



**Poznan University of Technology Senate Resolution
No. 62/2020-2024
dated on December 22, 2021**

on establishing admission rules to Doctoral School

Based on art. 200 item 2 of the Act of July 20, 2018 Law on Higher Education and Science (Journal of Laws 2021, item 478, as amended) the Senate of Poznan University of Technology **resolves** as follows:

§ 1.

General provisions

1. Candidates for Poznan University of Technology Doctoral School (hereinafter referred to as doctoral school) are accepted based on a competition with a view of exploring a research topic proposed for a given scientific discipline.
2. Admission limits within scientific disciplines in the doctoral school in the given academic year are set by the rector.
3. Any given research topic can be carried out by one person only.
4. A candidate can be accepted into the doctoral school within only one research topic chosen in the recruitment process.
5. Registration of candidates for the doctoral school is carried out by means of an online admission system.
6. The decision on a candidate's admission to the doctoral school is made by the director of the doctoral school.
7. A person not accepted may appeal for reconsideration of his/her application.
8. The activities under the competition procedure are carried out by Competition Commissions appointed by the rector for a given academic year, within given scientific disciplines.

§ 2.

Requirements for admission to the doctoral school

1. To be admitted to the doctoral school a candidate must:
 - a) hold master's degree (MA or MSc) or an equivalent degree or
 - b) demonstrate highest quality of scientific achievements and be a graduate of 1st cycle program or a student who completed the third year of long-cycle program.
2. A person who does not hold the qualifications, described in section 1, may take part in the competition procedure, however, they must confirm having obtained them with an appropriate document prior to being admitted to the doctoral school.

§ 3.

Recruitment announcement

1. The list of proposed research topics is posted on the website of the doctoral school.
2. The admission rules to and the education program of doctoral school are publicized by posting on the website of the doctoral school and in the Public Information Bulletin of Poznan University of Technology no later than 5 months before the start of recruitment.
3. The recruitment announcement is posted on the website of the doctoral school and contains in particular:
 - a) schedule of recruitment, including the date of its commencement,
 - b) list of required documents,
 - c) information on the recruitment process and application method,
 - d) information on the limit of admissions available within individual disciplines,
 - e) list of research topics.

§ 4.

Required documents

1. A candidate for a doctoral school, following the method specified in the recruitment announcement, shall submit:
 - a) an application for admission to the doctoral school,

- b) a document confirming their qualifications:
 - 1) a diploma of graduation with the supplement or
 - 2) a certificate of completion of studies,
 - 3) transcript (grade report) (not required if this information is included in the supplement), together with an official grading scale, if the transcript does not contain it, confirmed by the University where a candidate graduated from,
 - c) *curriculum vitae* containing personal data and the course of previous education and/or employment,
 - d) a covering letter containing a short description of candidate's interests and reasons for undertaking education at the doctoral school, list of achievements (including publications, patents, utility models, trademarks, industrial designs, scientific scholarships), awards and distinctions concerning scientific research or student activity or other scientific achievements; information about participation in scientific conferences, workshops, research and commercial projects as well as trainings and internships, international mobility and work experience as well as scientific clubs membership (together with relevant documentation confirming all or any of the above),
 - e) a declaration of choosing a research topic from the available list together with a declaration from a potential PhD thesis supervisor (Annex 1),
 - f) description of a proposed individual research plan demonstrating feasibility of implementation of chosen research topic (Annex 2),
 - g) photograph of candidate,
 - h) additionally, in case of foreigners admitted to doctoral school, to be presented upon their arrival at Poznan University of Technology:
 - confirmation of legal stay on the territory of the Republic of Poland,
 - confirmation of health insurance.
2. Documents submitted by candidate must be prepared in Polish or English or be translated into Polish or English by a sworn or equivalent translator in the country of issue.
 3. Diploma of graduation from university obtained abroad must be submitted with legalization or marked with an *apostille*.
 4. Candidate who obtained the diploma outside of a European Union Member State or a European Free Trade Association (EFTA) Member State may be requested to submit an additional opinion on the recognition of a foreign diploma in Poland by the National Agency for Academic Exchange.

§ 5.

Competition procedure

1. Competition Commission consists of three members. The chairperson of the Competition Commission is a person with at least a postdoctoral degree appointed by the doctoral school director. The commission may not include a person who proposed research topic in a frame of a given competition.
2. Candidate's admission to the doctoral school is based on competition procedure.
3. The competition procedure consists of assessing the documents submitted by the candidate (listed in § 4, section 1b-f) and the interview. Only a complete set of required documents is assessed.
4. The final grade of the candidate at individual stages of the competition procedure, rounded to the full number, is calculated as the sum of the arithmetic averages of the marks (points) proposed by each member of the Competition Committee for the individual criteria, listed in section 6 and 9. Upon completion of each stage of the procedure, the Competition Commission draws up a protocol.
5. The result referred to in § 6 item 1, is calculated as the sum of the points obtained at both stages of the competition procedure, based on the protocols of the relevant Competition Commissions.
6. Evaluation of documents submitted by candidate refers to:
 - a) candidate's achievements, including learning outcomes, scientific publications, patents, utility models, trademarks, industrial designs, scientific scholarships, awards and distinctions concerning scientific research or student activity or other scientific achievements (0-5 points),
 - b) candidate's experience, including participation in scientific conferences, workshops, research and commercial projects as well as trainings and internships, international mobility and work experience, scientific clubs membership (0-5 points),
 - c) description of proposed individual research plan (0-5 points).
7. Candidates who have obtained at least 8 points during the evaluation of documents qualify for an interview.
8. The candidate receives information on admission to the interview in the recruitment system.
9. During the interview the following criteria are evaluated:
 - a) experience and candidate's most important achievements (0-5 points),
 - b) knowledge, skills and competences of the candidate in the selected scientific discipline (0-5 points),
 - c) knowledge of the selected research topics and the candidate's plans related to its implementation (0-5 points).

10. A representative of doctoral students appointed by the self-government of doctoral students of Poznan University of Technology can be present during the interview, without voting rights.
11. Candidates with disabilities may apply to adapt the form, dates and duration of the interview to their legitimate needs. Before the registration is completed, the candidate submits an appropriate request to the director of the doctoral school, who makes decisions in the above-mentioned case within 14 days.

§ 6.

Competition procedure results

1. A candidate is accepted to the doctoral school based on the results of the competition procedure.
2. The number of candidates accepted into the doctoral school corresponds with admission limits in a given scientific discipline and candidates are accepted on the basis of their position on the ranking list in accordance with the results of competition procedure but the minimum number of points obtained by the candidate to be accepted may not be lower than 20 even if their position on the ranking list falls within the specified limits for the given discipline.
3. Candidates who scored at least 20 points in the competition procedure but were not admitted to the doctoral school due to fulfillment of admission limits in given discipline, are placed on the waiting lists. The lists are made up based on ranking for each discipline.
4. Individual results of admission procedure are available for a candidate in the admission system.
5. The list of persons admitted and not admitted (including those on the waiting list) to the doctoral school is announced publicly on the website of the doctoral school.
6. If candidates admitted to the doctoral school fail to take up education, vacated places may be taken by candidates from the appropriate waiting lists in the order resulting from the number of points obtained.
7. Candidates who are required to apply for a visa may receive a promise of conditional entry onto the PhD students register, which does not entitle them to receive a scholarship.
8. Admission to the doctoral school is done by registering entry onto the register of PhD students.
9. A person admitted to the doctoral school begins education and acquires PhD student rights upon taking the oath.

§ 7.

Additional recruitment

1. Additional recruitment (beyond the admission limit, referred to in § 1 sec. 2) may be conducted only in case of financing of education at the doctoral school provided from a source other than the subsidy.
2. Financing from sources other than the subsidy must guarantee the candidate receives scholarship in the amount of at least that specified in Art. 209 of the Act and for a period of at least 2 years.
3. The provisions concerning the required documents and the competition procedure, described in § 4 and § 5, as well as the provisions of § 1 and § 3 and § 6, shall apply accordingly.

§ 8.

Custom recruitment

Candidates who do not meet the requirement, referred to in § 2 sec. 1 point a, applying for admission to a doctoral school pursuant to Art. 186 sec. 2 of the Act, may take part in recruitment process provided that they obtain a positive opinion of the Scientific Council of the doctoral school, indicating that they demonstrate highest quality of scientific achievements.

§ 9.

Final provisions

The candidate is obligated to read information provided in the recruitment system on an ongoing basis. The candidate shall bear the consequences of failure to comply with this obligation.

§ 10.

Resolution No. 206/2016-2020 of the Academic Senate of the Poznan University of Technology dated on December 18, 2019 on establishing the rules of recruitment to the doctoral school hereby expires.

§ 11.

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

Chair of the Senate of
Poznan University of Technology
Rector
Prof. Teofil Jesionowski, PhD, DSc, Eng.