

## **Resolution No. 36 (2024/2025)**

of the Senate of Poznań University of Economics and Business

of 29.11.2024

on the terms of admission to the Doctoral School at Poznań University of Economics and Business being in force from admissions in the 2025/26 academic year, as well as the schedule of admissions for the 2025/26 academic year

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- I. Pursuant to Art. 200 (2 and 3) of the Law on Science and Higher Education of 20 July 2018, as well as to § 87 (3) of the Statute of Poznań University of Economics and Business (in the consolidated text adopted by the PUEB Senate by Resolution No. 35 (2022/2023) of June 30, 2023) the Senate, in the presence of 27 the members out of 35 of the statutory membership, by open vote, with 27 "yes", defined the terms of admission to the Doctoral School at Poznań University of Economics and Business, which are included as an appendix to this Resolution.
  1. The terms of admission, indicated in the Appendix, are in force for the 2025/2026 academic year.
  2. If the number of candidates admitted to the Doctoral School as a result of the admission procedure is lower than the established limit in a given year, the Rector may decide to announce a round of supplementary admissions, in compliance with the terms of admission, enclosed with this Resolution. The schedule of the supplementary admissions is established by the Rector.
  3. The following schedule of admissions to the Doctoral School at Poznań University of Economics and Business has been established for the 2025/2026 year:
    - a) from 9 June to 31 July 2025 – candidates submit the application documents and register themselves in the electronic system;
    - b) from 1 September 2025 – interviews with the candidates;
    - c) till 16 September 2024 – the admission results are announced.
- II. The Resolution becomes effective as of the date of its adoption.
- III. Resolution No. 17 (2023/2024) of the Senate of Poznań University of Economics and Business of 15.12.2023 on the terms of admission to the Doctoral School at Poznań University of Economics and Business being in force from the admissions in the 2024/25 academic year, as well as the schedule of the admissions for the 2024/25 academic year is repealed with effect from the entry into force of the Resolution.

The Electoral Commission consisted of dr Judyta Cabańska and mgr Anna Malinowska.

The Senate session was chaired by

THE RECTOR

(prof. dr hab. Barbara Jankowska)

## **Terms of admission to the Doctoral School at Poznań University of Economics and Business**

### **§ 1**

1. The Doctoral School's admissions at the Poznań University of Economics and Business (from now on referred to as "Doctoral School") are conducted by way of competition. The competition procedure is carried out by the Competition Panel, from now on referred to as "Panel".
2. The University provides conditions allowing disabled persons to apply for admission to the Doctoral School. Should a candidate need any help, they should turn to the Office for the persons with disabilities.
3. The Panel draws up a protocol of the admission procedure of each candidate. The Panel also draws up a consolidated protocol of the admissions procedure, including the offer of admission to the Doctoral School. This protocol, signed by the Panel members, is forwarded to the Rector.
4. An admission or a refusal to admit is decided upon by the Rector.
5. In the case of a refusal to admit, a candidate has the right to apply to the Rector for reconsideration or to file a complaint to the Administrative Court. The application to the Rector for reconsideration must be filed within 14 days from the decision date. The complaint to the Province Administrative Court must be filed through the PUEB Rector within 30 days from the decision date.
6. The competition results are public. The list of persons admitted as doctoral students is published by the Rector on the PUEB website in the Doctoral School tab. The candidates are informed about the admission results in writing by registered mail.

### **§ 2**

1. A person who wishes to apply for admission to the Doctoral School must fill in an application for admission (from now on referred to as "application") in the electronic system. The application must be filed within the period specified by the University in the admissions schedule. Applying by the electronic system consists of:
  - 1) drawing up an application for admission addressed to the Director of the Doctoral School, using an electronic form;

- 2) filling out a personal questionnaire, with consent for processing personal data, using an electronic form.

The documents, as mentioned above, should be sent to the University via the electronic system. However, sending them via the electronic system does not relieve the candidate from the obligation of sending the documents to the University in the way indicated in point 2 below.

2. After an application is filed in the electronic system, the candidate must send the printed and signed application and the personal questionnaire to the University's address by registered mail, along with the following documents:
  - 1) a copy of the diploma certifying that the candidate has obtained the MA or an equivalent title, with the reservation mentioned in point 3 and § 5 point 1;
  - 2) the doctoral dissertation concept in Polish or English, following the scheme included, with a maximum number of words for each part specified in this scheme (the number of words is determined based on the MS Word report). The potential supervisor from PUEB must approve the dissertation concept by having him sign the concept;
  - 3) the list of the candidate's research and teaching achievements;
  - 4) the motivation letter (up to 450 words), including information about the candidate's professional experiences and candidate's activities concerning designing PhD project, and indicating the potential doctoral dissertation supervisor;
  - 5) at least one written opinion about the candidate's predispositions and abilities written by the MA thesis supervisor or by another researcher employed by a university or a scientific research institution;
  - 6) documents certifying the knowledge of English, i.e.:
    - a) a copy of a certificate of the candidate's command of English at a level not lower than B2, or
    - b) a university diploma certifying the knowledge of English at a level not lower than B2, or
    - c) a document certifying the knowledge of English at a level not lower than B2 issued by PUEB (after a test);
  - 7) a certificate of the candidate's change of surname (for candidates with a diploma with a different surname than their current one);
  - 8) a coloured photograph in the digital form, sized 20 x 25 mm, in compliance with the requirements for passport photographs – resolution 300.pdi, in a jpg or tif format;

3. Candidates who completed their studies abroad are obliged to submit: a recognition statement issued by the Narodowa Agencja Wymiany Akademickiej (NAWA), confirming that a candidate's diploma gives the right to access education at the doctoral school in Poland gives the right to submit the application to a doctoral school in Poland

If the documents certifying the completion of studies abroad are in a language other than Polish or English, the candidate is additionally obliged to submit their translation into Polish or English.

4. A candidate who failed to submit all the required documents is summoned in writing by the Chairperson of the Panel (acting on behalf of the Rector) to file the missing documents in the assigned time – not longer than the period stated in the admissions schedule – under pain of leaving the application unprocessed.

5. moreover, the candidates who have decided to write a doctoral dissertation in the field of quality and management and have already been admitted to the Doctoral School are obliged to submit an occupational doctor's certificate of no contraindications to study at the Doctoral School, if it involves exposure to harmful, burdensome, or hazardous factors during the studies. The list of departments participating in the Doctoral School's programme in which a candidate might be exposed to such factors is published on the University's website. To obtain such a certificate, the candidates for the Doctoral School who have been informed about their admission and who may be exposed to harmful, burdensome, or hazardous factors during their studies should collect a referral to the medical tests from the Doctoral School Office within the time specified by the Rector. The referral includes information about the place and the terms for submitting the certificate issued by an occupational doctor. A failure to submit the certificate results in removing the doctoral student from the list of students.

### § 3

1. The admission procedure conducted by the Panel includes:
  - 1) checking if the candidate has filed all the required documents; if they fail to do it in spite of a summon, the Chairperson, acting on the Rector's behalf, notifies the candidate of leaving their application unexamined;
  - 2) evaluating the enclosed concept of the doctoral dissertation – a candidate may score up to 35 points in total;
  - 3) evaluation of the candidate's research publications – a candidate may obtain up to 20 points, for all publications, according to the following rules:
    - a) a publication as an author or a co-author in a journal from the current (on the day of the publication) list of scientific journals and materials from international conferences issued by the minister responsible for science and higher education, with the assigned score – for a publication in a journal included in the list with a

score up to (and including) 40 points– 10 points; for a publication in a journal included in the list with a score over 40 points up to 70 (including) – 15 points, for a publication in a journal included in the list with a score over 70 points – 20 points,

the number of points awarded is independent of the number of authors of a given publication,

- b) a publication of a reviewed paper in a journal not included in the current list issued by the minister responsible for science and higher education – 5 points,
- 4) evaluation of the candidate's other achievements in research and teaching (e.g., confirmed involvement in the activity of a science club issued by a research supervisor, an active participation in a scientific conference confirmed by a certificate of attendance issued by an organizer, or an active promotion of science ) – the candidate may obtain up to 10 points;
- 5) evaluation of the opinion on the candidate's predispositions and abilities written by their MA thesis supervisor or other academic staff member employed at a university or a scientific or research institution; the candidate receives for a positive opinion 5 points, regardless of a number of submitted opinions;
- 6) evaluation of the candidate's knowledge of English based on the submitted documents, according to the following rules:
  - a) the candidate must submit:
    - a copy of a certificate showing English language proficiency of at least B2 level or
    - a university graduation diploma certifying the knowledge of English at a level not lower than B2, or
    - a document issued by PUEB following a test (organised by PUEB),
  - b) Submission of one of the aforementioned documents confirming English language proficiency at the B2 level is a prerequisite for the admission to the Doctoral School.

The date of the test in linguistic competence conducted by PUEB, mentioned in point a), is set by PUEB; it must be carried out before the deadline for submitting the required documents stated in the admissions schedule.

- 7) interviewing the candidate and evaluating their performance during the interview – the candidate may score up to a total of 30 points. The assessment concerns the candidate's knowledge of the topic of the doctoral dissertation, and its basic purpose is to verify the candidate's knowledge in this field. The interview is conducted in Polish or English. The Panel draws up a protocol on the candidate's interview.
2. The candidate is informed about the interview's date and time, as well as the place and form of interview by the Chairperson via e-mail sent to the e-mail address specified in the application for admission to the Doctoral School. An interview with a candidate who graduated from a foreign university can be carried out over a distance, using telecommunications technology ensuring real-time transmission of sound and image, while maintaining the necessary safety rules.. The Chairperson decides on this matter.

Before starting the interview with the candidate, the Chairperson verifies the candidate's personal data based on the ID card or other ID document with a photo presented by the candidate. In justified cases, the interview may take place using the electronic means of communication referred to above, also in the case of other candidates - at their request.

3. The maximum number of points to be scored during the admission procedure is 100.
4. The candidate may be refused admission to the Doctoral School for one of the following reasons:
  - a) the candidate fails to present a preliminary concept for the dissertation, or the dissertation is not accepted by a potential promoter from PUEB, or the written preliminary concept for the dissertation presented by the candidate has not scored at least 15 points, or
  - b) the candidate fails to submit at least one opinion on their predispositions and research skills defined in § 2 point 2, subpoint 5, or
  - c) the candidate fails to submit the concept of the proposed research, approved by a potential supervisor of their doctoral dissertation or
  - d) the candidate fails to submit the certificate of the competence in English at a level not lower than B2 or a diploma of completion of studies in English, or English language proficiency document issued by PUEB after a competency test;
  - e) the candidate will not participate in the interview (regardless of the reason) or will not get at least 10 points from it.
  - f) their total score during the admission procedure is lower than 60 points.

#### § 4

A person selected via competition conducted in compliance with the rules defined in “the regulations of granting resources for the implementation of projects financed by the National Science Centre in the area of research projects” as a part of the Preludium Bis research project to be implemented at PUEB is granted 100 points, should they decide to apply for the admission to the Doctoral School.

#### § 5

1. The person referred to in Article 186 (2) of the Law on Higher Education and Science may participate in the admission procedure. Such a person submits a diploma of completion of first-cycle studies or a certificate issued by a university certifying the completion of the third year of education at 5-year Master's studies and documentation confirming the possession of scientific achievements of the highest quality in the discipline in which the Doctoral School offers education.

2. The candidate referred to in point 1 participates in the admission procedure if, based on the submitted documentation, it can be concluded that he meets at least two of the three criteria:
  - a) the candidate is a single author of at least one scientific article in a journal included in the year of publication of the article in the Academic Journal Guide published by the Chartered Association of Business Schools and indexed in at least one of the databases: Scopus or Web of Science, or a co-author of at least two articles meeting these requirements or
  - b) during the last 5 years before the starting date of admission to the Doctoral School, the candidate was for a period of at least 5 months a member of a research team conducting a research project financed by the National Science Center or the National Center for Research and Development, or by another institution which in the higher education system or science of a given country funds research projects or
  - c) in the last 5 years before the date of admission to the Doctoral School, the candidate was a participant of the "Diamond Grant" or "Pearls of Science" program or another program organized by the minister responsible for science and higher education, the aim of which is to support exceptionally talented students by enabling them to conduct scientific research, or was supported by another program that, in the higher education or science system of a given country, entitles them to start education at the doctoral level.