

**The recruitment conditions and rules
for the Doctoral School
at the Eugeniusz Geppert Academy of Art and Design in Wrocław
for the Academic Year 2026/2027**

§ 1. General provisions

1. The Doctoral School at the Eugeniusz Geppert Academy of Art and Design in Wrocław (hereinafter referred to as ASP), conducts education in the discipline of fine arts and art conservation, in two language modes - Polish and English.
2. For each mode referred to in paragraph 1, independent (i.e., individual and separate) admissions are conducted with distinct admission limits for each mode (see sec. 6).
3. To the Doctoral School of the Academy of Art and Design in Wrocław may be admitted a person who:
 - 1) holds a Master's, Master Engineer's or equivalent professional title,
 - 2) holds a certificate confirming their foreign language proficiency at the level of at least B2 (Appendix No. 1 contains the list of recognized certificates), or a diploma of graduation in a foreign language, whereby,
 - a) for candidates wishing to pursue an education in English, appropriate certification of their knowledge of English is required,
 - b) for candidates wishing to pursue an education in Polish, adequate proof of command of any foreign language and fluent command of Polish is required.
4. Foreigners may undertake and pursue education at the Doctoral School according to Article 323 sec. 1 of the Act of 20 July 2018. - *The Law on Higher Education and Science* (Journal of Laws 2024, item 1571 consolidated text).
5. A candidate for the Doctoral School is obliged to pay the recruitment fee referred to in § 4.
6. The date of recruitment to the Doctoral School, along with the admission limits for each language mode, is determined for a given academic year by a separate order issued by the Rector of ASP.
7. The conditions and rules of recruitment to the Doctoral School are approved by the Senate and published on the ASP website.

8. The dean's office of the Doctoral School is responsible for providing information about the recruitment to the Doctoral School and accepting documents (see: www.asp.wroc.pl, tab "Doctoral School").

§ 2. Stages of the recruitment procedure

1. The recruitment procedure for the ASP's Doctoral School consists of the following stages:

- 1) announcement of the recruitment conditions and rules,
- 2) announcement of the recruitment date, along with the admission limits for a given academic year,
- 3) announcement of the list of candidates for supervisors,
- 4) registration in the Electronic Recruitment System,
- 5) submission of required documents and documentation of the achievements in an electronic form,
- 6) a qualification procedure consisting of an assessment of a candidate's achievements, research competence, knowledge of artistic, design and/or scientific theory and practice, as well as a proposal for the topic and scope of a doctoral dissertation,
- 7) submission of the originals of the required documents,
- 8) entry on the list of members of the Doctoral School or issuance of a decision refusing admission.

§ 3. Announcement of the list of candidates for supervisors

1. Before the recruitment process begins, a list of candidates for supervisors is published on the ASP website, including ASP employees holding the title of professor, post-doctoral degree or post-doctoral degree in art, demonstrating particular artistic-research or project-research activity and recognized achievements from the last five years.
2. Each candidate for a supervisor shall also provide a description of his/her achievements, the area of research and the artistic and research projects planned for implementation, in which the future doctoral candidate will participate.
3. In the description referred to in sec. 2, the candidate for supervisor shall also indicate the language or languages in which the doctoral seminar will be conducted. Persons who declare to conduct a seminar exclusively in Polish may also be supervisors of doctoral candidates undertaking education at the Doctoral School in English, provided that these doctoral candidates also have a sufficient command of Polish to enable fluent communication.
4. A person interested in undertaking education at the Doctoral School:

- a) establishes contact with a potential supervisor of their choice and then presents and preliminarily agrees on a draft dissertation with him or her,
- b) when filling in the application form in the Electronic Recruitment System, the candidate shall indicate the potential supervisor from among the persons on the list and attach his/her opinion on the proposed project (see § 5 sec. 3 letter h, j).

§ 4. Recruitment fee

1. A candidate for the Doctoral School is charged a recruitment fee of 250 PLN or 60 EUR.
2. The account number to which the recruitment fee should be paid is indicated in the application form in the Electronic Recruitment System referred to in § 5.
3. The recruitment fee must be paid by the deadline for electronic registration indicated in the order of the ASP's Rector referred to in § 1 sec. 6 hereof.
4. Failure to pay the recruitment fee on time results in the exclusion of the candidate from the further recruitment process.
5. A candidate is entitled, at their request, to reimbursement of the recruitment fee if they:
 - a) resign from participation in the selection procedure before it begins,
 - b) make the payment after the due date.
6. In the case of an overpayment, the candidate is entitled to a refund of the amount exceeding the recruitment fee.

§ 5. Registration in the Electronic Recruitment System and submission of electronic documentation

1. In order to conduct the qualification procedure referred to in § 8, a candidate for the Doctoral School is required to register in the Electronic Recruitment System, to which the link can be found on the website www.asp.wroc.pl, tab: **Doctoral School / Admission 2026**. The created login and password will be necessary for the further recruitment process, including obtaining information about the results.
2. After registering and logging into the Electronic Recruitment System, the candidate should choose a doctoral programme in the appropriate language mode (English or Polish). It is not possible to apply simultaneously for different language modes of education at the Doctoral School.
3. Subsequently, the application form must be completed by attaching the following

information and scans of documents:

a) personal and contact details of the candidate together with a portrait photo (so-called ID photo),

b) a scan of the identity card or passport (indicating the candidate's consent to provide the scan of the document solely for the purpose of verifying identity during the recruitment process),

c) an electronic confirmation of payment of the recruitment fee,

d) a curriculum vitae containing information on education, professional experience and artistic and/or project-research achievements (max. 3000 characters without spaces),

e) a scan of the diploma confirming completion of second-cycle (Master's) studies or long-cycle Master's studies, or a doctoral diploma (in the case of diplomas obtained outside Poland, the scan must also include the diploma supplement or another equivalent document issued by the university, containing a list of completed courses and the grades obtained, e.g. a transcript of records)

f) a scan of a certificate confirming foreign language proficiency at the level of at least B2 (the list of recognized certificates is provided in Appendix No. 1), or a diploma of graduation in a foreign language, whereby,

- candidates wishing to pursue an education in English shall attach the appropriate certification of their knowledge of English,

- candidates wishing to pursue an education in Polish, shall attach adequate proof of command of any foreign language

g) a portfolio that documents the artistic and/or design output – a set of images and/or video files, minimum 10, maximum 20 files (for static images: JPEG or PNG files, RGB, 72 dpi, longer side 1920 px, from 10 to 20 pieces;

for moving images: mp4 file, H.264 encoding format, video standard: HD 1280x720 or FullHD 1920x1080px, duration up to 5 minutes, 5 pieces maximum; note: PDF or other multi-page formats are not allowed),

h) an indication of potential supervisor from the list mentioned in § 3,

i) a proposal of the topic and scope of the doctoral dissertation, including the description of the project, including: the assumed objectives of the project, the research hypotheses, the envisaged research methods and the preliminary bibliography (in total max. 3000 characters without spaces),

j) the opinion of the chosen supervisor on the proposed doctoral dissertation project

k) the contact details to two reference persons with whom the recruitment committee may consult and verify the candidate.

1) confirmation that the candidate has familiarized themselves with the *Regulations of the Doctoral School, the Doctoral School Curriculum, the Recruitment conditions and rules for the Doctoral School at the Eugeniusz Geppert Academy of Art and Design in Wrocław* for a given academic year and *Procedure for conferring the degrees of Doctor and Doctor Habilitatus at the E. Geppert Academy of Art and Design*, and accepts the contents of these documents.

4. Correct completion of the application form by attaching all the required information and documentation, in accordance with the indications specified in section 3, is a condition for the candidate to be admitted to the evaluation at the first stage of the qualification procedure, referred to in § 8.

5. Filling in the application form confirms the candidate's consent to the processing of their personal data by the Academy of Art and Design in Wrocław for the purposes of the recruitment process.

6. Registration in the Electronic Recruitment System, filling in the application form and submitting all necessary documents in electronic form shall be made within the deadline specified in the order of the ASP's Rector, referred to in § 1 sec. 6.

7. Applications that are incomplete or do not meet formal requirements will not be taken into account in the recruitment process.

§ 6. Admission rules for foreigners

1. A foreigner, within the meaning of the Act on Foreigners of 12 December 2013 (Journal of Laws of 2025 item 1079 consolidated text) is any person who does not hold Polish citizenship.

2. The conditions and rules of recruitment are the same for Polish and foreign citizens, with the reservation of the provisions of this paragraph.

3. Any diploma confirming completion of studies obtained outside the territory of Poland, subject to section 4 of this paragraph, must be apostilled or legalized in the country of its issuance:

a) *apostille* – in the case of documents which have been issued in states which are parties to the Hague Convention of 5 October 1961 (Journal of Laws of 2005, No. 112, item 938) in the form of a separate document (stamp),

b) *legalisation* - confirms the authenticity of a document issued in a country other than Poland. Legalisation shall be carried out in the state which issued the document and has not adopted the Hague Convention referred to above. For this purpose, it is necessary to contact the institution which in that country is responsible for the legalization of documents intended for circulation abroad.

4. A diploma recognised under an international agreement as equivalent to the relevant Polish diploma of completion of second-cycle programmes or master's degree programmes, or recognised as giving access to education and training at a doctoral school in the Republic of Poland, shall not require any additional official action.
5. An apostille or legalization is required at the stage of submitting the original documents to the Doctoral School, as referred to in § 10.
6. Any document issued in a language other than Polish or English shall be **translated into Polish or English**. The translation should be certified by a sworn translator in Poland.

§ 7. Composition of the Recruitment Committee

1. In order to conduct the recruitment procedure for the Doctoral School, the Dean of the Doctoral School shall determine the composition of a 5-member recruitment committee for each language mode.
2. The recruitment committee should include representatives from all faculties functioning at the university.
3. A member of the recruitment committee may be a research or research-didactic employee who holds at least a doctoral degree or a doctoral degree in art, is employed at ASP, and can demonstrate significant artistic, design, and/or scientific achievements over the last five years, as well as experience in conducting or organizing doctoral education.
4. If the candidate has chosen one of the committee members as their potential supervisor, that member will not participate in the interview or evaluation of the candidate during the second stage of the qualification procedure.

§ 8. Qualification procedure and evaluation criteria

1. Recruitment to the Doctoral School is conducted through a competition based on the results of the qualification procedure.
2. The qualification procedure, conducted separately and independently for each of the language modes of study, involves two stages:
 - 1) formal and substantive evaluation of the submitted documentation,
 - 2) an interview, verifying the applicant's level of artistic and research competence.
3. Detailed dates on which the above-mentioned stages of the qualification procedure take place are specified in the order of the ASP's Rector, referred to in § 1 sec. 6.
4. During the **first stage** of the qualification procedure, the Recruitment Committee assesses the following elements:

- a) a candidate's portfolio and body of work (score: 0-10 p.),
 - b) a proposal of the topic and scope of the doctoral dissertation (score: 0-12 p.),
 - c) potential for scientific and didactic cooperation with the supervisor (score: 0-4 p.).
5. A candidate may obtain a maximum of 26 points during the first stage of the selection process.
 6. The minimum score required to qualify for the second stage of the qualification procedure is 13 points.
 7. No more than the following shall be admitted to the second stage of the procedure:
 - a) 20 persons, in the case of the Doctoral School in English,
 - b) 10 persons in the case of the Doctoral School in Polish.
 8. During the **second stage** of the qualification procedure, the Recruitment Committee conducts an interview in the English or Polish language (depending on the mode of education chosen) to examine a candidate's level of artistic and theoretical competence (score 0-20 p.).
 9. Candidates selected for the second stage will be informed about the place, time and form of the interview.
 10. A candidate may be interviewed using ICT tools for voice and video transmission.
 11. A **candidate is expected** to have an in-depth knowledge of the selected area of artistic or design activity, indicate the motives for undertaking creative work, and present their own research interests. Additionally, the rank of the candidate's achievements and their importance for the discipline of fine arts and art conservation will be taken into account, as well as the originality and innovation of the proposed doctoral dissertation and its potential contribution to the development of the discipline. The candidate's communication skills in the context of future didactic work with students are also an important consideration.
 12. The Recruitment Committee may contact a potential supervisor indicated by the candidate (see § 3) for additional advice on the proposed draft doctoral dissertation and to assess the perspectives for scientific and teaching cooperation.
 13. During the first and second stages of the qualification procedure a maximum of 46 points may be scored in total.
 14. Based on the sum of points obtained in both stages of the proceedings, ranking lists of candidates are created (separately for each language mode of education).
 15. The minimum score required to qualify for the PhD candidate list is 23 points.
 16. Based on the ranking lists created, the Recruitment Committee shall, within the limits of the applicable recruitment quotas (see § 1, section 6), indicate the persons qualified to be entered on the list of doctoral candidates.
 17. Persons who scored 23 or more points and were not qualified for entry on the list of members of the Doctoral School constitute the reserve groups - Polish or English, respectively.

18. In the case of a vacancy among persons qualified for entry on the list of members of the Doctoral School, the place is taken by a person from the respective reserve list, starting with the person who obtained the next highest number of points during the qualification procedure.

§ 9. Results of the qualification procedure

1. The result of the qualification procedure shall be understood as the following information specified in the ranking list: the candidate's identification data, the total number of points received in the qualification procedure and information on whether the candidate has been qualified to be enrolled as a doctoral candidate (initially accepted), not accepted due to lack of places (has reached the minimum qualification and is on the reserve list), not accepted (has not reached the minimum qualification).
2. Ranking lists shall be determined separately for candidates for each of the language modes of education at the Doctoral School.
3. Information on the results of the qualification procedure is communicated to candidates via the Electronic Recruitment System.
4. The results of the qualification procedure are public.

§ 10. Submission of the original documents

1. A candidate qualified to be entered on the list of members of the Doctoral School is required to submit the following documents to the dean's office of the Doctoral School within the deadline specified in the order of the ASP's Rector, referred to in §1 sec. 6:
 - a) a completed and printed statement concerning employment, doctoral scholarship and academic degrees awarded (Appendix no.2),
 - b) the original diploma or a certified copy of the diploma confirming completion of second-cycle (Master's) studies or long-cycle Master's studies, and in the case of candidates holding a doctoral degree, the original or a certified copy of the doctoral diploma (a diploma obtained outside the territory of Poland must be legalized or bear an apostille, in accordance with the rules set out in § 6; additionally, in such cases, the candidate is required to submit the original diploma supplement or another equivalent document issued by the competent university, containing a list of completed courses and the grades obtained, e.g. a transcript of records),
 - c) in the case of graduates of higher education institutions who successfully passed the diploma examination in the summer semester of the academic year in which the recruitment process takes place - a certificate of completion of studies, and after obtaining the diploma of completion of studies - a diploma or a copy of the diploma of completion of second-cycle

studies, which should be delivered immediately, not later than within 14 days from the date of its issue by the institution,

d) a certificate confirming knowledge of a foreign language at a level of at least B2 (the list of accepted certificates is provided in Appendix No. 1), or a diploma certifying graduation in a foreign language,

e) a copy of the certificate of disability or of the certificate of the degree of disability or of the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled people, if the candidate has such a certificate,

f) in the case of foreigners whose stay in Poland requires a visa or another document allowing for legal stay in the territory of the Republic of Poland - a scan of such a document or a visa allowing for stay in Poland during the whole academic year.

§ 11. Decisions and remedies

1. The decisions of the Recruitment Committee shall be approved by the Dean of the Doctoral School under the authority of the Rector.

2. Admission to the Doctoral School shall be effected by way of an entry on the list of members of the Doctoral School, provided that the candidate submits the required documents referred to in § 10 within the prescribed time limit.

3. A candidate qualified to be entered on the list of members of the Doctoral School who fails to submit the required documents referred to in § 10 within the prescribed time limit, shall be issued a decision on refusal of admission to the Doctoral School.

4. Candidates who have not achieved the minimum score (see §8 sec. 15) shall be refused admission to the Doctoral School by way of a decision.

5. Candidates referred to in paragraph 4 are not entitled to apply for admission to the Doctoral School in the same recruitment procedure (in a given academic year).

6. Information on entry to the list of doctoral students and decisions on refusal of admission to the Doctoral School are prepared by the Dean of the Doctoral School, immediately after the recruitment process is completed, as indicated in the order of the ASP's Rector referred to in § 1 sec. 6 hereof.

7. The candidate shall be notified in writing of his/her entry on the list of members of the Doctoral School or about a decision to refuse his/her admission. If such a document is sent via a postal operator, it is sent by registered mail to the address given in the application form.

8. If the candidate does not reside or habitually reside in the Republic of Poland, another European Union Member State, the Swiss Confederation or a member state of the European

Free Trade Association (EFTA), he/she is obliged to appoint an agent for service in Poland. If the agent is not indicated for service, all letters, including administrative decisions addressed to the candidate, are left in the files with the effect of service. A notice of such delivery method shall be communicated personally to the candidate or sent to the candidate by e-mail to the e-mail address indicated in the application form.

9. A candidate is entitled to apply to the Rector for reconsideration of a decision to refuse admission to the Doctoral School.

10. The application referred to in sec. 9 may only be based on a breach of the conditions and rules of the recruitment procedure to the Doctoral School.

11. The application for reconsideration of the case is considered by the ASP's Rector. The Rector's decision is final. It can be appealed to a competent administrative court through the ASP's Rector within 30 days from the date of delivery of the decision.

12. Official applications shall be submitted in Polish.