

Admission Rules for the Doctoral School of the Stanisław Moniuszko Academy of Music in Gdańsk in the academic year 2020/2021

GENERAL PROVISIONS

§ 1

1. This document sets out the admission rules for the Doctoral School of the Stanisław Moniuszko Academy of Music in Gdańsk (hereinafter referred to as the Doctoral School) run by the Stanisław Moniuszko Academy of Music in Gdańsk, (hereinafter referred to as the Academy), in the field of arts, musical arts discipline, in the research area of:
 - 1) conducting,
 - 2) arts education in the scope of musical arts,
 - 3) instrumental studies (including jazz),
 - 4) composition,
 - 5) eurhythmics,
 - 6) music theory,
 - 7) vocalism (including jazz),
2. A person who holds the professional title of a master, master engineer or equivalent, or in exceptional cases justified by the highest quality of scientific achievements can be admitted to the Doctoral School – a person who is a graduate of the first cycle studies or a student who has completed the third year of uniform master studies.
3. Admission shall be by means of an open competition, hereinafter referred to as the recruitment procedure.
4. Admission to the Doctoral School shall be made within the admission limits set by the Rector.
5. The limit of places to the Doctoral School is announced by order of the Rector after consultation with the Academy Quaestor.
6. Candidates for the Doctoral School whose doctoral scholarship will be financed from external grants for at least 12 months shall be accepted outside the seat limit referred to in sections 4-5.
7. The dates and schedule of the recruitment procedure shall be set by the Headmaster of the Doctoral School in agreement with the Recruitment Committee of the Doctoral School (hereinafter referred to as the Recruitment Committee) and shall be published in a recruitment announcement attached to a separate order of the Rector.
8. The administrative service of the recruitment procedure and the Internet recruitment system, hereinafter referred to as the aMuz recruitment system, shall be provided by a designated employee of the Teaching Department.
9. The following shall be available at www.amuz.gda.pl:
 - 1) the recruitment resolution;
 - 2) the recruitment calendar;
 - 3) the link to the aMuz recruitment system;
 - 4) the admission seats limit;
 - 5) examination dates;
 - 6) current announcements and information on recruitment.

BODIES CARRYING OUT RECRUITMENT PROCEDURE

Composition and operation of the Recruitment Committee

§ 2

1. Recruitment procedure shall be carried out by the Recruitment Committee
2. Members of the Recruitment Committee shall be appointed by the Rector after consultation with the Doctoral School Council.
3. The Recruitment Committee shall be chaired by the Headmaster of the Doctoral School.
4. From among the members of the Recruitment Committee, the Chairman of the Recruitment Committee shall appoint the Secretary of the Recruitment Committee.
5. The Recruitment Committee shall be appointed by the order of the Rector for the period from 15 July 2020 to 31 May 2021. ¹
6. The Recruitment Committee shall be composed of academic teachers holding the degree of at least 'doktor habilitowany sztuki', representing individual specialisations within the discipline of the musical arts.
7. At the request of the Chairman of the Recruitment Committee, the Rector may appoint additional committee members to the Recruitment Committee in order to conduct examinations as part of the second stage of the recruitment procedure.
8. The composition of the Recruitment Committee shall be made public.

§ 3

1. A member of the Recruitment Committee is obliged to maintain impartiality and objectivity in the assessment of candidates for the Doctoral School.
2. A member of the Recruitment Committee shall inform the Chairman of the Recruitment Committee of any circumstances that may affect his/her impartiality and objectivity in the assessment of candidates for the Doctoral School.
3. The Recruitment Committee, at the request of the Chairperson of the Committee, may decide to exclude a member of the Recruitment Committee from the assessment procedure of a given candidate if the participation of that member could raise justified doubts as to his/her impartiality.
4. A member of the Recruitment Committee shall be legally excluded from the assessment of a candidate, in particular if:
 - 1) he/she plans to undertake the duties of the dissertation supervisor or the auxiliary supervisor of the candidate;
 - 2) was the supervisor of the candidate's MA thesis;
 - 3) is the candidate's superior or has another employment relationship with the candidate;
 - 4) there are other objective circumstances that may give rise to justified concerns about the impartiality and objectivity of the assessment of the candidate.
5. A member of the Recruitment Committee excluded from the assessment of a candidate shall not participate in the assessment of the candidate and shall leave the meeting room of the Recruitment Committee for the duration of the assessment.
6. The exclusion of a member of the Recruitment Committee from the assessment of a given candidate shall be recorded in the minutes of the Recruitment Committee meeting.

¹ Paragraph 2(5), as set out in the Senate Resolution 33/2020 of 29 June 2020.

§ 4

1. Resolutions of the Recruitment Committee shall be adopted by a simple majority of votes in the presence of at least half the members of the Recruitment Committee. In the case of an equal number of votes, the vote of the Chairman of the Recruitment Committee shall be decisive.
2. The meetings of the Recruitment Committee shall be minuted and the minutes shall be signed by the Chairman of the Recruitment Committee and members of the Recruitment Committee who participated in the meeting.

Tasks of the Recruitment Committee

§ 5

1. The Recruitment Committee shall in particular:
 - 1) participate in all stages of the recruitment procedure;
 - 2) confirm the highest quality of scientific or artistic achievements, referred to in § 7, paragraph 1(4);
 - 3) notify candidates of the date and place of the recruitment procedure;
 - 4) admit candidates to the Doctoral School in the form of the entry on the list of doctoral students;
 - 5) take administrative decisions to refuse admission to the Doctoral School, including the formulation of its justification;
 - 6) examine applications for reconsideration of the case and giving opinions on complaints submitted by candidates in connection with the recruitment procedure;
 - 7) prepare:
 - (a) the minutes of the Recruitment Committee meeting,
 - (b) a ranking list of persons qualified to be included in the list of doctoral students,
 - (c) lists of persons admitted to the Doctoral School,
 - (d) lists of persons not admitted to the Doctoral School.
2. The lists referred to in point 7) b and c, shall be posted on the Academy's website and hung on the notice board at the Academy's headquarters.

RECRUITMENT PROCEDURE

§ 6

1. Recruitment consists of the recruitment procedure and admission by entering the candidate in the list or issuing a decision to refuse him/her admission to the Doctoral School.
2. Recruitment procedure is three-stage:
 - 1) stage I – an analysis of submitted documentation;
 - 2) stage II – a practical exam (the mode established separately for each specialization) according to Appendix 1 to these Rules;
 - 3) stage III – an interview (including presentation of the candidate's artistic and scientific intentions, thematic scope of the planned doctoral dissertation).
3. The aim of the recruitment procedure is to select, through an open competition, the best candidates for education at the Doctoral School by checking the suitability of the candidates on the basis of an assessment of their scientific or artistic activity, the description and value of the proposed outline of their doctoral dissertation and the results of the interview, as well as the analysis of the submitted documentation.

Conditions for admission to the recruitment procedure

§ 7

1. A person may be admitted to the recruitment process provided he/she:
 - 1) has registered in the aMuz recruitment system and has submitted an application together with complete documentation through this system;
 - 2) has paid the recruitment fee referred to in paragraph 2;
 - 3) holds a Master's degree or equivalent obtained under separate regulations, or in accordance with his/her declaration shall hold one until the announcement of the list of doctoral students admitted to the Doctoral School, i.e. until 30 September 2020;
 - 4) in exceptional cases, justified by the highest quality of scientific or artistic achievements, is a graduate of the first cycle studies or a student who has completed the third year of uniform master's degree studies. These achievements for particular specializations can include:
 - a) 1st prize in the international composing competition, like: The Gaudeamus International Composers Award, ISCM Young Composers Award, The Kazimierz Serocki International Composer's Competition in Warsaw, The Toru Takemitsu Composition Award, Prix Ars Electronica [**composition**];
 - b) an award in a prestigious performance competition, like: The Fryderyk Chopin International Piano Competition in Warsaw (piano); The Henryk Wieniawski International Violin Competition in Poznań (violin); Internationaler Akkordeonwettbewerb Klingenthal (Germany) (accordion); The J. E. Jurkowski International Guitar Competition in Tychy (guitar); Internationaler Musikwettbewerb der ARD Muenchen (other instrumental specializations)[**instrumental studies**];
 - c) an award at the Stanisław Moniuszko International Vocal Competition in Warsaw or The Queen Elizabeth International Music Competition in Brussels [**vocalism**]
 - d) an award in the Professor Kulczyński International Choir Conducting Competition "Towards Polyphony" in Poznań; the award for the best conductor in an international choir competition in Poland; 1st prize with choir in an international choir competition abroad [**choir and oratorio-cantata conducting**];
 - e) First prize in the G. Fitelberg International Conducting Competition in Katowice [**symphonic and opera conducting**];
 - f) documented cooperation with a recognized group of dancers in the field of realization of musical issues (e.g. music management) during the preparation of a concert or spectacle of at least national scope; documented cooperation with an artistic group in the field of preparation of a concert or spectacle including the preparation of movement compositions [**eurhythmics**]
 - g) publication of a peer-reviewed monograph in a prestigious domestic or foreign publishing house [**music theory**];
 - h) authorship of publications in the field of musical arts (on the subject of artistic education) published by a publishing house of international renown and circulating internationally [**arts education in the scope of musical arts**];
 - i) an award in a prestigious international jazz improvisation competition, e.g: Herbie Hancock Institute of Jazz International Competition, BMW Welt Jazz Award, Competition for Jazz Individuality "Jazz on the Oder". The Frederic Award in the Album of the Year category - Jazz. An album released in a prestigious jazz label, e.g: ECM, ACT [**jazz**].
2. The recruitment fee for registration to the Doctoral School is 150 PLN.
3. The candidate should pay the recruitment fee in advance, not later than on the day following the date of completion of submission of documents for the recruitment

procedure. If the recruitment fee is not credited by the bank on time, it will be taken into account only at the candidate's request, provided it was paid no later than by the end of the day following the deadline for submitting documents specified in the recruitment announcement. The candidate may submit a request to the Recruitment Committee within three days of the date of publication of the results.

4. The candidate shall make a payment in PLN to an individual bank account generated for each candidate by the recruitment system.
5. After the recruitment fee has been credited to the Academy's bank account, the candidate's personal registration account shows a confirmation of the payment.
6. At the candidate's request, he/she is entitled to a refund of the recruitment fee in the case of:
 - 1) resignation from participation in the recruitment process before it starts;
 - 2) refusal to initiate the recruitment procedure in respect of a candidate on the grounds of failure to pay the recruitment fee on time;
 - 3) overpayment.
7. The amount of the refund of the recruitment fee may be reduced by the costs resulting from the transaction.

Mode of the recruitment procedure

§ 8

1. The candidate shall submit electronically in the aMuz recruitment system an application for admission to the Doctoral School, which includes:
 - 1) An application – a form for admission to the Doctoral School, submitted by the date of publication in accordance with the model set out in **Appendix no. 2**;
 - 2) a scan of the diploma of completion of uniform master's degree studies or second cycle studies or an equivalent obtained on the basis of separate regulations;
 - 3) in addition to the documented achievements referred to in § 7, paragraph 1(4), together with a description thereof, the candidate shall submit a scan of the first-cycle studies diploma or a certificate of completion of the first-cycle studies issued by a higher education institution or a certificate of completion of the third year of a uniform master degree programme;
 - 4) in the case of a candidate holding a diploma of completion of studies abroad, in accordance with the provisions of the Act, confirming in the Republic of Poland the possession of education at the level of second-cycle studies or uniform master's degree programmes or recognised as equivalent to Polish second-cycle studies or uniform master's degree programmes, and the professional title of master, master engineer or an equivalent – the candidate is obliged to submit a declaration: a diploma legalized or bearing an apostille clause, a certificate of recognition, by means of a nostrification procedure, of the equivalence of the diploma with the relevant Polish diploma of completion of studies and professional title – if required by the regulations;
 - 5) an artistic and scientific curriculum vitae with a detailed list of achievements to date from a maximum of five calendar years preceding the submission of the application;
 - 6) scans of materials confirming the artistic and scientific activity indicated in the curriculum vitae;
 - 7) a scan of the declaration of the selected supervisor to take care of the applicant, constituting **Appendix 3** to these Rules;
 - 8) a photograph showing the candidate's face, enabling his/her identification; and in the case of a candidate who is not a Polish citizen, a colour scan of his/her passport enabling his/her identification;
 - 9) the language certificates held. The list of certificates confirming the knowledge of modern foreign language at least B2 level, taken into account by the Doctoral School in the recruitment process, is attached as **Appendix 4** to these Rules;

- 10) in the case of a candidate with disabilities, a copy of the certificate of disability or certificate of the degree of disability referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Disabled Persons;
 - 11) other electronic documents indicated in the application;
 - 12) confirmation of payment of the recruitment fee;
 - 13) consent to the processing of personal data for the purposes of the recruitment procedure, in accordance with the model set out in **Appendix 5** to these Rules.
2. In the absence of a diploma referred to in paragraph 1(2) due to waiting for its issuance, the candidate should present a certificate from a higher education institution of having defended the master's thesis. In the absence of a diploma due to waiting for the date of the defence of the master's thesis, the candidate should present a relevant declaration. In such a situation the candidate may be admitted to the recruitment procedure only conditionally, and his/her admission to the Doctoral School will be possible on condition that the diploma is delivered to the moment of matriculation.
 3. The application referred to in paragraph 1 shall be completed in Polish or English.
 4. A national of a non-Member State of the European Union may apply for admission to the Doctoral School under general rules, provided that the higher education diploma or professional title obtained abroad has been recognised as equivalent to the corresponding Polish diploma and professional title on the basis of an international agreement specifying equivalence, or, failing that, on the basis of the diploma apostille or by nostrification.
 5. A citizen of a country which is not a member of the European Union is obliged to submit the original documents referred to in paragraph 1(2) together with a sworn translation into Polish.

§ 9

1. After a formal verification of the submitted documentation by an employee of the Teaching Department Office, the Recruitment Committee shall admit to the first stage of the procedure the candidates who have correctly registered in the aMuz recruitment system and submitted a set of required documents.
2. If the documents presented by the candidate, referred to in paragraph 1, contain deficiencies, the candidate will be requested to complete them within seven days, under pain of non-admission of the candidate to the recruitment procedure.
3. The Recruitment Committee shall notify the candidate of admission to the recruitment procedure and the date of subsequent stages of the procedure by e-mail, sending information to the e-mail address indicated by the candidate in his/her application for admission to the Doctoral School.
4. If a candidate does not apply for any of the stages of the recruitment procedure on the date specified in the recruitment announcement, including for reasons beyond the candidate's control (e.g. random reasons), no additional deadline is set.

Recruitment procedure for candidates with a disability

§ 10

1. Candidates with a disability may take the written tests orally or in any other form that takes into account the needs of the candidate with a disability.
2. The conditions referred to in paragraph 1 shall be determined by the Headmaster of the Doctoral School at the written request of the candidate which should be submitted no later than 7 days before the date set for the competitive recruitment procedure.
3. Adapting the procedure and form of the recruitment procedure for a candidate with a disability may in particular consist in extending the duration by no more than 50% of the duration provided for the remaining candidates in the performance of the artistic programme or the candidate's statements.

Assessment mode and results of the recruitment procedure

§ 11

1. The Recruitment Committee awards from 0 to 25 points, separately for each stage of the recruitment process for the Doctoral School:
 - 1) stage I: minimum score of 21 points, maximum score of 25 points;
 - 2) stage II: the minimum number of points – 23 points x 3 = 69 points, the maximum number of points – 25 points x 3 = 75 points;
 - 3) stage III: the minimum number of points – 21 points, the maximum number of points – 25 points, where
2. 115 points is the minimum total number of points which entitles the candidate to be included in the ranking list.
3. The number of points awarded by the Recruitment Committee shall be final and shall not be subject to appeal.
4. The results of the recruitment procedure shall be open and made public.
5. After completion of the recruitment procedure, the Recruitment Committee shall create a ranking list of candidates who have achieved at least the minimum score to be entered in the list of PhD students, in descending order of the number of points obtained in the recruitment procedure.
6. The list includes:
 - 1) the candidate's name(s) and surname;
 - 2) the specialization represented;
 - 3) the final result of the recruitment procedure expressed in points.

ADMISSION TO THE DOCTORAL SCHOOL

§ 12

1. Within 7 days from the date of completion of the recruitment procedure, the Recruitment Committee, on the basis of minutes, shall adopt a resolution on qualifying candidates for admission to the Doctoral School within the limit of places, indicating the candidates qualified for admission.
2. Candidates shall be admitted to the Doctoral School in the order of places in the ranking. The order of places shall be determined by the number of points obtained during the recruitment procedure within the limits of places allocated.
3. The list of candidates admitted to the Doctoral School shall be published on the website of the Academy and hung on the notice board in the Academy's seat.
4. In the case of resignation of a candidate who has been accepted, the candidate with the highest score, placed on the list of those who passed the exams and were not accepted to the Doctoral School due to lack of places, shall be accepted in his/her place.
5. The final results of the recruitment procedure shall be notified in writing.
6. A candidate shall be admitted to the Doctoral School by way of an entry on the list of doctoral students made by the Headmaster of the Doctoral School.

Appeal procedure

§ 13

1. Admission to the Doctoral School shall be refused by means of an administrative decision issued by the Headmaster of the Doctoral School.
2. A request to the Headmaster of the Doctoral School for reconsideration of a case may be submitted to the Headmaster of the Doctoral School within 14 days of the date of its receipt.
3. A request for reconsideration shall be considered by the Recruitment Committee. As a result of a re-consideration, the Recruitment Committee shall adopt a resolution on the legitimacy of the application for re-consideration.

4. On the basis of the resolution referred to in paragraph 3, the Headmaster of the Doctoral School shall issue a final decision on the matter.
5. The decision referred to in paragraph 4 may be appealed against to the administrative court.

FINAL PROVISIONS

§ 14

1. After completion of the recruitment procedure, the candidate may be awarded a certificate of the number of points obtained during the recruitment procedure.
2. Candidates who are beneficiaries of grant programmes and whose conditions require entry on the list of doctoral students may be admitted to the Doctoral School in a special competition procedure in accordance with the procedure defined by the Headmaster of the Doctoral School, taking into account the provisions resulting from the regulations and agreements related to the grant programme.

§ 15

For matters not covered by this document, the following provisions shall apply:

1. The Act of 20 July 2018 Law on Higher Education and Science;
2. The Minister of Science and Higher Education's Ordinance of 28 September 2018 on nostrification of diplomas of completion of studies abroad and confirmation of completion of studies at a given level (Dz.U. [Journal of Laws] of 2018, item 1881, as amended);
3. The Acts of 14 June 1960 –The Code of Administrative Procedure (Dz.U. of 2017, item 1257, as amended);
4. The Statutes of the Stanisław Moniuszko Academy of Music in Gdańsk;
5. The Doctoral School Regulations.

Appendices:

1. Detailed rules of conducting the recruitment procedure for each specialization.
2. Application for admission to the Doctoral School.
3. A model of statement concerning consent to perform the function of a supervisor or an auxiliary supervisor.
4. A list of certificates confirming the knowledge of a modern foreign language at the level of at least B2, recognized by the Doctoral School in the recruitment process.
5. The statement of a candidate to the Doctoral School concerning personal data protection.