

**Resolution No 68/IX/2020**  
**of the Senate of the Jagiellonian University**  
**of 30 September 2020**

**concerning: the rules of enrolment to the Doctoral School of Exact and Natural Sciences at the Jagiellonian University in the academic year 2021/2022**

Acting pursuant to Art. 200 para. 2 of the Law on Higher Education and Science of July 20, 2018 (i.e.: Journal of Laws item 1668, as amended), hereinafter referred to as the Act, the following shall be determined:

**Section I**  
**General Provisions**

§ 1

1. This resolution specifies in particular:
  - 1) the rules of enrolment to the Doctoral School of Exact and Natural Sciences at the Jagiellonian University,
  - 2) detailed conditions and procedure of the enrolment.
2. In this resolution, the terms used shall be understood as follows:
  - 1) Rector - Rector of the Jagiellonian University;
  - 2) School - the Doctoral School of Exact and Natural Sciences at the Jagiellonian University,
  - 3) director- a person acting as the director of the school;
  - 4) programme - a PhD study programme implemented at the school;
  - 5) committee - enrolment committee;
  - 6) recruitment - a competition procedure conducted for the purpose of enrolment at a school for a specific programme;
  - 7) dean - dean of a faculty or director of an out-of-faculty unit in which the doctoral students are taught;
  - 8) faculty - a faculty or an out-of-faculty unit in which doctoral students are taught.

§ 2

Enrolment for a given school program happens through a competition.

**Section II**  
**Rules for the organization of enrolment committees**

§ 3

1. In order to enroll for the programme, the director appoints a committee consisting of the employees of the University. Committees are appointed in agreement with the deans of the faculties which employ committee members.
2. The director appoints the chairman, deputy chairman, secretary and other members of the committee.
3. At least half of the members of the committee are employees with an academic title or a habilitated doctor's degree, or are employed as university professors who have declared their affiliation to the discipline which is taught at the school.

4. Where justified, the committee may include employees of other universities or other entities with which the University has signed agreements or contracts.
5. Where justified, some cases resulting from the specificity of a given programme, the director may appoint more than one programme committee on the terms specified in para. 1-4.
6. The enrolment committee for a given programme in a given academic year is appointed no later than one week before the commencement of the first recruitment for a given academic year. The enrolment committee gets appointed for one year.
7. The remuneration for work in the committee shall be paid in the amount and on the terms specified in the Rector's ordinance.
8. If such circumstances occur which prevent a member of the committee from participating directly in its work, the director shall dismiss them and appoint a new member in accordance with the principles set out in paragraphs 1-4.
9. A member of the committee shall inform the chairman of the committee of any circumstances that might affect his/her impartiality as well as other members of the committee when assessing the candidates. This applies in particular to situations in which there is an academic dependence (being a thesis supervisor, planned future supervisor or auxiliary supervisor), or the committee member is the Candidate's relative, or he/she was a reviewer of the project submitted by the Candidate.
10. In the aforementioned situation, the chairman of the committee decides to exclude from or retain a given member of the committee when assessing selected candidates. The exclusion of a committee member shall be recorded in the minutes of the committee meeting. If more than 40% of committee members are excluded, the provisions of para. 8 shall apply accordingly.
11. The director may, taking into account the needs arising from the detailed conditions and procedure of admission, appoint an examination team or teams by specifying the scope and manner of their actions. The chairman of the examination team is a member of the committee appointed by the director. The provisions of paragraphs 8-10 shall be applied accordingly.

#### § 4

1. The Committee performs activities related to enrolment, in particular:
  - 1) conducts exams or interviews (bearing in mind the provisions of § 3 para. 11),
  - 2) determines the results of qualification of people participating in the admission, in accordance with the terms and procedures of admission as well as internal legal acts in force at the University,
  - 3) determines lists of persons qualified and not qualified for admission, however, the committee may draw up a reserve list from the list of unqualified candidates who in the enrolment procedure obtained a result above the minimum required for admission, but were placed in the ranking list past the established upper limit of admissions,
  - 4) decides on qualifying for acceptance or refusal of admission, including formulating justifications for such decisions,
  - 5) examines the writings and gives opinions on candidates' applications submitted in the enrolment procedure.
2. In justified cases, the committee may decide to conduct the examination by any means of remote communication.
3. The committee has the right to determine the minimum qualification result required for admission, but not later than at its first meeting during which it approves and signs the ranking list for a given programme. Once established, the minimum qualification result required for admission shall apply to all enrolment conducted for this program in a given academic year. For all candidates,

- with lower score, admission is refused due to insufficient amount of obtained points.
4. The committee deliberates and makes decisions by an absolute majority of votes in the presence of at least half of its members. In the event of an equal number of votes, the chairman's vote is decisive.
  5. The committee documents the course of each part of the enrolment procedure by preparing appropriate minutes, which are signed by all committee members participating in the given procedure.
  6. The committee meetings may be held by means of communication at a distance. In such case, documents, including minutes, may be accepted by members in electronic form. Relevant printouts, along with confirmation of acceptance of its contents, shall be included in the documentation of the enrolment procedure.
  7. After determining the results of the qualifications of the persons participating in the enrolment, the chairman of the committee shall submit to the director the minutes of the enrolment procedure, signed by all members of the committee participating in the meeting, with a list of candidates recommended for admission, along with a reserve list and a list of persons not recommended for admission.
  8. The minutes are archived by the school in the documentation of the admission procedure.
  9. On the basis of the protocol referred to in para. 6, the director approves the list of students admitted to the school and issues, on the basis of the Rector's authorization, decisions on refusing admission to the school.
  10. A decision on refusal of admission to school may be requested for a reconsideration. The request shall be submitted to the Rector within 14 days of receiving the decision.
  11. The basis for the application referred to in para. 9 can only be an indication of a violation of the school admission rules. The application shall precisely indicate the provisions specifying the conditions or mode of admission to the school, which, in the opinion of the party, were violated and a brief explanation of the alleged violation.

### **Section III**

#### **Rules of Admission**

##### § 5

1. At least two weeks before the enrolment, the director shall determine in an announcement posted on the school's website:
  - 1) detailed rules of organization and schedule of the enrolment,
  - 2) limit of places related to the source from which the scholarship is paid, available within a given recruitment,
  - 3) list and method of submitting the required documents,
  - 4) where justified, a list of research topics.
2. The admission process considers candidates who have completed the required activities in a timely manner in accordance with the internal procedures of the doctoral schools operating within the Jagiellonian University.
3. Candidates' qualification results in a given recruitment are expressed by a number from 0 (zero) to 100 (hundred) with an accuracy of two decimal places, and are placed on the ranking list in a decreasing order.
4. The basis for determining the result of qualifications in the intake for a given programme are the detailed conditions and admission procedure specified in the appendix to this resolution.

5. The lists of candidates qualified for admission are determined on the basis of the number of places and the qualification results, as well as on the basis of the minimum qualification result required for admission, referred to in § 4 para. 3. The qualification procedure for the admission of candidates on the reserve list shall be automatically repeated and continued until the quota of candidates is met or the list of such candidates is exhausted.
6. The recruitment may be conducted electronically via the system of on-line enrolment of candidates (hereinafter referred to as the system). In such case:
  - 1) candidates are required to set up one individual account in the system and fill in the 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 their personal data for the purpose of conducting the enrolment procedure and for the purposes of documenting the course of education at school. Without giving consent to the processing of personal data it is impossible to take part in the enrolment procedure. Withdrawal of consent to the processing of personal data in the course of the proceedings is equal to resignation from applying for admission and causes the proceedings to be discontinued;
  - 3) information on the enrolment procedure is provided to candidates via the system or websites designated for this purpose, in particular the school website. Candidates are required to read the information provided via the system and websites on an ongoing basis, and are responsible for the consequences of failure to do so;
  - 4) the enrolment application, in a given recruitment, for a selected PhD study programme available in the catalog, takes place by filling in the corresponding electronic form in the system and its confirmation;
  - 5) in the recruitment, only those candidates who have fulfilled all the specified conditions within the set deadline, and in particular have provided the school with a complete set of required documents within the dates and in the manner specified by the school, are taken into account. If the documents are sent by post, the date of their receipt by the school shall decide if the deadline was met. Providing data or providing documents in the past as part of enrolment at the University or studying or learning at the University at present or in the past does not release the candidate from the obligation to provide the data or provide the documents required as part of the enrolment application for a given academic year;
  - 6) qualification results and information about admission shall be published only in the system;
  - 7) information on qualification for admission and the place and date of registration to the list of doctoral students (hereinafter referred to as the registration) is provided to the candidates via the system. After receiving the notification of qualifying for admission in the system, candidates are required to register within the deadline indicated in the message, and any failure to register on time is equal to resignation and results in a decision to refuse admission. When justified, the headmaster may set a new individual registration date for a given candidate.
  - 8) the condition to register is that a person qualified for admission shall meet the conditions referred to in Art. 200 para. 1 of the Act, and a positive verification done by the employee registering the provided complete list of the required documents and confirmation of the compliance of the data contained therein with the data on the

application printed from the system. The registration shall be made in the presence of a person qualified for admission in the procedure of transferring the personal data from the system to the University Study Service System of the Jagiellonian University;

- 9) if data inconsistencies are found during the registration, the employee making the registration to the programme submits the documentation to the committee, which, depending on the type and scope of the revealed irregularities, may change the decision on qualification issued on the basis of false data, which in turn results in the refusal of the registration;
- 10) with the authorization of the director, the registration may be completed by mail. The basis for determining whether the registration deadline is met shall be the date of receipt of all required documents by the indicated unit.
7. If recruitment is conducted outside the system, it shall be conducted in accordance with the procedure specified by the director in an announcement posted on the school's website.
8. A person qualified for admission may only register in one doctoral school and shall submit a declaration that at the time of enrolment is not a doctoral student at any other doctoral school.
9. While attending a PhD study programme during which doctoral students are exposed to harmful, noxious or hazardous factors, the candidate shall, at the time of registration, be referred for a medical examination by an occupational medicine physician. The candidates are required to provide a medical certificate confirming the absence of contraindications to take up education, within the deadline and to the unit designated by the director.
10. In activities related to the registration procedure, a person qualified for admission may be represented by an attorney who, when performing these activities, shall provide a signed power of attorney and present his/her identity card or passport. When registering for the program, the attorney is obliged to present a copy of the ID card or passport of the person qualified for admission (consistent with the document mentioned in the questionnaire).
11. Upon joining the admission procedure, the candidates shall accept its terms.

#### § 6

1. If the detailed conditions and procedure of admission require an examination, a disabled person may apply to adapt the form of the examination to his/her needs resulting from the disability. For this purpose, no later than three days before the end of the relevant deadline for submitting enrolment applications for a given intake, the candidate shall submit a written application to the Disabled Persons Department. If the procedure is not followed, the application shall not be considered.
2. The method of adapting the form of the exam is determined individually in consultation with the appointed examination committee, based on an interview and the current provided documentation confirming the specifics of the disability.
3. The decision on how to adapt the form of the examination is made by the chairman of the committee in agreement with the head of the Department for Disabled People.

### **Section IV Specific rules**

#### § 7

1. The director is authorized to change, during the recruitment, the limits of places determined for a given recruitment in order to adjust them to the applicable provisions of

the law and the current needs of the enrolment procedure, including the need to change them in accordance with the obligations arising from the implementation of research projects and grants.

2. The provisions of this Resolution shall apply accordingly to PhD study programmes conducted at school on the basis of agreements concluded by the University with other entities, taking into account the provisions arising from these agreements.
3. The candidates for enrolments to the school which are financed by grant programs, the conditions of which require registration to the list of doctoral students, may be admitted to the school under a special procedure, in accordance with the procedure specified by the director, taking into account the provisions resulting from the regulations and agreements related to the grant program.

## **Section V**

### **Final provisions**

#### § 8

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