

**Resolution No. 105/XI/2021
of the Senate of the Jagiellonian University
of 24 November 2021**

on: the rules of admission to the Doctoral School in the Humanities at the Jagiellonian University in the academic year 2022/2023

Pursuant to Article 200(2) of the Act of 20 July 2018 – Law of Higher Education and Science (I JL [Dz.U.] (Dz.U. 2021 nr. 478, with later alterations.), hereinafter referred to as the Act, the Senate of the Jagiellonian University resolves as follows:

**Section I
General provisions**

§1

1. This resolution establishes in particular:

- 1) the rules for admission to the Doctoral School in the Humanities at the Jagiellonian University;
- 2) the detailed terms and procedures for admission.

2. The terms used in the resolution are defined as follows:

- 1) Rector – Rector of the Jagiellonian University;
- 2) school – Doctoral School in the Humanities at the Jagiellonian University;
- 3) director – the person serving as the director of the school;
- 4) application round – competitive process conducted in order to complete the procedure of admission to the school.

§2

Admission to the school is conducted by means of a competitive process.

**Section II
Organization of admission committees**

§3

1. To conduct admission to a program, the director appoints committees from among the persons employed at the University.

2. The director names the chairman, deputy chairman, secretary, and other members of the committee
3. No fewer than half of the committee will comprise persons employed at the University holding the academic title or the academic degree of *doktor habilitowany*, and who have declared that they belong to a discipline in which educational programs are offered at the school.
4. In certain justified cases, employees of other universities or entities which the University has signed memoranda of understanding or agreements with may be appointed as members of the committee.
5. In certain justified cases, the director may appoint more than one committee per program, in accordance with Paragraphs 1–4.
6. The committee is appointed for the duration of the application round for the academic year 2022/2023.
7. Remuneration is paid for partaking in the committee's proceedings, in the amount and under the terms specified in the relevant Rector's ordinance.
8. If circumstances arise which prevent a committee member from directly participating in the committee's proceedings, the director will remove the said member from the committee and appoint a new member, in accordance with Paragraphs 1–4.
9. The committee members will inform the chairman of all circumstances that may affect their impartiality in the assessment of candidates, in particular previous academic relationships (serving as their MA thesis supervisor, as a future supervisor or as an auxiliary supervisor, principal investigator in a research project), of being their superior or of other workplace dependencies, of being their spouse or relative by blood or by marriage up to second degree, or of present or past cohabitation. This provision also applies to the reviewers of research proposals submitted by the candidates.
10. In any of the situations listed above, a committee member will be excluded from the assessment procedure of the given candidates. In other situations, a committee member may be excluded by the chairman solely for reasons which would affect the impartiality of the assessment. Exclusion of a committee member is noted in the protocol from the committee meeting. If more than 40% of the committee is excluded, Paragraph 8 will be applied accordingly.
11. The director may appoint an examination board or boards, taking into consideration the needs arising from the detailed terms and procedures of admissions, naming the scope and mode of their operation. A committee member is appointed by the director as the head of the examination board. Provisions of Paragraphs 8–10 will be applied accordingly.

§4

1. The committee undertakes actions in the admission proceedings, in particular related to:
 - 1) conducting entrance examinations or interviews (subject to Article 3(11));
 - 2) establishing the final results of persons applying for admission, in accordance with the terms and procedures of the application round and with internal legal acts in force at the University;
 - 3) determining acceptance, placing on a reserve list or not recommending acceptance, including formulating a relevant justification;

- 4) reviewing letters and supplying opinions on requests submitted by the candidates in the admission procedure.
2. The procedure may take place using an online format. Any decision regarding this will be made by the director.
3. The committee is entitled to establish a minimum number of points required for the candidate to be accepted for admission or to be placed on a reserve list), no later than during the first meeting held for the purpose of approving and signing the ranking list for a given doctoral program. Once established, the minimum number of points required for the candidate to be admitted remains in force for all rounds of application to the doctoral program (except for recruitment conducted according to the special procedure referred to in Article 7(3)). All candidates whose final results are lower than the requisite figure will be issued with a decision refusing admission to the program on the basis of an insufficient number of points.
4. The committee will deliberate upon and resolve matters by an absolute majority of votes with the presence of at least half of the committee members. If the vote is equally split, the chairman has the deciding vote.
5. The committee will maintain documentation for each and every part of the admission procedure by producing written protocols, signed by all committee members partaking in the given stage of the procedure. If some parts of the recruitment procedure take place via online means, documents and protocols may be accepted by the members in electronic form. Appropriate printouts of documents, along with the confirmation of the acceptance of their contents, should be included in the documentation of the admission procedure.
6. After the final results of persons applying for admission are established, the director will convene an additional meeting of the committee chairmen, during which decisions will be made with regard to the applications of candidates, in particular those who participated in the recruitment process for more than one doctoral program. All decisions will be recorded in the minutes of the meeting.
7. The chairman of the committee will present the school director with a protocol summarizing the admission procedure, signed by all committee members participating in the meeting, and including a list of candidates recommended for admission, those to be placed on the reserve list, and candidates who have not been recommended for admission.
8. Based on the protocol referred to in Paragraph 6 and 7, the director will approve the list of persons admitted to the school and, acting on the basis of the Rector's authorization, issue decisions on those who have not been selected for admission.
9. Protocols will be archived by the school as part of the documentation of the admission procedure.
10. Any decision to refuse admission to the school is subject to an appeal process. An appeal must be filed with the Rector within 14 days of the decision being received. It is recommended that the candidate's appeal should indicate which violation of the terms and mode of recruitment they believe took place.

Section III Rules of admission

§5

1. No later than two weeks before the application round begins, in an announcement published on the school's website, the director will announce the following information:
 - 1) detailed organization terms and schedule of the application round;
 - 2) the number of places available in the application round;
 - 3) the list of required documents and mode of their submission;
 - 4) in certain justified cases, a list of research topics.
2. Candidates who complete all of the required actions by the dates specified in the schedule in accordance with the internal procedures of the doctoral school will be considered for admission.
3. Candidates' final results in an application round are established as numbers on a scale from 0 (zero) to 100 (one hundred), with an accuracy of two decimal places, and placed on a ranking list in descending order.
4. Final results are calculated on the basis of the detailed terms and procedures of admission outlined in the appendix to this resolution.
5. Lists of candidates qualifying for admission are established based on the number of places available and the final results, but also taking into account the minimum number of points required for admission or being placed on the reserve list as referred to in Article 4 Paragraph 3, and taking into account Article 4 Paragraph 6.)
6. An application round may be conducted electronically, using an electronic application system (hereinafter referred to as the system). In such cases:
 - 1) detailed organizational information and recruitment schedules, together with the method for submitting the required documents, are determined in consultation with the head of the Admissions Office for the Studies before the announcement of a recruitment message on the school's website;
 - 2) candidates are obliged to create one individual account in the system and complete all relevant electronic forms, providing the requisite personal and contact data;
 - 3) when creating an account, candidates must confirm that they have read the information on the processing of personal data;
 - 4) information regarding the admission procedure is sent to candidates through the system or school website. Candidates are obliged to read the information sent to them through the system or on the school website on a regular basis and fully bear any consequences arising from failure to do so;
 - 5) the submission of an application is completed by filling out the relevant electronic form in the system;

6) only candidates who complete all of the required actions by the dates and manner specified in the schedule established by the school, in particular with regard to submitting a complete set of required documents, will be considered in the application round. For documents sent by post, the date when the documents are received by the school will determine whether the deadline has been met. The fact that a candidate has provided data or documents in the past as part of a recruitment process at the University or that they are currently studying or training at the University or have done so in the past does not release the candidate from the obligation to provide the requisite data or documents as part of the recruitment application for a given academic year;

7) the commission or the director will provide the Admissions Office for the Studies with information on the decision made in relation to each application made in the system. Ranking lists will be published via the system or on the school website;

8) candidates will be notified via the system as to whether they have qualified for admission and concerning the place, date, and time for enrolment onto the list of doctoral students (hereinafter referred to as enrolment). Once candidates have received a notification via the system about qualifying for admission, they are obliged to enroll on the day specified in the notification, and failure to complete the enrolment procedure within the appointed dates will be regarded as tantamount to their resignation and result in a decision on refusal of admission being generated. In certain justified cases, the director may appoint a new, individual date for enrolment for a given candidate;

9) a condition for the enrolment procedure to be performed is that the person qualified for admission meets the conditions described in Article 200(1) of the Act, and for the university staff member performing the enrolment procedure to verify that the submitted documents are complete and that the data in the documents match the data on the application printed from the system. Enrolment is performed in the presence of a person qualified to conduct admission procedures through the established procedure of personal data transfer from the system to the JU University Study-Oriented System (taking into account Paragraph 10);

10) if any discrepancies in the data are noticed during the enrolment procedure, the university staff member performing the enrolment will pass the documents on to the director. Depending on the scale and nature of the discovered discrepancies, they may change the decision on qualifying the candidate for admission on the basis of the submission of false data, resulting in completion of the enrolment procedure being refused;

11) with the permission of the director, enrolment may be completed by correspondence, either via post or by e-mail. The date when all required documents are received by the appointed university unit will determine whether the enrolment deadline has been met.

7. In cases where the application round is conducted outside of the system, it will be held in accordance with the procedure outlined by the director in an announcement published via the school's website.

8. A person qualified for admission may only enroll in one doctoral school and will present a declaration stating that they are not enrolled as a doctoral student in any other doctoral school upon enrolment. It is also unacceptable for a candidate to re-enter the school if they already have the status of a doctoral student at this school on the day of enrolment.

9. In the case of programs where doctoral students are at risk of exposure to harmful, noxious, or dangerous substances or elements, candidates will receive a referral for examination by a doctor of occupational medicine upon enrolment. Candidates are obliged to submit a medical certificate displaying an absence of any contraindication for the candidate to undertake education at the given university unit and within the deadlines set by the director.

10. In all actions related to the enrolment process, a person qualified for admission may be represented by a proxy, who upon performing these actions submits the power of attorney signed by the candidate and presents their own identification document or passport for identification purposes. When completing the enrolment procedure, the proxy is obliged to present a copy of the identification document or passport of the person qualified for admission.

11. All candidates agree to the terms of the admission procedure upon submitting their application.

§ 6

1. If the detailed terms and procedures of admission state that an examination is to be conducted, a person with disability may apply for the form of the examination to be adapted to needs arising from disability. To exercise this right, the candidate must submit a written request to the Disability Support Service no later than three days before the end of the relevant period for submitting applications. If this procedure is not followed, the request will not be considered.

2. The method of adapting the form of the examination will be determined individually in consultation with the appointed examination committee, based on an interview with the candidate and current documentation confirming the nature of their disability.

3. The method of adapting the form of the examination will be made by the chairman of the committee in agreement with the head of the Disability Support Service.

Section IV **Special provisions**

§7

1. Over the course of an application round, the director is authorized to change the number of places available in the round in order to adjust the number of places to the applicable legal regulations and the current needs of the admission procedure, including making the necessary changes arising from obligations related to research projects and grants.

2. For doctoral programs conducted on the basis of agreements signed between the University and other entities, the provisions of this resolution are applied accordingly, taking into consideration the provisions resulting from these agreements.

3. Candidates for places in the school who have been financed with additional funds from external or internal sources and whose terms require that the beneficiary is entered into the list of doctoral students may be admitted to the doctoral school as a result of a special competitive process, in accordance with the procedure established by the director, considering provisions arising from regulations and agreements connected to the manner of financing. The use of funds from internal sources for recruitment by means of a special competition procedure requires a positive opinion to have been issued by the school council

§ 8

The director will determine the outcome of all matters connected with recruitment which are not detailed in this resolution.

Section V Final provisions

§ 9

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