

RECRUITMENT REGULATIONS FOR THE ICT & DESIGN DOCTORAL SCHOOL AT THE POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

§ 1

General provisions

1. These Recruitment Regulations define the terms and procedure of the admission process for doctoral studies conducted at the ICT & Design Doctoral School, hereinafter referred to as the Doctoral School.

§ 2

Recruitment Committee

1. The recruitment process is conducted by the Recruitment Committee, consisting of a Chairperson and other members appointed by the Doctoral School Programme Committee.
2. The Committee is composed of academic staff from the University, with at least half being academics holding the title of professor or a post-doctoral degree (habilitated doctor), representing each scientific discipline in which the Doctoral School offers training, with a minimum of two members from each discipline. The Chairperson of the Committee is appointed by the Programme Committee.
3. In a case when a Committee member is unable to participate, the Chairperson of the Programme Committee dismisses the member and appoints a new one, in accordance with the rules specified in section 2.

§ 3

1. The Recruitment Committee carries out tasks related to determining the results of the recruitment process for candidates applying for doctoral studies who are participating in the recruitment procedure.
2. The tasks of the Recruitment Committee include, in particular:
 - a) conducting the recruitment procedure and announcing its results;
 - b) reviewing complaints and requests for the reconsideration of the case by candidates in relation to the recruitment process;
 - c) making decisions on recommending the acceptance or rejection of candidates for doctoral studies;
 - d) preparing a report on the course of the recruitment procedure, including ranking lists and lists of candidates proposed for admission to the Doctoral School in each discipline.
3. The Recruitment Committee may establish a minimum recruitment score required for a candidate's acceptance into doctoral studies in a given discipline. In relation to all candidates whose score is lower, the Committee shall issue a recommendation for rejection due to insufficient points, even if the

admission limit for doctoral studies has not been reached.

§ 4

1. The decisions of the Recruitment Committee are made by a simple majority of votes. In the case of a tie, the Chairman's vote shall decide.
2. The vote on a resolution of the Recruitment Committee may be conducted electronically – either for all members or individually for each member. The form of voting is determined by the Chairman of the Recruitment Committee.

§ 5

Recruitment procedure

1. The purpose of the recruitment procedure is to assess the candidates' suitability for the Doctoral School by evaluating their knowledge and skills, and based on this assessment, to create a ranking list of candidates.
2. At the same time, one can be a doctoral student in only one doctoral school.

§ 6

1. Detailed information regarding the recruitment procedure is provided to candidates through the Doctoral School's website.
2. The Recruitment Regulations are made available no later than 5 months before the start of the recruitment process..
3. The recruitment announcement includes:
 - a) the start and end dates of the recruitment process for doctoral studies,
 - b) the disciplines under which the recruitment takes place, along with the specified number of places for each discipline,
 - c) a list of documents required for the recruitment process,
 - d) the form of the qualification procedure,
 - e) the schedule of the qualification procedure,
 - f) the criteria and method of assessment in the recruitment process,
 - g) the date of the announcement of the list of candidates admitted to the Doctoral School,
 - h) the location where the recruitment results will be published,
 - i) a list of research project topics, along with their descriptions and the proposed supervisor,
 - j) the admission limit for doctoral studies in a given discipline.

§ 7

1. The person applying for admission to the Doctoral School must submit the following documents:

- a) the application for admission to the Doctoral School, generated from the Doctoral School's website and signed by the candidate, the template of which is attached to this regulation (Annex 1);
 - b) a diploma (along with the supplement) of completion of a uniform master's degree or equivalent obtained under separate regulations, or a statement that the diploma will be submitted before the start of the doctoral studies. If the diploma is not provided by the declared deadline, the candidate will not be admitted to the Doctoral School;
 - c) a CV with a description of scientific interests;
 - d) one photograph;
 - e) if the master's degree has not been completed before the qualification interview, a certificate issued by the home university confirming the average grade, along with a certificate of the date of the master's thesis defence;
 - f) certificates confirming foreign language proficiency issued by universities (level B2, C1, and C2), certificates from external institutions listed in Annex 1 to the Regulation of the Minister of Science and Higher Education of 19 January 2018 (item 261); in the case of graduates of philology or applied linguistics, the diploma supplement with information on language proficiency;
 - g) the choice of research project topic;
 - h) a preliminary proposal for a research project on the topic selected in point g);
 - i) information on previous scientific activities, particularly publications, work in scientific clubs, participation in scientific conferences, awards, distinctions, and internships;
 - j) consent for the processing of personal data for the purposes of the recruitment process.
2. The person applying for admission to the Doctoral School must also submit a translation into Polish, made by a sworn translator, of each required document issued in a language other than Polish.
 3. The documents specified in § 7, paragraph 1, must be submitted to the Doctoral School's Office or sent by post to the Doctoral School, within the deadlines specified on the Doctoral School's website.
 4. The original diploma of higher education is returned to the candidate immediately after the qualification interview.

§ 8

1. In order to ensure the proper course of the recruitment procedure, the candidate provides the necessary personal data, which are processed and stored for registration purposes in accordance with applicable regulations.
2. In the case of the candidate's admission to the Doctoral School, the data obtained during the recruitment process will be transferred to the IT system for the Doctoral School administration and will be processed in accordance with applicable regulations for the purposes of organizing and ensuring the proper course of the studies.

§ 9

1. The recruitment procedure takes into account:

- a) the evaluation of the candidate's diploma of completion of studies or – in the case of not completing the studies before the qualification interview – the average grade from the long-cycle master's studies or first and second-cycle studies, determined based on the certificate of the average grade referred to in § 7, paragraph 1, point f) – **up to 5 points**, depending on the grade obtained on the diploma of completion of studies. The average is rounded to two decimal places;
- b) the evaluation of the candidate's previously indicated research achievements in terms of quality – **up to 5 points**;
- c) the evaluation of the proposed research project – **up to 10 points**;
- d) the evaluation of the presentation of the research project proposal during the qualification interview – **up to 10 points**;
- e) the result of the puzzle test – **up to 5 points**;
- f) the possession of a second-cycle degree diploma from abroad by Polish citizens, and by foreign citizens, the possession of a second-cycle degree diploma from either Polish or foreign universities – **up to 7 points**.

In total, a candidate can obtain a maximum of 42 points in the recruitment procedure.

- ### 2. Having the status of a beneficiary of the Diamond Grant programme is the basis for awarding the maximum number of points in the recruitment process, provided that the candidate meets the formal requirements for participation in the recruitment process applicable to them.

§ 10

1. The recruitment process is two-stage. It consists of the following steps:

Stage I:

- a) Formal analysis of the documents, i.e. verifying the fulfilment of formal requirements and assigning a point value based on the candidate's academic average, previous scientific activities, and the preliminary proposal of the research project;

Stage II:

- a) An interview conducted in English, during which the candidate presents a multimedia presentation, outlining the preliminary proposal for the research project and justifying the choice of the research topic;
- b) Puzzle test;
- c) Preparation of candidate ranking lists.

2. The results of the recruitment process are public.

3. The decision regarding the admission or rejection of a candidate to the Doctoral School is made through

an administrative decision issued by the Rector of the Academy.

§ 11

1. Based on the results obtained by candidates in the recruitment process, ranking lists are created, separate for each discipline.
2. The ranking lists referred to in paragraph 1 are published by posting them on the Doctoral School's website within 7 days of the completion of the recruitment process.
3. The ranking lists include:
 - a) the first and last names of the candidates;
 - b) the number of points awarded for each evaluation element;
 - c) the final evaluation result of the candidates expressed in points. The final evaluation result is the sum of the points referred to in point b);
 - d) an indication of whether the candidate has been qualified for inclusion on the Doctoral School's list of doctoral candidates.

§ 12

1. A candidate who notices any errors in the published ranking list must report them to the Chair of the Recruitment Committee within three days of the announcement of the ranking list, and the Recruitment Committee will verify and correct them.
2. The Recruitment Committee prepares a protocol documenting the course of the recruitment process, which includes: the number of points awarded to each candidate for each evaluation element, the final evaluation result expressed in points (where the final result is the sum of the points obtained by the candidate for each evaluation element), and the list of candidates proposed for admission to the doctoral studies for each discipline. The protocol is signed by the Chair and members of the committee. Any deletions or changes referred to in paragraph 1 must be justified in writing and confirmed with the signature of the Chair of the committee.
3. Immediately after the completion of the recruitment process, the protocol referred to in paragraph 1 is submitted by the Chair of the Recruitment Committee to the Rector.

§ 13

Candidates with disabilities are subject to the same recruitment procedure as other candidates.

§ 14

Admission to the Doctoral School

1. The Rector's decision regarding the admission or rejection of a candidate to doctoral studies is delivered to the candidate in an official letter. If the decision is sent by mail, it is sent with a return receipt.

2. The candidate may submit a request for a reconsideration of the decision by the Rector within seven days from the date of receiving the decision.

§ 15

The regulations enter into force at the beginning of the 2025/2026 academic year.

Warsaw, date

First and last name:

Address:

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E-mail:

Phone number:

Director of the ICT & Design Doctoral School

Prof. dr hab. Adam Wierzbicki

A P P L I C A T I O N

for admission to the ICT & Design Doctoral School

I hereby request admission to the ICT & Design Doctoral School of the Polish-Japanese Academy of Information Technology.

Chosen research topic:

.....

.....

Below, I describe:

a) my scientific interests:

describe your scientific interests

b) preliminary proposal for the research project:

describe your research project

Pursuant to § 8 (1) and § 10 (1) of the 'Recruitment Regulations for the ICT & DESIGN Doctoral School', I hereby present my academic achievements to date:

Please provide information regarding your academic activities to date, in particular: publications, involvement in student research groups, participation in academic conferences, awards, distinctions, and internships. These may be included as an attachment to this application.

.....
(signature of the candidate)

Documents attached to the application:

Annex 1 – A diploma (together with a diploma supplement) confirming the completion of long-cycle Master's degree studies or first- and second-cycle studies, or an equivalent qualification obtained under separate regulations; alternatively, a declaration stating that the diploma will be submitted before the commencement of doctoral studies. Failure to submit the diploma by the declared date will result in the applicant not being admitted to the Doctoral School;

Annex 2 – A CV including the GPR (RODO) clause;

Annex 3 – One passport-style photograph showing the candidate's face;

Annex 4 – Certificates confirming proficiency in foreign languages, issued by universities (at B2, C1, or C2 levels), or certificates from external institutions listed in Annex 1 of the Regulation of the Minister of Science and Higher Education of 19 January 2018 (Journal of Laws item 261); for graduates of philology or applied linguistics programmes, diploma supplements including information about language proficiency.;

Annex 5 – A certificate issued by the candidate's home university confirming the grade point average, along with confirmation of the date of the master's thesis defence.*

.....
(signature of the candidate)

* Only if the Master's degree has not yet been completed

Information Clause in the Doctoral School Recruitment Process

Data processing

Your personal data will be processed by the Polish-Japanese Academy of Information Technology, ul. Koszykowa 86, 02-008 Warsaw (hereinafter referred to as: the Academy). If you wish to contact the University regarding the processing of your personal data, you may do so by sending an email to the Data Protection Officer at: iod@pja.edu.pl.

1. Your personal data will be processed for the following purposes:
 - 1) to carry out the recruitment process for the doctoral school;
 - 2) to issue a decision regarding admission or rejection from the doctoral school;
 - 3) to provide educational services within the framework of the doctoral school;
 - 4) for archiving purposes;
 - 5) for accounting purposes;
 - 6) for tax purposes, on the basis of the Act of 20 July 2018 – Law on Higher Education and Science, secondary legislation issued under that Act, the Act of 11 March 2004 on Value Added Tax, the Act of 29 September 1994 on Accounting, and other applicable legal provisions governing these matters – pursuant to Article 6(1)(c) of the GDPR¹⁾;
 - 7) for the recovery of debts and the pursuit of claims;
 - 8) for the generation of statistics, based on the legitimate interests of the Academy, which include the ability of the data controller to pursue claims and compile statistical data – pursuant to Article 6(1)(f) of the GDPR.
2. The provision of your personal data is voluntary; however, it is necessary for the fulfilment of the purposes outlined above. Failure to provide such data will render it impossible to carry out the recruitment process for the doctoral school. In the event of admission to the doctoral school, the provision of personal data is required in order to deliver educational services within the doctoral programme.
3. Your personal data will be disclosed to the competent minister responsible for higher education and to other entities only in cases provided for by applicable law.
4. Your personal data will be stored for periods necessary to achieve the purposes specified above, in accordance with applicable legal regulations and the Academy's internal legal acts. In the case of successful admission to the doctoral school, your data will be retained for a period of 50 years from the date of completion of the doctoral programme.
5. You have the right to access your personal data and to obtain a copy thereof. Subject to the provisions of applicable law, you also have the right to:
 - 1) rectify your data;
 - 2) erase your data;
 - 3) transfer your data;
 - 4) restrict the processing of your data.The exercise of the above rights requires the submission of a written request to the Academy.
6. The Academy does not transfer personal data outside the territory of Poland.
7. The Academy does not process the provided personal data by means of automated decision-making, including profiling.
8. Data subjects whose personal data is processed by the Academy have the right to lodge a complaint with the competent supervisory authority — the President of the Personal Data Protection Office — if they believe that the processing of their personal data violates applicable data protection laws.

Data accuracy

I acknowledge that the Polish-Japanese Academy of Information Technology shall not be held liable for any incorrect data provided by the applicant to the doctoral school, and that any consequences resulting from such errors shall be borne solely by the applicant.

.....
(place, date)

.....
(applicant's legible signature)

¹⁾Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5.2016, p. 1).