

Information
for candidates applying for the degree of *doktor sztuki*
(Doctor of Fine Arts)
at the PJAiT in Warsaw

Doctoral and habilitation assessment processes, as well as procedures for the conferment of the title of *professor* in the area of visual arts are conducted in accordance with:

The Act of 14 March 2003 on Academic Degrees and Title and Degrees and Title in the Arts (uniform text, *Journal of Laws* 2017, item 1789, as amended);

Regulation of the Minister of Science and Higher Education of September 26, 2016 on detailed mode and conditions of execution of activities under procedures for conferment of the academic degree of *doktor* (doctor), *doktor habilitowany* (habilitated doctor), and academic title of *profesor* (professor; *Journal of Laws* 2016, item 1586 as amended) and

Regulation of the Minister of Science and Higher Education of September 14, 2011, regarding the terms of payment of remuneration due to the supervisor as well as remuneration for reviews and reports in doctoral and habilitation assessment processes, and during procedures for the conferment of the title of *professor* of September 14, 2011 (uniform text, *Journal of Laws* 2014, item 48). **The Faculty of New Media Art of the Polish-Japanese Academy of Information Technology** is authorized to award the

degree of *doktor* in the field of visual arts, in the artistic discipline of fine arts. The Faculty of New Media Art: graphics, specialisations: animation, visualization, multimedia communication in English; interior design. [Decision of the Central Committee No. BCK-VII-U / dr-406/16 of May 29, 2017 granting the authorization to award the degree of *doktor sztuki* (Doctor of Fine Arts). The area of art is divided into the fields of: film arts, visual arts, musical arts, and theatre arts. Visual arts are divided into the **disciplines of**: fine arts, design arts, conservation and restoration of works of art.

The process is carried out and the degree of *doktor sztuki* (Doctor of Fine Arts) is granted by the Board of the Faculty of New Media Art.

The degree of *doktor sztuki* (Doctor of Fine Arts) is awarded as a result of a doctoral assessment process initiated at the request of the applicant.

The degree of *doktor* (doctor) is awarded to a person who:

- holds a Master's degree;
- has passed three doctoral examinations in the scope specified by the Faculty Board (basic discipline corresponding to the subject of the thesis, supplementary discipline and modern language) or – in cases when the candidate holds a valid certificate confirming the command of a modern foreign language determined by relevant regulations of the Ministry of Science and Higher Education – only the first two;
- has presented and defended his or her doctoral thesis.

Along with the request for the initiation of a doctoral assessment process, the doctoral candidate shall submit the following documents to the Dean:

- a proposed subject and concept of the doctoral thesis, specifying the area of knowledge, field of art and the artistic discipline [Area of art, field of art: fine arts; artistic discipline: fine arts] (Regulation of the Ministry of Science and Higher Education of August 8, 2011 on the areas of knowledge, fields of science and art, and scientific and artistic disciplines), in respect of which the doctoral assessment process is to be initiated and the supplementary discipline to be taken as part of doctoral examinations;
- a copy of a document confirming the award of a Master's degree;
- the proposal of a person to act as a supervisor, and in justified cases – e.g. where the need exists to assign a person to assist the supervisor in providing the scientific and artistic guidance to the candidate – also the proposal of a person to act as a subsidiary supervisor;
- a list of artistic achievements (individual and collective exhibitions, plein-air, workshops, contests, list of state decorations, prizes, distinctions, medals etc.) along with a record of artistic output appropriate for the candidate's type of activity and documentation of its public presentation [reproductions of artworks (printouts, digital record), catalogues of individual exhibitions (photocopies or selected originals), programmes of selected artistic and teaching projects, reviews of artistic work, including press reviews, etc.] and information on activities to do with popularization of art;
- in cases when the candidate has previously sought a degree of *doktor*, information about the doctoral assessment process;
- photocopy of averse and reverse of candidate's ID card;
- completed personal questionnaire with photograph;
- employer-endorsed record of professional or artistic achievements (portfolio);
- certificate of employment and a record of service with the employer covering the cost of the assessment process (not applicable to PJAIT employees);

- a declaration of the institution of higher education, organisation employing the candidate or the candidate himself regarding the coverage of the costs of the assessment process (not applicable to PJAIT employees);
- the candidate is also required to prepare a brief presentation of his or her achievements in an electronic form (up to 20 MB, to be sent on-line to the members of the Faculty Board);
- where the candidate holds a certificate confirming the knowledge of a modern foreign language – also a copy of this certificate.

The candidate may append the request to initiate the doctoral assessment process with an **opinion** written by a person holding the title of *profesor* or *doktor habilitowany*, as well as the **consent** of the candidate for the position of the supervisor to act as such, along with his/her opinion on the initiation of the process (including a statement that he has familiarised him/herself with the concept of the thesis and the full assessment documentation submitted by the candidate), and in the case of the subsidiary supervisor's participation in the process – also his/her written consent to take up this function.

The candidate may also submit a request to the Faculty Board to be allowed to present the thesis in a language other than Polish.

The request, together with the above mentioned documents, should be submitted in a binder (the individual parts of the documentation should be clearly separated).

In addition, the request and the attachments should be submitted in an electronic form.

The documentation provided by the candidate (request + attachments) must be authenticated with his/her own signature.

The information should be given in a thematic and chronological order. Documents delivered before the initiation of the assessment process cannot be corrected, supplemented etc.

Part I of the documentation:

- request,
- questionnaire,
- diploma,
- thesis concept etc.;

Part II:

- list of artistic works,
- detailed description of artistic achievements,

- teaching and other similar achievements;

Part III:

- photocopies,
- reproductions,
- reviews,
- electronic version etc.

The initiation of a doctoral assessment process is conditional upon a public presentation of a work of art included in the candidate's artistic output.

The doctoral assessment process shall be carried out and the doctoral degree awarded by the Faculty Board, which, based on the submitted documents, at its first meeting shall adopt a resolution to initiate or decline to initiate a doctoral assessment process and to approve the subject of the doctoral thesis. In the event of the assessment process being initiated, the Faculty Board shall also adopt resolutions on:

- appointing a supervisor, a subsidiary supervisor (where there is a need to assign a person to support the principal supervisor in providing scientific and artistic guidance to the candidate) and appointing of a doctoral examinations panel indicating the supplementary discipline and the foreign language the candidate will be examined in.

In order to act as a **supervisor** or **reviewer** of a doctoral thesis, the person must hold the title of professor of visual arts or a degree of *doktor habilitowany* in the artistic discipline in question or a related one, or must have acquired rights equivalent to those of *doktor habilitowany*, and conduct research or instructional activity in the relevant or related artistic discipline.

A person whose impartiality cannot be ascertained may not act as a reviewer (a person having joint artistic achievements and joint works with the candidate, or one who is a publishing reviewer of the candidate's achievements).

The functions of the supervisor in the doctoral assessment process or the reviewer of the doctoral thesis may be performed by a person who is an employee of a foreign university or research institution, if the Faculty Board considers this person to be an outstanding specialist in the subject matter of the doctoral thesis.

The Faculty Board shall appoint at least two reviewers from among persons not employed in the organizational unit or university employing the doctoral candidate and not being members of the Faculty Board conducting the assessment process.

The function of a subsidiary supervisor in the doctoral assessment process may be performed by a person holding the degree of *doktor sztuki* (Doctor of Fine Arts) in the artistic discipline in question or a related one and not having the right to act as a supervisor in the doctoral assessment process. He/She has an important auxiliary function in providing guidance to the candidate, in particular in the area of research planning, implementation and analysis of outcomes.

The Faculty Board shall appoint, in an open vote, Examination Panels to conduct **doctoral examinations** in the scope of:

- the **basic discipline** corresponding to the subject of the doctoral thesis (fine arts) – composed of at least four persons holding the title of professor in the field of art to which this discipline belongs (field: fine arts) or postdoctoral degree or other equivalent in this field of art (fine arts), including the supervisor;
- a **supplementary discipline** (history of art, philosophy, humanities or, due to the specificity of the faculty, engineering) – composed of at least three persons, at least one of whom has the title of professor in the field to which this discipline belongs or the degree *doktor habilitowany* or other equivalent in terms of this artistic discipline;
- a **modern foreign language** – composed of at least three people, at least one of whom teaches this language at a university and has at least a PhD degree.

The sessions of the panels conducting doctoral examinations may be attended by the subsidiary supervisor – by invitation of the chairman of the Faculty Board conducting the assessment process and without the right to vote.

The examination in a modern foreign language shall be conducted pursuant to the regulation of September 26, 2016 on the detailed mode and conditions of execution of activities under procedures for conferment of the academic degree of *doktor* (doctor), *doktor habilitowany* (habilitated doctor), and academic title of *profesor*.

§ 3 para. 1. The Board of the organizational unit conducting the doctoral assessment:

1) shall appoint panels conducting doctoral examinations in the scope of:

- c) a modern foreign language – composed of at least three people, at least one of whom teaches this language at a higher school, and the remaining ones hold at least a doctoral degree.

If a doctoral candidate has failed to enter for doctoral examinations or to present a doctoral thesis within the specified period of time, the Faculty Board may adopt a resolution on the termination of such doctoral assessment process.

A doctoral thesis which has failed to gain acceptance may not support a request for a doctoral award in other academic units.

The doctoral thesis shall be submitted by the candidate to the supervisor or supervisor and subsidiary supervisor (artistic documentation: reproductions of works, project etc.) along with a description indicating the artistic issue that has been presented in this thesis, along with copies of these documents recorded on an IT data carrier.

The description of the thesis should be drawn up both in Polish and in English. The supervisor shall submit the doctoral thesis, together with his/her written opinion, to the Dean, through the Dean's Office, and the subsidiary supervisor shall submit his/her written opinion on the doctoral thesis to the Dean through the Dean's Office.

A doctoral thesis written under the guidance of a sole supervisor or the supervisor and the subsidiary supervisor should constitute **original artistic work** (e.g. an original series of visual works) and demonstrate the candidate's general theoretical knowledge of a given artistic discipline, as well as his/her ability to perform artistic work independently.

A description of the work, including reviews, shall be posted on the PJAiT webpage in Warsaw. The description shall be posted on the day of acceptance of the doctoral thesis by the Faculty Board and its admission to public defence, and the reviews on the day of their submission by the reviewers. Immediately upon receiving the last review, the Dean shall provide the Central Committee for Degrees and Titles with copies of all reviews and a description of the thesis stored on an electronic data carrier.

The Faculty Board, at the request of the Dean, shall appoint at least two reviewers (2nd meeting). The reviewers shall submit their review in a paper form, along with a copy stored on an electronic data carrier. The review of the doctoral thesis shall contain a thoroughly justified assessment of whether the doctoral thesis meets the conditions specified above; it should also include information about the candidate's artistic and teaching activity (if the candidate is an academic teacher). In its conclusion, the review should state unequivocally whether the doctoral thesis justifies the award of a DFA degree in the field of visual arts, in the discipline of fine arts, to the candidate.

The review should be presented to the Faculty Board within two months from the date of its commissioning. In justified cases, the Board may extend the review term by another month.

The Faculty Board, having got acquainted with the doctoral thesis, the opinion of the supervisor or the principal and subsidiary supervisors, as well as the reviews, shall adopt a resolution regarding the acceptance of the doctoral thesis and its admission to public defence (3rd meeting), setting its date and place.

The defence of the doctoral thesis shall take place at an open meeting of the Faculty Board (4th meeting). At least one of the reviewers and the supervisor shall take part in the meeting. The subsidiary supervisor may also participate. Organizational units authorized to award doctoral degrees in a given art discipline shall be notified about the date and venue of the defence and an advertisement shall be displayed at the head office of PJAiT at least 10 days before the date of defence. The notifications shall also contain information about the place where the doctoral thesis was submitted in order to enable interested persons to get acquainted with it, and about the description of the doctoral thesis, along with the reviews, having been posted on the PJAiT webpage in Warsaw.

During the defence, the candidate shall present the main assumptions and findings of the doctoral thesis, after which the reviewers shall present their reviews. In the case of the absence of a reviewer, the Dean shall order the reading of his/her review, and then open a discussion in which all those present at the meeting can take the floor.

After the defence of the doctoral thesis, the Faculty Board shall adopt, in a closed session and in secret ballots, resolutions regarding:

- a) acceptance of the public defence of the doctoral thesis;
- b) the award of the degree of *doktor sztuki* (Doctor of Fine Arts) in the field of visual arts, in the discipline: fine arts.

Resolutions concluding the individual stages of the doctoral assessment process shall be taken in a secret ballot, by an absolute majority of votes cast, with at least half of the total number of those entitled to vote present. Those eligible to vote shall be members of the Faculty Board as well as the supervisor and reviewers in the assessment process holding the title of professor, habilitated doctor or other equivalent degree or title.

The resolution on the award of the degree of *doktor sztuki* (Doctor of Fine Arts) shall become valid upon its adoption.

The person awarded the degree of *doktor sztuki* (Doctor of Fine Arts) shall receive a diploma in compliance with the specimen defined in the Regulation of the Ministry of Science and Higher Education.

The candidate for the award of the degree of *doktor sztuki* (Doctor of Fine Arts) may lodge, through the Faculty Board, an appeal against resolutions regarding non-conferment decisions, to the Central Committee for the Degrees and Titles, within one month of delivery of the resolution along with its substantiation. The Board shall forward the appeal to the Central Committee together with its opinion and records, within three months of the date of submission of the appeal.

[<http://dziennikustaw.gov.pl/du/2016/1586/1>]

Having considered an appeal, within a period no longer than six months, the Central Committee shall either uphold the appealed resolution, or, if the resolution is repealed, shall forward the case for reconsideration to the board of the same or another organizational unit.

Information for foreigners.

The rules for the recognition of academic degrees and degrees in the field of art awarded abroad as equivalent to those granted in the Republic of Poland are determined by international agreements.

In the absence of international agreements, art degrees obtained abroad may be recognized as equivalent to those recognized in the Republic of Poland by means of nostrification.

http://www.nauka.gov.pl/g2/oryginal/2013_05/bb7ed350aa61090e9d69b9009ff5dbbd.pdf