

**Resolution No. 71/XII/2023
of the Jagiellonian University Senate
of 20 December 2023**

**on: the admission rules to the Doctoral School of Exact and Natural Sciences at the
Jagiellonian University for the academic year 2024/2025**

Acting on the basis of Article 200(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the Act, it is agreed as follows:

**Section I
General provisions**

§ 1

1. The Resolution sets out the admission rules to the Doctoral School of Exact and Natural Sciences at the Jagiellonian University, including the admission terms and conditions.
2. Whenever in this Resolution reference is made to:
 - 1) the Rector – shall mean the Rector of the Jagiellonian University;
 - 2) the School – shall mean the Doctoral School of Exact and Natural Science at the Jagiellonian University;
 - 3) Director – shall mean the person acting as the Director of the Doctoral School;
 - 4) programme – shall mean the education programme offered at the Doctoral School;
 - 5) committee – shall mean the admission committee;
 - 6) competition – shall mean the admission procedure conducted to select candidates for a given education programme;
 - 7) system – shall mean the Online Application System (IRK).

§ 2

Admission for the education programme has a form of a competition procedure.

**Section 2
The admission committee**

§ 3

1. An admission committee for the programme shall be appointed by the Director from among the employees of the University. The committees are appointed upon the proposal of the programme coordinators.
2. On the recommendation of the programme coordinator, the Director shall appoint a chairperson, a deputy chairperson and a secretary.
3. At least half of the committee members shall hold an academic title or a post-doctoral degree, or shall be employed as the University professors.
4. In justified cases, the committee may include employees of other universities or entities with which the University has signed an agreement or a contract.
5. In justified cases, the Director may appoint more than one admission committee for a programme, in compliance with paragraphs 1 to 4.

6. The committee shall be appointed no later than 7 days before the commencement date of the first competition round procedure for a given academic year. The committee shall be appointed for the duration of the admission process for the academic year 2024/2025.
7. Participation in the work of the committee shall be remunerated in the amount and according to the rules defined in the Order of the Rector.
8. Under the circumstances which prevent a committee member from participating in the work of the committee, the Rector shall dismiss such a member and appoint a new member, in compliance with paragraphs 1 to 4.
9. A member of the committee shall inform the chairperson, or the deputy chairperson if this concerns the chairperson, of any circumstances, which might affect his or her impartiality in assessing the candidates.
10. In the situation referred to in paragraph 9, the member of the committee shall be excluded from assessing a given candidate. If the chairperson is excluded, the deputy chairperson shall continue the work of the committee. The exclusion of a committee member shall be recorded in the committee report of the meeting. If the number of the excluded committee members prevents the committee from functioning, paragraph 8 shall apply *mutatis mutandis*.
11. The Director may appoint an examination panel or panels, taking into account the needs arising from the admission process. The Director shall specify the scope and manner of the operation of the examination panel. The examination panel shall be chaired by a member of the committee designated by the Director upon recommendation of the programme coordinator. The provisions of paragraphs 8-10 apply *mutatis mutandis*.

§ 4

1. The committee carries out admission activities, specifically related to:
 - 1) conducting examinations or interviews (subject to § 3(11));
 - 2) determining the results of the admission scores, in compliance with the admission terms and regulations and other binding provisions of law;
 - 3) recommending for admission or placing on a reserve list, or not recommending for admission with the formulation of reasons;
 - 4) considering applications and requests submitted by applicants as well as giving an opinion on requests for reconsideration.
2. The committee or the chairperson of the examination panel may decide to conduct interviews by means of distance communication (online).
3. The committee shall set the minimum admission score required for recommendation for admission or inclusion in the reserve list, no later than at the first committee meeting at which the ranking list for the programme is approved and signed. Once established, the minimum score required for admission shall be valid for all competition rounds conducted for the programme, except for the competitions conducted under special procedures referred to in § 7, paragraph 4. A decision of refusal of admission on the grounds of an

insufficient number of points shall be issued for all applicants whose score is lower than the required minimum admission score.

4. The committee shall debate in the presence of at least half of its members and shall make decisions by an absolute majority. In the case of a tied score, the chairperson gives the casting vote.
5. The committee shall document the course of each stage of the admission procedure by drawing up reports signed by all the committee members taking part in a given procedure. In the case of the admission stage conducted by means of distance communication, the documents in electronic form, including reports can be accepted by the committee members. The relevant printouts of the documents, together with confirmation of acceptance of their content, should be included in the documentation of the admission procedure.
6. Up to 14 days after determining the admission threshold score, the chairperson shall submit to the Director a report signed by all members of the committee participating in the activity. The report shall include separately a list of applicants recommended for admission, together with a reserve list (if created), and a list of applicants not recommended for admission.
7. The reports are filed by the School in the documentation of the admission procedures.
8. The Director approves the list of the applicants admitted to the School and on behalf of the Rector issues decisions on refusal of admission.
9. A decision to refuse admission to the School may be appealed against by an application for reconsideration. The application should be submitted to the Rector within 14 days from the delivery date of the decision. Applicants are advised to indicate violation of the admission terms and conditions, which they believe has taken place.

Section III

Admission procedures

§ 5

1. At least two weeks before the admission launch, the Director shall specify, by means of a communication posted on the website of the School:
 - 1) the detailed organization conditions and the admission competition schedule,
 - 2) the number of places available in the competition,
 - 3) a list and method of submitting the required application documents, in particular the requirement to provide translations, apostille or to legalise the documents issued abroad, and the procedure for exemption from this requirement,
 - 4) in justified cases, a list of research problems or interview questions.
2. Applicants who have completed the required steps by the deadline shall be considered for admission.
3. Applicants' individual admission scores are expressed as a number from 0 (zero) to 100 (one hundred) to two decimal places and placed in the ranking list in descending order.
4. The basis for computing the results of the admission competition is set out in the Annex to this Resolution.

5. Lists of applicants qualified for admission are established on the basis of the number of places available and the results of the admission procedures, taking into account the minimum admission score required to be recommended for admission or placed on the reserve list, referred to in § 4 (3).
6. Admission may be conducted electronically via the system. In such a case:
 - 1) the detailed conditions of organisation and the competition schedule as well as the method of submitting the documents shall be established in consultation with the head of the Admission Office of the University before the announcement referred to in § 5, paragraph 1 is posted on the website of the School;
 - 2) the applicants create their individual accounts in the system and fill in electronic forms, in which they provide personal data and contact details;
 - 3) by creating the accounts, the applicants confirm that they have read the information on personal data processing;
 - 4) the information on the admission process is provided to the applicants via the system or the website of the School. The applicants are recommended to read the information provided via the system and the website on an ongoing basis and are responsible for the consequences of failing to do so;
 - 5) the application for admission is made by filling in an electronic form corresponding to a given competition round held in the system;
 - 6) only the applications of the candidates who have met all the stipulated conditions by the deadline, in particular the applications delivered with the complete set of the documents by the dates and in the manner specified in the announcement referred to in § 5(1), are considered. In the case of documents sent by post, the date of their receipt by the School decides on meeting the deadline. The fact that the applicants provided the data or documents in the past as part of any admission process at the University, or that they are currently studying or did so in the past, does not exempt them from the obligation to provide required data and a complete set of documents as part of their application for admission to the School for a given academic year;
 - 7) the admission committee informs the University Admission Office about the decision taken on each application processed through the system. Ranking lists are published in the system;
 - 8) the information on the acceptance for admission and on the place and date by which the applicants have to enrol on the list of doctoral students (hereinafter referred to as enrolment) is communicated via the system. Having received the information in the system, the applicants are obliged to enrol by the deadline indicated in the announcement referred to in § 5, para. 1. Failure to enrol by the deadline is tantamount to the resignation and results in issuing a decision to refuse admission. In justified cases, the Director may set a new, individual date of enrolment;
 - 9) To manage the enrolment the applicant has to meet the conditions referred to in Article 200(1) of the Act of 20 July 2018 – Law on Higher Education and Science. The completeness of the documents provided has to be verified by the University admission officer who also confirms that the data contained therein is consistent with the data in

the application forms printed from the system. The enrolment is made through the procedure established for the purpose of transferring the personal data of the applicant accepted for admission from the system to the University System for Study Support (USOS), taking into account point 11;

10) when an inconsistency in the documents is noticed during the enrolment stage, the applicant's enrolment file is submitted to the Director, who may, depending on the nature and extent of the discrepancies, modify the decision of the acceptance for admission on the basis of the incorrect data, which results in refusal to enrol.

11) upon the consent of the Director, enrolment may be made by correspondence, either by post or in an electronic manner. The date of receipt of all the required documents at the address provided to the applicant shall be considered in order to determine whether the deadline for enrolment is met.

7. When the competition procedure is conducted outside the system, it shall be conducted in compliance with the procedure set out in the announcement referred to in § 5 (1).
8. An applicant accepted for admission may enrol to one doctoral school only and shall declare that at the time of enrolment he or she is not a doctoral student at any other doctoral school. It is unacceptable to re-enrol to the School if on the day of enrolment the applicant has the status of a doctoral student of this School.
9. In the case of an education programme where doctoral students are exposed to factors that are harmful or hazardous to health, the applicants shall, during their enrolment, receive a referral for medical examination by an occupational medicine physician. The applicant shall be required to provide a medical certificate of no contradictions to undertake the programme, by the date and at the address designated by the Director.
10. An applicant who has been accepted for admission may designate the representative, who shall provide a signed document – a power of attorney, and can prove his/her own identity with an identity card or passport during enrolment. The representative shall present a copy of the identity card or passport of the applicant they represent.
11. An applicant accepts the terms and conditions of the admission procedure upon entering the admission process.

§ 6

1. If an examination is part of the admission procedure, a person with a disability may apply for reasonable adjustment of the format of the examination, according to the needs arising from the disability. For the application to be processed, the applicant has to submit a written request to the head of the Accessibility Centre at the University no later than three days before the closing date for submitting admission applications. In the case of failure to comply with these requirements, the application shall not be considered.
2. The method of adjustment is determined individually in consultation with the appointed committee or the chairperson of the examination panel on the basis of an interview and current documentation provided to confirm the specificity of the disability.
3. The decision on how to adjust the examination format is made by the chairperson of the committee or examination panel in consultation with the head of the Accessibility Centre.

Section IV
Additional provisions

§ 7

1. The Director may change, in the course of the admission process, the number of places set for the competition to adapt it to the applicable law and the current needs of admission, including obligations arising from research projects and grants.
2. For the programmes conducted on the basis of agreements between the University and other entities, the provisions of this Resolution shall apply *mutatis mutandis*, taking into account the provisions arising from the agreements in question.
3. In the case of an applicant financed by additional funds from external or internal sources, which require enrolment, the applicant, may be admitted to the School in a special competition procedure in compliance with the procedure determined by the Director, taking into account the provisions arising from the regulations and contracts related to the method of financing.
4. The transfer of a doctoral student from another doctoral school shall be possible only if funding is ensured for the period of education programme and shall be effected by means of a admission competition procedure announced by the Director and conducted in compliance with the rules set out in the Annex to the Resolution. In a communication, the Director may specify additional conditions for the transfer, including requirements for the doctoral student and the competition schedule.

§ 8

Issues related to admission but not covered in the Resolution shall be resolved by the Director.

Section V
Final Provision

§ 9

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