

**TO THE DOCTORAL SCHOOL UNIVERSITY OF THE JAN KOCHANOWSKI IN KIELCE
FOR THE ACADEMIC YEAR 2025/2026**

§ 1 General provisions

1. In the University of the Jan Kochanowski in Kielce, in the academic year 2025/2026, recruitment of candidates to the Doctoral School is conducted in the following disciplines:
 - 1) Humanities section in disciplines: history, linguistics, literary studies,
 - 2) Exact natural sciences section in disciplines: biological sciences, chemical sciences, physical sciences, earth and environmental sciences,
 - 3) Medical and health sciences section in disciplines: medical sciences, health sciences,
 - 4) Social sciences section in disciplines: pedagogy, social communication and media studies, management and quality sciences, political and administrative sciences, legal sciences, security studies,
 - 5) Arts section: musical arts, visual arts and artwork conservation.
2. The limit of places in individual disciplines, covering Polish citizens and foreigners altogether, is determined by the Director of the Doctoral School with the approval of the Rector.
3. The list of persons proposed in a given academic year to serve as promoters along with the research topics, prepared by the heads of individual sections of the Doctoral School, is made available on the university's website no later than three months before the start of recruitment.
4. Recruitment to the Doctoral School is carried out through a competition conducted in individual disciplines.
5. Recruitment to the Doctoral School is conducted according to the schedule determined by the Director of the Doctoral School no later than three months before the start of recruitment, within the established limit of places in a given discipline.
6. The competition referred to in para. 4, includes four stages:
 - 1) electronic registration of the candidate in the Internet Recruitment System of the University of the Jan Kochanowski in Kielce, hereinafter referred to as the system,
 - 2) submission of required documents, as referred to in § 3 para. 1,
 - 3) assessment of the candidate's achievements and a qualifying interview with the candidate,
 - 4) enrolling the candidate on the list of doctoral students or a decision to refuse admission to the Doctoral School.
7. A person may be admitted to the Doctoral School through a competition if they:
 - 1) hold a master's degree, an engineering master's degree, or equivalent, or

- 2) demonstrate the highest quality of scientific achievements and are graduates of firstcycle studies or students who have completed the third year of uniform master's studies, whereby the highest quality of scientific achievements is understood as having in the scientific achievements in the discipline in which the candidate applies at least two achievements listed in Annex No. 1 to this document - or one for a minimum of 70 points,
- 3) Information about the recruitment process is provided to candidates through an individual account in the system,
- 4) the Doctoral School website.

§ 2

Stage I - electronic registration of the candidate

1. A candidate who meets the requirements referred to in § 1 para. 7, completes electronic registration in the system.
2. Registration, as referred to in para. 1, includes:
 - 1) setting up an individual account in the system,
 - 2) selecting the section and discipline in which the candidate intends to pursue education and completing the data in the electronic form,
 - 3) approving the completed electronic form.
3. The candidate is fully responsible for entering incomplete, incorrect, or untrue data in the individual account in the system.
4. The candidate is obliged to regularly read the information provided through the individual account in the system and the Doctoral School website and is fully responsible for failing to fulfill this obligation.
5. Candidates who have completed full registration in the system are admitted to the next stage of recruitment.

§ 3

Stage II - submission of documents

1. A candidate who has completed full electronic registration in the system is required to submit to the Doctoral School, within the deadlines specified in the Recruitment Schedule, all documents specified in Annex No. 2 to this document - List of documents required during the recruitment to the Doctoral School.
2. The documents referred to in para. 1, may be sent by post. The date of submission of the documents is considered to be the date of their receipt by the Doctoral Students Section (not the date of their dispatch).
3. The Director of the Doctoral School forwards to the chairman of the recruitment committee of the relevant discipline, as referred to in § 4 para. 1, the candidates' documents for the purpose of conducting the next stage of the recruitment process.
4. The recruitment committee of the relevant discipline, as referred to in § 4 para. 1, assesses the formal documentation submitted by the candidate.

5. The absence of any of the required documents referred to in para. 1, is equivalent to disqualifying the candidate from the next stage of the recruitment process, of which the candidate is informed through the individual account in the system.
6. In the event of the candidate's qualification for the next stage of the recruitment process, the recruitment committee provides the participants in the recruitment process with information about the date and place of the qualifying interview, as well as other necessary information in the recruitment process through the individual account in the system.

§ 4

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

1. The recruitment committee is appointed by the rector separately for each scientific discipline or art, composed of:
 - 1) chairman, representing the given scientific discipline or art,
 - 2) four committee members representing the given scientific discipline or art, including three holding at least a postdoctoral degree.
2. A doctoral student delegated by the University Council of Doctoral Students may participate in the committee's work as an observer, without the right to vote.
3. A member of the committee, as referred to in para. 1 point 2, may be an employee employed in a research or research and teaching group, representing the discipline in which the assessment is made, holding at least a doctoral degree.
4. Candidates for committee members, as referred to in para. 1, are presented to the rector by the director of the institute conducting research activity in a given discipline, recommending individuals who will serve as chairman and secretary.
5. The tasks of the recruitment committee include in particular:
 - 1) formal assessment of documents submitted by candidates,
 - 2) providing information about subsequent stages of the recruitment process through individual accounts in the system,
 - 3) assessment of achievements, especially scientific, artistic, or project achievements, and additional qualifications of the candidate for the Doctoral School in a given discipline,
 - 4) conducting a qualifying interview with candidates for the Doctoral School in a given discipline,
 - 5) entering data on the number of points obtained by candidates into the Internet Recruitment Candidates System and preparing a ranking list of participants in the recruitment process based on the total number of points obtained and protocols of the recruitment committee's work,
 - 6) promptly forwarding documents of candidates and documents referred to in point 5 to the Director of the Doctoral School,

- 7) reviewing candidates' applications submitted in connection with the recruitment process.
6. The committee referred to in para. 1 assesses the achievements of candidates, in the presence of the chairman and at least three members of the committee, awarding points according to the adopted Scoring System, which constitutes Annex No. 3 to this document, for:
 - 1) the arithmetic mean of grades from the entire course of studies,
 - 2) documented scientific, artistic, or project achievements and additional qualifications of the candidate from the period covering the calendar years 2021-2025. The candidate may demonstrate a maximum of 3 achievements within each of the types of achievements listed in the Scoring System;
 - 3) the qualifying interview.
7. The condition for admission to the Doctoral School is obtaining by the candidate at least the minimum number of points, i.e.:
 - 1) for documented scientific, artistic, or project achievements and additional qualifications - 15 points,
 - 2) for the qualifying interview - 60 points.
8. The candidate's place on the ranking list, as referred to in para. 5 point 5, is determined by the sum of points obtained for the criteria referred to in para. 6.
9. Candidates are admitted to the Doctoral School within a specified limit, who have received at least the minimum number of points indicated in para. 7 point 1 - 2 and occupy the highest place on the ranking list.
10. In the event that the sum of points obtained by candidates for the criteria referred to in para. 6 points 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 para. 6 point 2.
11. In the event that the sum of points obtained by candidates for the criterion referred to in para. 6 point 2 is also the same, the committee, as referred to in § 4 para. 1, presents to the Director of the Doctoral School a list of candidates recommended for admission to the Doctoral School along with substantive justification.

§ 5

Stage IV - entering the candidate on the list of doctoral students or decision regarding refusal of admission to the Doctoral School

1. After receiving the documents referred to in § 4 para. 5 point 5, the Director of the Doctoral School:
 - 1) enters on the list of doctoral students those candidates who have achieved the best results in individual disciplines within the specified limit of places,
 - 2) issues, on behalf of the rector, administrative decisions regarding refusal of admission of the candidate to the Doctoral School,

- 3) provides candidates with information through the system about entering on the list of doctoral students of the Doctoral School or refusal of admission to the Doctoral School,
 - 4) delivers to the participants in the recruitment process a written notification about entering on the list of doctoral students or the decision regarding refusal of admission to the Doctoral School.
2. The administrative decision regarding refusal of admission of the candidate to the Doctoral School may be appealed by submitting a request for reconsideration of the matter or lodging a complaint to the administrative court.

§ 6

Special provisions for foreigners

1. Whenever this resolution refers to a foreigner, it shall be understood as a person who does not possess Polish citizenship.
2. Foreigners, as referred to in para. 1, may undergo education at the Doctoral School based on:
 - 1) international agreements, according to the terms specified in these agreements;
 - 2) agreements concluded with foreign entities by the Jan Kochanowski University in Kielce, according to the terms specified in these agreements;
 - 3) a decision of the minister;
 - 4) a decision of the director of NAWA concerning its scholarship holders;
 - 5) a decision of the director of NCN on granting financial support for basic research in the form of a research project, internship, or scholarship, qualified for funding through a competition;
 - 6) an administrative decision of the rector.
3. A foreigner may be admitted to the Doctoral School through a competition if they:
 - 1) hold a diploma issued by an authorized institution operating within the higher education system of a European Union member state, Organisation for Economic Co-operation and Development (OECD), or European Free Trade Association (EFTA) - parties to the European Economic Area Agreement, confirming completion of:
 - a) second-cycle studies,
 - b) at least four years of uniform studies, if deemed equivalent to a diploma of completion of second-cycle studies in the issuing country;
 - 2) hold a diploma confirming completion of studies abroad, entitling them to apply for a doctoral degree in the country where the university that issued it operates within the higher education system;
 - 3) hold a diploma of completion of studies abroad recognized as equivalent to an appropriate Polish diploma based on an international agreement determining equivalence, or, in the absence of such an agreement, through nostrification proceedings;

- 4) hold a diploma issued by a university operating within the Polish higher education system - a diploma of completion of uniform master's studies or diplomas of completion of first and second-cycle studies, or in the case of a person referred to in para. 3 point 5, a diploma of completion of first-cycle studies with a supplement or a certificate of completion of the third year of uniform master's studies;
 - 5) demonstrate the highest quality of scientific achievements as a graduate of first-cycle studies at a university operating within the Polish higher education system or as a student who has completed the third year of uniform master's studies at a university operating within the Polish higher education system, whereby the highest quality of scientific achievements is understood as having in the scientific achievements in the discipline in which the candidate applies achievements listed in Annex No. 1 to this document - at least two or one for a minimum of 70 points.
4. A diploma confirming completion of studies issued by a foreign university does not confer the rights referred to in para. 3 point 2 if:
 - 1) the institution that issued it, or the institution where the education was conducted:
 - a) does not operate within the higher education system of any country, or
 - b) according to the internal law of the country in whose higher education system this institution operates, on the date of diploma issuance, was not an accredited university or implemented a study program without accreditation,
 - 2) the study program or its part was conducted in violation of the laws of the country where the education was conducted.
 5. The candidate may send scanned copies of the documents referred to in § 3 para. 1 by email to the Doctoral School. The original documents must be submitted to the Doctoral School no later than on the day of the qualification interview.
 6. Based on the list referred to in § 4 para. 5 point 5, the Rector issues an administrative decision regarding the admission of a foreigner to the Doctoral School.
 7. The delivery of the decision referred to in para. 6 replaces a written notification of entry on the list of doctoral students.