

**Rules for Admission to Doctoral Schools  
at Adam Mickiewicz University in Poznań  
for the Academic Year 2025/2026**

**§ 1**

1. Admission to doctoral schools at Adam Mickiewicz University in Poznań is conducted through a competitive process. The results of this process are public and will be published on the doctoral school's website.
2. Candidates are admitted to the first year of study at the doctoral school based on the results of the admission procedure. This procedure is designed to identify the best candidates by assessing their prior knowledge, skills, achievements, proposed research project, and performance in the interview.
3. The number of available places in doctoral schools is determined by the Rector.
4. If the admission limit in a given discipline is not met during the primary admission process, the Vice-Rector responsible for doctoral students, upon the request of the director of the doctoral school, may:
  - 1) Announce supplementary admissions in accordance with the rules of the primary admission process.
  - 2) Increase the number of places in another discipline offered by the doctoral school.
5. To be eligible for admission to a doctoral school, a candidate must hold a Master of Science, Master of Engineering, or an equivalent degree. Exceptionally, candidates with outstanding scientific achievements may be admitted if they are:
  - a) Graduates of first-cycle studies.
  - b) Students who have completed the third year of a unified master's program.

**§ 2**

The admission process to doctoral schools is conducted at the university's headquarters in Poznań, subject to the provisions outlined in §10(1)(5).

**§ 3**

1. The Vice-Rector responsible for doctoral students organizes the admission process for the doctoral schools.
2. The director of each doctoral school oversees the admission process to their respective school.
3. The Council of a doctoral school ensures the quality of the admission process and provides opinions on the principles and criteria for admission.

#### § 4

1. Admission to a doctoral school is conducted by an admissions committee. A separate committee is appointed for each discipline offered by the doctoral school. Committees are appointed for a one-year term, starting on 1 June.
2. The chairperson, deputy chairperson, and members of each admissions committee are appointed and dismissed by the Vice-Rector responsible for doctoral students. Appointments are made at the request of the director of the doctoral school and require the approval of the chairperson of the relevant discipline council.

#### § 5

1. A member of the admissions committee must be an academic staff member with at least the degree of *doktor habilitowany* and affiliated with the academic discipline for which the committee is appointed.
2. The admissions committee shall consist of 5 to 9 members.
3. Decisions during the admissions process require the presence of at least 4/5 of the committee members. The participation of the chairperson or deputy chairperson is mandatory.
4. The chairperson of the admissions committee shall appoint a secretary from outside the committee members. The secretary is responsible for maintaining documentation related to the admissions process and attends committee meetings without voting rights. A representative of the doctoral students, designated by the doctoral student self-government, may also attend committee meetings as a non-voting participant.
5. The admissions process must be documented in minutes, which are submitted to the director of the doctoral school.
6. Members of the admissions committee receive remuneration for their work.

#### § 6

1. The chairperson of the admissions committee, or the deputy chairperson in their absence, may exclude a committee member from participating in the admissions process at any stage if their involvement raises reasonable concerns, particularly regarding impartiality. Such a decision must be recorded in the minutes.
2. After receiving candidate applications, committee members must review the list of candidates within 5 working days. If a member identifies circumstances that might prevent an impartial assessment, they must notify the director of the doctoral school, who may exclude the member from the process.

#### § 7

The responsibilities of the admissions committee include:

1. Verifying whether candidates meet the formal requirements to proceed with the admissions process.
2. Informing candidates of the date and location of the admissions procedure.
3. Conducting the admissions process.

4. Assigning points to candidates based on their performance in the admissions procedure.
5. Recommending to the director of the doctoral school which candidates should be admitted.
6. Providing recommendations to the relevant doctoral school council for improving the admissions process, including suggestions for changes to the evaluation criteria for candidate achievements.

## § 8

1. The Vice-Rector responsible for doctoral students may, upon request from a project leader, approve an admissions process tied to the implementation of a research project. The application must include information about funding the doctoral student's education from the project's budget and the expected duration of the student's involvement in the project.
2. A separate admissions committee shall be established for each research project.
3. This committee will consist of the project leader, who will act as chairperson, and two academic staff members designated by the project leader. Additional members, as required to meet the composition specified in § 5(2), shall be appointed by the director of the doctoral school. The requirement for a postdoctoral degree (*doktor habilitowany*) does not apply to these members. Provisions from § 5(4) and § 5(5) shall apply.
4. The committee is appointed by the Vice-Rector responsible for doctoral students at the request of the director of the doctoral school.
5. If external funding is obtained for doctoral students, including funding from research projects, admissions may occur outside the standard schedule outlined in the Annex to these rules. Provisions of §10 and §11 apply accordingly.
6. The term limits specified in § 4(1) do not apply to committees established under this section.
7. Admissions related to research projects shall follow the criteria established for the relevant academic discipline.

## § 9

1. Applicants seeking admission to a doctoral school must register through the IRK (Internet Candidate Admission) system and submit their documents electronically.
2. During electronic registration in the IRK system, applicants are required to:
  1. Complete the registration form and upload a digital photograph sized 20 mm x 25 mm with a resolution of at least 300 dpi.
  2. Indicate the academic discipline in which they intend to conduct their doctoral research.
  3. Consent to the processing of personal data for admission purposes.
  4. Submit a CV.
  5. Upload a motivation letter specifying the academic discipline in which they aim to earn their doctoral degree.
  6. Provide a scan of a diploma confirming higher education qualifications at Level 7 of the Polish Qualification Framework, along with a diploma

supplement. For 2024/2025 graduates who have not yet received their diplomas, a certificate confirming Level 7 qualifications, along with academic records, must be submitted, subject to section 3.

7. Attach a statement of documented achievements and supporting documents (for documents in languages other than Polish or English, a certified translation must be included). Applicants should indicate:
  - a) Up to three scientific achievements.
  - b) Up to three additional accomplishments, as defined by the criteria in § 11.
8. Submit a research project proposal, or in the case of admission tied to a research project, a detailed plan for grant project implementation, including a bibliography (up to 8 pages of standard text, max. 15,000 characters with spaces).
9. Upload an application for admission to the doctoral school, generated from the IRK system.
10. Pay the admission fee outlined in § 13.
3. Candidates applying based on exceptional academic achievements must include a scan of the following:
  - 1) For first-cycle graduates: the diploma and supplement.
  - 2) For students completing the third year of a unified master's programme: a certificate indicating their academic average from years 1 to 3, along with a transcript.
4. Documents specified in points 5, 7-9 must include either a scanned handwritten signature or an electronic signature (qualified, trusted, or personal).
5. Documents must be submitted in Polish. Foreign candidates must provide a certified translation of their documents into English or Polish.
6. Candidates educated outside Poland must additionally submit:
  - 1) A scanned copy of their higher education diploma and supplement for both first- and second-degree qualifications (Bachelor's and Master's), in the original language and a certified translation into English or Polish.
  - 2) A scanned copy of their passport (for foreign applicants).
7. The Admissions Committee informs candidates of interview dates via the IRK system. It is the applicant's responsibility to monitor and confirm these dates.

## § 10

1. **General Principles of the Admission Procedure:**
  1. The maximum score for the admission procedure is 100 points.
  2. Admission requires a minimum score of 60 points and placement on the ranking list within the limit of places available for the specified academic discipline.
  3. The ranking list is determined by the total score achieved by candidates. If two candidates receive the same total score, the number

of points from the interview determines their order. If these scores are also equal, the total points awarded for documented academic and other achievements will be used.

4. Interviews are conducted in Polish. For foreign candidates, the interview may be conducted in English.
5. Meetings of the Admissions Committee, including interviews, may be conducted electronically. This requires secure real-time communication, control over the meeting process, and the ability to ensure confidentiality if voting occurs. The committee chair, in agreement with the director of the doctoral school, decides whether to conduct the meeting electronically.
2. For candidates referred to in the second sentence of §1(5), the Admissions Committee will first assess the highest quality of their academic achievements based on the submitted documentation before admitting them to the procedure.
3. Candidates who are unsuccessful in the basic admission process for the 2025/2026 academic year are not eligible to participate in the supplementary admission process (§1(4)) for the same discipline in the same academic year.

## § 11

### 1. The admission procedure considers the following:

1. A minimum grade of "very good" or equivalent from a second-cycle (master's) or unified master's degree diploma (5 points). Candidates applying on the basis of exceptional scientific achievements (e.g., grant awarded under the "Pearls of Science" competition) will also receive 5 points.
2. Evaluation of up to three documented scientific achievements submitted during registration in the IRK system, assessed according to the detailed criteria of the candidate's accomplishments (maximum of 20 points).
3. Assessment of other documented activities, based on up to three achievements indicated by the candidate, as per the specific criteria for the discipline (maximum of 5 points).
4. The outcome of the interview, which assesses:
  - a) The candidate's knowledge and competencies relevant to their intended research, including discipline-specific expertise.
  - b) Research methodology appropriate to the chosen discipline.  
*The interview has a maximum duration of 30 minutes and awards up to 50 points.*
5. Evaluation of the research project prepared for admission, or in the case of recruitment tied to a grant project, the author's concept for implementing the project (maximum of 20 points). Assessment focuses on:
  - a) Formulation of the research objective and presentation of the research problem.

- b) Originality of the research idea and approach to solving the research problem.
  - c) Methodology suited to the indicated discipline.
  - d) Awareness of the current state of research, supported by a basic bibliography.
  - e) The project's significance for the development of the chosen discipline.
2. The Doctoral School Council will define the detailed assessment criteria mentioned above by **15 March 2025**, tailored to the specificities of each discipline offered. These criteria will be promptly published on the doctoral school's website. For admissions tied to research projects, the discipline-specific criteria will apply.

## § 12

1. Individuals with disabilities may request adaptations to the interview process to accommodate their needs. These adaptations ensure an equal opportunity but do not exempt the applicant from the interview itself.
2. In justified cases, candidates with disabilities may be granted additional time for the interview.
3. Requests for interview adaptations must be submitted with a valid disability certificate and the documents listed in §9.
4. The chairperson of the Admissions Committee will approve the adapted interview format after consulting the advisor for students with disabilities.

## § 13

1. The admission fee is **PLN 300** or **EUR 75**. Candidates applying for admission to multiple disciplines must pay a separate fee for each discipline.
2. The fee must be paid via the University's account in the IRK system.
3. Only candidates who have paid the admission fee are eligible to participate in the admission process.

## § 14

1. Applicants accepted to the doctoral school must submit the following hard-copy documents to the designated location and date specified by the doctoral school director:
  1. A printed and signed registration form from the IRK system.
  2. A 35 mm x 45 mm color photograph.
  3. A declaration regarding enrollment in other doctoral schools and whether they already hold a doctoral degree.
  4. A copy of the diploma confirming qualifications at Level 7 of the Polish Qualification Framework. For 2024/2025 graduates without a diploma, a certificate confirming Level 7 qualifications must be submitted.
  5. Diploma supplements for both first- and second-cycle studies (if applicable).

6. A printed copy of the research project proposal submitted in the IRK system. For candidates admitted based on a grant project, the concept for project implementation must be submitted.
  7. A printed copy of the statement of documented achievements and supporting documents submitted earlier in the IRK system.  
*If documents listed in points 1, 3, 6, and 7 are submitted electronically with a qualified electronic, trusted, or personal signature, no hard copy is required.*
2. Candidates applying based on superior academic achievements must also submit:
    1. For first-cycle graduates, a diploma and supplement.
    2. For students completing the third year of a unified master's program, a certificate of their academic average from years 1–3 and a transcript.
  3. Candidates who obtained their qualifications outside Poland must submit the documents specified in § 9(6).

### **§ 15**

1. The director of the doctoral school will officially enroll candidates who meet the requirements specified in §14 on the list of doctoral students.
2. Admission of foreign candidates is confirmed by an administrative decision of the director. Section 1 does not apply in these cases.
3. Refusals of admission to the doctoral school are issued via an administrative decision.

### **§ 16**

The admission process is conducted according to the schedule outlined in the Annex to these Admission Rules.

***Admission Schedule for Individual Doctoral Schools***

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**Doctoral School of Languages and Literatures**

**Disciplines for Admission:**

- Linguistics
- Literary Studies
- Polish Studies

**Schedule:**

**For the Discipline: Polish Studies**

1. Document submission: **9–15 August 2025**
2. Interviews: **1–3 September 2025**
3. Announcement of results: **4 September 2025**

**For the Discipline: Literary Studies**

1. Document submission: **9–15 August 2025**
2. Interviews: **8–11 September 2025**
3. Announcement of results: **12 September 2025**

**For the Discipline: Linguistics**

1. Document submission: **9–15 August 2025**
2. Interviews: **15–18 September 2025**
3. Announcement of results: **19 September 2025**

**Doctoral School of Humanities**

**Disciplines for Admission:**

- Archaeology
- Ethnology and Cultural Anthropology
- Philosophy
- History
- Culture and Religion Studies
- Arts Studies
- Theology

**Schedule:**

1. Document submission: **13–20 August 2025**
2. Interviews: **1–5 September 2025**
3. Announcement of results: **15 September 2025**



## **Doctoral School of Social Sciences**

### **Disciplines for Admission:**

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

### **Schedule:**

1. Document submission: **17–24 August 2025**
  2. Interviews: **1–12 September 2025**
  3. Announcement of results: **19 September 2025**
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## **Doctoral School of Exact Sciences**

### **Disciplines for Admission:**

- Astronomy
- Computer Sciences
- Materials Engineering
- Mathematics
- Chemical Sciences
- Physical Sciences

### **Schedule:**

1. Document submission: **11–18 July 2025**
  2. Interviews: **2–5 September 2025**
  3. Announcement of results: **10 September 2025**
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## **Doctoral School of Natural Sciences**

### **Disciplines for Admission:**

- Biological Sciences
- Earth and Related Environmental Sciences

### **Schedule:**

1. Document submission: **1–14 July 2025**
2. Interviews: **21–28 July 2025**
3. Announcement of results: **31 July 2025**