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**Resolution No. 15/2025**

**of the Senate of the Jan Matejko Academy of Fine Arts in Kraków**

**of 26 March 2025**

on **the conditions and procedures of recruitment to the doctoral school for six-semester course in Fine Arts and Conservation of Works of Art in the academic year 2025/2026**

Pursuant to Article 200 of the Act on Higher Education and Science of 20 July 2018 (consolidated text: Dz.U. [Journal of Laws] of 2024, item 1571, as amended), hereinafter referred to as the “Act,” the Senate of the Jan Matejko Academy of Fine Arts in Kraków hereby resolves as follows:

§ 1

1. This Resolution specifies the terms and conditions of admission to the Doctoral School of the Jan Matejko Academy of Fine Arts in Kraków, hereinafter referred to as the “Doctoral School,” operating in Fine Arts and Conservation of Works of Art in the academic year 2025/2026.
2. A person may be admitted to the Doctoral School if they hold:
	1. a degree of Master of Science, Master of Engineering, Master of Arts, or equivalent, subject to sections 3–5;
	2. a diploma confirming the completion of studies abroad, which gives the right to apply for the award of a doctoral degree in the country whose higher education system is operated by the institution that issued the diploma.
3. In exceptional cases, justified by the highest quality of artistic or scientific achievements, a person who is a graduate of first-cycle studies or a student who has completed the third year of a long-cycle master’s programme, and possesses qualifications allowing for the preparation of a doctoral dissertation in Fine Arts and Conservation of Works of Art, may be admitted to the Doctoral School.
4. “Achievements” referred to in section 3 shall be understood, in particular, as independent, documented artistic achievements, positively assessed by at least one academic teacher holding the title of professor in the field of art with a specialisation aligned with the candidate’s artistic achievements. The evaluation of the candidate’s achievements shall be in writing.
5. A person who is enrolled in a doctoral school conducted by the Academy of Fine Arts in Kraków or another doctoral school at the time of registration in the Akademus system cannot be admitted to the Doctoral School.
6. Beyond the limit of places specified in § 2, participants in the Implementation Doctorate Programme may be admitted to the Doctoral School.
7. The detailed rules and application schedule for the Implementation Doctorate Programme shall be determined by the relevant ministry in its communications and by the Vice-Chancellor of the Academy of Fine Arts in Kraków by means of a regulation.
8. Beyond the limit of places of places specified in § 2, participants in scholarship programmes established by the Vice-Chancellor of the Academy of Fine Arts in Kraków or external entities that have received the Vice-Chancellor’s approval for their implementation at the Academy, or whose implementation is required by applicable regulations, may be admitted to the Doctoral School.
9. Detailed rules and application schedule to the programmes referred to in section 8 shall be determined by the Vice-Chancellor of the Academy of Fine Arts in Kraków.
10. A person who meets the recruitment requirements set by the Jan Matejko Academy of Fine Arts in Kraków may be admitted to the Doctoral School.
11. The recruitment rules established by this Resolution of the Senate of the Academy of Fine Arts in Kraków shall also apply to foreigners. A foreigner, within the meaning of Polish law, is any person who does not hold Polish citizenship. Foreigners may undertake and pursue education at the Doctoral School in accordance with Article 323(1) of the Act of Higher Education and Science of 20 July 2018 (as amended).

§ 2

The enrollment limit for the Doctoral School in the academic year 2025/2026 shall be set by the Vice-Chancellor by means of a regulation.

§ 3

1. Actions in the recruitment process, the scope of which is determined by this Resolution, shall be taken by the Recruitment Committee.
2. The Recruitment Committee is composed of 15 members:
	1. one representative from each department, appointed by the Faculty Council, and one external expert, proposed by each of the seven departments,
	2. one scientist with theoretical competence selected by the Doctoral School Council.
3. The Recruitment Committee shall be appointed by the Vice-Chancellor at the request of the Doctoral School Council. The Vice-Chancellor shall also appoint the Committee’s Chairperson, Deputy Chairperson, and Secretary. Before the appointment, candidates confirm their willingness to take on the responsibilities of members of the Recruitment Committee. In the event of circumstances preventing a member of the Recruitment Committee from participating in its work, the Vice-Chancellor shall dismiss such member and appoint a new member in accordance with the rules set forth in this Resolution.
4. A member of the Recruitment Committee shall maintain impartiality and objectivity in evaluating the candidates. A member of the Recruitment Committee shall inform the Committee Chairperson, or, if they are the Chairperson, the Deputy Chairperson, of any circumstances that may affect their impartiality or objectivity in evaluating the candidates. In the case referred to in the preceding sentence, a member of the Committee shall be excluded from the procedure for evaluating the selected candidates. In the event of the exclusion of the Committee Chairperson, the further work of the Committee shall be chaired by the Deputy Chairperson. The exclusion of a member of the Committee shall be recorded in the minutes of the meeting of the Committee. In the event of the exclusion of Committee members to an extent that prevents the proper functioning of the Committee, the Vice-Chancellor shall dismiss the member and appoint a new one in their place, following the rules specified in section 3.

The Recruitment Committee shall meet in teams of 7 members, with at least half of the members of each team in attendance, and decisions shall be made by an absolute majority vote. In the event of a tied vote, the Chairperson shall have the casting vote.

1. The Secretary shall prepare the minutes of the meeting of the Doctoral School Recruitment Committee.
2. A member of the Recruitment Committee shall be excluded from evaluating a candidate, particularly if:
	1. they were the supervisor of the candidate’s master’s thesis,
	2. they are the candidate’s superior.
3. The composition of the Doctoral School Recruitment Committee shall be made public by the Vice-Chancellor of the Academy of Fine Arts in Kraków before the recruitment process begins.

§ 4

1. The recruitment process for the Doctoral School consists of two stages. The first stage involves evaluating the documents submitted by the candidate and qualifying the candidate for the second stage. The second stage is an interview with the candidate.
2. For candidates who are foreigners, the recruitment process in the Doctoral School may be conducted in English.
3. The candidate for the Doctoral School shall submit in the Akademus system the documents specified in § 5, along with a presentation in the form of scans and PDF files, including a portfolio of their own works and artistic achievements. The candidate shall deliver the presentation during the interview.

The Recruitment Committee shall evaluate the portfolio and research plan and, based on the submitted documentation, shall verify:

* 1. the subject matter and scope of the research project (scored from 0 to 10 points),
	2. a portfolio documenting artistic and scientific achievements and creative activity (scored from 0 to 10 points).

Those who receive a minimum of 50% of the points from the first stage shall be qualified for the second stage.

1. The Recruitment Committee shall conduct an interview (scored from 0 to 10 points) with the candidate qualified for the second stage.
2. The total points obtained, as referred to in sections 3–4, shall constitute the result of the recruitment process.
3. In the case of candidates obtaining the same number of points, the order on the ranking list shall be determined first by the score for the subject matter and scope of the artistic research project, and subsequently by the score for the level of their achievements.
4. The recruitment process shall be assessed on a scale of 0 to 30 points. A positive result is achieved if the candidate obtains a minimum of 20 points. Achieving a positive result shall qualify the candidate for inclusion in the ranking list.
5. The Recruitment Committee shall draw up a classification report, establishing the ranking of candidates based on the number of points obtained, starting with the highest.
6. On the basis of the report referred to in section 9, the Recruitment Committee shall prepare the following lists:
	1. list of individuals qualified for admission to the Doctoral School,
	2. list of individuals not qualified for admission to the Doctoral School due to exceeding the limit of places,
	3. list of individuals who did not obtain a positive result referred to in § 4(8).
7. The report and lists indicated in section 10 shall be signed by all members of the Recruitment Committee participating in the respective stage of the procedure.
8. The Committee Chairperson shall submit to the Director of the Doctoral School the recruitment process report and the lists referred to in section 10 within 14 days after the qualification results of the candidates have been determined.
9. The Director, based on the recommendation of the Recruitment Committee, shall determine the list of individuals admitted to the Doctoral School and issue, based on the Vice-Chancellor’s authorisation, decisions regarding the refusal of admission to the school.
10. The decision regarding the refusal of admission to the Doctoral School may be appealed for reconsideration. The appeal shall be submitted to the Vice-Chancellor within 14 days from the date of delivery of the decision. The Vice-Chancellor’s decision, issued as a result of reconsideration, shall be deemed final.
11. The rules, criteria, and list of individuals admitted to the Doctoral School shall be made public on the website of the Academy of Fine Arts in Kraków.

§ 5

Candidates for the Doctoral School shall submit the following documents:

1. Application (Appendix 1 to the Resolution).
2. Curriculum Vitae in PDF format.
3. Description of the issue and scope of the artistic research project (outline, assumptions, research direction, etc.) in PDF format.
4. A scanned copy of a diploma certifying the completion of master’s or equivalent studies, or confirmation of qualifications at Polish Qualifications Framework (PQF) Level 8 (a scan in PDF format), provided that learning outcomes in the area of a modern foreign language are confirmed by a certificate or a diploma of graduation, including evidence of language proficiency at a minimum level of B2 (i.e. an appropriate entry in the diploma supplement), or a certificate confirming knowledge of a foreign language at a minimum B2 level issued by the higher education institution attended. The list of recognised certificates is included in Appendix 2 to this Resolution. Diplomas obtained outside Poland must be apostilled or legalised in the country of origin. Apostille is required for documents issued in countries that are parties to the Hague Convention of 5 October 1961 (Dz.U. [Journal of Laws] of 2005, No. 112, item 938) in the form of a separate document (seal), translated into Polish by a sworn translator (registered in the Republic of Poland). Legalisation confirms the authenticity of a document issued in a country other than Poland. Legalisation is carried out in the country that issued the document and has not acceded to the Hague Convention mentioned above. To have a document legalised, one must contact the institution in that country responsible for the legalisation of documents intended for use abroad. Documents issued in a language other than Polish shall be attached with a sworn translation into Polish.
5. A portfolio understood as an illustrated record of artistic and academic achievements, including design, visual arts, and conservation work (in PDF format). In the case of content that is incompatible with PDF format (e.g., film, interactive or audio material), the candidate shall submit video (mp4) or audio (mp3) files, as appropriate to the nature of the material.
6. The achievements referred to above include, in particular:
7. documented achievements in the artistic discipline: Fine Arts and Conservation of Works of Art;
8. participation in exhibitions or artistic, design, or conservation activities, both collective and individual, including details of locations and methods of dissemination;
9. participation in internships, outdoor workshops, conferences, artistic and research projects, and residencies, both domestic and international;
10. work on design, architecture, interior architecture, conservation of objects and monuments, as well as artistic, multimedia, and film production projects and implementations.
11. A scan of the diploma supplement, an authenticated description of studies issued by the institution awarding the degree, or an authenticated transcript in PDF format (scan).
12. Information clause (Appendix 3 to the Resolution).
13. Declaration of the candidate for the doctoral school in PDF format (Appendix 4 to the Resolution).
14. A scan of the decision on the type and degree of disability (if applicable).
15. ID photo.

§ 6

1. The recruitment to the Doctoral School involves a one-time recruitment fee, the amount of which is announced by the Vice-Chancellor by means of a regulation.
2. The candidate shall make a non-refundable recruitment fee to the individual account number generated after registering for recruitment to the Doctoral School in the Akademus system. The payment shall be made well in advance, no later than the last day of submission of documents for the qualification process.
3. Once the recruitment fee is credited in the bank account of the Academy of Fine Arts in Kraków, a confirmation of the payment will appear in the candidate’s personal registration account.
4. Once the candidate has entered the recruitment process, the recruitment fee is non-refundable, regardless of the outcome.
5. If the Doctoral School is not launched due to an insufficient number of candidates, the recruitment fee paid by the candidate shall be refunded upon their request. The recruitment fee may also be refunded if the candidate withdraws their application for admission to the Doctoral School in the Akademus system before the registration is completed.
6. The recruitment fee shall be refunded by wire transfer to the bank account indicated by the candidate in the refund request.

§ 7

1. The candidate qualified for admission to the Doctoral School shall submit the following statements in writing:

1. a statement that the Doctoral School run by the Academy of Fine Arts in Kraków is the only doctoral school in which the candidate will be studying;
2. a statement that the candidate does not hold a doctoral degree and, in the event of concealing information about holding a doctoral degree, agrees to repay any doctoral scholarship unjustly received.

2. The statements referred to in section 1 shall be submitted within 7 days from the date of publication of the lists referred to in § 7(2).

3. If the statements referred to in section 1 are not submitted by the specified deadline, the recruitment process for the candidate shall be discontinued.

§ 8

1. Registration in the online recruitment system and submission of the documents listed in § 5 in electronic form shall take place within the deadlines specified in the Vice-Chancellor’s regulation.
2. Candidates with disabilities should submit a scan of the decision regarding the type and degree of disability via the same method by the deadline for submitting documents. The Academy of Fine Arts in Kraków, to the extent of its technical and spatial capabilities, shall take into account the special needs of candidates with disabilities.
3. A candidate who does not submit the required documentation within the registration deadline shall not be allowed to participate in the qualification process.
4. The dates for the interviews in 2025/2026 shall be set by a regulation from the Vice-Chancellor.
5. Candidates qualified for admission to the Doctoral School shall submit original documents listed in § 5 to the Doctoral School Office.
6. Interviews shall be held at the head office of the Academy of Fine Arts in Kraków or remotely. The decision regarding the remote mode and the digital tools used shall be made by the Director of the Doctoral School and communicated to the candidates.
7. The candidates shall provide appropriate equipment, printing services, storage media, and Internet access for activities related to the entire recruitment process on their own.

§ 9

In matters not governed by the Act, the statute, or this Resolution, the Vice-Chancellor shall make the final decision.

§ 10

The Resolution shall come into force on the day of passing.

/ - / Prof. Andrzej Bednarczyk

Rector