

**Resolution No. 38/V/2019
of the Senate of the Jagiellonian University
of 29 May 2019**

**regarding the enrolment procedure for the Doctoral School in the Humanities of the Jagiellonian
University in the 2019/2020 academic year**

Acting under Article 291 of the Law of 3 July 2018 – the Regulations Implementing the Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended) in conjunction with Articles 200.2 and 200.3 of the Law of 20 July 2018 on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), it is resolved as follows:

**Part I
General provisions**

§ 1.

1. This resolution specifies in particular:
 - 1) the terms and conditions of enrolment to the Doctoral School in the Humanities;
 - 2) the details of the enrolment procedure.
2. The following terms, as used in this resolution, shall have the following meaning:
 - 1) the “law” shall mean the Law of 20 July 2018 on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
 - 2) the “rector” shall mean the rector of the Jagiellonian University;
 - 3) the “school” shall mean the Doctoral School in the Humanities of the Jagiellonian University;
 - 4) the “director” shall mean the director of the school;
 - 5) the “program” shall mean the program carried out at the school;
 - 6) the “enrolment” shall mean the contest intended to enroll candidates to the school with respect to a particular program and scholarship;
 - 7) the “commission” shall mean the enrolment commission carrying out the Enrolment;
 - 8) the “ERK system” shall mean the Electronic System for the Registration of Candidates;
 - 9) the “ERK account” shall mean the candidate’s individual account in the ERK system;
 - 10) the “department” shall mean the Enrolment Department.

**Part II
Organization of enrolment commissions**

§ 2.

1. The enrolment on the given program offered by the school shall have the form of a contest.
2. In order to carry out enrolment on the program, the director shall appoint a commission from among the employees of the University.
3. The director shall appoint the chairperson, the deputy chairperson, and the secretary from among the members of the commission.
4. At least 50% of the members of the commission shall be holders of the title of a profesor or the degree of a doktor habilitowany who declared working in a field of study covered by the school’s scope of education.

5. In justified cases, the commission may include employees of other entities the University has executed understandings or agreements with.
6. The members of the commission shall receive remuneration, in the amount and on the terms and conditions specified in an order of the rector.
7. The commission shall make decisions with an absolute majority of votes, in the presence of at least 50% of the members.
8. The chairperson of the commission may exclude a member of the commission from the evaluation of the given candidate if the participation of this member in the evaluation process could raise justified doubts.

§ 3.

1. The commission shall carry out enrolment-related activities, including but not limited to organizing examinations and determining the scores of the persons taking part in the enrolment process, in accordance with the terms and conditions and the procedure for the enrolment and the internal legal acts in force at the University.
2. In justified cases, the commission may decide to organize an examination using means of remote communication.
3. The commission may define the minimum score required for admission; this shall be done not later than at the first meeting during which the commission approves and signs the ranking list for the given program. Once defined, the minimum score required for admission shall apply to all enrolments carried out with respect to the given program. With respect to all of the candidates failing to achieve that score, a decision on refusal to admit them due to too low a score shall be issued.
4. The commission shall decide whether a candidate is granted or refused admission to the program.
5. The commission shall examine letters and issue opinions on the requests from the candidates made in connection with the enrolment procedure.
6. The commission shall document each of the stages of the enrolment procedure by means of producing the relevant minutes, to be signed by all of the members of the commission taking part in the given activity. The minutes shall be included in the documentation of the enrolment procedure.

Part III Enrolment procedure

§ 4.

1. At least two weeks before the commencement of the given enrolment, the director, in agreement with the head of the department, shall specify the following in a communication published on the school's website:
 - 1) a detailed schedule of the enrolment procedure;
 - 2) the limit of admissions related to the scholarships available for the given enrolment procedure;
 - 3) a list of the required documents and the method of submitting them;
 - 4) in justified cases, a list of research topics.

The above information shall also be displayed in the ERK system.

2. The enrolment procedure shall cover the candidates who have carried out the required activities on time and in compliance with the internal legal acts in force at the University.
3. In the given enrolment procedure, for each of the candidates, a score of between 0 (zero) and 100 (one hundred) shall be determined, accurate to two decimal places. The scores shall be compiled into a ranking list, in a descending order.
4. The basis for determining the candidate's score shall be the detailed terms and conditions of enrolment constituting an appendix to this resolution.
5. The enrolment procedure may be carried out electronically, via the ERK system. In that case:
 - 1) the candidate shall create one, individual ERK account in the ERK system by means of filling out an electronic form, providing the required personal and contact data. By creating an ERK account, the candidate agrees to the processing of his or her personal data for the purpose of the enrolment procedure, including to the publishing of the ranking list on the Internet, and for the purpose of documenting the course of education at the School. If the candidate does not agree to the processing of his or her personal data, he or she will be unable to participate in the enrolment procedure. Withdrawal of the consent to process personal data during the enrolment procedure shall be tantamount to resignation from applying for admission, resulting in discontinuation of the procedure with respect to the candidate;
 - 2) the information concerning the enrolment procedure shall be provided to the candidates via the ERK system or the websites designated for this purpose. The candidates shall check the information provided via his or her ERK account on a regular basis and shall be responsible for the consequences of failing to do so;
 - 3) using the ERK account, the candidate shall register, as part of the enrolment procedure, for the given doctoral program by means of choosing it from the list, filling out the corresponding electronic registration form, and confirming the data provided in the form;
 - 4) only those candidates shall be considered whose registration has been confirmed. The confirmation shall take place once all of the requirements have been complied with, including but not limited to providing the school with all of the required documents in the manner specified in the ERK system. In the case of documents sent by regular mail, the deadline shall be deemed to have been observed if the school receives the document before the deadline;
 - 5) the ranking lists, qualification results, and information on admission shall be published exclusively in the ERK system;
 - 6) the candidate shall receive, via the ERK account, information on having been admitted and about the place, date, and time of signing onto the list of doctoral students (the "signing in"). After receiving, to the ERK account, a message on having been admitted, the candidate shall sign in by the deadline specified in the message. Signing in shall consist in filling out an electronic form made available on the ERK account with additional data and then, subject to § 4.6, appearing in person at the entity, at the address specified in the ERK system, with the documents required to sign in. Failure to sign in on time shall be tantamount to the candidate's resignation and shall result in a decision being issued on refusal to admit him or her to school;
 - 7) in order to be signed in, the candidate has to meet the requirements specified in Article 200.1 of the law and an employee of the school has to confirm the completeness of the documents provided by the candidate and the compliance of the data contained in these

- documents with the data contained in the application signed by the candidate. Signing in takes place in the presence of the candidate, exclusively in the form of his or her data being transferred from the ERK system to the Jagiellonian University Studies Management System;
- 8) if the University employee discovers any data inconsistencies during the process of signing the candidate in, he or she shall hand over the documentation to the commission and the commission, depending on the type and scope of the inconsistencies, may change the decision on admission issued on the basis of false data, which in turn may result in refusal to admit the candidate;
 - 9) the procedure for admitting candidates from the standby list shall be automatically repeated until the limit of admissions is reached or until there are no more candidates on this list.
6. If the commission's chairperson agrees, the candidate may sign onto the list of doctoral students by regular mail. The deadline for signing onto the list of students shall be deemed to have been observed if all of the required documents are received by the given entity before this deadline.
 7. If a candidate is admitted to a program during which doctoral students are exposed to harmful, onerous, or hazardous factors, the candidate, when signing onto the list of doctoral students, shall be referred to a medical check-up, to be carried out by an occupational health physician. The candidate shall provide, by the deadline specified by the director, a medical certificate confirming the lack of contraindications for commencing education at the given entity. Failure to comply with this obligation shall result in the issuance of a decision on the candidate being removed from the list of doctoral students due to non-observance of the school's regulations.
 8. After the completion of the enrolment procedure, the commission's chairperson shall provide the director with the minutes of the enrolment procedure, to be signed by at least 50% of the commission's members and containing a list of the admitted and rejected candidates.
 9. On the basis of the minutes referred to in § 4.8, the director, under an authorization from the rector, shall approve the list of the candidates admitted to the school and shall issue to the other candidates a decision on refusal to admit.
 10. The decision on refusal to admit a candidate to the school shall be delivered to the candidate in writing, by registered mail, return receipt requested. The candidate may agree to the delivery of the decision in the form of an electronic document via the Electronic Platform for Public Administration Services (the "ePUAP"). In order to receive the decision via the ePUAP, the candidate shall have an ePUAP account and a trusted profile or a secure electronic signature verified with a valid qualified certificate.
 11. With respect to the decision on refusal to admit, the candidate may apply to the rector, via the director, for a re-examination of his or her case. The application shall be filed within 14 days of receiving the decision.
 12. If the enrolment procedure is carried out outside of the ERK system, it shall be in line with the communication of the director published on the school's website at least one month before the commencement of the enrolment procedure.
 13. A candidate may be represented by a proxy in terms of the activities related to the enrolment procedure. When carrying out these activities, the proxy shall present his or her power of proxy signed by the candidate, as well as his or her identity card or passport. When signing onto the list of the students of the program, the proxy shall present a copy of the identity card or passport of the candidate (which shall be the same as the one specified in the application submitted via the ERK system), certified by a notary, or the original of one of these documents.

14. At the moment of acceding to the enrolment procedure, the candidate accepts its terms and conditions.

§ 5.

1. If the detailed terms and conditions of the enrolment procedure provide for an examination, the candidate may apply for the form of the examination to be adapted to his or her needs resulting from disability.
2. In order to exercise the right referred to in § 5.1, the candidate should, not later than three days before the registration deadline for the given enrolment procedure, file a written request with the Department for the Disabled. If the deadline is not observed, the request shall not be examined.
3. The method of adapting the form of the examination shall be determined individually, on the basis of a detailed interview with the candidate and the current documentation provided by him or her in order to confirm the nature of his or her disability.
4. The decision with respect to the adaptation of the form of the examination shall be made by the commission's chairperson in agreement with the head of the Department for the Disabled.

Part IV
Detailed regulations

§ 6.

1. The director may change, during the enrolment procedure, the limit of admissions related to the scholarships for the given enrolment procedure in order to adapt this limit to the applicable legal regulations and the current needs of the enrolment procedure, including the need to change the limit due to the obligations related to the carrying out of research projects and grants.
2. With respect to programs carried out on the basis of agreements executed by the University with other entities, the provisions of this resolution shall apply accordingly, considering the provisions of these agreements.
3. The candidates that are beneficiaries of grant programs the terms and conditions of which require for the candidate to sign onto the list of doctoral students may be admitted to the school under a special contest procedure, in accordance with the rules laid down by the director, considering the regulations and agreements related to the grant program.
4. The confirmation of meeting the requirement referred to in Article 186.2 of the law shall be the submission by the candidate of two opinions confirming the high quality of his or her research, as well as significant progress of this research, to be issued by persons holding at least the degree of a doktor habilitowany or being the employees of a foreign higher education institution or academic institution and having significant academic achievements. The person to decide whether the requirement referred to in Article 186.2 of the law has been met by the candidate shall be the director.

Part V
Final provisions

§ 7.

This resolution shall come into effect on the day of its adoption.