

**Resolution No. 133/2020/2021**  
**of the Senate of Adam Mickiewicz University, Poznań**  
**28 June 2021**  
**The procedure for the award of the degree of *doktor***

Pursuant to Article 192 section 2 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended) and the Act of 3 July 2018 Introductory provisions of the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669 as amended) the Senate has resolved as follows:

**Chapter I**  
**General Provisions**

**§1**

Whenever this resolution refers to:

- 1) the Act - it shall mean the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended);
- 2) University – it shall mean Adam Mickiewicz University, Poznań
- 3) Scientific Discipline Council – it shall mean the body of the University established pursuant to Article 17, section 2 in conjunction with Article 28, section 4 of the Act;
- 4) candidate – it shall mean a person who applies for the award of the degree of *doktor* in a discipline of science or art or in a field of science
- 5) vice-rector – it shall mean the vice-rector responsible for doctoral students of Adam Mickiewicz University in Poznań
- 6) doctoral committee – it shall mean the committee appointed to conduct the procedure for the award of the academic degree of *doktor*
- 7) PRK – it shall mean the Polish Qualification Framework.

**§2**

1. The resolution regulates the procedure for the award of the academic degree of *doktor* at the University to candidates who:
  - 1) have prepared a doctoral dissertation in the course of doctoral studies;

- 2) are applying for the award of the degree of *doktor* in the extramural mode
  - 3) began their doctoral studies before the academic year 2019/2020 and are applying for the award of the degree of *doktor* in accordance with the rules laid down in the Act.
2. Regulations concerning the method of appointing and changing the supervisor for a candidate pursuing the programme of study at the University's doctoral school are laid down in a resolution of the Senate on the rules of doctoral schools.

### §3

1. The doctoral dissertation can be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological, applied or artistic work, as well as an independent and distinct part of a collective work.
2. Where the doctoral dissertation or an element thereof consists of a multi-author scientific article or a multi-author scientific monograph, the candidate shall, together with the submission of the doctoral dissertation
  - 1) submit a statement identifying the substantive contribution to the publication; the identification of the candidate's contribution should be sufficiently precise to allow an assessment of the candidate's contribution and role in the achievement; the statement shall be confirmed by the supervisor;
  - 2) submit declarations from all co-authors stating their individual substantive contributions to the publication; if the multi-authored scientific article or multi-authored scientific monograph has more than five co-authors, the candidate shall submit declarations from at least four of the remaining co-authors.
3. If, for reasons beyond the control of the candidate, it is not possible to obtain the statements of co-authors referred to in section 2, item 2, the candidate shall include only the statement referred to in section 2, item 1.

### §4

1. The council of the scientific discipline in which the degree will be awarded is the body of the University competent in the procedure for the award of the academic degree of *doktor*.
2. Any actions in the procedure for the award of the degree of *doktor* may be performed by a doctoral committee appointed by the council referred to in section 1.
3. The University Senate is the body of the University competent in the procedure for the award of the academic degree of *doktor* in the field of science.
4. In the case referred to in section 3, the University Senate shall appoint the doctoral committee and determine its composition. Candidates for members of the committee may be proposed by any scientific discipline council belonging to the field of science covered by the procedure.

5. In matters not regulated in section 4, relevant provisions governing the procedure for the award of the academic degree of *doktor* in a discipline shall apply accordingly.

## Chapter II

### Appointment and change of a supervisor

#### §5

1. Scientific supervision over the preparation of the doctoral dissertation is exercised by a supervisor or supervisors or by a supervisor and an auxiliary supervisor.
2. The supervisor can be a person with a doctoral degree or the title of professor, and the auxiliary supervisor - a person with a doctoral degree.
3. A person who does not fulfil the requirements referred to in section 2 but who is an employee of a foreign university or scientific institution may also be appointed supervisor of the doctoral dissertation, if the scientific discipline council decides that this person has significant achievements in the field of scientific issues dealt with in the doctoral dissertation.
4. The chairperson of the scientific discipline council shall be responsible for determining whether the person proposed as a supervisor meets the requirements laid down in the Act.

#### §6

1. A person applying for the award of the degree of *doktor* in the extramural mode shall, before the commencement of the procedure, apply to the scientific discipline council for the appointment of a supervisor or supervisors.
2. A person who commenced doctoral studies before the academic year 2019/2020 and applies for the award of the degree of *doktor* under the rules laid down in the Act shall submit an application to the scientific discipline council for the appointment of a supervisor or supervisors. In this case, the submission of the application for the appointment of a supervisor or supervisors initiates the procedure for the award of the degree of *doktor*.
3. The application referred to in sections 1 and 2 shall include:
  - 1) the proposal of the supervisor, supervisors or supervisor and auxiliary supervisor together with the justification;
  - 2) consent of the person named in item 1 to take over the function of supervisor and auxiliary supervisor or a declaration that such consent cannot be obtained by the candidate.
4. The scientific discipline council shall appoint a supervisor, supervisors or an auxiliary supervisor in the first instance from among those who have agreed to take over the scientific supervision of the preparation of the doctoral dissertation.

5. Provisions of section 3 and 4 shall apply accordingly to the candidate's application for a change of supervisor or auxiliary supervisor.
6. If the application for the appointment or change of a supervisor, supervisors or auxiliary supervisor does not meet the requirements specified in the law or this section, the chairperson of the scientific discipline council shall call upon the candidate to remedy the deficiencies within a specified period, not shorter than seven days, with the instruction that failure to remedy the deficiencies shall result in the application being left unprocessed.

## **Chapter III**

### **Procedure for the submission of a doctoral dissertation**

#### **§7**

The procedure for the award of the academic degree of *doktor* to a candidate who

- 1) has prepared a doctoral dissertation in the course of doctoral studies at the University,
  - 2) has applied for the award of the academic degree of *doktor* in the extramural mode,
- shall be commenced upon the candidate's request.

#### **§8**

1. The application of a candidate referred to in §7 section 1 shall include:

- 1) the candidate's personal information: name and surname, address of residence and address for correspondence, date and place of birth and PESEL (Personal Identification] number;
- 2) identification of the discipline in which the doctoral degree is to be awarded, and if the doctoral degree is to be awarded in a field of science – identification of the field of science;
- 3) certificate of the head of the doctoral school confirming the achievement of learning outcomes for the qualification at level 8 of the PRK, with the learning outcomes related to the command of a modern foreign language confirmed by a certificate or diploma certifying knowledge of that language on at least B2 level;
- 4) CV;
- 5) positive opinion of a supervisor, and if more than one supervisor was appointed - all supervisors;
- 6) information about the publication achievements presented in the procedure;
- 7) a copy of the diploma certifying the award of the degree of *magister*, *magister inżynier* or equivalent, or the diploma referred to in Article 326 section 2 item 2 or Article 327 section 2 of the Act, entitling the candidate to apply for the award of the degree of *doktor* in the country where the higher education institution

- which awarded the degree is part of the higher education system of that country;
- 8) in exceptional cases, a document confirming the completion of first-cycle studies or the completion of the third year of a uniform master's degree programme in accordance with Article 186, section 2 of the Act may be attached instead of the copy referred to in section 7.
  2. The application referred to in section 1 shall be submitted by the candidate to the chairperson of the relevant scientific discipline council. If the application concerns the award of the degree of *doktor* in the field of science, the candidate shall submit the application to the senate through the vice-rector.

## §9

1. The application of a candidate referred to in §7 section 2 shall include the information and documents defined in §8 sections 1, 2, 4-8.
2. The application referred to in section 1 shall be submitted by the candidate to the chairperson of the appropriate scientific discipline council via the vice-rector.
3. The vice-rector shall not forward the application, referred to in section 2, to the chairperson of the competent scientific discipline council if it does not comply with the requirements set forth in section 1. The application is also not forwarded in the case of negative verification of learning outcomes for qualifications at level 8 of the PRK.
4. A candidate submits an application for the award of the degree of *doktor* in a scientific discipline to the senate via the vice-rector.

## §10

1. A candidate who began doctoral studies before the academic year 2019/2020 and applies for the award of the degree of *doktor* pursuant to the rules laid down in the Act shall submit in the course of the procedure, but not later than with the submission of the doctoral dissertation:
  - 1) information and documents specified in §8, section 1, items 1, 2, 4-8;
  - 2) documents enabling the verification of learning outcomes for the qualification at level 8 of the PRK, in particular a certificate from the head of doctoral studies confirming the completion of the curriculum of the doctoral programme;
  - 3) documents confirming the learning outcomes related to the command of a modern foreign language confirmed in accordance with the rules 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 procedure, in post-doctoral procedure and in procedure for the award of the title of professor (Journal of Laws 2018, item 261).
2. If it is not possible to obtain the certificate referred to in section 1, item 2, the verification of the learning outcomes is carried out during an interview with the candidate by a committee appointed by the competent scientific discipline council.

3. If a candidate does not possess a certificate confirming the command of a modern foreign language, which is stipulated 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 procedure, in post-doctoral procedure and in procedure for the award of the title of professor (Journal of Laws of 2018, item 261), the scientific discipline council shall appoint a committee to conduct an examination in this respect consisting of at least three persons, at least two of whom shall hold the degree of *doktor*.
4. The information and documents referred to in section 1 shall be submitted by the candidate to the competent chairperson of the scientific discipline council. If the application concerns the award of the degree of *doktor* in the field of science, the candidate shall submit the application to the senate via the vice-rector.

## §11

1. The candidate referred to in §7 shall submit, together with the application for the commencement of the procedure:
  - 1) four copies of the doctoral dissertation in written form and on an electronic data carrier in pdf format - if the doctoral dissertation is a written work;
  - 2) a report accepted by the supervisor confirming the verification of the doctoral dissertation specified in item 1 with the use of the Single Anti-Plagiarism System specified in Article 351 item 1 of the Act;
  - 3) 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.
2. A candidate specified in §10, section 1 meets the requirements specified in section 1 during the procedure.

## §12

If:

- 1) an application for the commencement of the procedure for the award of the degree of *doktor* does not meet the requirements specified in the law, in §8, section 1 or in §9, section 1, or
- 2) the submission of the dissertation does not comply with the requirements laid down in §3, section 2, section 3 or §11,

the chairperson of the scientific discipline council or the vice-rector, respectively, summons the candidate to remove the defects within the prescribed time limit, not shorter than seven days, with the instruction that the failure to remove the defects will result in leaving the application unprocessed.

## **Chapter IV**

### **Appointment of reviewers**

#### **§13**

1. Reviewers in the procedure for the award of the academic degree of *doktor* shall be appointed by the scientific discipline council.
2. The chairperson of the scientific discipline council, after consultation with the supervisor, and if more than one supervisor has been appointed - all supervisors, shall present to the scientific discipline council no fewer than three candidates for reviewers from among persons who are not employees of the University or another university, an institute of the Polish Academy of Sciences, a research institute, an international institute, the Łukasiewicz Centre or the Łukasiewicz Network institute when the person applying for the award of the academic degree of *doktor* is an employee of the said institutions.
3. The scientific discipline council shall appoint three reviewers from among the submitted candidates.
4. Provisions laid down in §5, sections 2 and 3 shall apply to the reviewers.

## **Chapter V**

### **Procedure for the appointment of the doctoral committee and the scope of its activities**

#### **§14**

1. At the request of the chairperson of the scientific discipline council, the council of a given discipline may appoint a committee to conduct activities in the procedure for the award of the academic degree of *doktor*. In its resolution on the appointment of a doctoral committee, the council shall define the scope of activities of the committee within the limits defined in §15, section 1.
2. The doctoral committee shall be appointed separately for each procedure.
3. The doctoral committee shall be composed of:
  - 1) the chairperson;
  - 2) the supervisor or supervisors
  - 3) reviewers;
  - 4) at least three members.
4. The doctoral committee referred to in section 3, item 4 may be composed only of persons with the degree of *doktor habilitowany* or the title of professor who represent the scientific discipline in which the procedure for the award of the academic degree of *doktor* is conducted. In justified cases, a person with the degree of *doktor habilitowany* or the title of professor, having scientific achievements in the subject

area of the doctoral dissertation, may be appointed member of the doctoral committee.

5. An auxiliary supervisor may attend a meeting without taking part in the voting.
6. The chairperson of the scientific discipline council shall appoint a secretary who shall keep minutes of the meetings of the doctoral committee

### **§15**

1. The activities in the procedure for the award of the degree of *doktor* conducted by the doctoral committee shall end with the resolutions of the doctoral committee concerning
  - 1) acceptance of the doctoral dissertation and admitting it to public defence;
  - 2) acceptance of the public defence of the doctoral dissertation;
  - 3) submission of an application to the scientific discipline council for the award or refusal of the academic degree of *doktor*;
  - 4) submission of an application to the scientific discipline council to award it an excellent grade if such an application has been formulated in at least two reviews of the doctoral dissertation.
2. The resolutions of the doctoral committee shall be adopted in secret ballot by an absolute majority of votes, with at least half of its members present. The calculation of the absolute majority of votes shall be based on all valid votes cast, and the number of votes in favour of a proposed resolution must be greater than the sum of the votes cast against it and abstentions.
3. A resolution of the doctoral committee to accept the public defence of the doctoral dissertation shall be adopted in the presence of the chairperson of the committee, the supervisor(s) and at least two reviewers.

### **§16**

1. A meeting of the doctoral committee may be conducted using information technology that ensures the control of the meeting, the real-time transmission of the meeting between its participants and guarantees the secrecy of the vote if the vote is conducted in this mode. The decision to hold a meeting in this way shall be taken by the chairperson of the committee. The decision may concern all or some of the persons taking part in the meeting.
2. A resolution adopted in accordance with the procedure set out in section 1 shall be signed by the chairperson of the doctoral committee and the persons participating in the meeting in a direct manner.

## §17

1. If a candidate is admitted to the public defence of the dissertation, the doctoral committee shall set a date for the defence, taking into account the provisions of sections 2 and 3.
2. The chairperson of the scientific discipline council shall, no later than 30 days before the scheduled date of the dissertation defence, make the dissertation being a written work together with its abstract or the description of the dissertation not being a written work and the reviews available on the website of the University.
3. In the case of a dissertation, the subject matter of which is subject to legal secrecy, only the reviews shall be made available, with the exclusion of the contents covered by secrecy.

## §18

1. A person who has received positive reviews from at least 2 reviewers and has met other requirements specified by the Act and this resolution and by a resolution issued pursuant to §22 may be admitted to the defence of the doctoral dissertation.
2. In the event of non-fulfilment of the requirements set out in section 1, the scientific discipline council shall issue a decision to refuse admission to defence.
3. The decision to refuse admission to defence may be appealed against to the Council for Scientific Excellence.

## §19

1. The degree of *doktor* shall be awarded by the scientific discipline council by way of an administrative decision signed by the chairperson of the scientific discipline council.
2. The degree of *doktor* in the field of science shall be awarded by the senate of the University by way of an administrative decision signed by the rector.
3. The decision to refuse to award the degree of doktor may be appealed to the Council for Scientific Excellence.

## Chapter VI

### **Method of verifying learning outcomes in the case of candidates for the award of the degree of *doktor* in an extramural mode**

## §20

In the case of a person applying for the award of the degree of *doktor* in the extramural mode:

- 1) the learning outcomes for qualifications at level 8 of the PRK shall be verified by a committee appointed by the vice-rector in consultation with the chairperson of the relevant scientific discipline council from among specialists in the scientific issues to

be covered by the procedure for the award of the degree of *doktor* in extramural mode;

- 2) the learning outcomes related to the command of a modern foreign language are confirmed by a certificate or diploma certifying the knowledge of that language at a language proficiency level of at least B2.

## **Chapter VII**

### **Rules for calculating the fee for the procedure for the award of the academic degree of *doktor* in the extramural mode and for exemption from the fee**

#### **§21**

1. The University shall charge a fee for the procedure for the award of the degree of *doktor* to a candidate preparing a doctoral dissertation in the extramural mode.
2. The fee shall be paid to the University.
3. The amount of the fee cannot exceed the costs of the procedure, including in particular the costs of remuneration of the supervisor(s), auxiliary supervisor and reviewers as well as indirect costs to cover other costs related to the procedure, including travel costs and costs of administrative services.
4. The amount of the fee and the manner of its payment are established in the agreement concluded by the University with the candidate or the institution where he/she is employed.
5. The Rector, by means of a regulation, shall determine the form of the agreement referred to in section 4.
6. The final amount of the fee shall be determined by the Rector after the adoption of the resolution concerning the award of the degree of *doktor*.
7. In justified cases, the rector may, upon the written request of a candidate, exempt the candidate from paying the entire fee, a part thereof or spread the fee in instalments.

## **Chapter VIII**

### **Transitional and final regulations**

#### **§22**

The scientific discipline council may submit a request to the senate to lay down

- 1) detailed rules of procedure for the award of the degree of *doktor* in the discipline covered by its scope of activity;
- 2) additional requirements for the award of the degree of *doktor* in the discipline covered by its scope of activities or additional conditions for admission to defence.

## **§23**

1. Doctoral programmes initiated and not completed before 1 October 2019 shall be carried out in accordance with the existing rules; however, as of 1 October 2019, activities related to the doctoral programme shall be conducted by the scientific discipline council, which may appoint a committee as specified in Article 14, section 5 of the Act of 14 March 2003 on scientific degrees and academic title and degrees and title in art (Journal of Laws of 2017, item 1789).
2. Doctoral programmes initiated before 30 April 2019 and not completed by 31 December 2022 shall be discontinued or closed, respectively.
3. The examination councils for examinations in the basic discipline corresponding to the topic of the doctoral dissertation, additional discipline and a modern foreign language in the procedures initiated before 30 April 2019 shall operate in the case of such programmes in accordance with the presently applicable rules.
4. Provisions of the resolution referred to in §24 section 1 shall apply to the procedure for the award of the degree of *doktor* initiated on the basis of that resolution.

## **§24**

1. Resolution No. 367/2019/2020 of the Senate of the Adam Mickiewicz University, Poznań of 28 October 2019 laying down the conditions of the procedure for awarding the degree of *doktor* shall be repealed.
2. The resolution comes into force on the day of its adoption.

**R e c t o r**

**Prof. dr hab. Bogumiła Kaniewska**