



GOOD PRACTICE WORKED OUT AT THE DOCTORAL SCHOOL AT POZNAN UNIVERSITY OF TECHNOLOGY

This document presents good practice related to procedures significant for the quality of education of doctoral students, including appointment of members of relevant commissions. The Scientific Board of the Doctoral School at Poznan University of Technology (PUT) recommends introduction of these solutions, having adapted them to structures of particular Faculties and specificity of carried out research work, to the Coordinators representing all disciplines of science.

I. PROCEDURES FOR SUBMISSION OF RESEARCH TOPICS OF DOCTORAL STUDENTS AND APPOINTMENT OF DOCTORAL THESES SUPERVISORS

(submission of research topics for doctoral students in the process of recruitment for a given academic year; evaluation of scientific achievements of candidates for supervisors and their suitability for supervision of doctoral students work)

1. A person who wishes to submit a research topic for doctoral students recruited for a given academic year to the Doctoral School at PUT should submit a [document confirming](#) that he or she meets the requirements of a supervisor, specified in the Doctoral School Regulations, in § 25 sections 5 and 6 and § 26, to the Faculty Dean or Coordinator of a given discipline of science. In particular the document should confirm that the candidate for supervisor meets the following conditions:
 - a) Has scientific achievements related to the proposed research topic gained in the last 5 years, including scientific articles published in journals renowned in a given discipline, conference proceedings and/or implemented solutions in the area of design, construction or technology or in the arts,
 - b) Has been active in international arena, has been scientifically mobile (has published joint papers in cooperation with partner(s) from abroad, has research visits to abroad scientific/research centres, has participated in joint research project with international partners, etc.);
 - c) Has experience in management or work as an investigator in research projects won in domestic or international competitions,
 - d) is a supervisor of no more than 3 doctoral students whose doctoral scholarship is covered by subsidy,
 - e) For the last 5 years has not been a supervisor of 4 or more doctoral students who were removed from the register of doctoral students due to a negative result of mid-term assessment,
 - f) For the last 5 years has not been a supervisor of 2 or more doctoral students in a frame of the “Applied Doctorate” program, who received a negative assessment result of annual or final report required by the appropriate minister,
 - g) For the last 5 years has not supervised the preparation of a dissertation by at least 2 persons applying for the degree of doctor who did not received positive reviews as referred to in art. 191, sec. 1 of the Act of Law on Higher Education and Science.
2. The submitted documents are considered by the commission whose members are: Dean of the Faculty, vice-Dean for research or education matters and Coordinator of a given discipline of science.

3. The final set of approved research topics (in Polish and English) proposed by the candidates for supervisors in a given discipline of science, signed by the Dean and the Coordinator, is submitted to the Doctoral School administration by the Coordinator.

II. APPOINTMENT OF MEMBERS OF COMPETITION COMMISSIONS

(appointment of members of competition commission for a given academic years, representing a given discipline of science and the Faculty)

1. Dean of the Faculty, vice-Dean for research or education matters and the Coordinator in a given discipline of science propose members of the Competition Commission for a given academic year, taking into account the areas of research of the submitted research topics and availability of persons who hold at least a postdoctoral degree in the time defined by the timetable of recruitment.
2. A member of the Competition Commission cannot be the person proposing research topic in a given discipline of science, either in the case of the process of recruitment for the Doctoral School positions within the limit set by the Rector of PUT, the program of "Applied Doctorate" or financed by a source other than subsidy, according to the Resolution on the admission rules to the Doctoral School § 5 sec. 1.
3. The Coordinator in a given discipline of science submits a list of proposed members of the Competition Commission to the administration of the Doctoral School.

III. APPOINTMENT OF MEMBERS OF COMMISSION FOR MID-TERM ASSESSMENT

(appointment of members of the Commission with no consultation with supervisor or supervisors)

1. Research topics referring to similar areas, specified in the Individual Research Plan (IRP) and subject to mid-term assessment in a given academic year, are grouped by the Coordinator.
2. Within a given area of research, a mid-term assessment Commission is proposed individually for each doctoral student, by the Chairperson of the particular Discipline Council and members of the appropriate Discipline Council (the Doctoral School Regulations § 15 sec. 5).
3. At least one member of the Commission for mid-term assessment comes from outside PUT (expert in the area), while the other members are PUT employees. All members must meet the requirements of the Regulations of the Doctoral School, § 15 sec. 2, i.e. must have a postdoctoral degree or a title of professor and scientific achievements in the discipline in which the doctoral dissertation is prepared.
4. When a proposed member of the Commission comes from an foreign university or scientific institution, the appropriate Discipline Council should conform if he/she has significant achievements in the field covered by the doctoral dissertation (the Regulations of Doctoral School, § 15 sec. 2).
5. The names of the proposed members of the Commission are submitted by the Coordinator to the Doctoral School administration.

IV. LECTURES IN THE LECTURE MODULES

(proposed lectures representative of a given discipline for a given semester or academic year)

1. According to the syllabus valid from the academic year 2023/2024 - lectures concerning a given discipline of science in a semester are delivered in 8 hrs or 4 hrs.
2. Lectures in a given discipline of science are proposed by the Coordinator in agreement with the Chairperson of the particular Discipline Council.