

## **Principles of admitting candidates for the first year of education to the Doctoral School of Bydgoszcz University of Science and Technology**

### **§ 1**

#### **RULES OF THE RECRUITMENT PROCEDURE**

1. Bydgoszcz University of Science and Technology is recruiting candidates for the PBS Doctoral School in the field of scientific disciplines in which the University has the right to award doctoral degrees and provided that the scientific councils of these disciplines have reported a need to educate doctoral students in these disciplines.
2. The basis for applying for admission to the 1st year of education at the PBS Doctoral School is:
  - 1) the candidate holds the vocational master's or master's in engineering degree or any other equivalent title, and in the case of the candidates referred to in Art. 186 paragraph 2 of the Act – Law on Higher Education and Science (hereinafter referred to as the Act), holding the vocational title of the engineer;
  - 2) submission of a complete set of documents within the deadlines;
  - 3) meeting the requirements of the classification procedure.
3. Admission of candidates for the 1st year of the PBS Doctoral School takes place within the admission limits, resulting from the sum of admission limits for doctoral students proposed by individual Scientific Discipline Councils.
4. The Rector sets a separate admission limit for candidates to the PBS Doctoral School indicated as contractors or persons recruited to carry out research projects obtained through a competition and financed from external sources,.
5. The admission limits and the schedule of the classification procedure are set by the Rector and announced on the website of the PBS Doctoral School no later than two months before the recruitment begins.
6. Candidates referred to in point 4, may be recruited during the academic year, if stipulated in schedule for examining grant applications, provided that the doctoral scholarship is fully financed from the project for a period of at least 3 years from the date of commencement of education at the PBS Doctoral School.
7. Candidates are admitted to the PBS Doctoral School by way of a competition, based on the results of the classification procedure, and is a ranking of the sum of points obtained by the candidate within the discipline.
8. If the candidates obtain the same number of points, the order in the ranking list is determined on the basis of the average grade from the cycle of studies (up to 2 decimal places).
9. Recruitment of doctoral students is carried out separately for the Polish and English language groups.

### **§ 2**

#### **REQUIRED DOCUMENTS**

1. Candidates applying for admission to the 1st year of education at the PBS Doctoral School is obliged to submit a complete set of documents containing:
  - 1) the Admission Form according to the template constituting Annex No. 1;

- 2) originals/copies/notarized copies of diplomas along with supplements confirming obtaining first and second cycle qualifications, uniform master's studies or, in the case of a person referred to in Art. 186 paragraph. 2; the original/copy /notarized copy of the diploma along with a supplement confirming the first cycle qualification. In the absence of a diploma due to waiting for its issuance, the candidate should submit a certificate from the university on the defense of the thesis together with the calculation of the average grade for the studies. In such circumstances, the candidate provides a copy of the diploma with a supplement to the files immediately after receiving them;
  - 3) confirmation of recognition of the foreign diploma in the Republic of Poland by the National Agency for Academic Exchange, in the case of persons holding a diploma from a foreign university;
  - 4) one photo compliant with the requirements for issuing identity cards and an electronic photo with a size of at least 500x650 pixels of appropriate quality (JPG format), maximum 1 MB photo file size; the electronic photo should be identical to the photo "on paper" and should be delivered to the university together with other documents;
  - 5) consent of the future supervisor or supervisors, or additional supervisor and assistant supervisor of the doctoral dissertation according to the template constituting Annex No. 2;
  - 6) planned research project;
  - 7) self-declaration of command of the English language sufficient to allow for the implementation of education for candidates for the English-speaking group;
  - 8) declaration on the source of financing of the doctoral scholarship for a period of at least 3 years from the date of commencement of education at the Doctoral School in relation to the candidates referred to in §1 point 4;
2. In the case of candidates residing outside Poland, it is allowed to send scans of the documents referred to in sec. 1 to the email address: [szkola.doktorska@pbs.edu.pl](mailto:szkola.doktorska@pbs.edu.pl), provided that they present the originals for the Recruitment Committee files upon arrival. Failure to provide the original documents is tantamount to resignation from education, as referred to in Art. 203 paragraph. 1 point 3 of the Act, and results in deletion from the list of doctoral students of the PBS Doctoral School.
  3. The candidate may submit other documents subject to assessment during the recruitment, in particular:
    - 1) declaration of support for the entity of the social and economic environment in the implementation of the research project
    - 2) tabular list of scientific articles with journal scores and their copies
    - 3) list of certificates of active participation in scientific conferences with their copies
    - 4) tabular list of patents with their copies.
    - 5) list of documents confirming financing of participation in research projects obtained through competitions conducted by national and international agencies financing scientific and research and development activities
  4. Candidates who are disabled persons shall additionally submit a disability certificate issued by the competent Disability Evaluation Board.

### **§ 3**

#### **SUBMITTING DOCUMENTS**

1. The complete set of admission documents to the PBS Doctoral School should be submitted to the PBS Doctoral School Office within the time limit set in accordance with §1 point 5.
2. In the case of sending documents via a postal operator, the date of submission of the documents is the date of their receipt by the PBS Doctoral School.
3. Upon the expiry of the deadline for submitting documents for admission to the PBS Doctoral School established in accordance with §1 point 5, the right to submit or supplement the application shall expire. Supplementing applications after this date is ineffective.
4. A correctly submitted application for admission to the Doctoral School is the basis for performing activities in the qualification procedure.
5. An incomplete application or an application with other deficiencies which make it impossible to determine the information necessary for the qualification procedure shall not be considered. The Chairperson of the Recruitment Committee notifies the candidate about this fact.

### **§ 4**

#### **RECRUITMENT COMMITTEE**

1. Recruitment competition procedure to the PBS Doctoral School is carried out by the Recruitment Committee of the PBS Doctoral School, hereinafter referred to as the "Committee". The Committee is appointed by the Rector from among the academic teachers with at least the academic degree of habilitated doctor. The Committee meets in three-person formations appointed by the Chairperson of the Committee for candidates from particular disciplines, and at least one person from the composition should represent the discipline in which the candidate is applying for admission.
2. If one of the members of the formation is a potential supervisor previously indicated by the candidate, they shall not participate in the evaluation of this candidate.
3. A representative of the doctoral students' government may participate in the work of the Committee as an observer without voting rights. Any observations are reported by the observer for the record in a protocol.
4. The tasks of the Committee include:
  - 1) organization of the recruitment process and ensuring the proper conduct of the classification of candidates;
  - 2) checking the candidates' documents in terms of content and form;
  - 3) preparation of lists of persons covered by the classification procedure;
  - 4) making a decision on admitting or not admitting candidates to the classification procedure on the basis of the documents submitted by them;
  - 5) carrying out the classification procedure;
  - 6) preparation of individual protocols for each candidate and a summary report;
  - 7) preparation of a ranking list of candidates within the disciplines, in descending order, based on the sum of points obtained;
  - 8) announcement of the results of the classification procedure;
  - 9) preparing information on recruitment for the needs of the Rector.
5. The protocols referred to in §4 point 6 are signed by all members of the Committee.

## § 5

### DETAILED RULES FOR RECRUITMENT AND ADMISSION OF CANDIDATES TO THE PBS DOCTORAL SCHOOL

1. The recruitment procedure for candidates for the PBS Doctoral School is based on the ranking of the sum of points within the discipline, obtained according to the following criteria:

- 1) the grade on the diploma of completion of second-cycle studies or uniform master's studies or, in the case of a person referred to in Art. 186 par. 2, grade on the diploma of completion of first-cycle studies

The Recruitment Committee awards points according to the table:

grade on the diploma	points
6.0-5.0	10
4.0-4.5	5

- 2) compliance of the first- or second-cycle studies with the scientific disciplines represented within the PBS Doctoral School

The Recruitment Committee awards points according to the table:

level of compliance	points
full compliance – learning outcomes in the fields of study refer to the discipline in which the candidate intends to obtain a doctoral degree	10
partial compliance – learning outcomes in the fields of study refer to a discipline that belongs to the same field as the discipline in which the candidate intends to obtain a doctoral degree	5
no compliance – learning outcomes in the fields of study relate to another field	0

- 3) candidate's research plans:

The Recruitment Committee awards points according to the table:

characteristics of research plans	points
planned research project	from 0 to 10
declaration of support for the subject of the socio-economic environment in the implementation of the candidate's scientific plans by providing research equipment or co-financing research.	from 1 to 5

- 4) previous scientific activity:

The Recruitment Committee awards points according to the table:

type of scientific activity	points
for each published scientific article; Scoring for scientific articles is calculated on the basis of	from 1 to 10

the Ministry of Science and Higher Education score in such a way that the number of points for an article is divided by the maximum number of points on ministerial lists and multiplied by 10.	
for active participation in a scientific conference; local conferences receive from 1 to 2 points, national conferences from 3 to 4, international conferences 5 points.	from 1 to 5
for each patent, utility or industrial model	from 1 to 5
for each participation in research projects obtained through competitions conducted by national and international agencies financing scientific and research and development activities The maximum number of points is earned for stand-alone grants or grant management	from 1 to 5

5) candidate's self-presentation and interview:

The candidate makes a maximum 5-minute self-presentation, indicating the most important achievements, interests and scientific intentions. During the interview, the Committee assesses the following competences and personality predispositions of the candidate:

- a) scientific competence – candidate's ability and willingness to use the existing resource of knowledge to explain the world, in order to formulate questions and draw conclusions based on evidence and the principles of logical reasoning;
- b) entrepreneurship – candidate's consistent pursuit of goals and the ability to turn ideas into action;
- c) the ability and will to learn – candidate's perception of the need for lifelong learning, the ability and willingness to acquire knowledge and new skills.

The Committee awards from 0 to 10 points for the candidate's self-presentation and interview.

The candidate whose position on the ranking list, after adding up the number of points for criteria from 1 to 4 and assuming the maximum number of points in the interview, gives a chance to be admitted to the PBS Doctoral School.

- 6) A positive result of the recruitment procedure is when the candidate has obtained at least 30 points.
2. In justified cases, the recruitment procedure may be conducted remotely with the use of commonly available internet tools, as long as the influence of third parties on the course of the procedure is ruled out.
3. Before starting the self-presentation and interview, the Chairperson verifies the candidate's identity. In justified cases, they may ask the candidate to present an identity card for inspection. In the case of candidates who are not Polish citizens, another document, in particular a passport, shall be required.

## **§ 6**

### **ANNOUNCEMENT OF RESULTS**

1. The results of the recruitment procedure are public.
2. The results with the personal lists of persons admitted and not admitted to the first year of education are made public on the website of the Bydgoszcz University of Science and Technology in the tab dedicated to recruitment to the PBS Doctoral School.
3. The results are announced within 7 working days from the end of the interview stage.
4. Doctoral students are admitted to the PBS Doctoral School by way of list entry.
5. Admission or refusal to admit to the PBS Doctoral School for a person who is not a Polish citizen takes place by way of an administrative decision of the Rector.
6. Refusal of admission to the PBS Doctoral School is made by way of an administrative decision issued by the Director of the PBS Doctoral School.
7. From the negative decision on the admission to the PBS Doctoral School, referred to in points 5 and 6, there is an application form to appeal against decision. The application is submitted:
  - 1) in the case referred to in section 5 – to the Rector,
  - 2) in the case referred to in para. 6 – to the Director of the PBS Doctoral School, within 14 days from the date of delivery of the decision.
8. The appeal procedure against the decisions referred to in point 6 is specified in the Regulations of the PBS Doctoral School.
9. Administrative decisions resulting from the conducted qualification procedure for the Doctoral School shall be delivered to candidates on general terms, subject to point 10.
10. Service of the decision to a candidate who is not domiciled or a habitual resident in the Republic of Poland, if the candidate has not appointed a representative residing in the Republic of Poland to conduct the case, they are obliged to indicate a representative for service in the Republic of Poland. If the representative for service is not indicated, the letters intended for this candidate are sent in the form of a scan to the e-mail address provided in the candidate's application form, and the original is left in the case files with the effect of delivery.
11. Candidates referred to in §1 point 6 admitted to the PBS Doctoral School start education from the beginning of the subsequent semester after the end of the procedure, unless the Director, in justified cases, specifies an earlier date of commencement of education.

## **§ 8**

### **SUPPLEMENTARY RECRUITMENT**

1. In the event of failure to meet the limit of places, supplementary recruitment may be held.
2. Supplementary recruitment is announced by the Rector at the request of the Committee.
3. The deadlines for accepting documents and the dates for the classification procedure in the supplementary recruitment are determined by the Rector.
4. The provisions of the preceding paragraphs shall apply to supplementary recruitment as regards the procedure for its conduct, the composition of the Committee and the principles of candidate classification.

**§ 9**  
**JOINT RECRUITMENT**

1. Candidates may be admitted to the Doctoral School on the basis of a contract concluded between the Bydgoszcz University of Science and Technology and another entity, provided that the doctoral scholarship is fully financed for a period of 4 years from the date of commencement of education at the PBS Doctoral School.
2. The joint recruitment is launched on the basis of the Rector's consent.
3. The entities referred to in point 1 cooperate in the field of joint recruitment, in particular by determining the composition of the Recruitment Committee, the rules for conducting the qualification procedure, the required documents and the procedure and deadlines for submitting admission applications to the PBS Doctoral School.

This document has been drawn up in two language versions – in Polish and in English. The Polish version is valid and shall prevail in case of any discrepancies in the interpretation of the declarations. The English version is for information purposes only.