

**Regulations for the recruitment of foreigners applying for a PhD position at the Jan
Kochanowski University of Kielce for the academic year 2020/2021**

**[This is a translation into English of the corresponding document ‘Zasady rekrutacji
cudzoziemców do szkoły doktorskiej na rok akademicki 2020/2021’; in case of any doubt or
uncertainty, only the Polish version is legally binding]**

§ 1

General regulations

1. Whenever this resolution refers to a foreigner, a person who does not have the Polish citizenship is understood.
2. Foreigners mentioned in section 1 can take part in the education program offered by the doctoral school at the UJK Kielce according to:
 - 1) international agreements, on the terms set out in those agreements;
 - 2) the contracts stipulated with foreign entities and institutions by the Jan Kochanowski University of Kielce, on the terms set out in those agreements;
 - 3) decisions of the Minister for science and research;
 - 4) The decision of the director of the NAWA in relation to its scholarship holders;
 - 5) the decision of the NCN director to allocate funds for the implementation of basic research in the form of a research project, internship or scholarship, qualified for financing through an open competition;
 - 6) Rector's administrative decision.
3. At the Jan Kochanowski University of Kielce the recruitment of foreign candidates to the doctoral school for the academic year 2020/2021 is divided into disciplines, each of them belonging to sections:
 - 1) disciplines belonging to the section of ‘human sciences’ section: history, linguistics, literary studies;
 - 2) disciplines belonging to section of natural sciences: biology, chemistry, physics, earth and environment sciences;
 - 3) disciplines belonging to section of medical and health sciences: medicines and health sciences;
 - 4) disciplines belonging to section of social sciences: political and administration sciences, legal sciences.
4. At the Jan Kochanowski University of Kielce the recruitment of candidates for the doctoral school is for the academic year 2020/2021 is subject to a limited number of positions for each individual discipline.
5. The limit of PhD positions for the academic year 2020/2021 and for each individual discipline is determined by the Director of Doctoral School with the consent of the Rector.
6. The recruitment process at the doctoral school takes place through a competition for each individual discipline.
7. The recruitment schedule for Doctoral School is determined by Annex 1 to this document.
8. The competition mentioned in section 6 consists of four stages:
 - 1) electronic registration of the candidate on the online registration on the website of Jan Kochanowski University in Kielce;
 - 2) delivery of the required documents listed in § 3, section 1;
 - 3) evaluation of the candidate's achievements and interview with the candidate;
 - 4) release of the rector’s administrative decision regarding the admission to the doctoral school.
9. A foreigner is eligible for the Doctoral School through a competition when holding:

- 1) a diploma issued by an authorized university operating in the higher education system of a member state of the European Union, or the Organization for Economic Co-operation and Development (OECD), or the Free Trade Association (EFTA) – parties to the contract about the European Economic Area, confirming completion of:
 - a) master studies;
 - b) at least four years of uniform studies, if considered equivalent to a master diploma in the State where it is issued.
 - 2) diploma confirming the completion of studies abroad, if it gives the right to apply for the a PhD position in the country in which the diploma was issued;
 - 3) foreign diploma recognized as equivalent to the corresponding polish master diploma on the basis of an international agreement that specifies the equivalence, and in the absence of it - through the nostrification (recognition) procedure;
 - 4) diploma issued by a university operating in the Polish higher education system - a diploma of uniform master's studies or diplomas of first and second cycle studies, or, in the case of a person referred to in § 1 para. 9 point 5), bachelor diploma together with a supplement or certificate of completion of the third year of uniform Master's studies;
 - 5) demonstrating the highest quality of scientific achievements, being a graduate of first degree studies at a university operating in the Polish higher education system or a student who completed the third year of uniform Master's studies at a university operating in the Polish higher education system, with the highest quality of scientific achievements being considered having at least one of the achievements listed in Annex 2 to this document in the scientific achievements in the discipline in which the candidate applies.
10. A diploma confirming the completion of studies issued by a foreign university does not give the rights referred to in section 9 point 2) if:
- 1) the institution that issued it, or the institution in which education took place :
 - a) does not operate in the framework of the higher education systems or
 - b) was not an accredited university or pursued a study program without accreditation in the framework of the internal law of the higher education system of that Country;
 - 2) the realized program of studies (or some parts of it) is contrary to the regulations of the country in which it took place.
11. Information on the recruitment process are provided:
- 1) via the individual account;
 - 2) on the website of the doctoral school.

§ 2

Stage I - electronic registration of a foreign candidate

1. A candidate who fulfils the conditions mentioned in § 1 para. 9 carries out the electronic registration in the electronic portal.
2. The registration referred to in section 1 includes:
 - 1) setting up an individual account in the electronic;
 - 2) selection of the section and discipline in which (s)he intends to perform the PhD and filling data in the electronic form;
 - 3) approval of the completed electronic form.
3. The candidate bears full responsibility for entering incomplete, incorrect, or untruthful data on her/his individual.
4. The candidate is obliged to read the information sent via his/her individual account on the electronic portal and the information and the website of the doctoral school on a regular basis and bears full responsibility for failing to fulfil this obligation.

5. Only candidates who have fully completed the online registration are admitted to the next recruitment stage.

§ 3

Stage II - delivery of documents

1. A candidate who has completed full electronic registration in the system is required to submit to the Office for Doctoral Students, within the deadlines indicated in the Recruitment Schedule, all documents specified in Annex 3 to this document - List of documents required during recruitment to the Doctoral School.
2. The documents referred to in section 1 can be sent by post. The date of submitting the documents shall be the date of their receipt at the office of the doctoral school, not the date their sending, subject to section 3.
3. The candidate may send scans of the documents listed in section 1 by e-mail to the e-mail address of the doctoral school. The original documents should be delivered at the office of doctoral school on the day of an interview at the latest.
4. Director of Doctoral School evaluates the completeness of the documentation submitted by the candidate.
5. The lack of all required documents listed in section 1 implies the exclusion of the candidate to the next stage of the recruitment procedure, about which the candidate is informed by means of her/his individual account in the electronic portal.
6. The Rector's plenipotentiary for the doctoral school delivers to the chairman of the recruitment committee of a given discipline listed in § 4, para. 1, the documentation of those candidates who provided all the required documents in order to be admitted to the next stage of the recruitment procedure. The Director of Doctoral School shall forward, to the chairman of the Recruitment Committee of the appropriate discipline referred to in § 4 item 1, documents of candidates who have met the formal requirements set out in para. 1 in order to carry out the next stage of the recruitment procedure.
7. If the candidate is qualified for the next stage of the recruitment procedure, Director of Doctoral School informs the candidates with about the date and place of the oral interview and any other necessary information in the recruitment process by means of the individual account in the electronic system.

§ 4

Stage III - evaluation of the candidate's achievements and interview with the candidate

1. The third stage of the recruitment procedure is carried out by a recruitment commission appointed by the Rector, separately for each academic discipline, composed of:
 - 1) chairman
 - 2) four members of the committees representing a given scientific discipline in which the assessment is carried out, including three holding at least the academic degree of doctor habilitated,
2. A doctoral student delegated by the University Council of Doctoral Students' Self-government may participate as an observer in the work of the commission, with no voting rights.
3. A member of the Commission referred to in Section 1 point 2) may be represented by an employee employed in the group of research or research-didactic staff, representing the discipline in which the assessment is carried out, holding at least the academic degree of doctor habilitated or doctoral degree.
4. Candidates for members of the Commission referred to in Section 1 are presented to Rector by Institute's Director where the research activity in a given discipline is conducted, by recommending persons who will play the functions of the chairman and secretary.

5. The tasks of the recruitment committee include in particular:
 - 1) assessment of achievements of a candidate to a doctoral school in a given discipline; assessment of achievements, in particular of scientific achievements and additional qualifications of the candidate to the Doctoral School in a given discipline,
 - 2) calculation, according to the given algorithm, of the average grade from the entire course of study of the candidate-foreigner study
 - 3) conducting a job interview with candidates for a doctoral school in a given discipline;
 - 4) preparing a ranking list of participants of the recruitment procedure based on the number of points obtained and minutes from the recruitment committee meeting; preparing a ranking list of participants in the recruitment procedure (including both persons recruited according to the rules applicable to Polish citizens and according to the rules applicable to foreigners) based on the number of points obtained and the recruitment commission's work reports,
 - 5) immediate transmission of the candidates' documents and documents referred to in point 4, to the Director of Doctoral School.
6. The commission referred to in para. 1, assesses the achievements of candidates, awarding points in accordance with the adopted scoring system, constituting Annex 4 to this document, for:
 - 1) average grade,
 - 2) documented scientific achievements or additional qualifications of the candidate from the period covering 2016-2020; the candidate may demonstrate a maximum of 3 achievements under each of the types of achievements listed in the System,
 - 3) an interview.
7. The condition for admission to a doctoral school is obtaining the minimum number of points by the candidate, i.e.:
 - 1) for documented scientific achievements or additional qualifications – 15 points;
 - 2) for an interview – 30 points.
8. The positioning of the candidate on the ranking list referred to in section 5 point 4) is determined by the sum of points obtained for the criteria referred to in section 6 point 1) – 3).
9. Candidates who occupy the highest place on the ranking list are admitted to the doctoral school within the specified limit, subject to section 7.
10. In the case when the sum of points obtained by candidates for the criteria referred to in section 6 point 1) – 3) is the same, the place on the ranking list is determined by the number of points obtained for the criterion referred to in section 6 point 2).
11. If the sum of points obtained by the candidates for the criterion referred to in para. 6 point 2 is also the same, the commission referred to in § 4 section 1 presents the Director of the Doctoral School with a list of candidates recommended for admission to the Doctoral School together with substantive justification.

§ 5

IV stage - Rector's administrative decision regarding admission to the doctoral school

1. After receiving the documents referred to in § 4 section 5 point 4) Director of Doctoral School Rector's representative for the doctoral school:

- 1) provides the Rector with a list of foreigners taking part in recruitment proceedings with an indication of persons recommended for admission to the doctoral school in particular disciplines within a specified limit of places;
- 2) provides, via the system, candidates with information about the decision referred to in section 2;
- 3) delivers (within the meaning of the Administrative Procedure Code) decisions to participants of the recruitment procedure;
2. Rector, on the basis of the list referred to in section 1 point 1) issues administrative decisions regarding the admission of a foreigner to the doctoral school.
3. Each participant is entitled to submit a motion for reconsideration of the case or to file a complaint to the administrative court regarding the administrative decision referred to in section 2.