RULES AND REGULATIONS FOR THE PHD SEMINAR AT THE ACADEMY OF ARTS IN SZCZECIN

RULES AND REGULATIONS FOR THE PHD SEMINAR AT THE ACADEMY OF ARTS IN SZCZECIN....1
INTRODUCTION....2
§ 1. General Provisions....2
§ 2. Definitions....2
§ 3. Objectives of Education....2
ORGANISATIONAL STRUCTURE....2
§ 4. Structure of the PhD Seminar....2
ADMISSION....3
§ 5. Admission Requirements....3
§ 6. Admission Process....4
§ 7. Admission to the PhD Seminar....4
PARTICIPANTS' RIGHTS AND OBLIGATIONS....4
§ 8. Participants' Rights and Obligations....4
§ 9. Removal from the List of Participants....4
EDUCATION PROGRAMME AND ORGANISATION....5
§ 10. Education Programme of the PhD Seminar....5
§ 11. Form of Education....5
§ 12. Mock Examination....5
FEES....6
§ 13. Fees....6
FINAL PROVISIONS....6
§ 14. Final Provisions....6

Annex no 1 – Application form....7
Annex no 2 – Personal quesionnaire....9
Annex no 3 – Information on the processing personal data....11

INTRODUCTION

§ 1. General Provisions

1. The PhD Seminar of the Academy of Art in Szczecin operates in accordance with the applicable legal provisions, including :
   - The Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571) ,
   - The Statute of the Academy of Art in Szczecin of 22 September 2025 (consolidated text, as amended) .
2. These Regulations of the PhD Seminar set out the rules governing admission, operation and the organisation of education within the PhD Seminar, including the rights and obligations of its participants. These Regulations apply to all editions of the PhD Seminar launched on or after the date on which these Regulations enter into force.

§ 2. Definitions

The following terms used in these Regulations shall have the meanings set out below: :

1. Academy – the Academy of Art in Szczecin;
2. Statute – the Statute of the Academy of Art in Szczecin;
3. Act – the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571);
4. PhD Seminar – the course entitled "PhD Seminar of the Academy of Art in Szczecin";
5. Head – the Head of the PhD Seminar;
6. Applicant – a person applying for admission to the PhD Seminar;
7. Participant – a person enrolled in the PhD Seminar;
8. Artistic and Academic Supervisor – the individual artistic and academic supervisor assigned to a Participant;
9. Education Programme – the education programme of the PhD Seminar;
10. IEP – Individual Education Programme;
11. Mock Examination – an examination assessing readiness to initiate proceedings for the award of a doctoral degree through the external (non-doctoral school) procedure;
12. Edition – an edition of the PhD Seminar course;
13. Examination Committee – a group of persons appointed to conduct the Mock Examination;
14. Regulations – these Regulations of the PhD Seminar

§ 3. Objectives of Education

1. The PhD Seminar is a course aimed at :
   1) artistic and performance development,
   2) improving professional qualifications,
   3) providing education aimed at preparing participants for the possibility of initiating proceedings for the award of a doctoral degree in the field of art through the external mode.
2. Seminarium Doktoranckie jest inną formą kształcenia, którego uczestnictwo nie skutkuje uzyskaniem statusu studenta ani doktoranta w rozumieniu obowiązujących przepisów prawa.

ORGANISATIONAL STRUCTURE

§ 4. Structure of the PhD Seminar

1. The Head is responsible for managing the PhD Seminar.
2. The Head is appointed by the Rector.
3. The Head is accountable to the Rector for the performance of the assigned duties.
4. The Head's responsibilities include, in particular, organising and supervising the operation and educational activities of the PhD Seminar.
5. The Artistic and Academic Supervisor is appointed by the Head.
6. The responsibilities of the Artistic and Academic Tutor include, in particular :

1) preparing the IEP together with the Participant and supervising its implementation,
2) providing individual artistic and academic consultations to the Participant,
3) providing support in artistic and academic processes aimed at creating the opportunity to initiate proceedings for the award of a doctoral degree in the field of art in external mode.

7. Education within the PhD Seminar lasts three years.
8. Administrative support is provided by the PhD Seminar Office.

ADMISSION

§ 5. Admission Requirements

1. The purpose of the admission process is to assess the Applicant's aptitude and preparation for active participation in the PhD Seminar.
2. A person may apply for admission to the PhD Seminar if they:
   1) hold a Master's degree or an equivalent qualification;
   2) have an artistic and academic record in the discipline for which they are applying;
   3) submit a complete set of required documents, in the required form, by the specified deadline;
   4) pay the admission fee by the specified deadline;
   5) have a communicative command of English.
3. The complete set of required documents consists of:
   1) an application for admission to the PhD Seminar (Appendix No. 1);
   2) a personal information form (Appendix No. 2);
   3) proof of payment of the admission fee;
   4) a scanned copy of a diploma confirming completion of higher education;
   5) a sworn translation of the diploma into Polish, prepared by a sworn translator authorised in Poland, together with an apostille, if the diploma was issued by an institution of higher education outside Poland;
   6) a certificate or statement issued by the Polish National Agency for Academic Exchange (NAWA) confirming that the diploma may be recognised in Poland, or proof that an application for such a certificate has been submitted;
   7) a portfolio in Polish or English containing:
      - for the discipline of Fine Arts and Art Conservation: photographic documentation of the Applicant's artistic work, together with descriptions of the works in PDF format and, where required by the nature of the work, also in the form of a multimedia presentation in .mp4 format;
      - for the discipline of Music: an artistic presentation in the form of a video recording of a concert, demonstrating a varied range of technical skills (approximately 20 minutes);
   8) an artistic biography or CV in Polish or English, including a documented record of artistic and academic activities, listing achievements with particular emphasis on awards received, creative scholarships, participation in group and solo exhibitions, concerts, artistic and research projects, conferences, outdoor art workshops, internships and placements in Poland and abroad, etc., covering at least the last three years;
   9) confirmation that the Applicant has read the information on the processing of personal data (Appendix No. 3);
   10) a self-presentation in English in the form of an audio-visual recording in .mp4 format (approximately 5–10 minutes), containing:
      - a personal introduction and the purpose of the presentation;
      - education and experience;

- skills and competencies;
- artistic achievements.

4. The Applicant shall submit the complete set of documents listed above electronically to the PhD Seminar Office by the deadline specified in the education programme for the relevant edition. Documents

submitted by email must be sent from the Applicant's email account specified in the personal information form. The email subject line must read: "PhD Seminar – Edition Number – Admission – Applicant's Surname and First Name".

§ 6. Admission Process

1. Admission to the PhD Seminar is based on the assessment of the Applicant's qualifications for participation in the course.
2. The admission process consists of two stages, both conducted without the Applicant's participation.
3. The first stage of the admission process involves a formal assessment based on the submitted documentation.
4. The Academy is not obliged to request that the Applicant correct or complete any missing or incomplete documentation.
5. The second stage of the admission process involves a substantive assessment based on the submitted documentation.
6. During the second stage of the admission process, the following are assessed:
   1) the Applicant's documented artistic and academic achievements;
   2) the Applicant's self-presentation, as documented in the submitted materials;
   3) the Applicant's communicative command of English, assessed on the basis of the audio-visual self-presentation.
7. The Head decides whether the Applicant is included on the list of PhD Seminar Participants.
8. The Applicant is informed of the admission results by email sent to the email address provided in the personal information form.

§ 7. Admission to the PhD Seminar

1. The condition for an admitted Applicant to commence education within the PhD Seminar is signing the Participation Agreement for the PhD Seminar course and making the required payment by the specified deadline
2. The Academy reserves the right not to launch a particular edition of the PhD Seminar.
3. If an edition is not launched, the admission fee shall be refunded to the bank account specified in the personal information form. Any bank charges related to the transaction shall be borne by the Applicant.

PARTICIPANTS' RIGHTS AND OBLIGATIONS

§ 8. Participants' Rights and Obligations

1. The Participant has the right to:
   1) attend classes;
   2) use the Academy's facilities in accordance with the rules set out in separate regulations;
   3) take the Mock Examination;
   4) receive a certificate confirming participation in the course.
2. The Participant is obliged to:
   1) comply with these Regulations;
   2) follow the Education Programme;
   3) comply with the Academy's internal regulations to the extent that they apply to the Participant;
   4) comply with the social and ethical standards and principles applicable in Poland;
   5) use their academic email address throughout their participation in the PhD Seminar;
   6) promptly inform the PhD Seminar Office of any changes to their contact details.

§ 9. Removal from the List of Participants

1. The Head shall remove a Participant from the list of course participants in the following cases:

a) submission of a written resignation from participation in the PhD Seminar;
b) a serious breach of the provisions of these Regulations.

2. The Head may remove a Participant from the list of course participants in the following cases:
   a) ailure to pay the fees related to participation in the PhD Seminar;
   b) persistent failure to fulfil the obligations of a PhD Seminar Participant;
   c) failure to complete the Education Programme in accordance with the applicable PhD Seminar programme and schedule;
   d) failure to comply with these Regulations.

EDUCATION PROGRAMME AND ORGANISATION

§ 10. Education Programme of the PhD Seminar

1. The Head determines the education programme and the organisation of education for each edition of the PhD Seminar
2. The Education Programme is designed to develop the competencies necessary for independently conducting artistic activities and preparing for proceedings for the award of a doctoral degree in external mode.

§ 11. Form of Education

1. Individual academic email accounts with the @akademiasztuki.eu domain are created for Participants and course instructors before the start of the education programme. The academic email account is activated using the email address provided in the admission application form.
2. Classes are conducted:
   1) in English;
   2) in the form and on the dates specified in the Education Programme for the relevant edition.
3. Communication between course Participants, course instructors and the PhD Seminar Office takes place via academic email accounts.

§ 12. Mock Examination

1. The Mock Examination takes place at the Participant's request, during the third year of the education programme.
2. The purpose of the Mock Examination is to assess the Participant's preparation for the possibility of initiating proceedings for the award of a doctoral degree in the field of art in external mode.
3. The Mock Examination is conducted with the participation of the Examination Committee and the Participant and consists of an examination covering the Participant's knowledge, skills and social competencies relevant to the discipline of Music / Fine Arts and Art Conservation, which may include an artistic presentation specified by the Committee.
4. The Mock Examination may include, in particular, an assessment of the Participant's artistic achievements to date, an oral examination and a discussion with the Participant.
5. The Mock Examination takes place in person at the Academy's premises.
6. The scope, format and date of the Mock Examination are determined by the Head in consultation with the Participant.
7. The Head appoints the Examination Committee.
8. The Artistic and Academic Tutor may participate in the Mock Examination without voting rights.
9. The Examination Committee prepares a report on the Mock Examination, which records the questions asked to the Participant and indicates whether the result is positive or negative.
10. The report is submitted to the Head.

11. The result of the Mock Examination is not a condition for admission to proceedings for the award of a doctoral degree in external mode and is advisory in nature.

FEES

§ 13. Fees

1. Participation in the PhD Seminar is subject to fees.
2. The following activities are subject to fees:
   1) participation in the admission process;
   2) participation in the PhD Seminar.
3. The fees for participation in the PhD Seminar are specified in the Rules for Admission, Organisation and Delivery of Education for the relevant edition .
4. The fee for participation in the PhD Seminar is payable separately for each year of the education programme, within the deadline and in accordance with the terms and conditions specified in the Participation Agreement for the PhD Seminar course concluded with the Applicant.
5. Failure to pay the fee by the specified deadline may constitute grounds for removal from the list of PhD Seminar Participants.
6. After making the payment, the Applicant/Participant is required to submit proof of payment to the PhD Seminar Office without delay.
7. Resignation from participation in the PhD Seminar does not constitute grounds for a refund of fees paid.

FINAL PROVISIONS

§ 14. Final Provisions

1. In matters not covered by these Regulations, decisions shall be made by the Head, taking into account the applicable legal provisions and the Academy's internal regulations.
2. Any disputes arising from the delivery of the course entitled "PhD Seminar" shall first be resolved through negotiations. If no agreement is reached, the competent court for resolving such disputes shall be the common court having jurisdiction over the location of the Academy's registered office.
3. These Regulations shall enter into force on the date of their adoption.

Annex no 1 – Application form

.....
Imię i Nazwisko Kandydata
Name and Surname

.....
Miejscowość, data
Place, date

.....
Adres mailowy
Email adress

Kierownik Seminarium Doktoranckiego
Head of the PhD Seminar
Akademii Sztuki w Szczecinie
pl. Orła Białego 2
70-562 Szczecin

PODANIE
APPLICATION

o przyjęcie do Seminarium Doktoranckiego Akademii Sztuki w Szczecinie
for admission to the PhD Seminar of the Academy of Art in Szczecin

Zgodnie z obowiązującym Regulaminem Seminarium Doktoranckiego Akademii Sztuki w Szczecinie o przyjęcie mnie do Seminarium Doktoranckiego:

In accordance with the current Regulations of the PhD Seminar of the Academy of Art in Szczecin, I request my admission to the PhD Seminar:

- na edycję: .....
  on edition
- w ramach dyscypliny: sztuki plastyczne i konserwacja dzieł sztuki / sztuki muzyczne*
  *within the discipline of: fine art and art conservation / musical arts**
- fakultet: .....
  faculties
- proponowany opiekun artystyczno-naukowy: .....
  proposed artistic and scientific supervisor

Załączam niezbędne dokumenty:
I attach the necessary documents

- ☐ kwestionariusz osobowy,
  personal questionnaire
- ☐ dokument potwierdzający wniesienie opłaty za rekrutację,
  document confirming the payment of the registration fee
- ☐ skan dyplomu potwierdzającego ukończenia studiów wyższych,
  scan of the diploma confirming the completion of tertiary education
- ☐ tłumaczenie przysięgłe dyplomu przez polskiego tłumacza na język polski wraz z apostille,
  certified translation of the diploma by the Polish translator into Polish with an apostille
- ☐ zaświadczenie lub informacja NAWA o możliwości uznania w Polsce dyplomu ukończenia studiów,
  recognition statement from NAWA (the Polish National Agency for Academic Exchange) of recognizing a diploma in Poland
- ☐ portfolio w języku polskim / angielskim*,
  portfolio in Polish/ English
- ☐ życiorys artystyczny lub CV w języku polskim /angielskim*,
  artistic resume or CV in Polish/ English
- ☐ potwierdzenie zapoznania się z informacją o przetwarzaniu danych osobowych,
  confirmation of having access to the information on processing the personal data
- ☐ autoprezentacja w języku angielskim w formie nagrania audio-wizualnego w formacie .mp4,
  audio-visual recording in .mp4 format of self-presentation in English
- ☐ inne: .....

other

.....

.....

Oświadczam, że:
I confirm that

1) zapoznałem się z obowiązującym Regulaminem Seminarium Doktoranckiego Akademii Sztuki i zobowiązuję się przestrzegać jego zapisy;
   I have read and understood the applicable Terms and Conditions contained in the. Statute of the PhD Seminar of the Academy of Art in Szczecin and I undertake to comply with its provisions
2) posiadam stopień magistra;
   I have a master's degree
3) posiadam znajomość języka angielskiego na poziomie przynajmniej komunikatywnym, umożliwiającym realizację kształcenia w Seminarium Doktoranckim.
   I have knowledge of the English language at least at a communicative level, which makes it possible to complete the education in the PhD Seminar

.....
czytelny podpis Kandydata
legible signature of the Candidate

* niepotrzebne skreślić
delete as appropriate

Annex no 2 – Personal quesionnaire

KWESTIONARIUSZ OSOBOWY
PERSONAL QUESTIONNAIRE

Fotografia

Photograph

WYPEŁNIA SIĘ DRUKOWANYMI LITERAMI
COMPLETED IN CAPITAL LETTERS

1. DANE OSOBOWE
PERSONAL DATA

Imiona: .....
Names
Nazwisko: .....
Surname
Pseudonim artystyczny: .....
Artistic pseudonym

2. ADRES KORESPONDENCYJNY
CORRESPONDENCE ADDRESS

Adres korespondencyjny: .....
Postal address
Adres email kandydata: .....
E-mail address of kandidate
Telefon kontaktowy: .....
Contact phone

3. DANE DO ZAŚWIADCZENIA O UCZESTNICTWIE W SEMINARIUM DOKTORANCKIM
DATA FOR CERTIFICATE OF PARTICIPATION IN PHD SEMINAR

Data urodzenia: .....
Date of birth
Kraj urodzenia: .....
Country of birth
Obywatelstwo: .....
Nationality
Płeć: .....
Sex
PESEL/ Personal ID: .....
Personal ID
Rodzaj dowodu tożsamości: .....
Type of identity document
Nr i seria: .....
Number and series
Wydanym przez: .....
Issued by
Ważny do: .....
Valid until

Oryginał zaświadczenia o uczestnictwie w Seminarium Doktoranckim stanowi załącznik do wniosku o ubieganie się o wizę.
The original certificate of participation in the PhD Seminar shall be an attachment to the application for a visa.

4. INFORMACJE O WYKSZTAŁCENIU
INFORMATION ABOUT EDUCATION

Uzyskany tytuł zawodowy: .....
Professional title obtained
W zakresie: .....
In the field of
Data uzyskania tytułu: .....
Date of obtaining the title
Numer dyplomu ukończenia studiów: .....
No. of the diploma of higher education
Data wydania dyplomu: .....
Diploma issue date
Podmiot wydający dyplom: .....
Diploma issuing entity

5. NUMER KONTA BANKOWEGO NA WYPADEK ZWROTU WPŁACONYCH ŚRODKÓW
INDICATION OF THE BANK ACCOUNT NUMBER IN CASE OF RETURN OF PAID FUNDS

.....

6. OSOBA DO POINFORMOWANIA W RAZIE WYPADKU
PERSON TO INFORM IN CASE OF AN ACCIDENT

Imię i Nazwisko: .....
Name and Surname
Telefon kontaktowy: .....
Telephone number
Adres kontaktowy: .....
Contact adress

7. OŚWIADCZENIA KANDYDATA
CANDIDATE'S STATEMENTS

☐ Oświadczam, że podane powyżej dane są zgodne z prawdą.
I declare that the data given above are true.

☐ Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb niezbędnych do realizacji postępowania rekrutacyjnego, realizacji kształcenia w Seminarium Doktoranckim w Akademii Sztuki w Szczecinie (zgodnie z obowiązującymi przepisami o ochronie danych osobowych).
I consent to the processing of my personal data for the purposes necessary for the recruitment procedure, the implementation of the PhD Seminar at the Academy of Art in Szczecin (in accordance with applicable data protection laws).

☐ W przypadku wystawienia Zaświadczenia o moim uczestnictwie w Seminarium Doktoranckim, proszę o jego przekazanie:
If a Certificate of my participation in the PhD Seminar is issued, please forward it to

- ☐ przesyłką pocztową na adres
  by postal mail to the following address

  .....

  .....

- ☐ do osobistego odbioru upoważnionej przez mnie osobie
  for personal collection to a person authorized by me

  .....

  (*imię, nazwisko, nr paszportu osoby upoważnionej)*
  name, surname, passport number of authorized person

....

miejscowość i data
place and date

podpis kandydata
candidate's signature

Annex no 3 – Information on the processing personal data

Informacja o przetwarzaniu danych osobowych

Information on the processing of personal data

Zgodnie z art. 13 rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych, dalej „Rozporządzenie Ogólne") Akademia Sztuki w Szczecinie informuje, że:

In accordance with article 13 of the regulation of the European Parliament and the Council of (UE) 2016/679 of 27 April 2016 regarding the protection of natural persons in relation to the processing of personal data and regarding the free movement of such data as well as the repeal of the directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as "The General Regulation") the Academy of Art in Szczecin informs that:

1. **Administratorem** Pani/Pana danych osobowych jest Akademia Sztuki w Szczecinie z siedzibą przy Placu Orła Białego 2, 70-562 Szczecin.
   The Controller of your personal data is the Academy of Art in Szczecin located at Plac Orła Białego 2, 70-562 Szczecin.
2. **Inspektor Ochrony Danych:**
   Data Protection Officer
   Dane kontaktowe Inspektory/a Ochrony Danych – adres do korespondencji: Inspektora/Inspektor Ochrony Danych Osobowych AS w Szczecinie, Plac Orła Białego 2, 70-562 Szczecin, e-mail: iod@akademiasztuki.eu
   Contact particulars of the Data Protection Officer – mailing address: the Data Protection Inspector of the Academy of Art in Szczecin, Plac Orła Białego 2, 70-562 Szczecin, e-mail: iod@akademiasztuki.eu
3. Pani/Pana dane osobowe przetwarzane będą w celu przeprowadzenia rekrutacji do Seminarium Doktoranckiego oraz realizacji kształcenia w Seminarium Doktoranckim.
   Your personal data will be processed for the purpose of conducting the admissions process for the PhD Seminar and providing education at the PhD Seminar.
4. Podanie przez Panią/Pana danych osobowych jest *dobrowolne*. Konsekwencją niepodania danych osobowych będzie brak możliwości udziału w rekrutacji do Seminarium Doktoranckiego.
   The provision of data is voluntary. As a result of failure to provide personal data, it will not be possible to initiate the PhD program.
8. Pani/Pana dane osobowe będą udostępniane następującym kategoriom odbiorców:
   Your personal data will be disclosed to the following categories of recipients:
   1) podmiotom, którym muszą zostać udostępnione na podstawie przepisów prawa;
      entities to which they must be disclosed under the national rules;
   2) podmiotom, z którymi współpracujemy w celu zrealizowania naszych praw i zobowiązań (świadczącym usługi informatyczne, prawne, kadrowe, księgowe, kurierskie oraz pocztowe);
      entities with which we cooperate in order to exercise our rights and obligations (which provide IT, legal, personnel services, accounting, courier, and postal services);
   3) podmiotom prowadzącym działalność płatniczą (banki, instytucje płatnicze).
      entities that perform payment business (banks, payment institutions).
9. Pani/Pana dane osobowe będą przechowywane przez okres: *w celach archiwizacyjnych przez okres przewidziany prawem.*
   Your personal data will be kept for: for archiving purposes for the period required by law.
7. Posiada Pani/Pan prawo do dostępu do treści swoich danych oraz prawo ich: sprostowania, ograniczenia przetwarzania i usunięcia. Szczegółowe zasady korzystania z w/w uprawnień regulują art. 15-18 RODO. Przysługuje również Pani/Panu prawo do cofnięcia zgody w dowolnym momencie bez wpływu na zgodność z prawem przetwarzania, którego dokonano na podstawie zgody przed jej cofnięciem.
   You have the right to access your data and to: rectify, restrict processing, and erase them. Detailed rules for the use of the above-mentioned rights are covered by articles 15-18 of GDPR. You also have the right to withhold consent at any time without bearing on its compatibility with the right for processing information, which was made on the basis of the consent before its withdrawal.
8. Ma Pani/Pan prawo wniesienia skargi do Prezesa Urzędu Ochrony Danych Osobowych w razie uznania, że przetwarzanie Pani/Pana danych osobowych narusza przepisy Rozporządzenia Ogólnego.
   You have the right to lodge an appeal with the Data Protection Commissioner if you consider that the processing of your personal data is in breach of the provisions of the General Regulation.

Potwierdzam, że zapoznałam / zapoznałem się i przyjmuję do wiadomości powyższe informacje.
I declare that I have read and I understand the above information.

.....	.....
miejscowość i data *place and date*	czytelny podpis *legible signature*