

Resolution no. 27/2025/2026
of The Senate of Kazimierz Wielki University
of 24 February 2026

on the principles of recruitment to the Doctoral School of Kazimierz Wielki University for the academic year 2026/2027 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* (consolidated text: Journal of Laws of 2024, item 1571, as amended)

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 2026/2027 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) URD – the University Council of Doctoral Candidates, the KWU doctoral candidates' self-government,
 - 8) 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, culture and religion 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 disciplines of: political and administrative sciences, 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 2026.
3. The recruitment committee responsible for conducting the recruitment process in a given discipline shall include:
 - 1) The dean of the faculty representing the discipline in which the recruitment is conducted or an academic teacher designated by the dean,
 - 2) Three academic teachers holding a postdoctoral degree (*doktor habilitowany*) or employed as university professors and representing the field in which the recruitment is conducted, including at least two academic teachers representing the discipline or having scientific achievements in the discipline in which the recruitment is conducted,
 - 3) 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 Doctoral Candidates (*Uczelniana Rada Doktorantów*), which notifies the director of the doctoral school and the rector.

6. The academic staff listed in section 3, point 2, shall be recommended to the rector by the dean by 15 June 2026. It is recommended that members of the committee, particularly the chairperson, refrain from recommending candidates for the doctoral school in the current recruitment process. If such a recommendation is given, a member of the recruitment committee shall immediately notify the dean, and the dean, via the KWU Office of Degrees, shall submit a request to the rector to change the composition of the recruitment committee in accordance with the provisions of section 9.
7. The representatives of the doctoral candidates listed in section 3, point 3, shall be recommended to the rector by the URD by 15 June 2026.
8. If the URD fails to designate the doctoral candidates representatives to the rector by the deadline specified in section 7, the recruitment committee may proceed with the recruitment process without a doctoral candidates representative.
9. In justified cases, at the request of the dean, the chairperson of the recruitment committee or URD (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.
10. The recruitment committee is appointed for the duration of the recruitment process.
11. The administrative support for recruitment committees is provided by the KWU Office of Degrees.

§ 4

1. The chairperson of the recruitment committee shall inform the committee members of the recruitment schedule specifying the date of the meeting or meetings of the recruitment committee 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 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 section 2-4 (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".

Registration in the IRK system

§ 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 17 to 28 August 2026.
2. Candidates must upload clear scans of the required documents (in PDF format) specified in § 9 to the IRK system between 17 and 28 August 2026, or submit the required documents in person from 17 to 28 August 2026, between 9:00 AM and 1:00 PM at the KWU Office of Degrees.
3. The submission deadline specified in section 2 is final. Incomplete or late submissions will result in the application not being considered.
4. The KWU Office of Degrees accepts only complete documentation as specified in § 9.
5. The recruitment fee must be paid by 28 August 2026. 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.

Required documents

§ 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 or certified electronic 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 copies of scientific publications (in the case of multi-author publications, a clear statement specifying the candidate's individual contribution); 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:
 - a) membership in scientific associations,
 - b) achievements in science popularization,
 - c) participation in internships and student exchange programs,
 - d) awards, distinctions, and scientific scholarships,
 - e) volunteering,
 - f) other activities;
 - 8) a candidate questionnaire (the questionnaire template is specified in Annex 2 to this 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) statements regarding citizenship and English 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 or Polish translation. Translations of official documents must be certified by a sworn/certified translator.
4. Before issuing consent, referred to in section 1 point 10, 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:
 - 1) analysis of the documents submitted by the candidate,
 - 2) interview conducted in English.
4. In the assessment procedure, the recruitment committee awards points to candidates for:
 - 1) the candidate’s scientific activity,
 - 2) the candidate’s additional activities,

- 3) 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.

§ 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 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 section 1.
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 scientific 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.
11. 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.

§ 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 analysis and assessment of the candidate's documents between 3 and 19 September 2026.
4. Interviews will take place between 3 and 19 September 2026, following the schedule specified in § 4 section 1.
5. In exceptional cases, the rector or the chairperson of the recruitment committee may extend the deadlines specified in sections 3-4 until 25 September 2026.

Results of Candidate's Assessment

§ 15

1. The results of the candidate's assessment are public and will be disclosed as specified in sections 9 and 10.
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 section 4 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 of candidates 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 8. Qualification does not guarantee enrolment.

6. After completing the assessment procedure, the recruitment committee immediately forwards the documentation to the KWU Office of Degrees.
7. To pass the assessment process, a candidate must obtain at least 30 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 selecting the qualified candidate.
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. Members of the recruitment committee are not authorized to communicate the results of the selection process directly to candidates, prospective supervisors, or third parties.
12. After receiving the administrative decision refusing admission to the doctoral school in the IRK system, 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 2026/2027 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 the provisions of sections 3 and 5.
3. In special cases, upon the request of the chairperson of the recruitment committee, the dean, or the director of the doctoral school the Rector may increase the admission limit specified in section 2. Changes to the admissions limit made by the rector shall be independent of the changes made by the Doctoral School Council in the manner specified in section 5.
4. If candidates fail to meet the requirement specified in § 15 section 7, the admission limit remains unreachd.
5. If no recruitment is conducted within a given discipline, or if no candidates qualify for admission, the Doctoral School Council may adopt a resolution reallocating

one admission place to another discipline, giving priority to disciplines within the same academic field..

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) the application referred to in § 9 section 1 point 1,
 - 2) a diploma entitling the holder to pursue education at a doctoral school as referred to in § 9 section 1 point 3 (or a copy thereof), and a supplement (containing a legalisation certificate or an apostille, as applicable) – on the basis thereof, an employee of the KWU Office of Degrees makes certified copies for the file,
 - 3) a Polish translation of the diploma qualifying the candidate for the doctoral school specified in § 9 section 1 point 3 (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 2025, Item 913, 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 30 September 2026. 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 decision to admit or refuse admission to the doctoral school is made by the rector or a person authorized by him.
4. If an extended deadline is granted, the rector may issue a conditional enrolment decision, requiring documents to be submitted by the new deadline.
5. In the event of refusal of admission to the doctoral school on the grounds of 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 deans 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