

**Resolution No 33/2021**  
**of the Senate of the Poznan University of Medical Sciences of 24 February 2021**

**on defining the rules of procedure for conferring the degree of doctor in the Poznan University of Medical Sciences**

The Senate, acting pursuant to Article 192(2) of the Law on Higher Education and Science of 20 July 2018 (i.e. Journal of Laws of 2020.85 as amended) resolves as follows:

§ 1

The Rules of Procedure for Awarding the Degree of Doctor at the Poznan University of Medical Sciences, constituting an annex to this resolution, are established.

§ 2

Implementation of the resolution is entrusted to the Chancellors of Colleges of Sciences.

§ 3

The resolution shall enter into force on the date of its adoption, and at the same time the Resolution No 323/2020 of the Senate of the Poznan University of Medical Sciences of 21 October 2020 concerning the rules of procedure for conferring the degree of doctor in the Poznan University of Medical Sciences shall be repealed.

Rector

Prof. Andrzej Tykarski, MD, PhD

## **Rules of procedure for conferring the degree of doctor in the Poznan University of Medical Sciences**

Whenever this document refers to:

- 1) "persons applying for the conferment of the academic degree of doctor" without further specification - shall mean participants of doctoral school, participants of doctoral studies and persons applying for the conferment of this degree in extramural mode;
- 2) "doctoral student" - shall mean a participant in a doctoral school;
- 3) "doctoral student" - means a participant in a doctoral program started before the academic year 2019/2020;
- 4) "college chancellor" - means the head of the college of science and the college council;
- 5) "Act" shall mean the Law on Higher Education and Science of 20 July 2018 (i.e. Journal of Laws of 2020.85 as amended).

### **§ 1**

#### **Introductory provisions**

1. The degree of doctor shall be conferred at the Poznan University of Medical Sciences to a person who:

- 1) holds a degree of master of science, master of science in engineering or equivalent, or holds a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act, conferring the right to apply for the award of doctoral degree in the country in whose system of higher education the issuing institution operates;
- 2) has achieved the learning outcomes for the qualification at the level 8 of the Polish Qualification Framework, whereby the learning outcomes in the field of knowledge of a modern foreign language are confirmed by a certificate in a general or academic language at a level corresponding to at least level 5,5 on the IELTS scale or an internal PUMS certificate at B2+ level (which corresponds to level 5.5 on the IELTS scale) or a diploma of graduation, certifying language skills at least at B2 level (minimum 4.0 grade), and the validity of the above mentioned documents is not longer than 5 years from the date of obtaining the grade;
- 3) has at least:
  - a) 1 scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued under Article 267(2)(2)(b) of the Act, or
  - b) 1 scientific monograph published by a publishing house which, in the year in which the monograph was published in its final form, was included in a list drawn up in accordance with the regulations issued under Article 267(2)(2)(a), or a chapter in such monograph,
- 4) presented and defended a doctoral dissertation.

2. In exceptional cases, justified by the highest quality of scientific achievements, the degree of doctor may be conferred on a person who does not meet the requirements specified in par. 1(1), being a graduate of first degree studies or a student who has completed the third year of a uniform master's degree, subject to the provisions of the Act on Professions of Doctor and Dentist.

### **§ 2**

## **Method of appointment of thesis supervisors or assistant thesis supervisors**

1. The thesis supervisor(s) or assistant thesis supervisor in the proceedings for the award of doctoral degree should be appointed before the person applying for the degree of doctor begins the research work, the results of which are to constitute a scientific achievement in the above proceedings. For doctoral students, a thesis supervisor(s) or assistant thesis supervisor shall be appointed within 3 months from the date of commencement of training at the Doctoral School.
2. A thesis supervisor(s) or assistant thesis supervisor in proceedings for the award of a doctoral degree shall be appointed at the request of an applicant for the award of a doctoral degree submitted to:
  - 1) Director of the Doctoral School - by doctoral students;
  - 2) chancellor of the college for the relevant discipline - by all other applicants for the doctoral degree.
3. An application for the appointment of a thesis supervisor(s) or assistant thesis supervisor shall include:
  - 1) details of the person applying for the award of the doctoral degree;
  - 2) the proposed title of the dissertation;
  - 3) proposal of persons to act as a thesis supervisor(s) or assistant thesis supervisor, (for doctoral students - participants of doctoral school, the person proposed to act as a thesis supervisor should be an academic teacher indicated in the documentation of recruitment to doctoral school) with justification,
  - 4) indication of the field and discipline (or the field itself) - in accordance with the relevant resolution of the Senate, in which the proceedings will be conducted, together with a justification, the aim and objectives of the doctoral dissertation;
  - 5) consent to become a thesis supervisor(s) or assistant thesis supervisor;
  - 6) consent of the local Bioethics Committee or the local Animal Research Ethics Committee or a declaration of the candidate(s) for the thesis supervisor, along with the justification that such consent is not required;
  - 7) the opinion of the department council/scientific council of institute;
  - 8) in the case of an application containing a request to appoint an assistant thesis supervisor, the thesis supervisor's consent, in writing, to appoint such a person shall be required.
4. If only the field of study is indicated (para. 3 item 4), the decision concerning the choice of the committee performing the activities in the proceedings for the conferment of the degree of doctor shall be made by the chancellors in mutual agreement.
5. For doctoral students, the thesis supervisor(s) or assistant thesis supervisor shall be appointed by the Director of the Doctoral School. For other doctoral degree students, the selection of the thesis supervisor(s) or assistant thesis supervisor shall be made by an absolute majority of votes in the presence of at least half of the total number of persons entitled to

vote, in the form of a resolution in a secret ballot at the nearest meeting of the relevant College Council, provided that the required documents have been submitted no later than 14 days before the meeting of the council. Members of the college council with postdoctoral degree or the title of professor shall vote.

6. For persons who began their doctoral studies before the academic year 2019/2020 and apply for the award of the doctoral degree according to the rules set forth in the Act, the proceedings on the award of the doctoral degree shall be initiated by the submission of an application for the appointment of a thesis supervisor(s).

### **§ 3**

#### **Method of changing the thesis supervisor(s) or assistant thesis supervisor**

1. In justified cases, an applicant for the conferment of a doctoral degree may apply to the Director of the Doctoral School or the appropriate college council for a change of thesis supervisor(s) or assistant thesis supervisor.

The request should include:

- 1) the details of the person applying for the award of the doctoral degree, including the title of the dissertation;
- 2) justification for the change of thesis supervisor(s) or assistant thesis supervisor;
- 3) proposal of persons to act as thesis supervisor(s) or assistant thesis supervisor;
- 4) signed consents of the thesis supervisor(s) who express their will to cease to perform their function,
- 5) signed consents of the thesis supervisor(s) who agree to take this function,
- 6) in the event of a change of the unit where the person applying for awarding the doctoral degree is to conduct the individual research – a declaration of the head of the unit regarding the possibility of carrying out internships in the form of delivering teaching classes. This provision shall not apply to persons applying for awarding the doctoral degree in extramural mode. In addition, an opinion of the appropriate faculty/academic advisory board as defined in §2(3)(7) shall be required.

The decision on the above matter is made by the Director of the Doctoral School or the college council, as appropriate, at the nearest meeting, by secret ballot, by absolute majority vote in the presence of at least half of the total number of those eligible to vote, provided that the required documents are submitted no later than 14 days before the meeting of the council. Members of the college council with postdoctoral degree or the title of professor shall vote.

2. In justified cases, the thesis supervisor himself/herself may apply for a change of thesis supervisor. The request, addressed to the Director of the Doctoral School or the appropriate college council, respectively, should include:

- 1) details of the thesis supervisor and the doctoral student;
- 2) justification for the change of thesis supervisor;
- 3) proposal of persons to perform the function of a thesis supervisor together with a written consent to assume this function.

The decision on the above matter is made by the Director of the Doctoral School or the college council at the nearest meeting, by secret ballot, by absolute majority vote in the presence of at least half of the total number of those eligible to vote, provided that the required documents are submitted no later than 14 days before the meeting of the council.

### **§ 4**

#### **Fees for proceedings for the conferment of doctoral degree**

1. The fee for proceedings for the award of doctoral degree may not exceed the costs of the proceedings,

including in particular the costs of the remuneration of the thesis supervisor(s), assistant thesis supervisor and reviewers, plus indirect costs in the amount established by decree of the Rector.

2. For employees employed in research, research and teaching, and scientific and technical positions, the costs of proceedings are borne by PUMS or the university employing them, an institute of the Polish Academy of Sciences, a research institute or an international institute.

3. For extramural applicants for the doctoral degree, the costs of the proceedings are regulated by an appropriate regulation of the Rector.

4. The fee shall not be charged to an applicant for a doctoral degree who has completed training in the Doctoral School.

5. In justified cases, the Rector may waive the fee in whole or in part.

6. Confirmation of payment of the fee is kept in the personal file of the candidate for the doctoral degree.

## **§ 5**

### **Mode of submitting a doctoral dissertation**

1. The procedure for the award of doctoral degree shall be initiated upon the request of the applicant for the award of doctoral degree. The application shall state the title of the doctoral dissertation. The application shall be accompanied by the doctoral dissertation together with positive opinions of the thesis supervisor(s) and, in the case of doctoral students, also an opinion of the Director of the Doctoral School.

2. In case the title of the doctoral dissertation differs from the title given at the stage of appointment of the thesis supervisor(s) or assistant thesis supervisor, a statement signed by the person applying for the doctoral degree and the thesis supervisor(s) shall be submitted that:

1) the subject matter of the dissertation meets the approval of the local Bioethics Committee or the local Animal Research Ethics Committee, or

2) a new approval or addendum has been obtained from the local Bioethics Committee or the local Animal Research Ethics Committee (in which case the document should be attached), or

3) the subject matter of the dissertation has changed such that the approval referred to above is not required.

3. An applicant for a doctoral degree may be required to correct formal deficiencies in the application.

4. The application shall be submitted to the appropriate college council.

5. The dissertation shall be submitted on the basis of a series of publications in which the applicant for the degree of doctor is the first author, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act.

6. 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).

7. The minimum requirements of a publication cycle or the possibility of preparing a scientific monograph constituting a scientific achievement being the basis for the award of doctoral degree is determined by the Senate.

8. In justified cases, with the consent of the competent College Council, a doctoral dissertation may be prepared and/or proceeded in English.

## **§ 6**

### **Verification of learning outcomes**

1. The Senate appoints verification committees, separate for each discipline, for the initial assessment of the learning outcomes of a candidate applying for a doctoral degree in extramural mode.

2. The review board shall give a positive opinion if the conformity of the candidate's learning outcomes is not in doubt, or shall refer the candidate to an examination in the required scope. The examination shall be conducted by the teaching committee for verification of learning outcomes appointed by the competent college council.
3. The result of the conducted verification or examination is immediately communicated to the college chancellor.

## § 7

### **Procedure for the appointment and scope of activities of the doctoral committee**

1. The doctoral committee in the proceedings for the award of doctoral degree consists of 7 persons in total, including the thesis supervisor(s), and is appointed by the relevant college council in a secret ballot by an absolute majority of votes in the presence of at least half of the total number of persons eligible to vote. Members of the college council with postdoctoral degree or the title of professor shall vote.
2. The chairman of the doctoral committee shall be the chancellor of the college or one of his deputies.
3. The assistant thesis supervisor is not part of the doctoral committee, but has the right to attend meetings of the committee, without the right to vote.
4. The composition of the doctoral committee shall be appointed by the relevant college council.
5. A member of the doctoral committee may be any PUMS employee with a postdoctoral degree, with a current academic record and a statement of scientific research and/or R&D work in the discipline and/or scientific field in which the proceedings are conducted. Without valid reasons, participation in the work of the doctoral committee may not be refused.
6. The tasks of the doctoral committee include:
  - 1) substantive evaluation of the doctoral dissertation before it is submitted for review, including review of the dissertation check report using the Uniform Anti-Plagiarism System referred to in Article 351(1) of the Act, conducted by the thesis supervisor;
  - 2) in the case of multi-author publications - verification of fulfillment of the requirement referred to in Article 186(1)(3)(a) and (b) of the Act;
  - 3) conducting a doctoral examination in the field in which the proceedings are conducted, and if no field is indicated, in the field specified in the application submitted at the stage of appointing a thesis supervisor(s) or an assistant thesis supervisor, with the reservation that this examination may take place after receiving at least two positive reviews out of three drawn up and providing a certificate or a diploma certifying knowledge of a foreign language referred to in §1(1)(2);
  - 4) familiarizing oneself with the final assessment of the verification of learning outcomes for the qualification at level 8 of the Polish Qualification Framework for applicants for a doctoral degree in extramural mode;
  - 5) adopting a resolution on accepting the dissertation and admitting it to public defense, or submitting to the College Council a motion to adopt a resolution on not accepting the dissertation and refusing to admit it to public defense,
  - 6) conducting a public defense of the dissertation;
  - 7) passing a resolution to accept the dissertation defense;
  - 8) preparing an application to the council of the relevant college for the award of the doctoral degree,
7. The resolutions referred to in par. 6(5) and (7) shall be adopted by secret ballot with more than 50% of the votes of the membership of the doctoral committee. The quorum of the doctoral committee shall be more than 50% of its members. The assistant thesis supervisor shall not have the right to vote and shall not be counted in the quorum of the doctoral committee.

8. The working procedure of the doctoral committee shall be determined by its chairman.

## **§ 8**

### **Manner of appointing reviewers**

The doctoral committee shall submit to the college council proposed candidates for reviewers in the proceedings for the award of doctoral degree.

## **§ 9**

### **Dissertation defense**

1. The date for the defense of the doctoral dissertation shall be set by the doctoral committee.
2. Not later than 30 days before the date set for the defense, the dissertation, together with the abstract and reviews, shall be made available in the Public Information Bureau.
2. The dissertation defense shall be held in the presence of the chairman of the doctoral committee, the thesis supervisor, a minimum of two reviewers, and a minimum of two members of the doctoral committee.
3. During the dissertation defense, the following are presented:
  - 1) an academic profile of the person applying for the award of the doctoral degree;
  - 2) assumptions, objectives, results and conclusions of the dissertation;
  - 3) reviews.
4. An applicant for the doctoral degree shall be required to respond fully during the dissertation defense to questions from reviewers, the doctoral committee, and other persons participating in the public defense.
5. The doctoral committee, in the closed part of the meeting, shall adopt a resolution on the acceptance of the public defense or refusal to accept the public defense and shall submit a motion to the college council to adopt a resolution on the conferral of the doctoral degree or refusal to confer the doctoral degree.

## **§ 10**

### **Conferral of doctoral degree**

1. A resolution containing an opinion on conferral of a doctoral degree is submitted to the council of the appropriate college by the chairman of the doctoral committee - the chancellor or one of his deputies. The members of the college council - professors, university professors and postdoctoral fellows take part in the vote.
2. The granting or refusal to grant a doctoral degree shall be adopted in the form of a resolution at the next meeting of the council of the relevant college.
3. The council of the relevant college shall refuse to confer doctoral degree in the event that the opinion of the doctoral committee providing justification for its resolution is negative.

## **§ 11**

### **Distinction of a doctoral dissertation**

1. The college council may distinguish a doctoral dissertation at the request of the reviewers submitted through the chancellor of the college council.
2. The proposal to distinguish the dissertation shall be presented by the reviewers in the form of a separate proposal attached to the review.

3. The conditions for distinguishing a dissertation are:

- 1) submission of proposals for distinguishing the dissertation by at least two reviewers;
- 2) unanimity of the doctoral committee expressed by secret ballot;
- 3) publication of all or part of the results of the dissertation in the case of a series of publications in the form of original papers in peer-reviewed scientific journals, at least one for 140 points or at least two papers for 100 points each;
- 4) in a special case, a doctoral dissertation in the form of a monograph, characterized by high cognitive value, may be distinguished.

4. Voting on the distinction of a doctoral dissertation involves members of the college council who are professors, university professors and postdoctoral fellows. Resolutions shall be adopted by a qualified 2/3 majority in the presence of at least half of the statutory number of such members.

## **§ 12**

### **Documentation**

1. Administrative support for the work of the doctoral committees is provided by the Office of Services to Chancellors of Colleges of Sciences.

2. Documentation in proceedings for the award of a doctoral degree shall be kept in the Office of Services to Chancellors of Colleges of Sciences.

## **§ 13**

### **Transitional rules**

1. Doctoral dissertations initiated before 30 April 2019 shall be conducted according to the rules set forth in Article 179 of the Law of 3 July 2018 - Introductory provisions of the Law on Higher Education and Science.

2. Doctoral dissertations and proceedings for the award of doctoral degree conducted in the Faculty of Pharmacy are continued in the College of Pharmaceutical Sciences.

3. Doctoral dissertations and proceedings for the conferral of the doctoral degree conducted in the Faculty of Medicine, the Faculty of Medical Sciences, and the Faculty of Health Sciences are continued in the College of Medical Sciences and the College of Health Sciences.

4. The election of doctoral committees in doctoral dissertations in which no such committee has been elected as of 30 September 2019 shall be conducted on the following basis:

- the members of the doctoral committee shall be selected from among all independent scientific employees of the PUMS, provided that they have a current academic record documenting the fact of conducting scientific research and/or R&D work in the discipline and/or scientific field in which the doctoral dissertation has been initiated.