

**Recruitment regulations for the Doctoral School  
of Gdansk University of Physical Education and Sport  
for the academic year 2025/2026**

**§ 1**

These Regulations define the rules of recruitment to the Doctoral School at Gdansk University of Physical Education and Sport for the academic year 2025/2026.

**§ 2**

1. Recruitment to the Doctoral School takes place through a competition procedure, the aim of which is to identify the best candidates for education at the Doctoral School.
2. A person may be admitted to the competition procedure if he or she does not have a doctorate, has not initiated a doctoral program or has initiated a procedure for awarding a doctoral degree.
3. During the competition procedure, the candidates' predispositions are checked by assessing their previous experience and scientific achievements, the value of the proposed research project and the results of the interview.
4. The competition procedure is two-stage:
  - 1) stage 1 - formal and substantive assessment of the documents submitted by candidates during registration, ending with a decision to qualify the candidate for the second stage;
  - 2) stage 2 - conducting interviews with candidates.
5. The deadlines for the registration of candidates and the detailed schedule of the competition procedure for the Doctoral School, including the admission limit and deadlines for submitting documents, are determined by the Rector in an order.
6. In justified cases, the Rector may, at the request of the Director of the Doctoral School, increase the admission limit or order additional recruitment to the Doctoral School during the academic year.

**§ 3**

1. Admission to the Doctoral School takes place by way of entry on the list of doctoral students. The results of the competition are public.
2. A person admitted to the Doctoral School begins education and acquires the rights of a doctoral student upon taking the oath.
3. Refusal of admission to the Doctoral School is made by way of an administrative decision.
4. You can be a doctoral student at only one doctoral school at a time.

**§ 4**

1. Candidates with disabilities participate in the recruitment procedure on the same terms as other candidates.

2. In special cases, at the request of a candidate with a disability certificate, the recruitment committee may decide to adapt the method of conducting the recruitment procedure, including the interview, to his or her needs.
3. The candidate in the application referred to in section 2, specifies the proposed scope and method of changing the recruitment procedure.

## § 5

1. Recruitment to the Doctoral School is conducted by the Director of the Doctoral School or the recruitment committee - if appointed.
2. The Rector, at the request of the Director of the Doctoral School, appoints a recruitment committee to conduct the recruitment procedure. The committee consists of 4 people, including the Director as chairman.
3. The Rector makes public the composition of the recruitment committee before the recruitment procedure begins.
4. A member of the recruitment committee may be an academic teacher holding the academic title of professor or the academic degree of doctor habilitated, for whom the Academy is the primary place of work, as well as having experience in supervising doctoral students.
5. Members of the recruitment committee should represent, as far as possible, different areas of research interests.
6. A member of the recruitment committee is excluded from the candidate's evaluation if:
  - 1) is the candidate's planned promoter;
  - 2) is the candidate's superior or has another official relationship with him;
  - 3) is a relative or second degree relative of the candidate or his/her intended promoter;
  - 4) is or has been in cohabitation with the candidate or his or her intended promoter;
  - 5) is or was related by virtue of adoption, care or guardianship to the candidate or his/her planned promoter;
  - 6) there are other circumstances that may affect the impartiality or reliability of the candidate's assessment.
7. The exclusion of a member of the recruitment committee is confirmed by the chairman, and in the case of the chairman - by the Rector.
8. Members of the recruitment committee are not entitled to remuneration.

## § 6

1. A person may be admitted to the Doctoral School if he/she holds a professional title of Master of Science, Master of Science in Engineering or an equivalent title, or a person referred to in Art. 186 section 2 of the Act of July 20, 2018, Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended).
2. The Director of the Doctoral School or the recruitment committee, if appointed, decides whether the condition of having the highest quality scientific achievements entitling to admission to the Doctoral School in the case of a candidate who is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies. based on documents submitted by the candidate.
3. A person who is not a Polish citizen, hereinafter referred to as a "foreigner", may be admitted to the Doctoral School.

## § 7

1. A candidate for the Doctoral School submits an application attaching the following required documents:

1) curriculum vitae, taking into account the detailed course of scientific development, including previous education at doctoral studies or at a doctoral school, initiated and closed doctoral proceedings, initiated proceedings for the award of a doctoral degree;

2) a copy of the diploma confirming obtaining the professional title of master's degree, master's degree in engineering or equivalent, and in the case of a diploma confirming completion of studies abroad - legalized or with an apostille:

a) a diploma issued by an authorized university operating in the higher education system of a Member State of the European Union, the Organization for Economic Co-operation and Development (OECD) or the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area, confirming completion of:

- second-cycle studies, which confirms possession of education at the level of second-cycle studies in the Republic of Poland or

- at least four years of uniform studies - confirms in the Republic of Poland the possession of education at the level of second-cycle studies, if it is considered equivalent to a diploma of completion of second-cycle studies in the country of issue,

b) a diploma confirming completion of studies abroad, which gives the right to apply for a doctoral degree in the country in whose higher education system the university that issued it operates, entitling in the Republic of Poland, respectively, to apply for admission to a doctoral school, with the exception of diplomas referred to in Art. 326 section 3 of the Act of July 20, 2018, Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended),

c) the diploma of completion of studies abroad recognized as equivalent to the relevant Polish diploma and professional title on the basis of an international agreement specifying equivalence, and in the absence thereof - through a nostrification procedure;

3) research project regarding a future doctoral dissertation (up to 5,000 characters with spaces, not including bibliography);

4) list of scientific publications, and in the case of works accepted for publication but not published, a certificate from the publisher is attached to the application;

5) the list of speeches at domestic and foreign conferences, including in particular information such as: author or authors, title of the speech, conference data;

6) the list of other scientific, professional or organizational achievements - in particular important for the development of physical culture sciences - such as: participation in research projects, awards and distinctions (especially scientific), completed additional studies, postgraduate studies, achievements in the field of science popularization, participation in scientific clubs, having additional qualifications related to scientific and professional development, scientific and teaching internships, courses and training, etc.;

7) scans of documents (e.g. certificates, attestations, diplomas) confirming achievements indicated in the list referred to in point 6, in the form of one PDF file, and the scans should be presented in the same order as in the list;

8) the proof of payment of the recruitment fee in the amount specified in the ordinance by the Rector;

- 9) consent to the processing of personal data for the purposes of the qualification procedure;
- 10) declaration of no obstacles to admission to the Doctoral School.

2. A candidate for the Doctoral School who is a foreign citizen for the application referred to in section 1, must also attach the following:

- 1) a document confirming having health insurance within the meaning of the provisions of the Act of August 27, 2004 on health care services financed from public funds (Journal of Laws of 2019, item 1373, as amended) for the period of education in Poland, or the European Health Insurance Card, or a declaration that he or she will take out health insurance from the National Health Fund immediately after admission to the Doctoral School;
- 2) a passport or other identity document;
- 3) a document issued by a recognized certification center confirming knowledge of the English language at the level of at least B2 language proficiency on a global language proficiency scale according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) - Common European Framework of Reference for Languages: teaching learning, teaching, assessment (CEFR), determining the level of language proficiency in basic language skills such as reading, writing, listening and speaking.

3. For the application referred to in section 1, the candidate may attach:

- 1) declaration of the proposed supervisor on undertaking scientific supervision if the candidate is entered on the list of doctoral students,
- 2) a scan of a document certifying knowledge of a modern foreign language at the level of language proficiency of at least B2 (a certificate or diploma of completion of philological/language studies or a diploma of completion of studies at a foreign university or an International Baccalaureate certificate or a diploma of completion of studies together with a diploma supplement within the meaning of the Act of July 20, 2018, Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, items 742, 1088, 1234, 1672, 1872, 2005), which specifies the knowledge of a modern foreign language at the language proficiency level of at least B2).

4. The documents referred to in section 1-3, not prepared in Polish or English, require their translation into Polish or English.

5. Translations referred to in section 4, may be made by:

- 1) a person entered by the Minister of Justice on the list of sworn translators, or
- 2) a person registered as a sworn translator in a Member State of the European Union (EU), a Member State of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area or a Member State of the Organization for Economic Co-operation and Development (OECD), or
- 3) the consul of the Republic of Poland, competent for the country in the territory of which the document was issued, or
- 4) a diplomatic mission or consular office accredited in the Republic of Poland of the country on the territory of which the document was issued, or
- 5) another entity or institution whose credibility is beyond question
- 6) based on the consent of the Director of the Doctoral School.

## § 8

1. In the competition procedure, candidates are awarded competition points.
2. Competition points are awarded for:
  - 1) research project (0-30 points), including:
    - a) compliance of the proposed research topic with the discipline of science on physical culture and the impact of the research project on its development: 0–10 points,
    - b) problem analysis based on the current state of knowledge in the research area: 0–10 points,
    - c) methodological assumptions, in particular the formulation of the research objective, selection of the procedure (study group and research methods), possibility of implementing the project: 0–10 points;
  - 2) job interview (0-30 points):
    - a) ability to argue the theses of a future doctoral dissertation: 0–10 points,
    - b) knowledge of scientific research methodology, in particular in the proposed research project: 0–10 points,
    - c) composition of statements and communication skills: 0–10 points;
  - 3) scientific achievements (0–30 points):
    - a) scientific publications: 0–20 points;
    - b) active participation in scientific conferences or scientific seminars: 0–5 points;
    - c) participation in scientific projects: 0–5 points;
  - 4) other scientific, professional and organizational achievements: 0–10 points.
3. A candidate who obtained less than 60 competition points cannot be admitted to the Doctoral School.

## § 9

1. The Director of the Doctoral School, and if appointed, the Recruitment Committee, documents the recruitment process by preparing:
  - 1) minutes of the recruitment procedure for each candidate, including a detailed list of points obtained,
  - 2) an alphabetical and ranking list of all candidates participating in the recruitment process, including those admitted and not admitted to the Doctoral School.
2. The protocol referred to in section 1 point 1 is signed by the Director of the Doctoral School, and in the case of appointing a recruitment committee - by the chairman and members of the committee.
3. The list referred to in section 1 point 2 is signed by the Director of the Doctoral School and forwarded to the Rector.

## § 10

1. The candidate has the right to inspect the files of the recruitment procedure regarding his/her case, in the presence of the Director of the Doctoral School or a member of the recruitment committee.
2. Detailed dates and place of obtaining access to files are determined by the Director of the Doctoral School and announced on the GUPES website.

## § 11

1. In the event of a decision to refuse admission to the Doctoral School, the candidate is entitled to submit a request for reconsideration of the case to the Rector within 14 days from the date of delivery of the decision.
2. The Rector's decision, issued as a result of reconsideration of the case regarding the admission of a candidate to the Doctoral School, is delivered to the candidate by registered letter with return receipt requested.