

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

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

Acting on the basis of Article 200, section 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended), hereinafter referred to as the Act, the following is hereby decreed:

**Chapter I  
General Provisions**

§ 1.

1. This resolution specifies in particular:
  - 1) the rules of admission to doctoral schools at the Jagiellonian University;
  - 2) detailed terms and conditions and procedure for admission.
2. The terms used in this resolution shall have the following meaning:
  - 1) Rector - Rector of the Jagiellonian University;
  - 2) school - Doctoral School in the Humanities, Doctoral School in the Social Sciences, Doctoral School in Medical and Health Sciences, Doctoral School of Exact and Natural Sciences at the Jagiellonian University;
  - 3) director - the person who acts as the school director;
  - 4) programme - a doctoral programme or a PhD study programme implemented at the school;
  - 5) enrolment - a competition procedure conducted for the purpose of enrolment at a school for a specific programme.

§ 2.

Enrolment at a given programme at the school shall be carried out in the form of a competition.

**Chapter II  
Rules on the Organisation of the Admission Committees**

§ 3.

1. In order to carry out the enrolment at the programme, the Director shall appoint committees from among the University staff. The committees shall be appointed in agreement with the Deans of the departments which employ their members.
2. The Director shall designate the chair, the deputy chair, the secretary and the remaining members of the Committee.
3. At least 3/4 of the committee's composition shall consist of employees holding the academic title or degree of doctor habilitated, who have declared their membership in the discipline taught at the school.
4. In duly justified cases, the committee may include employees of other universities or other entities with which the University has signed agreements or contracts.
5. In duly justified cases dictated by the specificity of the programme concerned, the Director may appoint more than one committee for the programme under the rules laid down in sections 1 to 4.
6. The committee shall be appointed for the period from 15 May 2020 to 14 May 2021.

7. Members of the committees shall be entitled to a remuneration in the amount and on the terms specified in the Rector's ordinance.
8. If circumstances prevent a member of the committee from participating directly in its work, the Director shall dismiss him/her and appoint a new member in accordance with the rules set out in sections 1 to 4.
9. A member of the committee shall inform the chair of the committee of any circumstances that may affect his/her impartiality in the assessment of candidates, in particular if there is an academic dependence (being a master thesis supervisor, future supervisor or auxiliary supervisor, scientific project manager) or if he/she is a superior or remains in another employment relationship with them, or if he/she is or was married to or is a relative or relative by affinity to the second degree, or if he/she is or was cohabiting with the candidate. The above provisions shall also apply to the reviewers of the projects that the candidates submit.
10. In the above mentioned situations, the member of the committee shall be excluded from the evaluation of the selected candidates. In other cases, the member shall only be excluded by the chair of the committee for reasons which would compromise the impartiality of the assessment. The exclusion of a committee member shall be recorded in the minutes of the committee meeting. If more than 40% of the committee is excluded, section 8 shall apply accordingly.
11. The Director may set up the examination team or teams, taking into account the needs arising from the specific conditions and mode of the admission process, specifying the scope and modus operandi of the teams. The examination team shall be chaired by a member of the committee, designated by the Director. Sections 8 to 10 shall apply *mutatis mutandis*.

#### § 4.

1. The Committee shall carry out its admission activities, in particular:
  - 1) conducting examinations or interviews (subject to § 3 section 11);
  - 2) determining the results of the qualifications of those taking part in the admission, in accordance with the conditions and modalities of admission and the internal legal acts in force at the University;
  - 3) issuing decisions on eligibility for admission or refusal of admission, including the statement of reasons;
  - 4) considering letters and giving opinions on candidates' applications submitted in connection with the admission procedure.
2. In justified cases the committee may decide to conduct the examination by means of remote communication.
3. The Committee shall have the right to set the minimum qualification result required for admission, but no later than the first meeting at which it approves and signs the ranking list for the programme concerned. The minimum qualification required for admission shall apply to all enrolments to this programme. For all candidates with a lower score, a decision to refuse admission shall be taken on the grounds of scoring too few points.
4. The Committee shall deliberate and take decisions by an absolute majority of the votes cast in the presence of at least half the members. In the event of a tie, the Chair shall have the casting vote.
5. The Committee shall document the course of each part of the admission procedure by means of minutes, which shall be signed by all Committee members participating in a given part of the procedure.
6. Once the qualifications results of those taking part in the admission process have been established, the Chair of the Committee shall submit to the Director the minutes of the admission procedure, signed by all members of the Committee participating in the meeting, containing a list of candidates recommended for admission, together with a reserve list and a list of those without recommendations for admission.
7. The minutes shall be archived by the school in the documentation of the course of the admission procedure.
8. On the basis of the minutes referred to in section 6, the Director shall approve the list of those admitted to the school and, on the basis of an authorisation granted by the Rector, shall issue decisions to refuse admission to the school.

9. A request for case reconsideration may be filed in the event of a decision to refuse admission to the school. The request shall be submitted to the Rector within 14 days of receiving the decision.
10. The request referred to in section 9 may only be based on a plea of a breach of school admission rules. The request shall indicate precisely the provisions specifying the admission conditions or procedure which, in the view of the party, have been breached and a concise explanation of the alleged breach.

### **Section III Rules of Admission**

#### § 5.

1. At least two weeks before the start of the enrolment process, the Director shall set forth by way of an announcement published on the school's website:
  - 1) detailed conditions of enrolment organisation and schedule;
  - 2) the limit of places connected with the source from which the scholarship is paid, available in a given enrolment round;
  - 3) the list and method of submitting the required documents;
  - 4) where appropriate, the list of research topics.
2. The admission procedure shall take into account candidates who have completed the required formalities on time and in accordance with the internal procedures of the JU's doctoral schools.
3. The results of candidates' qualifications in a given enrolment round shall be expressed by a number from 0 (zero) to 100 (one hundred) rounded to two decimal places and presented on the ranking list, in descending order.
4. The basis for determining the qualification result in the enrolment for a given programme are detailed admission conditions and procedures specified in the annex to this resolution.
5. Lists of candidates qualified for admission shall be compiled based on the limit of places and the results of qualifications, while maintaining the minimum qualification result required for admission referred to in § 4 section 3. The procedure of admitting candidates on the reserve list shall be automatically repeated and continued until the set limit of places is reached or the list of such candidates is exhausted.
6. Enrolment may be conducted electronically via the electronic system for the registration of candidates (hereinafter referred to as the system). In that case:
  - 1) candidates shall be required to set up a single, individual account in the system and fill in electronic forms in which they provide the required personal data and contact details;
  - 2) by creating an account in the system, candidates consent to the processing of their personal data for the purpose of conducting the admission procedure and for the purpose of documenting the track record of education at the school. Lack of consent to the processing of personal data shall make it impossible to take part in the admission procedure. Withdrawal of consent to the processing of personal data in the course of the procedure shall be tantamount to withdrawing the application for admission and shall result in discontinuance of the procedure;
  - 3) information on the admission procedure shall be communicated to the candidates via the system or via websites designated for that purpose. The candidates shall be required to read the information provided through the system and the school's website on an ongoing basis and shall be liable for the consequences of failure to do so;
  - 4) the admission application, in a given enrolment round, for a selected programme made available in the catalogue, shall be submitted by filling in a corresponding electronic form in the system;
  - 5) only candidates who have met all the specified conditions by the time limit set and in particular have provided the school with all the required documents shall be considered for enrolment. In the case of documents sent by post, the date on which they are received by the school shall determine whether the time limit has been met;
  - 6) the results of the qualifications and admission information shall be published only in the system;

- 7) information on admission and on the place and date of entry on the list of doctoral candidates (hereinafter referred to as entry) shall be sent to the candidates via the system. Once the admission notice has been received via the system, the candidates shall be required to make an entry within the deadline indicated in the notice, and failure to make the entry within the deadline shall be considered as withdrawal and shall result in a decision to refuse admission. In duly justified cases, the Director may set a new individual entry time limit for the candidate concerned;
  - 8) the entry shall contingent upon be the acceptance by the person qualified of the terms and conditions referred to in Article 200 section 1 of the Act, and a positive verification by the employee making the entry of the completeness of the documents supplied and confirmation of the consistency of the data contained therein with the data on the questionnaire printed out from the system. The entry shall be made in the presence of the person qualified for admission through a procedure transferring his/her personal data from the system to the Jagiellonian University Studies Service System established for this purpose (subject to section 10);
  - 9) where inconsistencies of data are found during the entry procedure, the staff member making the entry shall forward the documentation to the committee, which may, depending on the nature and extent of the irregularities found, change the admission decision based on the incorrect data, resulting in a refusal to make the entry;
  - 10) with the approval of the Director, the entry may be made by correspondence. The basis for determining whether the deadline for entry has been met shall be the date on which all the required documents were received by the designated unit.
7. In cases where enrolment is carried out outside the system, it shall be carried out in accordance with a procedure set by the Director by means of a notice published on the school's website.
  8. A person qualified to be admitted may enrol only at one doctoral school and, at the time of enrolment, shall submit a declaration that he/she is not a doctoral student at any other doctoral school.
  9. In the event of participation in programmes in the course of which doctoral students are exposed to harmful, noxious or hazardous agents, the candidates, while making the entry, shall be referred to a medical examination conducted by an occupational medicine physician. The candidates shall be required to provide a medical certificate stating that there are no contraindications to take up the training, by the deadline and to the unit designated by the Director.
  10. In the activities related to the entry procedure, a person qualified to be admitted may be represented by a proxy, who, while doing so, shall submit a signed power of attorney and shall present his or her identity card or passport. When making an entry into the programme, the proxy shall be obliged to present a copy of the identity card or passport of the person qualified to be admitted (consistent with the document listed in the questionnaire).
  11. Upon entering the admission procedure, the candidates accept its terms and conditions.

#### § 6.

1. If the specific terms and conditions and admission mode provide for an examination, a disabled person may apply for the adaptation of the form of the examination to his/her needs resulting from his/her disability. To this end, no later than three days before the expiry of the deadline for submitting the admission applications in a given enrolment round, that person shall submit a written application to the Disabled Persons Section. If the procedure is not followed, the application shall not be considered.
2. The method of adaptation of the form of the examination shall be determined individually in consultation with the appointed examination committee, on the basis of an interview and the up-to-date documentation confirming the specificity of the disability.
3. The decision on how to adapt the form of the examination shall be made by the chair of the committee in agreement with the head of the Disabled Persons Section.

**Chapter IV**  
**Special rules**

§ 7.

1. The Director shall be authorised to change, during the course of the enrolment, the limits of places set for a given enrolment in order to bring them into line with current legislation and the needs of the admission procedure, including the need to change them in connection with the obligations arising from research projects and grants.
2. For programmes conducted on the basis of agreements concluded by the University with other entities, the provisions of this resolution shall apply accordingly, subject to the provisions of these agreements.
3. Candidates who are beneficiaries of grant schemes the conditions of which require them to be enrolled in the list of doctoral candidates may be admitted to the school by means of a special competition procedure, in accordance with the procedure laid down by the Director, taking into account the provisions of the rules and regulations and agreements relating to the grant scheme.

**Section V**  
**Final Provisions**

§ 8.

The resolution enters into force on the date of its adoption.