

**Rules and Regulations of the Doctoral Traineeship Program
at the Grażyna and Kiejstut Bacewicz University of Music in Łódź**

The Rules and Regulations outline general provisions as regards recruitment, organization and course of study, as well as related rights and responsibilities of the doctoral traineeship program participants at the Grażyna and Kiejstut Bacewicz University of Music in Łódź.

I

General provisions

§ 1

1. The doctoral traineeship program is a form of study aimed at foreign students who have already completed either long-cycle Master's degree studies or second-cycle studies.
2. The University can launch the doctoral traineeship program in the area of study to which at least one field of study, taught at the University, is related.
3. The University can provide the doctoral traineeship program within the following fields of study:
 - a. Instrumental performance in the specializations of: piano, organ, harpsichord, accordion, guitar, harp, violin, viola, cello, double bass, flute, clarinet, oboe, bassoon, saxophone, French horn, trumpet, trombone, tuba, percussion;
 - b. Performing arts in the Vocal and Acting specialization.

II

Launching of the doctoral traineeship program

§ 2

1. The doctoral traineeship program is launched upon the Rector's order.
2. The doctoral traineeship program is a non-gratuitous form of study for foreigners, focused on:
 - artistic and performance development,
 - improvement of professional qualifications,
 - preparation for the doctoral degree conferral procedure.
3. The language of instruction of the entire doctoral traineeship program is English.
4. The minimum duration of the doctoral traineeship program is two semesters.

III

Financing of the doctoral traineeship program

§ 3

1. The doctoral traineeship program is a self-financing form of study for which a cost estimate is drawn up. It is financed from the fees, the amount of which is specified in the Rector's order, paid by the program participants.
2. The classes given by academic teachers as part of the doctoral traineeship program are not counted towards their contractual teaching loads.
3. The doctoral traineeship program fees are based on a cost estimate of scheduled classes. The estimate should include cost calculation as regards the running of and administrative support for the traineeship program; it should also specify the amount of admission fee.
4. In the event of any circumstances affecting the operational cost of the program, which may lead to a tuition fee increase, a corrected cost estimate of the traineeship program shall be submitted.

IV

Admission to the doctoral traineeship program

§ 4

General admission rules:

1. Recruitment to the doctoral traineeship program is conducted on a competitive basis.
2. The competition results are open and public.
3. The recruitment process entails a one-off, non-refundable admission fee for considering the application. The amount of admission fee and the way of payment are to be specified in a special order issued by the Rector of the University of Music in Łódź.
4. The recruitment process is conducted in an electronic way through registering in the electronic recruitment system of the University of Music in Łódź, in line with the instructions published on the University's website. After formal verification of submitted documents, a candidate is subject to further substantive evaluation, pursuant to the rules specified in §7.
5. The recruitment process for a given academic year should be completed no later than 30th September of a given academic year. In justified cases, it is possible to enrol a candidate at a later date, yet no later than 31st October of a given academic year.

§ 5

Application documents:

1. A candidate is obligated to submit the following documents:
 - a. for formal verification:
 - printed and signed copy of an application form for the doctoral traineeship program (upon the completion of online registration),
 - MA degree diploma or an equivalent one, translated into Polish by a sworn translator,
 - CV highlighting the candidate's educational path and pursued professional activity,
 - one current photo, compliant with the ID issuance requirements,
 - confirmation of the admission fee payment,
 - b. for substantive evaluation:
 - a list of artistic/academic achievements, as well as documents confirming the accomplishments.

§ 6

Entrance examination:

1. Entrance examination for the doctoral traineeship program is a two-stage process:
 - 1st stage: verification of artistic/academic achievements, including documents confirming the accomplishments and any possible recommendations, based on the submitted documents,
 - 2nd stage: evaluation of the candidate's self-presentation of their skills in the selected specialization; the presentation shall have the form of a DVD recording posted on the University's website.
2. The program of the presentation is discretionary, duration: 40-50 minutes.
3. Point-based scoring criteria at following recruitment stages:
 - in the 1st stage, verification is based on the committee members' open voting for either accepting the submitted documents or rejecting them, with a written justification,
 - in the 2nd stage, the presentation recorded by a candidate is evaluated in accordance with the grading scale from 0 to 25 points.
4. The candidate is admitted to the traineeship program when scoring the minimum of 21 points.

§ 7

1. The admission committee is appointed by an appropriate Dean.
2. The admission committee consists of the Dean or Head of the Institute and three committee members at the minimum, representing specializations in which the traineeship program is to be conducted and holding the habilitated doctor degree or the

title of Professor. The committee's composition depends on specializations of the candidates applying for admission.

3. The entrance exam protocol will be drawn up (annex no. 1).
4. Denial of the candidate's admission to the traineeship program is issued by means of an administrative decision. The decision of the admission committee may be appealed against to the Rector, up to 14 days from the date of delivery of the decision.

IV The traineeship program curriculum

§ 8

1. The doctoral traineeship program at the University of Music in Łódź lasts two semesters at the minimum.
2. The condition on which the doctoral traineeship program may be extended is the appointment of a doctoral dissertation advisor, as well as presentation of the dissertation's concept by 30th April of a given academic year, pursuant to the applicable procedure in force at the University.
3. Upon the appointment of an advisor for the doctoral degree conferral procedure, a program participant is allowed to apply to the Dean of a relevant faculty for non-gratuitous prolongation of the doctoral traineeship program.

§ 9

1. The language of instruction for the doctoral traineeship program is English.
2. The framework curriculum of the doctoral traineeship program involves individual classes in instrument performance or solo singing, classes with an accompanist or accompaniment training, as well as group classes aimed at preparing students to write their doctoral dissertations in English.
3. As part of the doctoral traineeship program, a student is obliged to attend the following classes, depending on their field of study and specialization:
 - major
 - practice with an accompanist (except for the specializations of piano, organ, harpsichord)
 - accompaniment training (only for the specializations of piano, organ, harpsichord)
4. All first-year participants of the doctoral traineeship program are obliged to attend, additionally, the following compulsory group classes:
 - English language
 - Methodology of academic research
 - Humanistic–social elective course

§ 10

The rules and regulations of the doctoral traineeship program shall come into force on the day of signing the order by the Rector.