

Resolution no. 99/2020
of the Rector of the Poznań University of Life Sciences
of 3 July 2020

establishing model documents binding at the initiation of the PhD degree conferral procedure and regulations governing the procedures related to the conferral of PhD degrees initiated by PULS Doctoral School students and in extramural mode

Pursuant to Article 51b (1) (1) and Article 23 (2) (2) of the Act of 9 December 2019 Law on Higher Education and Science (unified text in the Journal of Laws Dziennik Ustaw of 2020, item 85 with later amendments), hereinafter referred to as "the Act", in relation to Article 179 (7) and (8) of the Act of 3 July 2018 Provisions introducing the Act - Law on Higher Education and Science (unified text in the Journal of Laws Dziennik Ustaw of 2018, item 1669 with later amendments), Article 25.3 of the Statute of the Poznań University of Life Sciences, having regard to Resolution no. 365/2019 of the Senate of the Poznań University of Life Sciences of 18 September 2019 it is hereby ordered as follows:

Article 1

Model documents are established as binding for PhD candidates, initiating the procedure for the conferral of the PhD degree at the Poznań University of Life Sciences, presented in attachments to the Resolution following the order of their application:

1. For studies at the Doctoral School:
 - 1) *Attachment 1* – application for the initiation of the PhD degree conferral procedure;
 - 2) *Attachment 2* – personal data questionnaire
2. For students of PhD studies:

- 1) *Attachment 3* – application for appointment of scientific supervisor(s) or an auxiliary supervisor, initiating the PhD degree conferral procedure pursuant to Article 179 (7) of the Act of 3 July 2018 Provisions introducing the Act - Law on Higher Education and Science;
 - 2) *Attachment 4* – declaration of scientific supervisor/ auxiliary supervisor;
 - 3) *Attachment 5* – questionnaire of scientific supervisor/ auxiliary supervisor;
 - 4) *Attachment 6* – submission of doctoral dissertation together with documentation;
 - 5) *Attachment 2* – personal data questionnaire.
3. For extramural mode:
- 1) *Attachment 7* - application for appointment of scientific supervisor(s) or an auxiliary supervisor;
 - 2) *Attachment 4* – declaration of scientific supervisor/ auxiliary supervisor;
 - 3) *Attachment 5* – questionnaire of scientific supervisor/ auxiliary supervisor;
 - 4) *Attachment 8* – application for the initiation of the PhD degree conferral procedure;
 - 5) *Attachment 2* – personal data questionnaire.

Article 2

The following regulations are binding in the PhD degree conferral procedure initiated after 1 October 2019 by students of PhD studies, hereinafter referred to as “PhD students”:

1. Initiation of the procedure:
 - 1) The PhD student submits an application (*Attachment 3*) for the appointment of a scientific supervisor, scientific supervisors or an auxiliary supervisor together with the declaration (*Attachment 4*) and the questionnaire (*Attachment 5*) to the chairman of the Scientific Council of the respective discipline, while informing the Dean of the faculty for the respective discipline and the Head of Doctoral Studies of that fact in respective letters addressed to them;
 - 2) The Scientific Council for the respective discipline within the period of 3 months appoints a scientific supervisor or scientific supervisors, or a scientific supervisor and an auxiliary supervisor;

- 3) The application for appointment of scientific supervisor(s) needs to be filed by the end of the 6th semester of PhD Studies.
2. The PhD student, who has completed education at the PULS PhD Studies meets requirements specified for the qualification at level 8 of the Polish Qualifications Network (PQN 8) and is not subjected to successive verification in this respect, except for the confirmation of learning outcomes in proficiency in a modern foreign language as specified in point 3.
3. Learning outcomes in proficiency in a modern foreign language are confirmed based on:
 - 1) an exam-based certificate confirming proficiency in a foreign language at minimum the B2 level or
 - 2) a foreign language examination conducted by the Examination Commission appointed at the motion of the chairman of the Scientific Council of the respective discipline, in which an instructor of a given foreign language specified in the declaration by the prospective PhD student is the principal examiner;
 - 3) the language examination is taken prior to the submission of the doctoral dissertation.
4. The doctoral dissertation is to be submitted to the chairman of the Scientific Council of the respective discipline within 3 years since the date of the decision on the appointment of a scientific supervisor or supervisors:
 - 1) 2 months before the planned date of submission of the doctoral dissertation, the PhD student delivers the doctoral dissertation to the scientific supervisor or supervisors to obtain a positive opinion on the doctoral dissertation and a report from the Uniform Anti-plagiarism System signed by the scientific supervisor or supervisors;
 - 2) having obtained the above-mentioned opinion and report, the PhD student submits the following documents at the Dean's office for the respective scientific discipline:
 - a) a copy of the document confirming a Master's degree [magister], a Master's degree following the Bachelor of Science (B.Sc.) degree [magister inżynier] or equivalent, as specified in Article 326 (2) (2) or Article 327 (2) of the Act;
 - b) the doctoral dissertation together with its summary in English, or in Polish in the case of a doctoral dissertation prepared in English;

- c) a positive opinion on the doctoral dissertation presented by the scientific supervisor or supervisors;
- d) the opinion of the Head of PhD Studies on the course of education during the PULS Doctoral Studies together with information confirming all the courses have been passed;
 - e) a list of scientific accomplishments;
 - f) the report from the Uniform Anti-plagiarism System signed by the scientific supervisor or supervisors;
 - g) a CV;
 - h) the personal data questionnaire;
 - i) a certificate or confirmation of proficiency in a modern foreign language at minimum the B2 level obtained based on the conducted language examination, as specified in point 3.
- 3) The PhD student submits 4 copies of all the documents in the printed form together with PDF copies of these documents recorded in an electronic data storage device.
- 5. The PhD student is obliged to meet additional requirements specified by the Scientific Council of the respective discipline, which may be related to the initiation of the procedure, admission to the defense of the PhD dissertation and the form of the doctoral dissertation.
- 6. After the PhD student has met additional requirements specified in point 5, the chairman of the Scientific Council of the respective discipline appoints the PhD Commission. The PhD Commission is composed of 5 persons, including the chairman and four members, being holders of the degree of Associate Professor [doktor habilitowany] or the title of Professor and representing a given discipline of science.
- 7. The Scientific Council of a given discipline appoints 3 reviewers from among candidates recommended by the PhD Commission based on a resolution passed in a secret ballot by an absolute majority of votes in the presence of minimum 50% of the statutory number of its members entitled to vote in the procedure. Reviewers in the PhD degree conferral procedures need to be holders of the title of a Professor or the degree of Associate Professor [doktor habilitowany] within a given discipline of science, or persons who have acquired a qualification equivalent to

the qualification of at least Associate Professor [doktor habilitowany] based on Article 190 (5) of the Act. Individuals, in relation to whom there may be justified doubts concerning their impartiality, may not be reviewers of PhD dissertations. Reviewers may not be employees of the Poznań University of Life Sciences, or employees of a university, a PAS institute, a research institute or an international institute, where the PhD candidate is employed.

8. The PhD Commission performs the following actions in the PhD degree conferral procedure:
 - a) verifies documents submitted by the PhD student in relation with the initiation of the procedure and recommends at least 4 candidate reviewers of the doctoral dissertation to the Scientific Council of the respective discipline,
 - b) accepts reviews,
 - c) accepts the doctoral dissertation and recommends the Scientific Council of the respective discipline to admit the doctoral dissertation to the defense process or refuse such an admission,
 - d) conducts the defense process at the session of the Scientific Council of the respective discipline, in the presence of the Commission members, the scientific supervisor or supervisors and reviewers,
 - e) prepares the opinion on the acceptance or refusal to accept the defense of the doctoral dissertation,
 - f) prepares the PhD dissertation defense report.
9. The Scientific Council of the respective discipline, in the presence of minimum 50% of the statutory number of its members entitled to vote in the procedure, in a secret ballot by an absolute majority of votes passes the administrative decision on the conferral of the scientific degree of PhD or refusal to confer this degree.
10. The decision specified in point 9 is signed by the chairman of the Scientific Council of the respective discipline.

Article 3

In the PhD degree conferral procedure initiated after 1 October 2019 within the extramural mode by a PhD candidate, hereinafter referred to as the “candidate”, the following regulations are binding:

1. The candidate submits an application (Attachment 7) for the appointment of a scientific supervisor, scientific supervisors or an auxiliary supervisor together with the declaration (Attachment 4) and the questionnaire (Attachment 5) to the chairman of the Scientific Council of the respective discipline. The Scientific Council of the respective discipline within the period of 3 months appoints a scientific supervisor or scientific supervisors, or a scientific supervisor and an auxiliary supervisor and presents the candidate with an agreement on fees for the execution of the procedure.
2. Within 3 years since the date of the decision on the appointment of a scientific supervisor or supervisors the candidate submits the doctoral dissertation to the chairman of the Scientific Council of the respective discipline. Two months before the planned date of submission of the doctoral dissertation, the candidate delivers the doctoral dissertation to the scientific supervisor or supervisors to obtain a positive opinion on the doctoral dissertation and a report from the Uniform Anti-plagiarism System signed by the scientific supervisor or supervisors.
3. Learning outcomes for the qualification at the PQN level 8 are verified in the period prior to the submission of the doctoral dissertation, as specified in point 2, while the further course of the proceedings in the PhD degree conferral procedure follows the regulations specified in Resolution no. 365/2019 of the Senate of the Poznań University of Life Sciences.

Article 4

This Resolutions enters into force on the day it is signed.

**Rector /-/
Prof. dr hab. Jan Pikul**