

Resolution No. 42/2023-2024
of the Discipline Council of Automation, Electronics, Electrical Engineering and Space Technologies
of 18 June 2024
regarding the introduction of changes to the Regulations of the Discipline Council

Pursuant to the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the Act, the Statute of Poznan University of Technology, adopted by Resolution No. 175/2016-2020 of 10 July 2019, as amended by Resolution No. 225/2016-2020 of 28 May 2020, the Resolution of the Senate of Poznan University of Technology No. 137/2020–2024 of 31 May 2023, the Resolution of the Senate of Poznan University of Technology No. 143/2020-2024 of 5 July 2023, the Resolution of the Senate of Poznan University of Technology No. 2/2020–2024 of 1 October 2020, the Regulations of the Discipline Council of Automation, Electronics, Electrical Engineering and Space Technologies, hereinafter referred to as the Discipline Council, shall be adopted.

§ 1

General provisions

1. These Regulations shall define the rules of procedure of the Discipline Council.
2. The Discipline Council is a collegiate body.
3. The Discipline Council shall be composed of:
 - the Dean of the faculty as the Chair of the Discipline Council;
 - academic instructors employed as Professors, University Professors or holding a Doctorate of Science degree, employed at the University as their primary place of work, meeting the requirements of the Act regarding membership in a university body, who in their most recent declaration of the field and discipline represented, have indicated at least a 75% participation in the discipline covered by the scope of activity of the Discipline Council.
4. The Discipline Council shall hold meetings in a way that ensures timely implementation of its tasks, whereby:
 - ordinary sessions of the Discipline Council shall be convened by the Dean at least once every two months;
 - extraordinary sessions of the Discipline Council shall be convened by the Dean at their own initiative, or at the request of at least 1/5 of the Members of the Discipline Council, within seven days from the date of submitting the request;
 - sessions of the Discipline Council and adopting resolutions may be conducted using electronic means of communication, while maintaining secrecy of voting in matters requiring it.
5. The Chair of the Discipline Council may invite other persons, whose participation is justified by substantive reasons, to participate in the proceedings of the Discipline Council. Invited persons shall not have the right to vote.
6. Members of the Discipline Council shall not have the authority to appoint their deputies.

§ 2

Tasks of the Discipline Council

1. The tasks of the Discipline Council shall include specifically:
 - conducting proceedings regarding academic degrees;

- awarding degrees in the disciplines of Automation, Electronics, Electrical Engineering and Space Technologies;
 - developing standards for conducting scientific activities in the discipline, aimed at obtaining the highest possible scientific category;
 - preparing a plan and strategy for the development of the disciplines of Automation, Electronics, Electrical Engineering and Space Technologies;
 - expressing opinions on all matters relating to scientific research, development and education in the scientific discipline covered by its scope of activity;
 - performing other tasks indicated in the Statute of Poznan University of Technology.
2. The Discipline Council may, at the request of the Chair, appoint permanent and ad hoc committees and determine their composition and tasks. The term of office of ad hoc committees shall end after completing the tasks for which they had been established.
 3. The Discipline Council shall submit an application to the Senate for awarding the honorary title of doctor honoris causa.

§ 3

Convening meetings

1. Members shall be notified in advance, in writing or electronically, about the date, place and agenda of the Discipline Council meetings.
2. Materials that are to be under discussion by the Discipline Council may be attached to the notification mentioned in Point 1.
3. The Chair of the Discipline Council shall establish a draft agenda and is responsible for introducing into it, in due time, matters that are to be considered at the meeting.
4. Meetings of the Discipline Council shall be recorded and the minutes shall be made public.

§ 4

Adopting resolutions

1. Voting at the meeting of the Discipline Council shall be open, unless a special provision stipulates otherwise, and shall take place by show of hands.
2. The following resolutions shall be adopted through a secret ballot:
 - in personal matters;
 - upon order of the Chair of the Discipline Council;
 - at the request of a Member of the Discipline Council addressed to its Chair.
3. The Member of the Discipline Council affected by the adopted resolution shall not participate in its voting and shall not be taken into account when establishing a quorum in their case.
4. Secret voting shall be carried out by a ballot counting committee appointed by the Chair of the Discipline Council. The Chair of the Discipline Council shall announce the voting results. Electronic voting by means of a system ensuring secret voting is permitted.
5. The Discipline Council shall adopt resolutions by a simple majority of votes, unless a specific provision stipulates otherwise.
6. In personal matters, the Discipline Council shall adopt resolutions by an absolute majority of votes of those entitled to vote, in the presence of at least half of its Members.
7. Resolutions of the Discipline Council may be appealed to the Senate through the Discipline Council.

§ 5

Awarding the academic degree of doctor

1. The procedure for awarding a doctoral degree shall be initiated at the request of a Candidate who meets the requirements in Point 2, submitted to the Discipline Council. The documents indicated in Annex No. 1 shall be attached to the Candidate's application.
2. A Candidate for a doctoral degree shall meet the following requirements:
 - holds a professional title of master's degree, master's degree in engineering or an equivalent degree, or has a diploma permitting them to apply for a doctoral degree in the country where it was issued;
 - has achieved learning outcomes for qualifications at PQF level 8, with learning outcomes in the field of knowledge of a modern foreign language verified by a certificate or diploma of completion of studies, confirming knowledge of this language at a level of language proficiency of at least B2;
 - has, at a minimum, the following accomplishments:
 - a) one scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publishing in their final form were included in the ministerial list of scientific journals and reviewed materials from scientific conferences, or
 - b) one scientific monograph published by a publishing house that was included in the ministerial list of publishing houses in the year the monograph was published in its final form or one chapter in such a monograph;
 - has presented and defended their doctoral thesis;
 - and meets other requirements:
 - a) has presented the results of their research and scientific achievements to Members of the Discipline Council, demonstrating their scientific achievements, before starting the doctoral procedure;
 - b) in the case of submitting a doctoral dissertation in the form of a set of published and thematically related articles, for multi-author publications, they have submitted declarations from all co-authors, specifying the individual contribution of each of them to their creation; the Candidate is exempt from the obligation to submit a declaration in the event of: the co-author's death, being declared dead, their health impairment making it impossible to obtain the required declaration or lack of contact with the co-author;
 - c) in the case of a dissertation in monographic form, submitted declarations of co-authors as in Point b for at least one article in a journal with a total point value of not less than 100 points and at least one conference article from an international conference indexed as in Subpoint d;
 - d) took active part in an international conference indexed in international databases.
3. A Candidate for a doctoral degree may be a person who (one of the following):
 - began doctoral studies before the 2019/2020 academic year;
 - started their education at the Doctoral School;
 - is applying for a doctoral degree on a non-stationary basisand has submitted the application together with the required documents indicated in Annex No. 1.

4. In the procedure for awarding a doctoral degree, the Discipline Council, by way of resolutions, shall perform the following:
 - 1) appoint a supervisor or supervisors, or a supervisor and an auxiliary supervisor;
 - 2) appoint reviewers;
 - 3) accept the doctoral dissertation, admit it to public defense and determine the defense date;
 - 4) accept the public defense of the doctoral dissertation;
 - 5) awards the doctoral degree;
 - 6) awards distinctions of doctoral dissertations.
5. Members of the Discipline Council who are Professors and university Professors shall take part in votes on matters referred to in Point 4, Point 19 and Point 20. Resolutions shall be adopted by an absolute majority of votes, in the presence of at least half of the statutory number of these Members.
6. Verification of learning outcomes for qualifications at PQF level 8 for participants of the Doctoral School shall be regulated by the Regulations of the Doctoral School.
7. The verification of learning outcomes for qualifications at PQF level 8 for persons applying for a doctoral degree on a non-stationary basis shall be regulated by Section 6.
8. In the case of a person applying for a doctoral degree without an appropriate certificate or diploma of completion of studies, the Discipline Council may appoint a committee to conduct an examination verifying knowledge of a modern foreign language at a B2 level.
9. Before initiating the procedure, a person applying for a doctoral degree on a non-stationary basis shall submit an application for the appointment of a supervisor or supervisors, or a supervisor and auxiliary promoter. The dissertation must be submitted within no more than four years from the date of appointment of the supervisor or supervisors. After this period, the procedure shall not be initiated.
10. The supervisor or supervisors shall formulate an opinion on the doctoral dissertation submitted as a non-stationary student within 2 months from the date of its submission for review.
11. The Discipline Council shall appoint 3 reviewers from among persons who are not employees of Poznan University of Technology or employees of the university of which the person applying for a doctoral degree is an employee.
12. The reviewer may be a person holding a Doctor of Science degree or the title of Professor. A reviewer cannot be a person whose impartiality can be called into question. In the case of appointing foreign reviewers, Article 190 Section 5 of the Act shall apply.
13. Reviewers shall submit reviews of the doctoral dissertation to the Chair of the Discipline Council as a hard copy and a copy saved on an IT data carrier, within 2 months from the date of receiving the review request.
14. The review should be substantive and its conclusion justified by presented arguments.
15. The review may include proposals for supplementing or correcting the doctoral dissertation, which the Chair of the Discipline Council shall forward to the Candidate and the supervisor or supervisors, or to the Candidate and the supervisor and auxiliary supervisor. The Candidate shall submit the completed or corrected doctoral dissertation to the Chair of the Discipline Council, who shall send it for re-evaluation by the same reviewers. Reviewers shall submit another review of the supplemented or corrected doctoral dissertation within one month from the date of requesting this review.

16. After receiving the review, the Chair of the Discipline Council shall convene a meeting in order to adopt a resolution on admitting the Candidate's doctoral dissertation to a public defense, indicating the date of the defense, or refusing to admit it to a public defense.
17. The resolution referred to in Point 16 shall constitute the basis for drafting a decision refusing to allow a public defense, which shall then be signed by the Chair of the Discipline Council.
18. The Candidate shall have the right to lodge a complaint about the decision referred to in Point 17 within 7 days from the date of delivery of the decision, to the Council for Scientific Excellence via the Discipline Council.
19. In the event of admission to a defense or positive consideration of the complaint in question in Point 18, the Chair of the Discipline Council shall set a date for the defense of the doctoral dissertation.
20. Changes to the supervisor(s) and auxiliary supervisor shall be made by the Discipline Council by way of a resolution at the justified request of the Candidate.

§ 6

Verifying learning outcomes for qualifications at PQF level 8 for applicants for the awarding of a doctoral degree on a non-stationary basis

1. A person applying for a doctoral degree on a non-stationary basis shall present documents confirming the achievement of learning outcomes for qualifications at PQF level 8, in accordance with the Resolution of the Discipline Council of the Automation, Electronics and Electrical Engineering No. 46/2021-2022 of 28 September 2022.
2. The Discipline Council shall appoint a committee to verify learning outcomes at PQF level 8.
3. The committee referred to in Point 2 shall comprise at least 3 persons with the title of Professor or with the degree of Doctor of Science who are Members of the Discipline Council. The supervisor, supervisors or supervisor and auxiliary supervisor cannot be members of the committee.
4. The Candidate shall be invited to a meeting of the committee and shall answer questions asked by its members, aimed at verifying the learning outcomes in the scope of knowledge, skills and social competence obtained at level 8 of the Doctoral School's PQF in the discipline of Automation, Electronics, Electrical Engineering and Space Technologies.
5. The committee meeting shall be held no later than 3 months from the date of its appointment.
6. A record of the committee meeting shall be drafted.
7. The verification shall end with a positive or negative result.

§ 7

Public defense of the doctoral dissertation

1. A public defense of the doctoral dissertation shall take place at an open meeting before the doctoral committee, appointed by the Discipline Council solely for the purpose of conducting the public defense of the doctoral dissertation, which comprises:
 - at least 3 employees with a Doctor of Science degree or the title of Professor who are Members of the Discipline Council, including the Chair of the Discipline Council or a person designated by them;
 - a supervisor or supervisors;
 - reviewers;

- an auxiliary supervisor (if appointed);
 - a secretary without voting rights.
2. The Discipline Council shall provide the doctoral committee with the competency to adopt a resolution on accepting the public defense of the doctoral dissertation.
 3. The procedure of the public defense of a doctoral dissertation shall be as follows:
 - 1) the defense of the doctoral dissertation shall be conducted by the Chair of the Discipline Council or a person designated by them;
 - 2) the supervisor shall present the Candidate and their scientific activities;
 - 3) the Candidate shall present the most important results of the doctoral dissertation;
 - 4) the reviewers shall present their reviews (in the absence of reviewers, reviews shall be presented by the Chair of the Discipline Council or a person designated by them);
 - 5) the Candidate shall respond to the observations contained in the reviews;
 - 6) the Chair of the Discipline Council or a person designated by them shall open a discussion in which everyone present at the meeting can speak and ask questions;
 - 7) the Candidate shall answer the questions.
 4. After concluding the defense of the doctoral dissertation, the committee shall hold a closed meeting. The meeting shall adopt a resolution on accepting or refusing the public defense. The committee shall formulate an application to the Discipline Council to grant or refuse to grant the doctoral degree. The committee may submit an application to the Discipline Council for recognition of the doctoral dissertation.
 5. The Candidate and persons participating in the public defense shall be notified about the result of the doctoral dissertation defense.
 6. The defense of a doctoral dissertation may be carried out outside the headquarters of the doctoral entity using electronic means of communication, ensuring in particular:
 - defense transmission in real time between its participants;
 - multi-party communication in real time, in which defense participants can express their opinions during the communication - while maintaining necessary security rules.
 7. A report on the defense of the doctoral dissertation shall be prepared and submitted, along with the resolution referred to in Point 4 and an application for awarding or refusing to award a doctoral degree and a possible application for recognition of the dissertation, to the Chair of the Discipline Council within 7 days from the date of defense
 8. The awarding or refusal to award a doctoral degree shall take place at a meeting of the Discipline Council by way of an administrative decision.
 9. The Candidate may appeal against the decision to refuse to award a doctoral degree through the Discipline Council to the Council for Scientific Excellence within 30 days from the date of delivery of the decision, in accordance with Article 193 of the Act.

§ 8

Awarding the academic degree of Doctor of Science

1. The procedure for awarding the degree of Doctor of Science shall be initiated at the request of the person applying for the degree of Doctor of Science, submitted to the Discipline Council through the Council for Scientific Excellence.
2. The application shall contain the following information:
 - an indication of the field and discipline;

- a description of the applicant's professional career;
 - a list of scientific achievements constituting a significant contribution to the development of the disciplines of Automation, Electronics, Electrical Engineering and Space Technologies referred to in Article 219 Section 1 Point 2 of the Act;
 - a description of significant scientific activity conducted at more than one university or scientific institution, particularly abroad;
 - a designation of the institution elected to conduct the procedure for awarding the degree of Doctor of Science.
3. Within 4 weeks of receiving the request from the Council for Scientific Excellence, the Discipline Council:
 - 1) shall invite the Candidate to present the results of their research and scientific achievements to the Members of the Discipline Council and to describe their scientific achievements;
 - 2) shall consider the application in the form of a resolution regarding agreement to the proceedings or refusal to conduct the proceedings;
 - 3) in the event of a refusal to conduct the procedure, the Discipline Council shall return the application to the Council for Scientific Excellence, subject to Point 5.
 4. If the Discipline Council consents to the proceedings for the awarding of the Doctor of Science degree, the Chair shall request the Candidate to immediately provide the required number of copies of the full application documentation (hard copies and a copy on an IT data carrier).
 5. The Discipline Council cannot adopt a resolution refusing to conduct proceedings for the awarding of the Doctor of Science degree if it has been designated by the Council for Scientific Excellence as the second entity due to a refusal to conduct proceedings for the awarding of the Doctor of Science degree by the first entity.
 6. Within 12 weeks of receiving the application, the Council for Scientific Excellence shall appoint 4 members of the Doctor of Science Committee, including the chair and 3 reviewers, from among persons referred to in Article 221 Section 4 of the Act.
 7. The Discipline Council shall appoint a Doctor of Science Committee within 6 weeks from the date of receiving information about the Members of the Doctor of Science Committee appointed by the Council for Scientific Excellence.
 8. The Doctor of Science Committee shall comprise:
 - 4 members appointed by the Council for Scientific Excellence;
 - 2 members with a Doctor of Science degree or the title of Professor, employed by the entity awarding the Doctor of Science degree, including the secretary;
 - a reviewer who meets the requirements of Article 221 Section 5 Point 3 and Sections 6-7 of the Act.
 9. Appointment of Members of the Doctor of Science Committee referred to in Point 8, Subpoints 2-3, should be made from among individuals who do not have common scientific achievements with the Candidate, i.e. they do not have joint scientific publications and have not carried out joint scientific projects.
 10. Persons with reasonable doubts as to their impartiality shall not be appointed to the Doctor of Science Committee.
 11. Within 8 weeks from the date of receiving of the application, the reviewers shall assess whether the Candidate's scientific achievements meet the requirements specified in Article 219 Section 1 Point 2 of the Act and prepare reviews.

12. Within 6 weeks from the date of receipt of the last review, the Doctor of Science Committee, shall submit to the Chair of the Discipline Council the resolution referred to in Article 221 Sections 10–11 of the Act, together with justification and documentation of the procedure for awarding the degree of Doctor of Science.
13. The Doctor of Science Committee conducts a Doctor of Science colloquium regarding the Candidate's scientific achievements, during which the Candidate presents their scientific achievements that are the basis for applying for the Doctor of Science degree, and answers questions asked by the participants of the colloquium. The colloquium is public, with the exception of the colloquium on achievements referred to in Article 219 Section 3. A person applying for the degree of Doctor of Science is notified by the committee at least 2 weeks before the date of the colloquium about its date. A meeting of the Committee or a Doctor of Science colloquium may be held outside the campus of the entity awarding the doctorate of science degree using information technology, ensuring control of their progress and registration. Resolutions adopted using electronic means of communication by the Doctor of Science Committee and the minutes are signed by the Chair of the Committee.
14. The resolution containing an opinion on awarding or refusing to award the degree of Doctor of Science shall be adopted by the Doctor of Science Committee by an absolute majority of votes, in an open vote, in the presence of at least six members, including the Chair of the committee and the secretary, unless the person applying for the Doctor of Science degree submits an application for a secret ballot. The committee's opinion cannot be positive if at least two reviews are negative.
15. Within one month from the date of receiving the resolution referred to in Point 14, the Discipline Council decides to award or refuse to award the degree of Doctor of Science.
16. Members of the Discipline Council who are Professors and University Professors shall take part in votes on matters referred to in Point 3 Subpoint 2, Point 7 and Point 15. Resolutions are adopted by an absolute majority of votes in the presence of at least half of the statutory number of these Members.
17. Pursuant to Article 224 of the Act, the Candidate may appeal the decision to refuse to award the degree of Doctor of Science to the Council for Scientific Excellence within 30 days from the date of delivery of the decision, via the Discipline Council, pursuant to Article 193 Sections 2-4 of the Act.
18. In the event of withdrawal of the application, after the appointment of the Doctor of Science Committee:
 - the same application cannot be the basis for a Doctor of Science degree in another entity awarding the Doctor of Science degree;
 - the Candidate cannot apply for the Doctor of Science degree for a period of 2 years.

§ 9

Transitional provisions

Article 179 of the Act of 3 July 2018. Provisions introducing the Act - Law on Higher Education and Science and the Act of 14 March 2003 on scientific degrees and titles and on degrees and titles in the field of art, shall regulate the manner of conducting doctoral studies, Doctor of Science proceedings and proceedings for awarding an academic title initiated before 1 May 2019.

§ 10

Fees

1. The fee for conducting the procedure for awarding a doctoral degree shall be paid to Poznan University of Technology by the person applying for the awarding of this degree or another entity acting on its behalf. The fee shall cover all costs of the proceedings, in particular the costs of remuneration of the supervisor(s), auxiliary supervisor, reviewers and administrative costs. The fee shall not be charged to a person who completed education at the Doctoral School or completed doctoral studies at Poznan University of Technology and submitted a doctoral dissertation within a period of up to eight years from the date of commencement. In the case of an employee of Poznan University of Technology, the costs of the proceedings shall be borne by the entity employing them.
2. The fee for conducting the procedure for awarding the degree of Doctor of Science shall be paid to Poznan University of Technology by the person applying for this degree or another entity acting on its behalf. The fee shall cover all costs of the proceedings, in particular the remuneration costs of all members of the Doctor of Science Committee and administrative costs. In the case of an employee of Poznan University of Technology, the costs of the proceedings shall be borne by the entity employing them.

§ 11

The resolution shall come into force on the day of its adoption.

Chair of the Discipline Council
of Automation, Electronics, Electrical Engineering
and Space Technologies


Prof. Wojciech Szela, Ph.D., D.Sc.

List of attachments to the application for initiating the procedure to award the academic degree of doctor

- 1) a copy of a document confirming possession of a master's degree, master's degree in engineering or an equivalent title;
- 2) a confirmation of obtaining the learning outcomes for qualifications at PQF level 8 in the form of:
 - a certificate or other document for participants of the Doctoral School;
 - a certificate for candidates applying for the doctoral degree on a non-stationary basis;
- 3) a certificate or diploma confirming knowledge of a modern foreign language at least at level B2 of language proficiency;
- 4) a list of scientific achievements including the requirements for publications specified in Section 5 Point 2 and, optionally, a list of other scientific achievements;
- 5) declarations of co-authors referenced in Section 5 Point 2;
- 6) a confirmation of participation in the conference referenced in Section 5 Point 2;
- 7) the doctoral dissertation in 5 hard copies and an electronic version in pdf format saved on an IT data carrier;
- 8) a document from the supervisor approving the result of examining the doctoral dissertation through the Unified Anti-Plagiarism System;
- 9) a summary of the doctoral dissertation in Polish and English, as a hard copy and an electronic version in pdf format saved on an IT data carrier;
- 10) a positive opinion of the supervisor, supervisors or supervisor and auxiliary supervisor on the doctoral dissertation;
- 11) in the case of submitting a doctoral dissertation in the form of a collection of published and thematically related scientific articles, it is recommended to attach a synthetic guide of the demonstrated scientific achievements to the collection
- 12) if the doctoral dissertation is not a written work – a description in Polish and English.