

Regulations of doctoral schools at Adam Mickiewicz University in Poznań

I. General provisions

§1

1. Adam Mickiewicz University in Poznań as an academic institution provides doctoral education in doctoral schools.

§2

1. The School shall provide doctoral training preparing for the doctoral degree in scientific and artistic disciplines as defined in accordance with the regulation
2. The doctoral degree may also be conferred in a field of science (pol. *dziedzina nauki*).
3. The degree of *doktor* in a given discipline shall be conferred by the scientific council of that discipline, and the degree of *doktor* in a field of science shall be conferred by the Senate.
4. Students enrolled in a doctoral school shall pay no tuition.
5. In the case when a doctoral program in a given field of science or discipline is discontinued, the University shall offer doctoral students who, at the time, are in the process of preparing their doctoral dissertation, the opportunity to continue their education at another doctoral school. As far as possible, the University shall take into account the doctoral school(s) indicated by the doctoral student.

§3

The terms used in these Regulations shall mean:

- 1) doctoral student – a person registered on the doctoral student list who has taken the pledge;
- 2) director – a director of a relevant doctoral school;
- 3) committee – a committee responsible for conducting the mid-term evaluation;
- 4) vice-rector – a vice-rector responsible for doctoral students of Adam Mickiewicz University in Poznań;
- 5) supervisor – a supervisor, supervisors or an auxiliary supervisor who meets the conditions specified in the Act;
- 6) Regulations – Regulations of doctoral schools of Adam Mickiewicz University in Poznań;
- 7) rector – the Rector of Adam Mickiewicz University in Poznań;
- 8) regulation – the Regulation of the Minister of Science and Higher Education of 11 October 2022 on fields of science and scientific and artistic disciplines;
- 9) self-government or doctoral student self-government – the Doctoral Student Self-Government of Adam Mickiewicz University in Poznań;
- 10) student court – the Student Court of the Doctoral Student Self-Government of Adam Mickiewicz University in Poznań;
- 11) Senate – the Senate of Adam Mickiewicz University in Poznań;

- 12) statutes – the statutes of Adam Mickiewicz University in Poznań adopted on the basis of the provisions of the Act;
- 13) doctoral school – a relevant doctoral school of Adam Mickiewicz University in Poznań;
- 14) University – Adam Mickiewicz University in Poznań;
- 15) Act – the Act of 20 July 2018 Law on Higher Education and Science.

II. Rights and obligations of doctoral students

§4

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 (Pol. *ślubowanie*). The text of the statement of responsibility shall be laid down in the Statutes.
4. An administrative decision shall be required to deny enrolment in a doctoral school. Such decision may be appealed against and each candidate shall have the right to request its reconsideration.

§5

The rights and obligations of doctoral students 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) these Regulations,

provided that the provisions of the Regulations shall not be interpreted in contravention of the provisions of the Statutes or of other internal regulations of the University.

§6

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 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 the University 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) suspend education in the doctoral school;

- 9) obtain financial support from the University to conduct research pursuant to the rules laid down in the legislation;
- 10) use the infrastructure of the University on principles equivalent to those applying to academic staff;
- 11) change the dissertation supervisor;
- 12) amend the individual research plan or review and update it;
- 13) participate in the evaluation of the educational process;
- 14) associate in doctoral student organizations in accordance with the rules laid down in the Statutes;
- 15) resign from education in accordance with the procedure laid down in the Regulations.

§7

Doctoral students shall in particular be obliged to:

- 1) comply with the provisions of generally applicable law, Statutes, Regulations, other internal acts of the University and the pledge expressed in the statement of responsibility;
- 2) prepare and implement an individual research plan within the agreed time limits;
- 3) timely complete the curriculum, including work experience, which, in the case of doctoral students may take the form of teaching or participation in teaching;
- 4) cooperate with the supervisor;
- 5) submit reports on the progress in the achievement of the learning outcomes specified in the curriculum and the progress in the completion of activities stipulated in the individual research plan;
- 6) make statements for the purpose of evaluation of scientific activities, provided that doctoral students are asked to contribute to the evaluation of the University;
- 7) 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;
- 8) submit to a mid-term evaluation;
- 9) submit a doctoral dissertation;
- 10) take rest breaks to which doctoral students are entitled;
- 11) undergo occupational health examinations when requested to do so;
- 12) immediately inform about any change in the identification data (name, surname, address; doctoral students are also requested to inform the University whenever they have obtained a scientific degree in another subject and whenever they have started education in another doctoral school,
- 13) have the Open Researcher and Contribution ID (ORCID),
- 14) have a profile in the Knowledge Database and update it regularly.

III. Responsibilities and method of appointing and changing the supervisor or supervisors or the supervisor and auxiliary supervisor

§8

1. Academic supervision over the preparation of the doctoral dissertation shall be exercised by at least one supervisor.
2. The supervisor shall be appointed by the scientific council of the discipline at the request of the doctoral student within three months of the start of the doctoral student's training at the doctoral school.
3. In the event that the doctoral dissertation is to be prepared in the field of science, the supervisor shall be appointed by the Senate, at the request of the doctoral student.
4. The doctoral student shall submit the application for the appointment of the supervisor through the director.
5. The application for the appointment of the supervisor shall include:
 - 1) a proposal of persons to act in the capacity of supervisor during the preparation of the doctoral dissertation, together with a justification;
 - 2) the consent of the persons referred to in section 5 item 1 to act in the capacity of supervisor;
 - 3) statements of the persons referred to in section 5 item 1 on fulfilling the requirements laid down for supervisors in the Act.
6. The scientific council of the discipline or the Senate shall appoint a person or persons to act in their capacity as supervisor(s). Such person or persons shall be appointed from among the persons who have consented to act in their capacity as supervisor(s) and who can demonstrate relevant experience and scientific achievements.
7. In the event that the consent referred to in section 5 item 2 has not been given, a supervisor shall be appointed by the relevant scientific council of the discipline or by the Senate.
8. In the event of a change of the supervisor, the procedure laid down in sections 5 thru 7 shall apply accordingly. The change of the supervisor must be justified.
9. The chairperson of the scientific council of the discipline or the chairman of the Senate shall inform the director of the appointment of the supervisor immediately upon the appointment.
10. The supervisor shall:
 - 1) agree the individual research plan with the doctoral student and support the doctoral student in its implementation;
 - 2) ensure appropriate conditions for the doctoral student to conduct research and to work on the doctoral dissertation;
 - 3) help the doctoral student to develop academically;
 - 4) give an opinion on the doctoral student's proposals related to training in the doctoral school;
 - 5) cooperate with the director;
 - 6) participate in training aimed at improving the supervisor's competences.
11. The School Council may specify detailed criteria to be met by a person appointed as a supervisor, in particular concerning the scientific achievements and quality of the supervisor's work.

IV. Education at the doctoral school

§9

1. The duration of the doctoral program at the doctoral school shall be eight semesters.
2. In the event that a foreigner studies at the doctoral school under an agreement concluded with a foreign entity, the duration of the doctoral program at the doctoral school shall be from six to eight semesters, in accordance with the agreement.
3. The curriculum of the doctoral program shall be determined by the Senate in consultation with the doctoral student self-government.
4. The framework curriculum of the doctoral school shall include a catalogue of class modules and a timetable for their implementation and verification of learning outcomes.
5. The framework curriculum of the doctoral school shall include compulsory modules and optional modules.
6. A doctoral student shall be obliged to present an individual path of study and choose from among the courses currently offered by the doctoral school within the framework curriculum.
7. A doctoral student, after obtaining the consent of the supervisor and the director may take classes outside the home organizational unit of the University.
8. The framework curriculum together with the current courses offered by the doctoral school shall be communicated 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 the examinations and credits referred to in paragraph 9 shall be communicated to doctoral students not later than 14 days from the date of the examination or credit, in writing or by entering the grade in the appropriate computer system.
11. If the doctoral student obtains an "unsatisfactory" grade or a "fail" grade, they shall be entitled to a repeat examination or a repeat credit award procedure which may not be conducted earlier than 7 (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 council.
13. In consultation with the supervisor, 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 director within 12 (twelve) months of the date of the commencement of education.
14. If the doctoral dissertation covers scientific issues from more than one discipline, the individual research plan shall indicate the proposed discipline or field of science in which the degree of *doktor* would be awarded.

15. An individual research plan shall include a description of the research activities and the schedule for their implementation, a list of proposed national or international placements, a plan for the preparation of scientific publications, conference presentations and grant applications and shall include a deadline for the submission of the doctoral dissertation. The individual research plan shall be approved by the director within two months from its submission. Before the approval of the research individual plan the director may consult experts.
16. In consultation with the supervisor, a doctoral student may apply to the director to change an individual research plan.

§10

A doctoral student shall submit a report, approved by the supervisor, on the progress of the educational program and the progress of the work included in the individual research plan to the director within the deadline set by him/her. The deadline shall be announced no later than October 15 of each year.

§11

An application to transfer a doctoral student to a school at another doctoral school shall be considered by the vice-rector in consultation with the director taking into account:

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

§12

The doctoral student shall complete education at the doctoral school upon the submission of the doctoral dissertation.

V. Conditions for suspending education at the doctoral school and extending the deadline for the submission of a doctoral dissertation

§13

1. At the request of a doctoral student, education at the doctoral school shall be suspended for a period corresponding to the duration of maternity leave, leave under conditions of maternity leave, paternity leave and parental leave, as defined in the Act of 26 June 1974 Labour Code.
2. During the suspension of education referred to in section 1, a doctoral student shall retain the right to a doctoral scholarship.
3. The director may also suspend training in cases other than those specified in section 1, if circumstances have arisen that prevent or significantly hinder the implementation of the individual research plan. The period of suspension of training may not be longer than one year.
4. During the suspension of education as referred to in section 3, a doctoral student shall not be entitled to a doctoral scholarship.
5. The suspension of training referred to in section 3 shall be made after consultation with the supervisor.
6. The doctoral student shall notify the director of his or her intention to resume training after the expiration of the suspension period, no later than on the last day of the suspension.

§14

1. The date by which the doctoral dissertation should be submitted shall be defined in the individual research plan.
2. The director, at the request of the doctoral student and in consultation with the supervisor may extend the deadline for submission of the doctoral dissertation by a period justified by documented circumstances, but not longer than 1 year, taking into account:
 - 1) the doctoral student's 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:
 - 1) an updated individual research plan together with a justification for the changes;
 - 2) information on scientific achievements;
 - 3) a report on the implementation of the research conducted up to the date of submission of the application.
4. In the application for an extension of the deadline for the submission of the doctoral dissertation, the doctoral student shall specify the expected date of submission of the doctoral dissertation.
5. An application for an extension of the deadline for the submission of the doctoral dissertation shall be submitted to the director no later than 6 (six) months before the intended date of submission of the doctoral dissertation.
6. In justified cases, the director may extend the deadline for the submission of the doctoral dissertation again, provided that all periods of extension do not exceed 2 (two) years in total.

VI. Removal from the list of doctoral students

§15

1. A doctoral student shall be removed from 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 by the deadline specified in the individual research plan;
 - 3) resignation from doctoral training;
 - 4) failure to start training;
 - 5) violation of the prohibition referred to in Article 200(7) or Article 209(10) of the Law;
 - 6) punishment with the disciplinary penalty of expulsion from the doctoral school.
- 1a. In the proceedings for removal of a doctoral student from the list of doctoral students, in the cases referred to in section 1 item 5, the doctoral student shall be summoned to submit, within no less than

30 days, a resignation from training at another doctoral school or from employment as an academic teacher or researcher.

2. A doctoral student may be removed from the list of doctoral students in the event of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) conduct inconsistent with the regulations or lack of progress in the implementation of the educational program and individual research plan;
 - 3) failure to submit a current medical certificate stating that there are no contraindications to training;
 - 4) failure to resume training after the expiration of the period of suspension from school.
3. Removal from the list of doctoral students shall be effected by an administrative decision issued by the director. Each doctoral student may submit an application to the vice-rector for reconsideration of the decision.
4. An application for the initiation of removal proceedings may be submitted by the supervisor in the event of the occurrence of the grounds referred to in section 2. The application does not oblige the director to initiate proceedings.
5. A doctoral student shall submit resignation from the doctoral school to the director.

VII. Method of conducting the mid-term evaluation

§16

1. The mid-term evaluation shall be conducted at the end of the fourth semester of the education period.
2. The date of the mid-term evaluation shall be determined by the director, who will take account of the organization of the academic year applicable at the University.
3. In the case of a doctoral student admitted to a doctoral program following recruitment at a date other than that resulting from the recruitment timetable, the date of the mid-term evaluation shall be determined taking into account the actual duration of study and the need to prepare an individual research plan.
4. The mid-term evaluation shall be carried out by the mid-term evaluation committees of the doctoral schools.
5. The committee for the mid-term evaluation shall be appointed by the director, in consultation with the relevant scientific council of the discipline, from among candidates proposed by the scientific council of the discipline.
6. A representative of the Doctoral Student Self-Government of Adam Mickiewicz University may participate in the meetings of the mid-term evaluation committee as an observer.
7. The mid-term evaluation of the implementation of the doctoral student's individual research plan shall include in particular the following criteria:
 - 1) progress in work on the preparation of the doctoral dissertation;
 - 2) scientific activity including scientific publications, conference presentations and grant applications.
8. The mid-term evaluation shall be carried out based on:
 - 1) first person narrative summary;
 - 2) documentation confirming the scientific activity of the doctoral student;

- 3) supervisor's opinion;
 - 4) an interview with the doctoral student.
9. The mid-term evaluation shall end with a positive or negative result. The committee shall communicate the result of the evaluation to the doctoral student within 7 (seven) days from the meeting of the evaluation committee. The result of the evaluation together with its justification shall be public and shall be published on the doctoral school's website. The evaluation committee shall communicate the result of the mid-term evaluation to the director immediately after the adoption of its decision.
 10. A doctoral student may appeal from the negative mid-term evaluation to the doctoral school council within 14 (fourteen) days of the date on which the results of the evaluation were communicated.

VIII. Documentation of doctoral education

§17

1. Documentary evidence of the education at the doctoral school shall include:
 - 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 vice-rector and the director;
 - 4) resolutions and other documents of the doctoral 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 concerning the course of study at the doctoral school.
2. The documentation related to education at the doctoral school shall be kept by competent units of central administration specified in the organizational regulations, which are also obliged to update, archive and delete data in the POL-on Integrated System for Higher Education and Science.

IX. Final provisions

§18

1. The Regulations comes into effect on 1 October 2023