

RESOLUTION NO. 210/2023

of the Poznan University of Physical Education
from January 29, 2024
on the mode and rules of recruitment of candidates
to the Doctoral School in the discipline of physical culture sciences
for the academic year 2024/2025

In accordance with Article 200 of the Act of 20 July 2018. Law on Higher Education and Science (i.e., Journal of Laws of 2018, item 85 as amended) and Article 290 (1) of the Act of July 3, 2018. - Introductory provisions of the Act - *Law on higher education and science* (Journal of Laws of 2018, item 1669), the Senate of the Poznan University of Physical Education **decides** as follows:

§ 1

1. The Poznan University of Physical Education, hereinafter referred to as the University, is recruiting candidates for the Doctoral School in the discipline of physical culture sciences.
2. Recruitment is conducted through a competitive process and its purpose is to identify the best candidates for education in the Doctoral School according to the criteria indicated in this resolution.

§ 2

1. A person may be admitted to the Doctoral School who is not a doctoral student at another doctoral school and is not employed as an academic teacher or researcher and at the same time:
 - 1) holds a professional degree of master of science or equivalent, or;
 - 2) is a graduate of a first degree studies or one who has completed the third year of uniform master's studies (Article 186, paragraph 2. of the Act of 20 July 2018. Law on Higher Education and Science, Journal of Laws of 2018, item 1668) and at the same time received a scholarship from the Polish Minister of Science and Higher Education for outstanding scientific achievements or is a winner of the competition under the "Diamond Grant" program;
 - 3) implements a research project at the Poznan University of Physical Education within a competition funded by the National Science Center (e.g. PRELUDIUM BIS, OPUS), the National Agency for Academic Exchange (NAWA) or another national or international institution and is selected through a competition conducted by a committee appointed by the Rector; such a person is not subject to the procedures and deadlines described in the following section of this resolution, but is admitted to the Doctoral School out of quota based on the decision of the selection board, after submitting a formal application; recruitment of such a person may take place during the 2023/2024 academic year, whereby the Director of the Doctoral School may establish an individual course of study to supplement the missing elements of training.
2. Persons who are not Polish citizens, hereinafter referred to as "foreigners", may be admitted to the Doctoral School:
 - 1) candidates with dual citizenship (Polish and foreign) are treated as Polish citizens and accede to the recruitment process according to the rules applicable to Polish citizens;
 - 2) on the basis of a diploma confirming the completion of studies abroad, a person may be admitted to the Doctoral School whose diploma in Poland is recognized, in accordance with the relevant regulations in force, as equivalent to a Polish diploma of completion of a uniform master's degree or second-cycle studies; in the case of candidates whose diploma cannot be recognized as equivalent to the corresponding Polish diploma and degree on the basis of an international agreement specifying equivalence – nostrification of the diploma is required;

- 3) documents drawn up in a foreign language shall be submitted by a candidate together with their translation into Polish or English made by a sworn translator.
3. As a prerequisite for applying for admission to the Doctoral School, a researcher employed at the University must agree to act as supervisor if the candidate is admitted, whereby this researcher:
 - 1) must be a current full-time employee of the University, counted in the so-called N-number;
 - 2) must hold a habilitation degree or a professorship conferred in Poland or recognized in Poland in accordance with applicable regulations;
 - 3) may not have under his/her supervision, including the candidate, more than 4 doctoral students in or out of the Doctoral School;
 - 4) must have at least 4 years to reach retirement age or until the expiration of the University's employment contract;
 - 5) must have a current positive interim evaluation in the area of scientific and teaching activity;
 - 6) must have a significant academic record in the discipline of physical culture sciences or related disciplines.

A list of potential supervisors meeting the above conditions is available on the Doctoral School website.

§ 3

1. The recruitment procedure is conducted in the seat of the University, i.e. in Poznań, by the selection board appointed by the Academic Council of the University. In case of foreigners, it is possible to conduct interviews with the use of methods and techniques of remote communication with simultaneous audio and video connection.
2. The selection board consists of the head of the Doctoral School as chairman and six members who are professors or postdoctoral fellows (with voting rights) and a secretary (without voting rights). The board is attended by a representative of the doctoral student self-government as an observer and an English teacher as an advisor.
3. The tasks of the selection board include, in particular:
 - 1) receiving and verifying submitted documents;
 - 2) ongoing administration and supervision of the recruitment process;
 - 3) conducting interviews with candidates;
 - 4) taking decisions on admission to the Doctoral School.

§ 4

1. Candidates to the Doctoral School are obliged to submit the documents listed below in due time, personally or by mail to the secretariat of the Doctoral School, Królowej Jadwigi Street 27/39, postal code 61-871 Poznań, new didactic building, 1st floor, room 120/121):
 - 1) application for admission to the Doctoral School (*Appendix No. 1*) together with a personal questionnaire (*Appendix No. 2*) and a list of attached documents (*Appendix No. 3*);
 - 2) for Polish citizens: a copy of the certificate confirming the qualifications indicated in § 2 para. 1 item. 1) or documentation of achievements indicated in § 2 para. 1 item 2);
 - 3) for foreigners: a copy of the certificate issued abroad and its translation made by a sworn translator. The certificate and its sworn translation must be provided with an apostille or legalized in accordance with generally applicable regulations. In case a foreign certificate is not recognized in Poland by law, it is required to present a document, as required by law,

confirming its recognition as equivalent to a Polish certificate of completion of a Master's or Master's degree;

- 4) two ID photographs;
 - 5) curriculum vitae (information about education, scientific and professional activities to date);
 - 6) consent to act as a supervisor, prepared by a researcher employed at the University together with a statement on fulfilling the conditions indicated in §2 item 3 (*Appendix No. 4*);
 - 7) a preliminary research proposal in Polish and English (Polish citizens) or English only (foreigners), which is to constitute the basis of the doctoral dissertation (*Appendix 5*);
 - 8) consent to the processing of personal data for the purposes of the recruitment process to the Doctoral School (*Appendix 6*);
 - 9) for foreigners: a document confirming the possession of health insurance within the meaning of the provisions of the Act of 27 August 2004 on health care services financed from public funds (Journal of Laws of 2019, item 1373, as amended) for the period of education in Poland, or the European Health Insurance Card, or a declaration (*Appendix no. 7*) that the candidate will take out health insurance with the National Health Fund immediately after admission to the Doctoral School;
 - 10) for foreigners: a photocopy of a visa or residence card or other document entitling to stay in the Republic of Poland (original to be submitted), with the option specified in §6 item 5.
 - 11) articles of the candidate in scientific journals (photocopies of the first pages of the papers with the title, list of authors and bibliographic data of the journal/publishing house) for the calendar years 2022, 2023 and 2024.
2. Applications for admission to the Doctoral School submitted after the established deadline are left without consideration, regardless of the reasons for failure to meet the deadline for submission of documentation. The deadline for the submission of the application documentation is considered to be the day on which the documents were received by the secretariat of the Doctoral School. The right to supplement the documentation, referred to in para. 1, also expires after the deadline.
 3. In order to withdraw from the recruitment, the candidate may submit to the secretariat of the Doctoral School a written statement addressed to the selection board. The statement is effective upon its delivery to the School's office and cannot be withdrawn. After the statement is submitted, the candidate's recruitment procedure is discontinued in its entirety as pointless.
 4. All personal data provided by candidates are processed and stored for the purpose of recruitment in accordance with the applicable regulations and are subject to protection. Once a candidate is enrolled as a doctoral student, the data used in the recruitment process will be transferred to the University's IT systems and will be processed in accordance with the applicable regulations for the purpose of organizing and ensuring the proper course of the education process.

§ 5

1. Candidates for the Doctoral School are required to have the knowledge of English language enabling them to communicate basic information about their area of scientific interest in a way that is understandable to others and to discuss within the discipline of physical culture sciences. In case of Polish citizens the procedure of checking the English language proficiency includes:
 - 1) Candidate's oral presentation in which he/she presents his/her research project in the presence of the selection board and an English teacher for about 5 minutes; the speech cannot be supported by multimedia presentation, text reading or other external sources of information; the speech in English precedes the presentation specified in § 5 para. 3. pt. 2) of this resolution;

- 2) asking the candidate questions in English, related to the presented project and the discipline of physical culture sciences, by the members of the selection board and the English language teacher, to which the candidate answers in English;
 - 3) based on the oral presentation and answers to questions, the selection board, after consulting the English language teacher, assesses the candidate's level of language proficiency as "satisfactory" or "unsatisfactory";
 - 4) "unsatisfactory", in the opinion of the selection board, level of English means that the candidate will not be admitted to further stages of the recruitment process;
 - 5) failure to attend a presentation in English will result in the candidate not being admitted to further stages of the recruitment process.
2. In the case of foreigners, the interview, including the presentation of the research project, is conducted entirely in English, while the principles and criteria for assessment of language proficiency are the same as those indicated in the above paragraph 1 points 1)-5) for Polish citizens.
3. In the course of the recruitment process, a candidate can earn a maximum of 100 points, including up to 20 points for scientific publications from calendar years 2022, 2023 and 2024, and up to 80 points for the presentation of a scientific project falling within the discipline of physical culture sciences.
4. Points for scientific publications are awarded according to the following rules:
- 5 pts.** – author or co-author of an article in a journal ranked in the first quartile (Q1) in the Journal Citation Reports Web of Science database in any scientific field in the year of publication or immediately preceding;
 - 4 pts.** – author or co-author of an article in a journal classified in the second quartile (Q2) in the Journal Citation Reports Web of Science database in any scientific field in the year of publication or immediately preceding;
 - 3 pts.** – author or co-author of an article in a journal ranked in the third quartile (Q3) in the Journal Citation Reports Web of Science database in any scientific field in either the year of publication or the immediately preceding year;
 - 2 pts.** – author or co-author of an article in a journal classified in the fourth quartile (Q4) in the Journal Citation Reports Web of Science database in any scientific field in either the year of publication or the immediately preceding year;
 - 1 pts.** – author or co-author of an article in a journal or publication not classified in Journal Citation Reports Web of Science, but included in the most recent list of scientific journals and peer-reviewed conference proceedings announced by the Polish Minister of Education and Science.

A maximum of 20 points can be earned, regardless of the number of publications. The following are not eligible for points: commentaries, letters to the editor, reviews, reports, communiqués, voices in discussion, post-mortem memoirs, biographies, abstracts, posters and similar materials that do not have the character of a scientific article.

5. As for the presentation of the scientific project (consistent with that submitted in writing), which the candidate/candidate intends to solve (speaking time of about 10 minutes), the following aspects will be evaluated:

- (a) compatibility of the subject matter with the discipline of physical culture sciences - evaluation of "yes" or "no",
 - b) originality of the planned scientific project – **up to 20 pts.**,
 - c) cognitive and practical value – **up to 20 pts.**,
 - d) state of advancement/maturity of the research concept – **up to 20 pts.**,
 - e) feasibility of implementation and completion of the project during the period of training at the Doctoral School (including research costs) – **up to 20 pts.**
6. Members of the selection board will ask questions related to the presented research project and the candidate's scientific interests for additional information. Candidates whose assumptions of the planned research project are deemed by the selection board to be outside the discipline of physical culture sciences will not be admitted to further stages of the admissions process. A working definition of research within the physical culture sciences is given in *Appendix 8* to this resolution.
7. A maximum of **80 points** can be earned for a presentation falling within the discipline of physical culture sciences. Points for the presentation are awarded according to the following scheme: each of the seven members of the selection board makes an independent, expert assessment of the aspects in the points indicated in para. 3 items 2 b) – e) and adds up the points. Then, the extreme total scores of two board members - the highest and the lowest - are discarded. From the remaining five assessments, the arithmetic mean is calculated, with an accuracy of 0.01 points, which is equivalent to the final score for the presentation of the scientific project. Candidates who obtain a final score lower than **53 points** for the presentation of the scientific project are excluded from further stages of the recruitment process.
8. Six (6) candidates will be recommended for training at the Doctoral School, who will:
- 1) meet the formal requirements indicated in §2 para. 1 and 2
 - 2) obtain the consent of the potential supervisor referred to in §2, para. 3,
 - 3) present a "satisfactory" level of English proficiency in the opinion of the selection board,
 - 4) present a scientific project that falls within the discipline of physical culture sciences,
 - 5) earn at least **53 points** for the presentation of the scientific project and obtain the highest number of points in the recruitment procedure,

The selection board may recommend more than 6 candidates if it finds that those ranked further than sixth presented scientific projects at a sufficiently high level (at least 53 points), and at the same time met the conditions of items 1)-4).

§ 6

1. The selection board will prepare a protocol of the recruitment process, which shall include a list of the points earned by the candidates and shall indicate the strengths and weaknesses of the candidates' activities and academic achievements as determined by the recruitment process.
2. Upon completion of the recruitment process, the committee submits a report of the proceedings to the Rector along with a list of candidates recommended for training at the Doctoral School. The Rector makes the final decision on the number of accepted candidates, taking into account the committee's recommendation and the financial, organizational and infrastructural capacity of the University to ensure proper education and implementation of scientific projects by doctoral students.
3. The results of the recruitment procedure are open and announced in the form of lists posted in the secretariat of the Doctoral School and in electronic form on the website of the University.

4. Admission to the Doctoral School of a Polish citizen is by way of enrollment in the list of doctoral students.
5. Admission to the doctoral school of a foreigner is made by an administrative decision of the Rector, on the basis of which the Director of the Doctoral School enrolls the foreigner in the list of doctoral students. Foreigners qualified for admission who are required to apply for a visa, residence card, or other document authorizing their stay in the Republic of Poland, may be conditionally enrolled in the list of doctoral students, without entitlement to receive a stipend until the appropriate document is presented.
6. A candidate qualified for admission to the Doctoral School is required to submit a statement that he/she is not a doctoral student at another doctoral school.
7. A person admitted to the Doctoral School begins his/her education and acquires the rights of a doctoral student upon taking the oath.
8. A refusal to admit a candidate to the Doctoral School, together with a justification, is made by way of an administrative decision, whereby:
 - 1) the refusal decision is delivered to the candidate at the address indicated in the personal questionnaire, by registered letter with acknowledgement of receipt. It is permissible to receive the decision in person at the Office of the Doctoral School. In the case of foreigners, it is permissible to send the decision electronically;
 - 2) the candidate is entitled to submit an application for reconsideration of a negative decision to the Rector within 14 days from the delivery of the decision. The application may be based only on the indication of a violation of the conditions and procedures of the recruitment to the Doctoral School (legal basis: art. 200 para. 5 of the Act of 20 July 2018. *Law on Higher Education and Science*, Journal of Laws, item 1668).

§ 7

1. Recruitment schedule:

- 1) receipt of documents – **from July 1 to September 10, 2024 from 9:00 a.m. to 2:00 p.m.**;
- 2) interviews with candidates – **from 16 to 20 September 2023** (candidates will be informed of the exact date and time in separate letters);
- 3) announcement of the list of accepted candidates – **by September 27, 2023**;
- 4) commencement of the doctoral training – **from 1 October 2023**.

In the case of candidates in accordance with §2, para. 1, item. 3) recruitment may take place on dates other than those indicated above. For foreigners, interviews may be held on earlier dates than those indicated above.

2. Candidates with certified and documented disabilities are subject to the same recruitment procedure as other candidates. Candidates with certified disabilities who wish related accommodations during the recruitment process are requested to include the relevant information in the submitted documentation.
3. Candidates are charged a fee for the recruitment procedure (Articles 79 and 81 of the Law of July 20, 2018, *Law on Higher Education and Science*, Journal of Laws of 2018, item 1668). Only those candidates who pay the recruitment fee will be admitted to the recruitment process.

§ 8

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

PRESIDENT OF THE SENATE

RECTOR

prof. AWF dr hab. Dariusz Wieliński