



**POLITECHNIKA
BYDGOSKA**
im. Jana i Jędrzeja Śniadeckich

**Resolution No. 11/514
of the Senate
of the Bydgoszcz University of Science and Technology
of 28 January 2026**

**regarding the Rules for the recruitment of candidates to the first year of education at the Doctoral School
of the Bydgoszcz University of Science and Technology**

Pursuant to Article 200(2) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended),¹

*the Senate
of the Bydgoszcz University of Science and Technology
resolves as follows:*

**Rules for the recruitment of candidates to the first year of education at the
Doctoral School of the Bydgoszcz University of Science and Technology**

§ 1 [GENERAL RULES]

1. The Bydgoszcz University of Science and Technology, hereinafter referred to as the "University", conducts recruitment of candidates to the Doctoral School selected to implement research projects obtained through competitive procedures and financed from external sources in scientific disciplines in which it is authorized to confer the doctoral degree, provided that the scientific councils of those disciplines submit a demand for doctoral education.
2. Eligibility to apply for admission to the first year of education at the Doctoral School requires:
 - 1) the candidate holding the professional title of Master, Master of Science in Engineering, or an equivalent degree, and in the case of a person referred to in Article 186(2) of the Law on Higher Education and Science, hereinafter referred to as "PSWiN", holding the professional title of Engineer;
 - 2) demonstration of full financing of the doctoral scholarship from the projects referred to in section 1 for a period of at least three years from the date of commencement of education at the Doctoral School;
 - 3) submission of a complete set of required documents within the specified deadlines.

¹ Zmiany opublikowane w Dz.U z 2024 r. poz. 1871 i 1897, z 2025 r. poz. 619, 620, 621, 622 i 1162

3. Where the period of financing of the doctoral scholarship from the project is shorter than three years, the candidate may apply for admission to the Doctoral School only with the Rector's consent. In such a case, the application to conduct recruitment is submitted by the manager of the project from which the doctoral scholarship is to be financed.
4. Admission of candidates to the first year of education at the Doctoral School takes place through a competition, based on the results of the qualification procedure. The competition takes the form of a ranking according to the total score obtained by the candidate within a given discipline, taking into account the admission limits submitted by the respective scientific councils of the disciplines.
5. Candidates may be admitted during the academic year. Admission limits and the schedule of the first qualification procedure are determined by the Rector and announced on the Doctoral School website no later than two months before the start of recruitment. Dates of subsequent procedures result from the schedule for considering grant applications.
6. If candidates obtain an equal number of points, the order on the ranking list is determined on the basis of the grade point average from studies, calculated to two decimal places.
7. Candidates admitted after the first qualification procedure commence education at the beginning of the nearest semester following completion of that procedure, unless the Director of the Doctoral School determines an earlier start date in justified cases.

§ 2 [REQUIRED DOCUMENTS]

1. A candidate applying for admission to the first year of education at the Doctoral School is required to submit a complete set of documents containing:
 - 1) an application according to the template constituting Appendix 1;
 - 2) the original, a certified copy, or a notarized copy of diplomas together with diploma supplements confirming first- and second-cycle qualifications or long-cycle Master's degree studies, and in the case of a person referred to in Article 186(2) PSWiN, the indicated document confirming first-cycle qualifications. If the diploma is unavailable due to awaiting its issuance, the candidate is required to present a certificate from the university confirming the defense of the Master's thesis and containing the study grade point average. The diploma together with the supplement must be submitted to the records immediately upon receipt;
 - 3) an individual statement of recognition in the Republic of Poland of the foreign diploma referred to in item 2, issued by the Polish National Agency for Academic Exchange via the Syrena system, in the case of persons holding a diploma from a foreign higher education institution;
 - 4) a color photograph meeting the requirements for ID card or passport photographs. Its identical electronic version in JPG format, with a resolution of at least 500x650 pixels, appropriate quality, and maximum file size of 1 MB, must be sent to: szkola.doktorska@pbs.edu.pl;
 - 5) a declaration by the future supervisor or supervisors, or a supervisor and auxiliary supervisor of the doctoral dissertation, according to the template constituting Appendix 2;
 - 6) a research plan proposal approved by the persons listed in item 5;
 - 7) a document confirming English language proficiency at a level of at least B2 from the catalog of documents specified in Appendix 2 to the Regulation of the Minister of

Science and Higher Education of 30 July 2025 on the types of documents certifying proficiency in the language in which higher education is conducted (Journal of Laws of 2025, item 1045). The candidate is required to provide all data necessary for verification. If verification of the document is not possible, it is disregarded in the recruitment procedure;

- 8) a declaration by the funds administrator indicating the source of financing of the doctoral scholarship for the period referred to in § 1 section 2 item 2;
 - 9) a declaration by the dean of the relevant faculty regarding provision of the faculty's research infrastructure for the purposes of implementing the doctoral dissertation, according to the template constituting Appendix 3;
 - 10) an opinion of the chair of the relevant scientific council of the discipline on the feasibility of implementing the doctoral dissertation, according to the template constituting Appendix 4.
2. The candidate may submit other documents subject to evaluation during recruitment, in particular:
 - 1) a declaration of support from a socio-economic environment entity in the implementation of the candidate's doctorate;
 - 2) copies of published scientific articles together with a tabular list containing the current journal scores of the ministry competent for science and higher education;
 - 3) copies of certificates of active participation in scientific conferences together with a tabular list;
 - 4) copies of obtained patents, utility models, or industrial designs together with a tabular list;
 - 5) copies of documents confirming participation in research projects obtained through competitions conducted by national and international agencies financing scientific and research-and-development activities, together with a tabular list.
 3. Persons with disabilities additionally submit a disability certificate issued by the competent disability adjudication authority.

§ 3 [SUBMISSION OF DOCUMENTS]

1. A complete set of documents for admission to the Doctoral School must be submitted to the Doctoral School Office within the deadline set in accordance with § 1 section 4. Documents must be legible, complete, carefully prepared, and labeled in a manner enabling their identification in accordance with the list of appendices indicated in the application referred to in § 2 section 1 item 1. Documents that do not meet these requirements may be disregarded in the recruitment procedure.
2. In the case of candidates staying outside the Republic of Poland, scans of the documents referred to in § 2 may be sent to the email address szkola.doktorska@pbs.edu.pl, provided that originals are submitted to the records before the start of education.
3. If documents are sent via a postal operator, the date of submission is the date of their receipt by the Doctoral School.
4. Upon expiry of the deadline for submission of admission documents to the Doctoral School set in accordance with § 1 section 4, the right to submit or supplement an application expires.

§ 4 [RECRUITMENT COMMITTEE]

1. Recruitment to the Doctoral School is conducted by the Doctoral School Recruitment Committee, hereinafter referred to as the "committee". The committee is appointed by the Rector from among academic teachers holding at least the academic degree of doktor habilitowany. The chair of the committee is designated by the Rector. The committee sits in three-person panels designated by the chair for candidates from individual disciplines, provided that at least one member of the panel should represent the discipline in which the candidate seeks admission.
2. A candidate's prospective supervisor may not be a member of the committee of the candidate who indicated that supervisor.
3. A representative of the doctoral student self-government may participate in the committee's work as an observer without voting rights. Any comments made by that representative are recorded in the minutes.
4. The committee's tasks include:
 - 1) organization of the recruitment process and ensuring proper conduct of candidate qualification;
 - 2) substantive and formal verification of candidates' documents;
 - 3) preparation of the lists of persons covered by the qualification procedure;
 - 4) conducting the qualification procedure;
 - 5) preparation of individual records for each candidate and a collective record;
 - 6) preparation of a ranking list of candidates within disciplines, in descending order, based on the total score obtained;
 - 7) announcement of qualification procedure results;
 - 8) preparation of information concerning recruitment.
5. The records referred to in section 4 item 5 are signed by all members of the sitting committee panel.
6. An incomplete application or one burdened with other deficiencies that prevent determination of information necessary to conduct the qualification procedure is left unexamined. The chair of the committee notifies the candidate of this fact.

§ 5 [DETAILED RULES OF THE QUALIFICATION PROCEDURE]

1. Candidates who submitted a complete set of required documents, including the declaration and positive opinion referred to in § 2 section 1 items 9 and 10, are admitted to the qualification procedure.
2. The qualification procedure for candidates to the Doctoral School is based on a ranking of the total points within a discipline, obtained according to the following criteria:
 - 1) the grade on the graduation diploma referred to in § 2 section 1 item 2 - the committee awards points according to the scale indicated in Table 1. For candidates holding a foreign diploma, the final grade is converted according to the scale below, depending on the level of achievement of learning outcomes expressed as a percentage:
 - a) 91% and above - very good (5.0);
 - b) 81-90% - good plus (4.5);
 - c) 71-80% - good (4.0);
 - d) 61-70% - satisfactory plus (3.5);
 - e) 51-60% - satisfactory (3.0);
 - f) below 51% - unsatisfactory (2.0).

Table 1.

row no.	grade on diploma	points
1.	excellent, very good	10
2.	good, good plus	5

- 2) consistency of the first- or second-cycle field of study with scientific disciplines represented in the Doctoral School - the committee awards points according to the scale indicated in Table 2.

Table 2.

row no.	level of consistency	points
1.	full consistency - learning outcomes in the completed field(s) of study relate to the discipline in which the candidate intends to obtain a doctoral degree	10
2.	partial consistency - learning outcomes in the completed field(s) of study relate to a discipline belonging to the same domain as the discipline in which the candidate intends to obtain a doctoral degree	5
3.	no consistency - learning outcomes in the completed field(s) of study relate to a different domain of science	0

- 3) candidate's research plans - the committee awards points according to the scale indicated in Table 3.

Table 3.

row no.	characteristics of research plans	points
1.	research plan proposal	from 0 to 10
2.	declaration of support from a socio-economic environment entity in implementing the candidate's research plans by providing research apparatus or co-financing research.	from 0 to 5

- 4) previous scientific activity - the committee awards points according to the scale indicated in Table 4.

Table 4.

row no.	type of scientific activity	points
1.	for each published scientific article; Scoring for scientific articles is calculated on the basis of MNiSW scoring so that the number of points for an article is divided by the maximum number of points on the Ministry's scored journal list and multiplied by 10.	from 0 to 10
2.	for active participation in a scientific conference; local conferences are scored from 1 to 2 points, national conferences from 3 to 4 points, and international conferences 5 points.	from 0 to 5
3.	for each patent, utility model, or industrial design	from 0 to 5

4.	<p>for each participation in research projects obtained through competitions conducted by national and international agencies financing scientific and research-and-development activities</p> <p>The maximum number of points is obtained for independent grants or serving as principal investigator of grants.</p>	from 0 to 5
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- 5) candidate self-presentation and interview - the committee awards from 0 to 10 points. The candidate gives a self-presentation of no longer than 10 minutes, indicating their most important scientific achievements, interests, and intentions. During the interview, the committee assesses the following candidate competencies and predispositions:
- a) scientific competencies - understood as the ability and willingness to use existing knowledge resources to explain the world, in order to formulate questions and draw conclusions based on evidence and principles of logical reasoning;
 - b) entrepreneurship - understood as consistent pursuit of goals and the ability to turn ideas into action;
 - c) ability and willingness to learn - understood as recognizing the need for lifelong learning, and the ability and willingness to acquire knowledge and new skills;
 - d) career plans or professional experience related to a scientific career.

3. A positive qualification result requires the candidate to obtain at least 35 points.
4. A candidate is invited to the self-presentation and interview referred to in section 3 item 5 if their position on the ranking list, after summing points for the criteria referred to in section 3 items 1-4 and assuming the maximum number of points in the criterion referred to in section 3 item 5, yields a positive qualification result.
5. In justified cases, the qualification procedure may be conducted remotely using means and techniques of distance communication.
6. Candidates with disabilities may submit, no later than 3 business days before the scheduled interview date, requests regarding adjustment of the time and place of the interview.
7. Before the start of the self-presentation and interview, the chair of the committee verifies the candidate's identity. In justified cases, the chair may request that the candidate present an identity document for inspection, and in the case of candidates who are not Polish citizens, another identity-confirming document, in particular a passport.

§ 6 [ANNOUNCEMENT OF RESULTS]

1. Results of the recruitment procedure are public.
2. Results are made public by publishing nominal lists of admitted and non-admitted persons for the first year of education on the University website in the section dedicated to recruitment to the Doctoral School.
3. Results are announced within 7 business days from completion of the interview stage.

§ 7 [DECISIONS]

1. Admission to the Doctoral School takes place by entry on the list of doctoral students.
2. Admission or refusal of admission to the Doctoral School of a person who is not a Polish citizen takes place by an administrative decision of the Rector.

3. Refusal of admission to the Doctoral School of a candidate who is a Polish citizen takes place by an administrative decision issued by the Director of the Doctoral School.

§ 8 [APPEAL PROCEDURE]

1. Against a negative decision on admission to the Doctoral School referred to in § 7 sections 2 and 3, an application for reconsideration of the case or a complaint to the Voivodeship Administrative Court is available.
2. The application is submitted within 14 days from the date of delivery of the decision:
 - 1) in the case referred to in § 7 section 2 - to the Rector via the Director of the Doctoral School,
 - 2) in the case referred to in § 7 section 3 - to the Director of the Doctoral School.

§ 9 [SERVICE OF DOCUMENTS]

1. Decisions, subject to section 2, are served on candidates at the service address indicated in the application referred to in § 2 section 1 item 1. If an electronic delivery address (ADE) or ePUAP address is indicated, correspondence is served respectively to the indicated ADE or ePUAP address.
2. If a candidate who has no place of residence or habitual stay in the Republic of Poland, another EU Member State, the Swiss Confederation, or a state of the European Economic Area (EFTA), and who has not appointed an attorney for their case or for service residing in the Republic of Poland and is not acting through a consul of the Republic of Poland, fails to indicate an address for service, documents intended for that candidate are left in the case files with effect of service, after prior instruction in accordance with Article 40 section 5 of the Code of Administrative Procedure.
3. The authority may additionally send the candidate a copy of the document to the email address indicated in the application referred to in § 2 section 1 item 1, solely for information purposes, which does not constitute service within the meaning of the Code of Administrative Procedure and does not produce procedural effects.

§ 10 [JOINT RECRUITMENT]

1. Candidates may be admitted to the Doctoral School on the basis of an agreement concluded between the University and another entity listed in Article 185 section 5 PSWiN, provided that full financing of the doctoral scholarship is ensured for a period of 4 years from the date of commencement of education at the Doctoral School.
2. Launch of joint recruitment takes place based on the Rector's consent.
3. Entities referred to in section 1 cooperate in conducting joint recruitment, in particular by determining the composition of the recruitment committee, rules for conducting the qualification procedure, required documents, and the procedure and deadline for submitting applications for admission to the Doctoral School.