The following English translation serves as an information material only. The original resolution: uchwała nr *68/XII/2022* Senatu Uniwersytetu Jagiellońskiego z 21 grudnia 2022 roku w sprawie zasad rekrutacji do Szkoły Doktorskiej Nauk Społecznych na Uniwersytecie Jagiellońskim w roku akademickim 2022/2023, published in Polish in the Jagiellonian University Public Information Bulletin, is the binding act.

**Resolution No. 68/XII/2022
of the Senate of the Jagiellonian University
of 21 December 2022**

**on: rules of admission to the Doctoral School in the Social Sciences at the Jagiellonian University in the academic year 2022/2023**

Pursuant to Article 200(2) of the Act of 20 July 2018 – Law of Higher Education and Science (consolidated text IJL [*Dz.U.*] of 2021, item 478, 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 School in the Social Sciences 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 Social Sciences at the Jagiellonian University;
	3. director – person serving as the director of the school;
	4. committees – admission committees;
	5. application round – competitive process conducted in order to complete the procedure of admission to a program offered at the school
	6. system – Online Application System.

§ 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 doctoral 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 half of the committee consists of employees with the academic title or the academic degree of doktor habilitowany, or employed as university professors, who have declared their affiliation to the discipline in which education is conducted 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 the director may appoint more than one committee per doctoral program, in accordance with Paragraphs 1–4.
6. The committee is appointed no later than one week before the start of the first application round for a given academic year. The committee is appointed for the duration of recruitment for the academic year 2023/2024
7. Renumeration 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. A member of the committee informs the chairman, and in the case of the chairman – the director, of all circumstances that may impact his/her 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, a principal investigator in a research project, a consultant of a submitted research project, an author of a recommendation letter), of being a superior or of other workplace dependencies, of being his/her spouse or a relative up to second degree, or of present or past cohabitation. The above provisions also apply to reviewers of research proposals submitted by 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, and in the cases of the chairman by the director, 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 recommendation for admission or placement on reserve list, including formulating the justification;
	4. reviewing applications and requests submitted in the procedure and giving opinions on applications for reconsideration of the case.
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 obtain recommendation be admitted, or added to the reserve list, no later than during the first meeting held for the purpose of approving and signing the ranking list for a doctoral 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 doctoral program, except for the special admission procedure described in Article 7 (3). 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. In the case of parts of the recruitment procedure taking place via means of distance communication, documents, including protocols, may be accepted by members in electronic form. Appropriate printouts of documents, along with confirmation of content acceptance, should be included in the documentation of the recruitment procedure.
6. After the final results of candidates 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 separately a list of candidates recommended for admission, the waiting list (if created), 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 delivery day of the decision. It is recommended that the candidate indicates the violation of the conditions and procedure of recruitment that he or she believes has occurred.

**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;
	3. list of required documents and mode of their submission, in particular the requirement to provide translations, an apostille or legalization for documents issued abroad, and the mode of exemption from this requirement;
	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 school 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 of application 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 obtain recommendation to be admitted, or included in the reserve list, mentioned in Article 4(3).
6. Application round may be conducted electronically, using the system. In such case:
	1. the detailed terms and conditions and the schedule of the recruitment process as well as the method of submitting the required documents are determined in consultation with the head of the Admissions Department for Studies prior to the publication of the recruitment announcement on the website of the school;
	2. 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;
	3. when creating an account in the system, candidates confirm that they have read the information about the processing of personal data.
	4. information regarding the admission procedure is sent to the candidates through the system or the website of the school. Candidates are obliged to read the information sent to them through the system or on the website of the school on a regular basis and bear the consequence of neglecting to do so;
	5. submission of application is completed by filling out the relevant electronic form corresponding to the given recruitment round in the system;
	6. only candidates who complete all required actions by the dates specified in the schedule, in particular who submitted the complete set of required documents within deadlines and in a manner determined by the school, 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. The fact of providing data in the past data or providing documents as part of recruitment at the University or studying or training at the University at present or in the past does not release candidates from the obligation to provide data or documents required as part of the recruitment application for admission in a particular academic year.
	7. In cases where recruitment is conducted outside the system, it is conducted in accordance with the procedure specified by the director in the form of an announcement posted on the website of the school.
	8. 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;
	9. 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 application 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 11);
	10. 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 director 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;
	11. upon permission of the director, the enrolment may be completed by post or by e-mail. 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 other doctoral school. It is unacceptable to re-enter the school if, on the day of enrollment, the candidate already has the status of a doctoral student at this school.
9. In case of doctoral 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.
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 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 for places at school financed with additional funds from external or internal sources, the conditions of which require entry on the list of doctoral students, may be admitted to the school under a special competition procedure, in accordance with the procedure specified by the director, taking into account the provisions of the regulations and agreements related to the method of financing. The use of funds from internal sources for recruitment in a special competition procedure requires a positive opinion from the school board.

§ 8

In matters relating to recruitment, not covered by this resolution, the director decides.

**Section 5
Final provisions**

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

Appendix No 1 to the resolution No. 68/XII/2022
of the Senate of the JU of 21 December 2022

**Detailed terms and procedures of admission to the Doctoral School in the Social Sciences at the Jagiellonian University in the academic year 2023/2024**

Interdisciplinary Doctoral Program „Society of the Future”, and International PhD Programme in Cognitive Neuroscience

**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.

Verification of the fulfillment of this condition takes place after qualifying for admission to the doctoral school, at the time of entry into the list of doctoral students.

In exceptional cases, justified by the highest quality of scientific achievements, a person referred to in art. 186 paragraph 2 of the Act, i.e. a person who is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies, without the professional title of magister, master engineer or equivalent.

For people who use the extraordinary procedure pursuant to Art. 186 paragraph 2 of the Act, the verification takes place before admission to the first stage of the recruitment procedure, on the basis of an opinion confirming the high quality of the research works carried out and the high level of advancement of these works, issued by a research supervisor with at least a postdoctoral degree or an employee of a foreign university or scientific institution with significant achievements.

**Language of the admission procedure**

The admission procedure is conducted in English. The candidate's application must be in English.

**Admission procedure**

A person joining the recruitment procedure presents a complete set of documents indicated in the recruitment announcement as part of the submitted application.

Submitting an incomplete application or application containing significant deficiencies in relation to the requirements for its preparation specified in the announcement of recruitment results in its inability to be assessed and the qualification result being set on the ranking list equal to 0 (zero) points.

The complete application is submitted for evaluation as part of the first stage.

In the first stage, the following are assessed:

interdisciplinarity of candidate’s research interests in the fields of knowledge and / or disciplines covered by the given program being assessed;

research project.

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;
5. scientific reliability (originality of the project and independence of its implementation);
6. compliance of the scientific intentions with the profile of the Doctoral School of Social Sciences and the doctoral program.

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.

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

1. the candidate's research interests are in line with the program profile;
2. the project submitted was positively assessed in each of the criteria in the first stage.

Persons who are not admitted to stage two receive a qualification result of 0 (zero) points on the ranking list.

During the second stage the committee conducts the interview in English (0-100 points), in which the following elements are assessed:

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 (0–50 points);
2. candidate’s academic CV (0–20 points);
3. candidate’s qualifications presented during the interview (0–30 points).

Failure to participate in the interview will result in the qualification result being set to 0 (zero) points on the ranking list.

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.

Subject to the above-mentioned cases, the candidate's qualification result is the number of points obtained during the interview, determined with an accuracy of two decimal places.

1. **Remaining programs**

**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.

Verification of the fulfillment of this condition takes place after qualifying for admission to the doctoral school, at the time of entry into the list of doctoral students.

In exceptional cases, justified by the highest quality of scientific achievements, a person referred to in art. 186 paragraph 2 of the Act, i.e. a person who is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies, without the professional title of magister, master engineer or equivalent.

For people who use the extraordinary procedure pursuant to Art. 186 paragraph 2 of the Act, the verification takes place before admission to the first stage of the recruitment procedure, on the basis of an opinion confirming the high quality of the research works carried out and the high level of advancement of these works, issued by a research supervisor with at least a postdoctoral degree or an employee of a foreign university or scientific institution with significant achievements.

**Language of the admission procedure**

The procedure is conducted in the language of education in a given program.

**Admission procedure**

A person joining the recruitment procedure presents a complete set of documents indicated in the recruitment announcement as part of the submitted application.

Submitting an incomplete application or application containing significant deficiencies in relation to the requirements for its preparation specified in the announcement of recruitment results in its inability to be assessed and the qualification result being set on the ranking list equal to 0 (zero) points.

The complete application is submitted for evaluation as part of the first stage.

In the first stage, the following are assessed:

concurrence of the candidate's scientific interests with the discipline

research project.

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;
5. scientific reliability (originality of the project and independence of its implementation);
6. compliance of the scientific intentions with the profile of the Doctoral School of Social Sciences and the doctoral program.

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.

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

1. the candidate's research interests are in line with the discipline;
2. the project submitted was positively assessed in each of the criteria in the first stage.

Persons who are not admitted to stage two receive a qualification result of 0 (zero) points on the ranking list.

During the second stage the committee conducts the interview in English (0-100 points), in which the following elements are assessed:

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 (0–50 points);
2. candidate’s academic CV (0–20 points);
3. candidate’s qualifications presented during the interview (0–30 points).

The interview may include elements of checking the knowledge of English or Polish language.

Failure to participate in the interview will result in the qualification result being set to 0 (zero) points on the ranking list.

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.

Subject to the above-mentioned cases, the candidate's qualification result is the number of points obtained during the interview, determined with an accuracy of two decimal places.