

Resolution No 34/2021
of the Senate of the Poznan University of Medical Sciences of 24 February 2021

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

The Senate, acting pursuant to Article 221(14) of the Law on Higher Education and Science of 20 July 2018 (i.e. 2020.85 as amended) resolves as follows:

§ 1

The Rules of Procedure for Awarding the Postdoctoral Degree 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 comes into force on the date of adoption.

R e c t o r

Prof. Andrzej Tykarski, MD, PhD

Rules of procedure for conferring the postdoctoral degree in the Poznan University of Medical Sciences

Whenever this document refers to:

- 1) Act - shall mean the Law on Higher Education and Science of 20 July 2018 (i.e. Journal of Laws 2020.85 as amended);
- 2) scholarly achievement - shall mean a series of thematically related scholarly articles published in scholarly journals which, in the year of publication of the article in its final form, were included in the list compiled in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act, and in which the applicant for the award of postdoctoral degree is the first author.

§ 1

Introductory provisions

1. The postdoctoral degree shall be conferred on a person who:
 - 1) holds the doctoral degree;
 - 2) has a body of scholarly achievements making a significant contribution to the development of a specific discipline, including at least:
 - a) 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) of the Act, or
 - b) 1 series of thematically related scientific articles published in scientific journals or in peer-reviewed materials of international conferences, 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) or
 - 3) demonstrates significant scientific activity carried out in more than one university, scientific institution, in particular abroad.
2. The achievement referred to in par. 1(2) may be part of a collective work if the development of a separate issue is an individual contribution of the applicant for postdoctoral degree.
3. The publication obligation shall not apply to achievements whose subject matter is covered by the protection of classified information.
4. The minimum requirements for scientific achievements are defined by a separate resolution of the PUMS Senate.
5. Proceedings for the conferment of postdoctoral degree shall be initiated at the request of the person applying for the conferment of postdoctoral degree submitted to the postdoctoral body - the Poznan University of Medical Sciences (PUMS), through the Council for Scientific Excellence (CSE).
6. Within 4 weeks from the date of receipt of the application by the PUMS, the relevant Council of the College of Sciences may disapprove the proceedings for the conferment of the

postdoctoral degree and return the application to the CSE.

Eligible members of the College Council with a postdoctoral degree or a professorship shall vote.

§ 2

Method of selection and work of the postdoctoral committee

1. The council of the relevant college, within 6 weeks from the date of receipt of information on the members of the postdoctoral committee appointed by the CSE, shall appoint the postdoctoral committee. Eligible members of the College Council with a postdoctoral degree or a professorship shall vote.

The committee shall consist of:

- 1) 4 members appointed by the CSE;
 - 2) 2 members holding a postdoctoral degree or professor title, employed at PUMS, including the secretary;
 - 3) a reviewer with a postdoctoral degree or professor title and current scientific or artistic achievements and recognized reputation, including international, who is not an employee of PUMS.
2. Meetings of the College Council and the postdoctoral committee may be conducted using electronic means of communication, providing in particular:
- 1) real-time transmission of the meeting between its participants;
 - 2) real-time multilateral communication with simultaneous transmission of images and sound, within which the participants of the meeting may speak during the meeting, while maintaining the necessary security rules.
3. The work of the postdoctoral committee shall be headed by its chairman. Meetings of the committee shall be held in the presence of at least six of its members. The resolutions of the postdoctoral committee shall be signed by its chairman.
4. The chancellor of the college within which proceedings for the conferment of postdoctoral degree are pending shall be informed by the secretary of the postdoctoral committee of the progress of the committee's work.
5. The postdoctoral committee may hold a postdoctoral colloquium on the scientific achievements of the applicant for the postdoctoral degree.
6. The postdoctoral colloquium shall be conducted in the presence of a minimum of 6 members of the postdoctoral committee.
7. The postdoctoral committee shall have the right to invite the person applying for the conferment of postdoctoral degree at any time during the proceedings in order to provide additional explanations related to the postdoctoral achievement and/or scholarly output.
8. The resolution containing the opinion on the conferment of postdoctoral degree shall be adopted by the postdoctoral committee in an open vote. At the request of an applicant for the degree, the committee shall adopt a resolution by secret ballot. The opinion may not be positive if at least 2 reviews are negative
9. Administrative support for the work of the Postdoctoral Committee shall be provided by the secretariat of the respective college chancellor. The documentation of the proceedings for the

conferment of postdoctoral degree shall be kept in the above secretariat.

§ 3

Awarding of postdoctoral degree

1. The resolution containing an opinion on the conferment of postdoctoral degree shall be forwarded to the Council of the relevant college by the chairman of the postdoctoral committee.
2. The granting or refusal to grant a postdoctoral degree shall be adopted in the form of a resolution at the next meeting of the Council of the relevant college. Voting members of the Council of the College shall be professors, university professors, and postdoctoral staff.
3. The Council of the relevant college shall refuse to confer the degree if the opinion of the postdoctoral committee is negative.

§ 4

Rules for setting the fee for proceedings for the conferment of postdoctoral degree and for exemption from the fee

1. The fee for proceedings for the conferment of postdoctoral degree may not exceed the costs of the proceedings, including in particular the fees of the chairman of the committee, reviewers, the secretary and a member of the committee, plus indirect costs at the rate set by the Rector.
2. In justified cases, the Rector may waive the fee in whole or in part.
3. Confirmation of payment of the fee is kept in the personal file of the candidate for the postdoctoral degree.