

**Terms and Conditions and Procedure of the Recruitment Process to the Doctoral School  
run by the Poznan University of Medical Sciences  
in the 2024/2025 academic year**

**Chapter I**

**General provisions**

**§ 1**

1. This document stipulates the terms and conditions, procedure for the recruitment process to the Doctoral School run in a full-time mode by the Poznań University of Medical Sciences.
2. The organisation of the Doctoral School are defined in the Regulations of the Doctoral School and the Curriculum at the Doctoral School at the PUMS (Poznań University of Medical Sciences).

**§ 2**

1. Whenever the provisions of this document refer to:
  - 1) University – it shall be construed as the Poznań University of Medical Sciences (abbreviation: PUMS);
  - 2) Act – it shall be construed as the Act of July 20, 2018 – Higher Education Law (consolidated text, Dz. U [EN: Polish Journal of Laws] 2023, item 742, as amended);
  - 3) Recruitment Committee – it shall be construed as the Recruitment Committee of the Poznań University of Medical Sciences, appointed by the Doctoral School Director;
  - 4) Rector – it shall be construed as the Rector of the Poznań University of Medical Sciences
  - 5) Doctoral School Office – it shall be construed as the Doctoral School Office of the Poznań University of Medical Sciences.

**§ 3**

1. The University is recruiting for the first year of the Doctoral School, run in the field of medical sciences and health sciences, in the following scientific disciplines: medical sciences, pharmaceutical sciences, health sciences for the 2024/2025 academic year, for both the Polish and the English language programs.
2. A person who meets the following criteria may be admitted to the Doctoral School:
  - 1) who holds the professional title of M.Sc., M.Sc. Eng. or an equivalent thereto, and meets the recruitment conditions set out below. The candidate must have a minimum average grade from exams at least above 3.20 during their higher education period.
  - 2) and, in exceptional cases justified by the highest quality of scientific achievements (Higher Education Law § 186, item 2) , a graduate of first-cycle studies or a student who has completed the third year of long-cycle master's studies, after successfully passing the recruitment process. The candidate mentioned in this point is required to present their scientific achievements so far, including scientific publications with an Impact Factor >8.0

(including at least one paper with first authorship), and to have a minimum average grade from exams during their previous higher education period at a level at least 3.70.

- 3) who is not a doctoral student at another Doctoral School.
3. Any doctors and dentists applying for admission to the Doctoral School, who will undergo the Doctoral School in the certain disciplines and conduct clinical research, shall be required to present to the Doctoral School Office a document confirming the acquisition of the medical licence for an indefinite period. Should one fail to submit this document by November 30, 2024, it shall result in the removal from the list of the Doctoral School participants. The foregoing requirement shall not apply to doctors and dentists who will pursue a Doctoral School in basic sciences.
4. The recruitment process shall be admissible to students of the last year of second-cycle or long-cycle studies (other than medicine and medicine-and-dentistry) before defending their thesis, provided that they have provided a certificate of completion of all classes included in the study curriculum.
5. Candidates referred to in Section 4, qualified for the admission to the Doctoral School, shall be required to provide the diploma of completion of second-cycle or long-cycle studies the Doctoral School Office by September 23, 2024. Failure to provide the said diploma shall result in the removal from the list of admissions to the Doctoral School.
6. As far as disabled people are concerned, in order to ensure the possibility of being admitted to the interview to the Doctoral School conducted by the PUMS, such people shall notify the Recruitment Committee of the special needs related to participation in the interview. This notification should be delivered in writing. In addition, a photocopy of the document certifying the degree of disability should be attached thereto, and if such document does not exist, medical documentation confirming the health condition. The foregoing documents should be submitted along with the remaining recruitment documentation.

#### § 4

1. Persons who are not Polish citizens, hereinafter: “foreigners”, may be admitted to the Doctoral School.
2. Foreigners who do not have a certificate confirming their knowledge of the Polish language may take up training at the doctoral school only in the English-speaking group.
3. Any candidates holding dual citizenship (Polish and foreign) shall be treated as Polish citizens and must enter the recruitment process on the terms applicable to Polish citizens.
4. The foreigners may undertake and pursue an education at the Doctoral School pursuant to Article 323 of the Act and on the terms laid down in these Recruitment Terms and Conditions.
5. Based on a diploma certifying completion of studies abroad, any person whose diploma, in accordance with applicable regulations in this field, is recognised in Poland as equivalent to the Polish diploma of completing long-cycle studies or second-cycle studies may be admitted to the Doctoral School. In the case of candidates whose diploma cannot be recognised as equivalent to the relevant Polish diploma nor to professional title based on an international agreement specifying equivalence – the international recognition of the diploma shall be required.

6. Documents concerning the completion of studies entitling to undertake studies at the doctoral school, drawn up in a foreign language, must be submitted by the candidate together with their translation into Polish, made by a sworn translator.

## § 5

1. The Rector establishes, in the form of an order, the limit of admissions to the doctoral school, separate for the Polish-speaking and English-speaking groups.
2. The order pertaining to the admission limit shall be announced before the interview conducted under the recruitment process.
3. In exceptionally justified cases, the Rector may change the number of admission places.
4. A ranking list shall be prepared based on the final scores achieved by all candidates participating in the recruitment process. The Candidates shall be ranked on the list based on their scores, from highest to lowest following the number of admission places established by the Rector.
5. In order to implement a research project, under which funds have been secured for the doctoral scholarship referred to in the Act, an additional recruitment process shall be carried out by the Doctoral School Director. Only the persons recruited earlier on to the project may participate in the recruitment process to the Doctoral School as part of such enrolment. The recruitment process under the additional enrolment shall take place on two dates: in the winter term and in the summer term, whereas the pursuit of the curriculum (compulsory classes, optional classes, doctoral seminars, apprenticeships and compulsory courses) by doctoral students admitted under the summer recruitment process shall start from October of the next academic year, while in the transitional period, the Doctoral School Director shall establish the individual organisation of education (IOK). The recruitment process shall be carried out in accordance with the provisions of these Terms and Conditions.
6. The managers of research projects provide the Vice-Rector for Research and International Cooperation in writing with information about the planned participation in the project of the doctoral student of the scholarship holder, the candidate's profile, the assumed time of participation in the project, as well as the amount of the doctoral scholarship provided for in the project and the time of its payment in accordance with the approved terms of the project implementation. The prepared cost estimate for the payment of the doctoral scholarship should ensure the possibility of its payment throughout the period of doctoral student education at the Doctoral School required by the law. In order to arrange additional recruitment to the PUMS Doctoral School, the head of the research project submits the opinion of the Vice-Rector for Research and International Cooperation to the Director of the Doctoral School at least 4-6 weeks before the planned date of recruitment to the doctoral school. The dates of additional recruitment for candidates selected in the grant competition are set by the Director of the Doctoral School, acting under the authority of the Rector.
7. The Rector shall set the admission limit to the Doctoral School in the form of an order for the candidates listed in Section 5.
8. Knowledge of English at the level of at least B2 or IELTS 5-6, confirmed with an appropriate English language certificate, assessed by the Recruitment Committee, gives the maximum number of points (in terms of English language skills) in accordance with Appendix 1. The

current list of certificates is available on the website of the Doctoral School. In the absence of a certificate, the candidate is required to pass an English exam before the Recruitment Committee. Obtaining zero points during the interview in a foreign language or on a selected topic in a given scientific discipline disqualifies the candidate.

9. As far as the case referred to in Section 4 is concerned, when two or more candidates have scored an equal number of points entitling to admission to the Doctoral School, the final admission shall be determined by the greater number of points scored in the evaluation of scientific activity. Should any candidate qualified for the admission have resigned from undertaking education at the Doctoral School, the candidates who have obtained a positive score in the recruitment process – but have not qualified for the admission to the Doctoral School due to the lack of admission places – shall be admitted to that vacated places – according to the ranking list, not later than before the beginning of the education cycle.
10. The results of the recruitment process shall be made public.

#### § 6

1. The thesis supervisor of the doctoral student may be a senior academic staff member (PUMS' employee), scientifically active and with currently published scientific achievements, as well as with a positive periodic appraisal of an academic teacher for the last 5 years.
2. A doctoral student pursuing education in an English-speaking group may be supervised by two supervisors, including an employee of UMP and an employee of a foreign university or research institution.
3. A foreign thesis supervisor may be a person without the post-doctoral degree or the professor title, who is an employee of a foreign university or scientific institution, provided the College Council competent to conduct the procedure for awarding the doctoral degree considers that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
4. The thesis supervisor may supervise at most three doctoral students of the Doctoral School, with the exception of doctoral students admitted as part of the implementation of research projects financed with external funds, provided that this doctoral student is ensured the capacity to complete internships in the form of delivering teaching classes. Should the supervision over the greater number of doctoral students be planned, it shall be subject the consent of the Doctoral School Director in consultation with the Rector.
5. The thesis supervisor should be working for at least another four years at the University (due to age restrictions), following the moment of admitting the doctoral student.
6. The person referred to in Article 190(6) of the Act must not be the thesis supervisor.
7. For candidates who achieve the qualifying score for admission in the recruitment process, the formal appointment of a supervisor occurs upon the doctoral student's request within three months from the start date of their education in the Doctoral School. During the recruitment process, the candidate for supervisor is presented.

## **Chapter II**

### **Principles and the course of the recruitment process**

#### § 7

1. The recruitment process shall be of a competition character.
2. The recruitment process shall be conducted by Recruitment Committees.
3. The recruitment-related decisions shall be made by the Rector or the Doctoral School Director, acting on behalf of the Rector.
4. In exceptional cases, the recruitment process to the Doctoral School may be held using means of remote communication.

#### § 8

1. Members of the Recruitment Committees shall be appointed by the Doctoral School Director.
2. Either the Doctoral School Director or one of their deputies shall be the chairperson of the Recruitment Committee.
3. The Recruitment Committee shall be composed of at least 3 members, including academic teachers representing the disciplines represented within the Doctoral School and teachers of the Foreign Language Centre at the University.
4. A representative appointed by the Doctoral Student Self-Government Board may participate in the works conducted of the Recruitment Committee.
5. The Recruitment Department shall support the Doctoral School Office in handling the recruitment process from the administrative view.

#### § 9

1. The number of points scored during the recruitment process, based on a scoring system, shall determine whether or not a given candidate shall be admitted to the 1<sup>st</sup> year of the Doctoral School. The current scoring system for the admission to the Doctoral School forms Appendix 1 hereto to these Terms.
2. Admission of a Polish citizen to the Doctoral School shall be based on the entry in the list of doctoral students. A candidate admitted to the Doctoral School shall receive written notification (in exceptional cases sent by e-mail) of the admission to PUMS' doctoral students.
3. The foreigner's admission to the Doctoral School shall be based on an administrative decision of the Rector, under which the Doctoral School Director makes an entry on the list of doctoral students.
4. Information on the admission of a candidate to the Doctoral School run by the University shall be communicated to the senior academic staff member designated as the thesis supervisor(-s) and the head of the PUMS' unit, in which the doctoral student is to conduct individual research.
5. Refusal on the admission to the Doctoral School shall be based on an administrative decision.
6. Against a negative decision of the Rector or the Director of the Doctoral School acting under the authority of the Rector, the candidate has the right to request the Rector to reconsider the case within the time limit specified in the decision.

7. The decision shall be sent to the candidate to the address indicated in the personal questionnaire, by registered mail against the confirmation of receipt. Personal receipt of the decision at the Doctoral School Office shall be allowed. As far as candidates from abroad are concerned, it shall be also allowed to send the decision by electronically.
8. Any person admitted to the Doctoral School shall begin education and acquire the rights of a doctoral student upon taking the oath.

#### § 10

1. A candidate applying for the admission to the Doctoral School shall be obliged to:
  - 1) complete registration on-line on the University's website, within the time limit specified in the recruitment procedure schedule (To complete the registration, one shall complete the data contained in the questionnaire and approve thereof);
  - 2) deliver to the Doctoral School Office, within the time limit specified in the recruitment procedure schedule (in the case of delivery of the documentation by post, the date of receipt shall be taken into account):
    - a) the application for the admission to the Doctoral School (Appendix 2 – computer-filled document),
    - b) a printed and signed personal questionnaire from the electronic system,,
    - c) a photocopy of a university diploma – the original copy must be presented to the University employee to confirm that the copy is true, while in the case of the foreigners: a photocopy of the diploma/certificate issued abroad along with its translation made by a sworn translator. This foreign diploma or certificate, along with its sworn translation, must also bear an apostille or be legalised in accordance with the generally applicable regulations. It shall be also required to provide a document (photocopy, original copy for inspection) serving to confirm the recognition of the foreign diploma, in accordance with applicable regulations, as equivalent to the Polish diploma of completing long-cycle studies or second-cycle studies,
    - d) a declaration made by an academic teacher designated as the thesis supervisor, pertaining to the consent on taking the candidate under scientific supervision after the candidate has been admitted to the Doctoral School (Appendix 3), for an English-speaking group, a foreign supervisor declaration (Appendix 7) - document must contain a legible signature,
    - e) a list of the supervisor's four best publications from 2019 - 2023 (for the English-speaking group, also a list of publications of the foreign supervisor) according to the information contained in the scoring system attached as Appendix 1 to these recruitment conditions,
    - f) a declaration made by the head of the unit, in which the doctoral student is to conduct individual research, pertaining to ensuring the possibility of pursuing the school curriculum, including internships in the form of delivering teaching classes (Appendix 4), the document must be signed legibly;
    - g) confirmation of the average grade obtained in higher education examinations and, in the case of two-cycle studies a confirmation of the average grade obtained in the first and

- second-cycle examinations (certificate from the dean's office or a supplement containing information on the average grade in examinations only); in the case of the foreigners: a document confirming the education results in line with the evaluation system of the country in which they have studied, in particular, the course record; these results shall be converted by the Recruitment Committee into the system applicable in Poland,
- h) an initial research plan, signed by the candidate and the person designated as the thesis supervisor (Appendix 5),
  - i) a photocopy of the medical licence (regarding medical doctors and dentists) – the original copy must be presented to the University employee to confirm that the copy is true. In the case of the foreigners, any doctors and dentists, who will pursue the Doctoral School in the disciplines of medical sciences and health sciences and conduct clinical research, shall be required to present to the Doctoral School Office a document confirming the acquisition of the medical licence for an indefinite period – regulations in this regard stipulate the provisions and procedures of the Regional Medical Chamber.
  - j) the document referred to in § 3(6) of these Terms and Conditions,
  - k) should the number of doctoral students under their supervision be exceeded, an application to the Doctoral School Director for increasing the number of doctoral students under the supervision of a given supervisor,
  - l) documents certifying the candidate's scientific activity in line with the guidelines for certifying the scientific achievement, defined in the scoring system for the admission to the Doctoral School,
  - m) list of appendixes to the application for admission to the doctoral school in the academic year 2024/2025 concerning scientific activities - according to the scoring system, the highest-scoring achievements TABLE (Appendix 8),
  - n) consent to the processing of personal data (Annex 6), in addition, the candidate shall present an ID document in order to verify the data provided in the personal questionnaire, when submitting the documents and at the interview,
  - o) any candidates recruited as part of additional recruitment process for the purpose of conducting a research project – confirmation of the project manager about qualifying for participation in the project,
  - p) in the case of the foreigners: an insurance policy against illness or accident covering the education period in Poland or the European Health Insurance Card, or a declaration that they will join the National Health Fund insurance immediately after commencing education,
  - q) in the case of the foreigners: a photocopy of the passport, visa and residence card or other document authorising to stay in the territory of the Republic of Poland (original copy for inspection); All documents submitted in the recruitment procedure must be completed by electronic means,
- 3) take part an interview on a selected topic in a given scientific discipline and the English language, within the time limit specified in the recruitment procedure schedule;

- 4) observe the time limits specified in the recruitment procedure schedule announced by the Doctoral School Director and published on the PUMS's website.
2. Should any documentation regarding the admission to the Doctoral School have been submitted after the time limit, it shall not be handled, notwithstanding the reasons for failure to observe the time limit for submitting the application. The date of submission of the recruitment documentation shall be deemed the date on which the Doctoral School Office has received relevant documents.
3. Should the time limit expire, the right to supplement the documentation referred to in Section 1(2) shall cease to apply.
4. The candidate who obtains a minimum of 4 points for scientific activity according to the scoring system in point 4 of Appendix 1 of these recruitment conditions will be admitted to the interview and further proceedings. A candidate who does not obtain the required score will not be permitted to the further recruitment procedure.
5. The candidate shall be notified of the date of the interview via e-mail (information is sent to the e-mail address provided by the candidate in the personal questionnaire). The interview of the candidate recruited to the English-speaking group shall be conducted in English.
6. The results of the recruitment procedure shall be announced on the PUMS' website. The ranking list announced publicly shall take into account the recruitment numbers of persons admitted and not admitted to the Doctoral School run by the University, as well as the overall score obtained.
7. Persons applying for the admission to the Doctoral School shall not pay the enrolment fee.

#### § 11

1. Should the candidate have been admitted to the Doctoral School, they shall be obliged to immediately provide the Doctoral School Office with a medical certificate stating that there are no contraindications for undertaking education at the Doctoral School. A referral for the necessary medical examinations shall be issued by the Doctoral School Office. Failure to comply with this obligation shall prevent from being allowed to participate in didactic classes at the Doctoral School.
2. Foreign nationals qualified for admission who are required to apply for a visa may conditionally be entered on the list of doctoral students, without entitlement to receive a scholarship until the visa is obtained and arrives in Poland.
3. Any candidate qualified for the admission to the Doctoral School run by the University shall be obliged to submit a declaration that they are not a doctoral student at another Doctoral School.
4. In order to resign from recruitment, the candidate may submit a written declaration to the Doctoral School Office, addressed to the Recruitment Committee (it is allowed to submit the declaration by e-mail - a signed scan of the letter). The statement is effective upon delivery to the Doctoral School Office. If the declaration is submitted, the recruitment procedure is discontinued in relation to the candidate entirely as redundant.



5. In matters not covered by the above conditions, the Director of the Doctoral School, authorized by the Rector, makes the final decision.

## Information clause

Pursuant to Article 13(1) and (2) of the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation – the GDPR), we hereby inform that:

1) the Controller of your personal data is the Poznan University of Medical Sciences, Fredry 10, 61-701 Poznań,

2) The administrator has appointed a Data Protection Officer who can be contacted in matters regarding the processing of personal data at the following e-mail address: iod@ump.edu.pl

3. Your personal data will be processed for the purposes of:

a) implementation of the recruitment process, and after being entered on the list of doctoral students for the purposes of:

b) resulting from the education process, including issuing a student ID, documenting the course of studies, providing benefits for students, granting a place in a dormitory, organization of apprenticeships, services for the Doctoral Students' Council and doctoral organizations.

b) performance of the concluded contract,

c) performing the Administrator's statistical, accounting and reporting obligations,

d) direct marketing of services provided by the Administrator,

e) ensuring the safety of people and property through video monitoring,

f) archiving documentation;

4. The legal basis for the processing of your data is:

a) Art. 6 sec. 1 lit. a) GDPR, i.e. your consent to the processing of personal data, including for purposes specified in point 3 under a).

b) art. 6 sec. 1 under b) GDPR, i.e. a contract concluded between you and the University,

c) Art. 6 sec. 1 under c) GDPR, i.e. fulfilling the legal obligations incumbent on the Administrator, resulting from the provisions of the Act of July 20, 2018, Law on Higher Education and Science and other provisions applicable to the Administrator, including those relating to reporting, accounting, statistical and archiving obligations,

d) Art. 6 sec. 1 under f) GDPR, i.e. implementation of the legitimate interest of the administrator, which is ensuring the safety of persons and property also through the use of video monitoring;

5. Your personal data may be made available by the Administrator to: internal organizational units of the Administrator, entities providing services to the Administrator on the basis of concluded contracts and other authorities or entities authorized under separate laws provisions;

6. The administrator may entrust another entity with personal data, by way of a contract for entrusting the processing of personal data, concluded in writing. Your personal data on behalf of the Administrator, in particular, these will be entities providing and maintaining software used to process doctoral students' data.

7. The administrator will store your personal data for the duration of the education process, and then for 50 years, unless separate regulations provide for a different storage period. However, in the case of processing your data on the basis of consent, no longer than until your consent is withdrawn, without affecting the lawfulness of processing based on consent before its withdrawal.

8. In cases, on the terms and in the manner specified in applicable regulations, you have the right to request: access to the content of data and rectification (Article 15 and 16 of the GDPR), deletion of data (Article 17 of the GDPR), restriction of processing (Article 18 GDPR), object to processing (Article 21 GDPR), data transfer (Article 20 GDPR) and withdraw your consent at any time (Article 6 of the GDPR) without affecting the lawfulness of processing based on consent before its withdrawal.

9. You have the right to lodge a complaint with the supervisory body - the President of the Personal Data Protection Office, Stawki 2, 00-193 Warsaw, in the event of suspicion that personal data is being processed by the Administrator in violation of the law.

10. The obligation to provide your personal data results from the provisions of the Act of July 20, 2018, Law on Higher Education and Science. Failure to provide these data will make it impossible to implement the education process.

11. Your personal data is not subject to automated decision making, including profiling, as referred to in Art. 4 point 4) GDPR, which means a form of automated processing of personal data, which consists in the use of personal data to evaluate certain personal factors of an individual.

## Scoring system for the admission to the Doctoral School run by the Poznań University of Medical Sciences

<b>1. Average overall grade</b>															
<ul style="list-style-type: none"> <li>– the average grade is rounded up to the first decimal place (e.g., 4.32 is 4.3 (4.3 x 2 = 8.6))</li> <li>– in the case of two-cycle studies, the arithmetic mean of the average grade is calculated</li> <li>– the minimum average required for candidates to the doctoral school is a result above 3.20</li> <li>– A candidate who does not hold a master's degree or equivalent and referred to in § 3 paragraph. 2 point. 1 is required to submit a grade point average from their previous higher education - the minimum grade average required for candidates for doctoral school is - good / 3.7 (after rounding) / C (according to ECTS)</li> </ul>	<b>average grade x 2</b>														
<b>2. Research project evaluation</b>															
the preliminary evaluation of the research project shall be made by a commission member appointed by the chairperson of the Recruitment Committee	<b>0 – 6 points</b>														
<b>3. Interview (oral form)</b> (having scored 0 points during the interview pertaining to the major or a foreign language shall disqualify the candidate)															
<ul style="list-style-type: none"> <li>– <b>in terms of the discipline of the planned scientific work</b> substantive knowledge in a given discipline, knowledge of the fundamental principles of conducting research and general competencies, including, but not limited to, interpersonal communication, shall be evaluated</li> </ul>	<b>0 – 10 points</b>														
<ul style="list-style-type: none"> <li>– <b>in the terms of the English language</b> the ability to conduct a scientific discussion in a foreign language shall be evaluated (presenting the English language certificate to the Commission from the list of certificates on the website of the Doctoral School will automatically award the candidate with 6 points. during the interview)</li> </ul>	<b>0 – 6 points</b>														
<b>4. Evaluation of scientific activity</b> All scientific achievements must be certified in line with the following guidelines															
<ul style="list-style-type: none"> <li>– <b>publications published in journals included in the list of scientific journals of the Ministry of Education and Science/Ministry of Science and Higher Education (MEiN/MNiSW)</b> (confirmation: a printout from the bibliography of the PUMS Main Library or a photocopy of the publication along with the information on the publication date and the full name and journal scoring) <b>Note: A candidate who does not hold a master's degree or equivalent, as referred to in § 3 section 2 pt. 1 is required to have scientific output with IF&gt;8.0 (including at least one paper with first authorship).</b></li> </ul>	<b>4 highest-scored publications are subject to evaluation max. 80 points</b>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="7">MEiN/MNiSW scoring for publications with the IF</th> </tr> <tr> <td style="width: 15%;">journal scoring</td> <td style="width: 10%;">15/20 points</td> <td style="width: 10%;">20/40 points</td> <td style="width: 10%;">25/70 points</td> <td style="width: 10%;">30/100 points</td> <td style="width: 10%;">35-40/140 points</td> <td style="width: 10%;">45-50/200 points</td> </tr> </table>		MEiN/MNiSW scoring for publications with the IF							journal scoring	15/20 points	20/40 points	25/70 points	30/100 points	35-40/140 points	45-50/200 points
MEiN/MNiSW scoring for publications with the IF															
journal scoring	15/20 points	20/40 points	25/70 points	30/100 points	35-40/140 points	45-50/200 points									

authorship order						
first	3	4	6	8	12	20
second	2	3	4	6	9	12
third or lower	1,5	2	3	4	5	6

  

MEiN/MNiSW scoring for publications with the IF		
journal scoring	<15/20 points	15/20-200 points
authorship order		
first	1.0	1.5
second	0.75	1.0
third or lower	0.5	0.75

  

<p>– <b>participation in a scientific conference with a paper (authorial paper/case study)</b>            (confirmation: a document certifying the speech at a conference or a photocopy of an abstract from the book of abstracts)</p>				<p><b>3 highest-scored abstracts are subject to evaluation max. 6 points</b></p>
type of conference	domestic	international of a local nature	international, at least European-scale	
Authorship order				
first	0.75/0.5	1.5/1.0	2.0/1.5	
second	0.5/0.3	1.0/0.75	1.5/1.0	

  

<p>– <b>awards received at scientific conferences (authorial paper/case study)</b>            (confirmation: award certificate – photocopy)</p>				<p><b>3 highest-scored awards are subject to evaluation max. 6 points</b></p>
type of conference	domestic	international of a local nature	international, at least European-scale	
Authorship order				
first	0.5/0.3	1.5/1.0	2.0/1.5	
second	0.25/0.15	1.0/0.75	1.5/1.0	

  

<p>– <b>participation in research projects as a manager</b>            (confirmation: information from the grant giver / original of the application / original of the report )</p>		<p><b>1 point for the project; max. 3 points</b></p>
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<p>– <b>Minister’s scholarship for outstanding achievements for students</b>            (confirmation: scholarship certificate – photocopy)</p>		<p><b>3 points; max. 3 points</b></p>
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<p>– <b>scientific internships abroad and ERASMUS internships</b>            (confirmation: document confirming completion of the internship stating its duration – only internships lasting over 30 days are subject to scoring)</p>		<p><b>1 point per month; max. 6 points</b></p>
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<p>– <b>PUMS Medal or an equivalent award from another University</b></p>		<p><b>2 points; max. 2 points</b></p>
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PUMS Medal for scientific achievements and social work  
(confirmation: a document confirming receipt of the medal)

**6. Scientific achievements of the thesis supervisor**

- supervisor's publications in journals included in the list of scientific journals of the Ministry of Education and Science /Ministry of Science and Higher Education (MEiN/MNiSW)
- the highest-scoring papers with first, second, or last authorship for the years 2018-2022 (a list of the supervisor's 4 highest-scored publications from 2019-2023 should be attached)

MEiN/MNiSW scoring						
journal scoring	15/20 points	20/40 points	25/70 points	30/100 points	35-40/140 points	45-50/200 points
Authorship order						
First/last	0.25	0.5	1.0	1.5	2.0	3.0
second	0.10	0.25	0.5	0.75	1.0	1.5

**4 highest-scored papers for 2019-2023, with the first, second, or last authorship, are subject to evaluation**

**Failure to provide evidence of documents confirming your scientific activity as specified in the scoring system will result in failing to award a point for this element by the Recruitment Committee.**

**All attachments confirming scientific activity must be numbered according to the items in the table - List of attachments (Appendix 8).**

**APPLICATION FOR THE ADMISSION TO THE DOCTORAL SCHOOL  
RUN BY THE POZNAŃ UNIVERSITY OF  
MEDICAL SCIENCES**

Submission date of the application

.....

FIRST AND LAST NAME:.....

PESEL No. or in the case of the foreigners, passport No.: .....

***Rector  
of the University of  
Medical Sciences***

I hereby request the admission to the Doctoral School run by the Poznań University of Medical Sciences in the 2024/2025 academic year.

I wish to pursue scientific and didactic work at .....

(please provide the name of the University unit)

under the supervision of Mr/Ms .....

(please provide the name of the person designated as the thesis supervisor)

The area of knowledge within the subject of the planned scientific paper:

.....

(please provide details depending on the discipline of science, e.g., gynaecology, paediatrics, medical analytics, dietetics, public health, etc.)

.....

candidate's legible signature

I declare that I have familiarized myself with the Terms and Conditions of Recruitment to the Doctoral School conducted by Poznan University of Medical Sciences in the academic year 2024/2025.

.....

candidate's legible signature

.....  
(scientific degree/title, first and last name of the person making declaration)

.....  
(workplace – PUMS unit)

.....  
(contact phone; e-mail)

**DOCTORAL SCHOOL RUN BY  
THE POZNAŃ UNIVERSITY OF MEDICAL SCIENCES**

**DECLARATION**

**of an academic teacher designated as the thesis supervisor, pertaining to the consent on taking  
the candidate under scientific supervision after the candidate has been admitted to the Doctoral  
School**

I hereby consent to assume the duties of the thesis supervisor of the doctoral dissertation of Mr/Ms  
....., who applies for the admission to the  
Doctoral School run by the Poznań University of Medical Sciences.

Scientific and didactic work will be pursued at .....

(please provide the name of the University unit)

I hereby declare that:

- I can confirm that I have published scientific achievements within the last 5 years. My scientific achievements for 2019-2023 comprises ..... publications with an IF total value of = ..... and MNiSW (Ministry of Science and Higher Education) scoring = .....; including, accordingly, ..... publications as the first author with an IF total value of = ..... and MNiSW scoring = ..... and ..... publications as a senior author with an IF total value of = ..... and MNiSW scoring = .....
- my employment at the University allows me to supervise the above-mentioned doctoral student throughout the duration of education at the Doctoral School,
- while having regard to the above-mentioned candidacy, the number of doctoral students (pursuing doctoral studies and Doctoral School) as of October 1, 2024, who are under my scientific supervision, does not exceed 3 people. (except for doctoral students admitted as part of the implementation of research projects financed with external funds)

.....  
(place and date)

.....  
(legible signature and the stamp of the person making declaration)

.....  
(degree / title, first and last name of the person making declaration)

.....  
(workplace – PUMS unit)

.....  
(contact phone; e-mail)

**DOCTORAL SCHOOL RUN BY  
THE POZNAŃ UNIVERSITY OF MEDICAL SCIENCES**

**DECLARATION**

**of the head of the unit (Clinic/Institute of the PUMS) on providing the doctoral student with the possibility of pursuing compulsory classes and professional internships as part of the Doctoral School curriculum**

I declare that should Mr/Ms ..... be admitted to the Doctoral School run by the Poznań University of Medical Sciences, I shall provide the above-mentioned doctoral student with the opportunity to perform all tasks related to education at the Doctoral School, including compulsory classes and professional internships in the form of delivering teaching classes, to the extent specified in the curriculum.

The internship will be carried out at: .....  
(please provide the name of the University unit)

.....  
(place and date)

.....  
(legible signature and the stamp of the person making declaration)

.....  
(professional title, first and last name of the candidate)

.....  
(proposed discipline under which the doctoral thesis will be carried out – medical sciences/pharmaceutical sciences/health sciences)

**DOCTORAL SCHOOL RUN BY  
THE POZNAŃ UNIVERSITY OF MEDICAL SCIENCES**

**INITIAL RESEARCH PLAN**

(in total, the description to be provided in items 1-4 should not exceed 4,000 characters, including spaces)

.....  
.....  
(title of the doctoral dissertation project)

.....  
(scientific degree/title, first and last name of the person designated for the thesis supervisor)

.....  
.....  
(PUMS unit where the Doctoral School will be pursued)

**1. Concept of paper and research plan:**  
(please provide the research problem and justification of topic's selection)

.....  
.....  
.....

**2. Paper objectives :**  
(assumed research hypotheses)

.....  
.....  
.....

**3. Material and methods:**  
(description of the research material and applied research methods)



.....  
.....  
.....

**4. Expected outcomes:**

(expected outcomes of the paper and their potential significance for science and practical application)

.....  
.....  
.....

**5. Literature/initial bibliography:**

(max. 10 most important literature items)

.....  
.....  
.....

.....

(place and date)

.....

(candidate's legible signature)

I hereby approve the candidate's initial research plan.

.....

(place and date)

.....

(legible signature and the stamp of the person designated for the thesis supervisor)

.....  
Candidate's first and last name

.....  
place and date

**CONSENT TO THE PROCESSING OF PERSONAL DATA**

I consent to the processing of my personal data collected by the Poznan University of Medical Sciences, Fredry 10, 61-701 Poznań, Doctoral School Bukowska 70, 60-812 Poznań for the purpose and scope necessary to participate in the recruitment process of candidates for doctoral studies. Processing takes place in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC - hereinafter GDPR, Article 6, under a.

If a candidate is entered on the list of doctoral students, the data used for recruitment will be transferred to the University's IT systems and will be processed in accordance with applicable regulations for the purposes of organization and ensuring the proper course of the education process.

I have been informed about my rights in relation to the processing of personal data.

.....  
legible signature of the candidate

.....  
(scientific degree/ title, first and last name of the person making declaration)

.....  
(name and address of the employing unit)

.....  
(e-mail-address)

**DOCTORAL SCHOOL RUN BY  
THE POZNAŃ UNIVERSITY OF MEDICAL SCIENCES**

**DECLARATION**

**of the scientific staff member foreseen as the foreign supervisor to agree to supervise the  
candidate after he/she has qualified for the doctoral school**

I agree to be the co-supervisor of the doctoral thesis of Ms./Ms.  
....., who applies for admission to the Poznan  
University of Medical Sciences Doctoral School.

I declare that I have published scientific output for the last five years. My scientific output for the  
years 2018-2022 includes ..... publications with a total IF = .....; including  
respectively ..... publications as a first author with a total IF = .....

.....  
(date)

.....  
(legible signature of the person making declaration)