

Resolution No. 173/2025/2026
of the Senate of Adam Mickiewicz University, Poznań
of 25 May 2026
on the procedure for conferring the doctoral degree

Pursuant to Article 192(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, consolidated text, as amended) and the Act of 3 July 2018 – Introductory Provisions for the Act – Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended), the Senate resolves as follows:

Chapter I
General provisions

§ 1

Whenever this Resolution refers to:

- 1) the Act, this shall mean the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, consolidated text, as amended);
- 2) the University, this shall mean Adam Mickiewicz University, Poznań;
- 3) the Senate, this shall mean the Senate of the University;
- 4) the scientific council of the discipline, this shall mean a body of the University established pursuant to Article 17(2) in conjunction with Article 28(4) of the Act;
- 5) the Vice-Rector, this shall mean the Vice-Rector responsible for doctoral candidates of the University;
- 6) the doctoral committee, this shall mean the committee appointed to carry out procedural steps in proceedings concerning the conferment of the doctoral degree;
- 7) the PQF, this shall mean the Polish Qualifications Framework.

§ 2

This Resolution regulates the procedure for conferring the doctoral degree at the University for persons who:

- 1) have prepared a doctoral dissertation as part of doctoral studies;
- 2) are applying for the conferment of the doctoral degree in extramural mode;

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- 3) commenced doctoral studies before the academic year 2019/2020 and are applying for the conferment of the doctoral degree under the rules laid down in the Act.

§ 3

1. A doctoral dissertation may take the form of a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological, implementation-related or artistic work, as well as an independent and distinct part of a collective work.
2. If the doctoral dissertation or one of its components is a multi-author scientific article or a multi-author scientific monograph, the person applying for the conferment of the doctoral degree, when submitting the doctoral dissertation:
 - 1) shall submit a declaration specifying their substantive contribution to the creation of the publication; the specification of the contribution of the person applying for the conferment of the doctoral degree should be sufficiently precise to make it possible to assess their participation and role in the creation of the achievement; the declaration shall be confirmed by the dissertation supervisor and, if more than one dissertation supervisor has been appointed, by all dissertation supervisors;
 - 2) shall submit declarations of all co-authors specifying their individual substantive contributions to the creation of the publication; if the multi-author scientific article or multi-author scientific monograph has more than five co-authors, the person applying for the conferment of the doctoral degree shall submit declarations of at least four other co-authors.
3. If, for reasons beyond the control of the person applying for the award of the doctoral degree, it is not possible to obtain the declarations of co-authors referred to in subsection 2 point 2, that person shall attach an explanation instead of the declarations.

§ 4

1. The University authority competent in proceedings concerning the conferment of the doctoral degree shall be the scientific council of the discipline in which the doctoral degree is to be conferred.
2. Procedural steps in proceedings concerning the conferment of the doctoral degree may be performed by a doctoral committee appointed by the council referred to in subsection 1. If no doctoral committee is appointed, the relevant procedural steps shall be performed by the scientific council of the discipline.
3. The University authority competent in proceedings concerning the conferment of the doctoral degree in a field of science shall be the Senate.
4. In the case referred to in subsection 3, the Senate shall appoint a doctoral committee and determine its composition. Any scientific council of a discipline belonging to the field of science covered by the proceedings may propose candidates for the committee.
5. In matters not regulated in subsection 4, the provisions governing proceedings for conferring the doctoral degree in a discipline shall apply accordingly to proceedings for conferring the doctoral degree in a field of science.

Chapter II

Method of appointing and changing the dissertation supervisor

§ 5

1. Scientific supervision over the preparation of a doctoral dissertation shall be exercised by a dissertation supervisor or dissertation supervisors, or by a dissertation supervisor and an assistant supervisor.
2. A dissertation supervisor may be a person holding at least the degree of 'doktor habilitowany', and an assistant supervisor may be a person holding at least the doctoral degree.

3. A person who does not meet the requirements referred to in subsection 2 may act as a dissertation supervisor if that person is an employee of a foreign higher education institution or scientific institution and the scientific council of the discipline recognises that the person has significant achievements in the field addressed by the doctoral dissertation.
4. The chair of the scientific council of the discipline shall be responsible for determining whether the person proposed as dissertation supervisor meets the requirements laid down in the Act.
5. The appointment of an assistant supervisor should be justified by the scope of the planned research and by the need to provide the person applying for the conferment of the doctoral degree with ongoing scientific or methodological support.

§ 6

1. The method of appointing and changing the dissertation supervisor and assistant supervisor in the case of persons preparing a doctoral dissertation as part of doctoral studies shall be laid down in the regulations of the doctoral schools.
2. A person applying for the conferment of the doctoral degree in extramural mode shall, before the initiation of proceedings, submit to the scientific council of the discipline an application for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor.
3. The application referred to in subsection 2 shall include:
 - 1) a proposal for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor, together with justification;
 - 2) the consent of the person indicated in point 1 to perform the function of dissertation supervisor or assistant supervisor, or a declaration that the person applying for the conferment of the doctoral degree is unable to obtain such consent;
 - 3) the data of the person applying for the conferment of the doctoral degree: first name and surname, residential address and correspondence address, date and place of birth, and PESEL number.
4. The scientific council of the discipline shall, in the first place, appoint the supervisor, supervisors, or supervisor and assistant supervisor from among the persons who have consented to provide academic supervision over the preparation of the doctoral dissertation.
5. If one dissertation supervisor is appointed, the scientific council of the discipline may, at the request of the person referred to in subsection 2, appoint an assistant supervisor.
6. The provisions of subsections 3–5 shall apply accordingly to an application for a change of dissertation supervisor or assistant supervisor submitted by the person referred to in subsection 2.
7. If the application submitted by the person referred to in subsection 2 for the appointment or change of a supervisor, supervisors or assistant supervisor does not meet the requirements laid down by law or in this section, the chairperson of the scientific council of the discipline shall request that person to remedy the formal defects within a specified time limit of not less than seven days, with an instruction that failure to remedy those formal defects shall result in the application being left unexamined.

Chapter III

Initiation of proceedings for the conferment of the doctoral degree

§ 7

1. Proceedings concerning the conferment of the doctoral degree shall be initiated upon an application submitted by a person who:
 - 1) has prepared a doctoral dissertation as part of doctoral studies at the University,
 - 2) is applying for the conferment of the doctoral degree in extramural mode.
2. The date of initiation of the proceedings shall be the date on which the application referred to in subsection 1 is submitted.

§ 8

1. The application referred to in § 7 subsection 1 shall include:
 - 1) the data of the person applying for the conferment of the doctoral degree: first name and surname, residential address and correspondence address, date and place of birth, and PESEL number;
 - 2) a declaration indicating the discipline in which the doctoral degree is to be conferred, or, if the doctoral degree is to be conferred in a field, a declaration indicating the field;
 - 3) a document issued by the director of the doctoral school, subject to § 10 subsection 1 and § 21 subsection 3, confirming that the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework have been attained, with the learning outcomes related to knowledge of a modern foreign language evidenced by a certificate or higher education diploma attesting to knowledge of that language at a level of at least B2;
 - 4) a curriculum vitae;
 - 5) a positive opinion of the dissertation supervisor and, if more than one dissertation supervisor has been appointed, of all dissertation supervisors;
 - 6) information on the publication record referred to in Article 186(1)(3) of the Act, with § 3 subsections 2 and 3 applying accordingly to multi-author publications;
 - 7) a copy of the diploma confirming the award of the professional title of 'magister', 'magister inżynier' or an equivalent title, or of the diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, entitling its holder to apply for the conferment of the doctoral degree in the state in whose higher education system the higher education institution that issued the diploma operates;
 - 8) a report confirming that the doctoral dissertation has been checked using the Uniform Antiplagiarism System (JSA), accepted by all dissertation supervisors;
 - 9) four copies of the doctoral dissertation in written form bearing control numbers assigned by the Archive of Diploma Theses (APD) after the dissertation supervisor has accepted the report referred to in subsection 8, if the doctoral dissertation is a written work;
 - 10) 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; if the doctoral dissertation is not a written work, a description in Polish and English shall be attached;
 - 11) a declaration concerning the granting of a licence for the University Library to store the doctoral dissertation and make it available in the AMUR repository.
2. The application referred to in subsection 1 shall be submitted by the person applying for the conferment of the doctoral degree to the chair of the relevant scientific council of the discipline. If the application concerns the conferment of the doctoral degree in a field of science, the person applying for the conferment of the doctoral degree shall submit the application to the Senate through the Vice-Rector.
3. The application of a person applying for the conferment of the doctoral degree in extramural mode shall be accompanied by the agreement indicated in § 19 subsection 4 or by the Rector's decision regarding exemption from the fee referred to in § 19 section 6.

§ 9

1. If the person applying for the conferment of the doctoral degree does not meet the requirements laid down in Article 186(1)(1)–(3) or Article 186(2) of the Act, or the requirement referred to in the second sentence of Article 189(1) of the Act, the scientific council of the discipline shall refuse to initiate the proceedings.
2. A complaint may be lodged with the Council of Scientific Excellence against a decision refusing to initiate proceedings. The complaint shall be lodged through the relevant scientific council of the discipline within seven days of the date on which the decision is served.

Chapter IV
Method of verifying learning outcomes for qualifications at level 8 of the PQF

§ 10

1. A person who does not hold documents enabling confirmation of the achievement of learning outcomes for qualifications at level 8 of the PQF, in particular a document from the director of the doctoral school, shall, before submitting the application referred to in § 8 subsection 1, apply to the chair of the relevant scientific council of the discipline for the appointment of a committee to verify those learning outcomes.
2. The scientific council of the discipline shall appoint a committee to verify learning outcomes for qualifications at level 8 of the PQF. The committee shall be composed of at least three persons holding at least a doctoral degree and having scientific achievements in the discipline in which the doctoral degree is to be conferred.
3. The committee shall verify learning outcomes on the basis of the documentation submitted (e.g. confirming scientific or professional achievements) and an interview.
4. The interview may be conducted using means of electronic communication ensuring in particular:
 - 1) real-time transmission of the interview between its participants,
 - 2) real-time multilateral communication enabling the participants in the interview to speak during the interview– subject to the necessary security rules.

§ 11

1. Learning outcomes demonstrating proficiency in a modern foreign language at a level of at least B2 shall be confirmed, as appropriate, by:
 - 1) a diploma of completion of studies commenced after 30 September 2007 in the Republic of Poland and a diploma of completion of studies conducted exclusively in a foreign language, in the case of a person applying for the award of the doctoral degree;
 - 2) a certificate specified in the regulations issued pursuant to Article 70(5f) of the Act, the AMU Language Proficiency Certificate at a level of at least B2, or a certificate approved by a committee appointed by the Vice-Rector, including at least one specialist in the language to which the certificate pertains.
2. In the case of a person applying for the award of the doctoral degree who does not hold an appropriate certificate or diploma referred to in section 1, the committee shall conduct an examination confirming proficiency in a modern foreign language at B2 level. The committee shall be appointed by the discipline council at the request of that person. The committee shall consist of three persons, one of whom teaches that language at the University, while the remaining members shall hold at least the doctoral degree. The provisions of § 10(4) shall apply accordingly.

Chapter V

Reviewers' Appointment Procedure

§ 12

1. Reviewers in proceedings for the award of the doctoral degree shall be appointed by the discipline council.
2. The Chair of the discipline council shall present to the discipline council not fewer than three candidates for reviewers from among persons who are not employees of the University or of the higher education institution, institute of the Polish Academy of Sciences, research institute, international institute, Łukasiewicz Centre, institute of the Łukasiewicz Network, or Centre of Postgraduate Medical Education employing the person applying for the award of the doctoral degree.

3. The discipline council shall appoint three reviewers from among the candidates presented.
4. The provisions of § 5(2) and (3) concerning the supervisor shall apply accordingly to reviewers.

Chapter VI

Procedure for the Appointment and Scope of Duties of the Doctoral Committee

§ 13

1. Upon the motion of the Chair of the discipline council, the discipline council may appoint a committee to conduct activities in proceedings for the award of the doctoral degree. In the resolution appointing the doctoral committee, the council shall determine the scope of the committee's duties within the limits specified in § 14(1).
2. A doctoral committee shall be appointed separately for each proceeding.
3. The doctoral committee shall consist of:
 - 1) the Chair;
 - 2) the reviewers;
 - 3) at least three members.
4. The positions of Chair and member of the doctoral committee referred to in section 3(3) may be held exclusively by persons possessing the degree of doktor habilitowany or the title of professor and having scholarly achievements in the discipline in which the proceedings for the award of the doctoral degree are conducted.
5. In the case of doctoral dissertations encompassing issues from more than one discipline, the discipline council may appoint to the committee persons possessing scholarly achievements in disciplines other than that in which the proceedings are conducted.
6. The Chair of the discipline council shall appoint a person to serve as secretary, who shall prepare the minutes of the meetings of the doctoral committee.

§ 14

1. Activities in proceedings for the award of the doctoral degree conducted by the doctoral committee shall conclude with resolutions of the doctoral committee concerning:
 - 1) acceptance of the doctoral dissertation and admission thereof to public defence;
 - 2) acceptance of the public defence of the doctoral dissertation;
 - 3) submission of a motion to the discipline council for the award or refusal of the award of the doctoral degree;
 - 4) submission of a motion to the discipline council for distinction of the doctoral dissertation, provided that such a motion has been formulated by at least two reviewers.
2. Resolutions of the doctoral committee shall be adopted by secret ballot, by an absolute majority of votes, in the presence of at least one-half of its members. The basis for calculating an absolute majority shall be all valid votes cast, and the number of votes in favour of the proposed resolution must exceed the combined number of votes against and abstentions.
3. The resolutions of the doctoral committee referred to in section 1 shall be adopted with the participation of the Chair of the committee, and the resolutions referred to in section 1(2) and (4) shall additionally require the participation of at least two reviewers.

§ 15

1. A meeting of the doctoral committee may be conducted using information technologies ensuring control over its proceedings, real-time transmission of the meeting between participants, and the confidentiality of voting where voting is conducted in such a manner. The decision to conduct a meeting in this way shall be taken by the Chair of the committee. The decision may apply to all or only some of the participants in the meeting.

2. A resolution adopted in the manner specified in section 1 shall be signed by the Chair of the doctoral committee and by those persons participating in the meeting in person.
3. The minutes of a meeting conducted in the manner set out in section 1 shall be signed by the Chair of the committee and the person serving as secretary.

§ 16

1. A person may be admitted to the defence of a doctoral dissertation if they have received positive reviews from at least two reviewers and have fulfilled the other requirements specified in the Act, this Resolution, and the resolution issued pursuant to § 20.
2. If the requirements specified in section 1 are not fulfilled, the discipline council shall issue a decision refusing admission to the defence.
3. An appeal against a decision refusing admission to the defence may be lodged with the Council for Scientific Excellence. The appeal shall be submitted through the competent discipline council within seven days of service of the decision.

§ 17

1. Where a person applying for the award of the doctoral degree is admitted to the public defence of the doctoral dissertation, the doctoral committee shall set the date of the defence subject to the provisions of sections 2 and 6.
2. The following shall be made available on the University's Public Information Bulletin website no later than 30 days before the scheduled date of the doctoral dissertation defence:
 - 1) the doctoral dissertation constituting a written work together with its abstract, or a description of a doctoral dissertation not constituting a written work;
 - 2) the reviews.
3. The documents referred to in section 2 shall be entered into the POL-on system immediately after being made available.
4. In the case of a doctoral dissertation whose subject matter is covered by legally protected confidentiality, only the reviews shall be made available, excluding the content covered by such confidentiality.
5. The defence of a doctoral dissertation shall be public, except where the subject matter of the dissertation is covered by legally protected confidentiality.
6. Information concerning the date, venue, and manner of conducting the doctoral dissertation defence shall be made available on the University's Public Information Bulletin website no later than 10 days before the scheduled defence date.

§ 18

1. The doctoral degree shall be awarded by the discipline council by way of an administrative decision signed by the Chair of the discipline council.
2. The doctoral degree in a field of science shall be awarded by the Senate by way of an administrative decision signed by the Rector.
3. An appeal against a decision refusing the award of the doctoral degree may be lodged with the Council for Scientific Excellence. The appeal shall be submitted through the competent discipline council within 30 days of service of the decision.

Chapter VII

Rules for Determining the Fee for Proceedings for the Award of the doctoral degree in the External Mode and for Exemption from Such Fee

§ 19

1. The University shall charge a fee for conducting proceedings for the award of the doctoral degree from a person preparing a doctoral dissertation in the external mode.
2. The fee shall be payable to the University.

3. The amount of the fee may not exceed the costs of the proceedings, including in particular the remuneration of the supervisor or supervisors, the auxiliary supervisor and reviewers, as well as indirect costs covering other expenses related to the proceedings, including travel expenses and administrative support costs.
4. The amount of the fee and the deadlines and method of payment shall be specified in an agreement concluded between the University and the person applying for the award of the doctoral degree or the institution in which that person is employed.
5. The final amount of the fee shall be determined by the Rector after the adoption of the resolution awarding the doctoral degree.
6. In justified cases, the Rector may, upon the written request of the person applying for the award of the doctoral degree, exempt that person from the fee in whole or in part, or permit payment by instalments.

Chapter VIII

Transitional and Final Provisions

§ 20

The discipline council may submit to the Senate a motion for the determination of:

- 1) detailed rules governing proceedings for the award of the doctoral degree in the discipline within its remit;
- 2) additional requirements for obtaining the doctoral degree in the discipline within its remit or additional conditions for admission to the defence.

§ 21

1. In the case of persons who commenced doctoral studies before the academic year 2019/2020 and are applying for the award of the doctoral degree:
 - 1) proceedings for the award of the doctoral degree shall be initiated by the submission of an application for the appointment of a supervisor or supervisors, or a supervisor and an auxiliary supervisor; the provisions of § 6(2)–(7) shall apply accordingly;
 - 2) learning outcomes in the field of proficiency in a modern foreign language shall be confirmed either by the committee referred to in § 11(2) or by a certificate specified in the Regulation of the Minister of Science and Higher Education of 19 January 2018 on the detailed procedure and conditions for conducting activities in doctoral proceedings, habilitation proceedings and proceedings for the conferment of the title of professor (Journal of Laws of 2018, item 261);
 - 3) no fee shall be charged for conducting the proceedings.
2. During the course of the proceedings, a person referred to in section 1 shall submit to the Chair of the competent discipline council the application referred to in § 8(1), subject to section 3. If the application concerns the award of the doctoral degree in a field of science, it shall be submitted to the Senate through the Vice-Rector.
3. Verification of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, in the case of persons referred to in section 1, shall be based on a certificate issued by the Head of Doctoral Studies no later than 31 December 2024. In the absence of such a certificate, § 10 shall apply accordingly.

§ 22

1. Resolution No. 133/2020/2021 of the Senate of Adam Mickiewicz University, Poznań, of 28 June 2021 concerning the procedure for awarding the doctoral degree is hereby repealed.

2. Proceedings for the award of the doctoral degree initiated and not concluded before the entry into force of this Resolution shall be governed by the provisions of the resolution repealed under section 1.
3. This Resolution shall enter into force on 1 October 2026.

Rector

Prof. Dr. Hab. Bogumiła Kaniewska