



**Resolution No. 21/2024-2028
of the Senate of Poznan University of Technology
of 18 December 2024**

on establishing the rules of recruitment to the Doctoral School of Poznan University of Technology

Pursuant to Article 200 Section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571), the Senate of Poznan University of Technology **resolves** as follows:

§ 1

General provisions

1. Candidates for the Doctoral School of Poznan University of Technology (hereinafter referred to as the "Doctoral School") are admitted through a competitive selection process, for the purpose of pursuing research topics proposed within a specific academic discipline.
2. A candidate may select only one research topic.
3. Each research topic may be pursued by only one person.
4. The admission quota for the Doctoral School in each academic discipline for a given academic year shall be determined by the Rector.
5. Candidates must submit the required documents either via the recruitment system or by email. The appropriate method will be specified in the recruitment announcement.
6. Recruitment to the Doctoral School is subject to a one-off, non-refundable application fee. The fee must be paid when submitting the documents referred to in § 4. The amount of the fee shall be determined by the Rector.
7. The decision on admission to the Doctoral School is made by the Rector.
8. A candidate who is refused admission has the right to request a reconsideration of the case.
9. Recruitment procedures are carried out by selection committees appointed by the Rector for a given academic year and within the relevant academic discipline.

§ 2

Conditions for admission to the Doctoral School

1. A person may be admitted to the Doctoral School if they hold:
 - a) a Master's degree, Master of Engineering degree, or an equivalent qualification; or
 - b) outstanding scientific achievements and are either a graduate of first-cycle studies or a student who has completed the third year of long-cycle studies.
2. A person who does not yet hold the qualification referred to in Point 1(a) may take part in the recruitment procedure, provided they obtain and submit the required qualification before the announcement of the list of admitted candidates, in the form of:
 - a diploma of graduation together with a diploma supplement, or
 - a certificate of graduation from a higher education institution in the Republic of Poland.

Failure to submit either of the above documents to the Doctoral School Office by the deadline specified in the recruitment schedule will result in refusal of admission, regardless of the outcome of the selection process.

§ 3

Recruitment announcement

1. The recruitment rules and the education curriculum of the Doctoral School shall be made publicly available by publication on the website of the Doctoral School and in the Public Information Bulletin (BIP) of Poznan University of Technology no later than five months prior to the start of recruitment.
2. The recruitment announcement shall be published on the Doctoral School's website and shall include at a minimum:
 - a) the recruitment schedule,
 - b) information on the recruitment process, including how to submit documents,
 - c) a list of required documents,
 - d) information on the available admission quotas for each academic discipline,
 - e) a list of available research topics.

§ 4

Required documents

1. A candidate for the Doctoral School shall submit the required documents in the manner specified in the recruitment announcement. The documents must be complete, correctly filled in, signed, and submitted within the deadline:
 - a) an application for admission to the Doctoral School,
 - b) a document confirming the qualifications specified in § 2 Section 1:
 - 1) a graduation diploma with a diploma supplement (or a transcript of academic records if the supplement does not include such information), together with the official grading scale if it is not included in the transcript, certified by the university the candidate graduated from; or
 - 2) a certificate of graduation issued in the Republic of Poland, if the diploma has not yet been issued, along with a transcript of academic records and the official grading scale if not included in the transcript, certified by the university the candidate graduated from; or
 - 3) a statement indicating the planned date of the Master's thesis defense in the Republic of Poland (only in the absence of both the diploma and the certificate), along with a transcript of academic records and the official grading scale if not included in the transcript, certified by the university the candidate graduated from,
 - c) a *curriculum vitae* including personal details and a summary of prior education and/or employment,
 - d) a cover letter including a brief description of interests and a justification for applying to the Doctoral School, a list of achievements (including scientific publications, patents, utility models, trademarks, industrial designs, scientific scholarships), awards and distinctions related to research activity or student engagement, or other academic accomplishments, and information about participation in scientific conferences, workshops, research and commercial projects, completed training and internships, international mobility, work experience, and membership in student scientific associations (supported by relevant documentation),
 - e) a declaration of the chosen research topic from the available list, along with the name of a potential supervisor (Annex No. 1),
 - f) a description of the proposed individual research plan including the feasibility of the chosen research topic (Annex No. 2),
 - g) a certificate or other document confirming knowledge of English at a minimum B2 level (a list of accepted certificates and documents – Annex No. 3), or a declaration of English proficiency at a minimum B2 level (Annex No. 4),
 - h) a photograph.
2. Failure to submit all required documents within the deadline specified in the recruitment schedule will result in discontinuation of the candidate's recruitment process.
3. Documents submitted by the candidate must be written in Polish or English, or translated into Polish or English by a sworn translator or an equivalent in the country of issue.
4. A candidate who obtained their diploma outside the Republic of Poland may be required to submit, in addition, a recognition opinion of the diploma issued by the Polish National Agency for Academic Exchange. Failure to submit this opinion to the Doctoral School Office by the deadline specified in the recruitment schedule shall result in refusal of admission, regardless of the outcome of the selection process.
5. A diploma obtained abroad must be affixed with an *apostille* if issued by a country that is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, signed in The Hague on 5 October 1961 (Journal of Laws 2005, No. 112, item 938), or legalised in other cases. Legalisation shall be carried out by the Polish consular post in the country where the diploma was issued.
6. Additionally, in the case of foreign nationals, upon submission of original documents, the following must also be presented:
 - a valid, current document entitling the candidate to stay in the territory of the Republic of Poland,
 - a document confirming the right to access healthcare in the territory of the Republic of Poland.

§ 5

Tender procedure

1. The selection committee shall consist of three members. The chairperson of the selection committee shall be a person holding at least the academic degree of Doctor of Science, appointed by the Director of the Doctoral School. A person who proposed a given research topic in the competition may not be a member of the selection committee.
2. The tender procedure consists of two stages and involves the evaluation of the candidate's submitted documents, as specified in § 4 Section 1(b–f) (Stage I), and a qualification interview (Stage II).
3. The final score of the candidate at each stage of the selection process, rounded to the nearest whole number, shall be calculated as the sum of the arithmetic averages of the scores proposed by each committee member for each

- criterion listed in paragraphs 5 and 8, respectively. After each stage, the selection committee shall prepare a report.
4. The result referred to in § 6 Section 1 is calculated as the total number of points obtained in both stages of the selection procedure, based on the reports of the respective selection committees.
 5. The evaluation of the candidate's documents takes into account:
 - a) the candidate's achievements, including learning outcomes, scientific publications, patents, utility models, trademarks, industrial designs, scientific scholarships, awards and honours received for conducting research or student activity, or other scientific achievements (0–5 points),
 - b) the candidate's experience, including participation in scientific conferences, workshops, research and commercial projects, completed training and internships, international mobility, work experience, and membership in student scientific associations (0–5 points),
 - c) the description of the proposed individual research plan (0–5 points).
 6. A candidate is admitted to the qualification interview only if they receive at least 8 points in the document evaluation stage.
 7. The candidate shall be informed of the qualification interview in the manner specified in the recruitment announcement.
 8. During the qualification interview, the following shall be evaluated:
 - a) the candidate's experience and key achievements (0–5 points),
 - b) the candidate's knowledge, skills, and competencies in the selected academic discipline (0–5 points),
 - c) familiarity with the selected research topic and the candidate's plans for its implementation (0–5 points).
 9. A representative of the doctoral students, designated by the Ph.D. Students' Union of Poznan University of Technology, may attend the qualification interview as a non-voting observer.
 10. Candidates with disabilities may request adaptations regarding the form, dates, and duration of the qualification interview to meet their justified needs. The candidate must submit an appropriate application to the Director of the Doctoral School prior to the end of the registration period. The Director shall decide on the matter within 14 days.

§ 6

Results of the tender procedure

1. Admission or rejection of a candidate to the Doctoral School is based on the results of the tender procedure.
2. Individual results of the competitive procedure are communicated to the candidate in the manner specified in the recruitment announcement.
3. The minimum number of points required for a candidate to be admitted to the Doctoral School is 20.
4. Candidates are admitted to the Doctoral School in a number corresponding to the limit in a given academic discipline, according to their position on the ranking list based on the results of the tender procedure.
5. Candidates who scored at least 20 points but were not admitted due to reaching the admission limit in a given discipline are placed on reserve lists. Reserve lists are created based on rankings for each discipline.
6. Lists of admitted and non-admitted candidates (including those on the reserve list) are published on the Doctoral School's website.
7. If a candidate fails to submit the original documents within the deadline specified in the recruitment schedule, it is considered a withdrawal from the Doctoral School. The vacated place may be offered to a candidate from the appropriate reserve list in the order of points scored.
8. Candidates required to apply for a visa may receive a conditional placement confirmation on the Ph.D. student roster, which does not entitle them to receive a scholarship.
9. Admission to the Doctoral School takes place through entry onto the roster of Ph.D. students.
10. A person admitted to the Doctoral School begins their education and acquires the rights of a Ph.D. student upon taking the oath.

§ 7

Additional recruitment

1. Additional recruitment (beyond the admission limit referred to in § 1 Section 4) may be conducted only if funding for education in the Doctoral School is provided from sources other than the state subsidy (including research projects, grants, other programs, or remuneration for employment by Poznan University of Technology related to a research project).
2. It is permitted to require documents other than those listed in § 4, depending on the specific recruitment conditions.
3. Funding from non-subsidy sources must guarantee the candidate sufficient resources for education, i.e., a doctoral scholarship of at least the amount specified in Article 209 of the Law on Higher Education and Science, as well as social insurance contributions (paid by Poznan University of Technology) for at least 2 years.
4. A condition for admission to the Doctoral School is the fulfillment of requirements necessary for the candidate's

education to be financed from sources other than the subsidy.

5. The provisions regarding required documents and the tender procedure described in § 4 and § 5, as well as the provisions of § 1 (excluding Point 4), § 3, and § 6 (excluding Points 4 and 5), apply accordingly.

§ 8

Non-standard Recruitment

Candidates who do not meet the requirement referred to in § 2 Section 1a but apply for admission to the Doctoral School under Article 186 Section 2 of the Law on Higher Education and Science, may participate in recruitment provided they obtain a positive opinion from the Doctoral School's Scientific Council confirming that they have exceptional scientific achievements.

§ 9

Final provisions

1. The candidate is obligated to regularly read the information provided via the recruitment system or email. The candidate bears the consequences of failing to comply with this obligation.
2. Decisions are delivered in the manner indicated in the recruitment announcement.

§ 10

Resolution No. 157/2020-2024 of the Senate of Poznan University of Technology, dated 29 November 2023, concerning the rules of recruitment to the Doctoral School, is hereby repealed.

§ 11

The resolution shall enter into force on the day of its adoption.

The original signed by

Rector
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.