

## Guidelines for completing education and submitting a PhD dissertation at the Doctoral School of Poznan University of Medical Sciences

### Completion of education at the Doctoral School:

1. The education of a PhD student at the Doctoral School lasts 8 semesters, with the possibility of shortening it to 6 semesters, provided that the education program and individual research plan are completed. The education ends with the submission of a PhD dissertation.
2. The doctoral dissertation's preparation schedule and its submission date are specified in the PhD student's individual research plan.
3. Shortening the time of doctoral thesis preparation to a period shorter than 8 semesters requires obtaining the approval of the Director of the Doctoral School and the agreement on the method of implementing the entire educational program.
4. Before submitting a PhD dissertation, the PhD student must confirm the achievement of all learning outcomes and meet the conditions set out in the doctoral school's educational program. Therefore, the PhD student must obtain approval of the annual substantive report for the last year of education at the Doctoral School. If the deadline for submitting the PhD dissertation appears earlier than the date of submitting the annual report, specified in the Regulations of the Doctoral School, the PhD student submits a substantive report for the last year of education no later than 21 days before the planned submission of the doctoral dissertation.

### PhD dissertation:

1. The PhD dissertation is a collection of published and thematically related scientific articles. In exceptional situations, a doctoral dissertation may also be a scientific monograph (according to the definition specified in § 10. 1. Regulation of the Minister of Science and Higher Education of 22 February 2019 on the evaluation of the quality of scientific activity), technological work or implementation of research results into business activity;
2. The doctoral dissertation presents the PhD student's general theoretical knowledge in a given discipline or disciplines and the ability to conduct scientific work independently;
3. The aim of doctoral dissertation is an original explanation of a scientific problem, an original explanation allowing the application of the PhD's research results in the economic or social sphere.

### Procedure for submitting a doctoral dissertation:

1. The doctoral student submits the doctoral dissertation in one copy to the Director of the PUMS Doctoral School through the Office of the PUMS Doctoral School – a copy to be returned.
2. The doctoral dissertation is accompanied by:
  - a. statement regarding the doctoral dissertation's submission – the ***declaration form is attached as Annex 1 to this document;***
  - b. a document issued by the PUMS Foreign Language Centre regarding the confirmation of knowledge of a foreign language at the level specified in the regulations;
  - c. an electronic version of the doctoral dissertation in a PDF file (on a flash drive or as a file sent to the Doctoral School email address);
  - d. positive opinion of the appointed promoter - in the case of appointing two promoters, each of them prepares a separate opinion (does not apply to the auxiliary promoter);
  - e. abstract of the doctoral dissertation in Polish and English (one A4 page).

3. After meeting all the requirements set out in the Regulations and the Doctoral School's Education Program and after submitting the doctoral dissertation together with the required attachments, the PhD student receives a document signed by the Director of the Doctoral School, confirming obtaining learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (8PQF).
4. The date of confirmation by the Director of the Doctoral School of the dissertation's submission (with the required attachments) to the Doctoral School's Office constitutes the date of completion of education at the PUMS Doctoral School.

#### **Initiation of proceedings for granting a doctoral degree.**

The initiation of proceedings for the conferment of the doctoral degree is carried out at the request of the PhD student, following the procedure and rules established by the relevant College of Science for a given scientific discipline at PUMS.

Detailed information on how to initiate the procedure for awarding a doctoral degree is available at the office of the Chancellor of the College for a given scientific discipline.

#### **PLEASE NOTE! The doctoral student submits his doctoral dissertation twice**

1. the first time **at the end of education** to the Doctoral School, according to the rules set out in this document, thus obtaining confirmation of obtaining learning outcomes for qualifications at 8 level of PQF.
2. the next time at the **initiation of proceedings for the doctoral degree award** under the rules set out by the relevant College of Sciences at PUMS.

**The doctoral dissertation must be submitted to the College of Sciences within 14 days of the issuance of the above mentioned by the Director of the Doctoral School confirmation.**

This dissertation remains in the doctoral student's personal file.

#### **Shortening the deadline for submitting a doctoral dissertation:**

A PhD student who has achieved all learning outcomes met the conditions specified in the DS Education Program and has met the assumptions set out in the Individual Research Plan may submit a doctoral dissertation earlier than initially planned. Submission of a doctoral dissertation indicates the end of education and the loss of PhD status.

A PhD student who has submitted a doctoral dissertation earlier than the completion date specified in the Individual Research Plan shall receive a doctoral scholarship until the date on which the deadline for completion of education expires, but for no longer than 6 months.

#### **Extension of the deadline for submitting a doctoral dissertation:**

The deadline for submission of a doctoral dissertation may be extended, but not longer than 2 years, on the terms set out in the Regulations of the Doctoral School.