

## **TERMS AND CONDITIONS OF ADMISSION**

### **TO THE DOCTORAL SCHOOL OF THE CHOPIN UNIVERSITY OF MUSIC IN 2026**

#### **I General rules**

**1.** The recruitment process for the Doctoral School of the Chopin University of Music (hereinafter referred to as the "Doctoral School") is conducted by the Recruitment Committee (hereinafter referred to as the "Recruitment Committee").

**2.** The Admissions Committee is appointed by the Rector of the Chopin University of Music.

The members of the Admissions Committee are appointed separately for the first and second stages of the admissions process from among the members of the UMFC Doctoral School Council and the heads of UMFC departments, taking into account the specializations represented by the candidates participating in a given stage of the admissions process to the Doctoral School. The composition of the Admissions Committee in the first and second stages may vary, but it cannot be less than 10 people.

**3.** The chair of the Admissions Committee is the Director of the Doctoral School, and its secretary (without voting rights) is the employee responsible for the administrative support of the Doctoral School. The chair of the Admissions Committee organizes its activities and directs its work. The secretary of the Admissions Committee is responsible for the administrative and office support of the admissions process, in particular for receiving and maintaining admissions documentation and ensuring the efficient flow of documentation and information between members of the Admissions Committee and ongoing communication with candidates for the Doctoral School.

**4.** In order to ensure the proper and transparent conduct of activities related to determining the results of the recruitment process, the Director of the Doctoral School appoints a three-member calculation committee (hereinafter referred to as the "Calculation Committee") from among the employees of the UMFC Teaching Department, whose task is to calculate the

results of candidates at each stage of the Recruitment Procedure, in accordance with the rules set out in this document and on the basis of the recruitment documentation received.

**5.** In order to ensure a high level of substantive evaluation of artistic presentations in the second stage of recruitment, at the request of the Chair of the Recruitment Committee, the Rector of the UMFC, together appointing the members of the Recruitment Committee, may appoint an additional list of specialists in the relevant field or specialty.

**6.** The Chair of the Admissions Committee invites the specialist referred to in point 5 to participate in the work of the Committee in order to evaluate the artistic presentation of a given Candidate.

**7.** The recruitment process is competitive in nature, assessed using a points system, and the final result is the sum of the average scores obtained in each stage of the process (hereinafter referred to as the "Recruitment Process"). A candidate for the Doctoral School (hereinafter referred to as the "Candidate") may obtain a maximum of 100 points.

**8.** Graduates with a master's degree, master's degree in engineering or equivalent, or persons referred to in Article 186 (2) of the Act of July 20, 2018, on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended).

**9.** The condition for admission to the recruitment procedure is the payment of a recruitment fee of PLN 150 (in words: one hundred and fifty) by bank transfer to the UMFC bank account number: 70 2490 0005 0000 4600 5158 8131 (in the title: Candidate's first and last name, with the note "Recruitment to the Doctoral School 2026"). Failure to meet the condition referred to in this point constitutes grounds for refusal of admission to the Doctoral School.

**10.** The recruitment process for the Doctoral School is conducted in Polish.

**11.** The recruitment process consists of two stages, including:

a) three elements – for candidates planning a doctorate in the form of an artistic work and its description (i.e., stage I and stage II – artistic presentation and colloquium),

b) two elements – for candidates planning a doctorate in the form of a written thesis (i.e., stage I stage and stage II – colloquium).

**12.** Stage I of the recruitment process is based on the documentation submitted by candidates, with the Recruitment Committee working online. Stage II of the recruitment process takes the form of meetings with candidates at the headquarters of the Chopin

University of Music in Warsaw. For important reasons, the Rector may order Stage II to be conducted online and specify the manner in which artistic presentations are to be conducted in this form.

**13.** No more than 25 candidates are admitted to the second stage of the recruitment process, each of whom has obtained at least 60% of the possible points in the first stage. The list of candidates admitted to the second stage is in the form of a ranking of the scores obtained in the first stage of the recruitment process, from the highest to the lowest. Information about admission or non-admission to the second stage will be sent to candidates via the email address provided by them.

**14.** Failure to be admitted to the second stage of the recruitment process results in refusal of admission to the UMFC Doctoral School.

**15.** The documentation of the Admissions Committee's work consists of minutes containing: the composition of the Admissions Committee, the persons referred to in points I.4 and I.5 participating in the work of the Admissions Committee, individual Candidate assessment sheets with anonymized scores of its members and the persons referred to in point I.5, the sum of these points, the arithmetic mean of the scores, determined in accordance with Chapter IV by the Calculation Committee. The minutes are signed by the Chair of the Admissions Committee. On this basis, a ranking list of Candidates is drawn up.

**16.** Candidates with a certified degree of disability may submit, together with the required competition documentation referred to in Chapter II, an application to the Rector of UMFC for the recruitment procedure to be adapted to the type and degree of disability, with the Rector making a decision in this regard after consulting the Director of the Doctoral School.

**17.** Admission to the Doctoral School is subject to the limit of places specified by the Rector of the UMFC which is made public before the start of the recruitment process. The list of candidates admitted to the Doctoral School takes the form of a ranking of the scores obtained in the recruitment process, from the highest to the lowest.

**18.** Admission to the Doctoral School takes place by means of entry on the list of doctoral students made by the Rector of the UMFC.

**19.** Refusal of admission to the Doctoral School is made by way of an administrative decision by the Rector of UMFC, which may be appealed for reconsideration.

**20.** The results of the recruitment process are public, whereby the results are understood to mean: the anonymized scores of the members of the Recruitment Committee and the specialists referred to in I.5, the arithmetic mean, and the anonymized ranking list. Candidates are only provided with the results that concern them (the results of other candidates are not disclosed). The following information is published on the UMFC website ([www.chopin.edu.pl](http://www.chopin.edu.pl)): the number of places in the Doctoral School, the number of candidates admitted to the first stage of the recruitment process, the number of candidates admitted to the second stage of the recruitment process, and an anonymized ranking list of candidates admitted to the Doctoral School.

**21.** A person admitted to the Doctoral School begins their education and acquires the rights of a doctoral student upon taking the oath.

## **II Competition documentation**

**1.** Candidates for the Doctoral School shall submit the following competition documentation:

a) application for admission to the Doctoral School and consent to the processing of personal data (form available for download from the UMFC website – <https://chopin.edu.pl/kandydat/szkola-doktorska/rekrutacja-2026>),

b) personal questionnaire (form to download from website UMFC – <https://chopin.edu.pl/kandydat/szkola-doktorska/rekrutacja-2026>,

c) a copy of the diploma entitling the holder to undertake education at the Doctoral School (the original diploma is available for inspection). In the case of diplomas obtained outside Poland, the diploma should be apostilled or legalized. If the diploma obtained abroad does not include a note stating the right to apply for a doctoral degree in the country where the university that issued the diploma operates, the candidate is required to submit confirmation of this right issued by the National Agency for Academic Exchange,

d) an artistic work of significant importance, including:

- in the case of a work in the field of composition: 2-3 scores for a larger ensemble;
- in the case of a work in the field of music theory: an article between 20,000 and 40,000

characters with spaces, meeting the requirements for scientific works on topics other than the proposed doctoral dissertation;

- in the case of a work in the field of piano or string chamber music: an audiovisual recording with a total duration of at least 40 minutes, featuring a stylistically diverse repertoire of considerable difficulty;

- in the case of a work in the field of piano performance: an audiovisual recording with a total duration of at least 45 minutes, containing works from at least two different eras, including at least one large form with an indication of a Sonata. Each work should be recorded in its entirety, without cuts between parts. Editing between pieces is permitted;

- in the case of a work in the field of vocal music: an audiovisual recording with a total duration of approximately 30 minutes;

- in the case of a work in the field of musical acoustics or multimedia: a project or documentation of its implementation, including an audiovisual form other than film, using new technologies;

- in the case of a work in the field of sound engineering: audio recordings with a total duration of approximately 45 minutes or an audiovisual work with a minimum duration of 15 minutes;

- for works in the field of conducting or choral singing: an audiovisual recording containing footage of the candidate with a minimum duration of 45 minutes;

For artistic works covering other topics, an audiovisual recording with a total duration of approximately 30 minutes is required.

e) a list and documentation of the 10 most important artistic/scientific achievements,

f) a proposal for a doctoral dissertation topic, including information on whether the dissertation will be exclusively a written work (including whether it will be a monograph or a collection of published and thematically related articles), a work and its description, or an independent and separate part of a collective work (form available for download from the UMFC website - <https://chopin.edu.pl/kandydat/szkola-doktorska/rekrutacja-2026>,

- g) text containing the concept of a doctoral dissertation, meeting scientific requirements (references, bibliography, text hierarchy: thesis, arguments, selection of research methods, use of subject literature, literary workshop, professional terminology), approx. 20,000 characters with spaces, not being a fragment of a master's or bachelor's thesis,
- h) application for the appointment of a supervisor, or supervisors, or a supervisor and an assistant supervisor (form available for download from the UMFC website - <https://chopin.edu.pl/kandydat/szkola-doktorska/rekrutacja-2026>,
- i) proof of payment of the application fee,
- j) 2 current photographs (in accordance with the requirements for issuing), signed on the back,
- k) a medical certificate issued by an occupational health physician, in accordance with the Regulation of the Minister of Health of August 26, 2019, on medical examinations of candidates for secondary or higher education and for vocational qualification courses, students and attendees of these schools, students, attendees of vocational qualification courses, and doctoral students (i.e., D.U.2019.1651). The candidate may apply to the Doctoral School secretariat for a referral – a document signed by its Director,
- l. A detailed program of the artistic presentation planned for the second stage of the recruitment procedure: 45 minutes recital (applies primarily instrumentalists and vocalists), the content of the film/audio recording (applies primarily to conductors, sound directors, dancers, percussionists), presentations of scores or performances (composers). The artistic presentation is intended to showcase the Candidate's skills and artistic sensibility to the Admissions Committee in the best possible light. It is not required to perform a piece related to the future doctoral thesis. Documentation from a diploma concert is acceptable (conductors, dancers, percussionists, sound directors).

**2.** The documentation referred to in point II.1.a-k should be submitted in paper and electronic form, on a USB flash drive marked with the Candidate's name and surname, by June 5, 2026, 12:00 noon, with the electronic version containing non-editable documents with a name including: a numer corresponding to the list of documents indicated in points

II.1.a-k, the Candidate's name, a short description of the content (for example: IKSINSKI\_1.d\_10 achievements):

a) by post to the following address:

Chopin University of Music

ul. Okólnik 2,

00-368 Warsaw

with the note "recruitment to the Doctoral School 2026" or

b) in person at the UMFC building at ul. Okólnik 2 in Warsaw, room 312, after making an appointment by email: [szkola.doktorska@chopin.edu.pl](mailto:szkola.doktorska@chopin.edu.pl) .

**3.** The Candidate is required to attach a translation into Polish, made by a Polish sworn translator, to each document issued in a language other than Polish.

**4.** The documentation referred to in point II.1.l must be submitted by August 28, 2026, by email to: [szkola.doktorska@chopin.edu.pl](mailto:szkola.doktorska@chopin.edu.pl) .

**5.** Failure to submit the documentation referred to in this chapter by the required deadline shall constitute grounds for refusal of admission to the Doctoral School.

### **III Stages of the recruitment process**

#### **STAGE I**

1. July 6, 2026 – July 19, 2026:

2. Recruitment Recruitment conductsevaluates the submitted submitted by Candidates (excluding the artistic presentation program referred to in point II.1.l).

3. In the first stage of the recruitment process, the following scores may be obtained:

a) assessment of the artistic work and artistic/scientific achievements referred to in point II.1.d and e, and their compliance with the scope of the planned doctoral program,  
– maximum 15 points

b) evaluation of the proposed doctoral thesis topic and scientific text containing the concept of the planned doctoral program, referred to in point II.1.f and g:

maximum 50 points - for candidates planning a doctoral thesis exclusively in the form of a written work,

maximum 25 points - for candidates planning a doctoral thesis consisting of an artistic work and its description,

- evaluation criteria:

- compliance of the subject of the planned doctoral dissertation with the requirements of generally applicable law, in particular those provided for in Article 187 of the Act of July 18, 2018, Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended), including, among others, the obligation to present an original solution to a scientific problem or an original artistic achievement,
- accuracy, correctness and consistency of the proposed research/artistic problem artistic,
- adequacy of research or artistic methods, tools, and strategies,
- the compatibility of the doctoral thesis concept with the area and scope of the planned research/artistic activities,
- degree of detail and maturity of the presented concept of the doctoral,
- substantive value of the scientific text, including the accuracy of theses and arguments, methodological awareness, creative contribution to the development of the topic,
- ability to use the literature on the subject,
- ability to create bibliographies and references,
- quality of literary craftsmanship.

4. The results of the first stage of the recruitment process will be announced no later than July 24, 2026.



## STAGE II

1. September 4, 2026 – September 6, 2026 (all candidates except those preparing a doctoral thesis in written form only):

a) The Admissions Committee evaluates the artistic presentation (the candidate is responsible for providing an accompanist, instruments other than the piano and harpsichord, and technical accessories to support the presentation). PLEASE NOTE! The Admissions Committee selects certain elements from the presentation program received by August 28, 2026.

2. September 18, 2026 – September 20, 2026 (all candidates):

b) Qualifying colloquium: oral presentation by the Candidate presenting their doctoral project (approx. 10 minutes) and a discussion about the planned topic of the doctoral thesis, written work, artistic presentation, and artistic/scientific achievements of the Candidate.

3. In the second stage of the recruitment process, the following scores may be obtained:

a) assessment of the artistic presentation (does not apply to a doctoral thesis in the form of a written work): maximum 40 points,

– criteria:

- technical skills,
- artistic level,
- musical intelligence,
- musical concept.

b) qualifying exam assessment: maximum 35 points for candidates planning a written doctoral thesis or maximum 20 points for candidates planning a doctoral thesis in the form of a work and its description.

– criteria:

- knowledge of the state of research in the scientific and artistic sphere in connection with the Planned doctoral thesis,
- familiarity with the scientific/artistic achievements of authors/artists Polish and foreign authors/artists,

- degree of awareness of one's own artistic/scientific goals and the ability to justify them,
- the Candidate's individual predisposition to conduct classes in higher education and level of communication skills (ability to establish contacts, style of expression, quality and communicativeness of language).

4. The final assessment of the recruitment process is the sum of the average scores from its individual stages and amounts to a maximum of 100 points for all candidates.

5. The results of the recruitment process will be announced no later than September 25, 2026.

#### **IV Method of assessment by the Recruitment Committee**

1. Members of the Recruitment Committee and persons indicated in points I.4 and I.5 are excluded from participation in the recruitment process of a given candidate, in accordance with the rules set out in the Act of June 14, 1960, Code of Administrative Procedure (i.e., Journal of Laws of 2025, item 1691, as amended).

2. The arithmetic mean of the scores given by the members of the Admissions Committee and the specialists referred to in point I.5 is calculated to four decimal places. The activities referred to in this point are carried out by the Calculation Committee.

3. The assessments of the members of the Recruitment Committee and the specialists referred to in point I.5 shall be submitted on assessment sheets and shall be disclosed only to the relevant member of the Recruitment Committee/specialist and to the Chair and Secretary of the Recruitment Committee, as well as to the members of the Calculation Committee. After the completion of the first stage of the Recruitment Procedure, the average scores of the Candidates and the resulting ranking list shall be disclosed to all Members of the Recruitment Committee and specialists referred to in point I.5. They shall be disclosed to the Candidates after the completion of the Recruitment Procedure, in accordance with point I.20. For Candidates who did not advance to the second stage, their results are disclosed to them after the completion of the first stage, and for the remaining Candidates after the completion of the second stage.

4. The results of the Recruitment Procedure within the meaning of point I.20 are disclosed to the Members of the Recruitment Committee, the specialists referred to in point I.5, and the Rector of UMFC.

5. The deliberations of the Admissions Committee and partial assessments are confidential.