



## CONDUCTING PHD PROCEEDINGS

### I. DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE

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#### REQUIRED DOCUMENTS:

*The candidate should submit **three sets of documents in hard copy form** at the Dean's Office of the Faculty of Vocalism and Acting.*

#### All documents should:

- *be submitted in three identical copies:*
  - *one copy needs to be submitted in a binder,*
  - *two remaining copies need to be submitted in two separate folders,*
- *contain a list of submitted documents.*

1. **Application for starting PhD proceedings (attachment no. 1)** specifying the knowledge domain, field and discipline;

2. The proposed topic and concept of a PhD dissertation specifying the knowledge domain, field of science or art, academic or artistic discipline within which PhD proceedings are to be conducted, as well as additional discipline;

3. The proposed supervisor, and, in cases specified in Article 2, Section 2 of the Decision of the Minister of Science and Higher Education, the proposed second supervisor, co-supervisor or additional supervisor;

*The proposed topic, dissertation concept and supervisor might be rejected or changed.*

4. **List of research papers, creative professional works** or artistic achievements together with the recordings of works appropriate to a given work and documentation of their public presentation, as well as information concerning the candidate's activity popularizing art or science;

5. **Information concerning the PhD proceedings**, if a candidate previously applied for a PhD degree (**attachment no. 2**)

6. A copy of the document certifying the possession of a Master's degree, referred to in Article 12, Section 1, Point 1 of the Academic and Artistic Degrees and Titles Act from 14 March 2003, authenticated by the organizational unit chosen for conducting PhD proceedings; or a diploma, referred to in Article 191a, Section 3 and 4 of the Act from 27 July 2005 – Higher Education Act (Journal of Laws from 2012, item 572, as amended).

## ADDITIONAL DOCUMENTS THAT NEED TO BE SUBMITTED BASED ON THE REGULATION:

1. The copy of the certificate confirming the knowledge of a modern foreign language, authenticated by the organizational unit chosen for conducting PhD proceedings.

*The list of certificates is contained in Appendix 2 to the Decision of the Minister of Science and Higher Education from 2015 concerning the detailed procedure and conditions of conducting PhD proceedings.*

*The certificate gives exemption from the language examination.*

2. The application for presenting a PhD dissertation in a language different than Polish.

## OPTIONAL DOCUMENTS, NOT REQUIRED BY THE REGULATION:

1. **Personal data form** with a photograph stuck permanently (attachment no. 3).

2. CV.

3. The authenticated copy of the front and back side of the Identity Card.

4. A list of decorations, medals, etc. with dates of receiving them and card numbers; national and rector distinctions and awards, as well as artistic achievement awards.

5. If required, the opinion about the candidate's achievements by a future supervisor and the person who possesses the title of professor or the degree of senior PhD/habilitation.

6. **The declaration of the employer (attachment no. 5) / the declaration of the candidate (attachment no. 4)** concerning the coverage of costs of PhD proceedings, followed by the agreement concerning the coverage of costs of PhD proceedings.

## II. THE FIRST FACULTY BOARD MEETING

- *starting PhD proceedings*
- *appointing a supervisor and co-supervisor, if required.*

1. The examination of the candidate's application and presentation of the candidate (examining his/her CV).

2. Informing the Faculty Board about the candidate's artistic achievements and proposed topic and concept of a PhD dissertation, as well as proposed supervisor.

3. Appointing a vote counting committee.

4. Secret voting concerning the start of PhD proceedings.

5. Secret voting concerning the appointment of a supervisor.

## **THE DECISION OF THE FACULTY BOARD**

*Joined decision concerning the start of PhD proceedings and appointment of a supervisor and, if required, a co-supervisor.*

*The person who possesses the title of professor or the degree of senior PhD/habilitation in a given or*

*related academic or artistic field, or a person who acquired qualifications equal to those of a senior PhD/habilitation based on Article 21a, and, who conducts academic or didactic activity within a given or related academic or artistic field might become a supervisor of PhD proceedings or a reviewer of a PhD dissertation.*

7. The approval of the topic and concept of a PhD dissertation.

*A PhD dissertation is written under the guidance of a supervisor. In the field of art, a PhD dissertation is constituted by the artistic work that is simultaneously the candidate's original artistic contribution. The artistic work, which is the main part of a PhD dissertation, should be accompanied by a description that explores a particular artistic concept. Both the artistic work and the description (artistic and written parts) ought to have a common title.*

*The topic approved by the Faculty Board can be changed, through the adoption of a new decision, following the request of the candidate.*

8. The appointment of the committee for conducting PhD examinations by the Faculty Board.

### III. PHD EXAMINATIONS

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- PhD examinations are to be passed **before accepting a PhD dissertation by the Faculty Board of the organizational unit chosen for conducting PhD proceedings.**
- The dates of examinations are determined by the Chairman of the Faculty Board of the organizational unit chosen for conducting PhD proceedings, in collaboration with the committees.
- In case of failing one of the PhD examinations, the Faculty Board of the organizational unit chosen for conducting PhD proceedings, following the request of the candidate, might agree to the candidate's retaking the examination; however, not sooner than three months after the original date of taking the examination and not more than one time.
- If a person applying for a PhD degree does not take the examination at a scheduled date, the Faculty Board might decide to close the PhD proceedings.
- If invited by the Chairman of the Faculty Board of the organizational unit chosen for conducting PhD proceedings, a co-supervisor may participate in the meetings of the committee that conducts PhD examinations, without the right to express an opinion.

#### Obligatory examinations:

- **Main discipline** – corresponding to the topic of a PhD dissertation - the committee ought to consist of at least **four people**, including a supervisor, second supervisor or co-supervisor (the regulation does not take into account the reviewers), who possess the title of professor in the field of art or science to which the main discipline belongs, or the degree of senior PhD/habilitation within this field, or equal qualifications.
- **Additional discipline** – the committee ought to consist of at least three people among which at least one should possess the title of professor in the field of art or science to which the additional discipline belongs, or the degree of senior PhD/habilitation within this field, or equal qualifications.
- **Modern foreign language** – the committee ought to consist of at least three people, one of which should teach a foreign language in a higher education institution, the remaining ones should possess at least a PhD degree.

## IV. SUBMITTING A PHD DISSERTATION

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### 1. Submitting a PhD dissertation

*The candidate should hand over to the supervisors, referred to in Article 2, Section 1 and 2, Point 1 and 2, a PhD dissertation, together with the summary and description that explores an artistic or research problem, in hard copy form, accompanied by copies recorded on a **data storage device (three copies)**.*

*A supervisor should hand over to the Chairman of the Faculty Board of the organizational unit chosen by the candidate for conducting PhD proceedings a PhD dissertation together with a written opinion, and, in cases referred to in Section 2 (a PhD dissertation by more than one author), together with the declarations of co-authors of a PhD dissertation; supervisors referred to in Article 2, Section 2, Point 1 and 2 (the second supervisor and co-supervisor) should hand over to the Chairman of the Faculty Board of the organizational unit chosen for conducting PhD proceedings written opinions concerning a PhD dissertation.*

*If a person applying for a PhD degree fails to submit a PhD dissertation, the Faculty Board might decide to close PhD proceedings.*

*The summary of a PhD dissertation together with reviews should be posted on the website of the Faculty of Vocalism and Acting.*

## V. THE SECOND FACULTY BOARD MEETING

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- The appointment of reviewers

### 1. The appointment of reviewers

*A person who possesses the qualifications in the field of art, not art theory, might become the reviewer of a PhD dissertation. A person whose impartiality is dubious cannot become the reviewer of a PhD dissertation.*

***The reviewer should come from outside the organizational unit chosen by the candidate for conducting PhD proceedings!***

*During the conducting of PhD proceedings at least two reviewers are appointed from among the employees of higher education institutions or of organizational units different from the one which is currently hiring a person applying for a PhD degree; the reviewers cannot be members of the Faculty Board of the organizational unit chosen by the candidate for conducting PhD proceedings (Article 20, Section 5).*

*The review is to be presented in front of the Faculty Board of the organizational unit chosen by the candidate for conducting PhD proceedings, in hard copy form, together with a copy recorded on a **data storage device** within two months of the date of receiving an order to prepare the review.*

*In justified cases, the Faculty Board of the organizational unit conducting PhD proceedings might prolong by a month the deadline for presenting the review.*

*The review should contain the detailed assessment of the PhD dissertation's fulfillment of the conditions specified in Article 13, Section 1 of the regulation.*

### 2. The appointment of a vote counting committee

3. The secret voting on the appointment of two reviewers – both reviewers should come from outside the organizational unit chosen by the candidate for conducting PhD proceedings.

### **THE DECISION OF THE FACULTY BOARD**

*The decision concerning the appointment of reviewers.  
Two separate ballots*

*The review should be posted on the website of the Faculty of Vocalism and Acting on the day of its reception (Article 13, Section 7 of the Regulation). Immediately upon receiving the last review, the Chairman of the organizational unit conducting PhD proceedings hands over the copies of all the reviews and the summary of a PhD dissertation recorded on a **data storage device** to the Central Committee for Degrees and Titles, referred to further as the Central Committee.*

### **VI. THE THIRD FACULTY BOARD MEETING**

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- **Accepting a PhD dissertation and allowing its public defence**

1. The introduction of the candidate and the topic of a PhD dissertation.
2. Examining a PhD dissertation.
3. Questions concerning a PhD dissertation.
4. Examining the opinion of the supervisor and reviews.

*At this stage the presence of the reviewers is superfluous.*

*The Faculty Board is obliged to examine a PhD dissertation, the opinion of the supervisor (possibly the opinion of co-supervisor) and reviews.*

#### **Supplementing or revising a PhD dissertation:**

*The review may require supplementing and reviewing a PhD dissertation, which is communicated to the candidate and supervisors, referred to in Article 2, Section 1 and 2, Point 1 and 2, by the Faculty Board of the organizational unit conducting PhD proceedings. The supplemented or revised PhD dissertation is handed over by the candidate to the Faculty Board of the organizational unit conducting PhD proceedings which passes it to the same reviewers for reassessment. The reviewers present the review of a supplemented and revised PhD dissertation to the Faculty Board of the organizational unit chosen by the candidate for conducting PhD proceedings within a month of the date of receiving a request to prepare this review.*

5. The appointment of the a vote counting committee.
6. The secret voting on the acceptance of a PhD dissertation and allowing its public defence.

### **THE DECISION OF THE FACULTY BOARD**

*Deciding on the acceptance of a PhD dissertation and allowing its public defence. A rejected PhD dissertation cannot be used to apply for a PhD degree at different organizational units (article 14, Section 3 of the regulation).*

7. Scheduling the date of the public defence of a PhD dissertation.

### **Notification following the Faculty Board meeting:**

*The Faculty Board of the organizational unit conducting PhD proceedings should notify other organizational units entitled to confer PhD degrees in a particular academic or artistic discipline about the scheduled date and place of the public defence of a PhD dissertation, at least ten days before the defence's date; also the Faculty Board is obliged to announce the defence at the premises of the organizational unit conducting PhD proceedings.*

*The notification should contain the following:*

- ***the place of submitting a PhD dissertation***, in order to enable everyone who is interested to examine it,
- ***posting the summary of a PhD dissertation together with reviews on the website*** of the higher education institution or organizational unit conducting PhD proceedings.

*The candidate, supervisor and reviewers are also to be notified.*

## **VII. THE FOURTH FACULTY BOARD MEETING**

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- The public defence of a PhD dissertation.
- Conferring a PhD degree.

1. The introduction of the candidate ( the candidate's profile) .

*The defence takes place at the open meeting of the Faculty Board or PhD committee of the organizational unit conducting PhD proceedings .*

***A supervisor and at least one reviewer*** are obliged to take part in the open meeting of the Faculty Board or PhD committee.

*The supervisors referred to in Article 2, Section 2, Point 1 and 3 (the second supervisor and additional supervisor) may take part in the open meeting of the Faculty Board or PhD committee.*

2. The presentation of main concepts and results of a PhD dissertation – (detailed analysis of the work).

3. The presentation of the reviews.

*The reviewers introduce their reviews. If the reviewer is absent, the Chairman of the Faculty Board of the organizational unit conducting PhD proceedings should present the review.*

*The review ought to contain a detailed assessment of the PhD dissertation's fulfillment of the conditions specified in Article 13, Section 1 of the regulation.*

4. The opening of the discussion with the participation of the candidate.

*Everyone present at the meeting may take part in the discussion.*

*The discussion is opened and closed by the Chairman of the Faculty Board of the organizational unit conducting PhD proceedings.*

5. The appointment of a vote counting committee.

***The classified part.***

6. The secret voting on the acceptance of the public defence of a PhD dissertation.

### ***THE FACULTY BOARD DECISION***

*The decision about the acceptance of the public defence of a PhD dissertation.*

7. The secret voting on conferring a PhD degree in Arts, in the field of Musical Arts, artistic discipline: vocalism.

### ***FACULTY BOARD DECISION***

*The decision about conferring a PhD degree.*

### **A PHD DEGREE MAY BE CONFERRED ON A PERSON WHO:**

1. possesses a Master of Arts degree, Master of Science degree, Master of Medicine degree or an equal degree; or possesses a diploma specified in Article 19, Section 3 and 4 of the Act from 27 July 2005 - Higher Education Act;
2. passed examinations specified by the Faculty Board of the organizational unit conducting PhD proceedings;
3. introduced and defended a PhD dissertation;
4. passed the modern foreign language examination or possesses the certificate confirming the knowledge of a modern foreign language specified in regulations based on Article 31, Point 5.

### **ADDITIONAL INFORMATION:**

1. The candidate needs to fill in the SYNABA card, which is the Internet data base that contains data concerning research works, research and development works, PhD dissertations and senior PhD works/habilitations as well as scientific expert opinions done at Polish academic and research and development units. The SYNABA database is available on the Nauka polska (Polish Science) portal.
2. After filling in the card, the candidate should send the file to the Dean's Office of the Faculty of Vocalism and Acting - [k.gorzynski@amuz.gda.pl](mailto:k.gorzynski@amuz.gda.pl)
3. The candidate is obliged to make a payment for issuing a diploma
4. Additional information concerning promotion procedures are to be found on the following websites:
  - a. The Central Committee website: [www.ck.gov.pl](http://www.ck.gov.pl)
  - b. The Faculty of Vocalism and Acting website: [www.wokalnoaktorski.amuz.gda.pl](http://www.wokalnoaktorski.amuz.gda.pl) , tab: Awanse naukowe