

**Resolution No. 27/2019/2020  
of the Senate of the Kazimierz Wielki University**

**of 26 April 2020**

**on the recruitment rules for the Doctoral School at the Kazimierz Wielki University in  
the academic year 2020/2021 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 2018, Item 1668, as amended)

**The Senate resolves as follows:**

§ 1

The recruitment rules for the Doctoral School at the Kazimierz Wielki University in the  
academic year 2020/2021, for persons undertaking university education in English, attached as  
Appendix 1 to the Resolution, are hereby adopted.

§ 2

The Resolution enters into force on the date of its adoption.

*I confirm compliance with the protocol.*

*Chairman of UKW Senate  
Rector*

*mgr Iwona Staszewska – Chyla*

*prof. dr hab. Jacek Woźny*

## **General provisions**

### **§ 1**

1. The Resolution establishes the recruitment conditions and procedures to the Doctoral School at the Kazimierz Wielki University in the academic year 2020/2021, 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 or a discipline in the field of art, 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;
  - 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 2018, Item 1668, 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,
- 2) in the field of engineering and technical sciences, discipline of mechanical engineering,
- 3) in the field of exact and natural sciences, discipline of biological 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 within 60 days of the entry into force of this Resolution.
3. The recruitment committee, carrying out recruitment in a given academic discipline, shall be composed of:
  - chairman: dean of the faculty representing the discipline in which education is conducted, or a person indicted by the dean;
  - head of the doctoral school, or in the case of resignation of the head, a person indicted by the dean;
  - two academic teachers holding at least the degree of *doktor habilitowany* and representing an academic discipline appropriate for a given recruitment committee recommended by the dean,

- representative of the doctoral student self-government (without the right to vote).
4. Members of recruitment committees are appointed by the Rector within 60 days of the entry into force of this Resolution.
  5. The representative of the doctoral student self-government participates in the recruitment committee's meetings without the right to vote and shall not evaluate candidates. Any observed irregularities must be immediately reported to the chairman of the committee and to the Rector
  6. In justified instances, the Rector may change the composition of the recruitment committee.
  7. The recruitment committee shall be appointed for the duration of the recruitment procedure.
  8. 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. In the absence of the chairman, the meetings of the committee shall be chaired by a committee member duly authorized by the chairman.
3. The documentation confirming the recruitment committee's work includes:
  - 1) list of candidates containing a formal evaluation of the applications and specifying the number of points awarded during the analysis of documents submitted by the candidate;
  - 2) ranking list referred to in § 15.
4. The documents referred to in sec. 3 are confirmed by the signatures of all committee members present at the meeting.

#### § 5

- 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 a ranking list of candidates qualified for the selection process,
- 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 excluded from the candidate evaluation, shall not participate in the evaluation procedure.

## **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, may join the recruitment procedure.
2. The procedure for candidate registration in the IRK system is stipulated by the Rector's ordinance.
3. 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 1 to 7 September 2020.
2. Candidates shall enter legible scans of the documents (PDF format) specified in § 9 in the IRK system in the period from 1 to 7 September 2020.
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.

### **§ 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),
  - 6) documents confirming scientific activities of the candidate in the period from 1 September 2015 to 31 August 2020, in particular: copies of scientific publications, copies of documents confirming patents, implementations, and certificates of participation in scientific conferences,
  - 7) documents confirming additional activities of the candidate in the period from 1 September 2015 to 31 August 2020, specified in the Appendix to the Resolution, such as:
    - participation in the Erasmus Plus programme,
    - participation in internships and student exchange programmes,
    - awards and distinctions,
    - language certificates.

- 8) letters of recommendation issued by a person holding at least a doctoral degree (in English),
  - 9) the candidate's consent to the supervisor (in Polish and English).
2. A candidate holding a foreign diploma shall submit:
    - a) diploma bearing the apostille clause (if the diploma can be recognized as equivalent to a Polish diploma under an international agreement),
    - b) certificate confirming that the diploma is recognised as equivalent to a Polish diploma (issued on the basis of recognition of foreign diplomas).
  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 selected topic published on the website of the doctoral school.
3. The topics referred to in § 9 sec. 1 point 5, together with descriptions in English and contact details (e-mail address) are reported through the dean of their faculty, employees recommended by the appropriate scientific council to take on the duties of a supervisor at the doctoral school, no later than by 20 June, 2020. The topic should be related to the applicant's specialty or scientific interests.
4. The list of topics shall be published no later than 2 July 2020.

#### § 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. The selection process to the doctoral school consists of two stages:
  - 1) analysis of the documents submitted by the candidate,
  - 2) interview conducted in English.
3. 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.
4. The candidate may receive a total of no more than 50 points in the selection process.
5. The detailed criteria for awarding and rules for calculating recruitment points in the selection process are set out in the Appendix to this Resolution.

6. The selection process, at the candidate's request, may be conducted remotely using audio- and video messengers. 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 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 thematic scope of the interview is determined by the description of the research project mentioned in § 9 sec. 1 point 5 and the candidate's area of research interest.
5. The presentation of the research project made by the candidate during the interview may last a maximum of 10 minutes.
6. 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.
7. 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.
8. 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.
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 8 and 18 September, 2020.
4. The documents submitted by the candidate shall be examined by the recruitment committee between 8 and 18 September, 2020 in accordance with the schedule referred to in § 4 sec. 1.
5. The interviews will be conducted from 14 to 18 September 2020 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 2020.

## **Results of the recruitment procedure**

## § 15

1. The results of the recruitment procedure are not confidential and shall be published.
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 students.
3. The ranking list shall be dated and signed by the committee members who participated in the qualifying meeting.
4. The order of the names of candidates on the ranking list is determined by the number of recruitment points obtained in the qualification process.
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. 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.
8. The results of the qualification process shall be announced no later than 7 days after the end of the qualification procedure.

## § 16

1. The doctoral school has eight places for persons undertaking education in English.
2. In special instances, at the request of the chairman of the recruitment committee, the Rector may increase the admission limit specified in sec. 1.
3. 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 students**

## § 17

1. A candidate qualified to be included in the list of doctoral students within the admission limit shall be entered into the list of doctoral students of the doctoral school after providing:
  - 1) original documents specified in § 9 sec. 1: application with the Appendix, 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 2019, Item 1172) - a copy of this decision
  - 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 28 September 2020. 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 students shall be taken by the Rector.
  4. The certificate of inclusion in the list of doctoral students shall be signed by the Rector or a person authorized by them.
  5. In the absence of inclusion in the list of doctoral students 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.*

*Chairman of UKW Senate  
Rector*



*mgr Iwona Staszewska – Chyla*

*prof. dr hab. Jacek Woźny*

Copy no. 6/2019/2020