



**Poznan University of Technology Senate Resolution**  
**no. 161/2016-2020**  
**dated on May 29, 2019**  
**on establishing admission rules to Doctoral School**

Based on art. 200 section 2 of the Act dated on July 20, 2018 Law on Higher Education and Science (Journal of Laws, item 1668 with subsequent amendments) the Senate of Poznan University of Technology **enacts** as follows:

**§ 1.**

**General regulations**

1. Candidates to Poznan University of Technology Doctoral School (hereinafter referred to as doctoral school) are accepted based on a competition for given research topics within defined scientific disciplines.
2. Limits of available positions within scientific disciplines in the doctoral school in the given academic year are set by the rector.
3. One research topic can be pursued only by one person.
4. A candidate can choose and be accepted to only one research topic.
5. Registration of candidates to the doctoral school is done by online admission system.
6. It is the director of the doctoral school who decides about the acceptance to the doctoral school.
7. A person not accepted may appeal for reconsideration of his/her application.
8. Competition procedures are carried out by the Competition Committees appointed by the Rector within chosen scientific disciplines.

**§ 2.**

**Requirements for admission into the doctoral school**

1. In order to be admitted into the doctoral school one is required to have:
  - a) MA or MSc degree or equivalent or
  - b) the highest quality of scientific achievements and to be a graduate of 1st cycle studies or a student who completed third year of uniform studies or
  - c) a diploma confirming graduating from a University abroad that entitles its holder to undertake doctoral studies in the country of issue.

2. It is allowed for a person who does not possess the qualifications described above in section 1, to enter the competition but he/she has to obtain the qualifications and confirm them with appropriate document prior to admittance into the doctoral school.

### **§ 3.**

#### **Admission announcement**

1. List of suggested research topics is presented on the Poznan University of Technology website.
2. Admission announcement and doctoral school study program are announced publicly on the University website and in the Public Information Bulletin no later than 5 months prior to the start of admission procedure.
3. Admission announcement contains at least:
  - a) candidate's formal requirements description,
  - b) information on admission and application process,
  - c) information on the limits of available positions in the given scientific disciplines,
  - d) list of suggested research topics,
  - e) information on the mode of conducting admission interview online,
  - f) information on application process deadline,
  - g) information on competition results deadline.

### **§ 4.**

#### **Required documents**

1. A candidate to the doctoral school submits the following documents according to the regulations set in the admission announcement:
  - a) application for admission to the doctoral school,
  - b) document confirming qualifications:
    - 1) university diploma with supplement or
    - 2) university graduation certificate or
    - 3) university diploma or certificate obtained abroad that entitles its holder to undertake doctoral studies in the country of issue
      - with apostille if a country of issue is a party to the Hague Convention of 5 October 1961 abolishing the requirement of legalization for foreign public documents (Journal of Laws of 2005, no. 112, item 938) or
      - with legalization certificate in all other cases – legalization is done by Polish consular office in the country of diploma issue

and transcript (grade report) that entitles its holder to undertake doctoral studies together with official grading scale, if it is not displayed at the transcript, confirmed by the University where a student graduated from,

- c) resume containing personal data with course of education and/or employment,
  - d) motivation letter containing short description of interests, scientific achievements, list of publications, information about scientific activity involvement (scientific clubs membership, scientific conferences participation, internships and trainings, awards and distinctions), other achievements and reasons for undertaking doctoral studies,
  - e) declaration of chosen research topic from available list together with a consent from a potential PhD thesis supervisor (attachment no. 1),
  - f) description of proposed individual research plan proving ability to implement chosen research topic (attachment no. 2),
  - g) a photograph
  - h) additionally for foreigners:
    - document confirming that the stay in Poland is legal,
    - proof of health insurance.
2. The documents must be in Polish or English language or must be translated into Polish or English by a sworn translator or equivalent in the country of issue.

## **§ 5.**

### **Competition procedure**

1. Competition Commission has at least three members. Head of Competition Commission is either doctoral school director or a person appointed by him/her that has at least associate professor degree. Potential PhD thesis supervisor and a representative of PhD students designated by Poznan University of Technology PhD Students Council may be non-voting members of the Competition Commission.
2. Candidate's admission to the doctoral school is based on competition procedure except in the cases specified § 7 and 8 herein.
3. Competition procedure is based on evaluation of candidate's submitted documents and interview.
4. Evaluation of submitted documents concerns:
  - a) candidate's achievements, including learning outcomes, scientific publications, patents, utility models, trademarks, industrial designs, scholarships, awards and distinctions concerning scientific research or student activity or other achievements (0-5 points),
  - b) candidate's experience, including participation in conferences, workshops, trainings, internship, research and commercial projects as well as international mobility and work experience (0-5 points),
  - c) description of proposed individual research plan (0-5 points).
5. In order to be allowed to attend the interview, a candidate has to receive at least 8 points from evaluation of above documents.
6. A candidate receives information about being admitted to the interview in the admission system.

7. During the interview the following criteria are evaluated:
  - a) experience and candidate's most important achievements (0-5 points),
  - b) candidate's knowledge, abilities and competencies in a chosen scientific discipline (0-5 points),
  - c) candidate's knowledge of a chosen research topic and candidate's plans concerning its implementation (0-5 points).
8. Candidates with disabilities can apply for adjusting the form, dates and time of the interview to their justified needs.

## **§ 6.**

### **Competition procedure results**

1. A candidate is accepted to the doctoral school based on the results of the competition procedure.
2. Candidates are accepted to the doctoral school in number that corresponds with limits in a given scientific discipline, according to the place on the ranking list made based on the results of competition procedure.
3. Individual results of admission procedure are available for a candidate in the admission system.
4. The list of candidates admitted to the doctoral school is announced publicly on the Poznan University of Technology website.
5. Candidates with incomplete set of documents are asked to complete them. A candidate is required to submit appropriate diploma after receiving it without any delay.
6. Candidates who are required to apply for a visa may be ensured to receive conditional entry to the PhD students' list that does not entitle them to receive a scholarship.
7. Admission to the doctoral school is done by registering entry into the list of PhD students.
8. A person admitted to the doctoral school begins education and acquires PhD student rights at the moment of oath taking.

## **§ 7.**

### **Transfer**

1. A candidate may be admitted to the doctoral school based on a transfer from the other doctoral school.
2. Application for admission into the doctoral school based on a transfer is possible for PhD students who:
  - a) passed at least first semester of education in other doctoral school,
  - b) fulfilled all obligations resulting from regulations applicable at the University and the doctoral school that he/she leaves,
  - c) obtained positive opinion from the doctoral school where the education was completed and from the current PhD thesis supervisor,
  - d) submitted documents described §4 section 1 herein.

3. Decision regarding admission to the doctoral school based on a transfer is made by the director of the doctoral school.

### **§ 8.**

#### **Grants and other programs**

1. A person whose PhD scholarship is funded by scientific projects, grants and other programs may be admitted into the doctoral school.
2. Decision about admission to the doctoral school of a person described in section 1 is made by the director of the doctoral school after referring to the admission procedure set forth in a project/grant/program.

### **§ 9.**

#### **Complimentary admission**

In case the limits in the number of accepted PhD students are not fulfilled, it is possible to perform complimentary admission procedure.

### **§ 10.**

#### **Final provisions**

A candidate is obligated to read information displayed in the admission system. A candidate is held liable for not fulfilling this requirement.

### **§ 11.**

The resolution shall enter into effect as of the date of its adoption.

President  
of the Poznan University of Technology Senate

Prof. Tomasz Łodygowski PhD, DSc, Eng.