



**Poznan University of Technology Senate Resolution
No. 206/2016-2020
dated on December 18, 2019**

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, item 1668, as amended) the Senate of Poznan University of Technology **resolves** as follows:

§ 1.

General regulations

1. Candidates for Poznan University of Technology Doctoral School (hereinafter referred to as doctoral school) are accepted based on a competition for proposed 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 by one person only.
4. A candidate can choose and be accepted to only one research topic.
5. Registration of candidates for the doctoral school is done via online admission system.
6. It is the director of the doctoral school who decides about the admission to the doctoral school.
7. A person not accepted may appeal for reconsideration of his/her application.
8. Competition proceedings are carried out by the Competition Commissions appointed by the rector within chosen scientific disciplines.

§ 2.

Requirements for admission to the doctoral school

1. In order to be admitted to the doctoral school, the candidate is required to possess:
 - a) the professional title of M.A., M.Sc. or an equivalent degree
 - b) the highest quality of scientific achievements and to be a graduate of 1st cycle studies or a student who completed the 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. A person without the qualifications described in section 1 may take part in the competition proceedings, however, they must obtain them and confirm it with an appropriate document before being admitted to the doctoral school.

§ 3.

Recruitment announcement

1. The list of proposed research topics is posted on the website of Poznan University of Technology.
2. The recruitment announcement and the doctoral school study program are publicized by posting on the website of Poznan University of Technology and in the Public Information Bulletin of Poznan University of Technology no less than 5 months before the start of recruitment.
3. The recruitment notice shall contain at least:
 - a) description of formal requirements for the candidate,
 - b) information on the recruitment process and application method,
 - c) information on the limit of admissions available within individual disciplines,
 - d) information on how to conduct the online interview,
 - e) information on the deadline of application process,

- f) information on the deadline for resolving the competition procedure.

§ 4.

Required documents

1. A candidate for a doctoral school shall submit in the manner specified in the recruitment notice:
 - a) an application for admission to the doctoral school,
 - b) the document confirming the qualifications:
 - 1) diploma of graduation with the supplement or
 - 2) certificate of completion of studies or
 - 3) university diploma or certificate obtained abroad that entitles its holder to undertake doctoral studies in the country of issue
 - marked with an apostille, when the country issuing the document is covered by the Convention requiring the legalization of foreign official documents drawn up in The Hague on October 5, 1961 (Journal of Laws of 2005 No. 112, item 938) or
 - legalized in other cases - legalization is carried out by the Polish consular post in the country issuing the diploma
 - 4) transcript (grade report) that entitles its holder to undertake doctoral studies, together with an official grading scale, if it is not displayed at the transcript, confirmed by the University where a student graduated from,
 - c) curriculum vitae containing personal data and the course of previous education and/or employment,
 - d) a cover letter containing a short description of interests, scientific achievements, list of publications, information about involvement in scientific activity (scientific clubs membership, participation in scientific conferences, internships and trainings, awards and distinctions), other achievements and reasons for undertaking doctoral studies,
 - e) a declaration of choosing the research topic from the available list together with a declaration from a potential PhD thesis supervisor (Annex 1),
 - f) description of proposed individual research plan proving ability to implement chosen research topic (Annex 2),
 - g) a photograph
 - h) additionally in case of foreigners admitted to doctoral school, presented upon their arrival at the Poznan University of Technology:
 - confirmation of legal stay on the territory of the Republic of Poland,
 - confirmation of health insurance.
2. Documents submitted by the 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.

§ 5.

Competition procedure

1. Competition Commission consists of three members. The chairman 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 excluding the cases specified in § 7 and § 8.
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. Evaluation of submitted documents of the candidate includes:
 - 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 the proposed individual research plan (0-5 points).
5. Candidates who have obtained at least 8 points during the evaluation of documents are admitted to the interview.

6. The candidate receives information on admission to the interview in the recruitment system.
7. 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).
8. A representative of doctoral students appointed by the Doctoral Council of Poznan University of Technology is present during the interview, without voting rights.
9. Candidates with disabilities may apply to adapt the form, dates and duration of the interview to their legitimate needs.

§ 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. 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 website of Poznan University of Technology.
5. 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.
6. Admission to the doctoral school is done by registering entry into the list of PhD students.
7. 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 the first semester of education in other doctoral school,
 - b) met all the obligations resulting from regulations applicable at the University and the doctoral school that he/she leaves,
 - c) obtained a positive opinion from the doctoral school where the education was completed and from the current PhD thesis supervisor,
 - d) submitted documents referred to in § 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 getting acquainted with the outcome of recruitment procedure carried out under the project/grant/program and the submitted declaration (Annex 1) as well as once the authorized persons have signed the agreement on funding a scholarship for a young scientist.

§ 9.

Complimentary recruitment

In the event of failure to meet admission limits within specific scientific disciplines, it is possible to conduct complimentary recruitment procedure.

§ 10.**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.

§ 11.

Resolution No. 161 / 2016-2020 of the Academic Senate of the Poznan University of Technology of May 29, 2019 regarding the rules of recruitment to the doctoral school becomes invalid.

§ 12.

The resolution comes into force on the day of its adoption with effect from 1 January 2020.

President
of Poznan University of Technology Senate
Rector
Prof. Tomasz Łodygowski