



„PUMS that’s Us

– Doctoral School PUMS that’s Us”

Guide for doctoral students

Version 2024.1

Doctoral School

Poznan University of Medical Sciences

„Doctoral School PUMS that’s Us”

Dear PhD Students, Dear Supervisors,

I am pleased to welcome our new doctoral students to the Doctoral School at PUMS. Our program offers a unique educational opportunity for scientific development that goes beyond the purely theoretical scope of the doctoral dissertation. We aim to foster interdisciplinary scientific research and propel you to a higher level in your professional journey. Our university provides exceptional conditions for ambitious young scientists to freely implement their Individual Research Plans.

One of the unique aspects of our Doctoral School is that the education is completely free. This eight-semester journey culminates in the submission of a doctoral dissertation. The program not only equips you with research competencies but also hones your skills to disseminate and utilize the results of scientific research.

Our innovative curriculum at the Doctoral School is designed to be flexible, stimulating the independence of our doctoral students. Its modular organization allows for the implementation of individual research plans, and the four-year education cycle includes several modules preparing young scientists for life in the world of science.

The first part includes compulsory classes for all doctoral students, regardless of the scientific discipline. Mandatory issues include **Medical statistics**, **Basics of didactics**, **Legal protection of intellectual property**, **Commercialization of scientific research**, **Scientific information**, **Legal conditions for conducting scientific research**, **Ethical aspects of**



scientific research and the code of ethics for a researcher, Obtaining sources of financing for scientific research, Medical informatics, Principles of conducting scientific research, English language and training in the field of occupational health and safety.

The second part consists of optional classes conducted in the form of seminars, the topics of which are varied and adapted to individual interests. The third part consists of doctoral seminars conducted by the Directorate of the Doctoral School, during which the principles of preparing the Individual Research Plan are discussed. Doctoral students present the progress of their scientific work in the next year, meetings with interesting people of science are organized, and in the third year, a reporting session is organized, during which the scientific achievements of three years of studies at the Doctoral School are discussed.

In each year of the four years of education, a doctoral student has the opportunity and the obligation to conduct or participate in conducting classes with students for a period not exceeding 30 hours in the first year and 60 hours per year in each subsequent year.

By the end of the first year of education, each doctoral student develops **an individual research plan**, including, in particular, a schedule for preparing the doctoral dissertation. The implementation of the approved plan is subject to a mid-term evaluation carried out by the committee. Doctoral students of the Doctoral School receive a doctoral scholarship, and two years after obtaining a positive mid-term evaluation, the scholarship is increased without the need for the doctoral student to submit any application.

The main objectives of education at the International Doctoral School are: to prepare doctoral students to perform work of a didactic, research and research and development nature, also in an international environment; acquisition by doctoral students of the ability to use the world's scientific achievements, to identify and solve research problems, to

plan and implement scientific research, to develop their results in the form of patents, publications or presentations during scientific congresses, to obtain high research competence and scientific independence by doctoral students, to prepare doctoral students to independently plan their scientific development and to take up challenges in the professional and professional sphere, public sector, taking into account their ethical dimension and responsibility, by the European Charter for Researchers, as well as to participate in the exchange of scientific experience and ideas, also in the international environment.

Good luck,

Professor Ewa Wender-Ożegowska

A handwritten signature in black ink, appearing to read 'Ewa Wender-Ożegowska', written in a cursive style.

Director of the PUMS Doctoral School



PUMS PHD Student's WORK CALENDAR - reminder

1st year of training		
October	<ul style="list-style-type: none"> ✓ Commencement of education (complete all formalities required by the Graduate School Office, undergo medical examinations promptly based on the received referral). ✓ Familiarize yourself with the regulations of the doctoral school, the education program, and other rules concerning doctoral students – it's essential to know your rights and obligations. ✓ Try to set with the supervisor the implementation of professional practice in didactics during the first year of training (15 hours of coaching with the supervisor to gain experience and 15 hours of independent teaching). 	<ul style="list-style-type: none"> ✓ The doctoral student is entitled to a doctoral scholarship. Each year, the Rector determines the scholarship amount in his directive. Individuals with a disability certificate receive an increased scholarship (the relevant document must be presented to the Doctoral School Office). ✓ Monitor your doctoral email inbox regularly (you can set up forwarding to a more frequently used email address). Remember that according to the regulations, a doctoral student must use the email address in the UMP domain for communication with academic teachers and university administration. Any information sent to this email address is considered delivered. ✓ Remember that one of the conditions for completing the first year is publishing a review or original paper. The doctoral student should present the publication or document with acceptance for printing the paper by August 30th. ✓ Visit regularly the doctoral school and PUMS website for important information and updates: http://doctoralschool.ump.edu.pl/ ✓ Please be aware that you will only be allowed to participate in the classes with a valid medical certificate confirming your education fitness.
November	<ul style="list-style-type: none"> ✓ Don't forget to enroll in the electives – optional classes to be chosen according to the schedule for the academic year (a minimum of 15 hours to be completed in the first year). ✓ Submit a request for the appointment of a supervisor – by November 30th (you can find the forms on the Doctoral School's website). ✓ The right to practice the profession after completing medical internship – doctoral students who completed their internship in October of a given year must provide confirmation of obtaining the right to practice as a medical 	<ul style="list-style-type: none"> ✓ Remember that for the application to appoint a supervisor, you must include: <ul style="list-style-type: none"> ➤ The resolution of the Department/Institute Council that approves the assumptions of your research and the proposed supervisor(s) (request assistance from your future supervisor in obtaining this document as early as October). ➤ Resolution of the Bioethics Committee for Human or Animal Research, depending on the nature of the research you will be conducting. If your research does not involve characteristics of a research experiment on humans or animals, you can provide a statement signed by your future supervisor to that effect.

	<p>doctor indefinitely, no later than November 30th of the same year.</p>	<p>➤ a plan of substantive support and a plan for the organization of doctoral education prepared by the supervisor(-s) or the auxiliary thesis supervisor candidates, taking into account the contributions of the proposed individuals, approved in written form (signed) by the candidate for the role of supervisor, the candidate for the role of auxiliary thesis supervisor, and the doctoral student</p> <p>✓ In accordance with the regulations in force at PUMS (Poznan Univesrity of Medical Sciences), choose the appropriate scientific discipline in which you will be preparing your doctoral thesis (information available on the Council of Sciences website).</p>
December	<p>✓ Don't forget to complete the mandatory Occupational Health and Safety (BHP) course (usually available online on the sOLAT platform from October to December).</p> <p>✓ It's time to start preparing your Individual Research Plan – remember that the implementation of the individual research plan prepared by the doctoral student is subject to mid-term evaluation.</p>	<p>✓ The elective course will be established, and enrollment will be effective if at least 12 people register for the specific optional classes. Check whether the elective course you have enrolled in has a chance to be launched, and if there are any doubts, consider transferring to other classes. In case of uncertainty, contact the Doctoral School Office.</p>
January	<p>✓ Visit the website and familiarize yourself with the regulations for grant funding. Usually, you can submit an application for small or large research grants until February 15th.</p>	<p>✓ Familiarize yourself with the information regarding the procedures for obtaining a doctoral degree, including the minimum scientific achievements and scientific contribution requirements in the process of obtaining a doctoral degree. This information is typically available on the PUMS Council of Sciences' website.</p>
February	<p>✓ If you are interested in receiving financial support through the small or large research grant, submit an application – information is available on the website.</p>	<p>✓ Don't forget to arrange and participate in regular consultations with your supervisor(s).</p>
May/June	<p>✓ Don't forget that the conditions for completing the academic year must be met by June 30th (you should have completed all required assessments by that date).</p> <p>✓ Prepare the annual report and obtain the opinion of the supervisor or supervisors on the progress of the educational program – no later than July 20th (report form available on the website). Attach to the report the protocols of individual course completion issued by the</p>	<p>✓ Do not delay in preparing the report. During the summer months, your supervisor may be unavailable.</p> <p>✓ Conditions for completing the academic year:</p> <ul style="list-style-type: none"> • Completion of scheduled activities, • Completion of professional internships, • Execution of research work according to the schedule in the individual research plan, • Presentation of the publication (or document which confirm acceptance for publication) of an original or review article. Article

	supervisor and the PhD student's Card of Periodic Achievements.	should be related to the dissertation and created during doctoral school training,
July	✓ Remember to submit the annual report on the progress of the educational program – no later than July 20th.	✓ If any of the conditions for completing the academic year are not met, the Director of the Doctoral School may decide to remove the doctoral student from the list or, upon the request of the doctoral student, allow conditional completion of the year, specifying a deadline for addressing the deficiencies.
August	✓ August 30th is the final deadline for submitting publications for the completion of the first year of education, in case confirmation cannot be submitted by July 20th.	
September	✓ The final deadline for submitting the Individual Research Plan	
2nd year of training		
October	✓ Try to set with the supervisor the implementation of professional internships in the form of conducting didactic classes in the second year of education (60 hours of independently conducted hours).	<ul style="list-style-type: none"> ✓ Remember that one of the essential conditions for passing the second year is to publish or have accepted for printing at least one original publication in a peer-reviewed journal listed in the list of scientific journals, where the doctoral candidate serves as the first author. ✓ Check your doctoral email-box as often as possible ✓ Visit the PUMS Doctoral School website. You will find there important information and updates: http://szkoladoktorska.ump.edu.pl/ ✓ Be aware of the upcoming mid-term assessment – follow the goals of your Individual Research Plan: <ul style="list-style-type: none"> • Publish • Participate in conferences • Apply for grants • Go on internships Engage in other activities to develop science and education
November	✓ Don't forget to enroll in the electives – optional classes to be chosen according to the schedule for the academic	✓ The elective course will be established, and enrollment will be effective if at least 12 people register for the specific optional classes.

	year (a minimum of 15 hours to be completed in the second year).	Check whether the elective course you have enrolled in has a chance to be launched, and if there are any doubts, consider transferring to other classes. In case of uncertainty, contact the Doctoral School Office.
January	✓ Visit the website and familiarize yourself with the regulations for grant funding. Usually, you can submit an application for small or large research grants until February 15th .	✓ Don't forget to arrange and participate in regular consultations with your supervisor(s).
February	✓ If you are interested in receiving financial support through the small or large research grant, submit an application – information is available on the website .	
May/June	<ul style="list-style-type: none"> ✓ Don't forget that the conditions for completing the academic year must be met by June 30th (you should have completed all required assessments by that date). ✓ Remember to submit the annual report along with the supervisor's or supervisors' opinion on the progress of the education program – no later than July 20th (report form available on the website). Include in the report the protocols of completing individual classes issued by the supervisor and the PhD Student's Card of Periodic Achievements. 	<ul style="list-style-type: none"> ✓ Do not delay in preparing the report. During the summer months, your supervisor may be unavailable. ✓ Passing conditions for the second year: <ul style="list-style-type: none"> • Completion of activities outlined in the schedule. • Completion of professional internships. • Execution of research work according to the work schedule outlined in the Individual Research Plan. <p>Presentation of the publication (or document which confirm acceptance for publication) of an original article in a peer-reviewed journal - with first or second authorship. Article should be related to the dissertation and created during doctoral school training,</p>
July	<ul style="list-style-type: none"> ✓ Remember to submit the annual report on the progress of the education program – no later than July 20th. ✓ The first stage of mid-term evaluation involves the doctoral candidate presenting a written summary of their current work and achievements. The mid-term assessment report should be submitted by the end of July. 	<ul style="list-style-type: none"> ✓ The Individual Research Plan which was submitted during the first year is not subject to modification. If any element has not been completed, changes should be described and justified in the report. ✓ If any of the conditions for completing the academic year are not met, the Director of the Doctoral School may decide to remove the doctoral student from the list or, upon the request of the doctoral student, allow conditional completion of the year, specifying a deadline for addressing the deficiencies.
August	✓ August 30th is the final deadline for submitting publications for the completion of the second year of	

	education, in case confirmation cannot be submitted by July 20th.	
September	<ul style="list-style-type: none"> ✓ The second stage of mid-term evaluation involves a practical assessment based on the candidate's presentation of progress in preparing the doctoral dissertation. This evaluation is conducted through a discussion in which the candidate responds to questions. The meetings take place in the second half of September. 	<ul style="list-style-type: none"> ✓ Receiving a negative mid-term assessment leads to removal from the list of doctoral candidates."
3rd year of training		
October	<ul style="list-style-type: none"> ✓ Try to set with the supervisor the implementation of professional internships in the form of conducting didactic classes in the third year of education (60 hours of independently conducted hours). 	<ul style="list-style-type: none"> ✓ From the first month after receiving a positive mid-term assessment, the amount of the doctoral scholarship increases. ✓ Remember that one of the essential conditions for passing the third year is to publish two publication that serve as part of a doctoral dissertation cycle. ✓ Participate in at least one international conference where you will present the results of your research. ✓ Check your doctoral email-box as often as possible. ✓ Visit the PUMS Doctoral School website. You will find there important information and updates: http://szkoladoktorska.ump.edu.pl/
November	<ul style="list-style-type: none"> ✓ Don't forget to enroll in the electives – optional classes to be chosen according to the schedule for the academic year (a minimum of 15 hours to be completed in the third year). 	<ul style="list-style-type: none"> ✓ The elective course will be established, and enrollment will be effective if at least 12 people register for the specific optional classes. Check whether the elective course you have enrolled in has a chance to be launched, and if there are any doubts, consider transferring to other classes. In case of uncertainty, contact the Doctoral School Office.
January	<ul style="list-style-type: none"> ✓ Visit the website and familiarize yourself with the regulations for grant funding. Usually, you can submit an application for small research grants until February 15th. 	<ul style="list-style-type: none"> ✓ Don't forget to arrange and participate in regular consultations with your supervisor(s).
February	<ul style="list-style-type: none"> ✓ If you are interested in receiving financial support through the small research grant, submit an application – information is available on the website. 	<ul style="list-style-type: none"> ✓ Being in the third year of training, you have the opportunity to apply only for a small research grant

<p>May/June</p>	<ul style="list-style-type: none"> ✓ Don't forget that the conditions for completing the academic year must be met by June 30th ✓ Remember to submit the annual report along with the supervisor's or supervisors' opinion on the progress of the education program – no later than July 20th (report form available on the website). Include in the report the protocols of completing individual classes issued by the supervisor and the PhD Student's Card of Periodic Achievements. ✓ Doctoral School Reporting Session – as part of the 'Doctoral Seminars' course, each doctoral candidate will present a report on his current scientific research and the results of these studies (articles prepared for the cycle forming the foundation of the dissertation) and the progress of their doctoral studies. 	<ul style="list-style-type: none"> ✓ Do not delay in preparing the report. During the summer months, your supervisor may be unavailable. ✓ Passing conditions for the third year: <ul style="list-style-type: none"> • Completion of activities outlined in the schedule. • Completion of professional internships. • Execution of research work according to the work schedule outlined in the Individual Research Plan. • Presentation of two publications that serve as part of a doctoral dissertation cycle, with first authorship (prepared since the beginning of training at the doctoral school) • Presentation of an document(s) that confirm active participation in at least one international scientific conference
<p>July</p>	<ul style="list-style-type: none"> ✓ Remember to submit the annual report on the progress of the education program – no later than July 20th. 	<ul style="list-style-type: none"> ✓ If any of the conditions for completing the academic year are not met, the Director of the Doctoral School may decide to remove the doctoral student from the list or, upon the request of the doctoral student, allow conditional completion of the year, specifying a deadline for addressing the deficiencies.
<p>August</p>	<ul style="list-style-type: none"> ✓ August 30th is the final deadline for submitting publications for the completion of the third year of education, in case confirmation cannot be submitted by July 20th. 	
<p>4th year of training</p>		
<p>October</p>	<ul style="list-style-type: none"> ✓ Try to set with the supervisor the implementation of professional internships in the form of conducting didactic classes in the fourth year of education (60 hours of independently conducted hours). 	<ul style="list-style-type: none"> ✓ Remember that you have to submit your doctoral dissertation by the deadline specified in your individual research plan ✓ Check your doctoral email-box as often as possible. ✓ Visit the PUMS Doctoral School website. You will find there important information and updates: http://szkoladoktorska.ump.edu.pl/

November	<ul style="list-style-type: none"> ✓ In the fourth year, you no longer participate in any mandatory or elective courses (unless you have outstanding obligations) 	
February	<ul style="list-style-type: none"> ✓ Fourth-year doctoral students are not eligible to apply for financial support in the frae of the university research grant.P 	<ul style="list-style-type: none"> ✓ Don't forget to arrange and participate in regular consultations with your supervisor(s).
May/June	<ul style="list-style-type: none"> ✓ Don't forget that the conditions for passing the academic year must be fulfilled by June 30th ✓ Remember to submit the annual report along with the supervisor's or supervisors' opinion on the progress of the education program – no later than July 20th (report form available on the website). Include in the report the protocols of completing individual classes issued by the supervisor and the PhD Student's Card of Periodic Achievements. 	<ul style="list-style-type: none"> ✓ Do not delay in preparing the report. During the summer months, your supervisor may be unavailable. ✓ Conditions for passing the academic year: <ul style="list-style-type: none"> • Completion of professional internships, • Execution of research work according to the schedule outlined in the individual research plan, • Supplementing missing publications within the cycle, if any • Submission of the completed doctoral dissertation by the deadline specified in the individual research plan.
July	<ul style="list-style-type: none"> ✓ Remember to submit the annual report on the progress of the education program – no later than July 20th. 	
September	<ul style="list-style-type: none"> ✓ Submission of the doctoral dissertation 	<ul style="list-style-type: none"> ✓ Familiarize yourself with the information on the Doctoral School's website regarding completing education in the Doctoral School and submitting the doctoral dissertation. ✓ Familiarize yourself with the PUMS Council of Sciences requirements for initiating proceedings for conferring a Ph.D. degree. ✓ The office is located in Collegium Maius, 10 Fredry Street, 61-701 Poznań, phone: 61 854-61-10, email: kolegia_nauk@ump.edu.pl. ✓ Informations are also available on the Council's website: https://kolegianauk.ump.edu.pl/postepowanie-doktorskie-knf."

The condition for passing individual years of education at the Doctoral School shall be:

for the first year:



- pursuing classes included in the timetable of classes in a given academic year,
- carrying out internships in the form of delivering and co-participating in the delivery of classes,
- submitting an individual research plan within the time limit specified in the Regulations of the Doctoral School,
- preparing a review or authorial paper and its publication or acceptance for printing.

for the second year:



- pursuing classes included in the timetable of classes in a given academic year,
- carrying out internships in the form of delivering classes,
- implementation of the research work in accordance with the work schedule included in the individual research plan,
- publishing or accepting for print one original or review publication on the subject of the doctoral thesis during the doctoral school (other than the one submitted for the 1st year) in a peer-reviewed journal included in the list of scientific journals announced by the minister responsible for science (confirmed by the doi number or information from the editorial office of the journal confirming acceptance for publication) or in reviewed materials from an international scientific conference, included in international databases of scientific journals with the largest coverage. The doctoral student must be the first or second author in the original work or the first author in a review. The requirement to publish an original paper does not apply to participants of the “Doktorat wdrożeniowy” doctoral program

for the third year:



- pursuing classes included in the timetable of classes in a given academic year,
- carrying out internships in the form of delivering classes,
- implementation of the research work in accordance with the work schedule included in the individual research plan,
- presentation of:
 - > in the case of preparing a doctoral dissertation in the series of works - presenting two publications on the subject of the doctorate with the first authorship, prepared from the beginning of education at the doctoral school (including at least one original work) – PhD student should submit a statement, the template of which is available on the website of the Doctoral School,
 - > in the case of approval for the presentation of a doctoral dissertation on the basis of a scientific monograph - presentation of a summary of the results of scientific research and presentation of two publications with the

first authorship, prepared from the beginning of education at the doctoral school (including at least one original work),
> in the case of approval for the presentation of a doctoral dissertation in the form of “Doktorat wdrożeniowy”
- presentation of a part of the implementation documentation and presentation of one original publication with the first authorship, prepared from the beginning of education at the doctoral school.

- providing confirmation of active participation in at least 1 international scientific conference.

for the fourth year:



- pursuing classes included in the timetable of classes in a given academic year,
- carrying out internships in the form of delivering classes,
- implementation of the research work in accordance with the work schedule included in the individual research plan,
- supplementing the missing publications for the series,
- submitting a ready-made doctoral dissertation - by the date specified in the individual research plan.



Curriculum pursuit plan:

YEAR I (TERMS I, II)				
Type of classes	Name of course	Form of delivering classes	Number of hours	Form of getting a credit
Compulsory	Academic English	tutorials, cat. A	15	credit subject to grading
Compulsory	Biostatistics	lectures / tutorials, cat. A	20 (5 lect. / 15 tut.)	credit subject to grading
Compulsory	Doctoral seminars	seminars	12	credit subject to grading
Compulsory	Foundations of medical education	lectures / tutorials, cat. A	12 (2 lect. / 10 tut.)	exam
Compulsory	Fundamentals of scientific information	tutorials, cat. A	8	credit
Compulsory	How to prepare a scientific publication	lectures / tutorials, cat. A	16 (2 lect. / 14 tut.)	exam
Compulsory	Scientific research methodology	lectures/tutorials, cat. A	16 (8 lect. / 8 tut.)	exam
Electives	Optional classes at one's discretion according to the timetable for a given academic year	seminars	min. 15	credit
Doctoral seminars	Scientific consultations with the thesis supervisor	-	30	credit subject to grading
Professional internships	Professional internship 15h, delivering classes independently 15 hours, co-participating in delivering classes	-	30	credit given by the internship leader

Professional internships – doktorat wdrożeniowy	Professional internship 5h, delivering classes independently 5 hours, co-participating in delivering classes	-	10	credit given by the internship leader
Compulsory training courses	OHS and Fire Safety training	e-learning	4	credit
	in total:		178/158	
YEAR II (TERMS III, IV)				
Type of classes	Name of course	Form of delivering classes	Number of hours	Form of getting a credit
Compulsory	Academic English	tutorials, cat. A	15	credit subject to grading
Compulsory	Doctoral seminars	seminars	15	credit subject to grading
Compulsory	Legal and ethical regulations in scientific research	seminars	12	exam
Compulsory	Medical education in practice	seminars	10	credit
Compulsory	Medicine history	lectures	15	credit subject to grading
Electives	Optional classes at one's discretion according to the timetable for a given academic year	seminars	min. 15	credit
Doctoral seminars	Scientific consultations with the thesis supervisor	-	30	credit subject to grading
Professional internships	Professional internship delivering classes independently	-	60	credit given by the internship leader

Professional internships – doktorat wdrożeniowy	Professional internship 5h, delivering classes independently 5 hours, co-participating in delivering classes	-	10	credit given by the internship leader
in total:			172/122	
YEAR III (TERMS V, VI)				
Type of classes	Name of course	Form of delivering classes	Number of hours	Form of getting a credit
Compulsory	Academic English	tutorials, cat. A	15	credit subject to grading
Compulsory	Doctoral seminars Public reporting session	seminars	15	credit subject to grading
Compulsory	Economics of a scientific project	seminars /tutorials, cat. A	8 (4 sem. / 4 tut.)	exam
Compulsory	Philosophy	Lectures/tutorials cat. A	15 10 lect./5 tut.	exam
Electives	Optional classes at one’s discretion according to the timetable for a given academic year	seminars	min. 15	credit
Doctoral seminars	Scientific consultations with the thesis supervisor	-	25	credit subject to grading
Professional internships	Professional internship delivering classes independently	-	60	credit given by the internship leader
Professional internships – doktorat wdrożeniowy	Professional internship 5h, delivering classes independently 5 hours, co-participating in delivering classes	-	10	credit given by the internship leader
in total:			153/103	

YEAR IV (TERMS VII, VIII)				
Type of classes	Name of course	Form of delivering classes	Number of hours	Form of getting a credit
Doctoral seminars	Scientific consultations with the thesis supervisor	-	25	credit
Professional internships	Professional internship delivering classes independently	-	60	credit given by the internship leader
Professional internships – doktorat wdrożeniowy	Professional internship 5h, delivering classes independently 5 hours, co-participating in delivering classes	-	10	credit given by the internship leader
	in total:		85/35	
	Total within years I-IV:		588/418	

SZKOŁA DOKTORSKA – INFORMACJE



Doctoral School Authorities

Director of the Doctoral School: **Prof. Ewa Wender-Ożegowska DSc, PhD, MD**

Vice-Director of the Doctoral School: **Prof. Tomasz Gośliński DSc, PhD**

Vice-Director of the Doctoral School: **Assoc. prof. Agnieszka Malińska DSc, PhD**

Doctoral School Office:

Head of the Doctoral School Office: **Anna Nowak M.A.**

email: annanowak@ump.edu.pl

Senior Specialist: **Małgorzata Brożek M.A.**

email: brozek@ump.edu.pl

Specialist: **Alicja Rajewicz-Ćwikła M.A.**

email: arajewiczcwikla@ump.edu.pl



Contact:

address: **Doctoral School Office**, Bukowska Street 70, 60-812 Poznan, Poland, 2nd floor (room D208)

e-mail: doctoralschool@ump.edu.pl

telephone: 61 854-73-89

email: szkoladoktorska@ump.edu.pl



We accept visitors on the following days:

Monday: **Doctoral School Office does not serve visitors on Mondays**

Tuesday: **8:00 - 15:00**

Wednesday: **8:00 - 15:00**

Thursday: **8:00 - 12:00 by appointment (e-mail)**

Friday: **8:00 - 15:00**



OHS training course for doctoral students starting their education in the Doctoral School in the academic year 2024/2025 will be available on the **LMS Platform** on the following dates:

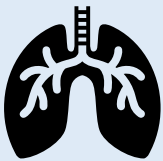
first date: October 1, 2024 - January 31, 2025

second date: March 1, 2025 - July 4, 2025



Doctoral scholarships for the participants of the Doctoral School will be paid monthly (at the end of each month) throughout doctoral student education. No application is necessary.

Doctoral student will receive an **electronic PhD student ID card** (ELD). The issue of an electronic PhD student ID card is free of charge. You will be informed about the possibility of collecting the ID card by e-mail.



All new doctoral students are required to obtain a health certificate of eligibility for the Doctoral School before they begin their classes. **Medical examination** can only be performed at the university occupational medicine clinic, based on the referral issued by the Doctoral School Office. The medical examination must be performed no later than October 25th, 2024.



PARKING:

Since you are teaching as part of your compulsory doctoral training, you are allowed to use the unpaved parking area on Rudolf Weigl Street within the UMP campus. To access this free parking zone, you must register the license plate number of your vehicle in the WISUS system under the "WISUS - PARKING ZONES" tab. When you arrive, please stop your vehicle in front of the entrance barrier located on ul. Weigla, just behind the Rokietnicka Street exit. A camera at the barrier will read your vehicle's license plate, and the parking system will record the date and time of entry, raising the barrier arm for you to enter. Once inside, park in the designated free zone, which is the unpaved car park on the right-hand side of Rudolf Weigl Street. To access the parking area, present your electronic ID card as you use the card reader. Exiting the car park is automatic; the barrier will rise when your license plate is recognized.

If the system incorrectly reads your license plate and prevents entry, please follow these steps:

1. Use the intercom at the gatehouse to request assistance.
2. Send an email to Mr. Aleksander Augustyn in the UMP IT Department at aaugustyn@ump.edu.pl , including your license plate number, the date, and the time of the incident, so the error can be checked.

Documents you should read from cover to cover



! We would like to remind you that under the Law on Higher Education and the Regulations of the Doctoral School (§ 16), **within 3 months following the date of undertaking education at the Doctoral School, the doctoral student is appointed a supervisor(-s) or the auxiliary supervisor.** The supervisor is appointed by the decision of the Director of the UMP Doctoral School based on the application submitted by the doctoral student. The application must be submitted by November 30, 2024, to the Office of the UMP Doctoral School, 70 Bukowska Street.

Below is a brief instruction manual:

The application for the appointment of the thesis supervisor is prepared and submitted by the doctoral student (It is advisable to seek assistance from the future supervisor).

- The application form can be downloaded from the SD website under **FORMS** section (<https://szkoladoktorska.ump.edu.pl/formularze>)
- The application must specify the field and discipline in which the doctoral dissertation will be prepared - from among those indicated in the appendix to Resolution No. 35/2021 of the UMP Senate (<https://kolegianauk.ump.edu.pl/Zasady-i-tryb-w-postepowaniu-doktorskim-wszczetym-po-1-pazdziernika-2019-roku-nowy-tryb>)
- The application need to be signed by the supervisors and the Head of the Unit, including the foreign supervisor if one is to be appointed

The application should include the following attachments:

- A.** An opinion from the Bioethics Committee (<https://bioetyka.ump.edu.pl/Gowna.html>) or the local Animal Research Ethics Committee, or a declaration of the candidate(-s) for the thesis supervisor that such consent is not required.
- B.** The opinion of the Department Board / Scientific Board of the Institute regarding the approval of the research topic, as well as candidate(s) for the supervisor. If a foreign supervisor is to be appointed, they should also attend the Board meeting (online) (ask the prospective supervisor for assistance).
- C.** A plan of substantive support and a plan for the organization of doctoral student education (the supervisor should be asked to prepare such a document - see § 16 of the SD Regulations).
- D.** List of the auxiliary supervisor's publications related to the thematic scope of the prepared doctoral thesis – in the case of an application containing a request for the appointment of an auxiliary thesis supervisor.
- E.** Opinion of the Council of the College, which is responsible for overseeing the proceeding for awarding the doctoral degree, confirming that the candidate for foreign supervisor has significant achievements in the field of scientific issues covered by the doctoral dissertation - in case of an application containing a request for the appointment of a foreign supervisor who does not hold a doctoral degree or a professor's title, but who is an employee of a foreign university or scientific institution.

§ 16 REGULATIONS OF THE DOCTORAL SCHOOL PUMS

1. Within 3 months following the date of undertaking education, the thesis supervisor(-s) or the auxiliary thesis supervisor shall be appointed to the doctoral student.
2. The doctoral student, within 60 days from the commencement of education, submits an application to the Director of the Doctoral School for the appointment of a supervisor(-s), or an auxiliary thesis supervisor, along with attachments. Application template is available on the PUMS Doctoral School website.
3. The application for the appointment of the thesis supervisor shall include:
 - 1) doctoral student's data;
 - 2) the proposed title of the doctoral dissertation;
 - 3) indication of the field and discipline in which the procedure will be conducted, along with the justification, purpose and assumptions of the doctoral dissertation;
 - 4) a proposal of people to perform the function of the thesis supervisor(-s) or the auxiliary thesis supervisor, along with justification thereof;
 - 5) consent to assume the role of a supervisor(-s) or auxiliary thesis supervisor, along with a statement regarding the number of doctoral students and doctoral procedures in which they serve as a supervisor or assistant supervisor.
 - 6) in the case of an application containing a request for the appointment of an auxiliary thesis supervisor, the candidate's consent to the appointment of such a person as a supervisor.
4. The application for the appointment of a supervisor(-s) should include the following attachments:
 - 1) positive opinion of the local Bioethics Committee or the local Animal Research Ethics Committee or a declaration of the candidate(-s) for the thesis supervisor, along with the justification that such consent is not required;



- 2) opinion of the Department Board/Scientific Board of the Institute (the opinion must include information about the topic and assumptions of the work, as well as candidates for the supervisor(-s) and the auxiliary thesis supervisor);
- 3) a plan of substantive support and a plan for the organization of doctoral education prepared by the supervisor(-s) or the auxiliary thesis supervisor candidates, taking into account the contributions of the proposed individuals, approved in written form (signed) by the candidate for the role of supervisor, the candidate for the role of auxiliary thesis supervisor, and the doctoral student. The document should include, in particular, the scope of tasks for the auxiliary thesis supervisor and the manner in which they will contribute to the progress of the doctoral thesis;
- 4) a concise overview of the scientific and research interests of the candidate for the role of auxiliary thesis supervisor, along with a list of publications related to the thematic scope of the prepared doctoral thesis (a list of a maximum of 5 publications) - in the case of an application containing a request for the appointment of an auxiliary thesis supervisor;
- 5) other documents required by virtue of the Resolution of the Senate of Poznań University of Medical Sciences, specifying the procedure for awarding the doctoral degree.
5. Any person proposed to perform the function of the thesis supervisor should be a scientific worker who meets the requirements set out in § 14(2).
6. The decision on the appointment of the thesis supervisor(-s) or the auxiliary thesis supervisor shall be made by the Doctoral School Director.
7. In duly justified circumstances, the doctoral student or supervisor may request the Doctoral School Director to change the thesis supervisor(-s) or the auxiliary thesis supervisor. The application form is available on the PUMS Doctoral School website.
8. The application for changing of the thesis supervisors/the auxiliary thesis supervisor shall include:
 - 1) doctoral student's data along with the title of the doctoral dissertation;
 - 2) justification for the change of the thesis supervisor(-s) or the auxiliary thesis supervisor;
 - 3) a proposal of people to perform the function of the thesis supervisor(-s) or the auxiliary thesis supervisor, accompanied by their express written consent to assume these roles and a justification for their nomination;
 - 4) signed consents of the thesis supervisor(-s) who express their will to cease to perform their function.

9. To the application for the appointment of a supervisor(-s), the following should be attached:
 - 1) in the case of doctoral dissertation's topic change, a positive opinion from the local Bioethics Committee or local Animal Research Ethics Committee, or a statement from the candidate for the role of supervisor(-s) along with justification that such consent is not required;
 - 2) opinion of the Department Board/Scientific Board of the Institute;
 - 3) in the event of a change of the unit where the doctoral student is to conduct the individual research – a declaration of the head of the unit regarding the possibility of carrying out internships in the form of delivering teaching classes;
 - 4) a plan of substantive support and a plan for the organization of doctoral education prepared by the identified candidate for the new supervisor or the auxiliary thesis supervisor, approved in written form (signed) by the candidate for the role of supervisor(-s), approved in written form (signed) by the candidate for the role of supervisor;
 - 5) in the case of an application containing a request to change the auxiliary thesis supervisor, the thesis supervisor's consent, in writing, to appoint such a person shall be required;
 - 6) other documents required by virtue of the Resolution of the Senate of Poznań University of Medical Sciences, specifying the procedure for awarding the doctoral degree.
10. The Director of the Doctoral School reviews the above-mentioned application, and within a period of 30 days from the submission of a complete application along with attachments, shall decide to change the thesis supervisor(-s) or the auxiliary thesis supervisor.

RULES OF COOPERATION BETWEEN THE SUPERVISOR AND THE PhD STUDENT

The nature of cooperation between the supervisor and the doctoral student is diverse and depends on the form of scientific work. Currently, it is possible to obtain a doctoral degree both as part of education at a doctoral school and externally. [The Doctoral School enables formalised and administratively monitored cooperation between the supervisor and the doctoral student.](#) However, the legislator has imposed specific requirements, and not every independent researcher can become a supervisor; only the one who did not supervise two doctoral students who received negative reviews or was not previously the supervisor of 4 PhD students who were removed from the list of PhD students due to a negative result of the mid-term evaluation. [The Regulations of the PUMS Doctoral School indicate the need to maintain scientific activity, i.e. to have scientific achievements in the form of articles published within three years preceding taking up the duties of the supervisor in scientific journals with the Impact Factor citation index or in scientific journals or peer-reviewed materials from international conferences, included in the list announced by the minister in charge of science.](#) On the other hand, a doctoral student must complete the recruitment process, during which their previous achievements, knowledge of English, and substantive preparation for conducting research in a specific discipline are evaluated.



TASKS OF THE PROMOTER AND THE BASICS OF THE COOPERATION

The primary task of the supervisor is to introduce the doctoral student to the scientific community, monitor the progress of work, support active participation in seminars, scientific conferences, and research internships, help in obtaining external sources of research funding and supervise the implementation of the scientific task included in the Individual Research Plan (IPB). The IPB is a document that outlines the research objectives, methodology, and timeline for the doctoral student's research. It serves as a roadmap for the research and helps ensure that it stays on track. [It is also essential to help shape attitudes and research skills.](#) During the education process, a doctoral student not only prepares a dissertation but also learns the specifics of scientific work to conduct research independently and cooperate with other scientists from abroad. [Due to the numerous tasks described above, time should be reserved for the supervisor's supervision.](#) Therefore, a researcher, especially one with multiple commitments, should analyse his or her

capabilities and availability in advance. Currently, the PUMS DS can provide simultaneous supervision to a maximum of three doctoral students.

The basis for good relations between the supervisor and the doctoral student is constant communication, which often begins before recruitment to the doctoral school (scientific circles, individual forms of study, scientific conferences). Such previous experience can give an idea of the quality of the future relationship between the supervisor and the candidate for a doctoral student.

Establishing clear and transparent rules of cooperation is a fundamental practice. Both parties should articulate their expectations as early as possible, covering aspects such as scientific work, financial matters, time availability, and the method and frequency of communication. Equally important is defining each party's role in joint scientific achievements. This clarity lays the groundwork for a successful working relationship.

The Individual Research Plan (IRP) is a pivotal document that steers the doctoral student's research. It is prepared by the student in consultation with the supervisor and includes a schedule of research and dissertation preparation, methods to achieve the 8PQF effects, and the deadline for dissertation submission. The preparation of the IRP should be carefully considered, as its implementation is reviewed during the mid-term evaluation, after the second year of the education process. The evaluation is conducted by a committee that includes researchers from other scientific entities. Both the doctoral student and the supervisor are evaluated.

Throughout the entire education process at the Doctoral School, the supervisor should monitor the progress of the doctoral students work and support him or her at every research stage. Annual approval of reports is also a helpful tool in verifying planned activities.

SUBMISSION OF DISSERTATION

Submission of a doctoral dissertation ends the education process at the doctoral school and requires a favourable opinion of the supervisor. It is worth emphasising that a doctoral student submits a doctoral thesis a total of 2 times:



the first time at the end of the education process at the Doctoral School (this stage confirms the achievement of learning outcomes for qualifications at PQF level 8 and the dissertation remains in the archives of the Doctoral School), the second time at the initiation of the procedure for awarding the doctoral degree on the terms specified by the relevant University Discipline Council.

Because the doctoral scholarship at the doctoral school is paid only for 48 months, the deadline for submitting the doctoral dissertation should consider the research schedule and the continuity of financial support for the doctoral student. [Submitting a doctoral thesis just before the end of the 4th year of education results in the fact that during the following stages of preparation for the defence, the doctoral student remains without financial resources.](#) A doctoral student who submitted a doctoral dissertation earlier than the date of completion of education provided for in the curriculum receives a doctoral scholarship until the completion date of education, but not longer than six months.

This Guide is for you - it is meant to be helpful and up-to-date.

Please write what information should be added in the next version:

doctoralschool@ump.edu.pl