

**Rules of admission to doctoral schools
of Adam Mickiewicz University in Poznań
in the academic year 2022/2023**

§1

1. Admission to doctoral schools of Adam Mickiewicz University in Poznań takes place through a competition. Results of the competition are open and subject to publication on the website of the doctoral school.
2. Candidates are accepted for the first year of education at a doctoral school based on the results of the selection procedure. The aim of the selection procedure is to identify the best candidates who will pursue the doctoral studies at the doctoral school. The selection committee assesses the candidates' existing knowledge, skills and achievements, the research project submitted for review, and the results of an interview.
3. The maximum number of candidates admitted to doctoral schools is determined by the rector.
4. At the request of the director of a doctoral school, the vice-rector responsible for doctoral students may announce supplementary recruitment in case the limit of admissions in a given discipline in the basic recruitment procedure referred to in §9 subparagraph 2 is not reached. The supplementary recruitment procedure shall be conducted according to the rules applicable to the basic recruitment procedure.
5. Admission to doctoral schools is open to candidates who hold the degree of Master of Arts, Master of Science (Master of Engineering) or equivalent. In exceptional cases, justified by the highest quality of scientific achievements, a person who is a graduate of the first cycle studies or a student who completed the third year of a single cycle five-year master's studies may also be admitted.

§2

The selection procedure to the doctoral school is conducted at the seat of the university, i.e. in Poznań, taking into account the possibility specified in §9, subparagraph 1, item 5.

§3

1. The selection procedure to doctoral schools is organized by the vice-rector responsible for doctoral students.
2. The selection procedure to doctoral schools is supervised by the director of the given doctoral school chosen by the candidate.
3. The council of the doctoral school is responsible for the high quality of the selection procedure to the doctoral school, and in particular gives its opinion on the principles and criteria of admission.

§4

1. Admission to the doctoral school is conducted by a selection committee. The committee shall be appointed for each discipline in which education is provided at the doctoral school. The committee is appointed for a one-year term beginning on 1 June.
2. The chairperson and members of the selection committee shall be appointed by the vice-rector responsible for doctoral students upon the motion of the head of the doctoral school submitted in consultation with the chairperson of the relevant scientific council for the discipline.

§5

1. The membership of the selection committee may be held by an academic teacher holding at least the degree of *doktor habilitowany* and assigned to the academic discipline in which the selection committee has been appointed.
2. The chairman of the selection committee may decide to exclude a member of the committee from participating in the committee meeting at any stage of the recruitment procedure if his/her participation may raise justified doubts. The chairman's decision shall be recorded in the minutes.
3. The selection committee shall consist of 5 to 7 persons.
4. Decisions during the selection procedure shall be taken in the presence of at least 4/5 of the members of the selection committee. The chairperson's participation on the selection committee is mandatory.
5. The chairperson of the selection committee appoints a secretary of the selection committee from outside the committee members. The secretary's tasks include keeping documentation related to the selection procedure. The secretary of the selection committee shall participate in the committee's meetings without the right to vote.
6. A representative of doctoral students indicated by the appropriate doctoral student self-government body may attend meetings of the selection committee. A doctoral student shall participate in meetings of the committee without the right to vote.
7. The selection procedure shall be recorded in the minutes. The minutes of the proceedings shall be submitted to the director of the doctoral school.
8. The work of the selection committee is remunerated.

§6

The selection committee shall:

- 1) establish criteria for evaluating a candidate's achievements;
- 2) take decisions whether a candidate meets the formal requirements and can be admitted to the selection procedure;
- 3) inform candidates of the date and place of the selection procedure;
- 4) conduct the selection procedure;
- 5) determine the number of points obtained by a candidate in the selection procedure

- 6) formulate recommendations for the director of the doctoral school regarding admission of candidates.

§7

1. A selection committee shall be appointed to conduct the selection procedure in connection with the implementation of the research project; a selection committee shall be appointed for each project.
2. The selection committee shall be composed of the project leader as chairperson of the selection committee, and two academic teachers designated by the project leader. In accordance with the decision on the maximum number of selection committee members referred to in §5, subparagraph 3 the remaining members of the selection committee shall be indicated by the director of the doctoral school. The requirement to hold the academic degree of *doktor habilitowany* shall not apply. A secretary shall be appointed as described in §5 subparagraph 5.
3. The selection committee shall be appointed by the vice-rector responsible for doctoral students at the request of the director of the doctoral school.
4. A representative of doctoral students indicated by the appropriate doctoral student self-government body may attend a meeting of the selection committee referred to in §7 subparagraph 1. A doctoral student shall take part in a meeting of the committee without the right to vote.
5. If and when funds for doctoral students' education are obtained from external sources, including research projects, the recruitment procedure may take place at dates other than those specified in the Appendix to these rules of admission.
6. The provisions of §4, subparagraph 1 regarding the term of office shall not apply to the selection committee referred to in §7 subparagraph 1.

§8

1. Candidates applying for admission to the doctoral school are obliged to register electronically using the Online Candidate Registration (IRK) system.
2. Candidates applying for admission to the doctoral school shall in particular:
 - 1) fill in the registration form in the Online Candidate Registration (IRK) system;
 - 2) give consent to processing of their personal data for admission purposes;
 - 3) attach a digital 20 mm x 25 mm photograph, resolution of at least 300 dpi;
 - 4) upload the result(s) of their higher education diploma or certificate confirming completion of studies;
 - 5) enter the country in which they earned their higher education diploma into the IRK form;
 - 6) identify the scientific discipline in which they will be preparing their doctoral dissertation;
 - 7) check the deadlines for the submission of documents and the dates of the interviews;
 - 8) submit the documents specified in §8 subparagraph 3 below.

3. Candidates applying for admission to the doctoral school shall submit the following documents:
 - 1) a printed and signed registration form downloaded from the Online Candidate Registration (IRK) system;
 - 2) a statement confirming that they are not commencing education in another doctoral school and that they have a doctoral degree;
 - 3) a cover letter along with an indication of the scientific discipline in which they would like to obtain a doctoral degree;
 - 4) CV and statement of documented accomplishments with an indication of the accomplishments to be evaluated by the selection committee:
 - a) up to 3 accomplishments - in the case of scientific achievements;
 - b) up to 3 accomplishments – in the case of other achievements- in accordance with the criteria specified in §10;
 - 5) a proposal of a unique research project with bibliography prepared for the purposes of the admission (up to 8 pages of standard typescript, max. 15,000 characters with spaces);
 - 6) an official copy (*odpis*) of the university diploma, confirming the attainment of second-cycle qualifications, and in case of graduates from the academic year 2021/2022 - a certificate confirming the attainment of second-cycle qualifications. In case of candidates who apply for admission to the doctoral school on the basis of the highest quality of scientific achievement, the following shall be required, respectively: in the case of graduates of first cycle studies – a diploma confirming completion of first cycle studies with supplement and in the case of students who have completed three years of the uniform five-year master's studies – a certificate confirming the grade average for years 1-3 of their studies together with the transcript;
 - 7) a diploma supplement (in the case of two cycle studies - a supplement attached to the diploma of first cycle studies and a supplement attached to the diploma of second cycle studies);
 - 8) one colour 35 mm x 45 mm photograph;
 - 9) confirmation of payment of the admission fee.
4. Candidates shall submit documents in Polish. Foreign candidates are required to attach an English translation of the documents which they submit.
5. Candidates who have obtained the necessary education outside the territory of the Republic of Poland, shall additionally submit:
 - 1) a photocopy of a document which confirms their education, certified to be a true copy of the original document, i.e. a diploma with a supplement confirming completion of first cycle studies (Bachelor degree) and a diploma with a supplement confirming completion of second cycle studies (Master degree, MSc, MA) in the original language and in a certified translation into English or into Polish,
 - 2) a photocopy of their passport.
6. In the case of the selection procedure conducted in connection with a research project, documents shall be submitted only in an electronic form. Candidates applying for admission to

the doctoral school shall submit documents in the form specified in §8, subparagraph 3 within the deadline indicated by the director of the doctoral school.

§9

1. General rules of the selection procedure:
 - 1) each candidate may be awarded a maximum of 100 points;
 - 2) candidates will be admitted to the doctoral school if they are awarded a number of points sufficient to be placed on the ranking list, within the limit of candidates for a given scientific discipline and on condition that candidates have obtained at least 60 points from the entire selection procedure;
 - 3) the ranking list shall be determined on the basis of the total number of points obtained by the candidates. In the case of candidates who obtained an equal total number of points, the order on the ranking list shall be determined by the number of points obtained as a result of the interview assessment. If again the number of points is equal, the order on the ranking list shall be determined by the total number of points awarded in the evaluation of the candidate's academic achievements (accomplishments) and achievements described in the CV;
 - 4) the interview shall be conducted in Polish. In the case of foreign candidates, the interview shall be conducted in English;
 - 5) the meeting of the selection committee, including the interview, may be conducted using information technology ensuring control of the proceedings, real-time transmission of the meeting between the participants and allowing for secrecy of voting if voting is secret. The decision to conduct a meeting in such a manner shall be made by the chairman of the selection committee in consultation with the director of the doctoral school.
2. The selection procedure (basic recruitment) may be conducted in a two-stage form in accordance with the Appendix to these admission rules, whereby:
 - 1) in the first stage, the research project and the scientific activity and other achievements described in the candidate's CV shall be evaluated, and the grade awarded for the diploma of the second degree or of the single cycle five year master's studies shall be taken into account; the maximum number of points to be achieved shall be 50;
 - 2) the second stage involves an interview; only candidates who have obtained not less than 60% of the maximum number of points awarded in the first stage will be admitted to the second stage, with the reservation that the number of candidates admitted to this stage cannot be higher than twice the number of available places in the doctoral school in a given discipline. The number of candidates admitted to this stage will be increased accordingly if several candidates have obtained the same number of points.
3. Candidates who take part in the basic recruitment procedure and who have been refused admission to the doctoral school in the academic year 2022/2023 shall not be entitled to take part in the supplementary recruitment referred to in §1 subparagraph 4 in the same discipline in the academic year 2022/2023.

§10

1. The selection committee shall take into account:
 - 1) the grade awarded for the diploma of the second cycle studies or single cycle five year master's studies - maximum 10 points; in the case of candidates who seek admission on the basis of superior academic achievements ("Diamond Grant", "Pearls of Science") - 10 points;
 - 2) evaluation of the candidate's scientific activity and scientific achievements; the candidate indicates for evaluation up to three documented scientific achievements, in accordance with the achievement criteria adopted by the selection committee for a given discipline - maximum 15 points;
 - 3) evaluation of the candidate's other documented activity, based on a maximum of three achievements consistent with the achievement criteria adopted by the selection committee for a given discipline - maximum 5 points
 - 4) the result of the interview, with the scope of the interview including:
 - a) the candidate's knowledge and competencies relevant to the planned research and appropriate to the indicated scientific discipline,
 - b) elements of research methodology appropriate for the discipline indicated.No more than 50 points can be awarded for the interview; the maximum duration of the interview is 30 minutes.
 - 5) evaluation of the research project prepared and submitted for assessment to the selection committee (maximum 20 points), with particular emphasis on:
 - a) the ability to formulate the research objective and present the research problem;
 - b) research idea and the ability to propose a solution;
 - c) methodology appropriate to the discipline indicated;
 - d) knowledge of the state of research with a basic bibliography.
2. The selection committee shall establish criteria for evaluating a candidate's achievements within 14 days of the start of the committee's term. The criteria shall be published on the website of the doctoral school.

§11

1. Persons with disabilities may apply to have the interview format adapted to their needs resulting from the disability, whereby the adapted format does not imply exemption from the interview, but is only intended to level the playing field.
2. In justified cases, persons with disabilities are entitled to an extension of the interview time.
3. Persons with disabilities shall submit a) a request to adapt the interview format to their needs, b) a current disability certificate and c) the documents referred to in §8.
4. Consent to conduct the interview in an adapted form shall be granted by the chairperson of the selection committee, after consultation with the university representative for persons with disabilities.

§12

1. The admission fee to the doctoral school is PLN 300 or 75 euro. Candidates who apply for admission to the doctoral school in more than one discipline shall pay the admission fee separately for each discipline.
2. The admission fee should be paid to the University's account through the IRK system.
3. Only candidates who have paid the admission fee will be admitted to the selection procedure.

§13

The selection procedure shall be conducted in accordance with the timetable set out in the Appendix to these admission rules.

Mode and timetable of admission to particular doctoral schools

Doctoral School of Languages and Literatures

Disciplines:

- Linguistics
- Literary Studies

Form of selection procedure:

One-stage procedure

Timetable:

- Submission of documents: 16 – 31 August 2022
- Selection procedure in the discipline of literary studies: 21-23 September 2022
- Selection procedure in the discipline of linguistics: 26-28 September 2022
- Announcement of the list of admitted candidates: 30 September 2022

Doctoral School of Humanities

Disciplines:

- Archaeology
- Philosophy
- History
- Culture and Religious Studies
- Arts Studies
- Theological Sciences

Form of selection procedure:

Two-stage procedure:

Stage I: evaluation of the candidate's research project and scholarly activity;

Stage II: interview.

Timetable

- Submission of documents: 22 August – 26 September 2022
- Selection procedure: 7 – 13 September 2022
- Announcement of the list of admitted candidates: 23 September 2022

Doctoral School of Social Sciences

Disciplines:

- Social and Economic Geography and Spatial Management
- Communication and Media Studies
- Political Science and Public Administration
- Law
- Sociology
- Pedagogy
- Psychology

Form of selection procedure:

One-stage procedure in all disciplines except the discipline of Social and Economic Geography and Spatial Management, Communication and Media Studies, Political Science and Public Administration, Law, Pedagogy

Two-stage procedure in the disciplines of Sociology and Psychology:

Stage I: evaluation of the candidate's research project and scientific activity;

Stage II: interview.

Timetable

- Submission of documents (all disciplines except Law): 1- 22 August 2022
- Submission of documents (Law): 25 July – 15 August 2022
- Selection procedure: 5 – 9 September 2022
- announcement of the list of admitted candidates: 16 September 2022

Doctoral School of Exact Sciences

Disciplines:

- Astronomy
- Computer Science
- Mathematics

- Chemical Sciences
- Physical Sciences

Form of selection procedure:

One-stage procedure

Timetable

- Submission of documents: 11 – 25 July 2022
- Selection procedure: 5 – 10 September 2022
- Announcement of the list of admitted candidates: 15 September 2022

Doctoral School of Natural Sciences

Disciplines:

- Biological Sciences
- Earth and Related Environmental Sciences

Form of selection procedure:

Two-stage procedure:

Stage I: evaluation of the candidate's research project and scientific activity;

Stage II: interview.

Timetable

- Submission of documents: 1-8 July 2022
- Selection procedure: 18 – 22 July 2022
- Announcement of the list of admitted candidates: 5 August 2022