

RECRUITMENT RULES
FOR THE DOCTORAL SCHOOL OF HUMANITIES AND SOCIAL
SCIENCES AT THE UNIVERSITY OF ZIELONA GÓRA
FOR THE ACADEMIC YEAR 2024/2025

§ 1

1. A person may be admitted to the Doctoral School of Humanities and Social Sciences at the University of Zielona Góra, hereinafter referred to as the *doctoral school*, if
 - 1) he/she holds a master's professional degree, master of engineering degree, or equivalent, or is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies (in accordance with Article 200(1) in conjunction with Article 186(2) of the Act of 20 July 2018 on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended), and
 - 2) he/she has opened their account in the electronic registration system for the doctoral school, hereinafter referred to as the *electronic account*, and has submitted an electronic application for admission to the doctoral school along with a complete set of required documents; and
 - 3) he/she has paid the application fee; and
 - 4) he/she knows English at level B2 or higher; and
 - 5) he/she is not enrolled as a doctoral student in another doctoral school; and
 - 6) he/she has met the requirements specified in § 4 and § 5 within the admission limits.
2. The detailed recruitment schedule, list of disciplines for which recruitment is open, and admission limit will be specified in a separate order of the Rector and announced by 31 May 2024.
3. Recruitment for the academic year 2024/2025 will begin on 1 August 2024, and will end no later than 30 September 2024.
4. The Rector may decide to announce supplementary recruitment if:
 - 1) there are applicants who have been qualified for scientific or research projects and their scholarships will be financed by the funds of these projects, such as "Implementation Doctorate," NCN, etc.;
 - 2) there are applicants who have obtained funding from external sources, including donors;
 - 3) a scientific discipline opens disciplinary places;
 - 4) there are still free places within the admission limit defined in section 2.

5. The supplementary recruitment is conducted according to the recruitment rules specified in this resolution, within the admission limit and a detailed recruitment schedule determined in a separate order of the Rector. The supplementary recruitment shall close no later than before the end of the first term of education in the doctoral school.

§ 2

1. A person applying for admission to the doctoral school, hereinafter referred to as the *candidate*, must apply on the university's website by clicking "Recruitment". The candidate must read the detailed regulations regarding the recruitment procedure for the doctoral school and agree to use the online registration at the University of Zielona Góra by clicking "I agree" button. If the candidate clicks "I do not agree" button, he/she will not be able to create an account, and consequently, he/she will not be able to apply for a doctoral school place.
2. In order to register online, the candidate creates an account and:
 - 1) enters all necessary personal and contact information, information about completed higher education institution, university graduation grades, and details regarding proficiency in foreign languages;
 - 2) selects only one scientific discipline in which he/she plans to prepare a doctoral dissertation;
 - 3) accepts all elements of the online registration form, which is an application for admission to the doctoral school that holds the candidate's individual identifying number;
 - 4) pays the application fee of 200.00 PLN to the individual bank account number generated during registration for the doctoral school. The fee is paid for one application, and the university does not refund the application. The application fee may be refunded if the candidate was not allowed to participate in the recruitment due to paying the fee after the deadlines specified in the recruitment schedule.
3. The candidate who meets the requirements specified in section 2 points 1-4 will be qualified to participate in the recruitment process and will be obliged to submit scans of all required recruitment documents via their application account, according to the schedule specified in § 1 paragraph 2. The documents required in the recruitment process and necessary for participation in the recruitment to the doctoral school include:
 - 1) a signed electronic application for admission to the doctoral school within the specified discipline, printed out from the candidate's individual electronic account;

- 2) a higher education diploma and diploma supplement (if the supplement is unavailable - a written confirmation from the university about the grading scale applicable at the time of the candidate's completion of studies), or a certificate of completion of the third year of uniform master's studies; if the candidate graduated from university outside Poland, articles 326 and 327 of the Act of 20 July 2018 on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742 with amendments) shall apply;
 - 3) a CV;
 - 4) a list of documents confirming scientific activity (list of scientific publications; certificates of active participation in scientific conferences – presentation title or agenda; certificate of participation in a research project; other documents confirming scientific activities);
 - 5) a brief description of the research idea (maximum 500 characters);
 - 6) a document confirming proficiency in the English language at a minimum level of B2 (diploma supplement, certificate, diploma in English philology, or a document confirming graduation from higher education studies - if the language of instruction was English). The list of certificates confirming proficiency in the English language accepted by the doctoral school in the recruitment process is included in the Annex to these recruitment rules;
 - 7) two reference letters on the candidate's suitability for scientific work – written for the purpose of recruitment to the doctoral school (within 6 months before recruitment), by individuals holding a scientific degree of a habilitation doctor (in the case of individuals from foreign universities - a person employed as a professor at that university), including one reference written by an employee of the University of Zielona Góra representing the scientific discipline selected by the candidate;
 - 8) the candidate's declaration that he/she has read the regulations of the doctoral school and the doctoral school's education programme.
4. It is allowed to submit the required documents in English, provided that the documents specified in paragraph 3, point 2) must be submitted with a sworn translation into Polish or a translation legalized at a Polish diplomatic mission if translated abroad by a non-sworn translator.
 5. If according to the schedule specified in § 1 paragraph 2 the candidate:
 - 1) does not submit all the required documents specified in 3 and 4 via the electronic account – he/she will not be admitted to the doctoral school due to the lack of required documents;
 - 2) submits all the required documents specified in 3 and 4 via the electronic account but does not obtain 10 points, as mentioned in § 4 paragraph 5 – he/she will not be qualified for the interview and will not be admitted to the doctoral school due to insufficient number of points;

- 3) submits all the required documents specified in paragraphs 3 and 4 via the electronic account and obtains 10 points, as mentioned in § 4 paragraph 5 – he/she will retain the "qualified for the recruitment process" status and will be invited for the interview.
6. The candidate who obtains the highest number of recruitment points on the ranking list within a specified limit of places will receive the "qualified for admission" status. The person qualified for admission to the doctoral school is obliged to submit all the original documents previously submitted as scans on the candidate's account to the office of the doctoral school within the schedule described in § 1 section 2, in order to confirm their conformity with the original and to confirm the candidate's identity.

§ 3

1. Recruitment is conducted as an open competition, where the results of the recruitment process described in § 4 and § 5 determine the outcome.
2. The recruitment process is conducted by the recruitment committee, hereinafter referred to as the *committee*, appointed by the Rector.
3. The committee consists of:
 - 1) the director of the doctoral school - as the chair of the committee;
 - 2) one representative from each scientific discipline in which places are offered at the doctoral school - as committee members (committee members may also be members of the doctoral school council).
4. The committee:
 - 1) makes decisions by a simple majority of votes; in case of a tie, the deciding vote belongs to the chair of the committee; if a person who wrote a reference on the suitability for scientific work is a member of the committee, that person is excluded from voting on the candidate;
 - 2) awards points within individual categories according to the principles specified in § 4 and prepares a ranking list;
 - 3) prepares a collective report and individual reports for each candidates.

§ 4

5. Candidates for the doctoral school are admitted according to the ranking list based on the recruitment procedure (K) in four categories (K1-K4) described and scored as described in the table below:

Symbol	Category	Points
K1	University graduation grade	0-10
K2	Scientific achievements (scientific publications, active participation in	0-15

	scientific conferences, participation in research projects, scientific clubs and others)	
K3	participation in research projects	0-5
K4	interview (knowledge of the chosen scientific discipline, presentation of interests, and ideas for a research project)	0-20

2. If the candidate is a student who has completed the third year of uniform master's studies, K1 is the average grade of the grades awarded in the years the student has completed.
3. The number of recruitment points obtained by the candidate in the recruitment process (K) is calculated according to the formula: $K = K1 + K2 + K3 + K4$.
4. The maximum number of points that can be obtained in the entire recruitment process (K) is 50 points.
5. The minimum number of points required for admission to the doctoral school in the entire recruitment process (K) is 30. However, a person who obtains less than 10 points in categories K1 - K3 will not be qualified for the interview (K4) and thus will not be admitted to the doctoral school.
6. The interview is in person according to the schedule mentioned in § 1 section 2. In special cases, the committee may decide to do the interview online.
7. If candidates obtain the same number of recruitment points, an additional criterion is applied, which is the highest number of points obtained within the individual categories in the following order: K4, K3, K2, K1. If the application of the additional criterion is not decisive, higher University graduation grade (K1) shall decide.

§ 5

1. In the **university graduation grade category (K1)**, the maximum number of recruitment points that can be obtained is 10, and they are awarded for:
 - 1) university graduation grade awarded on university diploma (W)

Graduation grade	W	K1
satisfactory	3.0	0
satisfactory plus	3.5	2
good	4.0	4
good plus	4.5	6
very good	5.0	8
excellent	5.0	10

- 2) if the university graduation grade awarded on the diploma (W) is provided on a grading scale different from that presented in 1.1, the graduation grade is calculated according to the following formula:

$$W1 = (S - m) / (M - m)$$

S – university graduation grade on the scale used at the given university

M – maximum grade on the scale used at the given university

m – minimum (passing) grade on the scale used at the given university

Each calculated W1 score is given points in K1 category according to this table:

calculated W1	K1
below 0.1	0
between 0.11 and 0.3	2
between 0.31 and 0.5	4
between 0.51 and 0.7	6
between 0.71 and 0.9	8
Between 0.91 and 1.00	10

2. In the category of scientific achievements (K2), the maximum number of recruitment points that can be obtained is 15 and is awarded as follows:

Type of achievement:	K2
- scientific publications -active participation in a scientific conference - participation in a research project - involvement in a scientific club - other	0-15

3. In the category of foreign language proficiency (K3), the maximum number of recruitment points that can be obtained is 5 and is awarded as follows:

Type of document	K3
B1 Certificate or B2 Certificate:	1
C1 Certificate or Bachelor's Degree in a Foreign Philology	3
C2 Certificate or Master's Degree in Foreign Philology (second-cycle or integrated studies)	5

Additional Notes:

- 1) The list of certificates confirming proficiency in a modern foreign language recognized by the doctoral school during the recruitment process is included in the appendix to these recruitment rules.
- 2) Points for a B1 or B2 certificate apply to proficiency in a foreign language other than English.
- 3) If multiple documents certifying foreign language proficiency are submitted, only one document, the highest-rated, will be considered.

- 4) In philological disciplines, certificates or diplomas in the primary language of study (e.g., English, German, etc.) are not taken into account unless it is an additional language/additional specialization.

§ 6

If the admission limit, defined in a separate order of the Rector, is not filled because:

- 1) the person admitted to the doctoral school has resigned;
- 2) the person qualified to be admitted to the doctoral school has failed to submit the original documents within 7 days of receiving the information that the candidate has been listed as a doctoral student, or within a deadline specified by the director of the doctoral school in the case of foreigners, but no later than before the end of the first term at the doctoral school;
- 3) the candidate has failed to sign the oath within the deadline specified by the director of the doctoral school;

the vacancies will be offered to subsequent individuals from the ranking list, but no later than October 15th.

§ 7

1. The candidate is admitted to the doctoral school by being listed as a doctoral student on the basis of the ranking list mentioned in § 4.1. In the case of foreign candidates, the Rector makes decision on their admission to the doctoral school and then they are entered to the list of doctoral students.
2. Documents referred to in section 1 are delivered via electronic accounts.
3. The Rector makes decision on not admitting the candidate to the doctoral school. The decision is delivered via the candidate's electronic account.
4. The candidate has the right to appeal against the Rector's decision, as mentioned in 1 and 3, through the director of the doctoral school, within 14 days of the receipt of the decision. The appeal must be submitted on the candidate's electronic account.
5. The competition results are:
 - 1) public and posted on the candidate's account and on the website of the doctoral school;
 - 2) accessible to all individuals participating in the recruitment for the doctoral school;
 - 3) announced in the form of a ranking list, based on which lists of admitted and non-admitted candidates to the doctoral school are announced.

