

Resolution No. 65/2020/2021
Senate of Adam Mickiewicz University in Poznań
25 January 2021
The rules of admission to doctoral schools
of Adam Mickiewicz University in Poznań
in the academic year 2021/2022

Pursuant to Article 200 section 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended) and §134, section 1 of the Statutes, the Senate of Adam Mickiewicz University of Poznań has resolved as follows:

§1

The Senate of Adam Mickiewicz University in Poznań hereby adopts rules of admission to doctoral schools of Adam Mickiewicz University in Poznań in the academic year 2021/2022, which constitute an Appendix to this Resolution.

§2

The resolution comes into force on the date of its adoption.

R e c t o r

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**Rules of admission to doctoral schools
of Adam Mickiewicz University in Poznań
in the academic year 2021/2022**

§1

1. Admission to doctoral schools of Adam Mickiewicz University in Poznań takes place through a competition. Results of the competition are open and subject to publication on the website of the doctoral school.
2. Candidates are accepted for the first year of education at a doctoral school based on the results of the selection procedure. The aim of the selection procedure is to identify the best candidates for pursuing the doctoral studies at a doctoral school. The selection committee assesses the existing knowledge, skills and achievements, the research project submitted of the candidates, and the results of an interview.
3. The maximum number of candidates admitted to doctoral schools is determined by the rector.
4. Admission to doctoral schools is open to candidates who hold the degree of Master of Arts, Master of Science (Master of Engineering) or equivalent. In exceptional cases, justified by the highest quality of scientific achievements, a person who is a graduate of the first degree studies or a student who completed the third year of a single cycle five-year master's studies may also be admitted.

§2

The selection procedure to the doctoral school is conducted at the seat of the university, i.e. in Poznań. The selection procedure may be organized remotely, as stipulated in §9, section 1, item 5.

§3

1. The selection procedure to doctoral schools is organized by the vice-rector responsible for doctoral students.
2. The selection procedure to a doctoral school is supervised by the director of the doctoral school.
3. The council of a doctoral school is responsible for the high quality of the selection procedure to a doctoral school, and in particular gives its opinion on the principles and criteria of admission.

§4

1. Admission to a doctoral school is conducted by a selection committee. The committee shall be appointed for each discipline in which education is provided at a doctoral school. The committee is appointed for a one-year term beginning on 1 June.
2. The chairperson and members of the admission committee shall be appointed by the vice-rector responsible for doctoral students upon the motion of the head of the doctoral school submitted in consultation with the chairperson of the relevant scientific council for the discipline.

§5

1. The membership of the admission committee may be held by an academic teacher holding at least the degree of *doktor habilitowany* and assigned to the academic discipline in which the admission committee has been appointed.

2. The selection committee shall consist of 5 to 7 persons.
3. Decisions during the selection procedure shall be taken in the presence of at least 4/5 of the members of the selection committee.
4. The chairperson of the selection committee appoints a secretary of the selection committee from outside the committee members. The secretary's tasks include keeping documentation related to the selection procedure. The secretary of the selection committee shall participate in the committee's meetings without the right to vote.
5. A representative of doctoral students indicated by the appropriate doctoral student self-government body may attend meetings of the admission committee. A doctoral student shall participate in meetings of the committee without the right to vote.
6. The selection procedure shall be recorded in the minutes. The minutes of the proceedings shall be submitted to the director of the doctoral school.
7. The work of the admission committee is remunerated.

§6

The selection committee shall:

- 1) establish criteria for evaluating a candidate's achievements;
- 2) take decisions whether a candidate meets the formal requirements and can be admitted to the selection procedure;
- 3) informs candidates of the date and place of the selection procedure;
- 4) conduct the selection procedure;
- 5) determine the number of points obtained by a candidate in the selection procedure
- 6) formulate recommendations for the director of the doctoral school regarding admission of candidates.

§7

1. A selection committee shall be appointed to conduct the selection procedure in connection with the implementation of the research project; a selection committee shall be appointed for each project.
2. The selection committee shall be composed of the project leader as chairperson of the selection committee, and two academic teachers designated by the project leader. In accordance with the decision on the maximum number of selection committee members referred to in §5, section 2 the remaining members of the selection committee shall be indicated by the director of the doctoral school. The requirement to hold the academic degree of *doktor habilitowany* shall not apply. §5 section 4 applies to the appointment of the secretary.
3. The committee shall be appointed by the vice-rector responsible for doctoral students upon the motion of the head of the doctoral school.
4. A representative of doctoral students indicated by the appropriate doctoral student self-government body may attend a meeting of the admission committee referred to in section 1. A doctoral student shall take part in a meeting of the committee without the right to vote.
5. In the case of obtaining funds for doctoral students' education from external sources, including research projects, the admission may take place at dates other than those specified in the Appendix to these rules of admission.
6. The provisions of §4, section 1 regarding the term of office shall not apply to the selection committee referred to in section 1.

§8

1. A candidate applying for admission to the doctoral school is obliged to register electronically using the Online Candidate Registration (IRK) tool.
2. A candidate applying for admission to the doctoral school shall in particular:
 - 1) fill in the registration form;
 - 2) give consent to processing of their personal data for admission purposes;
 - 3) attach a digital 20 mm x 25 mm photograph, resolution of at least 300 dpi;
 - 4) upload their diploma or certificate of completion of studies;
 - 5) enter the country in which he/she earned his/her higher education diploma into the form available on the website of the Online Candidate Registration;
 - 6) identify the scientific discipline in which the he/she will be preparing a doctoral dissertation;
 - 7) check the deadlines for the Submission of documents and interviews;
 - 8) submit the documents specified in section 3.
3. A candidate applying for admission to a doctoral school shall submit the following documents:
 - 1) a printed registration form downloaded from the website of the Online Candidate Registration (IRK);
 - 2) a statement confirming that he/she is not commencing education in another doctoral school and does not have a doctoral degree;
 - 3) a cover letter along with an indication of the scientific discipline in which he/she would like to obtain a doctoral degree;
 - 4) a request for an interview by means of distance communication with justification (if applicable);
 - 5) CV with documented:
 - a) academic achievements,
 - b) other achievements;
 - 6) a proposal of a unique research project prepared for the purposes of the admission (up to 8 pages of standard typescript, max. 15,000 characters with spaces); the project may be accompanied by an opinion of an academic teacher;
 - 7) a copy of the university diploma, confirming the attainment of second-cycle qualifications, and in case of graduates from the academic year 2020/2021 - a certificate confirming the attainment of second-cycle qualifications. In case of "Diamond Grant" program beneficiaries, a decision of the Ministry of Science and Higher Education on awarding funds for carrying out a research project;
 - 8) a diploma supplement (in the case of two cycle studies - a supplement attached to the diploma of first cycle studies and a supplement attached to the diploma of second cycle studies);
 - 9) one colour photograph, 35 mm x 45 mm;
 - 10) confirmation of payment of the admission fee.
4. Candidates shall submit documents prepared in the language in which the interview will be conducted. In the case of foreign candidates, it is required to attach an English translation of documents certifying the academic and other achievements of the candidate.
5. Persons who have obtained the necessary education outside the territory of the Republic of Poland, shall additionally submit:
 - 1) a scan of a document certifying their education - a diploma with a supplement confirming completion of first cycle studies (Bachelor degree) and a diploma with a supplement

confirming completion of second cycle studies (Master degree, MSc, MA) in the original language and in a certified translation into English or into Polish,

- 2) a scan/ photocopy of passport.

§9

1. General rules of the selection procedure:
 - 1) each candidate may be awarded a maximum of 100 points in the selection procedure;
 - 2) a candidate will be admitted to a doctoral school if he or she is awarded a sufficient number of points awarding a place on the ranking list, within the limit of candidates for a given scientific discipline; the candidate must also obtain at least 60 points from the entire selection procedure;
 - 3) the ranking list shall be determined on the basis of the total number of points obtained by the candidates in the selection procedure. In the case of candidates who obtained an equal total number of points, the order on the list is determined by the number of points obtained as a result of the interview assessment. If the number of points is equal, the order on the ranking list is determined by the total number of points awarded in the evaluation of the candidate's academic achievements and achievements described in the CV;
 - 4) the interview shall be conducted in Polish or English;
 - 5) the meeting of the selection committee, including the interview, may be conducted using information technology ensuring control of the proceedings, real-time transmission of the meeting between the participants and allowing for secrecy of the vote if the vote is taken in such a manner. The decision to conduct a meeting in such a manner shall be made by the chairman of the selection committee.
2. The selection procedure may be conducted in a two-stage form in accordance with the Appendix to these admission rules. In such case:
 - 1) in the first stage, the research project and the scientific activity and other achievements described in the candidate's CV shall be evaluated, and the grade of the diploma of the second degree or of the one cycle five year master's studies shall be taken into account; the maximum number of points to be achieved shall be 50;
 - 2) the second stage involves an interview; candidates who obtain not less than 60% of the maximum number of points awarded in the first stage will be admitted to the second stage, with the reservation that the number of candidates admitted to this stage cannot be higher than twice the number of available places in the school in a given discipline. The number of candidates admitted to this stage will be increased accordingly if several candidates obtain the same number of points.

§10

1. The selection committee shall take into account:
 - 1) the grade awarded to the candidate upon completion of the second cycle studies or single cycle five year master's studies (entered into the candidate's diploma), maximum 10 points;
 - 2) evaluation of the candidate's scientific activity and scientific achievements up to the date of the selection procedure on the basis of the candidate's CV and a cover letter; the candidate indicates for evaluation up to three documented scientific achievements (attached list of achievements); maximum 15 points;
 - 3) evaluation of the candidate's other documented activities, based on a maximum of three achievements indicated by the candidate (list of achievements attached); maximum 5 points
 - 4) the result of the interview, with the scope of the interview including:
 - a) the candidate's knowledge and competencies relevant to the planned research and appropriate to the indicated scientific discipline,
 - b) elements of research methodology appropriate for the discipline indicated.

No more than 50 points can be awarded for the interview; the maximum duration of the interview is 30 minutes.

- 5) evaluation of the research project prepared for the admission (maximum 20 points), with particular emphasis on:
 - a) the ability to formulate the research objective and present the research problem;
 - b) research idea and the ability to propose a solution;
 - c) methodology appropriate to the discipline indicated;
 - d) knowledge of the state of research with a basic bibliography.
2. The selection committee shall establish criteria for evaluating a candidate's performance within 14 days of the start of the committee's term. The criteria shall be published on the website of the doctoral school.

§11

1. A person with a disability may apply to have the interview format adapted to his/her needs resulting from the disability, whereby the adapted format does not imply exemption from the interview, but is only intended to level the playing field.
2. In justified cases, a person with a disability is entitled to an extension of the interview time.
3. In matters pertaining to the interview procedure, a person with a disability shall notify the staff of the office responsible for persons with disabilities of his/her needs no later than 14 days prior to the interview date.
4. Consent to conduct the interview in an adapted form is granted by the chairperson of the selection committee at the request of the candidate, after consulting the office competent for persons with disabilities.

§12

1. The admission fee to the doctoral school is PLN 300.
2. The admission fee should be paid to the University's account.
3. Only those who pay the admission fee will be admitted to the admission.

§13

The rules of admission to doctoral schools shall apply in the academic year 2021/2022, particularly if funding for doctoral education is obtained from external sources.

§14

The selection procedure shall be conducted in accordance with the timetable set out in the Appendix to these admission rules.

Mode and timetable of admission to particular doctoral schools

Doctoral School of Languages and Literatures

Disciplines:

- Linguistics
- Literary Studies

Form of selection procedure:

One-stage procedure:

Timetable:

- Submission of documents: 2 – 13 August 2021
- Admission procedure in the discipline of literary studies: 1-7 September 2021
- Admission procedure in the discipline of linguistics: 8-14 September 2021
- Announcement of the list of accepted students: 15 September 2021

Doctoral School of Humanities

Disciplines:

- Archaeology
- Philosophy
- History
- Culture and Religious Studies
- Arts Studies
- Theological Sciences

Form of selection procedure:

Two-stage procedure:

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

Stage II: interview.

Timetable

- Submission of documents: 2 August – 2 September 2021
- Selection procedure: 6 – 10 September 2021
- Announcement of the list of admitted candidates: 15 September 2021

Doctoral School of Social Sciences

Disciplines:

- Social and Economic Geography and Spatial Management
- Communication and Media Studies
- Political Science and Public Administration
- Law
- Sociology
- Pedagogy
- Psychology

Form of selection procedure:

One-stage procedure in all disciplines except the discipline of Psychology

Two-stage procedure in the discipline of Psychology:

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

Stage II: interview.

Timetable

- Submission of documents: 2 August – 2 September 2021
- Selection procedure: 6 – 10 September 2021
- announcement of the list of admitted candidates: 15 September 2021

Doctoral School of Exact Sciences

Disciplines:

- Astronomy
- Computer Science
- Mathematics
- Chemical Sciences
- Physical Sciences

Form of selection procedure:

One-stage procedure

Timetable

- Receipt of documents: 1 – 27 July 2021
- Admission procedure: 6 – 10 September 2021
- Announcement of the list of admitted candidates: 15 September 2021

Doctoral School of Natural Sciences

Disciplines:

- Biological Sciences
- Geographical Sciences

Form of selection procedure:

Two-stage procedure:

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

Stage II: interview.

Timetable

Round One:

- Submission of documents: 28 June – 9 July 2021
- Selection procedure: 19 – 23 July 2021
- Announcement of the list of admitted candidates: 28 July 2021

Round Two (supplementary admission):

- Announcement of the maximum number of candidates in the 2nd round: 30 July 2021
- Submission of documents: 2 – 27 August 2021
- Selection procedure: 6 – 10 September 2021
- Announcement of the list of admitted candidates: 20 September 2021