Resolution No. 70/2024–2028
of the Senate of Poznan University of Technology
of 26 November 2025

on the establishment of the rules for admission to the Doctoral School
of Poznan University of Technology

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

§ 1
General Provisions

1. A candidate for admission to the Doctoral School of Poznan University of Technology (hereinafter referred to as the "Doctoral School") shall be admitted through a competitive selection process for the purpose of pursuing a research topic proposed within a specified academic discipline.
2. A candidate may select only one research topic.
3. A given research topic may be pursued by only one person.
4. The admission limit for the Doctoral School within individual academic disciplines in a given academic year shall be determined by the Rector.
5. Candidates for the Doctoral School shall submit the required documents via the admissions system or by electronic mail. The appropriate method shall be specified in the admission announcement published on the Doctoral School's website.
6. Admission to the Doctoral School is subject to a one-off, non-refundable admission fee. The fee must be paid upon submission by the candidate of the documents referred to in § 4. The amount of the admission fee shall be determined by the Rector.
7. Admission to or refusal of admission to the Doctoral School shall be decided by the Rector.
8. A request for reconsideration may be submitted against a decision refusing admission.
9. The activities within the competitive selection procedure shall be carried out by Selection Committees appointed by the Rector for a given academic year within a specified academic discipline.

§ 2
Conditions for Admission to the Doctoral School

1. A person may be admitted to the Doctoral School if they hold:
   a) the professional title of Master, Master of Engineering or an equivalent qualification; or
   b) outstanding scientific achievements and are a graduate of first-cycle studies or a student who has completed the third year of long-cycle Master's studies.
2. A person who does not hold the qualifications described in paragraph 1(a) may participate in the competitive selection procedure; however, they must obtain and confirm such qualifications before the announcement of the list of persons admitted to the Doctoral School by submitting:
   – a diploma of completion of studies together with a diploma supplement; or
   – a certificate of completion of studies in the Republic of Poland.

   Failure to submit any of the above documents to the Office of the Doctoral School by the date specified in the recruitment timetable shall result in refusal of admission to the Doctoral School, irrespective of the outcome of the competitive selection procedure.

§ 3
Recruitment Announcement

1. The rules of recruitment and the 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 of Poznan University of Technology no later than five months before the commencement of recruitment.
2. The recruitment announcement published on the website of the Doctoral School shall include at least:
   a) the recruitment timetable,

b) information on the recruitment process, including the method of submitting documents,
c) a list of required documents,
d) information on the admission limits within individual disciplines,
e) a list of research topics.

§ 4
Required Documents

1. A candidate for the Doctoral School wishing to enter the competition shall submit the following documents:
   a) an application for admission to the Doctoral School,
   b) a document confirming the qualifications described in § 2:
      1) a diploma of completion of studies together with a diploma supplement (or a transcript of records, if such information is not included in the supplement) and an official grading scale, if not indicated in the transcript, certified by the higher education institution attended by the candidate; or
      2) a certificate of completion of studies in the Republic of Poland, if the diploma has not yet been issued, together with a transcript of records and an official grading scale, if not indicated in the transcript, certified by the higher education institution attended by the candidate; or
      3) a declaration of the planned date of defense of the Master's thesis in the Republic of Poland (only where neither a diploma nor a certificate of completion of studies in the Republic of Poland has been issued), together with a transcript of records and an official grading scale, if not indicated in the transcript, certified by the higher education institution attended by the candidate,
   c) a curriculum vitae containing personal data and details of previous education and/or employment,
   d) a cover letter containing a brief description of the candidate's interests and justification for the intention to undertake education at the Doctoral School,
   e) a list of achievements (Attachment No. 1), including scientific publications, patents, utility models, trademarks, industrial designs, research scholarships, awards and distinctions resulting from scientific research or student activities, as well as other scientific achievements, information on participation in scientific conferences, workshops, research and commercial projects, completed training courses and internships, international mobility and professional experience, and membership of scientific societies (together with supporting documents),
   f) a declaration of the selected research topic from the available list and of a prospective supervisor (Attachment No. 2),
   g) a description of the proposed individual research plan demonstrating the feasibility of the selected research topic (Attachment No. 3),
   h) a certificate or other document confirming knowledge of English at a minimum level of B2 (list of accepted certificates or documents – Attachment No. 4),
   i) a photograph.
2. Documents shall be submitted in the manner specified in the recruitment announcement.
3. Documents must be complete, correctly completed, signed and submitted within the prescribed time limit.
4. Failure to submit all required documents referred to in § 4(1) within the time limit specified in the timetable shall result in the candidate's recruitment procedure not being further processed.
5. Documents submitted by the candidate must be drawn up in Polish or English, or translated into Polish or English by a sworn translator or an equivalent authorised translator in the country of issue.
6. A candidate who obtained a diploma outside the Republic of Poland, for the purpose of undertaking further education in Poland, may be required to additionally submit an opinion on the recognition of the diploma issued by the National Agency for Academic Exchange. Failure to submit the above opinion to the Office of the Doctoral School by the date specified in the recruitment timetable shall result in refusal of admission to the Doctoral School, irrespective of the outcome of the competitive selection procedure.
7. A diploma of completion of studies obtained abroad should bear an *apostille* where the issuing country is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, done at The Hague on 5 October 1961 (Journal of Laws of 2005, No. 112, item 938), or otherwise be legalised in remaining cases. Legalisation shall be carried out by the Polish consular post in the country where the diploma was issued.
8. Additionally, in the case of foreign nationals, at the time of submitting the original documents it is required to present:
   - a valid and current document authorising residence in the territory of the Republic of Poland,
   - a document confirming entitlement to health insurance coverage in the territory of the Republic of Poland.

§ 5
Competitive Selection Procedure

1. The Selection Committee shall consist of three members. The Chair of the Selection Committee shall be a person holding at least a Doctorate of Science degree, designated by the Director of the Doctoral School. A person proposing a research topic within a given competition may not serve as a member of the Selection Committee.
2. The competitive selection procedure shall consist of two stages and shall involve the assessment of the documents submitted by the candidate, as specified in § 4(1)(b)–(g) (Stage I), and an interview (Stage II).
3. The candidate's individual result at each stage of the competitive selection procedure, rounded to the nearest whole number, shall be calculated as the sum of the arithmetic means of the scores proposed by each member of the Selection Committee for the respective criteria listed in paragraphs 4 and 7. Upon completion of each stage, the Selection Committee shall prepare minutes.
4. The assessment of the candidate's documents shall take into account:
   a) the candidate's achievements, including learning outcomes (confirmed by the documents referred to in § 4(1)(b)), scientific publications, patents, utility models, trademarks, industrial designs, research scholarships, awards and distinctions resulting from scientific research or student activities, 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 and professional experience, and membership of scientific societies (0–5 points),
   c) the description of the proposed individual research plan (0–5 points).
5. A candidate who has obtained at least 8 points in the assessment of documents shall be admitted to the interview.
6. Information about the interview shall be communicated to the candidate in the manner specified in the recruitment announcement.
7. During the interview, the following shall be assessed:
   a) the candidate's professional experience and most significant scientific achievements (0–5 points),
   b) the candidate's knowledge, skills and competences within the selected academic discipline (0–5 points),
   c) knowledge of the selected research topic and the candidate's plans for its implementation (0–5 points).
8. A representative of doctoral students, designated by the Poznan University of Technology PhD Students' Union, may attend the interview without the right to vote.
9. Candidates with special needs may apply for adjustments to the venue, form and duration of the interview in accordance with their justified needs. Before the deadline for submission of documents, the candidate shall submit an appropriate request, together with a written recommendation from the Equality Office, to the Director of the Doctoral School, who shall decide on the matter within 14 days.

§ 6
Results of the Competitive Selection Procedure

1. Upon completion of each stage of the competitive selection procedure, the candidate's individual result shall be communicated in the manner specified in the recruitment announcement.
2. Admission to the Doctoral School shall be based on the final result of the competitive selection procedure.
3. The result referred to in § 6(2) shall be calculated as the sum of the points obtained in both stages of the competitive selection procedure, on the basis of the minutes of the respective Selection Committees.
4. The number of points obtained by a candidate on the basis of the final result of the competitive selection procedure enabling admission to the Doctoral School shall not be less than 20.
5. A decision refusing admission to the Doctoral School shall be issued on the basis of the individual result obtained after Stage I or on the basis of the final result of the competitive selection procedure.
6. Candidates shall be admitted to the Doctoral School within the admission limit for a given academic discipline, in accordance with their position on the ranking list established on the basis of the final results of the competitive selection procedure.
7. Candidates who have obtained a final result of at least 20 points but have not been admitted due to the admission limit within a given discipline having been reached shall be placed on reserve lists. Reserve lists shall be established on the basis of the ranking for each discipline.
8. The lists of persons admitted and not admitted (including those on reserve lists) to the Doctoral School shall be made publicly available on the website of the Doctoral School.
9. If a candidate fails to submit the original documents within the time limit specified in the recruitment timetable, it shall be deemed that the candidate has resigned from education at the Doctoral School. The vacant place may be filled by a candidate from the relevant reserve list in accordance with the order resulting from the final result of the competitive selection procedure.
10. Candidates who are required to apply for a visa may receive confirmation of conditional entry onto the list of doctoral students, which does not entitle them to receive a scholarship.

11. Admission to the Doctoral School shall take place by entry onto the list of doctoral students.
12. A person admitted to the Doctoral School shall commence education and acquire the rights of a doctoral student upon taking the oath.

§ 7
Additional Recruitment

1. Additional recruitment (beyond the admission limit referred to in § 1(4)) may be conducted only where funding for education at the Doctoral School is secured from a source other than the subsidy (including research projects, grants, other programmes, or remuneration resulting from employment at Poznan University of Technology in connection with the implementation of a research project) for a period of at least two years.
2. It is permissible to require documents other than those listed in § 4 due to the specific conditions of the call for applications.
3. Funding from sources other than the subsidy must guarantee the candidate financial resources for a doctoral scholarship in an amount not lower than that specified in Article 209 of the Act – Law on Higher Education and Science, together with social security contributions payable by Poznan University of Technology, or funds for employment at Poznan University of Technology under an employment contract with remuneration meeting the conditions specified in Article 209(1a) of the Act – Law on Higher Education and Science.
4. Admission of a candidate to the Doctoral School shall be conditional upon meeting the requirements on which the funding of their education from a source other than the subsidy depends.
5. The provisions concerning the required documents and the competitive selection procedure set out in § 4 and § 5, as well as the provisions of § 1 (with the exception of paragraph 4) and § 3, and § 6 (with the exception of paragraphs 6 and 7), shall apply accordingly.

§ 8
Non-Standard Recruitment

Candidates who do not meet the requirement referred to in § 2(1)(a) and who seek admission to the Doctoral School pursuant to Article 186(2) of the Act – Law on Higher Education and Science may participate in the recruitment process provided that they obtain a positive opinion of the Scientific Council of the Doctoral School confirming that they possess outstanding scientific achievements.

§ 9
Final Provisions

1. The candidate shall be obliged to regularly check information communicated via the admissions system or by electronic mail. The candidate shall bear the consequences of failure to fulfil this obligation.
2. Decisions shall be delivered in the manner specified in the recruitment announcement.

§ 10

Resolution No. 21/2024–2028 of the Academic Senate of Poznan University of Technology of 18 December 2024 on the establishment of the rules for admission to the Doctoral School shall hereby cease to have effect.

§ 11

This Resolution shall enter into force on the date of its adoption.

Chair of the Senate
Rector of Poznan University of Technology

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