

**Resolution No. 72/XII/2023
of the Senate of the Jagiellonian University
of 20 December 2023**

**on: the rules of admission to the Doctoral School of Social Sciences at the Jagiellonian
University in the academic year 2024/2025**

Pursuant to Article 200(2) of the Act of 20 July 2018 – Law on Higher Education and Science ([Journal of Laws] Dz.U. of 2023 item 742, as amended), hereinafter referred to as the Act, the Senate of the Jagiellonian University resolves as follows:

**Part 1
General provisions**

§ 1

1. This resolution establishes the rules of admission to the Doctoral School of Social Sciences at the Jagiellonian University, including detailed terms and the procedure of admission.
2. The terms used in the resolution are defined as follows:
 - 1) Rector – Rector of the Jagiellonian University;
 - 2) school – Doctoral School of Social Sciences at the Jagiellonian University;
 - 3) director – a person holding the position of the director of the school;
 - 4) committee – admission committee;
 - 5) competition – procedure of competition conducted in order to process admission to a doctoral programme offered at the school
 - 6) system – Online Application System.

§ 2

Admission to the doctoral programme offered at the school is conducted on a competitive basis.

**Part 2
The rules of organizing admission committees**

§ 3

1. To conduct admission to a doctoral programme, the director appoints a committee from among persons employed at the University. Committees are appointed in consultation with the deans of faculties, where the committee members are employed.
2. The director names the chair, deputy chair, 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 doctor habilitatus, or are employed as university professors, who have declared their affiliation to the discipline, in which education is conducted at the school.
4. In justified cases, members of the committee may include employees of other universities or other entities, with which the university has signed agreements or contracts.

5. In justified cases, the director may appoint more than one committee per doctoral programme, on the terms specified in sections 1–4.
6. The committee is appointed no later than 7 days before the commencement of the first competition for a given academic year. The committee is appointed for the duration of admission for the academic year 2024/2025.
7. Remuneration is paid for partaking in the committee’s proceedings, in the amount and under the terms specified in the Rector’s order.
8. If circumstances arise, which prevent a committee member from direct participation in the committee’s proceedings, the director dismisses the member and appoints a new one, in compliance with the rules specified in sections 1–4.
9. A member of the committee informs the chair, and in the case of the chair – the director, of all circumstances that may impact his/her impartiality in the assessment of candidates, in particular, when there is academic dependency (acting as an MA thesis supervisor, as a future supervisor or an auxiliary supervisor, a manager of a research project, in which the candidates have participated or are participating, as a consultant of a submitted research project, an author of a recommendation letter), of being a superior or of other workplace dependencies, of being or having been his/her spouse or a relative, or kinsman by affinity up to the second degree, or of present or past cohabitation. The above provisions also apply to the reviewers of research projects submitted by the candidates.
10. In the cases listed in section 9 above, the committee member is excluded from the assessment procedure of selected candidates. In other cases, the committee member may be excluded by the chair, and in the case of the chair 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. In the event of excluding committee members in a number that prevents the functioning of the committee, the provision of section 8 shall apply accordingly.
11. The director may appoint an examination board or boards, taking into consideration the needs arising from the detailed terms and procedures of admissions, naming the scope and mode of their operation. The chair of the examination board is a member of the committee, appointed by the director. Provisions of sections 8–10 shall apply accordingly.

§ 4

1. The committee carries out activities involved in the admission procedure, in particular related to:
 - 1) conducting examinations or interviews (subject to § 3(11));
 - 2) determining the qualification results of candidates, in accordance with detailed terms and admission procedure, as well as with applicable legal acts;
 - 3) recommendation for admission or placement on the reserve list, or the absence of recommendation for admission, together with formulating the justification;
 - 4) reviewing applications and requests submitted by the candidates and delivering opinions on applications for the reconsideration of a given case.

2. The committee may decide on conducting the qualification interviews by means of distance communication.
3. The committee establishes the minimum qualification score required to obtain a recommendation for admission or placement on the reserve list, no later than at the first meeting, at which it approves and signs the ranking list for the doctoral programme. Once established, the minimum qualification score required for admission is valid in all competitions conducted for the doctoral programme, with the exception of competitions conducted in a special mode, which are referred to herein in § 7(3). In relation to all the candidates, whose score is lower, a decision is made to refuse admission due to the insufficient number of points obtained.
4. The committee deliberates in the presence of at least half of its members and resolves matters by an absolute majority of votes. In case of an equal number of votes, the vote of the chair prevails.
5. The committee documents the course of each part of the admission procedure, preparing an appropriate protocol signed by all the committee members participating in a given part of the proceedings. In the case of parts of the admission procedure taking place via the means of distance communication, documents, including protocols, may be accepted by the members in an electronic form. Appropriate printouts of documents, along with the confirmation of content acceptance, should be included in the documentation of the admission procedure.
6. After the final results of the candidates have been established, the chair of the committee submits to the director the protocol of the admission procedure, signed by all the committee members participating in the proceedings, containing a list of candidates recommended for admission together with the reserve list and a list of persons without recommendation for admission.
7. Based on the protocols referred to in section 6, the director approves the list of candidates qualified for admission.
8. The director approves the lists of PhD students admitted to the doctoral school and issues, as based on the authorization of the Rector, decisions to refuse admission to the school.
9. The protocols are archived by the school in the documentation of the admission procedure.
10. A decision to refuse admission to the school may be subject to filing a motion for reconsideration of the case. The motion should be submitted to the Rector within 14 days from the date of delivery of the decision. It is recommended that the candidates indicate a violation of the detailed terms and admission procedure that they believe has occurred.

Part 3

Detailed terms and conditions for admission

§ 5

1. At least two weeks before the commencement of the admission process, the director determines in an announcement posted on the school website:
 - 1) detailed conditions of organization and the schedule of the competition;
 - 2) the limit of places available in a given competition;

- 3) the list and method of submitting the required documents, in particular the requirement of providing translations, apostille or legalization of documents issued abroad, as well as the procedure for exemption from this requirement;
 - 4) in justified cases, the list of research topics.
2. Candidates who have met all the requirements in a timely manner are considered in the admission procedure.
 3. The qualification scores of candidates are expressed as a number ranging from 0 (zero) to 100 (one hundred) with an accuracy of two decimal places and presented on the ranking list, arranged in a descending order.
 4. The basis for determining the qualification score are the detailed conditions and admission procedure specified in the annex to this resolution.
 5. The lists of candidates qualified for admission are established based on the number of places available and the qualification results, taking into account the minimum qualification score required for obtaining a recommendation for admission or inclusion on the reserve list referred to in § 4 section 3.
 6. Admission can be conducted by electronic means, via the system. In this case:
 - 1) detailed conditions of organization and the schedule of the competition, as well as the method of submitting required documents are determined in consultation with the head of the Department of Admission for Studies before posting the announcement referred to in § 5 section 1 on the school website;
 - 2) the candidates are obliged to create one individual account in the system and to fill out the electronic forms, in which they provide the required personal data and contact details;
 - 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. The 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 for admission is completed by filling out the relevant electronic form corresponding to a given competition run in the system;
 - 6) only the candidates who have met all the requirements in a timely manner, in particular who have submitted the complete set of required documents within deadlines and in a manner specified in the announcement referred to in § 5 section 1, are considered in the admission procedure. 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 or delivering documents as part of participation in an admission process at the University, or studying or training at the University at present or in the past does not release the candidates from the obligation to provide data or documents required as part of the application for admission in a particular academic year;

- 7) the committee or the director provide the Department of Admission for Studies with information regarding the decision made in relation to each application submitted in the system. The ranking lists are published in the system or on the school website;
 - 8) information about qualifying for admission and about the place and date when it is due to make an entry on the list of PhD students (hereinafter referred to as entry) is forwarded to the candidates via the system. After receiving a message in the system about qualifying for admission, the candidates are obliged to make an entry within the deadline specified in the announcement referred to in § 5 section 1, failure to make the entry on time is tantamount to resignation and results in a decision to refuse admission. In justified cases, the director may set a new, individual entry date for a candidate;
 - 9) The condition for making an entry is that a person qualified for admission must meet the requirements referred to in Art. 200 section 1 of the Act of 20 July 2018 – Law on Higher Education and Science, as well as positive verification by the University employee who registers the completeness of the documents provided, and confirmation that the data included in them are consistent with the data on the application printed from the system. The entry is made in the presence of a person qualified for admission through the procedure established for the purpose of transferring her personal data from the system to the electronic Jagiellonian University System for Study Support (with reference to item 11);
 - 10) in the event of data inconsistency found during the entry, the University employee making the entry forwards the documentation to the director who, depending on the type and scope of inconsistency may change the decision on qualification for admission, as issued on false data, which results in refusal to make an entry;
 - 11) with the director's consent, the entry may be made by correspondence, via regular mail or by means of electronic communication. The basis for determining whether the entry deadline has been met is the date of receipt of all required documents to the indicated address.
7. In cases where a competition is run outside the system, it is run in accordance with the procedure specified in the announcement referred to in § 5 section 1.
 8. A candidate qualified for admission may make an entry only at one doctoral school and at the time of making an entry, he/she declares that he/she is not a PhD student at any doctoral school. It is not permissible to make an entry at the school if on the date of registration the candidate already has the status of a PhD student at this school.
 9. In the case of education in doctoral programmes, during which PhD students are exposed to factors that are harmful, burdensome or hazardous to health, the candidates on making an entry, receive a referral for medical examination carried out by an occupational physician. The candidates are required to provide a medical certificate stating the absence of contraindications to undertake education on the date and at the address designated by the director.
 10. In activities related to the entry procedure, a candidate qualified for admission may send a representative who hands over the signed documents, regarding the power of attorney, when performing these activities and presents his/her ID card or passport. When making an entry,

the representative is obliged to present the ID card or passport of the candidate qualified for admission.

11. Upon joining the admission procedure, the candidates accept its terms and conditions.

§ 6

1. If the detailed terms and admission procedure provide for an examination, a person with disability may apply for the examination format to be adapted to their needs, resulting from disability. For this purpose, no later than three days before completion of the appropriate deadline for submitting admission applications in a given competition, he/she submits a written application to the Jagiellonian University Accessibility Center. In case of failure to comply with these rules, the application shall not be considered.
2. The method of adapting the exam format is determined individually, in consultation with the appointed committee or the chair of the examination board, as based on an interview and the provided current documentation, confirming the specificity of the disability.
3. The decision on how to adapt the format of the exam is made by the chair of the committee in consultation with the director of the Jagiellonian University Accessibility Center.

Part 4 **Special provisions**

§ 7

1. Over the course of a competition process, the director is authorized to change the number of places available in the competition to adjust the number of places to the governing laws and to the current needs of the admission procedure, including necessary changes related to the obligations arising from the implementation of research projects and grants.
2. For doctoral programmes conducted on the basis of contracts concluded by the University with other entities, the provisions of this resolution shall apply accordingly, taking into account the provisions arising from these contracts.
3. Candidates for places at the school, financed from additional funds that come from external or internal sources, whose conditions require entry on the list of PhD students, may be admitted to the school in a special competition mode, in accordance with the procedure determined by the director, taking into account the provisions arising from regulations and contracts related to the method of financing. The Use of funds from internal sources, intended for admission in a special competition mode, requires a positive opinion from the school board.
4. Transferring a PhD student from another doctoral school is only possible when financing is ensured during the education period and takes place through a competition announced by the director, carried out in accordance with the provisions set out in the annex to the resolution. In the announcement, the director may specify additional transfer conditions, including requirements towards the PhD student and the competition schedule.

§ 8

In matters related to admission, not regulated by this resolution, the director shall decide.

Part 5

Final provisions

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