

**Resolution No 61/X/2022
of the Senate of the Jagiellonian University
of 26 October 2022**

**concerning: the rules of enrolment to the Doctoral School of Exact and Natural
Sciences at the Jagiellonian University in the academic year 2023/2024**

Acting pursuant to Art. 200 para. 2 of the Law on Higher Education and Science of July 20, 2018 (i.e.: Journal of Laws 2022 item 574, 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 admission.
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 – an education programme implemented at the school;
 - 5) committee – enrolment committee;
 - 6) enrolment – a competition procedure conducted for the purpose of enrolment at a school for a specific programme;
 - 7) system – Online Application System.

§ 2

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

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

§ 3

1. In order to enrol at the programme, the director appoints a committee consisting of the employees of the University. Committees are appointed at the request of the co-ordinators of the education programmes.
2. Based on the recommendation of a co-ordinator of an education programme, the director appoints the chairman, deputy chairman and secretary of the committee.
3. At least half of the members of the committee are employees with an academic title or degree of doctor habilitated, or are employed as university professors who have declared their affiliation to the discipline which is taught at the school.

4. In justified cases, the committee may include employees of other universities or other entities with which the University has signed agreements or contracts.
5. Where justified, the director may appoint more than one committee for a programme under the rules laid down in paragraphs 1-4.
6. The committee is appointed no later than one week before the commencement of the first enrolment for a given academic year. The committee is appointed for the duration of admission for the 2023/2024 academic year.
7. Participation in the work of the committee shall be remunerated 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, or if it is the chairman, the deputy chairman, of any circumstances that might affect his/her impartiality when assessing the candidates.
10. In the situations mentioned in para. 9, a committee member is excluded from the procedure for assessing the selected candidates. In the case of the exclusion of the committee chairman further work of the committee shall be chaired by the deputy chairman. 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 modus operandi of the teams. The chairman of the examination team is a member of the committee appointed by the director on the recommendation of a co-ordinator of an education programme. 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 (subject § 3 para. 11);
 - 2) determines the results of qualification of people participating in the admission, in accordance with the terms and procedure of admission as well as with internal legal acts in force at the University;
 - 3) decides on qualifying for acceptance, or placement on the reserve list, or refusal of admission, including formulating justifications for such decision;
 - 4) examines the applications and requests submitted in the enrolment procedure, as well as gives opinions on requests for reconsideration.
2. In justified cases, the committee may decide to conduct the examination by means of remote communication.
3. The committee has the right to determine the minimum qualification result required for admission, or to be placed on the reserve list, 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 programme in a given academic year. For all candidates

- with a lower score, admission is refused due to an 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. In the case of parts of the enrolment procedure that take place via means of distance communication, documents, including protocols, may be accepted by members in electronic form. Relevant printouts of the documents, along with the confirmations of acceptance of its contents, shall be included in the documentation of the recruitment procedure.
 6. Up to 14 days 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 recruitment procedure, signed by all members of the committee participating in the meeting, including separately a list of candidates recommended for admission, a reserve list and a list of persons not recommended for admission.
 7. The minutes are archived by the school in the documentation of the admission procedure.
 8. 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.
 9. 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 the decision being delivered. An appeal may be based on a breach of the terms and conditions of recruitment which the candidate believes has occurred.

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 available within a given enrolment,
 - 3) list and method of submitting the required documents, in particular the requirement for translations, apostilles or legalisation for documents issued abroad and the procedure for waiving this requirement,
 - 4) where justified, a list of research topics.
2. The enrolment process considers candidates who have completed the required activities in a timely manner in accordance with the school's internal procedures.
3. Candidates' qualification results in a given enrolment 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 the determination of the qualification result shall be 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, while respecting the minimum score qualification required to be recommended for admission or to be placed on the reserve list as referred to in § 4 para. 3.
6. The enrolment may be conducted electronically via the system. In such case:
 - 1) the detailed terms and conditions of organisation and the recruitment schedule as well as the manner in which the required documents are to be submitted are established in agreement with the Head of the Admissions Office prior to the announcement of the enrolment on the school's website;
 - 2) 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;
 - 3) by creating an account in the system, a candidate acknowledges that he/she has read and understood the information on the processing of their personal data;
 - 4) information on the admission procedure is provided to the candidates via the system or the school's website. Candidates are required to read the information provided via the system and the school's website on an ongoing basis, and are responsible for the consequences of failure to do so;
 - 5) the recruitment application is made by filling in an electronic form corresponding to the respective enrolment conducted in the system;
 - 6) in the enrolment, 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 admission 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 current recruitment application;
 - 7) the committee communicates to the Admissions Office the decision taken on each application made in the system. Ranking lists are published in the system;
 - 8) information on qualification for admission, 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 director may set a new individual registration date for a given candidate;
 - 9) 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 Electronic University System for Study Support of the Jagiellonian University (taking into account para. 11);

- 10) if data inconsistencies are found during the registration, the employee making the registration submits the documentation to the director, who, depending on the type and scope of the revealed irregularities, may change the decision qualification issued on the basis of false data, which in turn results in the refusal of the registration;
 - 11) with the consent of the Director, registration can be made by correspondence via mail or by e-mail . The basis for determining whether the deadline for entry has been met shall be the date on which all the required documents are received by the designated unit.
7. If enrolment is conducted outside the system, it shall be proceeded 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 enrol in one doctoral school and shall, at the time of registration, submit a declaration that he/she is not a doctoral student at any other doctoral school. It is not permitted to re-enter the school, if, on the day of registration, the candidate already has the status of a doctoral student at this school.
 9. In the case of education programmes in which doctoral students are exposed to harmful, noxious or hazardous factors, the candidates 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 stating that there are no 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 a proxy who, when performing these activities, shall provide a signed power of attorney and present his/her identity card or passport. When registering for the programme, the proxy is obliged to present a copy of the ID card or passport of the person qualified for admission.
 11. Upon joining the admission procedure, the candidates accept its terms.

§ 6

1. If the detailed conditions and procedure of admission require an examination, a person with disabilities 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 applications for a given enrolment, the candidate shall submit a written application to the Disability Support Service. 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 up-to-date documentation provided confirming the specificity 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 Disability Support Service.

Section IV

Specific rules

§ 7

1. The director is authorized to change, during the course of the enrolment, the limits of places determined for a given recruitment in order to adjust them to the applicable provisions of the current legislation and the needs of the admission procedure, including the need to change them in connection with the obligations arising from the implementation of the research projects and grants.
2. The provisions of this Resolution shall apply accordingly to the education 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. 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.

§ 8

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

Section V

Final provisions

§ 9

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