

**Resolution No. 20 (2023/2024)**  
**of the Senate of Poznań University of Economics and Business**  
**of 26 January 2024**

**on amending Resolution No. 57 (2020/2021) of the Senate of Poznań University of Economics and Business of 26 February 2021 on the procedure for awarding the degree of doctor at Poznań University of Economics and Business**

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The Senate, in an open ballot, in the presence of 28 members out of the total number of 35 statutory members, with 25 affirmative votes, 1 negative vote and 2 abstentions, pursuant to Article 192.2 of the Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal of Laws 2023, item 742, as amended), has decided as follows:

1. To introduce the following amendments to Resolution No. 57 (2020/2021) of the Senate of Poznań University of Economics and Business of 26 February 2021 on the procedure for awarding the degree of doctor at Poznań University of Economics and Business:

**1) In the introduction (definitions), item (7) shall be inserted after the existing item (6), reading as follows:**

“7) whenever this document refers to the highest quality of research output within the meaning of Article 186.2, this shall be understood as being the sole author of at least three research papers or the co-author of at least four papers published in a journal listed in the year of publication of the relevant research paper in the Academic Journal Guide published by the Chartered Association of Business Schools.”

**2) The heading of Article 1 shall read as follows:**

“Appointment of supervisor(s) or a supervisor and an assistant supervisor.”

**3) Article 1 shall read as follows:**

“1. The supervisor(s) or the supervisor and the assistant supervisor shall be appointed by the AAB.

2. In the case of a person enrolled in the Doctoral School of Poznań University of Economics and Business, the supervisor(s) or the supervisor and the assistant supervisor shall be appointed within 3 months from the date of commencement of studies at the Doctoral School.

3. The supervisor(s) or the supervisor and assistant supervisor shall be appointed by the Academic Advancement Board by means of a resolution, at the request of:

1) the Director of the Doctoral School - in the case of doctoral students enrolled in the Doctoral School;

2) the candidate – in the case of all other applicants for the award of the degree.

4. The supervisor may be a person holding at least a postdoctoral degree or the title of professor, while the assistant supervisor may be a person holding at least a degree of doctor, subject to Article 190.6 of the Act.

5. The supervisor may be a person who does not meet the requirements set out in Art. 1.4, who is an academic staff member of a foreign university or research institution, if the AAB determines that such person has made significant contributions to the research issues addressed in the doctoral dissertation.
6. A request for the appointment of supervisor(s) or of a supervisor and an assistant supervisor shall be submitted in writing and must include:
  - 1) the candidates personal details;
  - 2) the field of study for the doctoral programme (applies to those who commenced their doctoral programme before the academic year 2019/2020);
  - 3) the proposed dissertation topic;
  - 4) suggestion with regards to the persons who should perform the function of supervisor(s) or a supervisor and an assistant supervisor (in the case of doctoral students enrolled in the Doctoral School, the person suggested to perform the function of a supervisor should, in principle, be an academic staff member listed in the documentation on enrolment to the Doctoral School);
  - 5) the field and discipline in which the procedure shall be conducted, accompanied by a relevant justification.
7. The AAB shall in no way be bound by the candidate's request as to the persons acting as supervisor(s) or an assistant supervisor.
8. If the candidate intends to prepare the dissertation in a language other than Polish, the request for the AAB's approval of such a dissertation shall be submitted together with the request referred to in Art. 1.6".

**4) Article 2 shall read as follows:**

**„Article 2**

**Change of supervisor(s) or assistant supervisor**

1. In reasonable cases, candidates may apply to the Academic Advancement Board for a change of supervisor(s) or an assistant supervisor. The request shall be submitted in writing and must include:
  - 1) the candidate's personal details including the subject of the doctoral dissertation;
  - 2) reasons and justification for the change of supervisor(s) or an assistant supervisor;
  - 3) suggestion with regard to who should act as supervisor(s) or an assistant supervisor.
2. The change of supervisor(s) or an assistant supervisor may also occur:
  - 1) at the legitimate request of a doctoral student enrolled in the Doctoral School; such a request must be approved by the Director of the Doctoral School;
  - 2) at the request of the Director of the Doctoral School.
3. In reasonable cases, a change of supervisor(s) or an assistant supervisor may be requested by the supervisor(s) or an assistant supervisor, respectively, who shall address the request in writing directly to the Academic Advancement Board.

Requests referred to in the preceding sentence must include an indication of the reasons and justification for the proposed change.

4. The decision to change the supervisor(s) or the supervisor and the assistant supervisor shall be taken by the Academic Advancement Board."

**5) Article 3.1 shall read as follows:**

"1. The commencement of procedure for awarding the degree of doctor shall take place at the candidate's request, whereby:

- 1) In the case of a person enrolled in the Doctoral School run by Poznań University of Economics and Business, the request shall be accompanied by a doctoral dissertation together with a positive assessment of the supervisor(s) or a positive assessment of the supervisor and the opinion of an assistant supervisor, respectively, to which a report on the verification of the dissertation in the Uniform Anti-Plagiarism System (UAPS) and the minutes of the academic meeting of the department referred to in Art. 4.1 must be attached.
- 2) In the case of a person who commenced their doctoral programme before the academic year 2019/2020 and applies for the degree of doctor as prescribed in the Act, the procedure for awarding of the degree of doctor shall be initiated by the submission of a request to appoint supervisor(s) or a supervisor and an assistant supervisor in accordance with the Provisions Introducing the Act - Law on Higher Education and Science. The doctoral dissertation, together with a positive assessment of the supervisor(s) or a positive assessment of the supervisor and the opinion of an assistant supervisor, respectively, to which a report on the verification of the dissertation in the Uniform Anti-Plagiarism System (UAPS) and the minutes of the academic meeting of the department referred to in Art. 4.1 must be attached, shall be submitted to the AAB by the deadline set by the AAB.
- 3) In the case of a person preparing the dissertation in extramural mode, the request shall be accompanied by the dissertation together with the positive assessment of the supervisor(s) or the positive assessment of the supervisor and the opinion of the assistant supervisor, the dissertation verification report from UAPS and the minutes of the academic meeting of the department referred to in Art. 4.3. Therefore, such a person must apply for the appointment of supervisor(s) or a supervisor and an assistant supervisor before submitting the request for the commencement of procedure for awarding the degree."

**6) Articles 3.4 and 3.5 shall read as follows:**

"4. Once the candidate has submitted a valid request, the AAB chairperson shall assemble a working party. The party shall consist of at least three members appointed by the AAB chairperson, including the chair of the working party, who must be a member of the AAB. In addition, the party shall include non-voting supervisors and assistant supervisors.

5. In the case of a candidate who commenced their doctoral programme before the academic year 2019/2020, the working party shall be appointed and shall begin its

work after such person has submitted the doctoral dissertation to the AAB together with the positive assessment of the supervisor(s) or the positive assessment of the supervisor and the opinion of the assistant supervisor, the dissertation verification report from UAPS and the minutes of the academic meeting of the department referred to in Art. 4.3.”

**7) Articles 3.6, 3.7 and 3.8 shall read as follows:**

“6. The responsibilities of the working party are as follows:

- 1) to make a preliminary determination as to whether the candidate meets the requirements of Article 186.1.1-186.1.3 of the Act and, in the case of a candidate referred to in Article 186.2 of the Act, also the criteria set out in said provision;
  - 2) where there is doubt about the candidate’s fulfilment of the aforementioned requirements within the scope of Article 186.1.2 of the Act, the working party indicates the need to carry out a verification of the learning outcomes for qualifications at Polish Qualification Framework (PRK) level 8. The AAB decides on the conduct of such verification;
  - 3) if the working party finds that the candidate has failed to meet the requirements set out in Article 186.1.1-186.1.3 of the Act and, in the case of a candidate referred to in Article 186.2 of the Act, also the criteria set out in said provision, it shall request the chairperson of the AAB to refer the matter to be heard by the AAB with a view to issuing a decision to refuse to commence the procedure for awarding the degree of doctor;
  - 4) if the working party is satisfied that the candidate meets the requirements set out in Article 186.1.1-186.1.3 of the Act and, in the case of a candidate referred to in Article 186.2 of the Act, also the criteria set out in said provision, it shall propose at least 6 candidates as dissertation reviewers who meet the prerequisites set out in Article 190.2 of the Act.
7. Upon the receipt of the report in the form of minutes from the chair of the working party, the AAB chairperson shall refer the matter to be discussed at the AAB meeting. During the meeting, the AAB shall:
- 1) review the findings of the working party as to whether there is a need to supplement the request and, if so, set a deadline for supplementing the request;
  - 2) taking into account the findings of the working party, determine whether the candidate has fulfilled the requirements of Article 186.1.1-186.1.3 of the Act as at the date of the request and, in the case of a candidate referred to in Article 186.2 of the Act, also the criteria set out in said provision.
8. If the candidate fails to supplement the request within the prescribed time limit or the candidate does not fulfil the requirements of Article 186.1.1-186.1.3 of the Act and, in the case of a candidate referred to in Article 186.2 of the Act, also the criteria set out in said provision, the AAB shall issue a decision refusing to commence the procedure for awarding the degree of doctor, which shall be signed by the chairperson of the AAB.”

**8) Article 4.1 shall read as follows:**

“1. Prior to submitting the dissertation, the candidate shall present a paper detailing the assumptions, objectives, results and findings of the dissertation at an academic meeting of the department in which at least one of the supervisors is employed, followed by a scholarly debate on the dissertation. If none of the supervisors is a PUEB employee, the chairperson of the AAB shall designate the department (taking into account, in particular, the subject matter of the dissertation) in which the academic meeting regarding the dissertation is to be held. The proceedings of the meeting shall be recorded in minutes.”

**9) Article 4.2 shall read as follows:**

“2. The director of the institute comprising the department referred to in Art. 4.1 shall be invited to the meeting. The head of the department, in consultation with the director of the institute, shall invite to the meeting the staff of other units that are part of the institute and other research units of the University, as well as representatives of other institutions who may be interested in the subject matter of the dissertation. The meeting must be attended by no fewer than three individuals who are not staff members of the department and who hold a postdoctoral degree or the title of professor.”

**10) Article 4.4 shall read as follows:**

“4. To the request addressed to the Academic Advancement Board to commence the procedure, the candidate shall attach:

- 1) the doctoral dissertation along with the abstract (in Polish if the dissertation is prepared in a foreign language or in English if the dissertation is prepared in Polish);
- 2) positive assessment by supervisor(s) or a positive assessment by the supervisor and opinion of the assistant supervisor;
- 3) dissertation verification report from UAPS;
- 4) minutes of the academic meeting of the department referred to in Art. 4.1.

In the case of individuals listed in Art. 3.1.2, the doctoral dissertation together with the above-mentioned documents shall be submitted to the AAB by the deadline set by the AAB. If the doctoral dissertation is not a written work, the request for commencing the procedure shall be accompanied by a description of an original solution to a research problem or an original application of one's own independent research findings in the economic or social domain in Polish and English.”

**11) Article 6.4 shall read as follows:**

“4. The doctoral committee shall include persons serving as supervisors and assistant supervisors, however, they shall not have a vote in the committee and shall not be included in the quorum.”

**12) Article 6.5 shall read as follows:**

“The individuals appointed to the doctoral committee, with the exception of the chair of the committee, need not be members of the AAB.”

**13) The heading of Article 7 shall read as follows:**

“Appointment of reviewers, change of reviewer and acceptance of reviews.”

**14) In Article 7 items 4-8 shall be inserted, reading as follows:**

4. The reviewers shall prepare reviews of the dissertation within 2 months from the date of its receipt. In reasonable cases, the chairperson of the AAB may extend the deadline for submission of the review.
5. The review shall be submitted in hard copy and in a digital format as agreed with the AAB Office.
6. The review shall include a substantiated assessment of whether the dissertation meets the requirements of the Act.
7. The review may include requests to supplement or revise the dissertation. The decision on the candidate’s obligation to supplement or revise the dissertation and setting an appropriate deadline for doing so shall be made by the AAB. The supplemented or revised dissertation shall be submitted by the candidate to the AAB, which shall refer it for re-evaluation by the same reviewers. The reviewers shall submit a review of the supplemented or revised dissertation within a time limit prescribed for the preparation of the review, as from the date of receipt of the supplemented or revised dissertation.
8. In the event that:
  - 1) an incident occurs that makes it impossible for the reviewer to fulfil their duties as a reviewer, or
  - 2) the reviewer fails to actually perform their duties as a reviewer and in spite of being called upon to do so by the chairperson of the AAB and being given a reasonable period of time, fails to proceed to perform these dutiesthe chairperson of the AAB may request the AAB to change the reviewer. In such case, the AAB, deeming the request reasonable, shall adopt a resolution changing the reviewer.

**15) Articles 8.1-8.4 shall read as follows:**

- “1. A candidate may be allowed to defend a doctoral dissertation if they have received positive reviews from at least 2 reviewers and have met the requirements stipulated in Article 186.1.5 of the Act. A candidate may request that the doctoral dissertation defence be conducted in a language other than Polish.
2. The determination whether to permit or deny the defence of a dissertation and whether it should be conducted in a language other than Polish shall be made by means of a decision.

3. The decision to allow the defence of a dissertation and the decision on whether to conduct the defence in a language other than Polish shall be issued by:
  - 1) the doctoral committee, unless the AAB or the Senate, in instances referred to in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 (2022/2023) of the PUEB Senate of 30 June 2023, has reserved the right to issue said decision;
  - 2) the Academic Advancement Board if the doctoral committee has not been appointed, or the Academic Advancement Board has reserved the right to issue said decision;
  - 3) the PUEB Senate in instances referred to in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 (2022/2023) of the PUEB Senate of 30 June 2023, unless the Senate has appointed a doctoral committee;
4. The decision to refuse permission to defend the dissertation shall be issued by:
  - 1) the Academic Advancement Board;
  - 2) the PUEB Senate in the instances referred to in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 of the PUEB Senate (2022/2023) of 30 June 2023.”

**16) In Article 8.5, the phrase “of the dissertation” shall be inserted after the word “defence”.**

**17) Article 8.7 shall read as follows:**

- “7. The University’s Public Information Bulletin (BIP) website shall enable access to:
- 1) the doctoral dissertation in the form of a written work, together with its abstract,
  - 2) an overview of the doctoral dissertation which is not a written work, in particular a description of an original solution to a research problem or an original application of the findings of independent research in the economic or social domain, as referred to in Art. 4.11,
  - 3) the reviews.

Access shall be granted no later than 30 days before the date set for the defence of the doctoral dissertation. For a doctoral dissertation where the subject matter is protected by legal secrecy, only the reviews shall be made available, excluding the content covered by such secrecy. However, no later than 10 days before the scheduled date of the doctoral dissertation defence, information on the date, place and manner of its conduct shall be made available in the Public Information Bulletin on the University’s website.”

**18) Article 9.1 shall read as follows:**

“1. The decision to award the degree of doctor or the decision to refuse to award the degree of doctor shall be made by the Academic Advancement Board, subject to the instances referred to in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 (2022/2023) of the PUEB Senate of 30 June 2023, where such decisions are made by the Senate”.

**19) Art. 9.3 shall read as follows:**

“3. The deadline for lodging an appeal to the Council for Research Excellence shall be 30 days from the date of receipt of the decision. The appeal shall be lodged through the Academic Advancement Board and, in the instances specified in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 (2022/2023) of the PUEB Senate of 30 June 2023, through the Senate.”

**20) Article 9.4 shall read as follows:**

“4. The Academic Advancement Board, and in the instances specified in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 of the PUEB Senate of 30 June 2023, the Senate, shall forward the appeal to the Council for Research Excellence together with its opinion and the case file within 3 months from the date of submission of the appeal.”

**21) In Article 10.2 the following clause has been removed:**

“2. .... however, at least two requests for distinction must be included in the body of the review.”

**22) Articles 10.1-10.3 shall read as follows:**

- “1. The recognition of a dissertation with distinction shall be decided on by the AAB at the request of:
  - a. the doctoral committee, if the defence took place before the doctoral committee,
  - b. the chairperson of the AAB, if the defence took place before the AAB,
  - c. the Rector, if the defence was held before the Senate,subject to the requirement referred to in Art 10.2 below.
2. A request for a distinction must be included in the record of the doctoral dissertation defence and must state the grounds for it.
3. A prerequisite for launching the procedure granting a distinction for the dissertation is a request for the dissertation to be awarded a distinction made by one of the reviewers in the content of the dissertation review. The reviewer’s request must include a statement of reasons.”

**23) Articles 11.6 and 11.7 shall read as follows:**



“6. For academic staff who are PUEB employees, the fee referred to in Art 11.1 shall be borne by the University subject to stipulations in the next sentence. For a teaching or research staff member employed by more than one entity, the costs of the procedure:

- 1) shall be borne by the primary employer, unless otherwise agreed by the entities,
- 2) shall be settled pursuant to an agreement between the entities if neither of them has been designated as the primary employer.

7. No fee shall be charged in respect of a person who has submitted a doctoral dissertation prepared as part of training at a Doctoral School run by Poznań University of Economics and Business or by Poznań University of Economics and Business jointly with another entity or other entities pursuant to Article 198.5 of the Act.”

2. The consolidated text of Resolution No. 57 (2020/2021) of the Senate of Poznań University of Economics and Business of 26 February 2021 on the procedure for awarding the degree of doctor at Poznań University of Economics and Business, taking into account the amendments referred to in item 1, is attached as Appendix No. 1 to this Resolution.
3. The Resolution shall take effect on the date of its adoption

The ballot counting committee consisted of mgr Anna Malinowska and Wiktor Noworolnik.

R E C T O R

(prof. dr hab. Maciej Żukowski)

**Procedure for awarding the degree of doctor  
at Poznań University of Economics and Business**

Whenever this document refers to:

- 1) Academic Advancement Board (hereinafter also referred to as AAB) - it shall mean a body of Poznań University of Economics and Business whose responsibilities, pursuant to Articles 28.4 and 178.1.1 of the Law on Higher Education and Science, include the awarding of academic degrees and the performance of all activities stipulated for the University in advancement procedure. The rules for the election of this body and the rules for the adoption of resolutions are defined in the Statutes of Poznań University of Economics and Business. In the event that the Academic Advancement Board has not been formed or is hindered in its operation, the duties provided for it herein shall be performed by the Senate of Poznań University of Economics and Business.
- 2) Doctoral School - it shall mean the Doctoral School operating at Poznań University of Economics and Business within the meaning of Article 198 et seq. of the Law on Higher Education and Science.
- 3) Candidate - it shall mean a person studying at the Doctoral School or a person enrolled in a doctoral programme commenced before the academic year 2019/2020, who applies for the award of the degree of doctor, or a person applying for the award of the degree of doctor in extramural mode.
- 4) UAPS – it shall mean the Uniform Anti-Plagiarism System.
- 5) Act – it shall mean the Act of 20 July 2018 Law on Higher Education and Science.
- 6) Provisions Introducing the Act - it shall mean the Act of 3 July 2018 Provisions Introducing the Law on Higher Education and Science.
- 7) the highest quality of research output within the meaning of Article 186.2, this shall be understood as being the sole author of at least three research papers or the co-author of at least four papers published in a journal listed in the year of publication of the relevant research paper in the Academic Journal Guide published by the Chartered Association of Business Schools.

**Article 1**

**Appointment of supervisor(s) or a supervisor and an assistant supervisor**

1. The supervisor(s) or the supervisor and the assistant supervisor shall be appointed by the AAB.
2. In the case of a person studying at the Doctoral School of the Poznań University of Economics and Business, the supervisor(s) or the supervisor and the assistant supervisor shall be appointed within 3 months from the date of commencement of studies at the Doctoral School.
3. The supervisor(s) or the supervisor and assistant supervisor shall be appointed by the Academic Advancement Board by means of a resolution, at the request of:

- 1) the Director of the Doctoral School - in the case of doctoral students enrolled in the Doctoral School;
  - 2) the candidate – in the case of all other applicants for the award of the doctoral degree.
4. The supervisor may be a person holding at least a postdoctoral degree or the title of professor, while the assistant supervisor may be a person holding at least a doctoral degree subject to Article 190.6 of the Act.
5. The supervisor may be a person who does not meet the requirements set out in Art. 1.4, who is an academic staff member of a foreign university or research institution, if the AAB determines that such person has made significant contributions to the research issues addressed in the doctoral dissertation.
6. A request for the appointment of supervisor(s) or of a supervisor and an assistant supervisor shall be submitted in writing and must include:
  - 1) the candidates personal details;
  - 2) the field of study for the doctoral programme (applies to those who commenced their doctoral programme before the academic year 2019/2020);
  - 3) the proposed dissertation topic;
  - 4) suggestion with regards to the persons who should perform the function of supervisor(s) or a supervisor and an assistant supervisor (in the case of doctoral students enrolled in the Doctoral School, the person suggested to perform the function of a supervisor should, in principle, be an academic staff member indicated in the documentation on enrolment to the Doctoral School);
  - 5) the field and discipline in which the procedure shall be conducted, accompanied by a relevant justification.
7. The AAB shall in no way be bound by the candidate's request as to the persons acting as supervisor(s) or an assistant supervisor.
8. If the candidate intends to prepare the dissertation in a language other than Polish, the request for the AAB's approval of such a dissertation shall be submitted together with the request referred to in Art. 1.6.

## **Article 2**

### **Change of supervisor(s) or an assistant supervisor**

1. In reasonable cases, candidates may apply to the Academic Advancement Board for a change of supervisor(s) or an assistant supervisor. The request shall be submitted in writing and must include:
  - 1) the candidate's personal details including the subject of the doctoral dissertation;
  - 2) reasons and justification for the change of supervisor(s) or an assistant supervisor;
  - 3) suggestion with regard to who should act as supervisor(s) or an assistant supervisor.

2. The change of supervisor(s) or an assistant supervisor may also occur:
  - 1) at the legitimate request of a doctoral student enrolled in the Doctoral School; such a request must be approved by the Director of the Doctoral School;
  - 2) at the request of the Director of the Doctoral School.
3. In reasonable cases, a change of supervisor(s) or an assistant supervisor may be requested by the supervisor(s) or an assistant supervisor, respectively, who shall address the request in writing directly to the Academic Advancement Board. Requests referred to in the preceding sentence must include an indication of the reasons and justification for the proposed change.
4. The decision to change the supervisor(s) or the supervisor and the assistant supervisor shall be taken by the Academic Advancement Board.

### **Article 3**

#### **Commencement of the procedure**

1. The commencement of the procedure for awarding the degree of doctor shall take place at the candidate's request, whereby:
  - 1) In the case of a person enrolled in the Doctoral School run by Poznań University of Economics and Business, the request shall be accompanied by a doctoral dissertation together with a positive assessment of the supervisor(s) or a positive assessment of the supervisor and the opinion of an assistant supervisor, respectively, to which a report on the verification of the dissertation in the Uniform Anti-Plagiarism System (UAPS) and the minutes of the academic meeting of the department referred to in Art. 4.1 must be attached.
  - 2) In the case of a person who commenced their doctoral programme before the academic year 2019/2020 and applies for the degree of doctor as prescribed in the Act, the procedure for awarding the degree of doctor shall be initiated by the submission of a request to appoint supervisor(s) or a supervisor and an assistant supervisor in accordance with the Provisions Introducing the Act - Law on Higher Education and Science. The doctoral dissertation, together with a positive assessment of the supervisor(s) or a positive assessment of the supervisor and the opinion of an assistant supervisor, respectively, to which a report on the verification of the dissertation in the Uniform Anti-Plagiarism System (UAPS) and the minutes of the academic meeting of the department referred to in Art. 4.1 must be attached, shall be submitted to the AAB by the deadline set by the AAB.
  - 3) In the case of a person preparing the dissertation in extramural mode, the request shall be accompanied by the dissertation together with the positive assessment of the supervisor(s) or the positive assessment of the supervisor and the opinion of the assistant supervisor, the dissertation verification report from UAPS and the minutes of the academic meeting of the department referred to in Art. 4.3. Therefore, such a person must apply for the appointment of supervisor(s) or a supervisor and an assistant supervisor before submitting the request for the commencement of the procedure for awarding the degree.
2. Requests referred to in Art. 3.1 shall be submitted in writing to the Academic Advancement Board of Poznań University of Economics and Business.

3. In the instance where the request submitted by the person applying for the award of the degree of doctor fails to meet the requirements set by the AAB or the required documents have not been attached, the chairperson of the AAB shall call upon the candidate to complete the request within the deadline set by the AAB, no shorter than 7 days, under pain of leaving the request unprocessed. The decision to leave the request unprocessed shall be issued by the AAB and signed by its chairperson on behalf of the AAB.
4. Once the candidate has submitted a valid request, the AAB chairperson shall assemble a working party. The party shall consist of at least three members appointed by the AAB chairperson, including the chair of the working party, who must be a member of the AAB. In addition, the party shall include non-voting supervisors and assistant supervisors.
5. In the case of a candidate who commenced their doctoral programme before the academic year 2019/2020, the working party shall be appointed and shall begin its work after such person has submitted the doctoral dissertation to the AAB together with the positive assessment of the supervisor(s) or the positive assessment of the supervisor and the opinion of the assistant supervisor, the dissertation verification report from UAPS and the minutes of the academic meeting of the department referred to in Art. 4.3.
6. The responsibilities of the working party are as follows:
  - 1) to make a preliminary determination as to whether the candidate meets the requirements of Article 186.1.1-3 of the Act and, in the case of a candidate referred to in Article 186.2 of the Act, also the criteria set out in said provision;
  - 2) where there is doubt about the candidate's fulfilment of the aforementioned requirements within the scope of Article 186.1.2 of the Act, the working party indicates the need to carry out a verification of the learning outcomes for qualifications at Polish Qualification Framework (PRK) level 8. The AAB decides on the conduct of such verification;
  - 3) if the working party finds that the candidate has failed to meet the requirements set out in Article 186.1.1-3 of the Act and, in the case of a candidate referred to in Article 186.2 of the Act, also the criteria set out in said provision, it shall request the chairperson of the AAB to refer the matter to be heard by the AAB with a view to issuing a decision to refuse to commence the procedure for awarding the degree of doctor;
  - 4) if the working party is satisfied that the candidate meets the requirements set out in Article 186.1.1-3 of the Act and, in the case of a candidate referred to in Article 186.2 of the Act, also the criteria set out in said provision, it shall propose at least 6 candidates as dissertation reviewers who meet the prerequisites set out in Article 190.2 of the Act.
7. Upon the receipt of the report in the form of minutes from the chair of the working party, the AAB chairperson shall refer the matter to be discussed at the AAB meeting. During the meeting, the AAB shall:
  - 1) review the findings of the working party as to whether there is a need to supplement the request and, if so, set a deadline for supplementing the request;
  - 2) taking into account the findings of the working party, determine whether the candidate has fulfilled the requirements of Article 186.1.1-3 of the Act as at the

date of the request and, in the case of a candidate referred to in Article 186(2) of the Act, also the criteria set out in said provision.

8. If the candidate fails to supplement the request within the prescribed time limit or the candidate does not fulfil the requirements of Article 186.1.1-3 of the Act and, in the case of a candidate referred to in Article 186.2 of the Act, also the criteria set out in said provision, the AAB shall issue a decision refusing to commence the procedure for awarding the degree of doctor, which shall be signed by the chairperson of the AAB.
9. The procedure for the validation of learning outcomes at level 8 of the Polish Qualifications Framework for candidates applying for an extramural degree shall be determined by the AAB.
10. Unless there are grounds for refusal to commence the procedure, the AAB shall appoint reviewers and the composition of the doctoral committee.
11. The decision refusing to commence the procedure for awarding the degree of doctor may be appealed against. The appeal shall be lodged with the Academic Advancement Board within 7 days of the receipt of the decision. The decision of the AAB issued as a result of such appeal shall be signed by the chairperson of the AAB.

#### **Article 4**

##### **Submitting a doctoral dissertation**

1. Prior to submitting the dissertation, the candidate shall present a paper detailing the assumptions, objectives, results and findings of the dissertation at an academic meeting of the department in which at least one of the supervisors is employed, followed by a scholarly debate on the dissertation. If none of the supervisors is a PUEB employee, the chair of the AAB shall designate the department (taking into account, in particular, the subject matter of the dissertation) in which the academic meeting regarding the dissertation is to be held. The proceedings of the meeting shall be recorded in minutes.
2. The director of the institute comprising the department referred to in Art. 4.1 shall be invited to the meeting. The head of the department, in consultation with the director of the institute, shall invite to the meeting the staff of other units that are part of the institute and other research units of the University, as well as representatives of other institutions who may be interested in the subject matter of the dissertation. The meeting must be attended by no fewer than three individuals who are not staff members of the department and who hold a postdoctoral degree or the title of professor.
3. The minutes of the academic meeting of the department shall be signed by the head of department. The minutes shall be produced in duplicate - one copy for the head of department and one copy for the candidate, who shall attach these minutes to the dissertation being submitted.
4. To the request addressed to the Academic Advancement Board to commence the procedure, the candidate shall attach:
  - 1) the doctoral dissertation along with the abstract (in Polish if the dissertation is prepared in a foreign language or in English if the dissertation is prepared in Polish);
  - 2) positive assessment by supervisor(s) or a positive assessment by the supervisor and opinion of the assistant supervisor;

3) dissertation verification report from UAPS;

4) minutes of the academic meeting of the department referred to in Art. 4.1.

In the case of individuals listed in Art. 3.1.2, the doctoral dissertation together with the above-mentioned documents shall be submitted to the AAB by the deadline set by the AAB. If the doctoral dissertation is not a written work, the request for commencing the procedure shall be accompanied by a description of an original solution to a research problem or an original application of one's own independent research findings in the economic or social domain in Polish and English.

5. The dissertation must be submitted in written form in four hard copies (including one copy of the dissertation and abstract for the file and one copy of the dissertation and abstract for each reviewer) and an electronic form as a .pdf file saved in a way that allows text search and UAPS verification.
6. The electronic version should be saved on an external storage medium with flash memory (pendrive). The pendrive should be clearly labelled with the candidate's name and the title of the dissertation.
7. The storage medium should be accompanied by a written declaration by the candidate that the content of the hard copy of the dissertation is consistent with that of the electronic version.
8. The dissertation shall be submitted to the Office of the Academic Advancement Board either in person or by post or courier by registered mail.
9. Should the dissertation or any part thereof be a collection of already published subject-related research papers, the following is required:
  - 1) such papers should be published in their final version in a research journal or journals which, in the year of publication, were featured in the list drawn up in accordance with the regulations issued pursuant to Article 267.2.2 (b) of the Act; whereby a published paper shall be deemed to be one having an assigned DOI number and the year of publication, or one having an assigned volume and number, or a volume, number and DOI, or one having only a volume and year of publication;
  - 2) the candidate must indicate in their request whether they have authored the papers independently or jointly with others and, if so, state clearly their contribution to the content of the papers constituting the collection indicated as a dissertation. A written declaration by the co-authors confirming the above must be submitted.
10. Should the doctoral dissertation be a research monograph, it needs to have been published by a publisher which, in the year of publication of the monograph in its final form, was featured in the list drawn up in accordance with the regulations issued pursuant to Article 267.2.2(a) of the Act. The above requirements also apply to a collective work, the independent and isolated part of which is to constitute a doctoral dissertation. In the case of a collective work, the candidate is required to identify those parts of the collective work which they have authored independently and to state unequivocally their contribution to those parts of the collective work which constitute the collection indicated as the dissertation. A written declaration by the co-authors confirming the above must be submitted.
11. It is acceptable for a doctoral dissertation, as a written work, to consist in part of subject-related and previously published papers, as well as of studies whose results

have not yet been published, insofar as they constitute an internally-coherent research accomplishment. The candidate shall then provide a written overview of an original solution to a research problem or an original application of their research findings in the economic or social domain.

## **Article 5**

### **Verification of the requirements referred to in Article 186.1.3 (a) and (b) of the Act**

1. In instances where the candidate's output consists of research paper(s) referred to in Article 186.1.3 (a) of the Act and such publications are co-authored, the candidate shall:
  - 1) indicate which parts of the publication they have authored independently or co-authored,
  - 2) submit a written declaration from the co-authors confirming the above.
2. In instances where the candidate's output consists of a research monograph, as referred to in Article 186.1.3 (b) of the Act, or a chapter thereof, and the publication is co-authored, the candidate shall:
  - 1) indicate those parts of the publication which they have authored independently or co-authored.
  - 2) submit a written declaration from the co-authors confirming the above.

## **Article 6**

### **Appointment and scope of duties of the doctoral committee**

1. In the procedure for awarding the degree of doctor, the doctoral committee shall be appointed by the AAB, once it has ascertained that the submitted request for commencement of the procedure is complete and that the candidate meets the requirements set out in the Act, and upon reviewing proposals for the members of the doctoral committee submitted by the chairperson of the working party and the director of the Doctoral School, where the procedure concerns a person enrolled at the Doctoral School.
2. The resolution of the AAB shall determine the composition of the doctoral committee and its chairperson. It is advisable that the doctoral committee is composed of members of the working party and that the chair of the committee is the chair of the working party.
3. The doctoral committee in the procedure for awarding the degree of doctor shall consist of no fewer than 9 persons, including the chair of the committee and the reviewers.
4. The doctoral committee shall include persons serving as supervisors and assistant supervisors; however, they shall not have a vote in the committee and shall not be included in the quorum.
5. The individuals appointed to the doctoral committee, with the exception of the chair of the committee, need not be members of the AAB.
6. Persons appointed to the doctoral committee must hold an academic degree or a post-doctoral degree and meet the requirement set out in Art. 6.7 below.



7. Subject to the provisions of Article 7, persons appointed to the doctoral committee must conduct research or perform R&D work on the research issues addressed in the doctoral dissertation.
8. A PUEB employee may not, without a valid reason, refuse to participate in the work of the doctoral committee.
9. The responsibilities of the doctoral committee, in addition to other tasks indicated herein, include:
  - 1) verifying that the candidate meets the statutory requirements and those introduced by the University;
  - 2) adopting a resolution on allowing the candidate to defend the doctoral dissertation;
  - 3) submitting the doctoral dissertation and, if the dissertation is not in written form, submitting the description referred to in Art. 4.4, together with the reviews, for publication on the PUEB Public Information Bulletin website and announcing to the public the date and venue of the defence;
  - 4) conducting the defence of the dissertation, unless the AAB has stipulated that the defence be conducted before the AAB;
  - 5) preparing and submitting a request to the AAB to adopt a resolution to award the degree of doctor or a request to adopt a resolution to refuse to award the degree of doctor within 14 days of the date of the defence;
  - 6) prepare and submit a request to the AAB to adopt a resolution to award a distinction to the doctoral dissertation within 14 days of the date of the defence, provided that the conditions specified in Art. 10 have been fulfilled.
10. The working procedures of the doctoral committee shall be determined by its chairperson, taking into account the requirements laid down by the AAB. Meetings of the doctoral committee may also be conducted by means of electronic communication (e.g. videoconferencing), ensuring in particular:
  - 1) real-time transmission of the meeting between the attendees,
  - 2) multilateral communication in real time where all participants can express their views,subject to the necessary security measures.
11. All members of the doctoral committee may participate in the doctoral committee meeting by means of electronic communication. The provisions of Article 39a of the PUEB Statutes shall apply accordingly.

## **Article 7**

### **Appointment of reviewers, change of reviewer and acceptance of reviews**

1. The AAB shall select three reviewers from among persons holding a post-doctoral degree or a title of professor and with recent academic output, who are not employees of PUEB or a university, an institute of the Polish Academy of Sciences, a research or international institute, the Łukasiewicz Centre or the Łukasiewicz Network institute, whose employee is a person applying for the degree of doctor.
2. A person who fails to meet the requirements set out in Art 7.1, who is an employee of a foreign university or research institution, may serve as a reviewer if the AAB is satisfied

that the person in question has had considerable achievements in respect of the research issues addressed in the doctoral dissertation.

3. Apart from cases stipulated in the Act, a person in respect of whom there is reasonable doubt as to their professionalism, impartiality or objectivity in the preparation of the review should not be appointed as a reviewer.
4. The reviewers shall prepare reviews of the dissertation within 2 months from the date of its receipt. In reasonable cases, the Chair of the AAB may extend the deadline for submission of the review.
5. The review shall be submitted in hard copy and in a digital format as agreed with the AAB Office.
6. The review shall include a substantiated assessment of whether the dissertation meets the requirements of the Act.
7. The review may include requests to supplement or revise the dissertation. The decision on the candidate's obligation to supplement or revise the dissertation and setting an appropriate deadline for doing so shall be made by the AAB. The supplemented or revised dissertation shall be submitted by the candidate to the AAB, which shall refer it for re-evaluation by the same reviewers. The reviewers shall submit a review of the supplemented or revised dissertation within a time limit prescribed for the preparation of the review, as from the date of receipt of the supplemented or revised dissertation.
8. In the event that:
  - 1) an incident occurs that makes it impossible for the reviewer to fulfil their duties as a reviewer, or
  - 2) the reviewer fails to actually perform their duties as a reviewer and in spite of being called upon to do so by the AAB Chairperson and being given a reasonable period of time, fails to proceed to perform these dutiesthe AAB Chairperson may request the AAB to change the reviewer. In such case, the AAB, deeming the request reasonable, shall adopt a resolution changing the reviewer.

## **Article 8**

### **Admissibility and defence of dissertation**

1. A candidate may be allowed to defend a doctoral dissertation if they have received positive reviews from at least 2 reviewers and have met the requirements stipulated in Article 186.1.5 of the Act. A candidate may request that the doctoral dissertation defence be conducted in a language other than Polish.
2. The determination whether to permit or deny the defence of a dissertation and whether it should be conducted in a language other than Polish shall be made by means of a decision.
3. The decision to allow the defence of a dissertation and the decision on whether to conduct the defence in a language other than Polish shall be issued by:
  - 1) the doctoral committee, unless the AAB or the Senate, in instances referred to in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is

attached as an Appendix to Resolution No. 35 (2022/2023) of the PUEB Senate of 30 June 2023, has reserved the right to issue said decision;

- 2) the Academic Advancement Board if the doctoral committee has not been appointed, or the Academic Advancement Board has reserved the right to issue said decision;
  - 3) the PUEB Senate in instances referred to in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 (2022/2023) of the PUEB Senate of 30 June 2023, unless the Senate has appointed a doctoral committee;
4. The decision to refuse permission to defend the dissertation shall be issued by:
- 1) the Academic Advancement Board;
  - 2) the PUEB Senate in the instances referred to in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 of the PUEB Senate (2022/2023) of 30 June 2023.
5. A candidate may lodge an appeal with the Council for Research Excellence against the decision to refuse to allow the defence of the dissertation. This appeal shall be lodged within 7 days from the date of receipt of the decision through the body which issued the decision.
6. The date of the dissertation defence shall be set by the doctoral committee, unless the AAB has stipulated that the defence be conducted before the AAB. In such instance, the date of the defence shall be set by the chairperson of the AAB.
7. The University's Public Information Bulletin (BIP) website shall enable access to:
- 1) the doctoral dissertation in the form of a written work, together with its abstract,
  - 2) an overview of the doctoral dissertation which is not a written work, in particular a description of an original solution to a research problem or an original application of the findings of independent research in the economic or social field, as referred to in Art. 4.11,
  - 3) the reviews.

Access shall be granted no later than 30 days before the date set for the defence of the doctoral dissertation. For a doctoral dissertation where the subject matter is protected by legal secrecy, only the reviews shall be made available, excluding the content covered by such secrecy. However, no later than 10 days before the scheduled date of the doctoral dissertation defence, information on the date, place and manner of its conduct shall be made available in the Public Information Bulletin on the University's website.

8. The dissertation defence shall take place before a doctoral committee after a quorum has been established. The dissertation defence shall be attended by the dissertation supervisor (or one of the supervisors) and at least two reviewers.
9. The doctoral dissertation defence shall be open to the public unless (as set out in Article 188) the subject of the doctoral dissertation is a legally protected secret.
10. During the doctoral dissertation defence, the following shall be presented:
  - 1) the candidate's profile;
  - 2) assumptions, objectives, findings and conclusions of the doctoral dissertation
  - 3) reviews.

11. During the dissertation defence, the candidate shall be required to answer the questions posed by the reviewers, the doctoral committee and any other persons attending the defence.
12. The doctoral committee, in the non-public part of the defence, shall decide whether to proceed with the preparation of a request to the Academic Advancement Board for a decision to award the degree of doctor or a request for a decision to refuse to award the degree of doctor.
13. The provisions of Art. 8.7-8.11 shall apply accordingly to the defence of the doctoral dissertation before the Academic Advancement Board.
14. The doctoral dissertation defence may be held away from PUEB's premises using electronic means of communication that comply with the requirements under the applicable regulations (remote dissertation defence).
15. Resolutions adopted by the doctoral committee using electronic means of communication, in particular the draft resolution on awarding the degree of doctor produced using such means, shall be signed by the chairperson of the committee. The chairperson shall also sign the minutes and other documents produced by the doctoral committee using electronic means of communication.

## **Article 9**

### **Awarding the degree of doctor**

1. The decision to award the degree of doctor or the decision to refuse to award the degree of doctor shall be made by the Academic Advancement Board, subject to the instances referred to in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 (2022/2023) of the PUEB Senate of 30 June 2023, where such decisions are made by the Senate.
2. A decision refusing to award the degree of doctor may be appealed against to the Council for Research Excellence.
3. The deadline for lodging an appeal to the Council for Research Excellence shall be 30 days from the date of receipt of the decision. The appeal shall be lodged through the Academic Advancement Board and, in the instances specified in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 (2022/2023) of the PUEB Senate of 30 June 2023, through the Senate.
4. The Academic Advancement Board, and in the instances specified in Article 27.2.8 of the PUEB Statutes, the consolidated text of which is attached as an Appendix to Resolution No. 35 of the PUEB Senate of 30 June 2023, the Senate, shall forward the appeal to the Council for Research Excellence together with its opinion and the case file within 3 months from the date of submission of the appeal.
5. Having reviewed the appeal, within a period of not more than 6 months, the Council for Scientific Excellence shall either uphold the challenged decision or revoke it and refer the case for reconsideration to the body competent for the award of degrees at the same or at a different institution.
6. If the doctoral dissertation has not been accepted for defence or a decision has been made to refuse to award the degree of doctor, the same dissertation may not be the basis for reapplying for the award of the degree of doctor.

**Article 10**  
**Awarding distinctions to doctoral dissertations**

1. The awarding of a distinction to a dissertation shall be decided upon by the AAB at the request of:
  - a) the doctoral committee, if the defence took place before the doctoral committee,
  - b) the chairperson of the AAB, if the defence took place before the AAB,
  - c) the Rector, if the defence was held before the Senate,subject to the requirement referred to in Art 10.2 below.
2. A request for a distinction must be included in the record of the doctoral dissertation defence and must state the grounds for it.
3. A prerequisite for launching the procedure granting a distinction for the dissertation is a request for the dissertation to be awarded a distinction made by one of the reviewers in the content of the dissertation review. The reviewer's request must include a statement of reasons.

**Article 11**  
**Setting the fee for the procedure for awarding the degree of doctor and exemptions from the fee**

1. The candidate shall be charged a fee for the procedure for awarding the degree of doctor.
2. The fee for the procedure for awarding the degree of doctor is the sum of the remuneration costs of the supervisor(s), the assistant supervisor (if applicable) and the reviewers, together with their reimbursable travel and accommodation expenses, the costs of necessary translation and interpreting, plus the indirect costs of 30% resulting from the costs of conducting the procedure by the University. The remuneration of the dissertation reviewers shall be determined in accordance with Article 184.3 of the Act.
3. The fee referred to in Art.11.1 shall be determined by the Rector.
4. The Rector shall determine the terms of and the deadline for payment of the fee by the candidate. A relevant agreement may be concluded with the candidate or another entity which has undertaken to cover the costs of the procedure. The Rector shall decide on the conclusion of such an agreement.
5. The Rector may designate and authorise a Vice-Rector to take the decisions referred to in Art. 11.4.
6. For academic staff who are PUEB employees, the fee referred to in Art 11.1 shall be borne by the University subject to stipulations in the next sentence. For a teaching or research staff member employed by more than one entity, the costs of the procedure:
  - 1) shall be borne by the primary employer, unless otherwise agreed by the entities,
  - 2) shall be settled pursuant to an agreement between the entities if neither of them has been designated as the primary employer.
7. No fee shall be charged in respect of a person who has submitted a doctoral dissertation prepared as part of training at a Doctoral School run by Poznań University of Economics

and Business or by Poznań University of Economics and Business jointly with another entity or other entities pursuant to Article 198.5 of the Act.

8. A person who has completed a doctoral programme at Poznań University of Economics and Business, barring the circumstances provided for in Article 179.9 of the Provisions Introducing the Act - Law on Higher Education and Science, may apply to the PUEB Rector for exemption from the fee referred to in Art. 11.1.
9. In reasonable cases, the Rector may exempt a person applying for the degree of doctor from the fee referred to in Art. 11.1, in whole or in part.
10. Proof of payment of the fee shall be kept in the file of the person applying for the degree of doctor.

## **Article 12**

### **Voting**

1. The working party shall take decisions in the form of resolutions by an absolute majority of the votes validly cast, with at least half of the members present.
2. The doctoral committee shall adopt resolutions by an absolute majority of votes validly cast, with at least half of the members present.
3. The Academic Advancement Board shall adopt resolutions at its meetings, whereby:
  - 1) resolutions on awarding or refusing to award an academic degree shall be adopted by an absolute majority of votes validly cast, with at least half of the statutory number of members present;
  - 2) other resolutions shall be adopted by a relative majority of votes validly cast, with at least half of the statutory number of members present.

## **Article 13**

### **Records of the procedure**

All records relating to the procedure for awarding the degree of doctor shall be kept in the relevant file in the Office of the Academic Advancement Board or in the archives of the University, in accordance with the applicable regulations.