

## TERMS OF DOCTORAL DEGREE REGISTRATION AND CONFERMENT PROCEDURE FOR CANDIDATES FROM OUTSIDE OF THE AMU INSTITUTE OF SOCIOLOGY

1. An application to register and start the conferment procedure addressed to the Director of AMU Institute of Sociology (the proposed topic of dissertation as well as the designated supervisor, doctoral exam on a supplemental discipline and a modern foreign language).

The application has to include:

2. academic CV in printed and electronic form;
3. for persons from outside AMU - personal data form;
4. copy of the document certifying the holding of professional title mentioned in w art. 12 pas. 1 p. 1 of the law from March 14<sup>th</sup>, 2003, concerning Academic Degrees and Title as well as Degrees and Title in the Field of Arts (henceforth, the Legislation) or a diploma mentioned in w art. 191a pas. 3 and 4 of the law from July 27<sup>th</sup>, 2005, – Law of Higher Education (Official Journal 2012, position. 572, with subsequent changes);
5. With respect to candidates whose master's degree was conferred outside of the Republic of Poland, it is necessary to attach a written opinion by the AMU Office of Legal Council that attests to the capacity for starting the registration and conferment procedure on the basis of presented documents;
6. A topic proposal and an outline of the doctoral dissertation, as well as a designation of the area of knowledge, domain of science or art and scientific or artistic discipline, within which the doctoral procedure is to be started, as well as the supplemental discipline, accompanied by at least one chapter of the doctoral dissertation in both printed and electronic form (for candidates from outside of AMU Institute of Sociology – full dissertation in a version that was granted at least initial acceptance by the presumptive PhD supervisor in both printed and electronic form);
7. Proposal naming the supervisor, and in cases mentioned in § 2 p. 2 of the Legislation, also the co-supervisor or supplementary supervisor;
8. A list of scientific works, creative professional achievements or artistic endeavours accompanied by recordings of artistic works appropriate for a particular kind of work and a documentation of their public exhibition, as well as information on activities aimed at popularizing science or art (It constitutes a precondition for opening the procedure that the candidate has published or has had accepted for publication a monograph or at least one academic paper in a peer-reviewed academic journal included in the register of scientific journals published by the ministry responsible for science in accordance with art. 44 pas. 2 of the law from April 30<sup>th</sup>, 2010, concerning the Rules of Financing Science (Official Journal 2014, pos. 1620) or in published peer-reviewed proceedings of an academic conference;
9. Information on the course of any prior doctoral conferment proceedings, in such cases when the candidate had made doctoral applications before;
10. For candidates from outside of AMU – an approval of their home institution to cover the cost of registration and conferment process.
11. The candidate might attach the following documents to the application:
  - a. A copy of certificate confirming the command of a modern foreign language;

- b. A motion to allow submission of the dissertation in a language other than Polish;
- c. If the candidate obtained the diploma in a state being a part of the ENIC-NARIC network, then the candidate may attach a certificate stating that the diploma is equivalent to the Polish one, which can be issued by the home agency of ENIC-NARIC (in Poland, this function is served by National Agency for Academic Exchange).

**TERMS OF INTERNAL (WITHIN-INSTITUTE) REVIEWS PRECEDING THE REGISTRATION AND CONFERMENT PROCEDURE FOR CANDIDATES FROM OUTSIDE OF AMU INSTITUTE OF SOCIOLOGY**

1. Requirement for internal reviews before starting the procedure
  - a. Once the complete set of documents was filed by the candidate in order to apply for doctoral registration and conferment at AMU Institute of Sociology, the Institute Council nominates two internal reviewers;
  - b. The reviewers study the proposed PhD concept (outline) and read one dissertation chapter in order to produce a written opinion within two weeks from nomination;
  - c. After becoming acquainted with the internal reviewers' opinions, the Institute Council makes determination with respect to starting the doctoral procedure at the nearest meeting.

## **TERMS OF THE PROCEDURE INVOLVING DOCTORAL DISSERTATIONS PRESENTED IN A LANGUAGE OTHER THAN POLISH**

In cases involving dissertations submitted in languages other than Polish it is possible to convene a sub-committee at AMU Institute of Sociology, which would determine whether to accept the dissertation, allow for its public defense, as well as decide whether to accept the defense and make relevant resolution in this respect (the Law of Higher Education, § 3, pas. 1; the Law concerning Academic Degrees and Title as well as Degrees and Title in the Field of Arts, Art. 14, pas. 5).

## **TERMS OF THE PROCEDURE OF HOLDING DOCTORAL EXAMS IN CASES OF DISSERTATIONS PRESENTED IN LANGUAGES OTHER THAN POLISH**

The Council of the Institute of Sociology might allow candidates that live permanently outside of the boundaries of Poland to hold doctoral exams remotely (off-site) via technical means of directly transmitting both audio and video (Decree of the Ministry of Science and Higher Education from September 26<sup>th</sup>, 2016, § 8 pas. 2).