



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

CHAPTER I. Introductory information

1. Legal grounds

- Act of 20 July 2018 - Law on Higher Education and Science, Dz. U. pos. 1668, with later amendments);
- Statute of Poznan University of Technology - Resolution No. 175/2016-2020 of 10 July 2019;
- Regulations for awarding the doctoral degree at Poznan University of Technology – Annex to Resolution No. 191/2016-2020 of the Academic Senate of the Poznan University of Technology of 25 September 2019;
- Regulations of the Doctoral School of Poznan University of Technology – Annex to Resolution No. 171/2016-2020 of the Academic Senate of Poznan University of Technology of 26 June 2019 and Resolution No. 224/2016-2020 of the Academic Senate of Poznan University of Technology of 15 April 2020;
- Ordinance No. 10 of the Rector of Poznan University of Technology of 2 March 2020 on the implementation of doctoral studies at Poznan University of Technology in the period until 2023.

2. General regulations

- The Regulations define the detailed rules for conducting doctoral award procedures, for which Poznan University of Technology is the doctoral entity;
- The unit of Poznan University of Technology which is competent to award the doctoral degree in the discipline of Chemical Sciences is the Chemical Sciences Discipline Council;
- Activities such as:
 - ✓ appointing the supervisor/supervisors or the supervisor and auxiliary supervisor;
 - ✓ change of the supervisor or auxiliary supervisor;
 - ✓ initiation of the procedure and appointment of reviewers;
 - ✓ acceptance of the dissertation and admission to public doctoral defence;
 - ✓ acceptance of the public defence of the doctoral dissertation;
 - ✓ awarding a 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. The members of the Discipline Council who are professors or professors of Poznan University of Technology take part in voting on matters related to awarding the doctoral degree.
- The following may apply for awarding the doctoral degree:
 - ✓ students of the Doctoral School;
 - ✓ students of the Doctoral Studies who initiated proceedings for awarding the doctoral degree until 30 April 2019;
 - ✓ students of doctoral studies started before the academic year of 2019/2020;
 - ✓ students pursuing doctoral studies extramurally.
- 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. pos. 1668, with later amendments).
- Regulations come into force on the 1st March 2021.

CHAPTER II. Students of the Doctoral School

1. Recruitment to the Doctoral School is carried out according to the rules described in Resolution No. 206/2016-2020 of the Academic Senate of Poznan University of Technology of 18 December 2019 with 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. 171/2016-2020 of the Academic Senate of Poznan University of Technology of 26 June 2019, Resolution No. 207/2016-2020 of the Academic Senate of Poznan University of Technology of 18 December 2019 and Resolution No. 224/2016-2020 of the Academic Senate of Poznan University of Technology of 15 April 2020.
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 Annex to Resolution No. 171/2016-2020 of the Academic Senate of Poznan University of Technology of 26 June 2019.
7. Procedure for awarding a doctoral degree to a PhD student of the Doctoral School:
 - the procedure is initiated at the request of the PhD student;
 - the verification of learning outcomes is regulated by the guidelines of the Doctoral School Council;
 - the doctoral student submits to the Chairman of the Chemical Sciences Discipline Council a doctoral dissertation (5 copies of the doctoral dissertation, 4 hardcover and 1 paperback), a letter of acceptance of the dissertation by the Supervisor along with the Supervisor's opinion, a confirmation of the achievement of learning outcomes taking into account the general characteristics of learning outcomes at PQF level 8 in terms of knowledge, skills and social competences, 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, in the form of a written work, is subject to verification in the Unified Anti-Plagiarism System (data to be entered to 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 PhD student's statement confirming the contribution to their preparation (in a descriptive form), confirmed by the Supervisor;
 - 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 included in the currently valid list prepared by Ministry of Education and Science;
 - or
 - ✓ 1 scientific monograph published by the publishing house that is included in the Ministry of Education and Science list of publishing houses that publish peer-reviewed scientific monographs;
 - or
 - ✓ 1 chapter in such a monograph.
 - 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 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 (the data is entered by the FCT Administrative Manager) no later than 30 days before the scheduled date of 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 part of the meeting, the Chemical Sciences Discipline Council, by secret ballot, adopts resolutions on accepting public defence and awarding the degree of doctor of science in the discipline of chemical sciences;
- additionally, during the closed part of the meeting, a resolution is adopted in secret ballot to give a distinction to the dissertation, provided that the requirements for distinction of doctoral dissertations set for the PhD student by the Chemical Sciences Discipline Council are met.

CHAPTER III. Students of the doctoral studies with initiated proceedings for awarding the doctoral degree

1. Proceedings in doctoral proceedings initiated by 30 April 2019 (open doctoral proceedings), which are additionally regulated by Art. 179 of the Act of 3 July 2018 - Regulations introducing the Act - Law on Higher Education and Science - (Dz. U. pos. 1669, with further amendments), are conducted in accordance with the rules in force at the Faculty of Chemical Technology on the day of initiation of the proceedings.
2. The proceedings referred to in point 1 and doctoral proceedings not completed by 31 December 2022 are dismissed or closed respectively.

CHAPTER IV. Students of doctoral studies started before the academic year of 2019/2020

1. Doctoral studies commenced before the academic year of 2019/2020 are conducted on the basis of the existing rules, but no longer than until 31 December 2023, and the content-related supervision over their course during this period is carried out by the Chemical Sciences Discipline Council (Ordinance number 10 of the Rector of Poznan University of Technology of 2 March 2020).
2. In the case of persons who started their doctoral studies before the academic year of 2019/2020 and have not initiated proceedings (open proceedings), and apply for a doctoral degree according to the terms specified in the Act of 20 July 2018 - Law on higher education and science (Dz. U. pos. 1668 with further amendments), the procedure is initiated by submitting an application for the appointment of a Supervisor or Supervisors or a Supervisor and an Auxiliary Supervisor (**Attachment**). In addition, the Candidate declares the choice of the basic discipline that the doctoral dissertation will be conducted within, after consultation with the potential supervisor or scientific supervisor and the Chairman of the Chemical Sciences Discipline Council.
3. In a secret ballot, the Chemical Sciences Discipline Council adopts a resolution on the appointment of Supervisors to students of the Doctoral Studies.
4. 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
 - the PhD student submits an application with a request to verify the learning outcomes, indicating an additional scientific discipline in the field of humanities or social sciences and a modern foreign language;
 - learning outcomes in the field of knowledge of a modern foreign language are confirmed by a certificate (in accordance with the guidelines of the Center for Languages and Careers of the Poznań University of Technology) confirming the knowledge of this language at a level of at least B2, and in the absence of this type of certification - on the basis of 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 PhD student 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 the effects within the basic discipline includes:
 - ✓ a 15-minute presentation of the PhD student's achievements presented during a seminar organized as part of the relevant Institute, where the doctoral dissertation is prepared. The presentation should be given no later than the end of the 3rd year of the Doctoral Studies, and persons who are in the 4th or 5th year should deliver the presentation no later than the end of the 2020/2021 academic year (the end of the academic year is 30 September 2021). In a situation where the PhD student is on an academic internship, parental leave or other leave at that time, the presentation should be given within 2 months of returning to the university;
 - ✓ the basic discipline 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 Sciences 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;
5. A prerequisite for submitting a doctoral dissertation and launching the procedure for closing the proceedings for awarding a doctoral degree is verification and confirmation of learning outcomes at level 8 PRK (PQF level 8) in the form of an appropriate certificate.
 6. 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 PhD student, may consent to re-verification, not earlier, however, than three months after the negative assessment date and not more than once.
 7. The procedure for closing the proceedings for awarding a doctoral degree to a PhD student includes the following stages:
 - the PhD student submits to the Chairman of the Chemical Sciences Discipline Council a doctoral dissertation (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 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 PhD student's statement confirming the contribution to their preparation (in a descriptive form), confirmed by the Supervisor;
 - the PhD student who applies for the awarding of the doctoral degree must demonstrate scientific achievements, which include at least:
 - ✓ 1 article published in a scientific journal included in the currently valid list prepared by Ministry of Education and Science;
 - or
 - ✓ 1 scientific monograph published by the publishing house that is included in the Ministry of Education and Science list of publishing houses that publish peer-reviewed scientific monographs;
 - or
 - ✓ 1 chapter in such a monograph.

- 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 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 (the data is entered by the FCT PUT Administrative Manager) no later than 30 days before the scheduled date of 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 part of the meeting, the Chemical Sciences Discipline Council, by secret ballot, adopts resolutions on accepting public defence and awarding the degree of doctor of science in the discipline of chemical sciences.
- additionally, during the closed part of the meeting, a resolution is adopted in secret ballot to give a distinction to the dissertation, provided that the requirements for distinction of doctoral dissertations set for the doctoral student by the Chemical Sciences Discipline Council are met.

Chapter V. Extramural mode

1. The candidate is not in the Doctoral School and does not have the status of a PhD student.
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)
 - 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 are confirmed by a certificate (in accordance with the guidelines of the Center for Languages and Careers of the Poznań University of Technology), confirming the knowledge of this language at a level of at least B2, and in the absence of this type of certification – on the basis of 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 the effects within the basic discipline includes:

- ✓ a 20-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 basic discipline 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 Sciences 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. A prerequisite for launching the procedure for awarding a doctoral degree is verification and confirmation of learning outcomes at level 8 PRK (PQF level 8) in the form of an appropriate certificate.
 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 shall pay the fee for the proceedings awarding the doctoral degree to the Faculty of Chemical Technology of Poznań University of Technology. The fee covers all costs of the proceedings, in particular the costs of remuneration of Supervisor or Supervisors, an Auxiliary Supervisor and administrative costs. The remuneration is due in the amount specified in the Act of 28 July 2018 - Law on Higher Education and Science (Art. 184 sec. 2 and 3). In exceptional cases, the Rector may exempt the Candidate from the fee in whole or in part, with the provisions of the Regulation No. 78 of the Rector of the Poznań University of Technology (December 30th, 2020).
 8. The procedure for closing the procedure for awarding the doctoral degree extramurally includes the following stages:
 - the Candidate submits to the Chairman of the Chemical Sciences Discipline Council a doctoral dissertation (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 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 PhD student's statement confirming the contribution to their preparation (in a descriptive form), confirmed by the Supervisor;
 - the Candidate who applies for the awarding of the doctoral degree must demonstrate scientific achievements, which include at least:
 - ✓ 1 article published in a scientific journal included in the currently valid list prepared by Ministry of Education and Science;
 - or
 - ✓ 1 scientific monograph published by the publishing house that is included in the Ministry of Education and Science list of publishing houses that publish peer-reviewed scientific monographs;
 - or
 - ✓ 1 chapter in such a monograph.
 - 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 Candidate 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 (the data is entered by the FCT PUT Administrative Manager) no later than 30 days before the scheduled date of 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 Candidate's achievements, responses to reviews and discussion.
- the defence is conducted in Polish. The defence in English is allowed in a situation where a Candidate, a Supervisor or a Reviewer is a foreigner.
- during the closed part of the meeting, the Chemical Sciences Discipline Council, by secret ballot, adopts resolutions on accepting public defence and awarding the degree of doctor of science in the discipline of chemical sciences.
- additionally, during the closed part of the meeting, a resolution is adopted in secret ballot to give a distinction to the dissertation, provided that the requirements for distinction of doctoral dissertations set for the PhD student by the Chemical Sciences Discipline Council are met.

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PRINCIPLES OF AWARDING DISTINCTIONS FOR DOCTORAL DISSERTATIONS IN THE DISCIPLINE OF CHEMICAL SCIENCES

Students of the Doctoral Studies with initiated proceedings for granting the doctoral degree

In doctoral proceedings initiated by 30 April 2019 (open doctoral proceedings), which are additionally regulated by Art. 179 of the Act of 3 July 2018 - Regulations introducing the Act - Law on Higher Education and Science - (Dz. U. pos. 1669, with further amendments), the principles of awarding distinction for doctoral dissertations at the Faculty of Chemical Technology will be applied in accordance with the rules which were in force on the day of initiation of the proceedings.

Students of the Doctoral School and Doctoral Studies who commenced before the 2019/2020 academic year – the new procedure

The decision to award a doctoral dissertation is made by the Chemical Sciences Discipline Council in a secret ballot, in closed a session, by a majority of votes. A doctoral dissertation, in the form of a traditional monograph or a monothematic series of works, may be awarded if:

- At least two reviewers submitted a written request for the dissertation to be awarded a distinction, presenting and justifying particularly important elements indicating its distinctive character, including cognitive values, innovative nature of experimental works, utility or implementation potential;
- The doctoral student has outstanding scientific achievements, covering **one of the following conditions***:
 - The doctoral student is the first author of **at least** one publication related directly to the topic of the doctoral dissertation, published in a journal with **at least** 140 Ministry of Education and Science points in accordance with the current list of journals;
 - The doctoral student is the first author of **at least** three publications directly related to the subject of the doctoral dissertation, published in journals with **at least** 100 Ministry of Education and Science points in accordance with the current list of journals;
 - The doctoral student is the first author of at least three publications directly related to the subject of the doctoral dissertation, published in journals from the JCR list, the so-called the first quartile for the scientific discipline in which it is planned to defend the thesis and award a degree.
 - The doctoral student is the author or co-author of an innovative technological solution (patent application) or implementation to the industry being the subject of the doctoral dissertation.

The rules for distinguishing doctoral dissertations in the discipline of Chemical Sciences come into force on the day of their adoption.

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* to recognize the publication as the basis for the award, the editor's confirmation of accepting the work for publication is sufficient