# PROCEDURE FOR THE GRADING OF DOCTORS (PROCEDURES COMMENCED AFTER 01.10.2019)

**EXTRAMURAL MODE**

**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

1. 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.
2. 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.
3. 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**

**Choice of supervisor**

1. A supervisor, supervisor, or supervisor and assistant supervisor in a procedure for awarding a doctoral degree should be nominated before the research work whose results are to constitute a scientific achievement in the procedure mentioned above by the applicant for the doctoral degree. Suppose an assistant supervisor has yet to be appointed at the time of the appointment of the supervisor. In that case, the selection of the assistant supervisor may take place at a later stage of the proceedings but six months after the supervisor's appointment date.
2. In a doctoral degree procedure, a supervisor or supervisors, or a supervisor and an assistant supervisor, shall be appointed at the applicant's request for the doctoral degree submitted to the Chairman of the College per the provisions of Resolution No. 211/2024 of the PUMS Senate.
3. An application for the appointment of a supervisor, supervisors, or a supervisor and an assistant supervisor shall include:
   1. data of the applicant for the award of the doctoral degree,
   2. suggested dissertation title,
   3. a proposal of persons to act as a supervisor, supervisors, or a supervisor and an assistant supervisor, together with a justification,
   4. indication of the field and discipline by the provisions of Resolutions 211/2024, 223/2024 of the PUMS Senate,
   5. a discussion of the aim and objectives of the dissertation (maximum one side of A4),
   6. agreement to act as a supervisor, supervisors, or a supervisor and an assistant supervisor, and in the case of an assistant supervisor, additionally a declaration that they will not use the work/data (in whole or in part) used by the applicant for the doctoral degree as their habilitation achievement,
   7. the agreement of the local Bioethics Committee or a statement by the local Bioethics Committee that such agreement is not required. In the case of animal testing, the consent of the local

Animal Research Ethics Committee or a statement by the candidate supervisor with justification

* 1. attendance list and minutes of the meeting of the Council of the Chair/Scientific Council of the Institute of the Poznan University of Medical Sciences responsible for the candidate or supervisor, at which the assumptions of the dissertation were presented,
  2. in the case of an application requesting the appointment of an assistant supervisor, the supervisor's written consent to the appointment of such a person and the reasons for this is required,
  3. a photocopy of a higher education diploma (education at the level of the second degree), certified as a true to the original, documenting possession of a professional degree of Master of Science, Master of Engineering or equivalent, or possession of a diploma referred to in art. 326 para. 2 pt. Two or art. 327 para. 2 of the Law on Higher Education of 20 July 2018 conferring the right to apply for the award of a doctoral degree in the country in whose higher education system the higher education institution which issued it operates (applies to candidates who graduated from a higher education institution outside Poland), subject to Article 186(2) of the Act.

1. The application and the necessary attachments must be submitted to the Office of the Councils of the Colleges of Science 14 days before the Council of the College of Science meeting at which it is to be processed.
2. The election of the supervisor or supervisors, or a supervisor and an assistant supervisor, is decided by an absolute majority of votes with at least half of the total number of eligible voters present, in the form of a resolution in a secret ballot at the next meeting of the relevant Chairman of the relevant College of Sciences.
3. Change of supervisor, supervisors, or a supervisor and an assistant supervisor:
   1. Possible only in justified cases
   2. An application to the Chairman of the relevant College of Science is required, which should include:
      * details of the applicant for the award of the doctoral degree, including the title of the doctoral thesis,
      * justification for the change of supervisor, supervisors, or a supervisor and an assistant supervisor,
      * proposal of persons to act as supervisor, supervisors, or a supervisor and an assistant supervisor,
      * signed consents of the supervisor(s) who wish to cease to hold office,
      * Signed consent is required from the supervisor(s) who agree to take up this function and the head of the unit(s) where the supervisor(s) are employed. In the case of a new assistant supervisor, additionally, the consent of the supervisor(s) and a statement by the assistant supervisor that they will not use the applicant's work for the doctoral degree towards their habilitation achievement.
   3. In justified cases, a request for a supervisor change may be made by the supervisor. The application, addressed to the Chairman of the relevant College of Science, should include:
      * details of supervisor and doctoral student;
      * justification for a change of supervisor;
      * proposal of persons to act as a supervisor, with their written consent, to take on this role.
   4. In the event of the death of the supervisor(s), when the provision of Resolution No. 211/2024 of the PUMS Senate that the supervisor should be selected before the research work begins is not feasible, it is permissible to choose a new supervisor without restarting the research work. The newly elected supervisor should have the substantive competence necessary to provide scientific supervision for the further preparation of the doctoral dissertation.

In this case, the applicant shall submit an appropriate application with the previously indicated (point 6b) attachments to the respective Chairman of the College of Sciences for the doctoral degree award. The consent of the head of the department where the candidate's research work has been carried out to date should be incorporated into the application.

* 1. The decision to change a supervisor, supervisors, or a supervisor and an assistant supervisor is taken by decision of the Chairman of the relevant College of Sciences.

**Stage 2**

**Initiation of proceedings for the award of a doctoral degree**

* 1. Conditions necessary for the initiation of proceedings:

1. Holding a master's degree, master's degree in engineering or equivalent or holding a diploma referred to in Article 326(2)(2) or Article 327(2) of the Act "Law on Higher Education" of 20 July 2018 conferring the right to apply for the award 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 qualifications at level 8 of the Polish Qualifications Framework. The fulfilment of this criterion is certified by the PUMS Teaching Committee to verify learning outcomes for qualifications at PRK level 8 (Resolution No. 222/2024).

As regards knowledge of a modern foreign language, confirmation is required with a certificate of general

or academic language knowledge at a level B2 level or with a diploma of graduation, certifying knowledge of this language at a level of at least B2. Compliance with this criterion is certified by the Head of the PUMS Centre for Foreign Languages.

1. Publishing at least:
2. One scientific article\*[[1]](#footnote-1) 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 by the rules issued under Article 267(2)(2)(B)

or

1. 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 by the rules under Article 267(2)(2)(a), or a chapter in such a monograph.

* In initiation of proceedings you may only use publications/monographs from after 01 January 2019.

1. In exceptional cases justified by the highest quality of academic achievement, the degree of doctor may be conferred on a person who does not meet the requirements specified in A). 1. being a graduate of

First degree or a student who has completed the third year of a uniform master's degree subject to the provisions of the Act on the Profession of Physician and Dentist.

* 1. Documents necessary for the initiation of proceedings for the award of a doctoral degree:

1. The applicant's application to the Chairman of the relevant College of Science to initiate proceedings signed by the applicant for the doctoral degree, a supervisor, supervisors, or a supervisor and an assistant supervisor and the head of the department\*\*[[2]](#footnote-2) (heads of departments - if the supervisors are employed in different departments) together with a statement that the completed research work and the publication series (or monograph) are independent scientific work.
2. An electronic version in pdf file 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 the 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. A document certifying the achievement of learning outcomes for a qualification at level 8 of the Polish Qualifications Framework issued by the PUMS Teaching Commission to verify these outcomes (Resolution No. 222/2024)
6. Minutes of the completed dissertation presentation at the PUMS Institute Chair/Academic Council meeting (including attendance list)\*\*\*[[3]](#footnote-3).
7. Dissertation check report using the Uniform Anti-Plagiarism System, carried out by the supervisor (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) dated and signed.
9. Personal questionnaire.
10. A certificate from the PUMS Head of the Centre Foreign Languages that the candidate meets the statutory requirements for initiating proceedings to award a doctoral degree.
11. A publication or monograph is a statutory prerequisite for the initiation of proceedings.
12. In the case of a doctoral dissertation carried out on the basis of a series of publications, a statement by the doctoral student, the supervisor, the supervisors or the supervisor and assistant supervisor, and the co-authors about their individual contributions to the work

Concerning (B). 2, the dissertation shall consist of:

1. Based on a series of publications.

Conditions that the publication cycle must meet:

* + Related scientific publications in which the applicant for the doctoral degree is the first author in at least three publications, of which:
    - three publications are for 40 [Ministry of Science and Higher Education](https://www.gov.pl/web/science) points each (including two original publications), or
    - two publications of 70 [Ministry of Science and Higher Education](https://www.gov.pl/web/science) points each (including one original publication) or
    - one original publication has minimum 100 [Ministry of Science and Higher Education](https://www.gov.pl/web/science) points

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

In addition, concerning B). 2 - where the title of the dissertation differs from that given at the stage of the appointment of the supervisor(s), supervisors, or supervisor(s) and assistant supervisor(s), a statement shall be submitted to the Chairman 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 approval of the local Bioethics Committee or the local Animal Research Ethics Committee, together with a description of the changes made. In justified cases, the Chairman of the relevant College of Sciences may request

for access to the 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 such an extent that the consent referred to above is no longer required.

**Stage 3**

**Choice of the Doctoral Committee**

1. The Chairman of the relevant College of Science proposes the composition of the Doctoral Commission. The Commission consists of 7 persons, the supervisor(s) or supervisor and assistant supervisor. The Commission is chaired by the Chairman or one of his deputies. A member of the Doctoral Commission may be an employee of PUMS with a postdoctoral degree, a current academic record, and a statement of carrying out research and R&D work in the discipline and scientific field in which the proceedings are conducted. For valid reasons, participation in the work of the doctoral commission can be allowed. The supervisor and assistant supervisor is separate from the doctoral committee but has the right to attend committee meetings without the right to vote.
2. The proposal for the composition of the Doctoral Commission is approved by a resolution of the Chapter of the relevant College of Sciences at a meeting of the Council of the relevant College of Sciences in a secret ballot by an absolute majority of votes with at least half of the total number of eligible voters present.

**Stage 4**

**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, are present. The assistant supervisor is not counted in the quorum and has no voting rights. Decisions of the Commission are taken by secret ballot with a simple majority.
2. At the first meeting, the doctoral committee conducts a substantive assessment of the doctoral dissertation before it is submitted for review, together with reading the report on verifying the dissertation using the Uniform Anti-plagiarism System referred to in Article 351, para. The supervisor conducted one of the Acts and read the final assessment verifying the learning outcomes for qualifications at PRK level 8. In the case of the necessity to make changes (additions) to the doctoral dissertation, the doctoral student is requested to make appropriate 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 a further committee meeting evaluating the dissertation is necessary.

1. 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.
2. Once the reviewers have been selected, the applicant for the doctoral degree shall submit the following documents to the Office of the Councils of the Colleges of Science:
   1. Final copy of the dissertation after taking into account the comments of the Commission must be bound in soft bindings,
   2. 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,
   3. 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.
   4. 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.
3. The final version of the dissertation is sent to three reviewers. Reviews should be completed within two months of the dissertation's delivery date.
4. 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. The exam is conducted from the basic subject.
5. At the same meeting, the Doctoral Committee shall adopt a resolution on accepting the dissertation and its acceptance for viva voce. Should the dissertation be accepted for a viva voce, a date shall then be set, but by 30 days from the date of publication, together with the reviews on the website of the Public Information Bulletin by the doctoral institution. This publication shall occur immediately after the doctoral committee meeting at which the resolution to accept the dissertation for viva voce is taken.
6. Suppose a reviewer indicates that significant changes must be made to the dissertation before proceeding further. In that case, the doctoral committee should reconsider the dissertation before resubmitting it to all reviewers. The work of the dissertation committee is then halted until at least two positive reviews out of 3 reviews are available, of which each review must indicate that the proceedings can proceed further.
7. Viva voce – public presentation of the dissertation:
   1. The viva voce should occur in the presence of the Chair of the Doctoral Committee, the supervisor, at least two reviewers and two members of the Doctoral Committee.
   2. During the viva voce, the following are presented:
      * the scientific profile of the applicant for the doctoral degree,
      * assumptions, objectives, results and conclusions of the dissertation,
      * reviews.
   3. The applicant for the doctoral degree award must provide comprehensive answers to the questions of the reviewers, the Doctoral Committee, and other persons attending the meeting during the viva voce.
   4. The Doctoral Committee passes a resolution by a simple majority in the closed part of the meeting on accepting the viva voce—secret ballot.
   5. 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;
      * participatory, real-time communication where participants in the viva voce can speak up;
      * maintaining the necessary safety rules.
   6. The Doctoral Committee, based on the adopted resolution on the acceptance of the dissertation viva voce, prepares an application for the award of the doctoral degree and refers it to the appropriate Chapter of the College of Sciences.
   7. Distinction of dissertation

The Chapter of the College of Science may distinguish a dissertation upon the request of the reviewers submitted through the Chairman of the College of Science.

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 promoter, supervisors, and assistant promoters 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 award is:

1. a proposal to distinguish the dissertation by at least two reviewers expressed in the conclusion of the review;
2. publication of all or part of the dissertation results 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 documents for 100 points each;



**Stage 5**

**Awarding the doctoral degree shall take place at the next meeting of the relevant Council of the College of Sciences by a resolution adopted by the Chapter of the appropriate College of Sciences after a viva voce by secret ballot with an absolute majority of votes in the presence of at least half of the total number of those entitled to vote.**

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

1. \* article out of series based on scientific achievements [↑](#footnote-ref-1)
2. \*\* does not apply to supervisors outside of PUMS [↑](#footnote-ref-2)
3. \*\*\* employees with a postdoctoral degree or title from related specialties with a similar scope of research activities may be invited to the council meeting [↑](#footnote-ref-3)