

PROCEEDINGS FOR THE CONFERRAL OF THE DOCTORAL DEGREE DOCTORAL SCHOOL

Legal basis

1. Act of 20 July 2018. "Law on higher education and science".
2. Statutes of Poznan University of Medical Sciences (PUMS).
3. Resolution No. 211/2024 of the Senate of the UMP on defining the Rules of Procedure for granting doctoral degree at UMP
4. Resolution No. 223/2024 of the Senate of the UMP on establishing the minimum requirements of scientific achievement based on a series of related scientific publications and scientific achievement carried out within the framework of the "implementation doctorate" program in the proceedings for granting the of doctor degree and choice of discipline.
5. Resolution No. 86/2021 Senate of PUMS on guidelines for the verification of learning outcomes for qualifications at level 8 of the Polish Qualification Framework for candidates applying for the award of a doctoral degree in the extramural mode in the field of medical and health sciences in the discipline of medical sciences, pharmaceutical sciences and health sciences.
6. Order No. 90/2021 of the Rector of PUMS on introducing the Regulations of the anti-plagiarism procedure for doctoral theses carried out at PUMS.

Stage 1

Initiation of proceedings for the conferral of a doctoral degree

A) Conditions necessary for the initiation of proceedings:

1. Possession of a master's degree, master's degree in engineering or equivalent, or possession of a diploma referred to in Article 326(2)(2) or Article 327(2) of the 'Law on Higher Education' of 20 July 2018, conferring the right to apply for the conferral of a doctoral degree in the country in whose higher education system the issuing higher education institution operates (applies to candidates who graduated from a higher education institution outside Poland).
2. Achievement of learning outcomes for a qualification at level 8 of the Polish Qualifications Framework, including knowledge of a modern foreign language, as part of doctoral school education.
3. Publish at least:
 - a) One scientific article* in a scientific journal or in the peer-reviewed proceedings of an international conference, which, in the year of publication of the article in its final form, was included in a list drawn up under the regulations issued under Article 267(2)(2)(B) or
 - b) One of a scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list drawn up under the rules under Article 267(2)(2)(a), or a chapter in such a monograph.
4. In exceptional cases justified by the highest quality of scientific achievements, the doctoral degree may be conferred on a person who does not meet the requirements set out in A).1. and who is a graduate of a first-degree programme or a student who has completed the third year of a uniform master's programme, subject to the provisions of the Act on the Profession of Physician and Dentist.

*in the case of doctoral dissertations based on a series of publications - article out of series

B) Documents necessary to initiate proceedings for the conferral of a doctoral degree:

1. The applicant's application to the Chairman of the Council of the relevant College of Sciences to initiate proceedings signed by the applicant for the doctoral degree, the supervisor, the supervisors or the supervisor and the assistant supervisor and the head of the unit** (heads of units - if the promoters are employed in different units) together with a declaration that the completed research work and the publication series (or monograph) are independent scientific work.
2. An electronic version in pdf sent by email to the relevant Office of the Colleges of Science. Inherent in the dissertation must be a photocopy of the local Bioethics Committee approval or a statement from the local Bioethics Committee that such approval is not required. In that case of animal research, the approval of the local Animal Research Ethics Committee or a statement by the supervisor with justification.
3. A copy of the diploma confirming the possession of a master's degree or equivalent (certified by PUMS as a true copy of the original).
4. Opinion of the supervisor, supervisors or supervisor and assistant supervisor on the applicant's achievements for the doctoral degree and dissertation.
5. Opinion of the Doctoral School Director on the doctoral student, certifying the achievement of the learning outcomes at PRK level 8, including knowledge of a modern foreign language.
6. Minutes of the presentation of the completed dissertation at the PUMS Institute Chair/Academic Council meeting (including attendance list)***.
7. Dissertation check report using the Uniform Anti-Plagiarism System, carried out by the supervisor (in the case of a monograph, refers to the monograph, and in the case of a series of papers, refers to the commentary on the series).
8. Abstract of the dissertation in Polish and English (1 page A4). At top of page: name, surname, title of work, at bottom of page: signature).
9. Personal questionnaire.
10. A publication or monograph is a statutory prerequisite for the initiation of proceedings.
11. In the case of a dissertation based on a series of publications, a statement by the doctoral student, the supervisor, the supervisors, the supervisor and assistant supervisor and the co-authors on their contributions to the work.

** not applicable to promoters outside PUMS

*** Employees with a post-doctoral degree or a title in a related specialisation/ with a similar range of research activities may be invited to attend a Council meeting

About point B.2, the dissertation shall be submitted:

- a) Based on a series of publications.

Conditions to be met by the publication cycle:

- Related scientific publications in which the applicant for the doctoral degree is the first author in at least three publications from the Ministry of Science and Higher Education list, of which:
 - three publications are for 40 Ministry of Science and Higher Education points each (including two original publications) or
 - two publications are for 70 Ministry of Science and Higher Education points each (including one original publication) or
 - one original publication has 100 Ministry of Science and Higher Education points.

For the year group that started training on 1 October 2019, the dissertation may be a monothematic series of at least three publications in journals included in the Ministry of Science and Higher Education list with first authorship, meeting the following criteria:

- one of the publications forming the series must have a Ministry of Science and Higher Education score of 70 points or more,
- The score for all publications in the series is at least 100 Ministry of Science and Higher Education points.

The scientific achievement should include works, at least one of which is co-authored by the supervisor, supervisors, supervisor or assistant supervisor.

Industrial doctorates may be conferred based on a technological thesis, the implementation of research results into business activities, or a series of publications describing process and/or product innovations from industrial or implementation work.

The intention to present a dissertation based on a technological work or to implement the research results into a business activity requires the submission of an appropriate justification to the Chairman of the Council of the relevant College of Sciences before the submission of the individual research plan, signed by the doctoral student and supervisor(s) and the Director of the Doctoral School, for approval.

In addition, concerning point B.2 - where the title of the dissertation differs from that given at the mid-term evaluation stage, a statement is submitted to the Chairman of the Council of the relevant College of Sciences signed by the applicant for the doctoral degree and the supervisor(s) that:

- the subject matter of the dissertation corresponds to the agreement of the local Bioethics Committee or the local Animal Research Ethics Committee with a description of the changes made. In justified cases, the Chancellor of the relevant College of Science may request access to detailed records of the dossier submitted to the Bioethics Committee or the local Animal Research Ethics Committee,

or

- a new consent or addendum issued by the local Bioethics Committee or the local Animal Research Ethics Committee has been obtained (document to be attached),

or

- the subject matter of the dissertation has changed to the extent that the consent referred to above is no longer required.

In exceptional justified cases, a change of the doctoral thesis topic may occur after the completion of the proceedings related to the mid-term evaluation. This requires that an appropriate justification, signed by the doctoral student and supervisor(s) and the Director of the Doctoral School, is submitted to the Chair of the Council of the relevant College of Science for approval.

Stage 2

Election of the Doctoral Committee

1. The Chairman of the Council of the relevant College of Sciences proposes the composition of the Doctoral Commission. The Commission consists of 7 persons plus a supervisor, supervisors assistant supervisor. The Commission is chaired by the Chairman of the Council of the relevant College of Sciences or the relevant Deputy for Chapter, Council and College. The member of the doctoral commission may be any PUMS employee with a postdoctoral degree, a current academic record, and a statement of research and/or R&D work in the discipline and/or scientific field in which the proceedings are conducted. For valid reasons, participation in the doctoral committee can be allowed. The Supervisor and the Assistant Supervisor are not part of the Doctoral Committee but have the right to attend Committee meetings without the right to vote.
2. The proposal for the composition of the Doctoral Committee is approved by resolution at a meeting of the relevant Chapter of the College of Sciences by secret ballot with an absolute majority of votes in the presence of at least half of the eligible voters.

Stage 3

Activities carried out by the Doctoral Committee

1. Meetings of the Doctoral Committee are valid if more than 50% of the Committee, including the Supervisor and the Committee Chair, is present. The Supervisor and the Assistant Supervisor are not counted in the quorum and do not have the right to vote. Decisions of the Commission are taken by secret ballot with a simple majority.
2. At its first meeting, the Doctoral Dissertation Committee carries out a substantive assessment of the dissertation before it is submitted for review, together with a review of the dissertation check report using the Uniform Anti-plagiarism System referred to in Article 351, paragraph 1 of the Act, carried out by the Supervisor. If any changes (additions) need to be made to the dissertation, the doctoral student shall be asked to make the relevant corrections within one month at the latest. At the same time, the Doctoral Committee will determine at the dissertation evaluation meeting whether the changes to be made to the dissertation content are so significant that another meeting of the Committee is necessary.
3. After reviewing the dissertation, the Doctoral Committee proposes three reviewers (all from outside PUMS). The Chapter of the relevant College of Sciences then appoints the reviewers by resolution by secret ballot with an absolute majority of votes in the presence of at least half of the eligible voters.

4. Once the reviewers have been selected, the applicant for the doctoral degree shall submit the following documents to the Office of the Councils of Colleges of Sciences:
 - a) Final copy of the dissertation after taking into account the comments of the Commission must be bound in soft bindings,
 - b) A statement by the applicant for the award of the doctoral degree, also signed by the supervisor(s), that all comments given by the members of the doctoral committee have been taken into account,
 - c) in the case of significant substantive changes in the content of the dissertation, a new report is required to check the final version of the dissertation using Uniform Anti-Plagiarism conducted by the supervisor, dissertation.
 - d) five data carriers on which the dissertation is recorded in a pdf version. These media must be in paper envelopes and labelled with the name of the author of the dissertation together with the title of the dissertation, the name of the university, the place and the year of writing.
5. The final version of the dissertation is sent to three reviewers. Reviews should be completed within two months of the dissertation's delivery date.
6. The next meeting of the Doctoral Committee takes place after all three reviews have been received. Suppose at least two positive reviews are accepted. In that case, a doctoral examination is held at this meeting in which the proceedings are conducted.
7. At the same meeting, the Doctoral Committee adopts a resolution on accepting the dissertation and its admission to viva voce. If the dissertation is admitted to viva voce, a date for the viva voce shall then be set, but by 30 days from the date of publication, together with reviews by the doctoral institution on the pages of the Public Information Bulletin. This publication shall take place immediately after the meeting of the Doctoral Committee at which the resolution to admit the dissertation to viva voce is taken.
8. If a reviewer indicates that significant changes to the thesis are necessary before further proceedings, the Doctoral Committee should reconsider the dissertation before being resubmitted to all reviewers. This option can only be exercised once by a reviewer. The work of the Doctoral Committee is then suspended until all three reviews are available, including at least two positive ones. The revised doctoral dissertation should be reviewed within one month from its delivery date.
9. Viva voce:
 - a) The viva voce should occur in the presence of the Chair of the Doctoral Committee, the supervisor, the supervisors, a minimum of two reviewers and three other members of the Doctoral Committee.
 - b) During the viva voce, the following are presented:
 - silhouette of the applicant for the doctoral degree,
 - assumptions, objectives, results and conclusions of the dissertation,
 - reviews.

- c) The doctoral degree conferral applicant must provide comprehensive answers to the questions of the reviewers, the Doctoral Committee, and other persons attending the meeting during the viva voce.
- d) The Doctoral Committee passes a resolution by a simple majority in the closed part of the meeting on accepting the viva voce—secret ballot.
- e) The viva voce may be conducted away from the premises of the doctoral subject using electronic means of communication, ensuring, in particular:
- real-time transmission of viva voce between its participants;
 - real-time, multilateral communication where participants in the viva voce can speak up in the course of it;
 - maintaining the necessary safety rules.
- f) The Doctoral Committee, based on the adopted resolution on the acceptance of the viva voce, prepares an application for the conferral of the doctoral degree and refers it to the relevant Council of the College of Sciences.
- g) Distinction of dissertation
The Chapter of the College of Sciences may confer a dissertation upon the request of the reviewers submitted through the Chairman of the Council of the respective College of Sciences. Resolutions are passed by a qualified majority of 2/3 in the presence of at least half of the statutory number of these members; the supervisor, supervisors, and assistant supervisor are excluded from voting.
At the conclusion of the review, the reviewers shall present their proposal for the distinction of the dissertation, together with a justification.
A condition of the dissertation conferral is:
- 1) submission of applications for recognition of the dissertation by at least two reviewers;
 - 2) 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 with IF and for 140 points, or at least two IF papers and for 100 points each;
 - 4) in a particular case, a dissertation may be distinguished in form of a monograph, which is characterised by its high cognitive value.

Stage 4

The conferral of the doctoral degree shall take place immediately, if possible, at the next meeting of the Council of the relevant College of Sciences after the viva voce, by secret ballot with an absolute majority of the professors and professors of the university excluding the supervisor, the supervisors and the assistant supervisor from the ballot in the presence of at least half of the total number of those entitled to vote.

Information on the conferral of doctoral degrees is disseminated on the relevant College of Science pages.

