

**RULES OF ADMISSION OF CANDIDATES TO THE DOCTORAL SCHOOL AT THE JAN
KOCHANOWSKI UNIVERSITY OF KIELCE IN THE ACADEMIC YEAR 2026/2027**

§ 1

General Provisions

1. During the academic year 2026/2027, the Jan Kochanowski University of Kielce is running a process of admission of candidates to its Doctoral School for:
 - 1) the humanities section in the following disciplines: history, linguistics and literary studies;
 - 2) the exact and natural sciences section in the following disciplines: biological sciences, chemical sciences, physical sciences, earth and environmental sciences;
 - 3) the medical and health sciences section in the following disciplines: medical sciences, health sciences;
 - 4) the social sciences section in the following disciplines: pedagogy, social communication and media studies, management and quality sciences, political and administrative sciences, legal sciences, security studies;
 - 5) the arts section: musical arts, visual arts and artwork conservation.
2. The admission quota in each discipline, including Polish and foreign nationals, shall be set by the Director of the Doctoral School with the Rector's approval.
3. A list of persons proposed for the role of supervisor in a given academic year, together with their research topics, prepared by the heads of the respective sections of the Doctoral School, shall be published on the university's website no later than three months before the start of the admission process.
4. Admission to the Doctoral School shall take place through a competitive process organised within each discipline.
5. Admission to the Doctoral School shall be conducted in accordance with a timetable set by the Director of the Doctoral School no later than three months before the start of the admission process, within the admission quota set for a given discipline.
6. The competitive process referred to in Paragraph 4 shall consist of four stages:
 - 1) online registration of the candidate in the Online Candidate Recruitment System of the Jan Kochanowski University of Kielce, hereinafter referred to as "the system";
 - 2) submission of the required documents referred to in § 3(1);
 - 3) assessment of the candidate's achievements and an interview with the candidate;
 - 4) entry of the candidate on the list of doctoral students or a decision to refuse admission to the Doctoral School.
7. Admitted to the Doctoral School through a competitive process may be a person who:
 - 1) holds a Master's degree, a Master of Engineering degree, or an equivalent degree;

- 2) demonstrates the highest quality of scientific achievements, is a graduate of a first-cycle degree programme or a student who has completed the third year of a single-cycle Master's degree programme; the highest quality of scientific achievements shall mean that the candidate's scientific output in the discipline in which they are applying includes the achievements listed in Appendix 1 to this document - at least two or one with min. 70 points;
- 3) Information regarding the admission process shall be provided to candidates via their individual account in the system;
- 4) the Doctoral School's website.

§ 2

Stage I – online registration of candidates

1. A candidate who meets the conditions referred to in § 1(7) shall register electronically in the system.
2. The registration referred to in Paragraph 1 shall involve:
 - 1) creating an individual account in the system;
 - 2) selecting the department and subject in which the candidate intends to study, and completing the details in the online form;
 - 3) naming the academic supervisor and attaching the supervisor's declaration;
 - 4) confirming the completed electronic form.
3. The applicant shall bear full responsibility for entering incomplete, incorrect or untrue information into their individual account in the system.
4. The candidate shall be obliged to keep themselves informed of updates posted via their individual account in the system and on the Doctoral School's website, and bear full responsibility for any failure to comply with this obligation.
5. Candidates who have completed their registration in the system shall be admitted to the next stage of the recruitment process.

§ 3

Stage II – submission of documents

1. An applicant who has fully completed the online registration process in the system shall be obliged to submit to the Doctoral School office, by the deadlines specified in the Recruitment Timetable, all the documents listed in Annex 2 to this document – A list of documents required during admission to the Doctoral School.
2. The documents referred to in Paragraph 1 may be sent by post. The date of submission of the documents shall be the date on which they are received by the Doctoral Students Section (not the date of posting).
3. The Director of the Doctoral School shall forward the candidates' documents to the chair of the admission committee for the relevant discipline, as referred to in § 4(1), for the purpose of conducting the next stage of the admission process.
4. The formal assessment of the documentation submitted by the candidate shall be

conducted by the admission committee for the relevant discipline, as referred to in § 4(1).

5. Failure to provide any of the required documents referred to in Paragraph 1 shall result in the candidate not being qualified for the next stage of the admission process, of which the candidate shall be notified via their individual account in the system.
6. In the event of qualification for the next stage of the admission process, the admission committee shall provide the participants in the process with information concerning the date and place of the interview, as well as any other information required for the admission process, via their individual account in the system.

§ 4

Stage III – assessment of the candidate’s achievements and an interview with the candidate

1. The admission committee shall be appointed by the Rector separately for each discipline of science or arts, and shall consist of:
 - 1) the chair representing the discipline of science or arts concerned;
 - 2) four committee members the discipline of science or arts concerned, to conduct the assessment, of whom three holding a post-doctoral scientific degree (*doktor habilitowany*).
2. A doctoral student delegated by the University Doctoral Student Self-Government Council may participate in the committee’s proceedings as an observer, without the right to vote.
3. A member of the committee referred to in Paragraph 1(2) may be an employee in the research or research and teaching staff category, representing the discipline in which the assessment is being conducted, and holding at least a doctoral degree.
4. Committee member candidates referred to in Paragraph 1 shall be put forward to the Rector by the director of the institute where research is conducted in the discipline concerned, who shall further recommend persons to serve as the chair and secretary of the committee.
5. The tasks of the admission committee shall include specifically:
 - 1) formal assessment of the documents submitted by candidates;
 - 2) provision of information about successive stages of the admission process via an individual accounts in the system;
 - 3) assessment of the candidate’s track record, specifically their scientific, artistic or project-based achievements, as well as any additional qualifications relevant to the Doctoral School in the discipline concerned;
 - 4) conducting interviews with candidates to the Doctoral School in the discipline concerned;
 - 5) entering data on the candidate's score into the Online Candidate Recruitment System and compiling a ranking list of participants in the admission process based on the total score awarded and the minutes of the admission committee;

- 6) prompt submission of candidates' documents and the documents referred to in Point 5 to the Director of the Doctoral School;
 - 7) giving opinions on candidates' applications submitted as part of the admission process.
6. The committee referred to in Paragraph 1 shall assess the candidates' achievements in the presence of the chair and at least three members of the committee, awarding points in accordance with the Scoring System set out in Annex 3 to this document, for:
- 1) the arithmetic grade average for the entire study programme;
 - 2) the candidate's documented scientific, artistic or project-based achievements and additional qualifications in the period covering the calendar years 2022–2026. Each candidate may list maximum three achievements under each of the achievement categories listed in the Scoring System;
 - 3) the interview.
7. To be admitted to the Doctoral School, a candidate must achieve at least the minimum score, i.e.
- 1) for documented scientific, artistic or project-based achievements and additional qualifications – 15 points;
 - 2) for the interview – 60 points.
8. The candidate's position on the ranking list referred to in Paragraph 5(5) shall be determined by the total score awarded for the criteria referred to in Paragraph 6.
9. Admitted to the Doctoral School, within the admission quota, shall be candidates who have received at least the minimum score specified in Paragraph 7 (1)-(2) and hold the top position on the ranking list.
10. Where the total score awarded to candidates for the criteria referred to in Paragraph 6 (1)-(3) is the same, the position on the ranking list shall be determined by the score awarded for the criterion referred to in Paragraph 6(2).
11. Where the total score awarded to candidates for the criterion referred to in Paragraph 6(2) is also the same, the committee referred to in § 4(1) shall submit to the Director of the Doctoral School a list of candidates recommended for admission to the Doctoral School, together with a substantive explanation.

§ 5

Stage IV entry of the candidate on the list of doctoral students or a decision to refuse admission to the Doctoral School

1. Upon receipt of the documents referred to in § 4(5)(5), the Director of the Doctoral School shall:
 - 1) enter into the list of doctoral students those applicants who have achieved the best scores in their respective disciplines, taking into account the admission limit;
 - 2) issue administrative decisions, on the authority of the Rector, regarding the refusal to admit a candidate to the Doctoral School;
 - 3) notify candidates via the system of their entry into the Doctoral School's register of

- doctoral students or of the decision to refuse admission to the Doctoral School;
- 4) provide participants in the admission process with a written notification of their entry into the list of doctoral students or with decisions to refuse admission to the Doctoral School.
1. An administrative decision to refuse admission to the Doctoral School may be appealed against by submitting a request for re-examination of the case or by lodging a complaint with the administrative court.

§6

Special provisions concerning foreign nationals

1. Wherever the term "foreign national" is used in this Resolution, it shall mean a person who does not hold Polish citizenship.
2. Foreign nationals referred to in Paragraph 1 may undertake studies at the Doctoral School on the basis of:
 - 1) international agreements, on the terms specified in these agreements;
 - 2) agreements concluded by the Jan Kochanowski University of Kielce with foreign entities, on terms specified therein;
 - 3) a Minister's decision;
 - 4) a decision by the Director of NAWA concerning NAWA scholarship holders;
 - 5) a decision by the Director of NCN to grant funds for basic research in the form of a research project, internship or scholarship, qualified for funding by means of a competition;
 - 6) an administrative decision by the Rector.
3. Admitted to the Doctoral School through a competitive process may be a foreign national who:
 - 1) holds a diploma issued by a university operating within the higher education system of a European Union Member State, the Organisation for Economic Cooperation and Development (OECD) or the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, that confirms that confirms completion of:
 - a. second-cycle studies,
 - b. single-cycle studies of at least four years' duration, provided that it is regarded as equivalent to a second-cycle studies diploma in the issuing country;
 - 2) holds a diploma certifying completion of studies abroad, provided that it entitles the holder to apply for a doctoral degree in the country in whose higher education system the issuing university operates;
 - 3) holds a university degree diploma that is recognised as equivalent to the relevant Polish diploma under an international agreement establishing equivalence, or, in the absence of such an agreement, through the recognition procedure;
 - 4) holds a diploma of completion of a single-cycle Master's degree programme, or diplomas of completion of first- and second-cycle studies, issued by a university

operating within the Polish higher education system; or, in the case of a person referred to in Paragraph 3(5), a first-cycle degree diploma complete with a supplement or a certificate of completion of the third year of a single-cycle Master's degree programme;

- 5) demonstrates the highest quality of scientific achievements, is a graduate of a first-cycle degree programme at a university operating in the Polish higher education system or a student who has completed the third year of a single-cycle Master's degree programme at an university operating in the Polish higher education system; the highest quality of scientific achievements shall mean that the candidate's scientific output in the discipline in which they are applying includes the achievements listed in Appendix 1 to this document - at least two or one with min. 70 points.
4. A diploma certifying completion of studies issued by a foreign university shall not confer the rights referred to in Paragraph 3(2) if:
 - 1) the institution that issued it, or the institution where the programme was taught:
 - a. is not part of the higher education system of any country, or
 - b. under the domestic law of the country in whose higher education system the said institution operates was not an accredited university as at the date the date of the diploma, or was teaching a non-accredited studies programme;
 - 2) the studies programme, or part thereof, was taught in conflict with the law of the country where the education was provided.
5. Candidates may send scans of the documents referred to in § 3(1) by electronic mail to the Doctoral School's e-mail address. The original documents must be submitted to the Doctoral School no later than the day of the interview.
6. An administrative decision regarding the admission of a foreign national to the Doctoral School shall be made by the Rector on the basis of the list referred to in § 4(5)(5).
7. The service of the decision referred to in Paragraph 6 shall be deemed to replace the written notification of entry into the register of doctoral students.