

**Resolution no 23/2021-2022**  
**of the Discipline Council**  
dated 23 February 2022  
**on the amendment of the Discipline Council of Automation, Electronic and Electrical Engineering**  
**Regulations**

Based on the Law on Higher Education (prawo o szkolnictwie wyższym i nauce) of 20 July 2018 (Dz. U. z 2018 poz. 1668, z późn. zm./Journal of Laws 2018, item 1668, as amended),) hereinafter referred to as the Law, the Statute of Poznan University of Technology adopted by Resolution no 175/2016-2020 of 10 July 2019 amended by Resolution no 225/2016-2020 of 28 May 2020, Resolution No. 190/2016-2020 and 191/2016-2020 of 25 September 2019, Resolution no 211/2016-2020, 212/2016-2020 passed by the Senate of Poznan University of Technology on 18 December 2019, Resolution no 13/2020-2024 passed by the Senate of Poznan University of Technology on 28 October 2020, Resolution no 26/2020-2024 passed by the Senate of Poznan University of Technology on 24 February 2021, Resolution no 27/2020-2024 passed by the Senate of Poznan University of Technology on 31 March 2021, Resolution no 2/2020-2024 passed by the Senate of Poznan University of Technology on 1 October 2020 the regulations of the Discipline Council ("Council") are established for Automation, Electronic and Electrical Engineering.

**Para. 1**  
**General Provisions**

1. These Regulations provide for how the Council functions.
2. The Council is a collegial body.
3. The Council comprises:
  - the Dean of the Faculty as Chair,
  - Academic teachers employed as professors, university professors, and doctors with habilitation degree with the University being their primary place of work, them being eligible for membership in a university body based on the Act, and who indicated that their discipline is included in the Council's scope of activity in at least 75% based on their current statement on the represented field and discipline of study.
4. The Council shall meet to ensure timely implementation of its tasks, where:
  - Its ordinary meetings will be held by the Dean at least every two months,
  - Its extraordinary meetings will be convened by the Dean at his or her own initiative or at the request of at least one fifth of its members within seven days of the date of the request,
  - The Council may convene meetings and pass resolutions via electronic communications respecting the rules of secret ballot in relevant matters,
5. The Council Chair may invite other people to join its meetings on the grounds of substance. Such persons may not vote.
6. Council members may not appoint their deputies.

**Para. 2**  
**Tasks of the Council**

1. Tasks of the Council include in particular:
  - Carrying out proceedings leading to scientific degrees,
  - Conferring scientific degrees in Automation, Electronic and Electrical Engineering,
  - Establishing scientific activity standards in the disciplines to ensure the highest scientific category,
  - Preparing a plan and strategy for development of Automation, Electronic and Electrical Engineering,
  - Providing opinions on all matters concerning research and development as well as education in the area of scientific discipline covered by the Council's scope of activity,
  - Carrying out other tasks set out in the Statute of Poznan University of Technology.
2. The Council may appoint standing and interim commissions at the request of the Chair and determine its make-up and tasks. The term of such commissions expires after they have completed the tasks delegated to them.
3. The Council applies to the Senate to confer a honoris causa doctoral degree.

**Para. 3**  
**Convening meetings**

1. Council members are notified of the date, venue, and agenda of its sessions sufficiently in advance in writing or via email.
2. The notification referred to in (1) may be accompanied by materials to be discussed during the Council's sessions.
3. The Council Chair draws up their agenda and is responsible for timely inclusion of matters to be examined during sessions.
4. Minutes are recorded for the Council's sessions and they are public.

**Para. 4**  
**Adopting resolutions**

1. Voting is open during the Council's sessions unless specific provision is made in the provisions concerned and shall be by show of hands.
2. The following resolutions are passed by secret ballot:
  - On personnel matters,
  - Upon the order of the Chair,
  - At the request of a Council member.
3. The Council member whom a given resolution concerns does not take part in the relevant vote. He or she is not taken into account when a quorum is determined for the vote that concerns him or her.
4. Secret ballot is carried out by the Vote Counting Commission appointed by the Chair. The Chair announces the result of the vote. Electronic voting is permissible via a system that allows secret vote.
5. The Council passes resolutions acting by simple majority unless specific provision is made in the provisions concerned.
6. The Council shall adopt resolutions concerning personnel matters by an absolute majority of the eligible votes cast by at least a half of the members present.



7. An appeal against resolutions passed by the Council may be submitted to the Senate via the Council.

#### Para. 5

#### Conferring a doctoral degree

1. Proceedings to confer a doctoral degree are initiated at the request of the Candidate meeting the requirements in item 2 made to the Council. The application includes documents specified in Appendix 1.
2. The Candidate for a doctoral degree fulfils the following criteria:
  - Has a master of science degree, a master of science engineer degree, or equivalent, or has a degree that makes him or her eligible for applying for a doctoral degree in the country in which it was issued,
  - Has obtained a learning outcome for a qualification according to the Polish Qualifications Framework (PRK) Level 8, where a learning outcome for a modern foreign language is supported by a certificate or a graduation diploma stating that he or she has knows a foreign language on at least a B2 level,
  - His or her achievements include at a minimum:
    - a) One scientific paper published in a scientific journal or reviewed materials at an international conference which in the year in which the final version of the paper was published were found in the Ministry's list of scientific journals and reviewed materials at scientific conferences, or
    - b) One scientific monograph published by a publishing house which in the year in which the final version of the monograph was published was found in the Ministry's list of publishing houses, and one chapter of such a monograph,
  - Has submitted and defended his or her doctoral dissertation,
  - And fulfils other requirements:
    - a) Presented in front of the Council the results of his or her scientific achievements that characterise his or her scientific achievements before initiating his or her doctoral procedure,
    - b) As for publications by numerous authors he or she has presented their statements with information on how each of the authors has contributed to such publications; the Candidate does not have to submit a statement if a co-author has deceased, has been found to be deceased or has suffered a health burden making it impossible to obtain such a statement,
    - c) Has actively participated in an international conference indexed in the Scopus or Web of Science base during which he delivered a speech in a foreign language.
3. A Candidate for a doctoral degree must fulfil the following criteria:
  - He or she started his or her doctoral studies before the academic year 2019/2020,
  - He or she has started education in the Doctoral School,
  - He or she is seeking a degree on an extramural basis,And he or she has submitted an application together with the necessary documents referred to Appendix 1.
4. During the procedure of conferring a doctoral title the Council carries out the following activities by way of resolutions:
  - 1) Appoints a Supervisor(s) or a Supervisor and a Supporting supervisor,
  - 2) Appoints reviewers,

- 3) Accepts a doctoral dissertation, allows it to be defended publicly and determines the date of defence,
  - 4) Accepts the public defence of the doctoral dissertation,
  - 5) Confers a doctoral degree,
  - 6) Rewards the doctoral dissertation.
5. Members of the Council being professors and university professors take part in the vote in the matters referred to in item 4, item 9, item 14, item 17, and item 18. Resolutions are passed by absolute majority with at least a half of those statutory members present.
  6. Verification of learning outcomes for the PRK Level 8 qualifications of participants of the Doctoral School is provided for in its regulations.
  7. The manner in which learning outcomes are verified for the PRK Level 8 qualifications of those that seek to obtain a doctoral degree on an extramural basis is governed in para. 6.
  8. A person that is seeking to obtain a doctoral degree on an extramural basis submits an application for his or her Supervisor(s) to be appointed before initiating the procedure. The dissertation must be submitted not later than four years after the Supervisor(s) was/were appointed. After the period expires procedures are not initiated.
  9. The Council appoints three Reviewers among people outside Poznan University of Technology and the university whose employee is seeking to obtain a doctoral degree.
  10. A person holding a habilitation degree or professor title may be appointed a Reviewer. A person about whom there is a justified suspicion that he or she may not be impartial cannot be a Reviewer. Appointment of foreign Reviewers is applicable to article 190 item 5 of the Act.
  11. Reviewers submit the Chair of the Council their reviews of the doctoral dissertation on paper and in electronic form within two months of the date on which they were provided the dissertation for review.
  12. A review should be informative and its conclusion should be supported by arguments.
  13. A review should include conclusions regarding supplementing or correcting a given dissertation, which the Chair of the Council submits the Candidate and the Supervisor(s). The Candidate submits the supplemented or corrected doctoral dissertation to the Chair of the Council, who refers it to be reviewed by the same Reviewers. The Reviewers submit their re-reviews of the supplemented or corrected doctoral dissertation within a month of the date on which they were provided the dissertation for review.
  14. After the Chair of the Council has been provided with the review, he or she convenes a Council meeting to pass a resolution on admission or rejection of the Candidate's doctoral dissertation for public defence. Should the doctoral dissertation be admitted for public defence, its date is scheduled.
  15. The resolution referred to in item 14 forms the basis for formulating a decision to refuse to admit the dissertation for public defence, which is signed by the Council Chair.
  16. The Candidate is allowed to make a complaint to the Scientific Excellence Council against the decision as referred to in item 15 within 7 days of the day on which he or she was provided with the decision via the Discipline Council.
  17. When a dissertation is admitted for public defence or the complaint as referred to item 16 is given the positive response, the Chair of the Council appoints a date for the doctoral defence in line with the procedure set out in para. 7.
  18. At the Candidate's reasonable request, his or her supervisor(s) and/or supporting supervisor is changed by resolution of the Council.



19. Public defence of the doctoral dissertation may take place outside the university conferring a doctoral degree by electronic communications ensuring especially that:

- 1) The public defence is transmitted to its participants in real time,
- 2) Multilateral communication is ensured in real time and that the participants have an opportunity to speak following the necessary security principles.

#### **Para. 6**

**The manner in which learning outcomes are verified for the PRK Level 8 qualifications of those that seek to obtain a doctoral degree on an extramural basis**

1. The Council appoints a Commission to verify the learning outcomes for the PRK Level 8.
2. The Commission as referred to in item 1 comprises at least three people with the professor or habilitation degree in the field of Automation, Electronic and Electrical Engineering. Supervisor(s) and a Supporting supervisor cannot be part of the Commission.
3. The Candidate is invited to a Commission session. He or she answers questions asked by its members to verify the learning outcomes for the PRK Level 8 in the Doctoral School in the area of Automation, Electronic and Electrical Engineering when it comes to knowledge, skills, and social competences.
4. A Commission session should take place not longer than three months of the date it was appointed.
5. Minutes will be taken during the Commission's meeting.
6. Verification may end in positive or negative results.

#### **Para. 7**

**Public defence of the doctoral dissertation**

1. Public defence of the doctoral dissertation is carried out openly in front of the Doctoral Commission appointed by the Council solely for the purpose of conducting such a defence session, comprising:
  - 1) at least three employees holding a habilitation or professor degree and being part of the Council, including its Chair or a person appointed by him or her,
  - 2) Supervisor(s),
  - 3) Reviewers,
  - 4) Supporting supervisor (in case he or she has been appointed),
  - 5) secretary with no right to vote.
2. The Council authorise the Doctoral Commission to pass a resolution to accept the public defence of the doctoral dissertation.
3. The doctoral public defence:
  - 1) Is conducted by the Chair of the Council or a person appointed by him or her,
  - 2) The Supervisor presents the Candidate's scientific work,
  - 3) The Candidate presents his or her doctoral dissertation,
  - 4) The Reviewers present their reviews (when the Reviewers are absent, their reviews are presented by the Chair of the Council or a person appointed by him or her),
  - 5) The Candidate responds to the remarks presented in the reviews,
  - 6) The Chair of the Council or the person that he or she appoints opens up a discussion in which every person present during the meeting may take part,
  - 7) The Candidate provides answers to the questions asked.

4. After the doctoral public defence has been finished, the Doctoral Commission meets behind closed doors. During the session a resolution is passed on admission or rejection of the Candidate's doctoral dissertation for public defence. The Doctoral Commission prepares an application to confer or to refuse to confer a doctoral degree. The Doctoral Commission may apply to the Council for a doctoral dissertation to award a distinction. .
5. The result of the doctoral defence is communicated to the Candidate and the persons present during the defence.
6. Minutes are taken during the doctoral defence, which are submitted to the Chair of the Council with the resolution referred to in (4) and an application to confer or to refuse to confer a doctoral degree and a possible application to award the dissertation within 7 days within the date of defence.
7. A doctoral degree is conferred or refused to be conferred on an administrative decision.
8. An appeal against the decision to refuse to confer the Candidate a doctoral degree may be submitted via the Council to the Scientific Excellence Council within 30 days of the date on which the decision was provided as set out in article 193 of the Act.

#### **Para. 8**

#### **Conferring a habilitation degree**

1. A procedure to confer a habilitation degree is initiated at the request of a person seeking to obtain the title with the Council via the Scientific Excellence Council.
2. The request contains the following information:
  - A relevant area of interest and discipline,
  - A description of the person's career,
  - His or her scientific achievements significantly contributing to the development of Automation, Electronic and Electrical Engineering referred to in article 219 item 1 point 2 of the Act,
  - The institution for habilitation degrees to carry out a procedure to confer a habilitation degree.
3. Within four weeks of the date on which the Discipline Council received the application from the Scientific Excellence Council, the former:
  - 1) Invites the Candidate to present his or her research results and scientific achievements to members of the Council and characterise his or her academic achievements,
  - 2) Examines the application and adopts a resolution to accept or refuse to proceed it,
  - 3) The Council returns the application to the Scientific Excellence Council if it refuses to initiate a habilitation procedure subject to (5).
4. When the Council consents to initiate a habilitation procedure, the Chair requests the Candidate to provide the necessary number of copies of all documents comprising the application without undue delay (on paper and in electronic form).
5. The Council may not pass a resolution to refuse to initiate a habilitation procedure when the Scientific Excellence Council has indicated the Council as the second institution for habilitation degrees because of the fact that the first such body has refused to initiate a habilitation procedure.
6. Within 12 weeks of the day on which the Scientific Excellence Council obtained the application it appoints four members of the Habilitation Commission, including the Chair, three Reviewers among the persons referred to in art. 221 item 4 of the Act.



7. Within 6 weeks of the date on which the Council received information on the members of the Habilitation Commission appointed by the Scientific Excellence Council it appoints the Habilitation Commission.
8. The Habilitation Commission comprises:
  - 1) Four members appointed by the Scientific Excellence Council,
  - 2) Two members holding a habilitation degree or professor title employed at the institution for habilitation qualifications, including a secretary,
  - 3) One Reviewer fulfilling requirements of art. 221 item 5 point 3 and items 6-7 of the Act.
9. Members of the Habilitation Commission referred to in item 8 points 2-3 should be appointed among persons who do not have common scientific achievements with the Candidate; in other words, they do not have common scientific publications and they have not undertaken scientific projects together.
10. It is recommended that the Habilitation Commission should not comprise members about whom there is a justified suspicion that he or she may not be impartial.
11. Within 8 weeks of the day on which they were provided with the application, Reviewers assess whether the Candidate's scientific achievements fulfil requirements as set out in art. 219 item 1 point 2 of the Act and prepare their reviews.
12. Within 6 weeks of the day on which it obtained the last review, the Habilitation Commission provides the Chair of the Council the resolution set out in art. 221 items 10-11 of the Act with a justification and documentation to confer a habilitation degree.
13. The Habilitation Commission may carry out a habilitation exam on the Candidate's scientific achievements. The Candidate seeking to obtain a habilitation degree is notified at least two weeks before the exam is due to take place. A Commission session and a habilitation exam may take place outside the university conferring a doctoral degree using controlling and recording IT technologies. Resolutions adopted by the Habilitation Commission by means of electronic communications and the associated minutes are signed by the Chair of the Commission.
14. The resolution with an opinion to confer or refuse to confer a habilitation degree is passed on by the Habilitation Commission by an absolute majority of votes in an open vote with at least six members present, including the Chair and the secretary, unless the person seeking to obtain a habilitation degree has filed an application to carry out secret vote. The Commission's opinion may not be positive if at least two reviews are unfavourable.
15. Within a month of the day on which the resolution is provided as referred to in item 14, the Council takes a decision to confer or to refuse to confer a habilitation degree.
16. Members of the Council being professors and university professors take part in the vote in the matters referred to item 3 point 2, item 7, and item 15. Resolutions are passed by absolute majority with at least a half of those statutory members present.
17. According to art. 224 of the Act on the decision to refuse to confer a habilitation degree the Candidate may appeal to the Scientific Excellence Council within 30 days of the day he or she obtained the decision via the Council based on art. 193 items 2-4 of the Act.
18. When the application is withdrawn after the Habilitation Commission has been appointed:
  - 1) The same application may be submitted with another institution for habilitation degrees to seek a habilitation degree,
  - 2) The Candidate may not seek a habilitation degree for another 2 years.

**Para. 9**  
**Transitional provisions**

Art. 179 of the 3 July 2018 Act Laws introducing the Act – the Law on Higher Education (Przepisy wprowadzające ustawę – Prawo o szkolnictwie wyższym i nauce) and the 14 March 2003 Act on scientific degrees and titles, and degrees and titles in art governs doctoral procedures, habilitation procedures as well as a procedure to confer a scientific degree initiated before 1 May 2019.

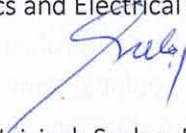
**Para. 10**  
**Fees**

1. A doctoral degree initiation procedure fee is paid by the person applying to be awarded this tile or his or her representatives to Poznan University of Technology. The fee covers all proceedings-related costs, especially their supervisor's (supervisors'), supporting supervisor, and reviewers' fees as well as administrative costs. The fee is not paid by a person who has graduated from the Doctoral School or doctoral studies conducted at Poznan University of Technology. If the candidate is employed by Poznan University of Technology, the university pays his or her fee.
2. A habilitation degree initiation procedure fee is paid by the person applying to be awarded this tile or his or her representatives to Poznan University of Technology. The fee covers all proceedings-related costs, especially all the members of the Habilitation Commission's fees and administrative costs. If the candidate is employed by Poznan University of Technology, the university pays his or her fee.

**Para. 11**

The resolution comes into effect on the day on which it is passed.

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

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



## ANNEX 1

### List of appendices to the application to initiate a habilitation procedure:

- 1) A copy of a document proving that the Candidate has a master of science degree, a master of science engineer degree, or equivalent,
- 2) A confirmation that the Candidate has the learning outcomes for the PRK Level 8 in the form of:
  - A certificate or another document for participants of the Doctoral School,
  - A statement for Candidates that seek a doctoral degree on an extramural basis,
- 3) A certificate or a diploma that proves that the Candidate has mastered a foreign language at a minimum B2 level,
- 4) A record of their academic achievements fulfilling requirements for publications as specified in para. 5 item 2 and optionally a list of other scientific achievements,
- 5) A statement by co-authors as specified in para. 5 item 2,
- 6) A conference attendance certificate as specified in para. 5 item 2,
- 7) Their doctoral dissertation in 5 copies on paper and in electronic form in PDF on electronic support,
- 8) The supervisor's letter accepting the result of the doctoral dissertation in JSA,
- 9) A summary of their doctoral dissertation in the Polish and English languages on paper and in electronic form in PDF on electronic support,
- 10) A favourable opinion on the doctoral dissertation from the Supervisor, Supervisors or the Supervisor and the Supporting supervisor.
- 11) If the candidate submits their doctoral dissertation as a collection of published and themed papers, they should also provide a synthetic overview of their scientific achievements,
- 12) If their doctoral dissertation is not in a written form, a description should be provided in Polish and English.