

RECRUITMENT RULES
FOR THE DOCTORAL SCHOOL OF HUMANITIES AND SOCIAL
SCIENCES AT THE UNIVERSITY OF ZIELONA GÓRA
FOR THE ACADEMIC YEAR 2025/2026

§ 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 2024, item 1571, 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 2025.
3. Recruitment for the academic year 2025/2026 will begin on 1 August 2025, and will end no later than 30 September 2025.
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 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), at least one recommendation must be prepared by an employee of the University of Zielona Góra representing the scientific discipline selected by the candidate; one of the two recommendations may be in English.
 - 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 sections 3-4 via the electronic account, he/she will not be considered for recruitment and will not be admitted to the doctoral school due to formal deficiencies;
 - 2) submits all the required documents specified in sections 3–4 via the electronic account but does not obtain the minimum of 10 points referred to in § 4 section 5, he/she will not be admitted to the interview and will not be accepted to the doctoral school due to an 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. A candidate who obtains the highest number of recruitment points on the ranking list within the specified admission limit will receive the status "qualified for admission," unless otherwise provided by applicable regulations. 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	0-15

K3	Other academic activities	0-5
K4	Interview	0-20

- 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.
- The number of recruitment points obtained by the candidate in the recruitment process (K) is calculated according to the formula: $K = K1 + K2 + K3 + K4$.
- The maximum number of points that can be obtained in the entire recruitment process (K) is 50 points.
- 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.
- 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.
- 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

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

- 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 granted in the following manner:

Type of achievement:	K2
<ul style="list-style-type: none"> - scientific publications - active participation in a scientific conference - participation in a research project 	0-15

3. In the category of other academic activities (K3), the maximum number of recruitment points that can be obtained is 5 and is granted in the following manner:

Type of activity	K3
<ul style="list-style-type: none"> - passive participation in a scientific conference - involvement in a student research group - other activities 	0-5

4. In the interview category (K4), the maximum number of recruitment points that can be awarded is 20 and they are granted as follows:

Knowledge and skills subject to evaluation	Points
<ul style="list-style-type: none"> - knowledge of the literature, terminology, and methodology in the indicated academic discipline 	0 - 10

– presentation of the research concept (in the form of a multimedia presentation)	0 - 10
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§ 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 the notification of qualification for admission, 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. A person admitted to the doctoral school acquires the status of a doctoral student at the moment of signing the act of oath.
2. The information regarding admission to the doctoral school is delivered via the electronic account.
3. Non-admission to the doctoral school is made through a decision of the Rector. The decision is delivered via the electronic account.
4. The Rector makes decision on not admitting the candidate to the doctoral school. The decision is delivered via the candidate's electronic account.
5. 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.
6. 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, including list of admitted and non-admitted candidates to the doctoral school are announced.

**Wykaz certyfikatów potwierdzających znajomość nowożytnego języka obcego
uwzględnianych przez Szkołę Doktorską Nauk Humanistycznych i Społecznych UZ
w procesie rekrutacji**

Certyfikaty potwierdzające znajomość języków obcych co najmniej na poziomie B2 w skali globalnej biegłości językowej według "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) – Europejski system opisu kształcenia językowego: uczenie się, nauczanie, ocenianie (ESOKJ)":

1) certyfikaty wydane przez instytucje stowarzyszone w Association of Language Testers in Europe (ALTE) – poziomy ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), w szczególności:

a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – co najmniej Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),

b) Diplôme d'Étude en Langue Française (DELFF) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), poziomy 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSLCF), Diplôme Supérieur d'Études Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),

c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),

d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),

e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),

f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),

g) Nederlands als Vreemde Taal/Dutch as a Foreign Language (CNaVT) – Profiel Professionele Taalvaardigheid (PPT) (B2)/Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2-II) (B2),

h) Prøve i Dansk 3 (B2), Studieprøven (C1),

i) Certyfikat znajomości języka słoweńskiego na poziomie średniozaawansowanym/Certificate of Slovene on the Intermediate Level (B2), Certyfikat znajomości języka słoweńskiego na poziomie zaawansowanym/Certificate of Slovene on the Advanced Level (C1);

2) certyfikaty następujących instytucji:

- a) Educational Testing Service (ETS) – w szczególności certyfikaty: Test of English as a Foreign Language (TOEFL) – co najmniej 87 pkt w wersji Internet-Based Test (iBT); Test of English as a Foreign Language (TOEFL) – co najmniej 180 pkt w wersji Computer-Based Test (CBT) uzupełnione o co najmniej 50 pkt z Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) – co najmniej 510 pkt w wersji Paper-Based Test (PBT) uzupełnione o co najmniej 3,5 pkt z Test of Written English (TWE) oraz o co najmniej 50 pkt z Test of Spoken English (TSE); Test of English for International Communication (TOEIC) – co najmniej 700 pkt; Test de Français International (TFI) – co najmniej 605 pkt,
- b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
- c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute – w szczególności certyfikaty: English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) – poziom "Communicator", poziom "Expert", poziom "Mastery"; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business – Stage B poziom "Communicator", Stage C poziom "Expert", Stage C poziom "Mastery"; English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2,
- d) Edexcel, Pearson Language Tests, Pearson Language Assessments – w szczególności certyfikaty: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board – w szczególności certyfikaty: London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2 – poziom "Pass with Credit", poziom "Pass with Distinction",
- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia – w szczególności certyfikaty: International English Language Testing System IELTS – powyżej 6 pkt,
- g) Chambre de commerce et d'industrie de Paris (CCIP) – w szczególności certyfikaty: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) – w szczególności certyfikat Prüfung Wirtschaftsdeutsch International (PWD) (C1),
- i) Kultusministerkonferenz (KMK) – w szczególności certyfikat Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder – KMK (B2/C1),
- j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) – w szczególności certyfikaty: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) – B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),
- k) Hochschulrektorenkonferenz (HRK),
- l) Società Dante Alighieri – w szczególności certyfikaty: PLIDA B2, PLIDA C1, PLIDA C2,
- m) Università degli Studi Roma Tre – w szczególności certyfikaty: Int.It (B2), IT (C2),
- n) Università per Stranieri di Siena – w szczególności certyfikaty: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
- o) Państwowy Instytut Języka Rosyjskiego im. A. S. Puszkina,

- p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
- q) Univerzita Karlova v Praze,
- r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca – centrum pre slovenčinu ako cudzí jazyk,
- s) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
- t) Rada Koordynacyjna do spraw Certyfikacji Biegłości Językowej Uniwersytetu Warszawskiego;
- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH – w szczególności certyfikaty: B2 Certificate in English – advantage, B2 Certificate in English for Business Purposes – advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; Certificato Superiore d'Italiano (B2), telc Italiano B2; telc Русский язык B2.