

The enrollment terms and conditions to the Doctoral School at the Eugeniusz Geppert Academy of Art and Design in Wrocław

§ 1. General provisions

1. To the Doctoral School at the Eugeniusz Geppert Academy of Art and Design in Wrocław (hereinafter referred to as ASP), conducting education in the discipline of fine arts and art conservation, may be accepted a person who:
 - a) holds a Master's, Master Engineer's or equivalent professional title,
 - b) holds a certificate or diploma of completion of studies, certifying knowledge of English at the level of at least B2 (list of recognised certificates in Appendix 1).
2. The enrollment terms and conditions to the Doctoral School are adopted by the Senate and published on the ASP website.
3. Foreigners may undertake and pursue education at the Doctoral School according to Article 323 sec. 1 of the Act of 20 July 2018. - *The Law on Higher Education and Science* (Journal of Laws 2021, item 478 as amended), hereinafter referred to as "the Act".
4. The dean's office of the Doctoral School is responsible for providing information about the recruitment to the Doctoral School and accepting documents (see: www.asp.wroc.pl, tab "Doctoral School").
5. The date of recruitment, together with the limit of admissions to the ASP's Doctoral School for a given academic year, is determined by the order of ASP's Rector.
6. A candidate to the Doctoral School is obliged to pay the recruitment fee referred to in § 4.

§ 2. Stages of the recruitment procedure

1. The recruitment procedure to the ASP's Doctoral School consists of the following stages:
 - 1) an announcement of the enrollment terms and conditions,
 - 2) an announcement of the date of recruitment, together with the limit of admissions for a given academic year,
 - 3) an announcement of the list of candidates for supervisors,
 - 4) a registration in the On-line Recruitment System,

- 5) a submission of required documents and documentation of the achievements in an electronic form,
- 6) a qualification procedure consisting of an assessment of a candidate's achievements, research competence, knowledge of artistic, design and/or scientific theory and practice, as well as of a proposal for the topic and scope of a doctoral dissertation,
- 7) a submission of the originals of the required documents,
- 8) an entry on the list of members of the Doctoral School or issuing a decision refusing admission.

§ 3. Announcement of the list of candidates for supervisors

1. Before the recruitment process begins, a list of candidates for supervisors is published on the ASP website, including ASP employees holding the title of professor, post-doctoral degree or post-doctoral degree in art, showing particular artistic-research or project-research activity and recognized achievements from the last five years.
2. Each candidate for a supervisor shall also include a description of his/her achievements, the area of research and the artistic and research projects planned for implementation, in which future doctoral candidate will participate.
3. A person interested in undertaking education at the Doctoral School:
 - a) establishes contact with a potential supervisor chosen and then presents and initially agrees with him or her on draft dissertation,
 - b) when filling in the application form in the On-line Recruitment System, the candidate shall indicate the potential supervisor from among the persons on the list and attach his/her opinion on the proposed project (see § 5 sec. 2 letter g, i).

§ 4. Recruitment fee

1. A candidate to the Doctoral School is charged a recruitment fee of 200 PLN or 50 EUR.
2. The account number to which the recruitment fee should be paid is indicated in the application form in the On-line Recruitment System referred to in § 5.
3. The recruitment fee should be paid by the deadline for electronic registration indicated in the order of the ASP's Rector referred to in § 1 sec. 5 hereof.
4. Failure to pay the recruitment fee on time results in the exclusion of the candidate from the further recruitment process.

5. A candidate is entitled, at his/her request, to reimbursement of the recruitment fee if he/she:

- a) resigns from participation in the selection procedure before it begins,
- b) makes the payment after the due date,
- c) overpays.

§ 5. Registration in the On-line Recruitment System and submission of electronic documentation

1. In order to conduct the qualification procedure referred to in § 8, a candidate to the Doctoral School is required to register in the On-line Recruitment System, to which the link can be found on the website www.asp.wroc.pl, tab: **Doctoral School / RECRUITMENT**. The created login and password will be necessary in the further recruitment process, including obtaining information about the results.

2. After registering and logging in to the On-line Recruitment System, it is necessary **to fill in the application** form including:

- a) personal and contact details of the candidate together with a portrait photo (so-called ID photo),
- b) a scan of the identity card or passport (indicating the candidate's consent to provide the scan of the document for the sole purpose of verifying identity during the recruitment process),
- c) an electronic confirmation of payment of the recruitment fee,
- d) a curriculum vitae containing information on education, professional experience and artistic and/or project-research achievements (max. 3000 characters without spaces),
- e) a scan of a 2-nd cycle or long-cycle master's or doctoral diploma,
- f) a portfolio that documents the artistic and/or design output (a set of images and/or video files)- set of images and/or video files. minimum 10, maximum 20 files (for static images: JPEG or PNG files, RGB, 72 dpi, longer side 1920 px, from 10 to 20 pieces; for moving images: mp4 file, H.264 encoding format, video standard: HD 1280x720 or FullHD 1920x1080px, duration up to 5 minutes, 5 pieces maximum; note: PDF or other multi-page formats are not allowed),
- g) an indication of potential supervisor from the list mentioned in § 3,
- h) a proposal of the topic and scope of the doctoral dissertation, including the description of the project, including: the assumed objectives of the project, the hypotheses, the envisaged research methods and the preliminary bibliography (in total max. 3000 characters without spaces),
- i) the opinion of the chosen supervisor on the proposed doctoral dissertation project

- j) the contact details to two reference persons with whom the recruitment committee may consult and verify the candidate.
- h) confirmation that the candidate has read the Regulations of the Doctoral School and the Doctoral School Curriculum and accepts the contents of these documents.
- 3. Correct completion of the application form in accordance with the above points is a condition for the candidate to be admitted to the evaluation at the first stage of the qualification procedure, referred to in § 8.
- 4. Filling in the application form confirms the candidate's consent to the processing of his/her personal data by the Academy of Art and Design in Wrocław for the purposes of the recruitment process.
- 5. Registration in the On-line Recruitment System, filling in the application form and submitting all necessary documents in electronic form shall be made within the deadline specified in the order of the ASP's Rector, referred to in § 1 sec. 5.
- 6. Applications that are incomplete or do not meet formal requirements will not be taken into account in the recruitment process.

§ 6. Admission rules for foreigners

- 1. A foreigner, within the meaning of Polish law, is any person who does not have Polish citizenship.
- 2. The recruitment procedure in accordance with *The enrollment terms and conditions to the Doctoral School at the Eugeniusz Geppert Academy of Art and Design in Wrocław*, including the provisions of this paragraph shall apply to the foreigners.
- 3. Each diploma of studies' completion obtained outside Poland, subject to section 4 of this paragraph, must be accompanied by an apostille or legalised in the country of issue:
 - a) *apostille* – in the case of documents which have been issued in states which are parties to the Hague Convention of 5 October 1961 (Journal of Laws of 2005, No. 112, item 938) in the form of a separate document (stamp), translated by a sworn translator (registered in the Republic of Poland) into Polish,
 - b) *legalisation* - confirms the authenticity of a document issued in a country other than Poland. Legalisation shall be carried out in the state which issued the document and has not adopted the Hague Convention referred to above. For this purpose, it is necessary to contact the institution which in that country is responsible for the legalization of documents intended for circulation abroad.
- 4. A diploma recognised under an international agreement as equivalent to the relevant Polish diploma of completion of second-cycle programmes or master's degree programmes, or

recognised as giving access to education and training at a doctoral school in the Republic of Poland, shall not require any additional official action.

5. Any document issued in a language other than Polish or English shall be **translated into Polish or English**. The translation should be certified by a sworn translator in Poland.

§ 7. Composition of the Recruitment Committee

1. In order to conduct the recruitment process to the Doctoral School, its dean shall appoint a 5-person recruitment committee.

2. The recruitment committee should include representatives of all faculties functioning at the university.

3. A member of the recruitment committee may be a research or research-didactic employee, having at least a doctoral or doctoral in art degree, employed at ASP, who can demonstrate significant artistic, design and/or scientific achievements of the last five years as well as experience in conducting or organising doctoral education.

§ 8. Qualification procedure and evaluation criteria

1. Recruitment to the Doctoral School is conducted by means of a competition, based on the results of the qualification procedure.

2. The qualification procedure involves two stages:

1) formal and substantive evaluation of the submitted documentation,

2) an interview, verifying the applicant's level of artistic and research competence.

3. Detailed dates on which the above mentioned stages of the qualification procedure take place are specified in the order of the ASP's Rector, referred to in § 1 sec.5.

4. During the **first stage** of the qualification procedure, the Recruitment Committee assesses the following elements:

a) a candidate's portfolio and body of work (score: 0-10 p.),

b) a proposal of the topic and scope of the doctoral dissertation (score: 0-10 p.),

c) potential in scientific and didactic cooperation with the supervisor (score: 0-6 p.).

5. A candidate may earn a maximum of 26 points during the first stage of the selection process.

6. The minimum score required to qualify for the second stage of the qualification procedure is 13 points.

7. No more than 20 candidates with the highest scores shall be selected for the second stage of the procedure.

8. During the **second stage** of the qualification procedure, the Recruitment Committee conducts an interview in the English language to examine a candidate's level of artistic and theoretical competence (score 0-20).

9. Candidates selected for the second stage will be informed about the place, time and form of the interview.

10. In justified cases, a candidate may be interviewed using ICT tools for voice and video transmission.

11. **A candidate is expected to** have an in-depth knowledge of the selected area of artistic or design activity, to indicate the motives for undertaking creative work and to present his/her own research interests. In addition, the rank of the candidate's achievements and their importance for the discipline of fine arts and art conservation is taken into account, as well as the originality and innovation of the proposed doctoral dissertation and its potential contribution to the development of the discipline. The candidate's communication skills in the context of future didactic work with students is also an important consideration.

12. The Recruitment Committee may contact a potential supervisor indicated by the candidate (see § 3) for additional advice on the proposed draft doctoral dissertation and to assess the perspectives for scientific and teaching cooperation.

13. During the first and second stage of the qualification procedure a maximum of 46 points may be scored in total.

14. On the basis of the sum of points obtained in both stages of the proceedings, a ranking list of candidates is created.

15. The minimum score required to qualify for the PhD candidate list is 23 points.

16. On the basis of a ranking list, the Recruitment Committee, within the applicable admission limit (see § 1 sec. 5), shall indicate the persons qualified for entry on the members of the Doctoral School list.

17. Persons who scored 23 or more points and were not qualified for entry on the list of members of the Doctoral School constitute a reserve group.

18. In the case of a vacancy among persons qualified for entry on the list of members of the Doctoral School, the place is taken by a person from the reserve list, starting with the person who obtained the next highest number of points during the qualification procedure.

§ 9. Results of the qualification procedure

1. The result of the qualification procedure shall be understood to mean the following information specified in the ranking list: the candidate's identification data, the total number of points received in the qualification procedure and information on whether the candidate has been qualified to be enrolled as a doctoral candidate (initially accepted), not accepted due to lack of places (has reached the minimum qualification and is on the reserve list), not accepted (has not reached the minimum qualification).

2. Information on the results of the qualification procedure is communicated to candidates via the On-line Recruitment System.

3. The results of the qualification procedure are public.

§10. Submission of the original documents

1. A candidate qualified to be entered on the list of members of the Doctoral School is required to submit the following documents to the dean's office of the Doctoral School within the deadline specified in the order of the ASP's Rector, referred to in §1 Sec. 5:

a) a completed and printed statement concerning employment, doctoral scholarship and academic degrees awarded (Appendix no.2),

b) the original of the diploma or a copy of the diploma of completion of second cycle studies or of the long-cycle master's degree, and in the case of persons with a doctoral degree, the original or a copy of the doctoral diploma,

c) in the case of graduates of higher education institutions who successfully passed the diploma examination in the summer semester of the academic year in which the recruitment process takes place - a certificate of completion of studies, and after obtaining the diploma of completion of studies - a diploma or a copy of the diploma of completion of second-cycle studies, which should be delivered immediately, not later than within 14 days from the date of its issue by the institution.

d) a certificate or diploma of completion of studies, certifying knowledge of English at the level of at least B2 (list of recognised certificates in Appendix 1).

e) a copy of the certificate of disability or of the certificate of the degree of disability or of the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled people

f) in the case of foreigners whose stay in Poland requires a visa or another document allowing for legal stay in the territory of the Republic of Poland - a scan of such a document or a visa allowing for stay in Poland during the whole academic year.

§ 11. Decisions and remedies

1. The decisions of the Recruitment Committee shall be approved by the dean of the Doctoral School under the power of the Rector.

2. Admission to the Doctoral School shall be effected by way of an entry on the list of members of the Doctoral School, provided that the candidate submits the required documents referred to in § 10 within the prescribed time limit.

3. A candidate qualified to be entered on the list of members of the Doctoral School who fails to submit a set of the required documents referred to in § 10 within the prescribed time limit shall receive a decision about refusal.
4. Candidates who have not achieved the minimum score (see §8 sec. 15) shall be refused admission to the Doctoral School in the form of decision.
5. Candidates referred to in paragraph 4 are not entitled to apply for admission to the Doctoral School in the same recruitment procedure (in a given academic year).
6. Information on admission to the Doctoral School and decisions on refusal of admission to the Doctoral School shall be signed by the Dean of the Doctoral School.
7. The candidate shall be notified in writing of his/her entry on the list of members of the Doctoral School or about a decision to refuse his/her admission. If such a document is sent via a postal operator, it is sent by registered mail to the address given in the application form.
8. If the candidate is staying abroad or has his/her habitual residence abroad, he/she is obliged to appoint an agent for service in Poland. If the agent is not indicated for service, all letters, including administrative decisions addressed to the candidate, are left in the files with effect of service. Letter of notice on such the method of delivery of the letters shall be communicated personally to the candidate or sent to the candidate by e-mail to the e-mail address indicated by him/her in the application form.
9. If a candidate receives a refusal decision, he/she is entitled to request the Rector to reconsider the case
10. The application referred to in sec. 9 may only be based on a breach of the enrollment terms and conditions to the Doctoral School.
11. The application for reconsideration of the case is considered by the ASP's Rector. The Rector's decision is final. It can be appealed to a competent administrative court through the ASP's Rector within 30 days from the date of delivery of the decision.
12. Official applications shall be submitted in Polish.

LIST OF CERTIFICATES CONFIRMING KNOWLEDGE OF THE ENGLISH LANGUAGE

1. Certificate confirming the knowledge of the English language issued by Lech Kaczyński National School of Public Administration as a result of a linguistic verification procedure.
2. Certificates confirming at least level B2 of global language proficiency in English, according to the „Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR):
 - 1) certificates issued by institutions associated in Association of Language Testers in Europe (ALTE) – ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular: First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
 - 2) certificates of following institutions:
 - a) Educational Testing Service (ETS) – in particular: Test of English as a Foreign Language (TOEFL) – at least 87 points in Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) – at least 180 points in Computer-Based Test (CBT) version completed with at least 50 from Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) – at least 510 point in Paper-Based Test (PBT) version completed with at least 3,5 points from Test of Written English (TWE) and at least 50 points from oTest of Spoken English (TSE); Test of English for International Communication (TOEIC) – at least 700 points;
 - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
 - c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute – in particular: 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) – level „Communicator”, level „Expert”, level „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 level „Communicator”, Stage C level „Expert”, Stage C level „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 – in particular: 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 – in particular: 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 – level „Pass with Credit”, level „Pass with Distinction”,
 - f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia – in particular: International English Language Testing System IELTS – above 6 points,
 - 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH – in particular: 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.

3. Graduation diplomas:
 - 1) of higher education in foreign philology or applied linguistics;
 - 2) of foreign language teaching college;
 - 3) of Lech Kaczyński National School of Public Administration
4. . A document issued abroad confirming the acquisition of a degree or title in the field of art– the language of instruction shall be recognised.
5. A document confirming completion of higher or post-graduate studies abroad or in the Republic of Poland – if the language of instruction was exclusively English, it shall be recognised.
6. Document recognised as equivalent to the secondary school leaving certificate, issued abroad – the language of instruction shall be recognised.
6. International Baccalaureate Diploma.
7. European Baccalaureate.
8. Certificate of passing the departmental exam in:
9. 1) the Ministry of Foreign Affairs;
- 2) the office serving the minister in charge of economy, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade and the Ministry of Foreign Trade and Maritime Economy;
- 3) the Ministry of National Defence - level 3333, level 4444 according to STANAG 6001.
10. A document confirming the entry in the list of sworn translators in the Republic of Poland or a document confirming the rights of a sworn translator in another Member State of the European Union, a Member State of the European Free Trade Association (EFTA) - a party to the Agreement on the European Free Trade Area or in the Swiss Confederation

DECLARATION ON CONFERRED ACADEMIC DEGREES, RECEIVING SCHOLARSHIP AND EMPLOYMENT

Being aware of the criminal liability for the crime specified in :

- a) Art. 286 Criminal Code – ‘Who, in order to gain material benefits, leads another person to an unfavorable regulation of their own or someone else's property by means of misleading or exploiting a mistake or inability to properly understand the action taken, is subject to imprisonment of 6 months up to 8 years.’
- b) art. 233 § 1 CC. ‘Whoever, in giving testimony which is to serve as evidence in court proceedings or other proceedings conducted on the basis of a law, gives false testimony or conceals the truth shall be subject to imprisonment of 6 months up to 8.’, and
- c) for making a false statement (Act on limiting administrative barriers for citizens and entrepreneurs Journal of Laws of the Republic of Poland of 2011 No. 106, item. 622) in relation with art. 209 par. 1 and par. 10 Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018, item 1668) I declare that:

- 1) I am/ I am not *enrolled on a list of members of any other doctoral school According to the art. 200 sec. 7 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018 item 1668) there is a possibility of being a member of only one doctoral school at the same time. In the case of admission to various doctoral schools, only one may be chosen.
- 2) I am/ I am not employed *as an academic teacher or a researcher According to the art. 209 sec. 10 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018 item 1668) member of a doctoral school cannot be employed as an academic teacher or a researcher. The prohibition does not apply to the employment of the member of the doctoral school: if he/she is employed in order to carry out a research project referred to in art. 119, paragraph 2, items 2 and 3; after a mid-term evaluation with a positive result; if he/she is not entitled to receive a doctoral scholarship.
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..... 3) I am/ I am not * a graduate of doctoral studies/ a doctoral school The name of the doctoral studies and the scope of years of education should be given:
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- 4) I have/ I do not have* a doctoral degree In case of having doctoral degree, the title, date and name of conferring institution should be given:
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..... 5) I received/ I did not receive * doctoral scholarship: In case of positive answer, please provide the exact period of receiving the doctoral scholarship and the name of the university where it was granted:
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- 6) I have/ I do not have * a certificate of disability, a certificate about disability degree or a decision referred to in art. 5 and art. 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons (In the case of possession, a copy of the document confirming it should be enclosed)

*Delete as appropriate

Place, date

(legible signature)