



Resolution No 403/2019/2020
Senate of Adam Mickiewicz University, Poznań
24 February 2020
re: rules for admission to the Doctoral School
of Adam Mickiewicz University, Poznań
in the academic year 2020/2021

Pursuant to Article 200 section 2 of the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws, item 1668, as amended), the Senate of Adam Mickiewicz University has adopted the following resolution:

§1

The Senate of Adam Mickiewicz University, Poznań has adopted the rules of admission to the Doctoral School of Adam Mickiewicz University, Poznań in the academic year 2020/2021, which is attached to this resolution.

§2

The resolution becomes effective on the date of its adoption.

R e c t o r Prof. UAM dr hab. Andrzej Lesicki

**Principles of admission for the Doctoral School
of Adam Mickiewicz University, Poznań
in the academic year 2020/2021**

§1

1. Admission to the Doctoral School of Adam Mickiewicz University, Poznań, hereinafter referred to as the Doctoral School, takes place by way of a competition. Acceptance of candidates for the first year of education at the Doctoral School is based on the results of the admission procedure; the maximum number of doctoral students shall be determined by the Rector.
2. The aim of the admission procedure is to identify the best candidates for studies at the Doctoral School by evaluating their current knowledge, skills and achievements, the research proposal presented by candidates, and the results of the interview.
3. Doctoral candidates must hold a master's degree, master's degree in engineering or equivalent. In exceptional cases, when candidates can prove scientific achievements of top quality, eligible candidates may also include graduates of first-cycle master's degree programs [Pol. *studia pierwszego stopnia*] or students who have completed the third year of one-cycle master's degree program [Pol. *jednolite studia magisterskie*].
4. The results of the competition, including the number of points obtained at each stage of the admission procedure, shall be public and will be published on the website of the Doctoral School.

§2

The admission procedure for the Doctoral School shall be conducted in the seat of the University, i.e. in Poznań, taking into account the possibility specified in §8 section 4.

§3

1. The admission procedure for the Doctoral School is conducted by the Admission Committee of the Doctoral School and Selection Panels.
2. The chair, deputy chair and members of the Admission Committee of the Doctoral School shall be appointed by the rector at the request of the deputy rector in charge of the doctoral school.
3. The Admission Committee of the Doctoral School shall be composed of academic staff holding at least the academic degree of *doktor habilitowany*, representing all doctoral schools established at the Schools [Pol. *sg. szkoła dziedzinowa*], two from each doctoral school of the School and two representatives of doctoral students nominated by the competent doctoral student government.
4. The chair of the Admission Committee shall appoint the Secretary of the Admission Committee. The Secretary may be appointed from among the members of the Admission Committee.
5. Work on the Admission Committee and the Selection Panels shall be remunerated.

§4

The Admission Committee shall:

- 1) appoint members of selection panels, including their chairs, from among academic teachers delegated by the deans in consultation with the heads of the doctoral school sections and doctoral students delegated by the competent body of the doctoral student government,
- 2) supervise the selection procedure conducted by the teams referred to in §5,
- 3) prepare lists of successful doctoral candidates,

§5

1. The admission procedure to the Doctoral School shall include a selection procedure before selection teams within scientific disciplines, in which the teaching at the Doctoral School will take place.
2. The selection team shall consist of academic teachers holding at least the degree of *doktor habilitowany* assigned to the scientific discipline in which the selection team has been established.
3. The selection team shall consist of 5-9 persons and a secretary. The Secretary shall be appointed by the Chair of the Selection team. The Secretary may be a person who does not satisfy the requirement set out in section 2. The Secretary of the Selection team shall attend team meetings without voting rights.
4. The meeting of the selection team shall be attended by a representative of doctoral students designated by the competent body of the doctoral student government. The relevant doctoral student shall participate in the meeting without voting rights.
5. The meeting of the selection team shall be attended by the head of the research project for which recruitment is made, without voting rights
6. The selection procedure shall be recorded in the minutes. The minutes shall be forwarded to the Admission Committee without undue delay.
7. The selection procedure requires the presence of at least 4/5 of the team.

§6

The selection teams shall:

- 1) decide on admission of candidates to the admission procedure,
- 2) notify candidates of the date and place of recruitment
- 3) conduct a selection procedure,
- 4) determine the number of points awarded to the candidates in the admission procedure,
- 5) formulate recommendations for the Admission Committee regarding the selection of candidates.

§7

1. Doctoral candidates seeking admission to the Doctoral School shall be required to make an online registration via the Internetowa Rejestracja Kandydatów [IRK - Online Registration System].
2. Applicants seeking admission to the Doctoral School shall particular:
 - 1) complete the registration form;

- 2) consent to the processing of personal data for the purposes of recruitment;
 - 3) enclose a 20 mm x 25 mm photo in an electronic version with a resolution of at least 300 dpi;
 - 4) upload the results of a diploma or certificate confirming their graduation;
 - 5) indicate the country in which the candidate obtained a higher education diploma in the IRK form;
 - 6) define the scientific discipline in which the dissertation will be prepared;
 - 7) check deadlines for submission of documents and interviews;
 - 8) submit the documents specified in section 3.
3. Candidates for the Doctoral School shall submit the following documents:
- 1) a printed registration form downloaded from the Internetowa Rejestracja Kandydatów [IRK - Online Registration System];
 - 2) a cover letter with an indication of the scientific discipline in which they would like to obtain the academic degree of *doktor*,
 - 3) an application to hold the interview in a language other than Polish with a justification (if applicable);
 - 4) an application to hold the interview by means of distance communication with justification (if applicable);
 - 5) CV with documented achievements:
 - a) in science
 - b) other achievements
 - c) proposal of the unique research project prepared for the purpose of recruitment (up to 8 pages of the standard typescript, max. 15000 characters with spaces),
 - d) an opinion of an academic teacher may be attached
 - 6) a copy of the graduation diploma from a higher education institution confirming that the second cycle degree has been obtained, and in the case of graduates completing their education in the academic year 2019/2020 a certificate of graduation confirming completion of second cycle education. Beneficiaries of the Diamond Grant Program shall also submit the decision of the Ministry of Higher Education and Science on the allocation of funds for the implementation of the research project,
 - 7) a diploma supplement (in the case of two-cycle programs – supplements from first-cycle and second-cycle programs),
 - 8) one 35 mm x 45 mm colour photograph,
 - 9) confirmation of payment of the admission fee.
4. Persons who have obtained the necessary education outside the territory of the Republic of Poland shall submit additionally:
- 1) a scan of a document certifying their education - a diploma with a supplement of the 1st degree studies (Bachelor degree) and a diploma with a supplement of the 2nd degree studies (MSc, MA) in the original language and in a certified translation into English or Polish
 - 2) a scan/photocopy of the passport.

§8

General principles of the admission procedure:

- 1) the maximum number of points which candidates may be awarded is 100,
- 2) only candidates who have been short listed and who have been awarded at least 60 points in the entire admission procedure shall be admitted; the number of candidates admitted for the doctoral program of a given scientific discipline is limited,
- 3) the interview may be conducted in a language other than Polish,
- 4) in justified cases, the interview may be conducted by means of distance communication indicated by the Admission Committee.

§9

The following shall be taken into account during the admission procedure:

- 1) the grade awarded for the completion of the second cycle master's degree program or one-cycle master's degree program and featured in the diploma – maximum 10 points,
- 2) evaluation of the candidate's current research work and scientific achievements on the basis of the CV and cover letter; doctoral candidates shall indicate a maximum of three documented scientific achievements for evaluation (attached achievement list) – maximum 15 points,
- 3) other documented activities of the candidate supported with a maximum of three achievements indicated by the candidate (attached achievement list) – maximum 5 points,
- 4) the result of the interview; the interview shall cover:
 - a) the candidate's knowledge and competence relevant to the intended research and to the discipline covered,
 - b) the elements of the research methodology relevant to the discipline in question.Maximum 50 points may be awarded for the interview; the maximum duration of the interview may be 30 minutes.
- 5) the grade awarded for the research project prepared for the purpose of the admission procedure (maximum 20 points); the following will be evaluated in particular:
 - a) the ability to formulate the research aim and to present the research problem;
 - b) the research idea and the ability to propose a solution;
 - c) the methodology appropriate to the discipline in question;
 - d) the knowledge of the state of research, including basic bibliography.

§10

1. Persons with disabilities may apply to have the interview adapted to their needs; adaptation of the interview does not mean dismissal from the interview, but is intended only to ensure equal opportunities.
2. In justified cases, persons with disabilities shall have the right to an extension of the interview time by 50%.
3. In matters relating to the admission procedure, persons with disabilities shall notify their needs to the staff of the Disability Office no later than 14 days before the interview.

4. A final decision regarding the adapted interview shall be made by the chair of the Admission Committee upon request of the candidate and the opinion of the Disability Office.

§11

1. The admission fee to the Doctoral School is PLN 200.
2. The admission fee shall be paid to the bank account of the University.
3. Only persons who have paid the admission fee will be admitted to the admission procedure.

§12

The rules for admission set out in this Resolution shall apply in the academic year 2020/2021 and in particular in the event when funds for the education of doctoral students have been raised from external sources, including research projects.

§13

1. The admission procedure schedule:
 - 1) documents must be submitted between 27 July and 24 August 2020 until 2 p.m. to the Office of the Doctoral School of Adam Mickiewicz University;
 - 2) the admission procedure will run from 7 September to 12 September 2020;
 - 3) the list of candidates admitted to the Doctoral School shall be announced on 18 September 2020.
2. In the event when funds for the education of doctoral students have been raised from external sources, including research projects, the admission may take place on dates other than those indicated in section 1.