

Regulations for awarding a doctoral degree at Poznan University of Technology

Legal basis – the Act dated July 20, 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571, as amended) hereinafter referred to as the Act.

**§ 1**

1. Based on Article 178 sec. 1 of the Act, Statute of Poznan University of Technology and Regulations, academic doctoral degree is awarded by way of an administrative decision of a discipline council.
2. The provisions of Section V of the Act, related to the procedure for awarding a doctoral degree, shall apply accordingly.

**§ 2**

1. At the request of the doctoral student, a discipline council shall assign a supervisor or supervisors, or a supervisor and an auxiliary supervisor, by way of a resolution.
2. A change of a supervisor (supervisors), an auxiliary supervisor is made by the discipline council by way of a resolution, upon a justified request from a doctoral student or a person applying for a doctoral degree in extramural mode.
3. The verification procedure referred to in Article 192 sec. 2 point 7 of the Act shall be specified in the regulations of the discipline council.

**§ 3**

1. The procedure for awarding a doctoral degree shall be initiated at the request of a person who complies with the requirements specified in Article 186 sec. 1 point 1–3 or sec. 2 of the Act. The request shall be submitted together with the doctoral dissertation and a positive opinion of the supervisor or supervisors.
2. During the proceedings of awarding a doctoral degree, by way of resolutions, a discipline council takes the following actions:
  - 1) assigns reviewers,
  - 2) in case of a doctoral commission not having been assigned, accepts a doctoral dissertation, admits it to public defense with an indication of the date of the defense,
  - 3) awards a doctoral degree,
  - 4) awards distinction to a doctoral dissertation.
3. Voting on matters referred to in sec. 2 shall be conducted by members of the discipline council who are professors and university professors, excluding the supervisor (supervisors), and auxiliary supervisor. Resolutions shall be adopted by an absolute majority of votes, in the presence of at least half of the statutory number of these members, not including the supervisor (supervisors), and auxiliary supervisor.
4. The discipline council shall publish the following information in the Public Information Bulletin on the University's website:
  - 1) no later than 30 days before the scheduled date of the doctoral dissertation defence:
    - a) the doctoral dissertation, which is a written thesis together with its summary or a description of a doctoral dissertation which is not a written thesis,
    - b) related reviews;
  - 2) no later than 10 days before the scheduled date of the doctoral dissertation defence, information on the date, place and manner of its conduct.

**§ 4**

1. Based on Article 192 sec. 1 of the Act, a discipline council can assign a doctoral commission which by way of a resolution:

- 1) accepts a doctoral dissertation, admits it to a public defense with an indication of the date of defense,
- 2) prepares and submits the request for awarding a doctoral degree to the discipline council,
- 3) prepares and submits the request for a distinction for a doctoral dissertation to the discipline council

2. The supervisor (supervisors), auxiliary supervisor and secretary shall not participate in voting on matters referred to in sec. 1. The Commission's decisions shall be taken by an absolute majority of votes at a meeting attended by at least half of its members, as specified in sec. 3 point 1 and 3.
3. Doctoral commission should consist of:
  - 1) at least 3 members of academic staff holding a postdoctoral degree or the title of professor, who are members of the discipline council conducting the proceedings, including the chairperson,
  - 2) the supervisor or supervisors,
  - 3) the reviewers,
  - 4) the auxiliary supervisor (in a case of their assignment),
  - 5) a secretary.

### § 5

1. A person applying for a doctoral degree in extramural mode submits a request for the assignment of a supervisor or supervisors, or a supervisor and an auxiliary supervisor, prior to the commencement of the proceedings.
2. A person applying for a doctoral degree in extramural mode has to provide documents confirming the achievement of the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (8 PQF). The method of verifying whether the applicant complies with these requirements is determined by the discipline council, however, in order to verify the fulfillment of the requirements in the field of knowledge of a modern foreign language at the B2 language proficiency level, if the above-mentioned person does not have the appropriate certificate or diploma of graduation, an examination can be conducted.

### § 6

The fee for conducting the proceedings for awarding a doctoral degree, payable to Poznan University of Technology, is paid by the person applying for a doctoral degree or by any other entity acting on their behalf. The fee covers all costs of the proceedings, in particular the cost of renumeration of supervisor (supervisors), auxiliary supervisor, reviewers and administrative costs. The fee is not collected from a person who completed their education at the Doctoral School of Poznan University of Technology or completed the course of education at doctoral studies carried out at Poznan University of Technology and submitted their doctoral dissertation within eight years from the date of the commencement of the course. In case of a member of academic staff of Poznan University of Technology the fees for the proceedings are covered by the unit where the said member is employed.

### § 7

1. The details of the proceedings for awarding a doctoral degree, referred to in Article 192 sec. 2 of the Act, shall be specified by discipline council in its own regulations.
2. A discipline council may specify other requirements, referred to in Article 186 sec. 1 point 5 of the Act, or additional conditions for admittance to defense or awarding distinction to a doctoral dissertation.

### § 8

To all matters not settled by the Regulations, decisions shall be made by discipline council or the Senate, in case of matters beyond the competence of discipline council.

### § 9

The appeal procedure concerning the refusal to award a doctoral degree is regulated by the Act.