



RULES OF PROCEDURE FOR AWARDING THE DOCTOR'S DEGREE IN THE DISCIPLINE OF CHEMICAL SCIENCE AT POZNAŃ UNIVERSITY OF TECHNOLOGY

CHAPTER I. Introductory information

1. Legal grounds

- Act of 20 July 2018 - Law on Higher Education and Science (Dz. U. 2024 r., pos. 1571, with later amendments);
- Regulations for awarding doctoral degrees at Poznań University of Technology – Resolution No. 78/2024-2028 of the Academic Senate of Poznań University of Technology of 17 December 2025, with all annexes;
- Regulations for awarding the doctoral degree at Poznań University of Technology – Resolution No 181/2020-2024 of the Academic Senate of Poznań University of Technology of 27 March 2024, with all annexes;
- Ordinance No. 46 of the Rector of Poznań University of Technology of September 18, 2020 on the obligation to check written doctoral dissertations using the Unified Anti-plagiarism System.

2. General regulations

- The Regulations define detailed rules for conducting doctoral award procedures for which Poznań University of Technology is the doctoral entity;
- The unit competent to award the doctoral degree in Chemical Sciences is the Chemical Sciences Discipline Council of Poznań University of Technology;
- Activities such as:
 - ✓ appointing the supervisor/supervisors or supervisor and auxiliary supervisor;
 - ✓ change of supervisor or auxiliary supervisor;
 - ✓ initiation of proceedings and appointment of reviewers;
 - ✓ acceptance of the dissertation and admission to public defence;
 - ✓ awarding the doctoral degree;
 - ✓ distinction of the doctoral dissertation,end with resolutions of the Chemical Sciences Discipline Council, which are adopted by a majority of votes, assuming a voting quorum. Members of the Disciplinary Council who are professors of the Poznań University of Technology, excluding the Supervisor(s) and the Auxiliary Supervisor, participate in voting on matters related to the award of a doctoral degree (initiation of the proceedings and appointment of reviewers, acceptance of the dissertation and admission to a public doctoral defence, awarding the doctoral degree and distinction of the doctoral dissertation).
- The following may apply for awarding the doctoral degree:
 - ✓ students of the Doctoral School of the Poznań University of Technology
 - ✓ students pursuing doctoral studies in extramural mode.
- Information on the authorization to award the doctoral degree and the requirements for Candidates, Supervisors and those relating to the doctoral dissertation are detailed in Art. 186-187 of the Act of 20 July 2018 - Law on Higher Education and Science (Dz. U.2024 r., pos. 1571, with later amendments) and Regulation No 181/2020-2024 of the Academic Senate of Poznań University of Technology of 27 March 2024, with all annexes).
- The fee for the doctoral degree award process is borne by the applicant or another entity acting on their behalf. The fee covers all costs of the process, in particular the remuneration of the Supervisor(s), Assistant Supervisor, Reviewers, and administrative costs. The fee is not charged to a person who has completed education at the Doctoral School of Poznań University of Technology or has completed a course of study in doctoral studies conducted at Poznań University of Technology and submitted a

doctoral dissertation within eight years of their commencement. In the case of an employee of Poznań University of Technology, the costs of the process are borne by the employer or parent entity.

- The Regulations come into force on the date of their adoption.

CHAPTER II. Students of the Doctoral School

1. Recruitment to the Doctoral School is carried out according to the rules described in Resolution No. 70/2024-2028 of the Academic Senate of Poznan University of Technology of 27 March 2024, with all annexes.
2. The Regulations of the Doctoral School and the requirements for doctoral students, supervisors and doctoral dissertations are presented in the Annex to Resolution No. 181/2020-2024 of the Academic Senate of Poznan University of Technology of 27 March 2024, with all annexes.
3. Within 3 months of starting education at the Doctoral School, the Chemical Sciences Discipline Council adopts a resolution to appoint a Supervisor or Supervisors or a Supervisor and an Auxiliary Supervisor at the request submitted by the Candidate (**Attachment**).
4. Education at the Doctoral School lasts 8 semesters, with the academic year being the credit year.
5. Once a year, the PhD student is obliged to report on the course of the education, program implementation and the progress of work included in the individual research plan for the previous academic year together with the opinion of the Supervisor(s), which is submitted to the Coordinator of the Chemical Sciences discipline by the end of September of each calendar year.
6. The PhD student is also subject to the mid-term evaluation, the course of which is described in detail in the Resolution No. 181/2020-2024 of the Academic Senate of Poznan University of Technology of 27 March 2024, with all annexes.
7. Procedure for awarding a doctoral degree to a PhD student of the Doctoral School:
 - Before submitting the thesis to the PUT Doctoral School, the dissertation in editable form (file with the extension .doc or .docx) and non-editable form (.pdf file) is subject to checking in the Uniform Anti-plagiarism System (data is entered into the JSA system by the Administrative Manager of the WTCh), in accordance with Ordinance No. 46 of the Rector of the Poznań University of Technology of 18 September 2020. In the case of a dissertation in the form of a collection of previously published publications, the publisher's consent to print these publications in the Public Information Bulletin or a description of these publications and the PhD Student's statement confirming the contribution to their preparation (in a descriptive form), confirmed by the Supervisor, is required;
 - If the Supervisor accepts the results of the anti-plagiarism check, the doctoral thesis (identical to the one that was checked using JSA) is entered into the APD system, from which it should be printed after being assigned control numbers. This version of the thesis must be submitted to the PUT Doctoral School in order to complete the education and receive the appropriate certificate;
 - The procedure is initiated at the request of the PhD student;
 - The doctoral student submits to the Chairman of the Chemical Sciences Discipline Council a doctoral dissertation (previously submitted to the Doctoral School of PUT), a letter of acceptance of the dissertation by the Supervisor along with the Supervisor's opinion, a confirmation of completion of education at the Doctoral School of PUT (including the achievement of learning outcomes taking into account the general characteristics of learning outcomes at PQF level 8), and a request to initiate proceedings;
 - An abstract in English is attached to the doctoral dissertation, and an abstract in Polish is attached to the doctoral dissertation in a foreign language;
 - The dissertation is subject to re-verification in the Uniform Anti-plagiarism System, in accordance with the procedure described above;
 - Upon submission of the application for initiation of the procedure, the PhD student applying for the award of the doctoral degree, must demonstrate scientific achievements, which include at least:
 - ✓ 1 article published in a scientific journal or in peer-reviewed materials from an international conference, which were included in the list prepared in accordance with the provisions issued on the

basis of Article 267 paragraph 2 item 2 letter b of the Act in the year of publication of the article in its final form;

OR

- ✓ 1 scientific monograph or a chapter in such a monograph published by a publishing house which was included in the list prepared in accordance with the provisions issued under Article 267 paragraph 2 item 2 letter a of the Act in the year of publication of the monograph in its final form.
- On the basis of the application submitted by the PhD student, the doctoral dissertation and the Supervisor's opinion, the Chemical Sciences Discipline Council adopts a resolution on the acceptance/rejection of the dissertation;
- If the dissertation is rejected, the procedure is not continued;
- If the dissertation is accepted, the Chemical Sciences Discipline Council adopts a resolution regarding the appointment of 3 reviewers (Supervisor suggests at least 4 candidates as Reviewers);
- after all reviews have been submitted, provided that at least two of them are positive, the Chemical Sciences Discipline Council decides whether to admit the PhD student to the public defence and to set a date for the public defence of the doctoral dissertation, and the relevant documents are published in the Public Information Bulletin:
 - ✓ no later than 30 days before the planned defence date:
 - the doctoral dissertation which is a written work along with an abstract or a description of a doctoral dissertation which is not a written work;
 - the reviews;
 - ✓ no later than 10 days before the scheduled date of the doctoral dissertation defence:
 - information regarding the date, place and method of conducting the defence;
- The open part of the public defence of the doctoral dissertation takes place in the presence of the assembled participants in a traditional way or by means of remote communication - presentation of the PhD student's achievements, responses to reviews and discussion;
- The defence is conducted in Polish. The defence in English is allowed in a situation where a PhD student, a Supervisor or a Reviewer is a foreigner;
- During the closed session, the Chemical Sciences Discipline Council, in a secret ballot, adopts resolutions on awarding the degree of doctor of exact and natural sciences in the discipline of chemical sciences and on the possible distinction of the dissertation – the condition is that the requirements for distinguishing doctoral dissertations set for PhD students by the Chemical Sciences Discipline Council are met (Appendix to the regulations).

CHAPTER III. Extramural mode

1. The extramural mode applies to candidates who are not enrolled in the Doctoral School.
2. Before initiating proceedings with a Candidate who has prepared a doctoral dissertation extramurally, the learning outcomes for the qualifications at the level of 8 PRK (PQF level 8) are verified.
3. Verification of learning outcomes at 8 PRK (PQF level 8) (Art. 186.2 of the Act of 20 July 2018 – Law on Higher Education and Science) is conducted as follows:
 - the Candidate submits an application with a request to verify the learning outcomes with an indication of the basic discipline (the candidate declares the selection of the basic discipline within which the doctoral dissertation will be conducted, after consultation with the potential Supervisor or the Scientific Supervisor and the Chairman of the Chemical Sciences Discipline Council) and an additional scientific discipline in the field of the humanities or social sciences and a modern foreign language;
 - learning outcomes in the field of knowledge of a modern foreign language may be confirmed by an appropriate certificate or diploma confirming knowledge of that language at least at a B2 level, or in the absence of such certification, by an examination. The modern foreign language examination is conducted under the supervision of a person appointed from the Centre of Languages and Communication PUT who is competent to conduct such an examination, in the presence of the Vice-Dean for Science acting as the Chairman of the Examining Board. The examination may also be attended by the Supervisor or the Auxiliary Supervisor of the doctoral dissertation;

- the learning outcomes within the additional discipline (among the humanities or social sciences) are verified by the Vice-Dean for Science, who may decide to exempt the Candidate from verification of learning outcomes on the basis of documents attached to the application, such as the study program, certificates of credits obtained, etc. In the absence of the documents required, an examination is organized before the board in order to verify the learning outcomes. The examining board is composed of: the Vice-Dean for Science acting as the Chairman of the Committee and a person with the title of professor and competence to test knowledge and skills in the field of additional discipline. The examination may also be attended by the Supervisor or the Auxiliary Supervisor of the doctoral dissertation;
 - the verification of learning outcomes within the core discipline (chemical sciences) includes:
 - ✓ a 25-minute presentation of the Candidate's achievements presented during a seminar organized as part of the relevant Institute, where the doctoral dissertation is prepared. The presentation should be made before the proceedings are initiated.
 - ✓ the core discipline (chemical sciences) examination before the Committee composed of: Vice-Dean for Science, acting as the Chairman of the Committee, and two examiners, appointed by the Chairman of the Chemical Science Discipline Council at the request of the Supervisor. The examination may also be attended by the Supervisor or the Auxiliary Supervisor of the doctoral dissertation.
4. Verification and confirmation of learning outcomes at level 8 PRK (PQF level 8) in the form of an appropriate certificate is a prerequisite for launching the procedure for awarding a doctoral degree.
 5. In the event of a negative assessment of the learning outcomes at level 8 PRK (PQF level 8), the Chemical Sciences Discipline Council, at the request of the Candidate, may consent to re-verification, not earlier, however, than three months after the negative assessment date and not more than once.
 6. The proceeding is initiated by submitting an application for the appointment of a Supervisor or Supervisors or a Supervisor and an Auxiliary Supervisor (**Attachment**).
 7. In a secret ballot, the Chemical Sciences Discipline Council adopts a resolution on the appointment of a Supervisor or Supervisors or a Supervisor and an Auxiliary Supervisor.
 8. After initiating the procedure, the candidate pays a fee for the doctoral award procedure. The fee covers all costs of the procedure, in particular the remuneration of the supervisor(s), assistant supervisor, reviewers, and administrative costs. In exceptional circumstances, the Rector may waive the candidate's fee in whole or in part, in accordance with Ordinance No. 78 of the Rector of Poznań University of Technology of December 30, 2020.
 9. The procedure for closing the procedure for awarding the doctoral degree extramurally includes the following stages:
 - the Candidate submits a doctoral dissertation to the Chairman of the Chemical Sciences Discipline Council (4 copies of the doctoral dissertation, 3 hardcover and 1 paperback) and a letter about the acceptance of the dissertation by the Supervisor along with the Supervisor's opinion;
 - an abstract in English is attached to the doctoral dissertation, and an abstract in Polish is attached to the doctoral dissertation in a foreign language;
 - the doctoral dissertation, in the form of a written work, is subject to verification in JSA (the Unified Anti-Plagiarism System) (data to be entered into the JSA system by the Faculty of Chemical Technology Administrative Manager). In the case of a dissertation which is in the form of a collection of previously published publications, the publisher's consent is required to print these publications in the Public Information Bulletin or to describe these publications and the Candidate's statement confirming the contribution to their preparation (in a descriptive form), confirmed by the Supervisor;
 - A candidate applying for a doctoral degree must demonstrate scientific achievements, which include at least:
 - ✓ 1 article published in a scientific journal or in peer-reviewed materials from an international conference, which were included in the list prepared in accordance with the provisions issued on the basis of Article 267 paragraph 2 item 2 letter b of the Act in the year of publication of the article in its final form;
- OR

- ✓ 1 scientific monograph or a chapter in such a monograph published by a publishing house which was included in the list prepared in accordance with the provisions issued under Article 267 paragraph 2 item 2 letter a of the Act in the year of publication of the monograph in its final form.
- on the basis of the application submitted by the Candidate, the doctoral dissertation and the Supervisor's opinion, the Chemical Sciences Discipline Council adopts a resolution on the acceptance of the dissertation and appointing 3 reviewers (Supervisor suggests at least 4 candidates as Reviewers).
- after all reviews have been submitted, provided that at least two of them are positive, the Chemical Sciences Discipline Council decides whether to admit the PhD student to the public defence and to set a date for the public defence of the doctoral dissertation, and the relevant documents are published in the Public Information Bulletin:
 - ✓ no later than 30 days before the planned defense date:
 - the doctoral dissertation which is a written work along with an abstract or a description of a doctoral dissertation which is not a written work,
 - the reviews;
 - ✓ no later than 10 days before the scheduled date of the doctoral dissertation defense, information on the date, place and manner of conducting it;
- The open part of the public defence of the doctoral dissertation takes place in the presence of the assembled participants in a traditional way or by means of remote communication - presentation of the PhD student's achievements, responses to reviews and discussion.
- The defence is conducted in Polish. The defence in English is allowed in a situation where a PhD student, a Supervisor or a Reviewer is a foreigner.
- During the closed session, the Chemical Sciences Discipline Council, in a secret ballot, adopts resolutions on awarding the degree of doctor of exact and natural sciences in the discipline of chemical sciences and on the possible distinction of the dissertation – the condition is that the requirements for distinguishing doctoral dissertations set for PhD students by the Chemical Sciences Discipline Council are met (Appendix to the regulations).