

The following English translation serves as an information material only. The original resolution: *uchwała nr 5/I/2020 Senatu Uniwersytetu Jagiellońskiego z 29 stycznia 2020 roku w sprawie zasad rekrutacji do Szkoły Doktorskiej Nauk Humanistycznych, Szkoły Doktorskiej Nauk Społecznych, Szkoły Doktorskiej Nauk Medycznych i Nauk o Zdrowiu, Szkoły Doktorskiej Nauk Ścisłych i Przyrodniczych na Uniwersytecie Jagiellońskim w roku akademickim 2020/2021*, published in Polish in the Jagiellonian University Public Information Bulletin, is the binding act.

**Resolution No. 5/I/2020  
of the Senate of the Jagiellonian University  
of 29 January 2020**

**on: rules of admission to the Doctoral School in the Humanities, Doctoral School in the Social Sciences, Doctoral School of Medical and Health Sciences, Doctoral School of Exact and Natural Sciences at the Jagiellonian University in the academic year 2020/2021**

Pursuant to Article 200(2) of the Act of 20 July 2018 – Law of Higher Education and Science (IJL [Dz. U.] of 2018, item 1668, as amended), hereinafter referred to as the act, the Senate of the Jagiellonian University resolves as follows:

**Section 1  
General provisions**

§ 1

1. This resolution establishes in particular:
  - 1) rules of admission to doctoral schools at the Jagiellonian University;
  - 2) detailed terms and procedures of admission.
2. The terms used in the resolution are defined as follows:
  - 1) Rector – Rector of the Jagiellonian University;
  - 2) school – Doctoral School in the Humanities, Doctoral School in the Social Sciences, Doctoral School of Medical and Health Sciences, Doctoral School of Exact and Natural Sciences at the Jagiellonian University;
  - 3) director – person serving as the director of the school;
  - 4) program – doctoral program or education program offered at the school;
  - 5) application round – competitive process conducted in order to complete the procedure of admission to a program offered at the school.

§ 2

Admission to a program offered at the school is conducted in the form of a competitive process.

**Section 2  
Organization of admission committees**

§ 3

1. To conduct admission to a program, the director appoints committees from among persons employed at the University. Committees are appointed in consultation with deans of faculties where the members are employed.
2. Director names the chairman, deputy chairman, secretary, and other members of the committee.
3. No less than  $\frac{3}{4}$  of the committee comprises persons employed at the University who hold the academic title or the academic degree of *Doktor habilitowany*, and who had declared that they belong to a discipline in which education is offered at the school.
4. In justified cases, employees of other universities or of entities the University has signed memoranda of understanding or agreements with may be members of the committee.
5. In cases justified by the particularity of a program, the director may appoint more than one committee per program, in accordance with Paragraphs 1–4.
6. The committee is appointed for the period from 15 May 2020 to 14 May 2021.
7. Remuneration is paid for partaking in the committee's proceedings, in the amount and under the terms specified in Rector's ordinance.
8. If circumstances arise which prevent a committee member from directly partaking in the committee's proceedings, director removes the member from the committee and appoints a new member, in accordance with Paragraphs 1–4.
9. Committee member informs the chairman of all circumstances that may impact their impartiality in the assessment of candidates, in particular of academic dependencies (serving as the *Magister* thesis supervisor, as a future supervisor or as an auxiliary supervisor, principal investigator in a research project), of being their superior or of other workplace dependencies, of being their spouse or relative by blood or by marriage up to second degree, or of present or past cohabitation. This provision also applies to the reviewers of research proposals submitted by the candidates.
10. In the situations enlisted above, committee member is excluded from the assessment procedure of selected candidates. In other situations committee member may be excluded by the chairman solely based on reasons which would impact the impartiality of the assessment. Exclusion of a committee member is noted in the protocol from the committee meeting. If more than 40% of the committee is excluded, Paragraph 8 is applied *mutatis mutandis*.
11. Director may appoint an examination board or boards, taking into consideration needs arising from the detailed terms and procedures of admissions, naming the scope and mode of their operation. A committee member is appointed by the director as the examination board. Provisions of Paragraphs 8–10 are applied *mutatis mutandis*.

#### § 4

1. Committee undertakes actions in the admission proceedings, in particular related to:
  - 1) conducting entrance examinations or interviews (taking into account Article 3(11));
  - 2) establishing final results of persons applying for admission, in accordance with the terms and procedures of admission and with internal legal acts in force at the University;
  - 3) deciding on qualifying for admission or on denying admission, including formulating the justification;
  - 4) reviewing letters and giving opinion on requests submitted by the candidates in the admission procedure.
2. In justified cases, the committee may decide on conducting the examination using means of distant communication.
3. Committee is entitled to establish a minimum number of points required for the candidate to be admitted, no later than during the first meeting held for the purpose of approving and signing the ranking list for a program. Once established, the minimum number of points required for the candidate to be admitted remains in force for all rounds of application to the program. All

candidates whose final results are lower are issued a decision on denial of admission to the program due to insufficient number of points.

4. Committee deliberates and resolves matters by an absolute majority of votes in the presence of at least half of the committee members. If the vote is equally split, the chairman gives a casting vote.
5. Committee maintains documentation of each and all parts of the admission procedure by producing written protocols, signed by all committee members partaking in the recorded action of the procedure.
6. After the final results of persons applying for admission are established, chairman of the committee presents the school director with the protocol summarizing the admission procedure, signed by all committee members partaking in the meeting, including list of candidates recommended for admission and the waiting list, as well as list of candidates not recommended for admission.
7. Protocols are archived by the school as documentation of the admission procedure.
8. Based on the protocol mentioned in paragraph 6, the director approves the list of persons admitted to the school and, acting on the basis of Rector's authorization, issues decisions on denial of admission.
9. Candidate who receives a decision on denial of admission has the right to file a motion to reconsider. Motion has to be filed with the Rector within 14 days of receiving the decision.
10. The basis of the motion mentioned in Paragraph 9 may only be naming the violation of the rules of admission to the school. The motion should name the exact provisions of the terms or procedures of admission to the school which the party considers to have been violated and briefly explain the alleged violation.

### **Section 3** **Rules of admission**

#### § 5

1. By no later than two weeks before the application round begins, in an announcement published on the school's website the director announces the following information:
  - 1) detailed organization terms and schedule of the application round;
  - 2) number of places available in the application round, in relation to the source of scholarship payment;
  - 3) list of required documents and mode of their submission;
  - 4) in justified cases, list of research topics.
2. Candidates who complete all required actions by the dates specified in the schedule in accordance with internal procedures of the doctoral schools operating at the JU are considered in the admission procedure.
3. In an application round, candidates' final results are established as numbers on a scale from 0 (zero) to 100 (one hundred), accurate to second decimal place, and placed on the ranking list in descending order.
4. Final results in application rounds to a program are calculated on the basis of the detailed terms and procedures of admission outlined in the appendix to this resolution.
5. Lists of candidates qualified for admission are established based on the number of places available and final results, but taking into account the minimum number of points required for the candidate to be admitted, mentioned in Article 4(3). Procedure of qualifying for admission candidates placed on the waiting list is repeated automatically and continues until all available places are filled or until the list of such candidates is exhausted.
6. Application round may be conducted electronically, using an electronic application system (hereinafter referred to as the system). In such case:

- 1) candidates are obliged to create one, individual account in the system and to fill out the electronic forms, providing the required personal and contact data;
  - 2) when creating an account in the system, candidates consent to the processing of their personal data for the purpose of the admission procedure and for the purpose of documenting the course of education at the school. Refusing consent to personal data processing results in inability to partake in the admission procedure. Withdrawing consent to personal data processing in the course of the admission procedure is equal to the resignation from applying for admission and results in discontinuation of proceedings;
  - 3) information regarding the admission procedure is sent to the candidates through the system or websites designated for this purpose. Candidates are obliged to read the information sent to them through the system or on the school websites on a regular basis and bear the consequence of neglecting to do so;
  - 4) submission of application in an application round to a program offered in the catalogue is completed by filling out the relevant electronic form in the system;
  - 5) only candidates who complete all required actions by the dates specified in the schedule, in particular who submitted the complete set of required documents, are considered in the application round. For documents sent by regular mail, the date when the documents are received by the school decides whether the deadline has been met;
  - 6) final results and information about the admission to the school are published in the system only;
  - 7) candidates are notified through the system about being qualified for admission and about the place, date, and time for enrolment into the list of doctoral students (hereinafter referred to as enrolment). Once candidates receive notification in the system about being qualified for admission, they are obliged to enroll on the day specified in the notification, and failing to complete the enrolment procedure within the appointed dates is equal to their resignation and results in issuing a decision on denial of admission. In justified cases, director may appoint a new, individual date for enrolment of a candidate;
  - 8) the condition for the enrolment procedure to be performed is for the person qualified for admission to meet conditions described in Article 200(1) of the act, and for the university staff member performing the enrolment procedure to verify that the submitted documents are complete and that the data in the documents match the data on the questionnaire printed from the system. Enrolment is performed in the presence of the person qualified for admission through the established procedure of personal data transfer from the system to the JU University Study-Oriented System (taking into account Paragraph 10);
  - 9) if any discrepancies in the data are noticed during the enrolment procedure, university staff member performing the enrolment to the program passes the documents to the committee who, depending on the scale and nature of the discovered discrepancies, may change the decision on qualifying the candidate for admission made on the basis of the false data, which results in denial of completion of the enrolment procedure;
  - 10) upon permission of the director, the enrolment may be completed by post. The date when all required documents are received by the appointed university unit decides whether the enrolment deadline has been met.
7. In cases where the application round is conducted outside of the system, it is conducted in accordance with the procedure outlined by the director in an announcement published on the school's website.
  8. Person qualified for admission may only enroll into one doctoral school and upon enrolment presents a declaration stating that they are not enrolled as a doctoral student in any other doctoral school.

9. In case of programs where doctoral students are at risk of exposure to harmful, noxious, or dangerous factors, candidates upon enrolment receive a referral for examination by a doctor of occupational medicine. Candidates are obliged to submit medical certificate stating the lack of contraindication for the candidate to undertake the education to the university unit and within a deadline appointed by the director.
10. In actions related to the enrolment, person qualified for admission may be represented by a proxy, who upon performing these actions submits the power of attorney signed by the candidate and presents their own identification document or passport for identification purposes. When completing the enrolment procedure, the proxy is obliged to present copy of the identification document or passport of the person qualified for admission (consistent with the document named in the questionnaire).
11. Candidates agree to the terms of the admission procedure at the time of submitting their application.

#### § 6

1. If the detailed terms and procedures of admission state that an examination is to be conducted, a person with disability may apply for the form of the examination to be adapted for their needs arising from their disability. To exercise this right, candidate submits a written request to the Disability Support Service by no later than three days before the period for submission of applications applicable to them ends. If the procedure is not followed, the request is not recognized.
2. The form of the adaptation of the examination form is established individually, in consultation with the examination committee, based on the consultation with the candidate and on the current documentation confirming the nature of their disability.
3. The form of the adaptation of the examination form is ruled on by the committee chairman in consultation with the head of the Disability Support Service.

### **Section 4 Special provisions**

#### § 7

1. Over the course of an application round, the director is authorized to change the number of places available in the application round to adjust the number of places to the governing laws and to the current needs of the admission procedure, including necessary changes arising from obligations related to research projects and grants.
2. For programs conducted on the basis of agreements signed between the University and other entities, provisions of this resolution are applied *mutatis mutandis*, taking into consideration provisions stated in the agreements.
3. Candidates who are beneficiaries of grant programs whose terms require that the beneficiary is entered into the list of doctoral students may be admitted to the doctoral school as a result of a special competitive process, in accordance with the procedure established by the doctoral school director, considering provisions arising from regulations and agreements related to the grant program.

### **Section 5 Final provisions**

#### § 8

This resolution comes into force on the day of its adoption.

## **Detailed terms and procedures of admission to the doctoral schools at the Jagiellonian University in the academic year 2020/2021**

### **I. Doctoral School of Social Sciences**

#### **Formal entry requirements for entering the admission procedure**

Candidates eligible to apply for admission to the doctoral school are holders of *Magister*, *Magister inżynier*, or equivalent title awarded in any field of study, and persons referred to in Article 186(2) of the act.

The eligibility is verified after the candidate is qualified for admission to the doctoral school, upon candidate's enrolment into the list of doctoral students.

#### **Language of the admission procedure**

The admission procedure is conducted in Polish or in English.

#### **List of documents required for the calculation of the final result**

1. academic CV, enclosed with a list of publications and conference papers;
2. recommendation letter, written by a fellow conducting research in the discipline, holding at least the academic degree of *Doktor habilitowany*, or holding at least the academic degree of *Doktor* and eligible to supervise the doctoral student as the principal supervisor;
3. research proposal (character count: min. 10,000, max. 18,000, excluding spaces), comprising the following elements: title, keywords, aim/research problem, impact of the proposed research, research methods, research design and plan, and preliminary literature review;
4. persons referred to in Article 186(2) of the act: letter of reference confirming exceptional quality of the research conducted by the candidate and the advanced progress of the research, written by candidate's academic supervisor holding at least the academic degree of *Doktor habilitowany*, or a fellow employed at a foreign university or research institution who has significant achievements in research problems related to the education program.

#### **Admission procedure**

The admission procedure is divided into two stages.

During the first stage the committee assesses:

1. alignment of candidate's research interests with the discipline, based on the submitted academic CV and recommendation letter;
2. research proposal.

The proposal is assessed on the following merits:

1. formal assessment;
2. assessment of the research problem identification and description;
3. literature review adequacy;
4. research methods adequacy.

The committee may appoint a reviewer for the assessment for the proposal, from among the research fellows employed at the Jagiellonian University, holding at least the academic degree of *Doktor habilitowany* and recognized specialized competence and knowledge in the area referred to in the

research proposal. Persons who are not invited to the interview are awarded 0 (zero) points as their final result on the ranking list.

Only candidates who jointly meet the following criteria are invited to the second stage of the admission procedure (the interview):

1. candidate's research interests are in alignment with the discipline;
2. research proposal they submitted meets the formal requirements;
3. research proposal they submitted outlines research plans aligned with the profile of the Doctoral School of Social Sciences and with the doctoral program.

During the second stage the committee conducts the interview. The interview's purpose is to assess the candidate on the merits outlined below. The interview may include verification of candidate's competency in English.

### **Assessment criteria and final result**

Candidate's final result is calculated on the basis of the interview (0–100 points) which assesses the candidate on the following merits:

1. academic quality, novelty, and probability of completion of the submitted research proposal, taking into account the result of assessment conducted during the first stage of the admission procedure (0–40 points);
2. academic CV submitted by the candidate (0–20 points);
3. candidate's qualifications (0–40 points).

Persons who do not turn up at the interview are awarded 0 (zero) points as their final result on the ranking list.

Candidate's final result is calculated as the sum of points awarded in each category as a number on a scale from 0 to 100, accurate to second decimal place.

Grant and international research projects beneficiaries (from the list announced by the school director on the school's website) are awarded the maximum number of points from the admission procedure (100 points) and are exempted from taking part in the admission procedure stages, provided that they meet the formal requirements for entering the admission procedure. The committee determines whether the candidate meets these conditions on the basis of the documents submitted by the candidate.

Candidates are placed on the ranking list in descending order, as determined by their final results.