

**Resolution No. 14/2023/2024**  
**of the Senate of the Kazimierz Wielki University**  
**of 23 January 2024**

**on the recruitment rules for the Doctoral School at the Kazimierz Wielki University in the academic year 2024/2025 for persons undertaking university education in English**

Pursuant to Article 200 section 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, Item 742, as amended)

**The Senate resolves as follows:**

§ 1

**General provisions**

1. The Resolution establishes the recruitment conditions and procedures to the Doctoral School at the Kazimierz Wielki University in the academic year 2024/2025, for persons undertaking university education in English, including operating procedures of the recruitment committees as well as the course of the qualification procedure.
2. For the purposes of the Resolution, the following terms shall apply:
  - 1) UKW - the Kazimierz Wielki University;
  - 2) doctoral school - the Doctoral School at the Kazimierz Wielki University;
  - 3) discipline - a scientific discipline, in which UKW has the right to confer doctoral degrees;
  - 4) recruitment committee - a recruitment committee conducting recruitment for the Doctoral School at the Kazimierz Wielki University;
  - 5) candidate - a person applying for admission to a doctoral school for whom Polish is not the mother language;
  - 6) IRK system - the Online Candidate Registration System;
  - 7) Act - the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, Item 742, as amended).

§ 2

The Kazimierz Wielki University conducts recruitment for the doctoral school in the following academic fields and disciplines:

- 1) in the field of humanities: discipline of linguistics and discipline of literary studies,
- 2) in the field of engineering and technical sciences: discipline of materials engineering and discipline of mechanical engineering,
- 3) in the field of exact and natural sciences: discipline of biological sciences and discipline earth and related environmental sciences,
- 4) in the field of social sciences, discipline of psychology,

## **Recruitment committee of the doctoral school**

### § 3

1. Recruitment proceedings are conducted by recruitment committees appointed by the Rector.
2. Members of recruitment committees are appointed by the Rector by the end of June 2024.
3. The recruitment committee, carrying out recruitment in a given academic discipline, shall be composed of:
  - a) chairman: dean of the faculty representing the discipline in which education is conducted, or a person indicted by the dean;
  - b) three academic teachers holding at least the degree of *doktor habilitowany* and representing the field in which recruitment is carried out, including at least two teachers representing the discipline in which recruitment is carried out,
  - c) representative of the doctoral candidates self-government (without the right to vote).
4. The representative of the doctoral candidate self-government participates in the recruitment committee's meetings and can express an opinion on the candidate's scientific potential, but does not participate in discussions with candidates and does not evaluate candidates. Any observed irregularities must be immediately reported to the university council of doctoral candidates' self-government which reported to the head of the doctoral school and to the Rector.
5. In justified instances, the Rector may change the composition of the recruitment committee.
6. The recruitment committee shall be appointed for the duration of the recruitment procedure.
7. The Office of Degrees provides administrative support for recruitment committees.

### § 4

1. The chairman of the recruitment committee shall provide the recruitment schedule for persons undertaking education in English to the members of the recruitment committee, no later than 7 days before the date of the first meeting.
2. The quorum at meetings of the recruitment committee is 3 persons. The representative of the doctoral candidates' self-government is not included in the quorum.
3. In the absence of the chairman, the meetings of the committee shall be chaired by a committee member duly authorized by the chairman.
4. The documentation confirming the recruitment committee's work includes:
  - 1) protocol of the recruitment committee meeting (the individual protocol) specified in the Appendix no 3;
  - 2) the list of candidates referred to in § 15 (the form is specified in the Appendix no 4).
5. The documents referred to in sec. 3 are confirmed by the signatures of all committee members present at the meeting. In the event of the recruitment committee working remotely, the documents referred to in sec. 3, is signed by the chairman of the committee or the person specified in sec. 2.

### § 5

1. The tasks of the recruitment committee include in particular:
  - 1) conducting the recruitment procedure,
  - 2) checking the completeness of submitted documents,

- 3) notifying candidates of dates and places of the interviews,
- 4) analysing the documents submitted by candidates in the recruitment procedure,
- 5) conducting interviews with candidates,
- 6) conducting evaluation in accordance with the recruitment criteria,
- 7) preparing the documentation referred to in § 4 sec. 3,
- 8) announcing the results of the recruitment procedure.

#### § 6

1. A member of the recruitment committee shall be, by operation of law, excluded from the candidate evaluation if any objective circumstances exist which may give rise to justified concerns as to impartiality and objectivity in the evaluation of the candidate.
2. The candidate shall notify the existence of any indications set out in sec. 1, in the application for admission to the doctoral school.
3. A member of the recruitment committee shall notify the existence of any indications set out in sec. 1 at the beginning of the recruitment committee meeting.
4. A member of the recruitment committee excluded from the candidate evaluation, shall not participate in the evaluation procedure. The exclusion shall be recorded in the protocol referred to in § 4 sec. 4 point 1 in the part "Committee members excluded from evaluation".

#### **Conditions for admission to the recruitment procedure**

#### § 7

1. A person who has registered in the IRK system within the time limit set out in § 8 and submitted the documents specified in § 9 and paid a fee for the recruitment procedure in the amount of PLN 200, may join the recruitment procedure.
2. The candidate makes a payment to the individual bank account generated for each candidate by the IRK system (PLN account).
3. The candidate is entitled to a reimbursement of the enrollment fee, at the candidate's request, in the event of resignation from participation in the recruitment procedure before its commencement.
4. The procedure for candidate registration in the IRK system is stipulated by the Rector's ordinance.
5. In the recruitment procedure, only the achievements found in the documentation submitted by the candidate shall be taken into account.

#### § 8

1. Candidates may register in the IRK system from 19 to 30 August 2024.
2. Candidates shall enter legible scans of the documents (PDF format) specified in § 9 in the IRK system in the period from 19 to 30 August 2024 or may submit the documents specified in § 9 in the period from 26 to 30 August 2024 in the hours from 9:00 to 13:00 at the Office of Degrees (UKW).
3. The date of submission of the scanned documents specified in sec. 2 is the deadline. Submission of incomplete documents or submission of documents after the deadline provides the basis for leaving the application without consideration.
4. The Office of Degrees accepts only the complete documentation specified in § 9.

5. The fee for the recruitment procedure is payable by 10 August 2024, and this requirement is met when the fee is credited to the UKW account specified in the candidate registration procedure referred to in § 7 sec. 4.

## § 9

1. The candidate shall submit to the recruitment committee, based on the rules set out in § 8, the following documents:
- 1) application to the Rector for admission to the doctoral school, including contact details and stating the discipline in which the candidate plans to pursue education (in English, on the form provided in the IRK system with the candidate's handwritten signature),
  - 2) CV in English,
  - 3) diploma or a copy of a diploma of completion of the second-cycle programme or the long-cycle Master's degree programme (or an equivalent diploma),
  - 4) supplement of the diploma specified in point 3,
  - 5) description of the research project being the subject of the interview (in English, maximum 3 pages, bibliography does not count towards the page limit),
  - 6) documents confirming scientific activities of the candidate: copies of scientific publications, copies of documents confirming patents, implementations, certificates of participation in research projects, certificates of participation in scientific conferences, certificates of acceptance for publication for publication, copies of other scientific achievements (from publishing house/ editorial office of scientific journals).
  - 7) documents confirming additional activities of the candidate specified in the Appendix no 1 to the Resolution, such as:
    - participation in internships and doctoral candidates exchange programmes,
    - awards and distinctions, research scholarships,
    - language certificates,
    - volunteering,
    - others.
  - 8) candidate's questionnaire (the form of the questionnaire is specified in the Appendix no 2)
  - 9) letters of recommendation issued by a person holding at least a doctoral degree (in English),
  - 10) the supervisor candidate's consent (in Polish and English) - the supervisor candidate is selected from the list of supervisors for a scientific discipline announced on the UKW website at the beginning of recruitment. The committee has the right to reject an application containing a recommendation of a person other than specified in §10 sec. 3 and 4 in the manner specifies in §12 sec. 2.
  - 11) declaration of citizenship and language skills,
  - 12) confirmation of payment of the enrollment fee.
2. A candidate with a diploma of completion of studies abroad is obliged to submit a diploma certified in accordance with the regulations applicable to the country and the date of issue of the diploma (legalized or certified with an apostille clause). For a diploma other than one issued in Poland, the candidate attaches an appropriate printout of the recognition

- statement from the NAWA Kwalifikator system (<https://kwalifikator.nawa.gov.pl/>), with the annotation "Gives right to start doctoral proceedings / gives access to doctoral school".
3. Documents drawn up in a foreign language (other than English) shall be submitted by the candidate together with their translation into English. Translations of official documents must be certified by a sworn translator.
  4. Before granting the consent, the planned supervisor has the right to inspect the documents listed in sec. 1 – 3.

#### § 10

1. The research project referred to in § 9 sec. 1 point 5, should be closely related to the subject of the doctoral dissertation planned by the candidate.
2. The research project referred to in § 9 sec. 1 point 5 shall be prepared by the candidate based on the thematic scope published on the website of the doctoral school.
3. The thematic scopes referred to in § 9 sec. 1 point 5, together with descriptions in English and contact details (e-mail address) are reported through the dean, employees recommended by the appropriate scientific council to take on the duties of a supervisor at the doctoral school, no later than by 31 May, 2024. The thematic scope should be related to the applicant's specialty or scientific interests.
4. The list of topics referred to in sec. 3 with a list of candidates for supervisors shall be published no later than 14 June, 2024.
5. Not later than two weeks before the start of the recruitment, the head of the doctoral school, in justified cases, may add the thematic scope of the research project and the candidate for the supervisor to the list with the consent of the dean appropriate for the discipline in which the recruitment is conducted.

#### § 11

All personal data provided by candidates shall be processed and stored for the purposes of recruitment in accordance with applicable regulations and shall be protected.

### **Selection process**

#### § 12

1. The recruitment committee shall check the completeness and formal compliance of the submitted documents.
2. If the documents submitted by the candidate are not complete or if they do not formally comply with the rules set out in § 8 and 9, the chairman of the commission shall not admit the candidate to the recruitment procedure. On the individual protocol referred to in § 4 sec. 3 point 1, the commission shall include the annotation "The candidate was not admitted to the recruitment procedure due to the lack of completeness / failure to meet the formal conditions of the submitted documents".
3. The selection process to the doctoral school consists of two stages:
  - a) analysis of the documents submitted by the candidate,
  - b) interview conducted in English.
4. In the selection process, points are awarded to candidates by the recruitment committee for:
  - candidate's scientific activities,
  - candidate's additional activities,
  - candidate's scientific potential evaluated based on the interview.

5. The candidate may receive a total of no more than 50 points in the selection process.
8. The detailed criteria for awarding and rules for calculating recruitment points in the selection process are set out in the Appendix no 1 (for the discipline music) to this Resolution.
9. The selection process, at the candidate's request, may be conducted remotely using audio- and video messengers. The decision to use the messenger is made by the chairman of the recruitment committee. The type of messenger is specified by UKW in the invitation to an interview. Recruitment interviews may be recorded by UKW for the purposes of internal evaluation of the recruitment process. Recordings are not included in the candidate's personal file.

#### § 13

1. In the first stage of the selection process, the recruitment committee examines the documents submitted by the candidate and awards points in accordance with the criteria set out in the Appendix no 1 to this Resolution.
2. In the second stage of the selection process, during the interview, the recruitment committee evaluates the candidate's scientific potential.
3. The thematic scope of the interview is determined by the research project description indicated in § 9 sec. 1 point 5 and the candidate's scientific area of interest related to the presented project.
4. The presentation of the research project made by the candidate during the interview may last a maximum of 15 minutes.
5. The form of presentation of the research project chosen by the candidate must be adapted to technical possibilities available at the place of the interview. The electronic presentation may be attached by the candidate to the documentation indicated in § 9.
6. The candidate shall report the needs related to disability regarding the conditions for conducting the interview in the application form referred to in § 9 sec. 1.
7. A person with a disability may apply for the adaptation of the form of the interview to candidate's needs resulting from the disability, while the adapted form does not mean exemption from the interview, but is only intended to provide equal opportunities.
8. In justified cases, a person with a disability has the right to extend the duration of the presentation of a research project.
9. The consent to conduct the interview in an adapted form is granted by the chairman of the recruitment committee at the request of the candidate, after consulting the Department for People with Disabilities.
10. The candidate for the supervisor has the right to participate in the interview and express an opinion on the candidate's potential. The candidate for the supervisor is not part of the recruitment committee and shall not evaluate the candidate's scientific potential.

#### § 14

1. The place and exact date of interviews are indicated by the chairman of the recruitment committee in the recruitment schedule, referred to in § 4 sec. 1.
2. Information on the date and place of interviews held within individual disciplines shall be made available on the UKW website at least 5 days before the scheduled date of the interview.

3. The recruitment committee makes a formal evaluation of the documents submitted between 4 and 20 September, 2024.
4. The documents submitted by the candidate shall be examined by the recruitment committee between 4 and 20 September, 2024 in accordance with the schedule referred to in § 4 sec. 1.
5. The interviews will be conducted from 9 to 20 September 2024 in accordance with the schedule referred to in § 4 sec. 1.
6. In special instances, the Rector or the chairman of the recruitment committee may extend the deadlines indicated in sec. 3-5 by 25 September 2024.

### **Results of the recruitment procedure**

#### § 15

1. The results of the recruitment procedure are not confidential and shall be published in the manner specified in sec. 8 and 9.
2. Having conducted the qualification process, the recruitment committee shall draw up the ranking list which shall include the following:
  - name and surname of the candidate,
  - discipline in which the recruitment procedure was carried out,
  - the number of points awarded for each evaluation criterion indicated in § 12 and the total number of points obtained in the recruitment procedure,
  - information whether the candidate has been qualified to be admitted to the list of doctoral candidates,
  - designation: qualified / not qualified to be included in the list of doctoral candidates,
  - designation: qualified within the limit of places / entered on the reserve list.
3. The ranking list shall be dated and signed by the committee members who participated in the qualifying meeting.
4. The order in which the doctoral candidates' names are placed on the list is optional.
5. The recruitment committee qualifies the candidate for admission to the doctoral school based on the result obtained in the recruitment procedure and the limit of admissions to the doctoral school defined for each discipline. Candidates who obtained the highest score are accepted, subject to sec. 6, within the limit of admissions.
6. To obtain a positive result in the qualification process, the candidate shall receive at least 26 recruitment points, including at least 15 points during the interview.
7. If the admission limit limits the admission of a candidate who obtained the same number of points as the candidate qualified within the admission limit, the committee shall attach justification for the choice to the list of candidates referred to in sec. 2.
8. The results of the qualification procedure are announced on the UKW website (only the list of qualified candidates, first names and surnames are published). Each candidate who took part in the qualification procedure receives information about the result of the recruitment procedure to their personal registration account in the IRK system.
9. The results of the qualification process shall be announced no later than 7 days after the end of the qualification procedure.

## § 16

1. Education in English at the Doctoral School at the Kazimierz Wielki University in the academic year 2023/2024 will start provided that at least 1 person is qualified.
2. The doctoral school has one place for each discipline specified in § 2 places for persons undertaking education in English.
3. In special instances, at the request of the chairman of the recruitment committee, the Rector may increase the admission limit specified in sec. 2.
4. If the candidates do not meet the condition referred to in § 15 sec. 6, the admission limit is not exhausted.

### **Inclusion in the list of doctoral candidates**

## § 17

1. A candidate qualified to be included in the list of doctoral candidates within the admission limit shall be entered into the list of doctoral candidates of the doctoral school after providing:
  - 1) original documents specified in § 9 sec. 1: application with the Appendix no 1, CV, description of the research project, and documents listed in § 9 sec. 2 and 3,
  - 2) diploma entitling to take up education in a doctoral school as defined in § 9 sec. 1 point 3 or an extract or copy certified by an employee of the Office of Degrees.
  - 3) Polish translation of the diploma entitling to undertake education at the doctoral school referred to in § 9 sec. 1 point 3, and a translation of the document referred to in § 9 sec. 2 point 1 (certified by a sworn translator),
  - 4) declarations of will regarding undertaking education at the doctoral school at the Kazimierz Wielki University in accordance with art. 200 sec. 7 of the Act,
  - 5) in the case of a disability certificate or a certificate on the degree of disability or a certificate referred to in art. 5 of the Act of 27 August 1997 on professional and social rehabilitation and employment of disabled persons (i.e. Journal of Laws of 2021, Item 573, as amended) - a copy of this decision (in order to obtain an increased scholarship in accordance with Art. 209 sec. 7 of the Act),
  - 6) statements related to payment of doctoral scholarships (available in the IRK system).
2. The candidate shall immediately provide the documents specified in sec. 1, not later than by 27 September 2024. In special instances, upon a written request of the candidate, the chairman of the recruitment committee may decide to extend the deadline for submitting documents.
3. The decision to include a person in the list of doctoral candidates shall be taken by the Rector.
4. The decision of inclusion in the list of doctoral candidates shall be signed by the Rector or a person authorized by them.
5. In the event of an extension of the deadline for submitting documents referred to in sec.2, the Rector may make a conditional decision to enter the candidate on the list of doctoral candidates provided that the documents are submitted to the deadline specified in the above-mentioned decision deadline.
6. In the absence of inclusion in the list of doctoral candidates due to failure to comply with the condition referred to in sec. 1 and 2, or in case of other conditions specified in the Act, the



chairman of the recruitment committee qualifies the next person on the ranking list for admission to the doctoral school within the admission limit. A candidate qualified in this mode is obliged to immediately provide the documents specified in sec. 1.

§ 18

1. The Senate of the Kazimierz Wielki University makes the deans and recruitment committees responsible for the implementation of this Resolution, and the supervision of its implementation is entrusted to the Vice-Rector for Science.
2. The Resolution enters into force on the date of its adoption by the Senate.

*I confirm compliance with the protocol.*

*mgr Iwona Staszewska – Chyla*

*Chairman of UKW Senate*

*Rector*

*prof. dr hab. Jacek Woźny*

