



**Poznan University of Technology Senate Resolution
No. 157/2020-2024
dated on November 29, 2023**

on admission rules to the Doctoral School of Poznan University of Technology

Based on art. 200 item 2 of the Act of Law dated July 20, 2018, on Higher Education and Science (consolidated text, Journal of Laws 2023, item 742, as amended) the Senate of Poznan University of Technology **resolves** as follows.

§ 1

General provisions

1. Candidate for Poznan University of Technology Doctoral School (hereinafter referred to as the Doctoral School) is admitted based on a competition with a view of exploring a research topic proposed for a given scientific discipline.
2. A candidate can chose only one research topic.
3. Any given research topic can be worked upon by one person only.
4. Admission limits within scientific disciplines in the Doctoral School in the given academic year are set by the Rector.
5. Candidates to the Doctoral School submit required documents by means of the admission system or by email.
6. Recruitment to the Doctoral School is associated with the payment of a one-off, non-returnable enrollment fee. The fee must be paid upon the candidate submitting the documents referred to in § 4. The amount of the enrollment fee is determined by the Rector.
7. The decision on a candidate's admission to the Doctoral School is made by the Rector.
8. A person not admitted may appeal for reconsideration of his/her application.
9. 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 sec. 1 point a, may take part in the competition procedure, however, they must confirm having obtained them with an appropriate document before the lists of admitted candidates to the Doctoral School are announced.

§ 3

Recruitment announcement

1. The admission rules and the Curriculum of the 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.
2. 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 the 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 described in § 2 sec. 1:
 - 1) a diploma of graduation with the supplement or
 - 2) a certificate of completion of studies, in case the diploma has not yet been issued,
 - 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 which 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) a certificate confirming the knowledge of the English language at a level of at least B2 (list of accepted certificates - Annex 3) or a declaration of the knowledge of the English language at a level of at least B2 (Annex 4),
 - h) photograph of a candidate,
 - i) confirmation of the payment of the enrollment fee.
2. Documents submitted by a 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 needs to be confirmed with an *apostille* if the country issuing the document is covered by the Convention Abolishing the Requirement of Legalization of Foreign Public Documents, drawn up in The Hague on October 5, 1961 (Journal of Laws of 2005, No. 112, item 938).) or legalized in any other case. Legalization is carried out by a Polish consular post in the country of issuing the diploma.
 4. A 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. Additionally, in case of foreigners, when submitting original documents, they are required to present:
 - a valid, current document entitling them to stay in the territory of the Republic of Poland,
 - a valid health insurance policy effective in the territory of the Republic of Poland.

§ 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 Director of the Doctoral School. 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 assessment of the documents submitted by the candidate (listed in § 4, section 1b-f) and the interview. Only a set of the above-mentioned documents, filled in completely and submitted correctly and on time, 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 Commissions 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. The candidate who has obtained at least 8 points during the evaluation of documents qualify for an interview.
8. The candidate receives information on the interview by means of the recruitment system or by email.
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 PhD Students' Union 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 admitted to the Doctoral School based on the results of the competition procedure.
2. Individual results of the competition procedure are communicated to a candidate by means of the recruitment system or by email.
3. The minimum number of points obtained by the candidate in the competition procedure enabling them to be admitted to the Doctoral School may not be lower than 20.
4. The number of candidates admitted into the Doctoral School corresponds with admission limits in a given scientific discipline and candidates are admitted on the basis of their position on the ranking list in accordance with the results of competition procedure.
5. 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.
6. The lists 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.
7. If the candidate fails to submit the original documents within the time specified in the recruitment schedule, it is considered that the candidate has resigned from education at the Doctoral School. Vacated place may be taken by candidate from the appropriate waiting list in the order resulting from the number of points obtained.
8. Candidates who are required to apply for a visa may receive a promise of conditional entry onto the doctoral students register, which does not entitle them to receive a scholarship.
9. Admission to the Doctoral School is done by registering entry onto the register of doctoral students.
10. A person admitted to the Doctoral School begins education and acquires doctoral student rights upon taking the oath.

§ 7

Additional recruitment

1. Additional recruitment (beyond the admission limit, referred to in § 1 sec. 4) may be conducted only in case of financing of education at the Doctoral School provided from a source other than the subsidy (including research projects, grants, other programs or remuneration for employment by the Poznan University of Technology in connection with the implementation of the research project).
2. Documents other than those listed in § 4, may be required in compliance with the detailed recruitment conditions.
3. Financing from sources other than the subsidy must guarantee the candidate funds for education, i.e. doctoral scholarship in the amount of at least that specified in Art. 209 of the Act of Law on Higher Education and Science and social security contributions paid by the Poznan University of Technology for a period of at least 2 years.
4. A candidate's admission to the Doctoral School is subject to meeting the requirements dependent on which his/her education is financed by a source other than a subsidy.
5. The provisions concerning the required documents and the competition procedure, described in § 4 and § 5, as well as the provisions of § 1 (with the exception of sec. 4) and § 3 and § 6 (with the exception of sec. 4 and 5), shall apply accordingly.

§ 8

Custom recruitment

Candidates who do not meet the requirement, referred to in § 2 sec. 1 point b, applying for admission to the Doctoral School pursuant to Art. 186 sec. 2 of the Act of Law on Higher Education and Science, may take part in recruitment

process provided that they obtain a positive opinion of the Scientific Board of the Doctoral School, indicating that they demonstrate highest quality of scientific achievements.

§ 9

Final provisions

1. The candidate is obligated to read the information provided in the recruitment system or by email on an ongoing basis. The candidate shall bear the consequences of failure to comply with this obligation.
2. Decisions are delivered electronically via the recruitment system. A decision is considered effectively delivered on the day it is downloaded in the recruitment system. Decisions which have not been downloaded are deemed to have been effectively delivered within 14 days from the date of their issuance.

§ 10

Resolution No. 99/2016-2020 of the Academic Senate of the Poznan University of Technology dated on December 21, 2022 on establishing the rules of admission 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.