

Resolution No. 5 (2025/2026)

of the Senate of Poznań University of Economics and Business

of 19.12.2025

on the terms of admission to the Doctoral School at Poznań University of Economics and Business being in force from admissions in the 2026/27 academic year, as well as the schedule of admissions for the 2026/27 academic year

- 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 29 members out of 35 of the statutory membership, by open vote, with 28 "yes" and 1 "abstention", 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 2026/2027 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 2026/2027 year:
 - a) from 8 June to 31 July 2026 – candidates submit the application documents and register themselves in the electronic system;
 - b) from 1 September 2026 – interviews with the candidates;
 - c) till 16 September 2026 – the admission results are announced.
- II. The Resolution becomes effective as of the date of its adoption.
- III. 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 the admissions in the 2025/26 academic year, as well as the schedule of the admissions for the 2025/26 academic year is repealed with effect from the entry into force of the Resolution.

The Electoral Commission consisted of mgr inż. Iwona Pospieszna-Filakiewicz and mgr Elżbieta Gołaszewska.

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 decision on the limit of places in the Doctoral School is made by the Rector.
3. 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.
4. 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.
5. An admission or a refusal to admit is decided upon by the Rector.
6. 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.
7. 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.
8. If, upon completion of the recruitment process, the number of candidates exceeds the limit of places referred to in § 1 point 2, a reserve list shall be established, comprising candidates who have not been admitted to the Doctoral School. The reserve list shall include candidates who have met the recruitment requirements but have not been admitted due to the exhaustion of the available places.
9. If a person admitted to the Doctoral School resigns from education before 14 October of the year in which they were admitted, a candidate from the reserve list may be admitted to the Doctoral School in their place, in accordance with the order resulting from the ranking established on the basis of the total number of points obtained in the recruitment procedure.

10. In the event that two or more candidates obtain an equal number of points in the recruitment procedure, the position on the reserve list shall be determined successively by: the number of points awarded for the interview, then the number of points awarded for the doctoral dissertation proposal, and then the number of points awarded for the publications submitted in the recruitment procedure.

§ 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;
 - 3) submission of a color photograph in digital form, measuring 20 × 25 mm, compliant with the requirements applied for passport issuance, at a resolution of 300 dpi, in jpg or tif format.

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 diploma or a copy of a diploma issued by a university, certifying that the candidate has obtained the MA or an equivalent title, with the reservation mentioned in point 3 and § 5 point 1, for inspection purposes in the recruitment procedure. On the basis of this document, the University shall prepare an authenticated copy, and the diploma or copy shall be returned;
 - 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) a list of published scientific articles, other activities of a scientific nature, and activities promoting science;
 - 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).
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 less than 7 days— under pain of leaving the application unprocessed, in accordance with article 64 § 2 of the Code of Administrative Procedure.
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 40 points in total;
- 3) evaluation of the candidate's research publications – a candidate may obtain up to 15 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 – 8 points; for a publication in a journal included in the list with a score over 40 points up to 70 (including) – 12 points, for a publication in a journal included in the list with a score over 70 points – 15 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, and not indexed in the Web of Science or Scopus databases – 2 points, but no more than 4 points in total;
 - c) 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, and indexed in the Web of Science or Scopus databases – 5 points, but no more than 10 points in total;
 - d) a publication of a monograph at level 2 according to the current list of publishing houses of the minister responsible for science and higher education (as of the date of publication), editing such a monograph, or publication of a chapter in such a monograph – 10 points, but no more than 10 points in total.
- 4) evaluation of the candidate's scientific or science-promoting activities, other than those specified in point 3 (e.g., confirmed involvement in the activity of a science club issued by a research supervisor, an active participation in a scientific conference with a presentation confirmed by a certificate issued by an organizer, publication of a chapter in a scientific monograph) – the candidate may obtain up to 10 points;
- 5) /repealed/
- 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 35 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) /repealed/
 - 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.