



**AKADEMIA MUZYCZNA**  
imienia Feliksa Nowowiejskiego  
w Bydgoszczy

**CRITERIA AND PROCEDURES FOR RECRUITMENT**

**to the Doctoral School**

of the Feliks Nowowiejski Academy of Music in Bydgoszcz

for the academic year 2024/2025

Bydgoszcz 2024

## Chapter 1. General resolutions

### § 1

1. This document defines the conditions and procedures for recruitment to the Doctoral School of the Feliks Nowowiejski Academy of Music in Bydgoszcz that offers studies in the area of arts, in the discipline of musical arts.
2. The Feliks Nowowiejski Academy of Music in Bydgoszcz carries out recruitment to the Doctoral School for the following programmes of studies respectively:
  - 1) Composition
  - 2) Theory of Music
  - 3) Sound Engineering
  - 4) Instrumental studies
  - 5) Vocal studies
  - 6) Conducting
  - 7) Jazz and Stage Music
3. Whenever the following words appear in this document:
  - 1) „Academy”, „Doctoral School” – they refer to the Feliks Nowowiejski Academy of Music in Bydgoszcz and the Doctoral School functioning within it;
  - 2) „Rector”, „Director of the Doctoral School” - refer to persons who carry out these functions at the Feliks Nowowiejski Academy of Music in Bydgoszcz;
  - 3) „Candidate” – refers to persons applying for admission to the Doctoral School of the Feliks Nowowiejski Academy of Music in Bydgoszcz;
  - 4) „Doctoral student” – refers to persons admitted to the Doctoral School of the Feliks Nowowiejski Academy of Music in Bydgoszcz.

## **Chapter 2. Recruitment Commission**

### **§ 2**

1. Recruitment to the Doctoral School is carried out by the Recruitment Commission of the Doctoral School, appointed by the Rector, referred to afterwards as the Recruitment Commission.
2. The Chair and members of the Recruitment Commission are appointed by the Rector.
3. Members of the Recruitment Commission include:
  - 1) Director of the Doctoral School – as Chair;
  - 2) Members who are academic teachers with at least a post-doctoral degree, who represent the specialisms to be assessed during the recruitment procedure;
  - 3) Secretary;
4. In order to conduct entrance examinations the Director of the Doctoral School appoints examination commissions.
5. Responsibilities of the Recruitment Office include in particular:
  - 1) Compiling a list of candidates admitted to the entrance examination;
  - 2) Establishing a detailed plan of entry examinations;
  - 3) Notifying the candidates of the scheduled dates of entrance examinations;
  - 4) Carrying out the recruitment procedure as part of the coordinated activities of the examination commissions;
  - 5) Preparing and announcing the results of recruitment to the Doctoral School;
  - 6) Notifying the candidates of the results of the recruitment procedure;
  - 7) Compiling the documentation and preparing a report on the results of the recruitment procedure.

### Chapter 3. Requirements for candidates

#### § 3

1. Requirements for candidates refer to Polish citizens and foreign persons who, in accordance with the act *Prawo o Szkolnictwie Wyższym i Nauce* [*The Law on Higher Education and Science*] dated 20 July 2018 (art. 326 s. 2), may undertake education in the Doctoral School on the basis of the principles which apply to Polish citizens.
2. To be admitted to the recruitment process the applicant has to:
  - 1) Have a professional degree of Master, Master. Eng or equivalent, or confirmation of being a beneficiary of the programme „Diamond Grant” which is the subject of art. 318 s. 2 of the Act dated 3 July 2018. – Regulations introducing the Act – *Prawo o szkolnictwie wyższym i nauce* [*The Law on Higher Education and Science*] (Journal of Laws item 1669 as later amended), or is a graduate of studies of the first stage or a student who has completed the third year of second-cycle master’s studies and applies for admission to the Doctoral School having demonstrated exceptional, highest quality of scientific achievements to date (in accordance with art. 186 s. 2 of the Act dated 20 July 2018 - *Prawo o szkolnictwie wyższym i nauce* [*The Law on Higher Education and Science*]);
  - 2) Is registered in the Internetowa Rejestracja Kandydatów [Internet Recruitment of Candidates] (IRK) system;
  - 3) Submits the required documents within the period announced by the Head of the Recruitment Office.

#### § 4

1. Documentation, which the candidate submits in person or sends to the Academy’s address within the specified period, includes:
  - 1) Diploma of completing second-cycle master’s studies or second-cycle studies, or confirmation of status of beneficiary of the Diamond Grant programme, or documentation confirming that the candidate satisfies the conditions listed in art. 186 s. 2.

- 2) Certificate or diploma of completion of studies that confirms knowledge of a modern foreign language if the candidate has either of these documents;
  - 3) List of significant artistic and research achievements together with documentation which confirms these achievements; (copies or scans of certificates, testimonials, diplomas, posters, concert programmes, publications etc.);
  - 4) Working title of the doctoral dissertation together with the description of the conceptual approach of the thesis within the discipline which reflects the candidate's individual interests and an outline synopsis and theses of the presented thematic range;
  - 5) In the case of a candidate with disability, scan or copy of certificate of degree of disability;
  - 6) Candidates for the Conducting course – a recording of a rehearsal conducted by candidate and at least one concert conducted by candidate (possible formats: video file in mp4 format, link to a file on a virtual disc or link to file of a recording from a streaming service);
  - 7) Candidates for the Composition course – a portfolio, scores of own compositions;
  - 8) Candidates for the Sound Engineering – an artistic production of significance: audio recording of HD quality with duration of ca. 30 minutes or audiovisual recording as a file with HD 1080 images and PCM 48/44.1 kHz multichannel or binaural sound with duration of ca. 30 minutes, or multimedia project in the form of an audiovisual report of event, exhibition, installation, in the form of HD MP4 file. It is acceptable to provide all the above in the form of a physical carrier, link to a file on a virtual disc or link to a recording from a streaming service;
2. Diploma obtained in a country which is a member of the European Union should be presented with a legalisation or *apostille*, while a diploma obtained in a country which is not a member of the European Union should be presented together with a confirmation that it is recognised as equivalent to the Polish diploma of completion of studies and professional title or with nostrification.

3. Diploma in a foreign language should be presented together with a translation into the Polish language certified by a sworn translator. Other documents presented in a language other than Polish should be accompanied by an ordinary translation into the Polish language.
4. Copies of the presented documents should be certified as true to the originals by an authorised employee of the Academy on the basis of the original documents presented for examination.
5. Where the surname of the candidate in the IRK system does not correspond to the surname appearing on the submitted documents (diplomas, certificates etc), the Recruitment Office may ask the Candidate to supply a document confirming change of surname.
6. Candidates with a certified degree of disability may apply to the Head of the Recruitment Office to have the recruitment procedure adapted to the kind and degree of their disability.
7. Decision as to the possibility of adapting the recruitment procedure described in art. 6 is made by the Head of the Recruitment Office.

#### **Chapter 4. Recruitment procedure**

##### **§ 5**

1. Recruitment procedure has the character of competition and is aimed at identifying the best candidates for the Doctoral School.
2. The number of places for education in the Doctoral School is established by the Rector's directive.
3. Entrance examinations are conducted in person; however, in justified cases the Rector may decide to have the exams conducted remotely, using appropriate information technology ensuring that the exams are controlled and recorded.

4. Entrance examinations are conducted by examination commissions whose members assess the work using a points system with a scale from 0 to 25 points (cf. Regulations of the Doctoral School, § 22 section 5).
5. Entrance examinations consist of two stages.
6. Examination Commission reserves the right to decide on the acceptance of the form of practical examination and to abbreviate the programme performed by the candidate.
7. Maximum achievable number of points by a candidate during both stages of the entrance examination is 50.
8. The final result of the recruitment procedure is made up of the sum of points achieved by the candidate in both stages of the examination.
9. The examination performance is described in reports.

## § 6

1. Results of entrance examinations are made public.
2. The candidate is entitled to examine the documents containing the points achieved during the entrance examination. Documents are made available while protecting the personal data of other candidates.

## Chapter 5. Entry examination procedure

### § 7

<b>Composition</b>		
<b>Stage</b>	<b>Form of exam</b>	<b>Points</b>
Stage I	1. Closed exam – test of creative potential: producing original fragment of music score based on given material and performing parts;	Minimum number of points: 23 pts
	2. Oral exam – discussion of the closed exam and presentation of the compositional achievements to date in the form of scores and, in so far as available, recordings.	Maximum number of points: 25 pts

Stage II	Interview relating to composition – describing the achievements presented, as well as presenting the conceptual approach to the subject, outline synopsis and theses of the planned doctoral dissertation.	Minimum number of points: 21 pts Maximum number of points: 25 pts
<b>Theory of Music</b>		
<b>Stage</b>	<b>Form of exam</b>	<b>Points</b>
Stage I	1. Written exam (closed) – preparing a review of text on the theory of music from any chosen volume of collective works in the cycle <i>Dzieło muzyczne [Musical composition]</i> or <i>Interpretacje dzieła muzycznego [Interpretations of musical composition]</i> , published by the publishing arm of the Feliks Nowowiejski Academy of Music in Bydgoszcz;	Minimum number of points: 23 pts Maximum number of points: 25 pts
	2. Oral exam – discussion of the review and presentation of own research in the area of theory of music.	
Stage II	Interview about theory of music, description of the achievements presented and presentation of conceptual approach to the subject and outline of synopsis and theses of the planned doctoral dissertation.	Minimum number of points: 21 pts Maximum number of points: 25 pts
<b>Sound Engineering</b>		
Stage I	1. Presentation of a significant work of art: audio/audiovisual recording of ca. 30 minutes duration/multimedia project – audiovisual report of event, exhibition, installation such as mentioned in § 4, s. 1 pt 8. 2. Presentation of paper on own achievements in sound engineering to date.	Minimum number of points: 23 pts Maximum number of points: 25 pts



Stage II	Interview on the subject of sound engineering, as well as presenting the conceptual approach to the subject, outline synopsis and theses of the planned doctoral dissertation.	Minimum number of points: 21 Maximum number of points: 25
<b>Instrumental studies, Vocal studies, Conducting, Jazz and Stage Music</b>		
<b>Stage</b>	<b>Form of exam</b>	<b>Points</b>
Stage I	<p>Practical exam (depending on the chosen programme of study - playing an instrument/ singing/conducting) – performance of a programme containing stylistically varied works, among them also compositions related to the subject of the planned doctoral dissertation. Programme should be performed from memory (this does not apply to candidates playing the harpsichord, the organ and historical instruments; Candidates applying for Instrumental Studies planning a subject relating to chamber music should perform a 10-15 minute solo programme from memory, while the rest of the chamber music programme may be played from sheet music), with the exception of contemporary music. The Examination Commission should have at its disposal a programme of duration no shorter than 45 minutes, and the Commission may decide which part of the programme should be presented. Candidates presenting jazz music are required to present three different styles of improvisation defined by the candidate prior to performance. In the case of candidates for the Conducting course assessment also includes the recording described in § 4 section 1 pt 6. of</p>	<p>Minimum number of points: 23 pts Maximum number of points: 25 pts</p>

	Conditions and procedures of recruitment.	
Stage II	Interview concerning the range of given specialism, description of presented achievements and presentation of the approach to the subject, outline synopsis and theses of the planned doctoral dissertation.	Minimum number of points: 21 Maximum number of points: 25

## Chapter 6. Admission to the Doctoral School

### § 8

1. Admission to the Doctoral School is in the form of being placed on the list of doctoral students.
2. Admission of foreign persons to the Doctoral School of FNAM takes place following the principles defined in Art. 323 s. 1 of the Act *Prawo o szkolnictwie wyższym i nauce* [The Law on Higher Education and Science] dated 20 July 2018.
3. If a candidate decides not to take up the offer of the course of study, his/her place is offered to the next candidate on the ranking list who passed the entry exam but was not admitted because of lack of places.
4. The recruitment procedure is described in a report signed by all the members of the Recruitment Commission.
5. List of persons admitted to the Doctoral School is published on the Academy's website.

### § 9

Refusal of admission to the Doctoral School is an administrative decision.

### § 10

Candidate admitted to the Doctoral School acquires the rights of a doctoral student from the moment of taking the oath.

## **Chapter 7. Appeal procedure**

### **§ 11**

1. Candidate who received a negative response to his/her application to join the Doctoral School has the opportunity to present an application for the case to be reviewed.
2. Application for a review of the case should be submitted to the Recruitment Commission within 14 days from receiving the decision rejecting the candidate's application to the Doctoral School.
3. As a result of reviewing the case the Recruitment Commission will take the final decision on the case.
4. The decision referred to in pt. 3 can be the subject of complaint to the administrative court.

## **Chapter 8. Concluding resolutions**

### **§ 12**

1. Documents regulating the recruitment principles are made available to those interested in the Academy's building and on its website.
2. All candidates are obliged to pay the recruitment fee. The amount of fee is decided by the Rector.
3. The Academy reserves the right to process the personal data of the candidates to the extent necessary for recruitment purposes, in accordance with the Regulation of the European Parliament and of the Council (UE) 2016/679 dated 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation GDPR)). If the candidate is admitted to the Doctoral School, his/her personal data will be used for purposes connected to the course of education.