

## **Ph.D. Studies at the Faculty of English of Adam Mickiewicz University, Poznań, Poland**

The Ph.D. programme at the Faculty of English of Adam Mickiewicz University is conducted in English. Its offer is open to all candidates from Poland and abroad who wish to complete their Ph.D. in English linguistics and literary studies and meet the candidacy criteria specified below. The studies last for four years and lead to the award of the degree of the Doctor of Philosophy in humanities.

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### **1. Adam Mickiewicz University regulations on Ph.D. studies**

Ph.D. studies at Adam Mickiewicz University (AMU) are conducted in accordance with the respectful legal acts of the Polish Parliament and in compliance with the internal university regulations specified annually by AMU Senate's resolution. Below is a text of the English translation of the currently valid AMU Senate's resolution.

#### **Resolution No 120/2007 approved by AMU Senate on 28th May 2007 on conditions and procedures governing recruitment process at the first year of AMU full-time and extramural PhD Programme**

On the basis of Article 196, section 1, due to Article 169, section 2 of the Higher Education Act of 27th July 2005 (Journal of Laws No 164, item 1365 including later changes) it is decided that:

#### § 1

Candidates are accepted to the first year of the PhD programme on the basis of the results of recruitment process.

To be accepted to the PhD programme one needs to hold an M.A. or an equivalent title.

Results of the recruitment process shall be publicly available.

Detailed conditions and acceptance procedures to the PhD Programme are set forth in Appendices to the Resolution.

#### § 2

1. Recruitment process may take the following forms:

a) ranking list based on marks obtained at the university (if the course is divided into B.A. and M.A. programme, both are taken into consideration),

b) ranking list based on marks received for M.A. dissertation or its equivalent, or M.A. exam or its equivalent,

- c) ranking list based on marks on M.A. diploma (or its equivalent),
- d) ranking list based on marks from subject(s) relevant to the discipline, which the candidate is interested to study in the course of the PhD programme,
- e) ranking list based on candidate's scientific activity, especially with respect to publications, activity in reading groups, participation in conferences, internships at home and abroad, awards and distinctions,
- f) ranking list of research projects submitted by the candidates,
- g) ranking list of scientific articles related to the future research,
- h) interview,
- i) oral, written exam or a test.

2. Recruitment process may also verify candidate's:

- a) foreign language skills
- b) additional advantages for the PhD programme such as graduating from another faculty/ other faculties, individualized curriculum, completed courses,
- c) social activity.

3. Recruitment procedure might be composed of one or many forms mentioned in section 1 and 2.

### § 3

Recruitment process shall take place in Poznań.

### § 4

1. Recruitment process is carried out by recruitment committees for PhD programmes hereinafter referred to as "recruitment committees" appointed by relevant councils at organisational units at the request of the head of this unit. 4
2. Committee members are appointed among university professors and assistant professors holding a D. Litt. degree (doktor habilitowany).
3. Recruitment committee consists of the president and at least three members.
4. Recruitment committee at an organisational unit shall be presided over by the head of this unit or the head of the PhD programme.
5. PhD student council, mentioned in the regulations on PhD student government, may appoint its representative at the committee acting as an observer.
6. If recruitment process includes an interview, the president of the recruitment committee may invite candidate's potential supervisor to act as an observer in these proceedings.

## § 5

1. The candidate has the right to appeal against the committee's decision described in § 4 to the university recruitment committee for the PhD programme.
2. The appeal may be lodged in the course of fourteen days after the candidate received the decision. The appeal may be based only on the breach of any conditions and procedures defined in this resolution.

## § 6

1. In case an appeal was lodged against the decision described in § 4, the candidate may be admitted to the PhD programme by the university vice-chancellor who shall first consider the decision taken by the university recruitment committee for the PhD programme. Vice-chancellor's decision in this matter is final.

## § 7

1. The task of the recruitment committee described in § 4 is to:
  - a) collect candidates' documentation,
  - b) admit candidates to the recruitment process,
  - c) evaluate candidate in the course of the recruitment process,
  - d) determine the number of points gained by candidates in the course of recruitment process,
  - e) decide on candidates' acceptance to the programme,
  - f) inform candidates on decision of acceptance (via registered mail with confirmation of receipt).
2. The task of the university recruitment committee for the PhD programme is to consider appeals against the decisions taken by the committee described in § 4.

## § 8

1. Candidates for the PhD programme should submit:
  - a) an application,
  - b) personal questionnaire in a form prepared by the unit organizing the PhD programme,
  - c) doctor's certificate confirming that candidate's medical condition is not an obstacle to attend the PhD programme in the chosen discipline,
  - d) curriculum vitae,
  - e) 4 colour pictures (size: 37x52 mm),
  - f) a copy of diploma of higher education confirming candidate's M.A. title or its equivalent and in case of 2008/2009 graduates, as an exception, a certificate of graduation and a pass mark on M.A. exam or its equivalent.
  - g) proved transcript of university records that allows to calculate average of marks received in the course of studies (from both B.A. and M.A. courses, if applies).
  - h) a letter of recommendation from their M.A. supervisor or other university professor or assistant professor with a D.Litt. title (doktor habilitowany) stating their skills and motivation for research work,
  - i) other documents required in the recruitment process at the unit organizing the PhD programme.
2. Candidates for the PhD programme may enclose a statement of their potential tutor/supervisor confirming their readiness to perform this task.

3. In their application candidates should indicate whether they apply for full-time or extramural programme and determine, if they wish to receive PhD stipend or not. 6
4. Candidates applying for the extramural PhD programme submit a statement expressing their willingness to pay tuition fees for the PhD programme.

#### § 9

1. In the recruitment process the recruitment committee awards candidates with points for specific criteria and establishes the total number of points received by the candidate.
2. The recruitment committee prepares a list of candidates according to the number of points gained by each person and on its basis decides on admitting a limited number of candidates to the first year of the PhD programme.

#### § 10

1. The recruitment process shall be documented in a form of minutes.
2. The minutes reflect vital elements of the recruitment process and is signed by the president and remaining members of the recruitment committee.

#### § 11

1. After the recruitment process is finished the committee makes a list of candidates by preparing a ranking list on the basis of the points they received.
2. Based on the list of candidates defined in section 1 the recruitment committee decides on admitting a limited number of candidates to the first year of the PhD programme.
3. After the list is formally approved by the president of the university recruitment committee, lists of candidates admitted to the PhD programmes are published in electronic version and on the bulletin boards of relevant units organizing PhD programmes. Lists indicating the total number of points gained by the candidates shall be published in the same form.
4. The decision on admitting a candidate to the PhD programme is delivered in writing. The letter should also provide instructions regarding a possible appeal against the decision of the university recruitment committee.

#### § 12

Until 30<sup>th</sup> April of the year in which the recruitment procedure takes place, units organizing PhD programmes should provide access to electronic forms of personal questionnaires and other documents described in § 8 section 1 of the resolution as well as publish all the information on deadlines for submission of documents and applications for the PhD programme, dates of the recruitment process and the tuition fees for the extramural PhD programme.

#### § 13

The resolution enters into force on the day of its approval.

Vice-chancellor

Prof. UAM dr hab. Stanisław Lorenc

**2. Appendix to the resolution No 120/2007 approved by AMU Senate on 28th May 2007 – School of English**

1. PhD programme in human sciences organized at the Faculty of English covers the scope of a) linguistics, and b) literary studies.
2. PhD programme is organized in full-time and extramural mode. Extramural PhD programme is not free of charge, the tuition fees are determined by separate regulations.
3. In case the candidate does not have an M.A. degree in a relevant field, it shall be tested before the proper recruitment process whether their oral and written language skills are adequate for research and teaching. The test is carried out by a university professor or assistant professor with a D.Litt. degree (doktor habilitowany) appointed by the president of the recruitment committee.
4. Except for documents and materials mentioned in § 8 of the Resolution, the application for PhD programme shall include:
  - a) a copy of candidate's M.A. dissertation, if the candidate studied at other institution than the AMU Faculty of English,
  - b) information on research activity, publication, activity in reading groups, participation in scientific conferences, internships at home and abroad, awards and distinctions.
5. In cases described in section 3, only candidates, who were successful at the language test shall be accepted to the recruitment process.
6. Recruitment process shall include the following forms; results of the process, each form is evaluated separately:
  - a) interview (0 -10 points),
  - b) ranking list based on marks received in the course of studies,
  - c) average of marks received in the course of B.A. programme ranging between 4.0 and 4.5: 1 point; above 4.5: 2 points
  - d) average of marks received in the course of M.A. programme ranging between 4.0 and 4.5: 1 point; above 4.5: 2 points
  - e) in case a candidate graduated from a five-year M.A. programme, average of marks ranging between 4.0 and 4.5: 2 points; above 4.5: 4 points
  - f) in the ranking of marks for M.A. dissertations points are awarded only if the mark was "very good" – 3 points, the ranking of research activity including publications, activity in reading groups, participation in conferences, internships at home and abroad, awards and distinctions (0 – 3 points).
7. Recruitment committee may determine a minimum number of points awarded in the recruitment process that would be necessary for a candidate to be accepted. 9

### **3. Curriculum of the PhD Programme at the Faculty of English**

#### **§ 1. Address of the PhD Programme**

The AMU Faculty of English  
al. Niepodległości 4  
61-874 Poznań  
tel. (48) 061 829-35-06  
(48) 061 829-35-05  
fax (48) 061 852-31-03

#### **§ 2. Head of the PhD Programme at the Faculty of English**

Deputy Dean for the PhD Studies is appointed among the faculty of English university professors and assistant professors holding a D.Litt. degree (doktor habilitowany). Candidates for PhD Programme at the Faculty shall their submit applications to the Head of the PhD Programme. Administration of PhD Programme is run by the secretariat.

Deputy Dean for PhD Studies at AMU Faculty of English: dr hab. Joanna Pawelczyk, prof. UAM (tel. 061 829-35-09), room No 104a, e-mail: [pasia@wa.amu.edu.pl](mailto:pasia@wa.amu.edu.pl))

#### **§ 3. Lectures and seminars compulsory for PhD students**

1. The School and the University offer PhD students classes, lectures and seminars in the following subjects: methodology for the human sciences, linguistics, literary studies, cultural studies, statistics, psychology and philosophy. Such courses are organized after the Head of PhD Programme submits a proposal to the Faculty Council. The proposal is based on suggestions made by tutors/supervisors before the start of the academic year. The Faculty Council annually decides on the form (lectures, classes, seminars) and number of those courses. PhD students may choose classes offered by their faculty and the University.
2. Students of the full-time PhD Programme are obliged to receive credits for three courses (discussed in section 1) in each of the first three years.
3. Students of the extramural PhD Programme are obliged to receive credits for two courses in each of the first three years.
4. Students decide on participation in the courses together with their tutors. Student's participation in the course must be certified by the teacher in writing. The certificate must include information on the credit requirements and received mark. The teacher organizes a final exam for those PhD students who expressed willingness to participate in it. The teacher decides on the form of the final exam.
5. A student of the full-time PhD programme is required to participate in a monographic lecture suggested by their tutor, as a one of the three obligatory courses mentioned in point 1.. Student's participation in this lecture is verified by their tutor, who also reports on the matter in writing to the Head of PhD Programme before the end of the third year. Student's attendance at this lecture is verified by their supervisor, who also reports on the matter to the Head of PhD Programme before the end of the third year.
6. By 30th June each year PhD students shall submit a report on their research work, exams taken, credits received as well as their teaching duties to the Head of PhD Programme. In particular, the report should include detailed information on: prepared didactic materials, textbooks, papers and posters presented at conferences at home or abroad, publications in journals and collections at home and abroad, publications of monographs, dictionaries, encyclopaedias, reviews and translations of scientific articles, monographs, edited collections (joint publication), entries in dictionaries,

participation in research projects, registration and conferment procedure for a doctoral degree. The report should be accompanied by the tutor's/supervisor's evaluation of student's progress in research and PhD dissertation as well as didactic work. In case of co-authorship or co-editing it is necessary to provide names of all authors or editors.

7. PhD students are required to improve their foreign language skills. A student is exempt from this requirement provided that they:
  - a) hold a B.A. or an M.A.. title in any other modern foreign language, or
  - b) hold an internationally recognized certificate at intermediate level, or:
  - c) is a winner of the national level of a modern foreign language competition.
  
8. Before the PhD dissertation is accepted and approved for a public defence, the student is required to pass exams in the following domains:
  - a) main discipline (exam shall cover a wider scope than the topic of PhD dissertation),
  - b) modern foreign language,
  - c) additional discipline – alternatively:
    - 1) history of philosophy – exam organized by prof. dr. hab. Bolesław Andrzejewski, Head of the Department of Contemporary Philosophy at the AMU Institute of Philosophy (Poznań, ul. Szamarzewskiego 89), or
    - 2) philosophy of language – exam organized by prof. dr. hab. Zdzisław Wąsik (Department of Linguistic Semiotics at the AMU Faculty of English, Collegium Novum, al. Niepodległości 4, blok A).

#### **§4. Classes conducted by PhD students 12**

1. Full-time PhD students are required to conduct at least 30 hours of classes in the course of their studies.
2. The obligatory number of classes that a full-time PhD student should conduct independently amounts to 90 hours in academic year.
3. Extramural PhD students are required to conduct at least 30 hours of classes in the course of their studies.
4. Classes conducted by PhD students are annually assessed by their students in an anonymous survey and by the Head of a School department. The assessment constitutes an integral part of the evaluating report on PhD student's progress. After the survey is completed, such an assessment should be included in the report for the summer semester submitted to the Head of PhD Programme by the deputy-head of full-time programme or PhD student's tutor/supervisor. The PhD student must be informed about the results of the survey.
5. Classes conducted by a PhD student should be visited by their tutor/supervisor or Head of their Department in the course of the first and the third year of studies at PhD Programme.

#### **§ 5. Compulsory paper**

1. In the first or the second year (but not later than 31st May) of studies at PhD Programme PhD students are required to submit to the Head of PhD Programme a copy of a scientific paper on the topic corresponding to the discipline of the PhD dissertation. The paper needs to be evaluated by student's tutor. Next, at the request of Head of PhD Programme the paper is reviewed by additional reviewer appointed among the School's employees, representing the same or related discipline. Evaluation of the paper is prepared in writing (on a standardized form) and is made available to the PhD student.
2. In case of a negative mark the student should submit a new, revised version of the paper in the course of three months.
3. The student is exempt from this requirement provided that they:
  - a) have published an article in the discipline of their PhD dissertation or related to it,

- b) submitted a written statement of an editor of a scientific journal confirming acceptance of their article,
- c) presented a paper, a communication or a poster at a conference or a colloquium, which would be confirmed by the tutor/supervisor (information on conference's/ colloquium's date, venue, organiser and topic should be provided).

## **§ 6. PhD dissertation**

1. Registration and conferment procedure for a doctoral degree is opened by the Faculty Council under the conditions stipulated in relevant faculty regulations.
2. PhD student submits final version of their PhD dissertation to the secretariat. PhD 13 dissertation should be prepared in five copies; one remains at the secretariat until the public doctoral defence (it is then returned to the student), one is stored at the AMU Library, one is received by the supervisor and two are sent to the reviewers. Additionally one copy should be submitted to the secretariat in electronic form. The secretariat sends copies of PhD dissertation to the reviewers. At least one of the reviewers must not be employed by the Adam Mickiewicz University.



#### 4. CV Template

**Name and surname:**

**Date of birth:**

**Place of birth:**

**Marital status:**

**Education** (in the sequence of graduation):

**Titles of dissertations for academic degrees:**

**Foreign language skills:**

**Professional career:**

**Foreign internships:**

**Jobs at foreign research institutions:**

**Organisational activity:**

**Guest lectures:**

**Editorial activity** (membership in journal's editorial boards):

**Membership in research organisations:**

**Major fields of research:**

**Participation in conferences and congresses: 15**

**Research achievements** (in numbers; publications should be listed in details in the Appendix)

**a). books    b). articles    c). reviews    d). other**

**Awards:**

**Distinctions:**

#### 5. The list of PhD lectures is available on the website