

RECRUITMENT REGULATIONS
FOR
THE DOCTORAL SCHOOL
OF SOLO AND ENSEMBLE MUSIC: CONTEMPORARY PERFORMANCE PRACTICE
AT THE IGNACY JAN PADEREWSKI ACADEMY OF MUSIC IN POZNAŃ

Adopted by the Senate of the Ignacy Jan Paderewski Academy of Music in
Poznań
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Chapter 1. GENERAL PROVISIONS

Article 1. Scope of the Regulations

These Regulations set forth the rules, including the conditions, procedure and competent authorities, for recruiting to the Doctoral School of Solo and Ensemble Music: Contemporary Performance Practice of the Ignacy Jan Paderewski Academy of Music in Poznan.

Article 2. Glossary

The terms used in these Regulations shall have the following meaning:

- 1) Law – the Law of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended)
- 2) Academy – the Ignacy Jan Paderewski Academy of Music in Poznań
- 3) Doctoral School – the Doctoral School of Solo and Ensemble Music: Contemporary Performance Practice of the Ignacy Jan Paderewski Academy of Music in Poznań (DS CPP)
- 4) Rector – the Rector of the Academy
- 5) Director – the Director of the Doctoral School
- 6) Recruitment Committee – the Recruitment Committee of the Doctoral School
- 7) Candidate – a Candidate for a Doctoral Student
- 8) Regulations – these Regulations.

Chapter 2. GENERAL PRINCIPLES OF RECRUITMENT AND COMPETENT AUTHORITIES

Article 3. General Principles of Recruitment

1. Recruitment to the Doctoral School is competition-based.
2. Candidates shall be admitted to the Doctoral School taking into account the applicable curricula and specialties and within the limit of admissions set by the Rector.
3. The recruitment dates shall be determined by the Rector in consultation with the Director.

Article 4. Authorities

1. The recruitment to the Doctoral School shall be conducted by the recruitment Committee appointed by the Director.
2. The decisions specified in the Regulations shall be made by the Rector.

Article 5. Recruitment Committee

1. The Recruitment Committee shall be composed of:
 - 1) the Director – as Chairman
 - 2) the Dean of the Faculty of Instrumental Studies, Historically Informed Performance, Jazz and Pop Music
 - 3) other (but no more than five) academic teachers selected by the Director, in particular according to the content of the Candidates' proposals for the Curriculum and Individual research Plan (IRP).
2. The Recruitment Committee shall conduct the individual examinations (competition stages) included in the competition, either in full composition or in Examination Boards selected from among themselves, consisting of at least four members of the Recruitment Committee.
3. Examination Boards shall be appointed to conduct examinations by the Chairman of the Recruitment Committee.

4. The Chairmen of the Examination Boards shall be appointed by the Chairman of the Recruitment Committee.
5. Administrative service of the Recruitment Committee and Examination Boards shall be performed by the Secretary of the Committee, appointed by the Director in agreement with the Rector.
6. The Recruitment Committee shall perform the following tasks:
 - 1) determine the list of Candidates admitted to the competition
 - 2) provide Candidates with information about the dates of the successive stages of the competition
 - 3) conduct stages of the competition
 - 4) based on the results of the successive competition stages, make resolutions on qualifying Candidates for admission to the Doctoral School within the limit of places, as well as decisions, positions and recommendations on relevant issues
 - 5) prepare and announce the results of recruitment to the Doctoral School, including the lists of Candidates
 - 6) notify Candidates about the results of the recruitment procedure
 - 7) prepare certificates for the Candidate on the result of the recruitment procedure
 - 8) prepare reports on the results of the recruitment procedure.
7. Resolutions of the Recruitment Committee shall be adopted by a simple majority of votes in the presence of at least half of the members of the Recruitment Committee, and in the event of a tie, the vote of the Chairman shall be decisive.
8. Resolutions of the Recruitment Committee may be made by remote communication.

Chapter 3. CONDITIONS FOR ADMISSION TO THE COMPETITION

Article 6. Requirements for Candidates

1. A person may be admitted to recruitment if he or she has a professional degree of Master, Master of Engineering or equivalent confirmed by a relevant diploma, as well as a person referred to in Article 186 (2) of the Law.
2. A citizen of a country that is a member of the European Union may apply for admission to the Doctoral School under the general rules, provided that his/her higher education diploma entitles him/her to apply for the award of a doctoral degree in the country in whose system of higher education the university that issued it operates.
3. A citizen of a country that is not a member of the European Union may apply for admission to the Doctoral School under the general rules, provided that his/her higher education diploma or professional title obtained abroad has been recognized as equivalent to the corresponding Polish diploma and professional title on the basis of an international agreement defining equivalence, and in the absence thereof on the basis of an apostille of the diploma or through nostrification.
4. The Candidate shall be obliged to submit the original documents referred to in paragraph 2 or 3 with a sworn translation into Polish.
5. Polish Candidates who have received a diploma of graduation outside Poland, shall submit the equivalent of the diploma referred to in paragraph 2 or 3 translated into Polish by a sworn translator.
6. For Foreign Candidates applying for admission to the Doctoral School for classes in English, certification of English language proficiency at a minimum B2 level is required (citizens of countries whose official language is English are exempted from providing the certification).

7. Foreigners applying for admission to the Doctoral School for classes in Polish are required to certify the knowledge of the Polish language at a minimum B2 level.

Article 7. Admission to the Competition

1. Admission to the competition shall be subject to the submission by the interested person, within the deadlines announced by the Academy, of an application for admission to the Doctoral School, along with the required documents, by registering in a personal registration account in the online applicant registration system.
2. The formal conditions that must be met when submitting documents for admission to the Doctoral School are contained in Appendix 2 to the Regulations.
3. If the application and documentation do not meet the statutory or regulatory requirements, the Committee shall invite the interested party to supplement or clarify the content of the application and documents within seven days under pain of disregarding the application.
4. The Recruitment Committee evaluates the submitted applications and documents, and then determines the list of Candidates admitted to the competition and publishes in anonymized form on the Academy's website, as well as provides the Candidates with information about the dates of the successive stages of the competition through electronic correspondence to the e-mail address provided by the Candidate in the personal data form.
5. The Recruitment Committee shall provide information on non-qualification to persons whose application and documents do not meet the statutory or regulatory requirements and which have not been completed in time by electronic correspondence to the e-mail address provided in the personal data form.
6. An applicant who is not qualified for the competition has the right to submit an application for reconsideration to the Recruitment Committee within seven days of receiving information about not qualifying for the competition, after supplementing or clarifying the contents of the rejected application.

Chapter 4. PROCEDURE FOR CONDUCTING THE COMPETITION

Article 8. General Rules and Stages of the Competition

1. All stages of the recruitment procedure for Polish citizens shall be conducted in Polish, while foreigners shall be admitted in English or Polish depending on the Candidate's preferences specified in the application form.
2. The Rector shall determine the limit of admissions.
3. Subject to paragraph 5, the competition shall be divided into three stages:
 - 1) Stage 1: substantive evaluation of the application and documentation
 - 2) Stage 2: artistic presentation whose rules and program are specified in Appendix 1
 - 3) Stage 3: an interview related to the contents of paragraphs 8 and 9 of Appendix 2 aimed at the presentation by the Candidate of the IRP assumptions (research proposals) including the thesis, arguments, selection of research methods, originality and legitimacy of its undertaking along with the presentation of the state of research to date.
4. Candidates participate in Stages 1 and 2, regardless of their scores. In order for the Candidate to begin the presentation at Stage 2, prior to its commencement, the Candidate shall present to the Secretary of the Examination Board the original diploma of graduation and an identity card or passport.
5. In order to proceed to Stage 3, the Candidate must obtain in one of the preceding Stages (1 or 2) a score of not less than 21 points, while the total of both Stages (1 and 2) must be not less than 40 points.
6. The list of Candidates admitted to Stage 3 will be published with anonymized data after Stage 2

on the Academy's website.

7. The Academy shall provide technical support and equipment in the manner and to the extent specified in Appendix 2.
8. Candidates with a declared disability that may hinder or make it impossible to conduct the examination in a certain manner may inform the Recruitment Committee of the nature of these difficulties along with the submission of the application and documentation for admission to the competition. The Recruitment Committee, in consultation with the Candidate, will take possible measures to facilitate the Candidate's participation in the competition, in particular by changing the place where the competition is held or the form of the examinations referred to in paragraph 3, point 2 or 3.

Article 9. Evaluation Procedure

1. The Board conducting a given examination in the competition shall award the Candidate from 0 to 25 points for each Stage of the competition conducted. The marks are awarded separately by each member of the Committee, with the two extreme marks being discarded before drawing an average of the points awarded. The marks awarded by members of the Examination Boards are autonomous and not subject to discussion. The final grade is determined by a majority vote.
2. In Stage 1, on the basis of the submitted application and documents, the Examination Board evaluates the following:
 - a) artistic, academic and research achievements gained during the studies
 - b) national artistic, academic and research achievements acquired after the end of the second cycle program
 - c) foreign artistic, academic and research achievements acquired after the end of the second cycle program
 - d) the summary of the Candidate's professional achievements and the plans presented therein related to the training at the Doctoral School
 - e) the documentation submitted and its form in the context of its expected potential to achieve its objectives. The average to four decimal places will be drawn from the scores obtained in evaluating the individual elements of Stage 1 (a-e).
3. The average to two decimal places will be drawn from the scores obtained by the Candidate from the individual members of the Committee in Stage 2.
4. The average to two decimal places will be drawn from the scores obtained by the Candidate from the individual members of the Committee in Stage 2.
5. The result obtained by the Candidate in the recruitment procedure is the sum of points in the successive stages of the competition, with the scores for at least two stages not being less than 21 points. To obtain a positive result in the competition, it is necessary to obtain a total of at least 63 points.

Article 10. Transcripts

1. The Recruitment Committee or Examination Boards conducting the successive stages of the competition shall draw up summary transcripts covering the results obtained by all Candidates in respect of whom a particular stage of the competition is conducted by a given committee or board.
2. After the completion of the conducted stages of the competition, the Examination Board shall immediately forward to the Recruitment Committee all the summary transcripts that the Examination Board has drawn up.
3. The Recruitment Committee draws up individual transcripts on the basis of the aggregate transcripts.
4. For each Candidate, a separate individual record of the recruitment procedure shall be drawn up,

which shall include information on the Candidate's points obtained in the successive stages of the competition, the result of the recruitment, and information on qualification or non-qualification for admission to the Doctoral School.

5. On the basis of individual transcripts, the Recruitment Committee shall draw up a general transcript of the recruitment procedure covering all Candidates admitted to the competition. The transcript shall include the sum of points obtained by the Candidates from the individual stages of the competition, the result of the recruitment procedure, and information on qualification or non-qualification for admission to the Doctoral School.
6. Each of the transcripts shall be signed by all members of the committee or board. All deletions, changes and corrections made in the transcripts should be confirmed by the signature of the chairman of the relevant committee or board.

Chapter 5. ADMISSION TO DOCTORAL SCHOOL AND APPEALS

Article 11. Resolution of the Recruitment Committee

1. After determining the results of the recruitment procedure for all Candidates, the Recruitment Committee, on the basis of the prepared transcripts, creates a ranking list, and then adopts a resolution on the qualification of Candidates who obtained a positive result in the recruitment procedure for admission to the Doctoral School within the limit of places, indicating the Candidates qualified for admission.
2. In the event that there are two or more Candidates in a certain place on the said ranking list who have obtained the same final number of points in the recruitment procedure and who cannot all be admitted due to the limit, the decisive criterion for admission will be the acquisition of not less than 21 points in all stages of the competition, followed by the sum of points awarded to Candidates in Stage 2 of the competition, followed by the number of points awarded to Candidates in Stage 3 of the competition. In the event of an equal number of points in all stages, admission will be determined by a drawing of lots conducted in the presence of Candidates (presence by means of remote communication permitted), unless there is an increase in the limit of Candidates.
3. On the basis of the resolution referred to in paragraph 1, the Recruitment Committee shall draw up a list of:
 - 1) all Candidates in order of the number of points obtained and indicating the number of these points
 - 2) Candidates qualified for admission to the Doctoral School within the allocated limit of places
 - 3) Candidates who received a positive result of the competition, but were not qualified for admission due to lack of places
 - 4) Candidates who have not been successful in the competition.
4. In the event of a Candidate's resignation, the Candidate with the highest score, included in the list of successful applicants who were not admitted to the Doctoral School due to lack of places, shall be accepted in his/her place. In the event that there are more Candidates having the same place on the indicated list than the number of vacant places, the priority rules specified in paragraph 2 above shall apply.
5. The results of the competition shall be public. The anonymized lists referred to in paragraph 3 shall be posted on the Academy's website and displayed on the bulletin board at its headquarters.
6. A Candidate after the recruitment procedure may receive a certificate of the number of points obtained during the competition.

Article 12. Acceptance or Refusal of Admission to the Doctoral School

1. Admission or refusal of admission to the Doctoral School shall be based on the resolution referred to in Article 11 paragraph 1.
2. Admission to the Doctoral School shall be by way of enrollment in the list of doctoral students, which shall be carried out by the Director.
3. Refusal of admission to the Doctoral School shall be made by an administrative decision issued by the Rector.

Article 13. Appeal Proceedings

1. A decision on refusal of admission to a Doctoral School may be appealed for reconsideration, submitted to the Rector, within fourteen days from the date of its delivery.
2. Insofar as the content of the allegations so requires, the Rector may refer the application to the Recruitment Committee for an opinion on the application. The Committee shall pass a resolution on the application and send the Rector the resolution with justification. The resolution and justification shall be signed by the Chairman of the Recruitment Committee.
3. After reconsidering the case, the Rector shall issue a decision to uphold or amend the appealed decision and send it to the Candidate.
4. The decision of the Rector is final.
5. The Rector's decision may be appealed to the administrative court.

Chapter 6. SPECIFIC PROVISIONS

Article 14. Mode Variation

1. In the event that, due to generally applicable or internal regulations, it will not be possible to conduct the competition in a manner that ensures direct contact with the Candidate during the competition, by the Rector's decision the variations in the mode of recruitment contained in this paragraph shall apply.
2. Submission of the application and documents for admission to the Doctoral School is possible only in electronic form. The form of submission is indicated in Appendix 2 to these Regulations. The Rector may determine another way and form of submission of the application and documents.
3. Appendix 1 and Appendix 2 are an integral part of these Regulations.