

Resolution no. 22/2024/2025
of The Senate of Kazimierz Wielki University
of 21 January 2025

on the principles of recruitment to the Doctoral School of Kazimierz Wielki University for the academic year 2025/2026 for candidates undertaking 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 2024, item 1571)

The Senate resolves as follows:

§ 1

General Provisions

1. This resolution defines the conditions and procedure for the recruitment process to the Doctoral School of Kazimierz Wielki University for the academic year 2025/2026 for candidates undertaking education in English, including the procedure for recruitment committees and the course of candidate assessment.
2. The terms used in this resolution shall mean:
 - 1) KWU – Kazimierz Wielki University,
 - 2) Doctoral School – the Doctoral School of Kazimierz Wielki University,
 - 3) Discipline – a scientific discipline in which KWU is authorized to confer the doctoral degree,
 - 4) Recruitment Committee – the committee conducting the recruitment process for the Doctoral School of Kazimierz Wielki University,
 - 5) Candidate – a person applying for admission to the Doctoral School whose native language is not Polish,
 - 6) IRK System – the Online Candidate Registration System,
 - 7) Act – the Act of July 20, 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended).

§ 2

Kazimierz Wielki University conducts recruitment to the Doctoral School in the following fields and disciplines:

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

Recruitment Committee of the Doctoral School

§ 3

1. The recruitment process is conducted by recruitment committees appointed by the rector.
2. The rector shall appoint the members of the recruitment committees by the end of June 2025.
3. The recruitment committee responsible for conducting the recruitment process in a given discipline shall include:
 - a) The dean of the faculty representing the discipline in which the recruitment is conducted or an academic teacher designated by the dean,
 - b) Three academic teachers holding at least a postdoctoral degree (*doktor habilitowany*) and representing the field in which the recruitment is conducted, including at least two teachers representing the discipline in which the recruitment is conducted,
 - c) A representative of the doctoral candidates' self-government (without voting rights).
4. The chairperson of the recruitment committee shall be the dean or an academic teacher designated by the dean.
5. The representative of the doctoral candidates' self-government participates in the meetings of the recruitment committee and may express an opinion on the candidates' potential. However, they do not take an active part in the interviews with the candidates and do not assess them. Any observed irregularities must be reported immediately to the University Council of the Doctoral Candidates' Self-Government (*Uczelniana Rada Samorządu Doktorantów*), which notifies the director of the doctoral school and the rector.
6. In justified cases, at the request of the dean, the chairperson of the recruitment committee (submitted through the director of the doctoral school), or at the request of the director of the doctoral school, the rector may change the composition of the recruitment committee.
7. The recruitment committee is appointed for the duration of the recruitment process.
8. The administrative support for recruitment committees is provided by the Office of Degrees.

§ 4

1. The chairperson of the recruitment committee shall inform the committee members of the recruitment schedule for candidates undertaking education in English no later than 7 days before the first meeting.
2. The quorum for meetings of the recruitment committee is three members. The representative of the Doctoral Candidates' Self-Government is not counted toward the quorum. A committee member excluded from the assessment process under § 6 is not counted toward the quorum either.
3. In the absence of the chairperson, the meeting shall be chaired by a committee member authorized by the chairperson.
4. The documents confirming the proceedings of the recruitment committee include:
 - 1) The individual candidate's minutes of the recruitment committee meeting, as specified in Annex No. 3 to this resolution,
 - 2) The list of candidates referred to in § 15 (the template is specified in Annex No. 4 to this resolution).
5. The documents referred to in section 4 shall be certified by the signatures of all committee members present at the meeting. In the case of remote meetings of the recruitment committee, the documents referred to in section 4 shall be signed by the chairperson of the committee or the person specified in section 3.

§ 5

The tasks of the recruitment committee include, in particular:

- 1) Conducting the recruitment process,
- 2) Verifying the completeness of submitted documents,
- 3) Notifying candidates of the date and place of the interview,
- 4) Analyzing the documents submitted by candidates in the recruitment process,
- 5) Conducting interviews with candidates,
- 6) Evaluating candidates in accordance with the recruitment criteria,
- 7) Preparing the documentation referred to in § 4 section 4,
- 8) Announcing the results of the recruitment process.

§ 6

1. A member of the recruitment committee shall be automatically excluded from evaluating a candidate if there are objective circumstances that may raise justified concerns about their impartiality and objectivity in the assessment process.
2. The candidate is obligated to report the existence of the circumstances referred to in section 1 in their application for admission to the Doctoral School.
3. A committee member is obligated to report the existence of the circumstances referred to in section 1 at the beginning of the recruitment committee meeting.
4. A recruitment committee member excluded from evaluating a candidate shall not participate in their assessment. The exclusion shall be recorded in the minutes referred to in § 4 section 4 point 1, in the section titled "Committee members excluded from evaluation".

Conditions for Admission to the Recruitment Process

§ 7

1. A person may be admitted to the recruitment process if they have registered in the IRK system within the deadline specified in § 8, submitted the documents specified in § 9, and paid the recruitment fee of 200 PLN.
2. The candidate shall make the payment to an individual bank account generated for each candidate by the IRK system (PLN account).
3. Upon the candidate's request, the recruitment fee shall be refunded if they withdraw from the recruitment process before it begins.
4. The procedure for candidate registration in the IRK system is specified by the rector's ordinance.
5. Only achievements documented in the submitted application materials will be considered during the recruitment process.

§ 8

1. Candidates register in the IRK system from 19 to 30 August 2025.
2. Candidates must upload clear scans of the required documents (in PDF format) specified in § 9 to the IRK system between 18 and 29 August 2025, or submit the required documents in person from 25 to 29 August 2025, between 9:00 AM and 1:00 PM at the Office of Degree KWU.
3. The submission deadline specified in section 2 is final. Incomplete or late submissions will result in the application being left unprocessed.
4. The Office of Degree accepts only complete documentation as specified in § 9.

5. The recruitment fee must be paid by 29 August 2025. Admission to the recruitment is granted once the payment is credited to the KWU account specified in the candidate registration procedure referred to in § 7 section 4.

§ 9

1. The candidate is required to submit the following documents to the recruitment committee under the rules specified in § 8:
 - 1) an application for admission to the doctoral school addressed to the KWU rector, including contact details and specifying the discipline in which the candidate intends to pursue doctoral research (in English, using the form provided in the IRK system, with the candidate's handwritten signature),
 - 2) a CV in English,
 - 3) a diploma or an official copy of a diploma confirming the completion of a second-cycle (Master's) degree or an equivalent qualification,
 - 4) a diploma supplement as referred to in section 3,
 - 5) a description of the research project to be discussed during the interview (in English, maximum three pages, bibliography not counting toward the page limit),
 - 6) documents confirming the candidate's academic activities, in particular:
 - a) Copies of scientific publications, certificates from publishers/journal editors confirming acceptance of a scientific publication for print, copies of documents confirming patents and implementations, or copies of other scientific achievements.
 - 7) documents confirming additional activities of the candidate, as specified in Annex 1 to this resolution, such as:
 - membership in scientific associations,
 - achievements in science popularization,
 - participation in internships and student exchange programs,
 - awards, distinctions, and scientific scholarships,
 - volunteering,
 - other activities.
 - 8) a candidate questionnaire (the questionnaire template is specified in Annex 2 to the resolution),
 - 9) a recommendation letter issued by a person holding at least a doctoral degree (in English),
 - 10) a consent letter from a prospective supervisor (in both Polish and English), selected from the supervisor database available on the KWU website; the committee has the right to reject an application containing a recommendation from a person not listed in the supervisor database, as per the procedure outlined in § 12 section 2,

- 11) a statement regarding citizenship and language proficiency,
 - 12) confirmation of payment of the recruitment fee.
2. Candidates holding a diploma from a foreign institution must submit a diploma certified in accordance with the regulations applicable to the country and date of issue (either legalized or certified with an apostille). If the diploma was issued outside of Poland, the candidate must attach a relevant recognition statement from the NAWA Qualification System (<https://kwalifikator.nawa.gov.pl/>), with the annotation “Gives right to start doctoral proceedings / gives access to doctoral school”.
 3. Documents in a foreign language (other than English) must be submitted along with their English translation. Translations of official documents must be certified by a sworn/certified translator.
 4. Before issuing consent, the prospective supervisor has the right to review the documents listed in sections 1–3.

§ 10

1. The research project referred to in § 9 section 1 point 5 should be closely related to the topic of the candidate’s planned doctoral dissertation.
2. The research project should align with the expertise of the prospective supervisor.

§ 11

All personal data provided by candidates are processed and stored for recruitment purposes in accordance with applicable regulations and are protected under separate legal provisions.

Candidate’s Assessment

§ 12

1. The recruitment committee verifies the completeness and formal compliance of the submitted documents.
2. If the documents submitted by the candidate are incomplete or do not formally comply with the rules specified in §§ 8 and 9, the chairperson of the committee will not admit the candidate to the assessment procedure. The individual candidate’s minutes referred to in § 4 section 3 point 1 will include the note: “The candidate was not admitted to the assessment procedure due to the incompleteness/lack of formal compliance of the submitted documents”.
3. The assessment procedure for the doctoral school consists of two stages:

- a) analysis of the documents submitted by the candidate,
 - b) interview conducted in English.
4. In the assessment procedure, the recruitment committee awards points to candidates for:
 - the candidate's scientific activity,
 - the candidate's additional activities,
 - the candidate's scientific potential, based on the interview.
 5. The candidate can receive a maximum of 50 points in the assessment procedure.
 6. The detailed criteria for awarding and calculating recruitment points in the assessment procedure are specified in Annex No. 1 to this resolution.
 7. Upon the candidate's request, the assessment procedure may be conducted remotely using communication tools that allow audio and video transmission. The decision to use such tools is made by the chairperson of the recruitment committee. The type of communication tool will be specified by KWU in the interview invitation. Recruitment interviews may be recorded by KWU for internal evaluation purposes of the recruitment process. The recordings will not be part of the candidate's personal file.

§ 13

1. During the first stage of the assessment procedure, the recruitment committee analyzes the documents submitted by the candidate and awards points according to the criteria specified in Annex No. 1 and 1a of this resolution.
2. During the second stage of the assessment procedure – the interview – the recruitment committee evaluates the candidate's scientific potential.
3. The thematic scope of the interview is determined by the research project described in § 9 section 1 point 5 and the candidate's related scientific interests.
4. The candidate's presentation of the research project during the interview must not exceed 15 minutes.
5. The chosen format of the research project presentation must be adapted to the technical capabilities available at the interview location. The candidate may attach an electronic presentation to the documentation specified in § 9.
6. Candidates with disabilities should indicate their needs related to the interview conditions in their application referred to in § 9 section 1 point 1.
7. A candidate with a disability may request an adaptation of the interview format to accommodate their specific needs. Requested adaptations will aim to ensure equal opportunities for all candidates but will not exempt the candidate from the interview.
8. In justified cases, a candidate with a disability has the right to extend the duration of their research project presentation.

9. The decision to conduct the interview in an adapted format is made by the chairperson of the recruitment committee, based on the candidate's request and after consulting the KWU Department for Persons with Disabilities.
10. The candidate's prospective supervisor has the right to attend the interview and express their opinion on the candidate's potential. However, the prospective supervisor is not a member of the recruitment committee and does not participate in the evaluation of the candidate's scientific potential.

§ 14

1. The chairperson of the recruitment committee determines the exact date and location of the interviews in the recruitment schedule referred to in § 4 section 1.
2. Information about the date and location of the interviews for each discipline will be made available on the KWU website at least 5 days before the scheduled interview date.
3. The recruitment committee will conduct a formal assessment of the submitted documents between 4 and 18 September 2025.
4. The recruitment committee will analyze the documents submitted by candidates between 4 and 18 September 2025, in accordance with the schedule specified in § 4 section 1.
5. Interviews will take place between 9 and 18 September 2025, following the schedule specified in § 4 section 1.
6. In exceptional cases, the rector or the chairperson of the recruitment committee may extend the deadlines specified in sections 3-5 until 24 September 2025.

Results of Candidate's Assessment

§ 15

1. The results of the candidate's assessment are public and will be disclosed as specified in sections 8 and 9.
2. After completing the assessment procedure, the recruitment committee will create a candidates list that includes:
 - 1) The candidates full names,
 - 2) The discipline for which they applied,
 - 3) The number of points awarded for each evaluation criterion specified in § 12 and the total points obtained,
 - 4) A designation of "qualified/not qualified" for admission to the doctoral school,
 - 5) A designation of "qualified within the admission limit/waitlisted."

3. The ranking list is dated and signed by the committee members who participated in the assessment meeting.
4. The order of names on the list is arbitrary.
5. The recruitment committee qualifies candidates for admission to the doctoral school based on their recruitment score and the admission limit in each discipline. Candidates with the highest scores within the admission limit are qualified, subject to section 6. Qualification does not guarantee enrolment.
6. After completing the assessment procedure, the recruitment committee immediately forwards the documentation to the Office of Degrees.
7. To pass the assessment process, a candidate must obtain at least 26 recruitment points, including at least 15 points from the interview.
8. If the admission limit prevents the qualification of a candidate who has the same number of points as a qualified candidate, the committee must provide a justification for the selection.
9. The recruitment committee will publish the results on the KWU website (only the list of qualified candidates, with first and last names). Each candidate who participated in the assessment process will receive their individual results through their personal IRK system account.
10. The assessment results will be announced no later than 7 days after its conclusion.
11. After receiving the administrative decision, a candidate has the right to request a review of their case by the rector. The rector forwards the request to the relevant recruitment committee through the director of the doctoral school.

§ 16

1. The KWU doctoral program in English for the 2025/2026 academic year will be launched only if at least one candidate qualifies.
2. The admission limit for candidates pursuing doctoral education in English is one person per discipline (as listed in § 2), subject to sections 3 and 5.
3. In special cases, at the request of the chairperson of the recruitment committee, the rector may increase the admission limit.
4. If candidates fail to meet the requirement specified in § 15 section 6, the admission limit remains unreachd.
5. If the admission limit in a particular discipline is not reached, the Doctoral School Council may decide to reallocate the vacancy to another discipline. Priority will be given to disciplines within the same academic field. When making this decision, the Doctoral

School Council will consider the number of applicants in each discipline and the assessment results (total points obtained by candidates).

Enrolment of Doctoral Candidates

§ 17

1. A candidate qualified within the admission limit will be enrolled in the doctoral school upon submitting the following documents:
 - 1) originals of documents referred to in § 9 section 1: application with attachments, CV, research project description, documents specified in § 9 section 2 and 3,
 - 2) a diploma qualifying the candidate for doctoral school specified in § 9 section 1 point 3 or an official certified copy or a copy verified by the Office of Degrees,
 - 3) a Polish translation of the diploma qualifying the candidate for the doctoral school specified in § 9 section 1 point 3 and a Polish translation of the document specified in § 9 section 2 (certified by a sworn/certified translator),
 - 4) a statement of intent to undertake education at the Doctoral School of Kazimierz Wielki University in accordance with Article 200 section 7 of the Act,
 - 5) in the case of candidates with disabilities – 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 2022, Item 100, 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) declarations related to doctoral scholarship payments (available in the IRK system).
2. Candidates must submit these documents immediately, but no later than 29 September 2025. In exceptional cases, a written request may be submitted to extend this deadline, subject to the decision of the recruitment committee's chairperson.
3. The rector makes the final enrolment decision.
4. The rector or an authorized person signs the enrolment decision.
5. If an extended deadline is granted, the rector may issue a conditional enrolment decision, requiring documents to be submitted by the new deadline.
6. If the enrolment decision is not made due to the candidate's failure to comply with the condition referred to in sec. 1 and 2, or in the case of other conditions specified in the Act, the chairperson 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 KWU Senate assigns responsibility for implementing this resolution to the heads of primary organizational units and recruitment committees. The Vice-Rector for Science will supervise the implementation of this resolution.
2. The Resolution comes into force on the date of its adoption by the Senate.

Compliance with the minutes confirmed by mgr Iwona Staszewska.

The Chairperson of the KWU Senate, Rector prof. dr hab. Bernard Mendlik