RESOLUTION NO. 5

Senate of the West Pomeranian University of Technology in Szczecin

dated 27 January 2025

**regarding the Principles of recruitment for the first year of education at the Doctoral School at   
the West Pomeranian University of Technology in Szczecin   
in the academic year 2025/2026**

Based on art. 200 section 2 of the Act of 20 July 2018 - The Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended ) , the following is hereby resolved:

**§1.**

The Senate of the West Pomeranian University of Technology in Szczecin specifies the Principles of recruitment for the first year of education at the Doctoral School at the West Pomeranian University of Technology in Szczecin in the academic year 2025/2026, which constitute an annex to this resolution.

**§2.**

The resolution comes into force on the date of its adoption.

President of the Senate

Rector

Prof. Dr. Hab. Eng. Arkadiusz Terman

Annex   
to resolution no. 5 of the Senate of ZUT of 27 January 2025

Recruitment rules for the first year of study at the Doctoral School

at the West Pomeranian University of Technology in Szczecin

in the academic year 2025/2026

## § 1. General provisions

1. Whenever these rules refer to:
2. Act – shall be understood as the Act of 20 July 2018 – The Law on Higher Education   
   and Science (consolidated text: Journal of Laws of 2023, item 742, as amended );
3. Statute – shall be understood as the Statute of the West Pomeranian University of Technology in Szczecin (resolution No. 75 of the Senate of West Pomeranian University of Technology of 28 June 2019, as amended );
4. University or entity running the Doctoral School at the West Pomeranian University of Technology in Szczecin – this shall be understood to mean the West Pomeranian University of Technology in Szczecin (ZUT);
5. Doctoral School or School – it should be understood as the Doctoral School at the West Pomeranian University of Technology in Szczecin ( Doctoral School at the West Pomeranian University of Technology in Szczecin; abbreviation: ZUT, Doctoral School) established by order no. 25 of the Rector of ZUT of 24 May 2019, as amended ;
6. The West Pomeranian University of Technology in Szczecin is recruiting for the first year of full-time studies at the Doctoral School in the academic year 2025/2026 , in the disciplines specified in Order No. 25 of the Rector of the West Pomeranian University of Technology in Szczecin of 24 May 2019 on the establishment of the Doctoral School at the West Pomeranian University of Technology in Szczecin (as amended ).

## § 2. Recruitment rules

1. A person with a professional title of Master of Science, Master of Science in Engineering or equivalent may be admitted to the Doctoral School.
2. In exceptional cases, justified by the highest quality of scientific achievements, a person who does not meet the requirements specified in art. 186 sec. 1 item 1 of the Act and is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies, as well as persons holding a diploma referred to in art. 326 sec. 2 item 2, or persons referred to in art. 327 sec. 2 of the Act may apply for admission to the Doctoral School.
3. Recruitment to the Doctoral School takes place through a competition.
4. The recruitment process is conducted by recruitment committees appointed by the Rector.
5. The administrative support of the recruitment process is provided by the Doctoral School’s secretariat.
6. The recruitment process is conducted in Polish or English at the ZUT headquarters.
7. In justified cases, with the consent of the Director of the Doctoral School, the recruitment process may be conducted remotely using ICT tools used at ZUT. In the case of using such tools, identification and authentication of the candidate taking part in the recruitment process is required.
8. The deadlines for candidate registration and the detailed schedule of the qualification procedure for the Doctoral School as well as the deadlines for submitting documents and the limit of places are specified in separate orders of the Rector.
9. The condition for admission to the recruitment process at the Doctoral School is:
10. candidate registration in the Online Recruitment of Candidates (IRK), within the designated registration deadlines (the system located on the recruitment website irk.zut.edu.pl allows candidates to enter and modify data; the consequences of incorrect completion of the online form, failure to complete it or providing false information are borne by the candidate);
11. payment of a one-time recruitment fee of PLN 300 , which is non- refundable;
12. submitting a complete set of documents (listed in § 5).
13. Candidates who are foreigners may undertake and pursue education at the Doctoral School under the principles set out in Section VIII of the Act and in accordance with the detailed conditions and procedure for recruitment to the Doctoral School in the academic year 2025/2026 (specified in § 5).
14. A person who enters the recruitment process and expresses a desire to undergo education at the Doctoral School in English is obliged to report this fact to the Director of the Doctoral School in writing or by e-mail no later than 7 days before the planned date of the interview.
15. A candidate who is a foreigner may be admitted to the Doctoral School providing education only in Polish if he/she has:
16. a certificate of completion of a preparatory course for taking up education in Polish at units designated by the minister responsible for science, or
17. a certificate of completion of a Polish language course issued by an appropriate entity abroad, or
18. a diploma of completion of uniform Master's studies or second-cycle studies at a university abroad where classes were conducted in Polish, or
19. a diploma of completion of higher education studies in Poland, which were conducted in Polish, or
20. a certificate of knowledge of the Polish language, confirming knowledge of Polish as a foreign language, referred to in Art. 11a paragraph 2 of the Act of 7 October 1999 on the Polish language (consolidated text Journal of Laws of 2021, item 672, as amended ), at least at the C1 language proficiency level.
21. Candidates with a certificate of disability are provided with assistance and facilities at their request, in cooperation with the Disability Support Office (BON) of ZUT, in the recruitment process appropriate to individual needs. The person supervising a doctoral student with a disability or a sign language interpreter cannot be substantively or professionally related to the scientific discipline in which the candidate intends to conduct their doctoral dissertation. The candidate submits an application together with a complete set of recruitment documents to the Doctoral School.
22. Candidates are accepted to the Doctoral School by way of entry on the list of persons accepted to the Doctoral School. Candidates are placed on the list in the order of their qualification result in a given scientific discipline until the limit of places is filled .
23. Recruitment results are public and are made public in the IRK system.
24. A candidate who has the status of " accepted " in the IRK system , is entered on the list of persons admitted to the Doctoral School.
25. If a place becomes available on the list of persons admitted to the Doctoral School, the next person with the highest result in the recruitment procedure in a given scientific discipline is entered on the list.
26. In the case of candidates who are foreigners, admission to the Doctoral School takes place by means of an administrative decision of the Rector or a person authorized by him.
27. You can only be a doctoral student in one Doctoral School .
28. Refusal of admission to the Doctoral School is made by way of an administrative decision signed by the Rector or a person authorized by him.
29. A candidate not admitted to the Doctoral School has the right to submit to the Rector an application for reconsideration of the case within 14 days from the date of announcement of the list of admitted doctoral students, or to lodge a complaint with the competent administrative court.

## § 3. Additional recruitment

1. In addition to the limit of places referred to in § 2 section 8 , the Doctoral School may be admitted, taking into account the recruitment rules, to persons for whom financing of the doctoral scholarship and social insurance costs is ensured:
2. from a research project;
3. as part of programmes organised by the Ministry of Science and Higher Education or other organisations allocating funds to finance scientific research;
4. under agreements concluded between the University and other entities for a period of 48 months , referred to in Art. 185 paragraph 2 of the Act.
5. with financial resources from external sources.
6. In the case of financing a doctoral scholarship and social security costs, from the sources indicated in par. 1 points 1-2, the scholarship together with derivatives for the rest of the period of doctoral education at the Doctoral School (up to 48 months) must be provided and financed from the funds of the organizational unit of the University (faculty) where the project manager is employed and the doctoral dissertation is carried out. The Dean of the faculty where the doctoral dissertation is carried out shall submit a written declaration on the provision of financial resources that will be used to pay the doctoral scholarship together with derivatives until the completion ~~of~~ education at the Doctoral School. A copy of the signed declaration shall be forwarded to the unit substantively responsible for the source of financing indicated in par. 1 points 1-3.
7. For the persons referred to in paragraph 1, recruitment to the Doctoral School is planned to be carried out outside the dates specified in the schedule.
8. Recruitment, as referred to in paragraph 3, may be conducted only if financing of education at the Doctoral School is provided from a source other than a subsidy. And this fact will be confirmed in writing by the administrator of funds and the unit substantively responsible.
9. The condition for admission of a candidate to the Doctoral School is fulfillment of the requirements on which the financing of his or her education from a source other than a subsidy depends, as well as detailed conditions and procedure for recruitment to the Doctoral School.
10. A doctoral student admitted to the Doctoral School under the recruitment process referred to in paragraph 1 is obliged to complete all learning outcomes resulting from the program education of the Doctoral School and the timely submission of the Individual Research Plan.
11. Payment of a doctoral scholarship financed from sources other than the subsidy will be paid on the basis of a separate agreement specifying its terms, amount and financing period. After the end of the agreement, if its financing period is shorter than 48 months , the doctoral student is obliged to submit an application for a doctoral scholarship in accordance with the regulation of the Rector of ZUT on the conditions and procedure for granting a doctoral scholarship to doctoral students of the Doctoral School at ZUT and determining its amount.

## § 4. Recruitment committees

1. The principles for selecting the composition of the recruitment committee appropriate to a given discipline are specified in the ZUT Statute.
2. The composition of the recruitment committees may be supplemented by a secretary, who does not have to be an academic teacher. He does not have the possibility of evaluating the candidate.
3. A potential candidate’s supervisor may participate in the second stage of the recruitment process without the possibility of evaluating the candidate.
4. In the event of additional recruitment, at the request of the project manager who will finance the doctoral student’s education at the Doctoral School, the recruitment committee may be supplemented by his/her person, without the possibility of him/her assessing the candidate.
5. At the request of the doctoral student self-government, the composition of the recruitment committee may be supplemented by a representative of the doctoral students, as an observer, without the possibility of him or her assessing the candidate.
6. If circumstances arise that prevent a member of the recruitment committee from directly participating in its work, the Rector, at the request of the Director of the Doctoral School, dismisses him or her and appoints a new member in his or her place.
7. A member of the recruitment committee is obliged to inform the chairperson of the recruitment committee of circumstances that may affect his or her impartiality and objectivity in assessing a candidate for the Doctoral School.
8. The chairman of the selection committee may decide to exclude a member of the committee from the procedure. recruitment, if his/her participation could give rise to justified doubts as to impartiality and objectivity. The exclusion of a member of the committee is recorded in the minutes of the committee meeting. In such a case, the committee shall deliberate in a reduced composition.
9. The tasks of the recruitment committees include in particular:
10. checking the completeness of candidates’ documents;
11. verification of the quality of candidates’ scientific achievements;
12. notifying candidates of the date and place of the recruitment procedure;
13. conducting the recruitment process;
14. determining the results of the recruitment process;
15. decision on qualification for admission or refusal of admission to the School;
16. preparing a ranking list based on the results of the recruitment procedure;
17. preparation of documentation from the recruitment procedure.

## § 5. Documents required from a candidate for the Doctoral School

1. The candidate is required to provide the following documents to the selection committee:
   1. Doctoral School admission questionnaire (IRK printout);
   2. certificate of submission of a complete set of documents (printout from IRK);
   3. confirmation of payment of the recruitment fee;
   4. a copy of the diploma of completion of uniform Master's studies or second-cycle studies, and in the case specified in § 2 section 2: the diploma of completion of first-cycle studies or a certificate of the average grade from the course of uniform Master's studies;
   5. a supplement to the diploma of completion of uniform master's studies or second-cycle studies or a copy thereof (the original document is available for inspection by the admission committee) or an extract from the index (indexes) confirmed by the home higher education institution;
   6. a certificate of the planned date of the defense of the master’s thesis confirmed by the unit in which it is being carried out (if applicable);
   7. declaration of having the highest scientific achievements in the case specified in § 2 section 2 (if applicable);
   8. the candidate's portfolio confirming scientific, research and artistic activities related to the discipline or field preferred by the candidate, including a list of publications, conference presentations and activities popularising science, patent applications, obtained patents, foreign and domestic scientific internships, industrial internships, participation in international exchange, management/participation in research/ architectural/ IT/ construction/artistic projects, information on exhibitions, open-air events, awards and distinctions obtained, completed training, activity in scientific circles, scientific societies, professional career;
   9. documents confirming the scientific, research and artistic activities indicated in the portfolio, listed in Table 1 (originals available for inspection);
   10. a copy of a certificate (originals available for inspection) confirming knowledge of a modern foreign language at a language proficiency level of at least B2, or a document confirming knowledge of English at a language proficiency level of B2.
   11. a declaration of the candidate confirming that: he/she is not a doctoral student at another doctoral school, he/she is not participating in the recruitment process for another doctoral school, he/she does not hold a doctoral degree, and his/her education at the Doctoral School is/is not associated with employment at the West Pomeranian University of Technology in Szczecin on the basis of an employment contract with remuneration exceeding the amount of the remuneration of a professor (a template of the declaration constitutes Annex to this resolution);
   12. in the case of a doctoral degree, a copy of the doctoral diploma (original available for inspection);
   13. other documents confirming scientific and research activities and/or artistic activities or other achievements that the candidate considers important in the recruitment process to the School, which have not been listed in the portfolio (originals available for inspection);
   14. a statement by the dean of the faculty at which the candidate is to carry out research work related to the preparation of the doctoral dissertation, regarding the possibility of carrying out scientific research thematically related to the subject of the dissertation (printout from IRK);
   15. a statement from the proposed supervisor expressing consent to take over the supervisor’s duties (printout from the IRK);
   16. opinion of the proposed doctoral dissertation supervisor;
   17. candidate's cover letter;
   18. a current colour photograph that meets the requirements for an ID card photograph (signed with your name and surname) and an additional electronic version of the photograph that should be placed in the IRK;
   19. an application for a place in a student dormitory (if the candidate applies for one);
2. In addition to the documents listed in paragraph 1, the candidate must submit a research project outline. In the case of a candidate who is a foreigner, the outline may be prepared in English.
3. A candidate who is a foreigner is also required to submit:
   1. a photocopy of the identity card or other document confirming the identity of the candidate for the Doctoral School (the original document is available for inspection by the recruitment committee);
   2. documents confirming knowledge of the Polish language, in accordance with § 2 section 13 (applies only to foreigners wishing to undertake education in Polish).
4. A candidate for the School who holds a diploma of completion of second-cycle studies or uniform master's studies issued abroad may be recognized as equivalent to the relevant Polish diploma and professional title:
   1. on the basis of an international agreement establishing equivalence,
   2. pursuant to Article 326 of the Act,
   3. by way of nostrification.
5. Foreign education documents should be appropriately legalized or apostille- stamped .
6. Documents prepared in a foreign language should be translated into Polish by:
7. a Polish sworn translator entered on the list of translators of the Ministry of Justice or
8. a translator in the candidate's home country, but such translation should be confirmed by the Polish consul serving in that country.
9. In the case of a programme conducted in English, the University recognises certificates and/or diplomas written in English, or in the original language version with translation into English, confirming prior education.
10. In the case of candidates who completed their studies abroad, admission to the Doctoral School may take place on the basis of a provisional certificate confirming completion of studies (so-called provisional certificate , temporary graduation certificate , etc.) with the proviso that a person admitted to the Doctoral School will be required to present an official diploma of completion of studies to the University within 12 months from the date of commencement of studies.
11. In individual cases, the University will accept scans of the documents specified in paragraphs 1 and 2, provided that the candidate presents the original documents for inspection within 30 days of starting the studies.
12. All candidates submit the documents required in the recruitment procedure to the Doctoral School Secretariat. The Doctoral School Secretariat reviews the submitted documentation in terms of formalities and verifies whether the documents submitted by the candidate entitle the candidate to apply for education at the Doctoral School, and then forwards them to the appropriate recruitment committee.
13. In the event that candidates fail to deliver the documents within the time and place specified in the Rector's order referred to in § 2 section 5, or deliver incomplete documents, the candidate will be requested to complete them within 7 days from the date of receiving the request. The request to complete the information is sent in electronic form via the e-mail address provided by the candidate in the recruitment documents. In the event of Failure to respond to the request or failure to provide an e-mail address shall result in the Candidate not being admitted to further stages of the recruitment procedure.
14. Candidates may submit or collect documents in person upon presentation of an identity document or through a person with an appropriate power of attorney in the original.
15. Documents may be delivered by a postal operator. The date of delivery of documents is then considered to be the date of their posting at a Polish post office of an operator designated within the meaning of the Act of 23 November 2012 – Postal Law or a post office of an operator providing universal postal services in another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Agreement (EFTA) – a party to the agreement on the European Economic Area (Article 57 of the Code of Administrative Procedure § 5 points 1–6).
16. A candidate with a disability certificate issued under the provisions of the Act on Vocational and Social Rehabilitation and Employment of Disabled Persons (consolidated text, Journal of Laws of 2024, item 44) submits it together with other recruitment documents if they intend to use additional rights arising from the provisions of the law.
17. In the event of failure to submit a complete set of documents by the deadline or failure to provide a complete set of original documents , the application for admission to the Doctoral School will not be considered and an administrative decision will be issued refusing admission to the Doctoral School.
18. The candidate's personal data are processed and stored for the purposes of recruitment in accordance with applicable regulations and are subject to protection. In the event that the candidate is entered on the list of doctoral students, the data used for recruitment will be transferred to the University's IT systems and will be processed in accordance with applicable regulations.

## § 6. Detailed conditions and procedure for recruitment to the Doctoral School

1. The recruitment process is two-stage.
2. In the first stage, the selection committee takes into account the criteria presented in Table 1.
3. In the second stage, the recruitment committee conducts a qualification interview. Candidates are required to prepare a multimedia presentation (maximum 10 slides) in which the research project will be presented. The maximum number of points to be obtained in the qualification procedure is 230 points , where:
4. in the first stage the total number of points to be obtained is 150 points;
5. in the second stage – 80 points

**Table 1. Criteria for assessing a candidate for the Doctoral School – first stage, together with a list of documents confirming the candidate's achievements**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Candidate evaluation criterion** | **Maximum points** | **List of documents confirming the candidate's achievements** |
| 1. | Result of graduation from higher education:   1. completed with a professional title of Master of Science, Master of Science in Engineering or equivalent; 2. First degree – in the case of candidates with exceptional scientific achievements referred to in § 2 section 2; 3. or the weighted average grade from the course of these studies for candidates before the planned defence of their master’s thesis and having exceptional scientific achievements referred to in § 2 section 2;   are converted according to the following scale:   1. ≥ 4.50 – 30 points 2. ≥ 4.00 < 4.50 – 20 points 3. < 4.00 - 0 points   Attention:   1. In the absence of a graduation result on the diploma, the weighted average of the grades obtained during the course of study is taken into account to determine the points, which is converted onto the scale used above. 2. In the case of foreigners, the result of completing master's studies is converted according to the template from the government website nawa.gov.pl | 30 | A higher education diploma or a certificate of weighted average from the course of studies.  Diploma Supplement. |
| 2. | Documented publication activity (authorship and/or co-authorship, including works accepted for publication) covering works from the last 5 years. Scoring in accordance with the current list of the Ministry of Science and Higher Education. Scoring in accordance with the list divided by the number of co-authors.  Artistic activity covering works from the last 5 years, is assessed on the basis of the list from the Ministry of Science and Higher Education   1. an individual, original exhibition presenting works of art, organised by a renowned artistic centre or a renowned cultural institution; for every 200 points, 25 points are awarded ; 2. the following number of points is awarded for each achievement : 3. for an international achievement for 200 points – 25 points , 4. for the national achievement for 100 points – 12.5 points , 5. for the national achievement for 75 points – 8 points 6. a work in the field of design arts, including industrial design, interior architecture, landscape architecture; the following number of points are awarded for each achievement: 7. for 200 points – 25 points 8. for 100 points – 12.5 points 9. for 75 points – 10 points | 25 | 1. The first page of an article or chapter of a monograph containing:  * name of author(s), * title of an article or chapter of a monograph, * the name of the journal or the title of the monograph, * year of issue, * ISBN/ISSN/ eISBN / eISSN number , DOI (if assigned).  1. A certificate from the publisher confirming acceptance of the article/chapter in the monograph for printing and a copy thereof. 2. ISBN catalogue, website of the organiser, events, certificate from the organiser. |
| 3. | Documented inventive activity, including: patents, obtained protection rights for utility models and exclusive breeders' rights to plant varieties and applications (authorship and/or co-authorship) from the last 5 years is assessed as follows:   1. for an obtained patent, protection right for a utility model, exclusive breeder's right to a plant variety granted by the Central Research Centre for Cultivar Testing or the Community Plant Variety Office – 15 points 2. for a patent application, a utility model application or a plant variety breeder’s right application – 5 points | 15 | 1. Decision on granting a patent/protection right, utility model, exclusive breeder's right to a plant variety and an application. 2. Certificate confirming the submission of a patent, an application for a protection right, a utility model, or the exclusive breeder's right to a plant variety. |
| 4. | Participation in scientific conferences (over the last 5 years) is assessed as follows:   1. in international (presentation of a paper/poster) – 5 points 2. in the national (presentation of a paper/poster) – 3 points 3. in student or doctoral studies (presentation of a paper/poster) – 2 points   \* Only conference presentations are scored, participation as an unattended listener is not scored | 10 | 1. Certificate from the conference organizer. 2. Conference materials/conference programme containing pages that include:  * author's name, * title of the presented lecture/paper, communication or poster, * type of conference, name and date of conference. |
| 5. | Mobility (domestic and foreign courses, internships, student exchanges, etc. ) from the last 5 years is assessed as follows:   1. participation in an international program/internship – 5 points 2. participation in a national program/internship 2.5 points | 5 | 1. Certificate of participation in an international or national program. 2. Entry in the diploma supplement. 3. Confirmation of participation in academic exchange. 4. Certificate from the employer confirming that the candidate has completed an internship. |
| 6. | Social and organizational activity (over the last 5 years) and awards and distinctions are assessed as follows:   1. 1 point is awarded for each documented form of social or organizational activity; 2. social and organizational activity is understood as: 3. activity for at least 1 year in a student or doctoral research group or scientific society, 4. activity for at least 1 year in a student, doctoral or university organization; 5. membership in organizing committees of scientific conferences/symposia, debates, exhibitions/competitions, artistic open-air events, active participation in the promotion of the faculty/university;   3) For each documented award/distinction the following number of points are awarded:   1. 5 points for international awards, 2. 3 points for national awards, 3. 2 points for international awards, 4. 1 point for national awards. |  | 1. Confirmation of membership signed by the supervisor or the chairman of the scientific group, the chairman of the scientific society, containing information on the duration of the candidate's membership and the functions performed. 2. Certificate issued by the organizer of the conference/debate/outdoor event/exhibition. 3. Conference materials (pages confirming participation). 4. Confirmation of participation  in the faculty/university promotion. 5. Confirmation of membership in student or doctoral organizations, containing information on the duration of the candidate's membership and functions performed. 6. Entry in the diploma supplement. 7. Decision/diploma  on awarding a prize/distinction or another document confirming inclusion among the winners and information on the scope of the competition (e.g. certificate from the organiser or announcement of the competition). |
| 7. | Participation in the implementation of projects and research and development activities or cooperation with the socio-economic environment (in the last 5 years).  The implementation of projects is assessed as follows:   1. research projects: 2. international project manager – 20 points, 3. contractor in an international project – 10 points, 4. national project manager – 15 points, 5. contractor/volunteer in a national project – 5 points 6. IT projects: 7. main contractor – 10 points, 8. contractor– 5 points, 9. architectural **/** construction designs : 10. main author of the project – 10 points 11. co-author of the project – 5 points   4) artistic projects :   1. presentation of artistic works (e.g. exhibition) in an artistic institution or facility of established artistic prestige – individual – 10 points 2. presentation of artistic works (e.g. exhibition) in an artistic institution or facility of established artistic prestige - team - 5 points   Results of research and development activities and cooperation with the socio-economic environment:   * 1. For each research and development activity or cooperation with the socio-economic environment – 5 points   2. For each documented award/distinction the following number of points are awarded:   a) 5 points for international awards,  b) 3 points for national awards,  c) 2 points for international awards,  d) 1 point for national awards. | 20 | 1. Decision to award the project. 2. Certificate/agreement confirming participation  in the project. 3. Project documentation  (in particular pages containing information about the role played by the candidate in its preparation). 4. A certificate from the exhibition organiser/curator or a catalogue/poster/invitation containing information about the organising entity, date, place and nature of the achievement (individual/group exhibition) and the presented work/works. |
| 8. | Research project outline  The research project should be described in a maximum of 5 standard typewritten pages and include the following elements:   1. defining the research problem, research objective, research theses and hypotheses (max. 10 points), 2. innovation and originality of the research project (max. 10 points), 3. current state of research in the world (max. 10 points), 4. research method/methods used to solve the research problem (max. 10 points) | 40 | A typescript of the research outline prepared as described in box 2. |
|  | **Total points** | **150** |  |

1. When making the evaluation in the first stage, the recruitment committee may appoint a reviewer from among the University’s academic teachers who have at least a post-doctoral degree and knowledge and competences in the topics presented in the research project.
2. The minimum number of points required to qualify a candidate for Stage II is 70 points. Persons not admitted to the interview (Stage II) will receive a note in the IRK system stating "not qualified".
3. In assessing candidates who progress to the second stage, the criteria listed in Table 2 are used.

**Table 2. Assessment criteria for the Doctoral School candidate – stage two**

|  |  |  |
| --- | --- | --- |
| **No.** | **Criteria used in assessing a job interview** | **Maximum points** |
| 1. | Evaluation of a research/artistic project with regard to its substantive value | 30 |
| 2. | Assessment of the candidate's knowledge of the latest research trends in the area consistent with the subject of the research/artistic project | 30 |
| 3. | Assessment of skills in presenting a research/artistic project | 20 |
|  | **Total points** | **80** |

1. Before starting the interview, the candidate must present the selection committee with a document confirming his or her identity.
2. People who did not show up for the interview (stage II) will receive a note in the IRK system stating "not qualified".
3. The candidate's qualification result is the sum of points obtained in stages I and II. This sum is a number from 0 to 230 with an accuracy of two decimal places.
4. The final result of the candidate's assessment is the sum of the points obtained in stages I and II after considering the appeals . This sum is a number from 0 to 230 with an accuracy of two decimal places.
5. Candidates’ performance scores are recorded separately for each candidate in accordance with Tables 3 and 4.

**Table 3. Qualification card of the first stage of recruitment of a candidate for the Doctoral School**

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate name and surname: | | |  |
| Field and discipline of science: | | |  |
| **No.** | **Criterion** | **Maximum points** |
| **Stage I** | | |  |
| 1. | Result of graduation from higher education | 30 |
| 2. | Documented publishing and artistic activity | 25 |
| 3. | Inventive activity | 15 |
| 4. | Participation in scientific conferences | 10 |
| 5. | Mobility | 5 |
| 6. | Social and organizational activity | 5 |
| 7. | Participation in the implementation of scientific and research/IT/construction/architectural and artistic projects and research and development activities or cooperation with the socio-economic environment | 20 |
| 8. | Research/Artistic Project Outline | 40 |
|  | **Total points** | **150** |

**Table 4. Qualification card of the second stage of recruitment of a candidate for the Doctoral School**

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate name and surname: | | | |
| Field and discipline of science: | | | |
| **Criterion** | **Number of points awarded by** | | |
| 1. member of the committee | 2. member of the committee | chairman of the committee |
| Evaluation of the research/artistic project taking into account its substantive value (max. 30 points) |  |  |  |
| Assessment of the candidate's knowledge of the latest research trends in the area consistent with the subject of the research/artistic project (max. 30 points) |  |  |  |
| Assessment of the ability to present a research/artistic project (max. 20 points) |  |  |  |
| **Average number of points (max. 80 )** |  | | |

1. The condition for admission to the Doctoral School is to obtain at least 110 points in the entire qualification procedure, including at least 70 points in the first stage and at least 40 points in the second stage of the qualification procedure.
2. In justified cases, the candidate may challenge the qualification result after stage I or II, referred to in paragraphs 6 and 11, by submitting written, reasoned objections to the Rector within 7 days from the date of announcement of the qualification results (stage I or stage II).
3. If the objections raised by candidates after the first or second stage of recruitment are deemed justified, the Rector may change the qualification result or appoint an appeal committee. The Vice- Rector for Science is the Chairman of the Appeal Committee.
4. The candidate's objections referred to in paragraph 14 may be delivered by postal operator. The date of delivery is then deemed to be the date of their posting at a Polish post office of the operator designated within the meaning of the Act of 23 November 2012 - Postal Law or a post office of the operator providing universal postal services in another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) - a party to the agreement on the European Economic Area ( Article 57 of the Code of Administrative Procedure § 5. points 1-6).
5. The final recruitment result shall be announced immediately after considering all objections referred to in paragraph 16, or after the deadline for their submission, if they have not been submitted.

## § 7. Detailed conditions and procedure for recruiting candidates to the Doctoral School under the "Implementation Doctorate" program

1. Recruitment of candidates for the Doctoral School under the “Implementation Doctorate” (IDP) programme, hereinafter referred to as “recruitment for the IDP programme”, is conducted as a separate competitive procedure, outside the place limits specified by the Rector in a separate order.
2. Only people who meet the requirements of the “Implementation Doctorate” program established by the minister responsible for science may participate in the recruitment to the DW program. Recruitment to the DW program is preceded by a call for applications, which lasts within the deadlines specified in the announcement of the minister responsible for science.
3. The candidate for an implementation doctoral student shall immediately inform the Doctoral School and the Strategic Projects Department at ZUT of the intention to submit a project under the “Implementation doctorate” programme.
4. The PhD candidate, in consultation with the employer and supervisor, submits an application on the website https://osf.opi.org.pl. The application is made available to the person substantively responsible from ZUT for preparing the application as an assistant editor .
5. The condition for admission to the recruitment process at the Doctoral School is:

a) registration of the candidate in the Online Recruitment of Candidates (IRK), within the designated registration deadlines (the system located on the recruitment website irk.zut.edu.pl allows candidates to enter and modify data; the consequences of incorrect completion of the online form, failure to complete it or providing false information are borne by the candidate);

b) payment of a one-time recruitment fee of PLN 300, which is non-refundable;

c) submitting a complete set of documents (listed in § 5).

1. procedure for the Doctoral School under the “Implementation Doctorate” programme takes place in two stages in accordance with § 6.

Attachment

to the Rules of recruitment for the first year of education at the Doctoral School at ZUT in the academic year 2025/2026

Szczecin, on ………………………………

…………………………………………………………………………

(professional title, name and surname of the candidate)

DECLARATION   
of the candidate for the Doctoral School   
at the West Pomeranian University of Technology in Szczecin

I declare that:

1. I am not/I am a doctoral student at any doctoral school;
2. I did not apply/apply for recruitment to another doctoral school in the academic year 2025/2026;
3. education at the Doctoral School is/is not associated\* with employment at the West Pomeranian University of Technology in Szczecin on the basis of an employment contract with a remuneration exceeding the remuneration of a professor;
4. I do not have/have\* initiated doctoral proceedings/proceedings for awarding a doctoral degree:
5. in discipline\*\*
6. date of initiation of the procedure for awarding the doctoral degree\*\*
7. PhD thesis topic\*\*

1. name and surname of the supervisor or names and surnames of supervisors\*\*

1. name and surname of the auxiliary supervisor\*\*
2. I did not receive a doctoral scholarship/I received a doctoral scholarship\* at a doctoral school for a period of … months (a certificate of the period of receiving a doctoral scholarship from another doctoral school should be attached)\*\*;
3. I do not have a doctoral degree/I have a doctoral degree\*.

Aware of criminal liability for providing false information or concealing the truth, I certify with my signature the truthfulness of the information contained in the above declaration.

…….......…………………………..

(legible signature of the candidate)

\*delete as appropriate

\*\* fill in if applicable