

Resolution no. 110 (2019/2020)

of the Senate of the Poznań University of Economics and Business
from 26 June 2020
regarding conduct of public doctoral thesis defenses in a remote mode

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The Senate, by way of open voting, in the presence of 27 persons from the total number of 33 statutory members, with 27 votes “in favour”, pursuant to Art. 191 par. 1A of the Act of 20 July 2018 on Higher Education Law (that is Journal of Laws from 2020, item 85 as amended) resolved the following principles of carrying out public defences of doctoral thesis in a remote mode.

§ 1

1. Considering the significance of the event, i.e. public doctoral thesis defense, as a rule the defense ought to be held in the seat of the University in a direct mode.
2. It is allowed to conduct doctoral thesis defense outside of the seat of PUEB, with the use of electronic communication means that fulfil the requirements stemming from the binding provisions (remote doctoral thesis defense).
3. Remote doctoral thesis defense is carried out:
 - 1) At the doctoral student's request by means of an application form submitted to the Chairman of Academic Advancement Board (AAB) at PUEB, indicating causes due to which the doctoral student applies for remote defense; sample application form constitutes appendix no. 1 to the hereby resolution.
or
 - 2) at the initiative of the chairman of the doctoral committee, submitted to the AAB chairman in writing or by email, provided that the doctoral student expresses consent to such a form of doctoral thesis defense; consent may be expressed by means of electronic post in the form of an email sent to the address of the Office of Academic Advancement Board (OAAB): bran@ue.poznan.pl.
4. During a remote defense, a doctoral student may remain both in the University seat and outside of it. The manner of organizing a remote doctoral defense, including the location of doctoral student, manner of seating of the doctoral committee members, minute taker and the audience, is specified by the Chairman of AAB.
5. Remote doctoral thesis defense may be held subject to maintaining the condition that both the doctoral student undertaking it and members of the doctoral committee as well as minute taker have a technical possibility of participating in such a defense, and furthermore the possibility of audience attending such a defense has been provided. The University bears no responsibility for the lack of possibility of attending a public doctoral thesis defense by the public due to causes not resting on the side of PUEB.
6. Remote doctoral thesis defense is carried out subject to adhering to the following requirements:
 - 1) Remote defense is carried out with the use of application specified by OAAB (hereinafter referred to as “specified application”) ensuring transmission of defense

in real time between its participants and a multi-sided communication in real time, under which participants of defense may express themselves in its course, subject to maintaining the necessary principles of safety;

- 2) Invitation to remote defense is sent by OAAB via the university electronic post to the doctoral student; should the doctoral student be unable to launch the school electronic post at PUEB, he or she shall be obliged to indicate in the application form, as specified in § 1 par. 3 point 1 the address of electronic post to which the invitation must be sent; the doctoral student bears sole responsibility for the functioning of this account;
- 3) should a remote defense occur at the initiative of the chairman of doctoral committee, the invitation to the meeting in the specified application is sent by OAAB to the university electronic post of the doctoral student; should the doctoral student have no launched electronic post at PUEB, he shall be obliged to indicate within the submitted to the chairman consent for the conduct of remote doctoral defense, as specified in § 1 par. 3 point 2 an address of electronic post to which the invitation should be posted; doctoral student bears sole responsibility for the functioning of this account;
- 4) the course of remote defense is registered for the purposes of elaborating a protocol (registration of sound or sound and image), unless the binding provisions introduce other requirements;
- 5) The room at the University or in an alternative location at disposal of the University, designated for the conduct of remote doctoral thesis defenses, must enable maintaining health and safety conditions and be equipped in internet connection of IT equipment that allows for the conduct of defense in a remote manner with the use of a specified application;
- 6) persons from outside of the doctoral committee (audience) who participate in the session, only participate in the public parts of the session, during which they also have the possibility of asking questions and making comments with the use of the said application. Link to the public defense is placed on the internet websites of the University. The University reserves the possibility of excluding from participation in the defense persons who breach the order of defense, the generally binding provisions of the law or regulations in place at the University.

§ 2

1. The course of remote doctoral thesis defense procedure is as follows:

- 1) post submission of doctoral review to OAAB, the chairman of the doctoral committee, having consulted with the doctoral committee, designates in line with the binding provisions a term for doctoral thesis defense, that is a day and time of commencement of a doctoral thesis defense and passes this information onto OAAB. OAAB carries out actions provided for in the provisions, related to making the doctoral thesis defense, its summary and review available. The Chairman of the doctoral committee informs the doctoral student via email about the term of defense and indicates the possibility of carrying out a remote doctoral thesis defense;
- 2) Post designation of a term for defense, the doctoral student may, at a term specified by the chairman of the doctoral committee, submit an application for the conduct of remote doctoral thesis defense, as specified in § 1 par. 3 point 1, to the email address

of OAAB (bran@ue.poznan.pl); in case of the initiative of the chairman of doctoral committee, the doctoral student expresses consent (also via email to the address of OAAB and at the term specified by the chairman);

- 3) OAAB passes the application or consent of the doctoral student, respectively, as specified in point 2 above to the proper chairman of the doctoral committee;
- 4) OAAB defines the remote session in the indicated application, assigning to it the unique name, and then passes the login data to the indicated application onto the chairman of the doctoral committee;
- 5) OAAB, within the term specified by the provisions, sends to the doctoral student and to the members of the doctoral committee as well as publishes the required information regarding the term of remote doctoral thesis defense, including details of the location of doctoral student's presence, the manner of seating of doctoral committee members and the manner in which the audience may participate in the defense;
- 6) the chairman of the doctoral committee performs the role of the session host;
- 7) within the term of remote doctoral thesis defense, the chairman of the doctoral committee establishes connection with the members of the doctoral committee and with the doctoral student as well as verifying whether the session is attended by the audience. The chairman of the committee informs all members of the public doctoral thesis defense of registering of its course – sound or sound and image, and turns on registration of the course of doctoral thesis defense in order to document the course of such a proceeding for the purposes of elaborating a protocol;
- 8) In the course of doctoral thesis defense, the doctoral student must have the possibility of using a camera and a microphone. Furthermore, the hardware and software used by the doctoral student must enable access to the screen;;
- 9) prior to commencing a remote doctoral thesis defense, the chairman of the doctoral committee informs the doctoral student of the consequences of detecting irregularities in the course of defense, stemming from the doctoral student's behaviour (in particular, indicating lack of independence in attending the defense) or disconnecting the connection due to technical reasons before the session ends;
- 10) at the request of the chairman of the doctoral committee, the doctoral student is obliged to make available the view of their computer screen used;
- 11) should during a remote doctoral thesis defense the connection between the committee and the doctoral student or between members of the committee be broken, the committee undertakes a resolution regarding an open voting via standard majority of votes regarding:
 - a) repeating the doctoral thesis defense in another term, should re-establishing the connection not be possible or
 - b) continuing the doctoral thesis defense under the so far remote connection or a new remote connection, the data of which will immediately be sent to the email addresses of the doctoral student, members of the doctoral committee and disclosed on the internet websites of the University, should the circumstances indicate that the connection break was of temporary character and it is possible to reinstate the connection in a relatively short period of time, or
 - c) ending the doctoral thesis defense, provided that the doctoral committee considers the so far course of defense to be sufficient in order to undertake a

resolution on acceptance of the public doctoral thesis defense and accepting the resolution regarding recommending to AAB of appointing or non-appointing of a doctoral degree, while in justified cases a resolution on honouring the doctoral thesis defense.

- 12) Discontinuation of a doctoral thesis defense and decision of the committee as specified previously in point 11 letters a-c are reported in the protocol.
- 13) Post completion of the public doctoral thesis defense disconnection with the doctoral student as well as with persons participating in the defense as audience occurs or a transfer of non-public part of the session to new logging data. In case of necessity, the doctoral student leaves the remote session or room in which he communicates jointly with the chairman or other members of the doctoral committee. Throughout the non-public part of the session, the doctoral committee adopts resolutions provided for in the provisions regarding acceptance of public defense and recommendation to AAB for granting/non-granting to the doctoral student of a scientific doctoral degree – in justified cases – also a resolution regarding honouring a given doctoral thesis. For the purposes of voting, OAAB may disclose a separate application for remote voting to the members of the doctoral committee;
- 14) After conducting the voting, the chairman invites the doctoral student and the audience for the subsequent part of the session and post re-connecting with the doctoral student and the audience, the chairman of the doctoral committee announces the content of adopted resolutions and the results of the conducted voting;
- 15) the chairman of the doctoral committee provides OAAB with an original signed protocol (Appendix no. 2) along with a carrier on which the recording of the course of defense session has been saved;
- 16) actions specified in point 13-15 concern also the doctoral student who re-takes their doctoral thesis defense in the new term due to disconnection of the initial doctoral thesis defense session.

§ 3

The following appendices constitute an integral part of the resolution:

Appendix no. 1 – Sample application for conduct of public doctoral thesis defense in a remote mode

Appendix no. 2 – Sample protocol for conduct of public doctoral thesis defense in a remote mode

§ 4 The Resolution enters into force on the day of signing.

The Vote Counting Committee comprises: dr hab. Krzysztof Węcel and Michał Gerus.

RECTOR

(prof. dr hab. Maciej Żukowski)

.....
(place, date)

.....
first name and surname of the
doctoral student

.....
correspondence address

.....
Email address

.....
Contact telephone number

Chairman of the Academic Advancement
Board

.....

Application for conduct of public doctoral thesis defense in a remote mode (template)

I kindly request for consent to be granted for the conduct of the defense of the doctoral thesis written by me, under the title.....in a remote mode. The doctoral thesis was elaborated under supervision of.....

Application justification:

.....
.....
.....
.....

I request (and declare that I will present myself for this purpose at the University on my own risk and responsibility) / do not request^{*)} the use of PUEB infrastructure within the premises of the University in order to conduct the defense of the above stated doctoral defense.

I declare that I grant consent for the recording of the course of my remote doctoral thesis defense (registering of sound and or sound and image).

.....
(doctoral student signature)

^{*)} - delete as appropriate

PROTOCOL
from the conduct of public doctoral thesis defense in a remote mode
(template)

I. Public part

On..... „a public defense of doctoral thesis under the following title.....”
was held, written by mgr..... in the field of social sciences, discipline:
..... The defense was conducted in a remote mode.

The following persons participated in the public defense:

1. Chairman of the Committee:
.....
2. Promoter:
3. Assistant promoter:
4. Reviewer:
5. Reviewer:
6. Reviewer:
7. Committee member:
.....
8. Committee member:
.....
9. Committee member:
.....
10. Committee member:
.....
11. Minutes taker:
.....

and audience. The following persons justified their absence: Attendance list constitutes Appendix no. 1 to the protocol.

The Vote Counting Committee, with composition accepted unanimously by the doctoral committee members, comprised: (Chairperson of the Vote Counting Committee) and

Upon noting by the Chairman of the doctoral committee fulfilment of all formal requirements conditioning the conduct of public doctoral thesis defense, the Promotor presented the doctoral student's profile and subsequently the doctoral student presented the thesis summary.

Presentation of the doctoral student's profile

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Presentation of the thesis summary

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Presentation of the review of the doctoral thesis

Subsequently, the reviewers presented their reviews of the doctoral thesis.

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Discussion regarding the thesis

Post presentation of all reviews, the Chairman of the Committee opened a public discussion, asking the participants in the public defense to ask questions and submit remarks of discussion character.Questions were asked, which have been presented below along with the replies.

1. *Content of question (first name and surname of the person who asked the given question)*

Content *of*
reply.....
.....

2. *Content of question (first name and surname of the person who asked the given question)*

Content *of*
reply.....
.....

3. *Content of question (first name and surname of the person who asked the given question)*

Content *of*
reply.....
.....

4. *Content of a remark (first name and surname of the person who submitted the remark)*

Content *of*
reply.....
.....

II. Non-public part

After providing by the doctoral student of answers to all submitted questions, the Chairman of the Committee asked only the members of the doctoral committee and the minute taker to remain in the session. Next:

- The Chairman logged all other participants out of the public defense via a remote mode for the duration of the non-public part,*)
- The Chairman informed the committee members of moving the non-public session onto new logging data. *)

Discussion

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Course, voting outcomes and draft resolution

Subsequently, voting on acceptance of the public doctoral thesis defense was held.....

The outcome of voting was as follows:

*) - delete as appropriate

Number of persons authorized to vote	Number of present persons authorized to vote	Number of voting persons		
		In favour	Against	Abstaining

The Doctoral Committee, acting on the basis of Art. 14 par. 5 of the Act from 14 March 2003 on scientific degrees and scientific title and on degrees and title in the scope of art (Journal of Laws from 2017, item 1789), pursuant to Art. 179 par. 2 of the Act on 3 July 2018 Provisions implementing the act – Higher Education and Science (Journal of Laws from 2018, item 1669), by way of open/secret voting of.....present,.....authorized to vote, adopted resolution regarding accepting the public doctoral thesis defense for.....and recommending to the Academic Advancement Board of the Poznań University of Economics and Business granting/non-granting the scientific doctoral degree in social sciences in the following discipline.....

Optionally, information regarding voting over honours in case of a given doctoral thesis defense

III. Public announcement

Upon completing voting, doctoral student and the audience returned to the remote session and the Chairman of the doctoral committee informed all attendees of the undertaken resolutions and voting outcomes.

Chairman of the Doctoral Committee

.....

Minutes taker

.....

APPENDIX NO. 1 – to the protocol for conduct of public doctoral thesis defense in a remote mode

mgr.....
Conducted on.....20.....
provided by Poznań University of Economics and Business

Attendance list from the conduct of public doctoral thesis defense in a remote mode

mgr.....
from

Members of the Doctoral Committee

1. Chairman of the Committee
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2. Promoter
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3. Assistant promoter
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4. Reviewer
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5. Reviewer
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6. Reviewer
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7. Committee member
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8. Committee member
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9. Committee member
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10. Committee member
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11. Minutes taker
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