: 13 September 2019
- publication of the list of candidates admitted to the Doctoral School: 16 September 2019.

In the event when funds for the education of doctoral students have been raised from external sources, including research projects, the admission may take place on dates other than those indicated above.