

**Admission rules to the Doctoral School  
of the Koszalin University of Technology in the academic year 2024/2025**

§ 1

1. These admission rules apply to candidates who are Polish citizens or foreigners applying for admission to the Doctoral School of the Koszalin University of Technology.
2. The aim of the recruitment procedure is to choose the best candidates for the Doctoral School through the evaluation of their current knowledge, skills and scientific achievements, the description and value of the presented research project, and the results of the interview.
3. A person holding a Master's degree, a Master's of Science degree or an equivalent degree or a person specified in Art. 186 section 2 of The Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws of 2023, item 742 as amended) hereinafter referred to as the Act, may be admitted to the Doctoral School.
4. The recruitment procedure shall be conducted in the seat of the university.
5. Admission to the Doctoral School takes place through competition and is based on the results of recruitment procedure described in § 8.
6. One person can only be a doctoral student at one Doctoral School.

§ 2

1. The schedule of the recruitment and admission limits in particular scientific disciplines are set by the Rector in the Rector's Order. Candidates to the Doctoral School are admitted within the limits specified in the order.
2. The Rector's Order referred to in section 1 is announced on the website of the Public Information Bulletin of the Koszalin University of Technology and on the website of the Doctoral School.
3. In case of obtaining financing for doctoral education from external resources, including research projects, the recruitment may take place on dates different from those indicated in the schedule of the recruitment referred to in section 1.
4. At the request of the Director of the Doctoral School, after completion of recruitment on the dates indicated in the recruitment schedule, the Rector may increase the admission limit to the Doctoral School in the indicated scientific discipline and carry out additional recruitment.

§ 3

1. Recruitment to the Doctoral School takes place in electronic form. Candidates submit the required documents via Online Candidate Registration (IRK) system of the Koszalin University of Technology.
2. In the case of documents for which templates (attachments) are provided in the admission rules, a candidate is obliged to use them.

3. The application of a candidate registered electronically is considered in the qualification process provided that a one-time recruitment fee is paid to the individual bank account with the number generated by the IRK system. The amount of the recruitment fee is determined by the Rector in the Rector's Order.
4. If a candidate does not qualify for admission or withdraws the submitted documents, the recruitment fee paid shall not be refundable.
5. The candidate should familiarize themselves with a user guide prepared by the University Center of Information Technology linked in the IRK system.
6. The Koszalin University of Technology shall not be responsible for the inability to register or make changes caused by internet network failures beyond the university's control.
7. Candidates are obliged to keep secret the password received when creating an account in the IRK system. The Koszalin University of Technology is not responsible for the consequences of sharing this password with third parties, in particular for changes of the data in the candidate's account.
8. All the personal data provided by a candidate are processed and stored for the recruitment purposes in accordance with the applicable laws and are subject to data protection.

#### § 4

1. Upon taking part in the recruitment procedure a candidate accepts its conditions and in particular declares that he/she knows the admission rules and schedule and scope of recruitment to the Doctoral School in the academic year 2024/2025 and she/he assumes full responsibility for the accuracy of the provided data.
2. By taking part in the recruitment process, a candidate also declares that he or she is aware of the fact that admission to the Doctoral School entails the subsequent obligation to implement the individual research plan and the educational programme.
3. A candidate applying for admission must choose a scientific discipline.
4. Before the recruitment a candidate is obliged to choose a potential PhD thesis supervisor and the research topic from the list specified by the relevant Scientific Councils, subject to section 5.
5. A candidate who is a participant of doctoral studies is obliged to indicate in the application form a research topic different from the topic of the PhD thesis being prepared in the course of doctoral studies and a PhD thesis supervisor different from the supervisor on doctoral studies.
6. Research topics referred to in section 4 are published on the website of the Doctoral School in the "Recruitment" tab.
7. The specimens of the research topic application form in individual fields of science are attached as an appendix no. 1A, 1B and 1C to the admission rules.
8. All the personal data provided by a candidate are processed and stored for the recruitment purposes in accordance with the applicable laws and are subject to data protection.

## § 5

1. A candidate for the Doctoral School completes the registration form in the IRK system and submits the following documents:
  - a) a diploma confirming obtaining the professional title of master or master of science with a diploma supplement or a document confirming passing a master's exam (until submitting the diploma), subject to section 7, 8 and 9,
  - b) a document confirming the command of an English language at the level of at least B2, subject to section 3 and 4,
  - c) CV,
  - d) a motivation letter containing information about a candidate's scientific interests and scientific activity, in particular about publications, research work in scientific clubs, participation in scientific conferences, participation in research projects, awards, distinctions, research internships and possible recommendations from research workers,
  - e) a description of the initial research project proposal being the subject of the interview (4-8 pages, A4 format) which shall contain: initial topic of the research project, definition of the research problem, literature review, research aim, research methods and scientific and practical application,
  - f) a declaration of a potential supervisor on undertaking the supervision provided that a candidate is entered on the register of doctoral students (a specimen of the declaration is attached as an appendix no. 3 to admission rules),
  - g) a statement on receiving a secondary school leaving certificate or its equivalent outside Poland (a specimen of the statement is attached as an appendix no. 4 to admission rules),
  - h) a statement on previous doctoral student education (a specimen of the statement is attached as an appendix no. 5 to admission rules).
2. Optionally, a candidate may also submit:
  - a) a list of scientific publications and other scientific and research achievements for the last 5 years along with the documents confirming these achievements, and for the field of the arts - a list of publications and other design and artistic and design achievements and other scientific and research achievements for the last 8 years along with the documents confirming these achievements,
  - b) documents confirming additional qualifications important for the planned PhD thesis (certificates, completed courses and specialist trainings - maximum 5 documents).
3. Confirmation of the command of an English language at the level of at least B2 may be submitted in the form of:
  - a) a diploma of higher education with a diploma supplement with an indication of at least level 6 of the Polish Qualifications Framework (VI PQF),
  - b) a certificate of confirmation of language competence issued by a university in which a candidate completed first-cycle or second-cycle studies,
  - c) a language certificate (a list of English language certificates recognized by the Department of Foreign Languages of the Koszalin University of Technology constitutes an appendix no. 7 to admission rules).

4. In the absence of a document confirming the command of an English language referred to in section 3, a candidate is obliged to take part in a language competence test conducted by the Foreign Language Center of the Koszalin University of Technology on a date indicated in the recruitment schedule.
5. Information regarding the place of a test shall be provided to candidates via the IRK system. Candidates must bring an ID document with a photo to take part in a test.
6. The condition for considering a candidate's application in further recruitment process is to obtain a positive result of a language competence test referred to in section 4. A negative test result will result in a candidate's application for admission to the Doctoral School not being considered.
7. A candidate who holds a degree obtained in another country must additionally submit a certified translation into Polish of the diploma and diploma supplement.
8. Diploma of higher education and diploma supplement obtained outside of Poland must be submitted with legalization or an apostille.
9. A candidate holding degree conferred outside the EU country or a country which is a member of the European Free Trade Association (EFTA) may be requested to submit a document issued by the Polish National Agency for Academic Exchange (NAWA) confirming recognition of their academic qualifications awarded abroad.
10. A candidate is obliged to submit a set of documents referred to in section 1 within the date compliant with the schedule included in the recruitment announcement set by the Rector's Order referred to in § 2 section 1.
11. Only a set of complete, correct and submitted on time documents shall be assessed. Failure to submit the documents will result in a candidate's application for admission to the Doctoral School not being considered.

## § 6

1. The recruitment procedure is conducted by recruitment commissions appointed by the Director of the Doctoral School.
2. A recruitment commission consists of five people, including at least three academic teachers representing the scientific discipline which has been declared by a candidate in recruitment documents.
3. The chairman of the recruitment commission is the Director of the Doctoral School or a member of the recruitment commission holding at least the degree of doktor habilitowany, appointed by the Director of the Doctoral School.
4. All members of the recruitment commission have equal voting rights.
5. A person who:
  - a) has been indicated by the candidate as a potential supervisor,
  - b) was the candidate's master's thesis supervisor,
  - c) is a candidate's superior or has another employment or relationship connection with a candidate,
  - d) as to whom there are other objective circumstances which may raise reasonable concerns as to whether this person shall maintain impartiality and objectivity when assessing the candidate

- cannot be a member of the recruitment commission.
6. An employee of the Secretariat of the Doctoral School may participate in the recruitment commission as the secretary of the commission (without the right to vote). A representative of the Doctoral Students Self-Government of the Koszalin University of Technology may take part in an interview as an observer not participating in the evaluation of candidates.
  7. Minutes shall be drawn up for each meeting of the recruitment commission.

#### § 7

1. The tasks of the recruitment commission shall include in particular:
  - a) analyzing documents submitted by candidates in the qualification procedure,
  - b) conducting interviews with candidates,
  - c) determining and awarding the number of points to candidates in the recruitment procedure, in accordance with § 8,
  - d) drawing up ranking lists, separate for each discipline, on the basis of the number of points obtained by candidates in the qualification procedure.

#### § 8

1. The basis for admission to the Doctoral School is the final evaluation score obtained by a candidate in the qualification procedure.
  2. A maximum number of points a candidate may obtain in the recruitment procedure is 80 points.
  3. The recruitment procedure comprises:
    - a) evaluation of the submitted documents, including:
      - final grade of master's studies (excellent – 10 points, very good – 8 points, better than good – 7 points, good – 6 points),
      - compliance of higher education with the scientific discipline (10 points) or scientific field (5 points) in which a candidate applies,
      - additional qualifications important for the planned PhD thesis - courses, trainings and certificates, etc. (1 point for each qualification, maximum 5 points),
    - b) evaluation of scientific achievements and predispositions to scientific work, including:
      - scientific publications and other scientific and research, design, and artistic and design achievements from the scientific discipline declared by a candidate, including active participation in conferences (maximum 10 points),
      - description of the initial research project proposal with special emphasis on the proposed research problem and research aim, literature review, research methods and the justification of scientific and practical application of the PhD thesis (maximum 20 points),
      - an interview during which candidate's skills and predispositions to scientific work shall be evaluated (maximum 25 points).
- The interview shall consist of:

- introducing oneself by a candidate (presentation of achievements, scientific interests and plans),
  - question and answer session on the submitted research project proposal.
4. A candidate is informed about an interview via Online Candidate Registration (IRK) system.
  5. If a candidate with a disability applies for admission to the Doctoral School, the recruitment commission, at the request of the candidate, should use a different procedure for conducting an interview, taking into account a type and degree of disability.
  6. In justified cases an interview with a candidate may have the form of an online interview.
  7. The final result of the recruitment procedure is calculated as the sum of points obtained by a candidate in accordance with section 3, and placed in ranking lists within particular disciplines. Ranking lists of candidates are published on the website of the Doctoral School.
  8. The individual result in the qualification procedure is communicated to candidates via the IRK system.
  9. The minimum number of points obtained by the candidate to be accepted into the Doctoral School may not be lower than 40 points, including at least 10 points obtained for an interview.
  10. If the number of candidates applying for admission to the Doctoral School is higher than the admission limit, candidates who have obtained the highest number of points in the recruitment procedure according to the ranking list shall be admitted.
  11. Where two or more candidates have obtained the same number of points in the recruitment procedure and therefore tie for the last available place within the admission limit, the following additional criteria shall apply:
    - a) a higher position in the ranking list is given to a person who has obtained a higher number of points in the interview,
    - b) if the criterion referred to in a) fails to clearly determine the priority candidate, a higher position in the ranking list is given to a person who has obtained a higher number of points for the research project proposal,
    - c) if the criteria referred to in a) and b) are inconclusive, a higher position in the ranking list is given to a person who has obtained a higher number of points for publications and other scientific and research, project or artistic and design achievements.
  12. In the event of failure to meet admission limits to the Doctoral School, the Rector, at the request of the Director, may decide to conduct complimentary recruitment procedure.

## § 9

1. Candidates who have been qualified for admission are obliged, within the deadline specified in the recruitment schedule, to submit to the Doctoral School a set of paper version of recruitment documents, including an application for admission generated from the IRK system (a specimen of the application form is attached as an appendix no. 2 to admission rules) and a statement of undertaking education at the Doctoral School of the Koszalin University of Technology (a specimen of the application form is attached as an appendix no. 6 to admission rules).

2. The submitted paper versions of documents must be identical to the documents submitted in the IRK system. A photocopy of a diploma and diploma supplement must be submitted and the original documents should be presented for inspection (a necessary condition).
3. Failure to submit the documents specified in section 1 means a resignation of a candidate from undertaking education at the Doctoral School of the Koszalin University of Technology and his/her removal from the ranking list.
4. In the case specified in section 3 the next person in the ranking list has the right to be admitted to the Doctoral School provided that she/he has positively passed the recruitment procedure but has not been admitted in view of admission limit referred to in § 2 section 1. § 8 section 11 shall apply accordingly.
5. Admission to the Doctoral School is done by way of entry in the register of doctoral students based on the ranking list within particular disciplines.
6. The entry in the register of doctoral students is made by the Director of the Doctoral School within the date specified in the recruitment schedule.
7. Admission of a foreigner to the Doctoral School takes place by way of an administrative decision of the Rector.
8. Foreigners entered in the register of doctoral students, upon their arrival at the Koszalin University of Technology, must present within 3 months:
  - confirmation of legal stay on the territory of the Republic of Poland,
  - confirmation of health insurance.
9. A person admitted to the Doctoral School shall begin education and acquire doctoral student rights upon taking the oath.

## § 10

1. Admission to the doctoral school shall be refused by administrative decision of the Director of the Doctoral School.
2. The decision, referred to in section 1, shall be subject to a motion to the Rector for reconsideration submitted within 14 days from the date of delivery of the decision. A motion is submitted through the Director of the Doctoral School.
3. A motion referred to in section 2 should indicate a breach of admission rules to the Doctoral School. In the motion, the candidate should indicate precisely the provisions specifying the recruitment conditions or recruitment procedure to the Doctoral School which have been violated and a concise explanation of the alleged violation of the provisions.