Attachment to Resolution No. 8/2023
of the Senate of the Krzysztof Penderecki
Academy of Music in Krakow of 30 March 2023

**Regulations of Recruitment to the Doctoral School**

**of the Krzysztof Penderecki Academy of Music in Krakow**

**§ 1 [General provisions]**

1. These rules, hereinafter referred to as "Regulations", determine the conditions and mode of recruitment to the Doctoral School of the Krzysztof Penderecki Academy of Music in Krakow, hereinafter referred to as "the school" or "the doctoral school".
2. The Krzysztof Penderecki Academy of Music in Krakow, hereinafter referred to as the "academy", enrols to the doctoral school to the educational programmes in the artistic discipline in the field of music, taking into account the following areas:
3. composition;
4. theory of music;
5. conducting;
6. artistic education in the field of music;
7. rhythmics;
8. instrumental studies;
9. jazz;
10. voice studies.
11. Students are admitted to the doctoral school within the admission limit and in the areas set by the rector in a given academic year**.**
12. Students are admitted to the doctoral school through competition, on the basis of the result of an entrance examination.
13. The recruitment dates are set and announced by the director of the doctoral school, taking into account the schedule of the current academic year, no later than 30 days before the beginning of the recruitment.
14. Only the person with the professional degree of *magister* (Master), *magister inżynier* (Master of Science) or equivalent, and who has passed the entrance examination can be admitted to the doctoral school.
15. In exceptional cases, justified by the highest level of scientific or artistic achievements, admission to the doctoral school can also be granted to a graduate of first-cycle studies, or a student who has completed the third year of a long-cycle Master's degree programme provided that he or she has received a positive result of the entrance examination.

**§ 2 [Recruitment committee]**

1. Recruitment to the doctoral school is conducted by the Recruitment Committee of the doctoral school, hereinafter referred to as "the recruitment committee", appointed by a Vice Rector responsible for the doctoral school.
2. Members of the recruitment committee include:
3. director of the doctoral school - as a head
4. secretary,
5. no more than 3 academic teachers with the degree of *doktor habilitowany* or professor.
6. The head of the recruitment committee appoints examination committees specific to the areas of teaching indicated by candidates and appoints the heads of these committees.
7. In order to provide the organizational and formal support for the examinations, the head of the recruitment committee may appoint secretaries of examination committees.
8. The secretary of the recruitment committee supervises and coordinates the work of the secretaries of examination committees.
9. The tasks of the recruitment committee include in particular:
10. determining the list of candidates admitted to the entrance examination on the basis of the verification of the submitted documents, specified in the attachment No. 2 to this Ordinance, including the payment of the recruitment fees;
11. determining the detailed examination schedule;
12. informing the candidates of the applicable deadlines;
13. conducting the recruitment procedures;
14. enacting, on the basis of the results of the entrance examinations, a resolution on the qualification of the candidates to be admitted to the doctoral school within the admission limit;
15. preparing and announcing the results of the recruitment to the doctoral school, including the lists of candidates;
16. admitted to the doctoral school,
17. not admitted to the doctoral school due to the lack of places,
18. not admitted due to the negative result of the entrance examination;
19. issuing certificates of the results of the recruitment procedure;
20. producing reports on the results of the recruitment procedure.
21. The secretary of the recruitment committee is responsible for the proper fulfilment of tasks specified in sec. 6, points 1-3 and points 6-8.
22. Resolutions of the recruitment committee shall be adopted by a simple majority in the presence of at least half of the members of the committee and, in the event of a tie, the head of the committee shall have the casting vote.

**§ 3 [Requirements for candidates]**

1. Candidates to the doctoral school register through the electronic system.
2. During the online registration process, a candidate fills in the recruitment form and submits it in the system with the attachments.
3. Only a person who fulfils the following conditions may be admitted to recruitment:
4. has a professional degree of *magister* (Master), *magister inżynier* (Master of Engineering) or equivalent, confirmed by an appropriate diploma, or, in the case referred to in § 1, sec. 7, has a professional degree of *licencjat* (Bachelor) confirmed by an appropriate diploma or has a certificate confirming the completion of the third year of a long-cycle Master's degree programme;
5. has a documented artistic or research achievements in the field of musical arts, meeting the requirements of Art. 186(1)(3) of the Act;
6. completes the electronic registration for the entrance examination within the dates announced by the academy and submits the required documents referred to in Attachment No. 2 to these rules.

4. A candidate who has completed his or her studies abroad may apply for admission to study at the doctoral school on condition that his or her diploma has been recognised as equivalent to a relevant Polish diploma of completion of higher education studies of the second-cycle or long-cycle Master's degree programme pursuant to an international agreement, or has been recognised as equivalent to a relevant Polish diploma of completion of second-cycle or long-cycle Master's degree programme by a recognition procedure carried out by a Polish higher education institution in accordance with the applicable regulations.

5. A diploma obtained abroad in an EU member state must be presented with legalization (an apostille). A diploma obtained abroad in a country which is not an EU member must be presented with confirmation that it is recognised as equivalent to a Polish master's degree on the basis of an international agreement on the recognition of qualifications or with nostrification.

6. A condition for enrolment as a doctoral student at the doctoral school is the submission of an original diploma of higher education, and in the case of a diploma in a foreign language other than English, additionally with a sworn translation into Polish or English.

1. Candidates applying for admission to the doctoral school are required to pay a recruitment fee of PLN 150 to the academy's bank account number: 41124022941111000037088240. The recruitment fee is non-refundable.

**§ 4 [Entrance examinations]**

1. Entrance examinations are conducted by recruitment committees or their examination teams, separately for specific areas of education as specified in § 1 sec. 3.
2. The examination is divided into parts. The scope and format of entrance examinations for each area of education are defined in the attachment No. 1 to these recruitment regulations, subject to the provisions of sec. 4.
3. Candidates participate in all parts of the entrance examination, regardless of their results.
4. For candidates holding a higher education diploma in a discipline or leading discipline other than musical arts the entrance examination includes the verification of learning outcomes at the 7th level of the Polish Qualifications Framework relevant to their chosen area of study. The scope and format of these examinations are determined by the director of the doctoral school prior to the commencement entrance examinations.
5. The recruitment committee reserves the right to select musical pieces or their segments for candidates to perform during the entrance examination.
6. Candidates with a disability certificate may undertake written examinations in a form agreed upon with the head of the recruitment committee.

**§ 5 [Recruitment for people with special needs]**

1. The doctoral school shall provide conditions enabling people with special needs arising from their health conditions, including disabilities, full access to the doctoral school recruitment process, particularly by ensuring access to the recruitment procedure.
2. Candidates with special needs undergo a recruitment procedure as specified in these regulations, subject to exceptions as provided in sec. 3 - 6.
3. Candidates, referred to in sec. 1, may request adjustment to the examination format to accommodate their needs, particularly those arising from disabilities or illnesses, with the condition that such adjustments do not exempt them from the examination but aim to equalize opportunities.
4. A motion for adjustments to the examination format based on the candidate's needs, particularly due to disability or illness, shall be submitted during the electronic registration. Any relevant documents shall be attached to the motion. Medical documentation is removed after the motion is examined, without archiving data in the system. The head of the recruitment committee prepares a briefing note based on the provided documents.
5. The specific format of the examination is determined individually with the head of the recruitment committee, at least 3 days prior to the commencement of the examinations.

**§ 6 [Grade and examination score]**

1. The examination committee awards between 0 and 25 points for each part of the examination conducted in the doctoral school recruitment procedure. The committee's score is the arithmetic mean of the points given by all committee members, rounded to two decimal places.
2. The points awarded by the committee are final and not subject to appeal.
3. The final score of a candidate's entrance examination in the recruitment procedure is the sum of points obtained in each part of the examination.
4. Candidates pass the entrance examination if their score is at least 20 points in each part of the examination.

**§ 7 [Establishing lists and order of candidates]**

1. Candidates are admitted to the doctoral school on the basis of the order of their entrance examination results, starting from those with the highest score until the admission limit is reached.
2. Within 7 days following the completion of entrance examinations, the recruitment committee prepares the lists based on examination committee protocols, including:
3. All candidates ranked by score from highest to lowest;
4. Candidates who achieved positive results and highest scores in the entrance examination, qualifying for admission to the doctoral school to the limit of places available;
5. Candidates who achieved positive results in the entrance examination, but cannot be qualified for admission to the doctoral school due to the lack of places or the situation mentioned in sec. 4;
6. Candidates who did not pass the entrance examination.
7. On the basis of the list mentioned in sec. 2 point 2, the recruitment committee shall adopt a resolution regarding the qualification of candidates for admission to the doctoral school within the admission limit.
8. In the case when more than one candidate achieves the same result ranking them in the last position of the list of candidates eligible for admission within the admission limit, the recruitment committee includes all such candidates at the top of the list mentioned in sec. 2 point 3 and informs the rector immediately.
9. Upon receiving the information described in sec. 4, the rector may decide to increase the admission limit or decline admission for all such candidates.
10. Should any candidate decline to enrol in the doctoral school, he or she will be replaced by a candidate with the highest score from the list of candidates who passed the entrance examination but were not initially admitted to the doctoral school due to the lack of places. Provisions of sec. 4 and 5 of this paragraph shall apply accordingly.
11. The final results of recruitment shall be communicated to the interested parties electronically, subject to § 9 sec. 3 of these recruitment rules.

**§ 8 [Recruitment Protocol]**

1. All protocols shall be passed by the examination committees to the recruitment committee immediately after the end of entrance examinations.
2. The course of the entrance examination of each candidate shall be documented in a separate protocol. The protocol shall include all points obtained during the entrance examination divided into parts, and the final result. The protocol shall be signed by all members of the examining committee and the head of the recruitment committee.
3. On the basis of individual protocols of candidates, the secretary of the recruitment committee shall prepare a summary protocol including all candidates applying to the doctoral school. This protocol shall include the score and the result of the entrance examination for each candidate, and it shall be signed by all members of the recruitment committee. Individual protocols and lists mentioned in §7 sec. 2 shall be attached to the summary protocol.
4. All deletions, amendments, and corrections made in the protocols should be confirmed by the signature of the head of the recruitment committee.

**§ 9 [Admission to the doctoral school]**

1. Admission to the doctoral school is granted or refused on the basis of resolution mentioned in § 7 sec. 3.
2. Admission to the doctoral school is granted by inclusion on the list of doctoral students by the director of the doctoral school, and in the case of foreigners, additionally by means of an administrative decision of the rector.
3. Admission to the doctoral school is refused by means of an administrative decision of the rector.

**§ 10 [Appeal proceedings]**

1. In a case of a decision to refuse admission to the doctoral school, a candidate is entitled to submit a motion for re-examination of the case to the rector through the recruitment committee within 14 days of the date of delivery of the decision.
2. After consultation with the recruitment committee, the rector makes the final decision on the matter.
3. The decision referred to in sec. 2 may be appealed against to the administrative court.

**§ 11 [Final provisions]**

1. The results of the recruitment procedure are public.
2. Upon completion of the recruitment procedures, a candidate may receive a certificate of their entrance examination score.
3. Matters not covered by these rules, the resolution, or the statute shall be decided by the rector.

 Rector

 prof. dr hab. Wojciech Widłak

Attachment No. 1 to *Regulations of Recruitment to the Doctoral School*

*of the Krzysztof Penderecki Academy of Music in Krakow*

*(Resolution No. 8/2023 of the Senate of the Krzysztof Penderecki Academy of Music
in Krakow of 30 March 2023 - Attachment)*

**Scope and format of entrance examinations
to the AMKP Doctoral School**

**teaching area - COMPOSITION**

**Part 1. Quick study written examination - test of creative potential**

A candidate creates on his/her own an original segment of music score for orchestra on the basis of a musical material provided during the examination.

Duration: around 150 minutes

**Part 2. Oral examination on composition**

Multimedia or oral presentation of artistic achievements of the candidate in the area of composition: i.e. music scores and - if possible - recordings with self-commentary.

**Part 3. Interview**

A discussion on the quick study music score and the candidate’s presented artistic and scientific achievements in the context of the knowledge in the area of composition. Presentation of the concept of the subject of doctoral dissertation. Assessment of the candidate's achievements.

Duration: around 15-20 minutes.

**teaching area - THEORY OF MUSIC**

**Part 1. Presentation of the candidate’s original lecture** (with multimedia presentation) in the area of theory of music.

Duration: around 20 minutes.

**Part 2. Oral examination in the area of theory of music**

Analysis of an article (with or without a multimedia presentation), freely chosen from a selected issue of the journal *"Theory of Music. Studies, Interpretations, Documentations"*, published by the Krzysztof Penderecki Academy of Music in Krakow.

Duration: around 10 minutes.

**Part 3. Interview**

in the area of theory of music, and presentation of the concept of the subject and a draft outline of the planned doctoral dissertation (with a multimedia presentation). Assessment of the candidate’s artistic and scientific achievements.

Duration: around 10 minutes.

**teaching area - CONDUCTING**

**Part 1. Presenting** **an audiovisual recording** of a rehearsal and concert conducted by the candidate, with particular attention to the issues of cooperation with performing ensemble.

Duration: around 10-15 minutes.

The candidate sends to the address provided by the secretary of the committee within a set deadline a file including an electronic recording of at least one rehearsal and at least one concert conducted by him/her.

The examination committee shall watch the registered material before the commencement of the examination.

**Part 2. Oral examination** in the area of conducting

Identification and analysis of the scores selected by the committee with attention to style, interpretation, technical and performance issues. Assessment of the candidate's achievements, including artistic and scientific plans.

Duration: around 15-20 minutes.

**Part 3. Interview**

Presentation of the candidate's artistic plans and the concept of the subject of doctoral dissertation. Assessment of the candidate’s artistic and scientific achievements.

Duration: around 10 minutes.

**teaching area - ARTISTIC EDUCATION IN THE FIELD OF MUSIC**

**Part 1.** **The candidate's analysis** **of the audiovisual recording** of the lesson conducted by the candidate, with attention to issues of working with pupils.

Duration: around 15 minutes.

The candidate sends to the address provided by the secretary of the committee within a set deadline the file with an electronic registration of the lesson.

The examination committee shall watch the registered material before the commencement of the examination.

**Part 2.** **Oral examination** in the field of music and education:

The candidate's analysis of the professional publication chosen from the following ones:

* Z. Burowska, E. Głowacka, Psychodydaktyka muzyczna. Zarys problematyki, Akademia Muzyczna w Krakowie, Kraków 1998,
* Maria Przychodzińska, *Wychowanie muzyczne – idee, treści, kierunki rozwoju*, Wydawnictwa Szkolne i Pedagogiczne, Warszawa 1989.
* A. Wilk, Metody kształcenia słuchu muzycznego dzieci w wieku szkolnym, Wydawnictwo Naukowe Akademii Pedagogicznej, Kraków 2003
* Stanisław Palka, *Metodologia, badania, praktyka pedagogiczna*, Gdańskie Wydawnictwo Psychologiczne, Gdańsk 2006.
* Tadeusz Pilch, Teresa Bauman, *Zasady badań pedagogicznych. Strategie ilościowe
i jakościowe*, Wydawnictwo Akademickie Żak, Warszawa 2010.

Answering the committee's questions in the field of music education, and a discussion regarding artistic, psychological and pedagogical issues.

Duration: around 10 minutes.

**Part 3. Interview**

The candidate's presentation of his/her scientific and artistic plans, and the concept of the subject of the doctoral dissertation. Assessment of artistic and scientific achievements of the candidate.

Duration: around 10 minutes.

**teaching area - RHYTHMICS**

**Part 1.** **The candidate's analysis of the audiovisual recording** of a movement interpretation of musical work realized by the candidate, with particular attention to realization issues.

Duration: around 15 minutes.

The candidate sends to the address provided by the secretary of the committee within a set deadline the file with an electronic registration of the movement interpretation performance.

The examination committee shall watch the registered material before the commencement of the examination.

**Part 2.** **Oral examination:** answering the committee's questions regarding rhythmics, including artistic, and psychological and pedagogical issues.

Duration: around 15 minutes.

**Part 3. Interview**

The candidate's presentation of scientific and artistic plans and the concept of the subject of the doctoral dissertation. Assessment of the candidate’s artistic and scientific achievements.

Duration: around 10 minutes.

**teaching area - INSTRUMENTAL STUDIES**

**Part 1. Recital** with the programme declared by the candidate.

Programme duration - a minimum of 45 minutes.

Committee reserves the right to choose the musical pieces or their parts to perform of the total duration of at least 15 minutes.

**Part 2. Interview** in the area of instrumental studies.

Answering the committee's questions in the area of instrumental studies. The candidate's presentation of scientific and artistic plans and the concept of the subject of the doctoral dissertation. Assessment of the candidate’s artistic and scientific achievements.

Duration: around 15 minutes.

**teaching area - JAZZ**

**Part 1. Recital** with the programme declared by the candidate.

Programme duration - a minimum of 45 minutes.

Committee reserves the right to choose the musical pieces or their parts to perform of the total duration of at least 15 minutes.

**Part 2. Interview** in the area of jazz.

Answering the committee's questions in the area of jazz. The candidate's presentation of scientific and artistic plans and the concept of the subject of the doctoral dissertation. Assessment of the candidate's artistic and scientific achievements.

Duration: around 15 minutes.

**teaching area - VOICE STUDIES**

**Part 1. Recital** with the programme declared by the candidate.

Programme duration - a minimum of 45 minutes.

Committee reserves the right to choose the musical pieces or their parts to perform of the total duration of at least 15 minutes.

**Part 2. Interview** in the area of voice studies.

Answering the committee's questions in the area of voice studies. The candidate's presentation of scientific and artistic plans and the concept of the subject of the doctoral dissertation. Assessment of the candidate's artistic and scientific achievements.

Duration: around 15 minutes.

**Rector**

**prof. dr hab. Wojciech Widłak**

Attachment No. 2 to the Regulations of Recruitment to the Doctoral School

 of the Krzysztof Penderecki Academy of Music in Krakow

(Resolution No. 8/2023 of the Senate of the Krzysztof Penderecki Academy of Music

 in Krakow of 30 March 2023 - Attachment)

**Document Requirements for Recruitment to the AMKP Doctoral School**

Documents required in the recruitment process for the AMKP Doctoral School are:

1. An electronically completed application for admission to the doctoral school;
2. Curriculum vitae (file in .pdf format);
3. A scan of an authenticated master’s degree graduation diploma or another equivalent document (file in .pdf or .jpeg format), and in the case of a candidate referred to in § 1 sec. 7 – first-cycle studies graduation diploma or a certificate confirming the completion of the third year of long-cycle Master’s degree programme.
4. A diploma obtained abroad in a European Union member state must be presented with legalization (an apostille). A diploma obtained in a non-EU country must be presented with confirmation that it is recognized as equivalent to a Polish Master’s degree graduation diploma based on an international agreement on the recognition of education, or with nostrification;
5. An artistic-scientific CV with a detailed list of artistic or scientific achievements to date, in accordance with the requirements of Art. 186 sec. 1 point 3 of the Act, and a description of artistic-scientific plans (file in .pdf format);
6. Confirmation of payment of the recruitment fee (file in .pdf or .jpeg format);
7. An electronic recording of the material of the first part of the examination – applicable to candidates for the following fields of study: conducting, music education, and rhythmics.
* Files and documents mentioned in this appendix shall be submitted via the Candidate Electronic Registration Module (MERK).
* Audiovisual materials required for the entrance examination shall be submitted in MP4 format (image recorded at a resolution not exceeding 1280x720, H.264 video encoding, in MP3 or AAC stereo audio format).
* Audiovisual files must be prepared to be playable in the VLC application.
* File names shall include at least the candidate’s first and last name, and should precisely describe the content in accordance with the submitted written documents, e.g., lastname.firstname\_conducting\_rehearsal.mp4, lastname.firstname\_rhythmics\_interpretation.mp4, etc.
* The maximum size of a single file must not exceed 1 GB, and the total size of files submitted by a single candidate must not exceed 5 GB.
* File uploading is possible after generating the recruitment form.

 **Rector**

**Prof. dr. hab. Wojciech Widłak**