

## **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 Proposal 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 Proposal.
3. The doctoral student submits their doctoral dissertation within the deadline specified in the Individual Research Proposal or within the extended deadline for submitting the doctoral dissertation (no later than the middle of the month which is the last month of the doctoral student's education at the Doctoral School or no later than the middle of the month which is the last month of the extension of the deadline for submitting the dissertation). Failure to submit the dissertation within the deadline specified in the IRP or within the extension period results in removal from the list of doctoral students.
4. 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.
5. Before submitting a PhD dissertation, the PhD student must confirm the achievement of all learning outcomes and meet the conditions set out in the Curriculum of the Doctoral School. Therefore, the PhD student must obtain approval of the annual progress 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 progress report, specified in the Regulations of the Doctoral School, the PhD student submits the annual progress 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 PUMS Doctoral School through the Office of PUMS Doctoral School – a copy to be returned.
  2. Doctoral students in the English-language group of PUMS Doctoral School submit their doctoral dissertations in English.
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*** (declaration form is available for download on PUMS Doctoral School website);
  - b. a document confirming knowledge of a foreign language at the level specified in the Act of July, 20, 2018, Law of Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), if such confirmation has not been issued by PUMS Centre for Foreign Language Tuition
  - 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 supervisor - in the case of appointing two supervisors, each of them prepares a separate opinion (does not apply to the assistant supervisor);
  - e. abstract of the doctoral dissertation in Polish and English (one A4 page).
  - f. clearance form, if not previously submitted (form available for download on PUMS Doctoral School website);
  - g. document confirming the settlement of a Large/Small Research Grant (presentation of the final summary of funds spent and confirmation of publication of the original work – applies to doctoral students who, during their education at PUMS Doctoral School, received funding from Large or Small Research Grant awarded from the statutory subsidy for participants of PUMS Doctoral School.
3. After meeting all the requirements set out in the Regulations of Doctoral School and Curriculum of Doctoral School 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 the Director of the Doctoral School's confirmation of the dissertation submission (along with the required attachments) to the Doctoral Schools Office marks the completion date of education at PUMS Doctoral School.

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

The initiation of proceedings for awarding a 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 awarding a doctoral degree** 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 issuing by the Director of the Doctoral School the above confirmation.**

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

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

A PhD student who has met all learning outcomes, fulfilled the requirements outlined in the Curriculum of Doctoral School, and completed the objectives specified in their Individual Research Proposal may submit their doctoral dissertation earlier than originally planned. Submitting a doctoral dissertation means completing one's education and losing doctoral student status.

A doctoral student who submits their doctoral dissertation earlier than the completion date specified in the Curriculum of Doctoral School, receives 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 a doctoral dissertation submission may be extended, but not longer than 2 years, on the terms set out in Regulations of Doctoral School.