

**Resolution no. 118/11/2021
of the Senate of the University of Rzeszów
of November 25, 2021
on the rules and procedure of admissions to
the Doctoral School at the University of Rzeszów
for the academic year 2022/2023**

Pursuant to Article 200 Section 2 of the Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478 as amended), the Senate of the University of Rzeszów adopts the following rules and procedures for admission to the Doctoral School at the University of Rzeszów for the academic year 2022/2023.

General provisions

§ 1

1. The terms used in this Resolution are defined as follows:

- a) the University – the University of Rzeszów;
- b) the UR Doctoral School - the Doctoral School at the University of Rzeszów;
- c) the Rector of the UR – the Rector of the University of Rzeszów;
- d) the Director of the Doctoral School at the UR - the Director of the Doctoral School at the University of Rzeszów;
- e) the Senate of the UR – the Senate of the University of Rzeszów;
- f) a candidate - a person applying for admission to the Doctoral School at the University of Rzeszów;
- g) the Act - Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended).

2. The Resolution defines the rules and procedures of admission to the Doctoral School run by the University of Rzeszów for the 2022/2023 academic year in the following scientific disciplines: archaeology, economics and finance, philosophy, history, linguistics, literary studies, biological sciences, physical sciences, medical sciences, political and administrative sciences, health sciences, legal sciences, sociological sciences, pedagogy, agriculture and horticulture, food and nutrition technology, as well as artistic disciplines: musical arts, visual arts and art restoration.

§ 2

1. Admission to the UR Doctoral School in scientific and artistic disciplines is a competitive process.
2. The results of the competition are public.
3. A detailed timetable of consecutive stages of the admissions procedure is specified by the Head of the Doctoral School after consulting the Council of the UR Doctoral School. The deadlines resulting from the timetable referred to in the preceding sentence are announced on the website of the UR Doctoral School no later than 5 months before the commencement of admissions.
4. Admission to the UR Doctoral School is effected by way of entering an applicant on the list of doctoral students.

5. Admission to the UR Doctoral School is refused by an administrative decision. The decision may be subject to a request for reconsideration.

6. A person admitted to the Doctoral School shall commence training and acquire the rights of a doctoral student upon taking the following oath: "I solemnly vow that I will persistently strive to acquire knowledge, skills and develop my personality, respect academic laws and customs, and with all my conduct take care of the dignity and honour of a University of Rzeszów doctoral student".

7. A doctoral student may not be employed as an academic teacher or researcher. This prohibition shall not apply to the employment of a doctoral student

a. in order to implement a research project referred to in Article 119, section 2, points 2 and 3 of the Act;

b. after the procedure of a mid-term evaluation completed with a positive result, provided that in the case of employment exceeding half-time, the amount of the stipend is 40% of the monthly stipend referred to in Article 209, section 4, item 2 of the Act;

c. who is not entitled to a doctoral scholarship.

Enrollment limit

§ 3

1. Candidates for admission to the UR Doctoral School are admitted as doctoral students within the enrolment limits specified in Appendix 1 to this resolution, financed by a subsidy from the Ministry of Science and Higher Education.

2. At the request of the Rector of the University of Rzeszów, the Senate of the University of Rzeszów may change the decision regarding the enrolment limits referred to in § 3, section 1.

3. Candidates can be admitted also beyond the enrollment limit on condition there is a possibility of financing a doctoral scholarship from external funds within the framework of scientific projects.

Admissions committee

§ 4

1. Admissions of candidates for a given scientific or artistic discipline are conducted by admissions committees appointed by the Head of the UR Doctoral School at the request of the Head of the institute representing the scientific or artistic discipline in which the University of Rzeszów is authorised to confer the doctoral degree.

2. The administrative support of the Admissions Committees is provided by the Secretary's Office of the Doctoral School.

3. There shall be one Admissions Committee for each discipline.

4. The Admissions Committee consists of at least five academic staff members with at least the degree of *doktor habilitowany*, representing a given scientific or artistic discipline in which the University of Rzeszów is authorised to confer the degree of doctor, including: chairperson, deputy chairperson, secretary and members of the Committee. The Committee shall consist of an odd number of members.

5. There shall be no conflict of interest between the members of the Admissions Committee and the candidate. No member of the Committee and the candidate must:

a. have a common household;

- b. have a relationship of kinship, affinity up to the second degree, or a relationship of adoption, custody or guardianship;
- c. have co-authored scientific or artistic achievements.

In the event of a suspected conflict of interest, the committee member in question shall be excluded from the meeting. In the event of the exclusion of the Chairperson, the Chairperson's deputy shall take the chair.

- 6. The admissions schedule shall allow for a minimum of two and a maximum of five interview days.
- 7. In the event of a candidate's failure to meet the deadline resulting from the admissions schedule, the Head of the Doctoral School may, at the candidate's request, reinstate the deadline if the candidate provides evidence that the failure occurred through no fault of his/her own. A request for the deadline to be reinstated must be made within seven days of the day on which the reason for the failure to meet the deadline ceases to exist. The act for which the deadline was set must be performed concurrently with the submission of the request.
- 8. The Admissions Committee is chaired by the Head of the Institute representing the scientific or artistic discipline concerned.
- 9. The Admissions Committee meeting may be conducted intramurally in the form of direct contact or remotely using electronic communication tools. The Chairperson of the relevant committee is responsible for organising the meetings of the Admissions Committee.
- 10. Minutes of the Admissions Committee meeting are made and signed by all members of the Committee present at the meeting. In the case of a remote meeting, the Chair of the Admissions Committee is responsible for the completeness of the signatures on the minutes. The minutes of the Admissions Committee are submitted to the Secretary's Office of the UR Doctoral School within three working days of the end of the Admissions Committee meeting.
- 11. The Admissions Committee takes decisions by secret ballot by simple majority of votes, in the presence of at least half the members of the Committee. In the event of a tie, the Admissions Committee Chairperson shall have the casting vote.

The duties of the Admissions Committee include in particular:

- a. conducting the admissions procedure, including preparation of the documentation of the admissions procedure;
- b. verification of the candidates' competence to undertake education at the UR Doctoral School;
- c. verification of the documents submitted electronically in the University's admissions system by candidates to the UR Doctoral School in terms of their compliance with the requirements set out in this Resolution, and making decisions about whether or not to admit a candidate to the admission procedure;
- d. notifying candidates for the UR Doctoral School about admission to the qualifying procedure as well as the date and place of the interview via the personal registration account in the University's admissions system and the e-mail address indicated in the application for admission to the UR Doctoral School;
- e. conducting the admissions procedure, including the interview;
- f. preparing ranking lists and minutes from the admissions procedure;
- g. announcing the results of the admissions procedure.

13. Upon completion of the admissions procedure, the relevant documentation should be immediately delivered to the Secretary of the UR Doctoral School.

14. Upon completion of the admissions procedure, the documentation submitted by unaccepted candidates is permanently removed from the electronic admissions system.

Principles of admissions procedure

§ 5

1 The procedure of admissions to the UR Doctoral School consists of the following stages:

a. electronic registration of candidates via the university admissions system, which involves entering the necessary candidate's data, and attaching documents required for the admissions procedure in the form of scans of those documents;

b. the qualifying procedure, including verification of the documents submitted electronically by candidates in the university admissions system, an interview, and verification of a foreign language knowledge;

c. submission of the necessary documents by persons qualified for admission to the UR Doctoral School;

d. inclusion of the persons in the list of doctoral students or issuance of an administrative decision refusing admission to the Doctoral School.

2. the University of Rzeszów shall not be liable for:

a. The consequences of the candidate's unawareness of the information provided in his/her personal registration account;

b. the consequences of the candidate's unawareness of the information sent to the candidate via the e-mail address provided by the candidate;

c. the consequences of the candidate's not unawareness of the information posted on the UR Doctoral School's admissions website;

d. erroneously entered data by the candidate into the university's admissions system, unless the fault lies with the University of Rzeszów;

e. inability to register or make changes due to network failures beyond the control of the UR;

f. the content of the information provided by the candidate. The candidate takes full responsibility for the accuracy and completeness of the data included in scans and documents uploaded in the University's admissions system during registration.

3. A person who holds the degree of Master of Science, Master of Engineering, or an equivalent degree may apply for admission to the UR Doctoral School.

4. In individual cases, justified by the highest quality of scientific achievements, a person who does not meet the requirements set out in Article 186, para. 1, item 1 of the Act, being a graduate of first-cycle studies or a student who has completed the third year of long-cycle master's studies as well as persons who have a diploma referred to in Article 326, para. 2, item 2 or persons referred to in Article 327, para. 2 of the Act, may apply for admission to the UR Doctoral School.

5. A student may be a doctoral student in only one doctoral school at a time.
6. The same admissions conditions at the UR Doctoral School apply to Polish citizens and foreigners. Foreigners are obliged to undergo the admissions procedure according to the rules specified in this resolution.
7. Foreigners may commence their education at the UR Doctoral School on the basis of:
 - a. international agreements, according to the rules defined in these agreements;
 - b. agreements concluded with foreign entities by universities, according to the rules defined in these agreements;
 - c. decision of the Minister;
 - d. decision of the Director General of NAWA (National Agency for Academic Exchange) with regard to its scholarship holders;
 - e. the decision of the Director of NCN (National Science Centre) on awarding funds for conducting basic research in the form of a research project, internship or scholarship, qualified for funding through a competition;
 - f. administrative decision of the Rector.
8. A person applying for admission to the UR Doctoral School is obliged to make a complete registration in the university admissions system, including attaching in an electronic version of all required documents and additional documents and materials confirming the candidate's scientific and artistic achievements (if the candidate has such additional achievements) by the admissions deadline announced on the UR Doctoral School website.
9. A person applying for admission to the UR Doctoral School is required to submit electronic scans of the following documents:
 - a. the original or a copy of the diploma of completion of second-cycle studies or uniform master's studies with the professional title of Master, Master of Engineering or equivalent; in the case of graduates who do not yet have a diploma - a certificate of completion of second-cycle studies or uniform master's studies and obtaining the professional title of Master, Master of Engineering or equivalent (in the case of admission to the UR Doctoral School, the diploma or a copy of the diploma of completion of studies must be submitted immediately after its receipt);
 - b. a diploma supplement or a transcript - in the case of persons who do not possess a diploma supplement;
 - c. a document confirming the knowledge of a modern foreign language at B2 level, in accordance with the list of certificates enclosed as appendix no. 3 to this resolution, or a document issued by the university which the candidate graduated from, confirming the knowledge of a foreign language at minimum B2 level of the Common European Framework of Reference for Languages;
 - d. CV;
 - e. documents specified in § 7 section 2 of this resolution - in the part concerning the field in which the candidate plans to pursue a doctoral degree;
 - f. documents confirming the candidate's scientific or artistic achievements listed in § 7, para. 3 pt. 1) of this Resolution - detailed admissions requirements for all academic disciplines.
10. Candidates who were accepted to the Doctoral School at the University of Rzeszów are obliged to submit a paper application form to the Doctoral School at the University of Rzeszów, including the

questionnaire, printed from the admissions system, and the documents listed in §5.9 of the admissions schedule. The documents mentioned above are to be submitted personally at the Secretary of the Doctoral School at the University of Rzeszów or sent to the address of the Secretary of the Doctoral School (by registered post; the postmark serves as proof of the date of sending). When submitting the documents in person, it is required to present an identification document. The documents may be submitted on behalf of the candidate by a person who is legally empowered to do so.

11. A person applying for admission to the UR Doctoral School may submit, in an electronic version, scans of additional documents and materials listed in §7.3.2)-7) of this Resolution - detailed admission conditions for all disciplines for the last 4 years.

12. The documents referred to in the preceding sentence submitted after the deadline will not be taken into consideration. A detailed list of the candidate's scientific and artistic achievements that are taken into account and the way they are scored and documented is attached as Appendix No. 2 to this resolution.

13. A candidate who holds a diploma of completion of studies abroad referred to in Article 326, section 2, item 2 or Article 327, section 2 of the Act shall submit, instead of the documents referred to in section 9, items a-b:

a. a diploma that has been legalised or bears an Apostille clause, or

b. a certificate of recognition, by way of the nostrification procedure, of the equivalence of the diploma with the relevant Polish diploma of graduation and professional title, as long as nostrification is required by generally applicable law.

14. Documents drawn up in a foreign language other than English should be submitted by the candidate together with their translation into Polish made by a sworn translator.

15. A candidate who does not fulfil the requirements laid down in Article 186, para. 1, point 1 of the Act, and who is a graduate of the first-cycle studies or a student who has completed the third year of a long-cycle studies, referred to in para. 4 above, is obliged to submit, instead of the documents referred to in para. 9, points a-b, respectively: an original or a copy of the first-cycle study diploma (with the average overall grade for the course of study) or a certificate of completion of first-cycle studies (with the average overall grade for the course of study) issued by the Dean's Office, or a certificate of completion of the third year of a long cycle master's degree studies (with the average overall grade for the course of study) as well as a description of the academic achievements to date, together with an opinion of the head of the student's academic unit, a list and copies of articles published or accepted for publication, related to the conducted research.

16 A candidate with a recognised level of disability that prevents him/her from participating in the admissions process may benefit from the support offered by the UR Disability Office (e.g. transport between UR buildings, sign language interpreter, personal assistant, etc.).

Admissions procedure

§ 6

1. The admissions procedure is conducted by the Admissions Committees in the scientific discipline or artistic discipline in Polish or in English.

2. The admissions procedure includes the following stages of assessment:

- a. formal assessment as regards the compliance of the submitted documents with the requirements specified in § 5 points 9-15;
 - b. confirmation of the command of a foreign language at level B2, in accordance with the list of certificates constituting Appendix No. 3 to this resolution, or a document issued by the university the candidate graduated from, confirming the command of a foreign language at minimum level B2 of the Common European Framework of Reference for Languages
 - c. interview.
3. In order to be admitted to an interview, the candidate must meet the requirements specified in §6 section 2, points a and b.
 4. The rules of the admissions procedure are available on the UR Doctoral School website.
 5. The Admissions Committee for a scientific discipline or artistic discipline makes a ranking following the admissions procedure.
 6. The candidate's place on the ranking list is determined by the number of points obtained in the admissions procedure.
 7. In the case of an equal number of points, the score from the interview determines the place on the ranking list. In the case of an equal number of points from the interview, the Admissions Committee will conduct the interview again.
 8. The Admissions Committee notifies the candidate of the admissions procedure results through a personal registration account in the University's admissions system, an e-mail address, or a registered letter sent to the address indicated in the application for admission to the UR Doctoral School.
 9. The results of the admissions procedure are public. The results are announced on the UR Doctoral School website and made available in the university's admissions system in the form of ranked lists of those participating in the admissions procedure (accepted and not accepted), with the numbers identifying the candidates.
 10. The candidates who have received the highest number of points in the admissions procedure and fulfilled all the formal requirements are admitted to the UR Doctoral School. Failure to submit documents within the specified time, or the submission of incomplete documents referred to in the preceding sentence will result in a refusal of admission to the UR Doctoral School.
 11. In the case of the failure to submit documents or the withdrawal of candidates qualified for admission to the UR Doctoral School before the beginning of studies, the candidates from the subsequent places on the ranking list, who were not qualified for admission to the UR Doctoral School due to the limit of places, will be admitted according to the ranking list.
 - 12 Subject to §7, applicants must meet the following conditions and will be assessed against the following criteria:
 - a. master's degree, engineering degree, or equivalent, with a grade of at least "good" (4.0);
 - b. final grade on Master's, Engineer's or equivalent diploma - each candidate shall receive:
 - 1) 4.0 - 3 points;
 - 2) 4.5 - 6 points;
 - 3) 5.0 - 10 points.

c. an interview with the candidate on the chosen scientific discipline or artistic discipline, according to the scoring system: 0 - 40 points. The interview is conducted in Polish or English in accordance with the candidate's preference as stated in the university's admissions system. If Polish is chosen as the preferred language, the interview may still be conducted partly in English. In the case of candidates intending to pursue a doctoral programme in the humanities or social sciences, it is possible to replace English with German or Russian during the interview. A score of at least 20 points is considered a positive result of the interview.

d. The Admissions Committee also takes into account the candidate's documented scientific and artistic achievements (covering the period of the last 4 years) in the scientific or artistic discipline within which the admissions are conducted. A detailed list of the candidate's scientific and artistic achievements that are taken into account and the way they are scored and documented is enclosed as Annex 2 to the Resolution on admissions.

13. The final mark in the admissions procedure is a point value calculated according to the formula:

$$\text{candidate's score} = X \cdot 1 + Y \cdot 1 + Z \cdot 0.10,$$

where:

X - the number of points for the master's, master engineer's or equivalent diploma's grade (or the bachelor's degree grade, or the average grade from the course of studies to date in the case of student candidates who have completed the third year of long-cycle master's studies),

Y - the number of points obtained at the interview

Z - the number of points obtained based on the applicant's scientific and artistic achievements.

14. Candidates who do not fulfil the requirements laid down in art. 186 section 1 point 1 of the Act, and who are graduates of first-cycle studies, will have their points calculated as referred to in §6, section 12 point b) on the basis of the diploma grade for first-cycle studies. The diploma grade referred to in §6 section 12, subsection a) is a grade from a first-cycle study diploma.

15. Candidates who do not meet the requirements of Art. 186, section 1, point 1 of the Act, being students who have completed the third year of long-cycle master's studies, will have their points calculated as described in § 6, section 12, point b) on the basis of the average grade from the course of studies conducted so far according to the following scoring system:

a) 4.00 - 4.34 - 3 points;

b) 4.35 - 4.74 - 6 points;

c) 4.75 - 6.00 - 10 points.

16. The results obtained in the course of studies or diplomas obtained outside Poland are converted according to the scale appropriate for the Polish grading system. The method for converting grades for diplomas issued outside Poland or from a course of study completed outside Poland is calculated according to the guidelines provided on the NAWA website under "Descriptions of foreign education systems". The grade conversion is done by the respective Admissions Committee. If the method of converting grades from the country where the candidate obtained the diploma is not described on the NAWA website, the decision on the method of converting grades to the Polish scale is made by the relevant Admissions Committee.

1. The programme of education at the UR Doctoral School is addressed to persons holding the professional title of master of arts, master of engineering or equivalent, and in exceptional cases justified by the highest quality of scientific achievements, to persons who do not meet the requirements laid down in Article 186, section 1, item 1 of the Act, who are graduates of first-cycle studies or students who have completed the third year of long-cycle master's studies, persons holding a diploma referred to in Article 326, section 2, item 2 or persons referred to in Article 327, section 2 of the Act, as well as to persons:

- a. demonstrating scientific activity documented by scientific or artistic achievements;
- b. who are active in popular science in the field of the discipline in which they intend to pursue their doctoral dissertation;
- c. demonstrating knowledge of the discipline in which they intend to pursue their doctoral dissertation;
- d. having knowledge of at least one foreign language at B2 level or higher.

2. The candidate is required to submit the following documents:

- a. information about the discipline in which the candidate plans to pursue the doctoral dissertation;
- b. information on the choice of the topic which the candidate plans to work on in accordance with the current list of priority scientific or artistic topics available on the website of the UR Doctoral School, approved of by the Scientific Council of the relevant Institute of the University of Rzeszów, or any topic not included in the priority topics available on the website of the Doctoral School, together with a description of the main assumptions of the research hypothesis and the opinion of an independent researcher concerning the proposed topic
- c. preliminary assumptions of the planned scientific research or artistic activity;
- d. an opinion of a researcher with a doctoral degree, doktor habilitowany degree, or professor title on the candidate's scientific work to date. The author of the opinion cannot be a person who runs a common household with the candidate or remains with the candidate in the relation of kinship, affinity to the second degree, or in the relation of adoption, custody or guardianship;
- e. a proposal of a potential supervisor of the candidate's doctoral dissertation, together with the supervisor's acceptance and justification of the proposal in relation to the preliminary assumptions of the planned research or artistic activities that the candidate intends to carry out during his/her studies at the School;
- f. documents confirming at least one scientific or artistic achievement listed in §7 section 3 item 1) of this resolution.

3. The candidate may additionally submit supporting documents:

1) Information on scientific achievements, consisting of:

- a. scientific papers in ranked scientific journals listed by the Ministry of Education and Science;
- b. papers published in the proceedings of international conferences;
- c. papers published in the proceedings of national conferences;
- d. monographs;

e. contributions of chapters to monographs;

f. presentations at scientific conferences;

g. list of artistic achievements: individual and group exhibitions, public presentation of artistic and design works, awards and distinctions, including portfolio of work in paper and electronic form recorded on an electronic medium, expanded by description of interests and artistic, design and research plans in the context of the planned doctoral thesis;

h. a list of concerts or recordings on an electronic medium, extended by a description of interests and artistic, design and research plans in the context of the planned doctoral dissertation.

2) Information on experience in the field of education, including:

a. teaching experience;

b. experience in spreading scientific and artistic awareness of culture and art in society;

c. experience in organising scientific conferences, plein-air workshops, artistic meetings and debates, competitions in the field of art;

d. experience in preparation of textbooks and academic books.

3) Information on popular scientific activities:

a. popular scientific, technical or other publications;

b. experience in spreading scientific awareness in society;

c. organisation of scientific conferences;

d. scientific activity in research groups;

e. scientific activity in scientific societies.

4) information on participation in mobility programmes (interuniversity, intersectoral and international)

5) information on the activity of managing or co-managing scientific research.

6) information on the activities in the field of applied research and cooperation with the economy:

a. patents;

b. patent applications.

7) information on awards received by the candidate for scientific or artistic activity.

4. The Admissions Committee has the right not to take into account an achievement listed in § 7, section 3, if there is no connection between the achievement and the discipline in which the candidate plans to pursue his/her future doctoral dissertation.

5. The interview with the candidate concerns general knowledge of the discipline and the scope of the research to be done. In particular, the scope of the interview includes:

- general knowledge of the discipline;

- knowledge of the subject area of the research plan;

- ability to define the concept of future research;

- characterisation of scientific interests.

Registration as a doctoral student, refusal of admission to the UR Doctoral School

§ 8

1. Admission to the UR Doctoral School is granted by:
 - a. entry into the list of doctoral students - in the case of a candidate who is a Polish citizen;
 - b. an administrative decision in the case of a foreigner.
2. The Head of the Doctoral School is responsible for enrolling students.
3. The Rector issues an administrative decision on the admission of a foreigner to the UR Doctoral School.
4. The candidate is admitted to the UR Doctoral School if he/she meets all of the following conditions:
 - a. fulfilment of the requirements set out in § 5-6 and the detailed admission requirements set out in § 7 of this resolution;
 - b. complete registration in the university's admissions system;
 - c. achieving a position on the ranking list that allows the candidate to be admitted to the UR Doctoral School within the enrollment limits;
 - d. submission of the documents required in the admissions procedure.
5. A decision to refuse admission to the UR Doctoral School shall be issued in the event of the occurrence of at least one of the following conditions:
 - a. failure to meet the requirements set out in § 5-6 and the detailed admissions conditions referred to in § 7 of this resolution;
 - b. failure to achieve a position on the ranking list that would enable a student to be admitted to the UR Doctoral School within the enrollment limits;
 - c. failure to submit documents required in the admissions procedure.
6. an administrative decision to refuse admission to the UR Doctoral School issued by the Rector of the University of Rzeszów.
7. The administrative decision of the Rector is subject to a request for reconsideration.

Final provisions

§ 9

1. In matters not regulated by this resolution, the provisions of the Law on Higher Education and Science, the University of Rzeszów Statute, and other applicable legal acts shall apply.
2. The University Senate entrusts supervision of the implementation of this resolution to the Head of the Doctoral School at the University of Rzeszów.
- 3 The resolution comes into force on the date of its adoption.

President of the Senate
of the University of Rzeszów
Rector

prof. dr hab. Sylwester Czopek

Appendix No. 1 to Resolution No. 118/11/2021 of the Senate of the UR of 25 November 2021

Limits of enrollment to the Doctoral School at the University of Rzeszów for the academic year 2022/2023		
No.	Fields and disciplines	Limit
1.	Archeology	2
2.	Economics and finance	2
3.	Philosophy	2
4.	History	2
5.	Linguistics	2
6.	Literary studies	2
7.	Biological sciences	2
8.	Physical sciences	2
9.	Medical sciences	2
10.	Politics and administration sciences	2
11.	Health sciences	2
12.	Law	2
13.	Sociology	2
14.	Education	2
15.	Agriculture and horticulture	2
16.	Music	2
17.	Fine arts and art conservation	2
18.	Nutrition and food technology	2
Students in total		36

President of the Senate
of the University of Rzeszów
Rector

prof. dr hab. Sylwester Czopek

Appendix No. 2 to Resolution No. 118/11/2021 of the Senate of the UR of 25 November 2021

List of the candidate's scientific and artistic achievements and how they are scored and documented

No.	Scientific and artistic achievements	Number of points	Documented as
1.	Reviewed monographs published	According to the currently valid MEiN (Ministry of Education and Science) scoring	Photocopy of pages containing: - author's name, - title of monograph - ISBN, - year of publication - number of pages
2.	Scientific articles	According to the currently valid MEiN (Ministry of Education and Science) scoring	Photocopy of an article or a section and photocopy of pages containing: - author's name, - title of article or section, - name of scientific journal, - ISSN, - year of publication, - number of pages
3.	Contributions to reviewed monographs published	According to the currently valid MEiN (Ministry of Education and Science) scoring	Photocopy of an article or a chapter and photocopy of pages containing: - author's name, - title of article or chapter, - name of scientific journal, - ISBN, - year of publication, number of pages
4.	Active participation in conferences (with a paper/presentation)	- national conference: 1 point per event - international conference: 2 points per event;	A certificate from the conference organiser stating: - name and type of conference, - date and venue of conference - type of contribution, - author's name, - title of the presentation, short-communication or poster
5.	Academic scholarships granted by the university from which the candidate graduated	1 point per achievement	Decision to award the scholarship
6.	Academic scholarships awarded by national institutions other than the university from which the candidate graduated.	10 points per achievement	Decision to award the scholarship
7.	Academic scholarships awarded by international bodies or organisations	50 points per achievement	Decision to award the scholarship

8.	National research internship	1 point per event	Decision to award the research internship
9.	Research internships abroad	2 points per event	Decision to award the research internship
10.	Participation in research teams	1 point per achievement	Confirmation by the research team leader
11.	Patents granted	10 points per achievement	Patent number (abstract of patent register or patent application number)
12.	Application for patent	2 points per achievement	Copy of the application (abstract from the register or patent application number)
13.	Popular science, technical and other publications;	1 point per achievement	Copy of the article/paper
14.	Experience in spreading scientific awareness in society;	1 point per event	Certificate confirming activity in the field of popular science
15.	Assistance in the organisation of scientific conferences	1 point per event	Certificate issued by the conference host
16.	Activity in students research groups	1 point per event	Confirmation by the research group supervisor
17.	Scientific activity in scientific societies	1 point per event	Confirmation by the head of the scientific society
18.	Experience in teaching	1 point per event	Activity certificate issued by the University (Dean's Office or Secretary's Office)
19.	Experience in raising awareness of scientific and artistic culture and art in society;	1 point per event	Certificate issued by the event host
20.	Organisation of scientific conferences, plein-air events, artistic meetings and debates, or competitions in the field of art;	1 point per event	Certificate issued by the event host
21.	Preparation of textbooks and academic books	10 points per achievement	Photocopy with title and list of authors
22.	International and national awards received	- international: 2 points per achievement, - national: 1 point per achievement	Decision to grant the award

23.	Participation in the implementation of scientific projects as a contractor, awarded through national and international calls for proposals	5 points for participation in national project 10 points for a participation in international project	Certificate confirming participation in the project
24.	Participation in the implementation of scientific projects as a leader, awarded through national and international competitions	10 points for participation in national project 20 points for participation in national project	Decision to grant the project
25.	Creativity scholarships	1 point per achievement	Decision to grant the scholarship
26.	Second/additional field of study at the level of the second cycle or full-cycle studies	1 point per achievement	Degree certificate
27.	Participation in national and international exhibitions, competitions, artistic and scientific projects or artistic movements	- international: from 0 to 2 points per event, - national: from 0 to 1 point per event	Certificate of participation or other document stating the date of the event issued by the event host
28.	Participation in concerts, recitals, theatre performances, artistic and dance performances	- international: from 0 to 2 points per event, - national: from 0 to 1 point per event	Certificate of participation or other document stating the date of the event issued by the event host

President of the Senate
of the University of Rzeszów
Rector

prof. dr hab. Sylwester Czopek

List of certificates confirming knowledge of a modern foreign language

1. A certificate confirming knowledge of a foreign language issued by the National School of Public Administration as a result of linguistic examination.

2 Certificates confirming language skills at least at level B2 according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR):

1) certificates issued by institutions associated in the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), and in particular:

a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),

b) Diplôme d'Étude en Langue Française (DELFL) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels: 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSLFCF), Diplôme Supérieur d'Études Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),

c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),

d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),

e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),

f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),

g) Nederlands als Vreemde Taal/Dutch as a Foreign Language (CNaVT) – Profiel Professionele Taalvaardigheid (PPT) (B2)/Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2-II) (B2)/Dutch as a Second Language II (NT2-II) (B2),

h) Prøve i Dansk 3 (B2), Studieprøven (C1),

i) Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovene on the Advanced Level (C1);

2) Certificates from the following institutions:

a) Educational Testing Service (ETS) – in particular: Test of English as a Foreign Language (TOEFL) – at least 87 points in the Internet-Based Test (iBT); Test of English as a Foreign Language

(TOEFL) – at least 180 in the Computer-Based Test (CBT) complemented with at least 50 points in Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) – at least 510 points in the Paper-Based Test (PBT) complemented with at least 3.5 points in Test of Written English (TWE) and 0 at least 50 points in Test of Spoken English (TSE); Test of English for International Communication (TOEIC) – at least 700 points; Test de Français International (TFI) – at least 605 points,

- b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
- c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute - in particular: English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) – “Communicator” level, “Expert” level, “Mastery” level; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business – Stage B “Communicator” level, Stage C “Expert” level, Stage C „Mastery” level; English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) - Level 2,
- d) Edexcel, Pearson Language Tests, Pearson Language Assessments – in particular: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board – in particular: London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 – „Pass with Credit”, „Pass with Distinction”,
- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia – in particular: International English Language Testing System IELTS - above 6 points,
- g) Chambre de commerce et d’industrie de Paris (CCIP) – in particular: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) – in particular Prüfung Wirtschaftsdeutsch International (PWD) (C1),
- i) Kultusministerkonferenz (KMK) – in particular Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder – KMK (B2/C1),
- j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (OSD) – in particular: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (OSD) – B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),
- k) Hochschulrektorenkonferenz (HRK),
- l) Società Dante Alighieri – in particular: PLIDA B2, PLIDA C1, PLIDA C2,
- m) Università degli Studi Roma Tre – in particular: Int.It (B2), IT (C2),

- n) Università per Stranieri di Siena – in particular: Certificazione d’Italiano come Lingua Straniera CILS Due B2, Certificazione di Italiano come Lingua Straniera CILS Tre C1, Certificazione di Italiano come Lingua Straniera CILS Quattro C2,
- o) A. S. Pushkin State Institute of the Russian Language,
- p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
- q) Univerzita Karlova v Praze,
- r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca - centrum pre slovenčinu ako cudzi jazyk,
- s) Univerzita Komenského v Bratislave; Centrum d’alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
- t) The Coordination Board for Language Proficiency Certification at the University of Warsaw;

3) telc gGmbH, WBT Weiterbildungs-Testsysteme GmbH – w szczególności certyfikaty: B2 Certificate in English – advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English C2 , telc English C1; telc English B2 • C1 Business, telc English B2 • C1 University, telc English B2, telc English B2 School, telc English B2 Business, telc English B2 Technical, Certificat Supérieur de Français (B2), telc Français B2; telc Deutsch C2, telc Deutsch C, telc Deutsch C1 Beruf, telc Deutsch C1 Hochschule, telc Deutsch B2 • C1 Beruf, telc Deutsch B2 • C1 Medizin, telc Deutsch B2 • C1 Medizin Fachsprachprüfung, telc Deutsch B2 Medizin Zugangsprüfung, Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2), telc Deutsch B2+ Beruf, telc Deutsch B2; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; telc Español B2 Escuela; Certificato Superiore d’Italiano (B2), telc Italiano B2; telc Русский язык B2,

3. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) –HSK (Advance) level.

4. Japan Educational Exchanges and Services, The Japan Foundation: Japanese-Language Proficiency Certificate – Level 1 (Advance).

5. Degree certificates of:

- 1) university foreign language studies or applied linguistics;
- 2) foreign language teacher training college
- 3) the National School of Public Administration.

6. A document certifying the attainment of a degree issued abroad or holding a title awarded abroad in science or art. The language of instruction of the institution providing the education shall be recognised.

7. A document certifying the completion of higher education studies or postgraduate studies abroad or in the Republic of Poland. The language of instruction shall be recognised if the language of instruction was exclusively a foreign language.



8. A document issued abroad and recognised as equivalent to a secondary school leaving certificate. The language of instruction shall be recognised.
9. International Baccalaureate Diploma
10. European Baccalaureate
11. Certificate of having passed an exam at the ministerial level at:
 - 1) the Ministry of Foreign Affairs;
 - 2) the office serving the minister responsible for economy, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade and the Ministry of Foreign Trade and Maritime Economy;
 - 3) the Ministry of National Defence - level 3333, level 4444 according to STANAG 6001.
12. A certificate issued by the National School of Public Administration confirming qualifications for a senior government post.
13. A document confirming entry in the list of sworn translators in the Republic of Poland or a document confirming the qualifications of a sworn translator in another Member State of the European Union, a Member State of the European Free Trade Association (EFTA) - a Party to the Agreement on the European Economic Area or in the Swiss Confederation.
14. A document issued by the university from which the candidate graduated, certifying knowledge of a foreign language at a minimum level B2 of the Common European Framework of Reference for Languages.

President of the Senate
of the University of Rzeszów
Rector

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