

**Admission rules to the Doctoral School
of Koszalin University of Technology in the academic year 2021/2022**

§ 1

1. The aim of the recruitment procedure is to indicate the best candidates for Koszalin University of Technology Doctoral School through the evaluation of their current knowledge, skills, achievements, the presented research projects, and the results of the interview.
2. 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 2020, item 85 as amended) hereinafter referred to as the Act, may be admitted to the Doctoral School.
3. The recruitment procedure shall be conducted in the seat of the university.

§ 2

1. Admission limit do the Doctoral School is determined by the Rector on the basis of applications for awarding places in the Doctoral School which are submitted by the Deans of the faculties.
2. The applications referred to in section 1 are submitted to the Rector through the Director of the Doctoral School.
3. The schedule of the recruitment and admission limit is set by the Rector in the Rector's Order. The Rector's Order is announced on the website of the Public Information Bulletin of the Koszalin University of Technology and on the website of the Doctoral School.
4. 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 above.

§ 3

1. Admission to the Doctoral School takes place through competition and is based on the results of recruitment procedure described in § 7.
2. A candidate chooses the scientific discipline.
3. 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 Council (the specimen of the Research topic application form is attached as an Appendix No. 1 to Admission rules).
4. List of research topics referred to in section 3 is published on the website of the Doctoral School.
5. 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 2021/2022 and she/he assumes full responsibility for the accuracy of the provided data.

6. 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.
7. One person may only be a doctoral student at one Doctoral School.

§ 4

1. A candidate for the Doctoral School submits the following documents:
 - a) an application for admission to the Doctoral School (a specimen of the application form is attached as an Appendix No. 2 to Admission rules),
 - b) 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 2,
 - c) CV and a cover letter,
 - d) description of the initial concept of the research project 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,
 - e) declaration of a potential supervisor on undertaking the supervision provided that a candidate is admitted to the Doctoral School (a specimen of the declaration is attached as an Appendix No. 3 to Admission rules), in accordance with Art. 3 section 3,
 - f) 2 photographs –compliant with the requirements applied to issuing identity cards in Poland (37×52 mm),
 - g) the statement whether the candidate is employed as an academic teacher or research worker (a specimen of the statement is attached as an Appendix No. 4 to Admission rules),
 - h) electronic version of the submitted documents.
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,
 - b) documents confirming additional qualifications important for the planned PhD thesis (certificates, completed courses and specialist trainings),
 - c) document confirming the command of a foreign language at the level higher than B2,
3. In case of foreign university diplomas a candidate must submit a document of foreign diploma recognition issued by the Polish National Agency for Academic Exchange (NAWA).
4. Additionally, foreigners admitted to the Doctoral School must present upon their arrival at the Koszalin University of Technology:
 - confirmation of legal stay on the territory of the Republic of Poland,
 - confirmation of health insurance.
5. A candidate who is already a doctoral student at the Koszalin University of Technology is obliged to choose 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. 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 Art. 2 section 3.
7. During the recruitment procedure only the achievements and qualifications confirmed in the submitted documentation shall be taken into account.

§ 5

1. The recruitment procedure is conducted by recruitment commissions appointed by the Director of the Doctoral School.
2. A recruitment commission consists of at least two academic teachers representing the scientific discipline which has been declared by a candidate in recruitment documents, at least one academic teacher from the remaining scientific disciplines represented in the Doctoral School and an employee of the Secretariat of the Doctoral School as the secretary of the commission (without the right to vote).
3. The chairman of the recruitment commission is the Director of the Doctoral School or other member of the recruitment commission appointed by the Director of the Doctoral School.
4. A person who:
 - a) has been indicated by the candidate as a potential supervisor,
 - b) was the candidate's master's thesis supervisor,
 - c) 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 candidatecannot be a member of the recruitment commission.
5. A representative of the Doctoral Students Self-Government of the Koszalin University of Technology and a representative of a scientific discipline which has been declared by a candidate may take part in an interview as observers (without the right to vote) provided that they are invited by the Director of the Doctoral School.
6. Minutes shall be drawn up for each meeting of the recruitment commission.

§ 6

1. The tasks of the recruitment commission shall include in particular:
 - a) analyzing documents submitted by candidates in the recruitment procedure,
 - b) conducting interviews,
 - c) determining and awarding the number of points to candidates in the recruitment procedure, in accordance with § 7,
 - d) drawing up a ranking list on the basis of the number of points obtained by candidates in the recruitment procedure,
 - e) notifying the candidates of the results of the recruitment procedure.

§ 7

1. A candidate is accepted to the Doctoral School based on the results of recruitment 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 at least one of the scientific disciplines (10 points) or fields (5 points) in which the Doctoral School educates doctoral students,
 - additional qualifications important for the planned PhD thesis (maximum 5 points),
 - proven knowledge of a foreign language at the level higher than B2 (5 points).
 - b) evaluation of scientific achievements and predispositions to scientific work, including:
 - scientific publications and scientific and research achievements from the scientific discipline declared by a candidate, including active participation in conferences (maximum 10 points),
 - description of the initial concept of the research project 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 20 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 concept of the research project.
4. 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.
5. In justified cases an interview with a candidate may have the form of an online interview.
6. 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 the ranking list.

The minimum number of points obtained by the candidate to be accepted into the Doctoral School may not be lower than 40 points.
7. 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.
8. Where a number of 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 in the concept of the research project,
 - 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 scientific publications and scientific and research achievements.
9. In the event of failure to meet admission limits to the Doctoral School, the Rector may decide to conduct complimentary recruitment procedure.
 10. In the case of resignation or not undertaking education by candidates admitted to the Doctoral School, the next person in the ranking list has the right to be admitted and undertake education in the Doctoral School provided that she/he has positively passed the recruitment procedure and has obtained the minimum limit of points but has not been admitted in view of admission limit referred to in Art. 2.

§ 8

1. If a person qualified for admission to the Doctoral School is employed as an academic teacher or research worker, with the exception of cases specified in Art. 209 section 10 of the Act, the candidate is obliged to provide the Secretariat of the Doctoral School with copies of documents confirming termination or expiry of employment as an academic teacher or research worker no later than 7 days of the date of the announcement of the ranking list.
2. Candidates who have been qualified for admission to the Doctoral School are obliged to submit a declaration within 7 days of the date of the announcement of the ranking list on whether they begin education in the Doctoral School of the Koszalin University of Technology or submit a resignation (a specimen of the declaration is attached as an Appendix No. 5 to Admission rules). Art. 7 section 9 shall apply accordingly.
3. Admission to the Doctoral School is done by way of entry in the register of doctoral students based on the ranking list.
4. The entry in the register of doctoral students is made by the Director of the Doctoral School immediately after the qualified persons submit the documents specified in section 1 and 2.
5. A person admitted to the Doctoral School shall begin education and acquire doctoral student rights upon taking the oath.

§ 9

1. From the Director's decision not to admit to the Doctoral School, a person dissatisfied with the decision is entitled to a motion for reconsideration submitted to the Rector within 14 days of the date of notification of the decision.
2. A motion referred to in section 1 should indicate a breach of recruitment 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.

.....
Place, date

(Date of acceptance of the application)

**Director of the Doctoral School
at the Koszalin University of Technology**

(Seal of the Doctoral School)

APPLICATION

I kindly ask to be admitted to the Doctoral School at the Koszalin University of Technology in the following educational discipline:

Automation, electronic and electrical engineering*, Mechanical engineering*, Civil engineering and transport*.

* - delete as appropriate

Personal data:

Surname and first name:

Date and place of birth:

Personal PESEL Number (Polish citizens only):

Father's name:

Mother's name:

Citizenship (country):

Passport number/Identity document number:

Permanent address:

Mailing address:

Phone number:

E-mail address:

Education:

Professional title:

University name:

Faculty/ Field of study/ Specialization:

.....

.....

Final grade of master's studies (grade on a diploma of graduation)

Submitted documents:

- diploma of graduation of master's studies or a document confirming passing a master's exam
- CV and a cover letter
- description of a research project (4-8 pages, A4 format)

- declaration of a potential supervisor on undertaking the supervision
- 2 photographs compliant with the requirements applied to issuing identity cards in Poland (37×52 mm).....
- the statement about being employed as an academic teacher or research worker
- a list of scientific publications and other scientific and research achievements for the last 5 years..... YES NO
- documents confirming additional qualifications YES NO
- a document confirming the command of a foreign language at the level higher than B2 YES NO
- electronic version of the submitted documents

I confirm that the data included in my application is accurate and I give my consent for the processing and using of my personal data by the Koszalin University of Technology for the purposes of the recruitment procedure in accordance with the regulation of the Council of the EU 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of directive 95/46/EC (Journal of Laws 119/1 of 4 May 2016).

I confirm the accuracy of the data included in my application for documenting the course of study in accordance with the regulation of the Council 2016/679 of the EU of 27 April 2016.

I confirm the accuracy of the data contained in the application with my own signature

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Koszalin University of Technology based in Śniadeckich Street 2, 75-453 Koszalin, as the personal data administrator hereby informs you that:

a) for the purpose of the recruitment process:

- providing the data is voluntary but necessary for the purpose of the recruitment process;
- the data provided shall be processed on the basis of art. 6 section 1 (a) of the regulation of the Council of the EU 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of directive 95/46/EC (Journal of Laws 119/1 of 4 May 2016);
- the range of the data processed is determined based on The Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended);
- You have the right to access the content of your personal data, the right to correction, deletion, restriction of processing, the right to data portability, the right to object, the right to withdraw consent at any time without the impact on the lawfulness of processing based on the consent before its withdrawal;
- personal data shall be stored for a period of 6 months once the recruitment process has been completed and in the case of admission to the Doctoral School it shall be stored in accordance with the course of doctoral education;

b) for the purpose of documentation of the doctoral training:

- providing the data is necessary for documentation of the doctoral training;
- the data provided shall be processed on the basis of art. 6 section 1 (a) of the regulation of the Council of the EU 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of directive 95/46/EC (Journal of Laws 119/1 of 4 May 2016);
- the range of the data processed is determined based on The Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended);
- you have the right to access the content of your personal data and the right to correction, restriction of processing and the right to data portability;
- personal data shall be processed in accordance with the course of doctoral training and then archived and stored for 50 years;
- Your data shall not be processed by automated means and profiling form;
- Your personal data shall not be made available to other entities with the exception of the authorized entities under the applicable legal regulations;
- Your personal data shall not be transferred to third countries/international organization;
- The person who performs the duties of the data protection supervisor is Mr Mariusz Lenartowicz, for the purpose of exercising any rights/powers he can be contacted via the following e-mail address: iod@tu.koszalin.pl
- You have the right to make a complaint to the President of the Personal Data Protection Office if you find that the processing of your personal data infringes the provisions of the regulation of the Council of the EU No. 2016/679 of 27 April 2016

Koszalin, on

D E C L A R A T I O N

A. Supervisor's personal data

First name and surname:

Academic title and/or academic degree:

Name of Faculty/Department:

.....

B. Statement

I hereby declare that I consent to act as doctoral thesis supervisor for Mr/Mrs

.....

in the scientific

discipline.....,

if he/she is admitted to the Doctoral School of the Koszalin University of Technology.

Initial topic of a doctoral thesis:

.....

.....

.....

I declare that I will enable the doctoral student scientific development and provide the conditions necessary for the realization of a doctoral thesis. I also declare that I have had a conversation with the candidate regarding the research topic planned for the realization within a doctoral thesis.

.....

signature of the head of the department

.....

signature of the supervisor

.....

signature of the dean

.....
Place and date

**STATEMENT ON BEING EMPLOYED
AS AN ACADEMIC TEACHER OR RESEARCHER**

CANDIDATE'S DATA:

1. Surname:
2. Name(s):
3. PESEL No.:
4. The scientific discipline chosen by a candidate to the Doctoral School:
.....

I accept that in accordance with:

1. Art. 209 section 10 of the Act of 20 July 2018 The Law on Higher Education and Science (hereinafter referred to as the Act):

A doctoral student may not be employed as an academic teacher or researcher.

The aforementioned shall not apply to the employment of a doctoral student:

- 1) *for the purpose of implementation of the research project referred to in Art. 119 section 2 points 2 and 3;*
- 2) *after a mid-term evaluation with a positive result, except that in the case of employment for more than half of the full-time equivalent, the scholarship shall amount to 40% of the monthly scholarship referred to in section 4 point 2;*
- 3) *who is not entitled to a doctoral scholarship.*

2. Art. 8 section 1 of Admission rules to the Doctoral School of the Koszalin University of Technology in the academic year 2021/2022:

If a person qualified for admission to the Doctoral School is employed as an academic teacher or research worker, with the exception of cases specified in Art. 209 section 10 of the Act, the candidate is obliged to provide the Secretariat of the Doctoral School with copies of documents confirming termination or expiry of employment as an academic teacher or research worker no later than 7 days of the date of the announcement of the ranking list.

I therefore declare that (*please tick as appropriate*):

- a) I am employed as an academic teacher or researcher
- b) I am employed as an academic teacher under the conditions referred to in Art. 209 section 10 of the Act of 20 July 2018 The Law on Higher Education and Science
- c) I am not employed as an academic teacher or researcher

In the case of indicating „a” I undertake to provide the Secretariat of the Doctoral School with copies of documents confirming termination or expiry of employment as an academic teacher or research worker no later than 7 days of the date of the announcement of the ranking list (original available for verification).

In the case of indicating „b” I undertake to provide the Secretariat of the Doctoral School with documents (for verification only) confirming employment as an academic teacher or research worker under the conditions referred to in Art. 209 section 10 of the Act of 20 July 2018 The Law on Higher Education and Science no later than 7 days of the date of the announcement of the ranking list.

In the event of any change of the information provided above, I shall notify the director of the Doctoral School of the Koszalin University of Technology in writing of any such change no later than 5 calendar days since the change occurred. Any damages and costs resulting from the change of the content of the statement (unless the Doctoral School has been notified of them) I undertake to cover from my own resources.

.....
(date and candidate's legible signature)

.....
Place and date

**STATEMENT ON BEGINNING EDUCATION
AT THE DOCTORAL SCHOOL
OF THE KOSZALIN UNIVERSITY OF TECHNOLOGY**

CANDIDATE'S DATA:

1. Surname:
2. Name(s):
3. PESEL No.:
4. The scientific discipline chosen by a candidate to the Doctoral School:
.....

I declare that in the academic year 2021/2022 (*please tick as appropriate*):

- I begin education at the Doctoral School of the Koszalin University of Technology
- I resign from education at the Doctoral School of the Koszalin University of Technology

I will realize the research topic I have chosen in:
.....
faculty / department / division

I declare that I will not be studying at any other Doctoral School.

I also declare that I was / was not* a doctoral student at the Doctoral School

.....
.....
and I received a scholarship at the Doctoral School for the period of

.....
.....
* - delete as appropriate

The reason for ending education at the Doctoral School.....

.....
.....
is

.....
.....
In the event of any change of the information provided above, I shall notify the director of the Doctoral School of the Koszalin University of Technology in writing of any such change no later than 5 calendar days since the change occurred. Any damages and costs resulting from the change of the content of the statement (unless the Doctoral School has been notified of them) I undertake to cover from my own resources.

.....
(date and candidate's legible signature)