

The regulations for initiating doctoral programs for candidates from outside the Faculty of Doctoral Studies of WNS UAM

Legal basis:

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The Act of 14 March 2003, The Law on Academic Degrees and Titles and Degrees and Titles in the Arts, (Consolidated text: The Declaration of the Marshal of the Sejm of the Republic of Poland of 15 September 2017 on the announcement of the consolidated text of the Law on Academic Degrees and Titles and Degrees and Titles in the Arts, item 1789).

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The Regulation of the Minister of Science and Higher Education of 19 January 2018 (item 261) on the detailed procedure and conditions for conducting activities in doctoral programs, in the habilitation procedure and in the procedure for granting the title of professor.

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The Regulation of the Minister of Science and Higher Education of 9 August 2017 (item 1696) on doctoral programs and doctoral scholarships.

1. Persons commencing doctoral programs are obliged to acquaint themselves with the legal acts referred to above, insofar as they pertain to doctoral studies.
2. The initiation of doctoral programs and the defence of doctoral theses are conducted by the Council of the Institute of Cultural Studies of Adam Mickiewicz University at its meetings.
3. A person seeking to obtain a doctoral degree should submit to the Director of the Institute of Cultural Studies UAM an application for the initiation of a doctoral program, together with the documents stipulated in the Regulation of the Ministry of Science and Higher Education (MNiSW) of 19.01.2018 (item 261, §1). At the same time, the Head of WSD WNS UAM should be informed electronically.

For the initiation of doctoral studies, the following documents must be submitted in paper and electronic form (at least one week before the planned Council meeting):

- 1) The application (the subject of the doctoral thesis, the proposed supervisor)
 - 2) A curriculum vitae
 - 3) Personal questionnaire
 - 4) A copy of the Master's degree certificate
 - 5) An outline of the thesis + a part of a chapter
 - 6) A list of publications
 - 7) The evaluation of the potential supervisor
 - 8) Persons who are not students of WSD WNS UAM must submit a commitment to cover the costs of the doctoral program together with the application.
4. A requirement for initiating doctoral studies is having an academic book published or accepted for publication, or at least one academic paper published in a peer-reviewed academic journal of at least national scope, as determined by the minister responsible for science on the basis of regulations concerning the financing of science, or in a peer-reviewed report from an international academic conference.
 5. The initiation of the doctoral program takes place during two sessions of the Council of the Institute of Cultural Studies UAM:

- 1) At the first meeting, the Council examines the documents submitted by the candidate and, in particular, listens to the opinion of the potential supervisor. Above all, the Council evaluates the scientific quality of the project, its potential contribution to cultural studies, and the state of progress.
 - 2) At the second meeting, the Council approves the minutes of the previous meeting, which become part of the documentation of the doctoral program. The Council then listens to the candidate, asks questions and discusses the presented research plans. The Council may make recommendations (resulting from both meetings of the Council), which should be taken into account at the future hearing. The Council also establishes the details stipulated in the Act (supervision, examinations, the composition of committees, etc.). The second Council meeting ends with a resolution.
6. Doctoral programs at the Institute of Cultural Studies last for 4 years, and if the doctoral thesis is not defended within this time period, the program is ended by a decision of the Council of the Institute of Cultural Studies. In special cases (e.g. health issues or factors associated with parenthood), the Council may – at the request of the interested party – decide to extend this period by the maximum period of time allowed for sick leave, maternity leave, paternity leave or parental leave. The Council shall also take into account the circumstances referred to in the Regulation of the Minister of Science and Higher Education of 9 August 2017 (item 1696) on doctoral programs and doctoral scholarships.