

**Extract of the recruitment rules for the Doctoral School of
the Wrocław University of Science and Technology for the academic year 2021/2022**

General rules for all disciplines

NOTE: The document contains an excerpt of the rules of recruitment to the Doctoral School of the Wrocław University of Science and Technology for the academic year 2021/2022, general to all disciplines. The full text is available at: <https://szd.pwr.edu.pl/en/about-us/regulations> .

§ 1

1. The Wrocław University of Science and Technology has one doctoral school in twelve educational disciplines, in which the university is authorized to award the academic degree of doctor:

- 1) architecture and urban planning,
- 2) automation, electronic, and electrical engineering,
- 3) information and communication technology,
- 4) biomedical engineering,
- 5) chemical engineering,
- 6) civil engineering and transport,
- 7) mechanical engineering,
- 8) environmental engineering, mining, and energy,
- 9) mathematics,
- 10) chemical sciences,
- 11) physical sciences,
- 12) management and quality studies.

2. Doctoral education is not be subject to fees.

§ 2

A person, including a foreigner, may be admitted to the Doctoral School, except for the fixed number of places, if he or she has funding granted from other sources outside the University to cover the costs of education

§ 3

Recruitment to the Doctoral School takes place in educational disciplines through a competition and is based on a point system.

§ 4

A person holding M.Sc. degree or an equivalent degree, or in exceptional cases, justified by the highest quality of scientific achievements, a person who completed first-cycle studies (bachelor), or who completed the third year of uniform studies (long-cycle master studies) may be admitted to the Doctoral School.

§ 5

Persons, including foreigners, may apply for admission to the Doctoral School if:

- 1) have a diploma obtained in Poland confirming getting the professional title of master, master engineer or an equivalent;
- 2) have a document confirming the completion of first-cycle studies or are a student who has completed the third year of long-cycle master studies and show the highest quality of scientific achievements;
- 3) have a diploma confirming completion of studies abroad, giving the right to apply for the PhD degree in the country in which the University that issued the diploma operates;

- 4) have a diploma that has been recognized as equivalent to the Polish diploma and title based on an international agreement specifying equivalence, and in the absence of such – through the recognition procedure;
- 5) have completed a second-cycle study program at the University or will complete these studies and provide a document confirming the completion of studies by the end of the recruitment procedure specified in the recruitment schedule.

§ 6

To be admitted to the Doctoral School, knowledge of the English language is required, confirmed by a certificate or diploma of completion of studies at least B2 level. The list of certificates and diplomas confirming the knowledge of the English language at the required level is provided in Appendix 1.

§ 7

The number of places for persons who will be admitted to the Doctoral School in individual twelve educational disciplines and the recruitment schedule is set by the Rector.

§ 8

The detailed rules considering the conditions and procedure of recruitment to the Doctoral School based on the point system are set out in § 22-26.

§ 9

Before registering in the recruitment system, a candidate for the Doctoral School is obliged to:

- 1) select a potential supervisor from the list of supervisor for a discipline available on the website of the Doctoral School: <https://szd.pwr.edu.pl/>;
- 2) have a conversation with the potential supervisor regarding the initial concept of the doctoral dissertation;
- 3) get the consent of the potential supervisor to undertake the supervision, together with the declaration of the head of the department where the doctoral dissertation would be conducted on the provision of required research resources for the duration of the doctoral dissertation in the event of admission to the Doctoral School.

§ 10

The condition for considering the application for admission to the doctoral school is:

- 1) prior contact with a potential supervisor in order to obtain the documents referred to in § 9 sec. 3;
- 2) registering in the recruitment system;
- 3) filling in the candidate's card in the university's recruitment system;
- 4) delivering a set of documents referred to in § 12 within the time limit stated in the recruitment schedule.

§ 11

1. Candidates with disabilities who have a disability certificate shall be provided - upon their request - with assistance and facilities in the recruitment process, according to individual needs.
2. The application referred to in sec. 1 should be submitted to the Dean of the Doctoral School no later than on the last day of accepting documents from candidates for the Doctoral School specified in the recruitment schedule.

§ 12

The candidate for the Doctoral School submits the following documents by the date specified in the recruitment procedure:

- 1) Candidate's card for the Doctoral School referred to in § 21.
- 2) CV.
- 3) Diploma confirming obtaining the professional title of master, master engineer or an equivalent, and in the case of persons referred to in § 5 point 5, the candidate's declaration confirmed by the dean's office about completing the second-cycle study program and the planned date of graduation before the announced date completion of recruitment. However, in the case of people who show the highest quality of scientific achievements, a document confirming the completion of first-cycle studies or a document confirming that the candidate is a student who has completed the third year of uniform long-cycle master studies.
- 4) CGPA (Culmulative Grade Point Average) for first and second cycle studies or for long-cycle master studies (transcript of records). In the case of the last semester of studies not yet completed, the grades from all semesters of studies, excluding the last semester, are included in the average result.
- 5) Photograph (electronic version).
- 6) Characteristics of scientific activity and scientific achievements.
- 7) Statement of the potential supervisor on undertaking the supervision, together with the declaration of the head of the department in which the doctoral dissertation would be carried out on the provision of a required research resources for the duration of the doctoral dissertation with admission to the Doctoral School.
- 8) Description of the initial concept of the doctoral dissertation under § 24 approved by the potential supervisor (no longer than 2 A4 pages).
- 9) Document confirming the command of the English language at B2 level (diploma supplement or certificate of the grade obtained from the language course at B2 level, language certificate or other document compliant with Appendix 1).
- 10) Signed information clause and consent clause regarding recruitment to the Doctoral School of the Wrocław University of Science and Technology, downloaded from the website of the Doctoral School: <https://szd.pwr.edu.pl/>.

§ 13

1. The recruitment procedure, including interviews to the Doctoral School, is conducted by recruitment committees for the educational discipline appointed by the Dean of the Doctoral School.
2. If one member of the selection committee is a potential supervisor previously indicated by the candidate, she or he will not take part in the evaluation of that candidate.
3. Information on recruitment, including the number of places for people who will be admitted to the Doctoral School in individual educational disciplines, the recruitment schedule, place of submission of documents and the date of the interview are published on the website of the Doctoral School: <https://szd.pwr.edu.pl/>.
4. The ranking list is determined separately for each educational discipline on the basis of the recruitment points obtained by individual candidates, awarded under the rules set out in § 22-26.
5. Candidates are qualified depending on their position on the ranking list, up to the number of places awarded for a given educational discipline, however, it is required to get the minimum recruitment score specified in § 22 sec. 6.

§ 14

The results of the recruitment procedure competition are public. After being handed over to the Rector, the competition results are announced on the website of the Doctoral School.

§ 15

Based on of the recruitment results, admission to the doctoral school is conducted by way of entry in the register of doctoral students.

§ 16

Refusal of admission to the Doctoral School takes place by an administrative decision of the Rector. The person who is refused admission to the Doctoral School based on the recruitment results, is served with the Rector's decision. There is no appeal against this decision.

§ 17

From the Rector's decision not to admit to the Doctoral School, a person dissatisfied with the decision is entitled to an application for reconsideration submitted to the Rector through the Dean of the Doctoral School, within 14 days from the date of delivery of the decision.

§ 18

Representatives of the Doctoral Students Self-Government may take part in the recruitment procedure as observers, on the terms specified by the Dean of the Doctoral School.

§ 19

A person admitted to the Doctoral School begins education and gains the rights of a doctoral student upon taking the oath and signing the oath. A doctoral student at the Doctoral School of Wrocław University of Science and Technology cannot be a doctoral student at another doctoral school at the same time.

§ 20

The Rector provides compulsory training on safe and hygienic conditions of education, not less than 4 hours, for doctoral students starting their education at the Doctoral School, considering the specificity of education and the type of technical equipment used in the education process.

§ 21

The specimen of the candidate's card for the Doctoral School is determined by the Dean of the Doctoral School after obtaining the opinion of the Doctoral School Council.

(...)