**Conferment Procedure for a Doctoral Degree**

**The I.J. Paderewski Academy of Music in Poznań**

**The conferment procedures for a doctoral degree** are governed by the Act of 20 July 2018 - the Law on Higher Education and Science (Journal of Laws 2024, item 1571, as amended) and the Regulations of the Conferment Procedure for a Doctoral Degree at the I.J. Paderewski Academy of Music in Poznań (AMP).

The Regulations are available at:

<https://amuz.edu.pl/doktorant/stopnie-i-tytuly/> **INNY LINK**

**A person applying for the award of a doctoral degree in extramural mode** shall submit an application for the appointment of a supervisor (in justified cases, also a second supervisor or an assistant supervisor) before the commencement of the conferment procedure.

The application includes the following documents:

- an application for the appointment of a supervisor

- the supervisor’s (assistant supervisor’s or second supervisor’s, if any) consent to perform the function, along with information on the absence of contraindications to undertake this function

- the proposed topic and concept of the dissertation that the candidate wishes to pursue under the supervision of the designated supervisor.
The non-academy applicants are asked to include their artistic resume.

The supervisor may be a person holding at least a postdoctoral degree, and the assistant supervisor may be a person holding at least a doctoral degree.

The supervisor may be a person who does not meet the above conditions, who is an employee of a foreign higher education institution or a research institution if the Senate of the AMP considers that this person has significant achievements in the academic field associated with the doctoral dissertation. (Art. 190 of the Act)

Application templates are available at <https://amuz.edu.pl/doktorant/stopnie-i-tytuly/>: **INNY LINK**
[Attachment 1 – SUPERVISOR declaration](https://amuz.edu.pl/wp-content/uploads/zalacznik-1-PROMOTOR-oswiadczenie.docx)
[Attachment 1 – SUPERVISOR application](https://amuz.edu.pl/wp-content/uploads/zalacznik-1-PROMOTOR-wniosek-2.doc)

Attachment – Applicant’s Data

At this stage, the candidate works with the supervisor(s) on his or her dissertation.

The doctoral dissertation demonstrates the candidate's general theoretical knowledge in the discipline or disciplines and the ability to conduct scientific or artistic work independently.

The subject matter of the doctoral dissertation shall be an original solution to a scientific problem, an original solution to the application of the results of one's own scientific research in the economic or social sphere, or an original artistic achievement.

The doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, design, construction, technological, implementation or artistic work, as well as an independent and separate part of a collective work.

The doctoral dissertation shall include an abstract in English, whereas a doctoral dissertation prepared in a foreign language shall also be accompanied by an abstract in Polish. In the case when the doctoral dissertation is not a written work, its description in Polish and English shall be attached. (Art. 187(4 and 5) of the Act)

**A person applying for the award of a doctoral degree** shall submit an application for the conferment of a doctoral degree along with the completed dissertation and documents required by the Regulations. This application initiates the proper conferment procedure for a doctoral degree.

The candidate shall attach the following documents to the application:

1. a photocopy of a diploma to confirm the holding of a professional degree in accordance with Article 186(1)(1) of the Law subject to Article 186(2) of the Law,
2. a certificate or diploma to confirm the knowledge of a modern foreign language at B2 level or higher,
3. a summary of the candidate’s professional achievement,
4. a list of achievements,
5. documentation of fulfilment of the condition to have created a specific artistic work of considerable importance or an article or scientific monograph, as referred to in Article 186(1)(3) of the Law,
6. \*a statement on the entity financing the procedure;
7. a statement on the independent preparation of the doctoral dissertation / dissertation description;
8. \*\* statement of the other co-authors on their contribution in accordance with the content of the statement constituting Attachment 4 to the Regulations,
9. 5 copies of the doctoral dissertation in accordance with the provision of Article 8 (i-k) of the Regulations, along with a positive opinion of the supervisor.

In addition, a personal questionnaire containing the necessary personal data for the procedure shall be attached to the application.

Diploma Requirements:

The candidate holds a diploma confirming the professional degree of Master of Art, Master of Science, Master of Engineering or an equivalent degree, or holds a diploma referred to in Article 326(2)(2) or Article 327(2), entitling them to apply for the award of a doctoral degree in the state in whose higher education system the entity that issued the diploma operates (Art. 186 of the Act)

If a diploma confirming the completion of studies abroad enables the continuation of education in the form of second-cycle programmes or the application for the award of a doctoral degree in the state in whose higher education system the entity that issued the diploma operates, it shall entitle its holder in the Republic of Poland to, respectively:

1) (…)

2) apply for admission to a doctoral school or for the award of a doctoral degree. (Art. 326(2)(2) of the Act)

A diploma certifying the completion of studies abroad may be recognized as equivalent to the relevant Polish diploma and professional title on the basis of an international agreement specifying equivalence, or in the absence thereof, by means of a recognition procedure.

A person whose diploma has been recognized as equivalent to the Polish diploma and degree may use the relevant Polish degree. (Art. 327(1-2 of the Act)

In the case when documents submitted in the proceedings are prepared in a foreign language, the candidate is also required to submit a translation of this document into Polish (or English). In case of doubt, the doctoral committee may require the submission of a certified translation of this document or certification of the translation by a sworn translator. The cost of the certified translation shall be borne by the candidate.

A diploma obtained abroad, as referred to in Article 326(2)(2) or Article 327(2) of the Law, entitling to apply for the award of a doctoral degree in the state in whose higher education system the entity operates, must be apostilled or legalized. The AMP does not act as an intermediary in the procedure for obtaining apostille/legalization.

In the case of foreign diplomas, the candidate is required to submit a certificate from the National Agency for Academic Exchange on the recognition of the diploma in order to apply for the award of a doctoral degree in Poland.

Certificate or diploma of graduation to certify knowledge of a modern foreign language at B2 level or higher.

In the absence of a relevant certificate or diploma, a person applying for a doctoral degree shall apply for an exam to confirm the qualification of knowledge at B2 level. The exam is conducted only for the purpose of the conferment procedure for a doctoral degree.

Summary of Professional Achievements:

The summary covers the candidate's artistic and academic interests in the context of his/her past activities and further plans for the doctoral dissertation. What is essential is the research element: the ability to formulate individual plans for one's own development, academic issues, etc.

List of Achievements:

The list covers major artistic events, competition successes, awards and prizes, teaching and organizational achievements, academic publications, papers and speeches.

Documentation of meeting the requirement for having created a specific artistic work of considerable importance or an article or scientific monograph in the body of work, as referred to in Article 186(1)(3) of the Law.

A person applying for the award of a doctoral degree shall have at least the following achievements:

a) one scientific article published in a scientific journal or peer-reviewed materials from an international conference, which, in the year of publication of the article in its final form, was included in the list compiled in accordance with the regulations issued pursuant to Article 267(2)(2)(b), or

b) one scientific monograph published by a publishing house, which, in the year of publication of the monograph in its final form, was included in the list compiled in accordance with the regulations issued pursuant to Article 267(2)(2)(a), or a chapter in such a monograph, or

c) an artistic work of considerable importance.

The artistic work shall be documented in the following form:
- a programme, poster, recording, link to a webpage describing the event, and other.

Statement on Financing the Procedure

A statement obligating to bear the costs of conducting the procedure, or indicating the entity bearing the costs, along with this entity’s consent, shall be submitted by a person applying for the award of a doctoral degree who is not an employee of the AMP.

Statements of the Author/Co-authors

 as per attachments

Doctoral Dissertation

for dissertations that constitute a written work a candidate shall submit:

* + - 5 printed copies of the doctoral dissertation with a positive opinion of the supervisor and an abstract in English, and for a doctoral dissertation prepared in a foreign language also an abstract in Polish, with one hardcover copy printed on both sides,
		- 2 electronic media (CD, DVD or flash drive) each containing a copy of the dissertation and the abstract in the form of editable files (e.g. MS WORD) and non-editable files in .pdf format,

for dissertations that do not constitute a written work a candidate shall submit:

* + - 5 electronic media (CD, DVD or flash drive) each containing a copy of the doctoral dissertation in a format consistent with the nature of the dissertation along with a description in Polish and English in the form of editable files (e.g. MS WORD) and non-editable files in .pdf format
		- 5 printed copies of the description in Polish and English and a positive opinion of the supervisor.

In the case of a doctoral dissertation that is not a written work, but a score, in addition to the elements specified in (j) a candidate shall submit:

* + - 5 A3 printed copies of the doctoral dissertation that constitutes a score.

Templates of the application and statements are available at

**TU LINK**

[Attachment 2 – DOCTORATE application](https://amuz.edu.pl/wp-content/uploads/zalacznik-2-DOKTORAT-wniosek-1.doc)
[attachment 3 – STATEMENT candidate](https://amuz.edu.pl/wp-content/uploads/zalacznik-3-OSWIADCZENIE-kandydat.docx)
[Attachment 4 – STATEMENT co-author](https://amuz.edu.pl/wp-content/uploads/zalacznik-4-OSWIADCZENIE-wspolautor.docx)
Personal Questionnaire

After submitting the application with the required documents, a doctoral committee is appointed at the next Senate meeting to follow the consecutive stages of the conferment procedure:

1. submitted documents are reviewed,
2. (a foreign language exam is conducted upon request),
3. a verification interview is made with the candidate,
4. the doctoral dissertation is accepted and the candidate is allowed to take the defence exam upon receipt of reviews from previously appointed reviewers,
5. the defence exam is conducted and an application to the Senate for the award of the doctoral degree is submitted.

The Senate of the AMP initiates the conferment procedure, appoints the reviewers and awards the doctoral degree.

The current approximate cost of the conferment procedure for AMP non-employees is about 22 thousand zlotys (the cost increases appropriately in the case when a second supervisor or assistant supervisor participate in the procedure, a foreign language exam is conducted or a translator is engaged to participate in the commission meeting).

The cost depends on the salary of a university professor, on the basis of which the percentages of the supervisor’s and reviewers’ remuneration are calculated. The calculation may change if the basis for its calculation changes.