

**Resolution No. 105/XI/2021
of the Senate of the Jagiellonian University
of 24 November 2020**

**on: 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 (IJL [Dz.U.] of 2018, item 1668, as amended), 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) rules of admission to the Doctoral School in the Humanities at the Jagiellonian University;
 - 2) detailed terms and procedures of 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 – 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 a program offered at the school is conducted in the form of a competitive process.

**Section II
Organization of admission committees**

§ 3

1. To conduct admission to a program, the director appoints committees from among persons employed at the University.
2. The director names the chairman, deputy chairman, secretary, and other members of the committee.
3. No less than 1/2 of the committee comprises persons employed at the University who hold the academic title or the academic degree of Doktor habilitowany, and who had declared that they belong to a discipline in which education is offered at the school.
4. In justified cases, employees of other universities or of entities the University has signed memoranda of understanding or agreements with may be appointed as members of the committee.
5. In cases justified by the particularity of a program, 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 Rector's ordinance.
 8. If circumstances arise which prevent a committee member from directly participating in the committee's proceedings, the director removes said member from the committee and appoints a new member, in accordance with Paragraphs 1–4.
 9. Committee member informs the chairman of all circumstances that may impact their impartiality in the assessment of candidates, in particular of academic dependencies (serving as the Magister 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 situations listed above, a committee member is excluded from the assessment procedure of selected candidates. In other situations, a committee member may be excluded by the chairman solely based on reasons which would impact 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 is 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 are applied accordingly.

§ 4

1. The committee undertakes actions in the admission proceedings, in particular related to:
 - 1) conducting entrance examinations or interviews (taking into account Article 3(11));
 - 2) establishing 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) deciding on recommendation or lack of recommendation for admission to the school or putting on the waiting list, including formulating the justification;
 - 4) reviewing letters and giving opinion on requests submitted by the candidates in the admission procedure.
2. Admission procedure may be conducted by means of distance communication. Director takes a decision in this regard.
3. The committee is entitled to establish a minimum number of points required for the candidate to be recommended to admission or placement on the waiting list, no later than during the first meeting held for the purpose of approving and signing the ranking list for a 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 program. All candidates whose final results are lower are issued a decision on denial of admission to the program due to

- insufficient number of points.
4. The committee deliberates and resolves matters by an absolute majority of votes in the presence of at least half of the committee members. If the vote is equally split, the chairman has the casting vote.
 5. The committee maintains documentation of each and all parts of the admission procedure by producing written protocols, signed by all committee members partaking in the recorded action of the procedure. If parts of the recruitment procedure are taking place via means of distance communication, documents, including protocols, may be accepted by the members in electronic form. Appropriate printouts of documents, along with confirmation of content acceptance, should be included in the documentation of the admission procedure.
 6. After establishing the qualification results director calls the meeting of all committee chairmen during which decision about all candidates' applications is taken, particularly in the case when candidate applies to more than one doctoral programme. Final decision is recorded in the protocol.
 7. The chairman of the committee presents the school director with the protocol summarizing the admission procedure, signed by all committee members participating in the meeting, including list of candidates recommended for admission and the waiting list, as well as the list of candidates not recommended for admission.
 8. Based on the protocol referred to in Paragraphs 6 and 7, the director approves the list of persons admitted to the school and, acting on the basis of Rector's authorization, issues decisions on denial of admission.
 9. Protocols are archived by the school as documentation of the admission procedure.
 10. The decision to refuse admission to school is subject to a motion for a review. Motion has to be filed with the Rector within 14 days of receiving the decision. It is recommended that the motion should indicate the violation of the rules of admission to the school. The motion should indicate the exact provisions of the terms or procedures of admission to the school which the party considers to have been violated.

Section III

Rules of admission

§ 5

1. By no later than two weeks before the application round begins, in an announcement published on the school's website the director announces the following information:
 - 1) detailed organization terms and schedule of the application round;
 - 2) number of places available in the application round;
 - 3) list of required documents and mode of their submission;
 - 4) in justified cases, list of research topics.
2. Candidates who complete all required actions by the dates specified in the schedule in accordance with internal procedures of the doctoral schools operating at the JU are considered in the admission procedure.
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 the

ranking list in descending order.

4. Final results in an application rounds to a given program are calculated on the basis of the detailed terms and procedures of admission outlined in the appendix to this resolution.
5. Lists of candidates qualified for admission are established based on the number of places available and final results, but taking into account the minimum number of points required for the candidate to be admitted, mentioned in Article 4(3). The procedure of qualifying candidates placed on the waiting list for admission is repeated automatically and continues until all available places are filled or until the list of such candidates is exhausted.
6. An application round may be conducted electronically, using an electronic application system (hereinafter referred to as the system). In such case:
 - 1) detailed organization terms and schedule of the application round and the way of documents are presented is determined in agreement with the head of University Admission Office before the announcement on admission is posted on the school's webpage;
 - 2) candidates are obliged to create one individual account in the system and to fill out the electronic forms, providing the required personal and contact data;
 - 3) when creating an account, candidates confirm that they have read the information on the processing of personal data;
 - 4) information regarding the admission procedure is sent to the candidates through the system or websites designated for this purpose. Candidates are obliged to read the information sent to them through the system or on the school websites on a regular basis and bear the consequence of neglecting to do so;
 - 5) submission of application in an application round is completed by filling out the relevant electronic form in the system;
 - 6) only candidates who complete all required actions by the dates specified in the schedule, in particular who submitted the complete set of required documents, are considered in the application round. For documents sent by regular mail, the date when the documents are received by the school decides whether the deadline has been met. Providing by a candidate data or documents in the past admission round or being a former student of the University do not release from the obligation providing data and documents required in the admission procedure for a given academic year;
 - 7) committee or director presents to the University Admission Office final results referring to the every submitted application in the system. Ranking lists are published in the system or on the school's webpage;
 - 8) candidates are notified through the system about being qualified for admission and about the place, date, and time for enrolment into the list of doctoral students (hereinafter referred to as enrolment). Once candidates receive notification in the system about being qualified for admission, they are obliged to enrol on the day specified in the notification, and failing to complete the enrolment procedure within the appointed dates is equal to their resignation and results in issuing a decision on denial of admission. In justified cases, director may appoint a new, individual date for enrolment for a given candidate;
 - 9) the condition for the enrolment procedure to be performed is for the person qualified

for admission to meet 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 questionnaire printed from the system. Enrolment is performed in the presence of a person qualified for admission 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 to the program passes the documents to the committee, which, depending on the scale and nature of the discovered discrepancies, may change the decision on qualifying the candidate for admission made on the basis of the false data, which results in denial of completion of the enrolment procedure;
 - 11) with the permission of the director, enrolment may be completed by correspondence via post or by e-mail. The date when all required documents are received by the appointed university unit decides whether the enrolment deadline has been met.
7. In cases where the application round is conducted outside of the system, it is conducted in accordance with the procedure outlined by the director in an announcement published on the school's website.
 8. A person qualified for admission may only enrol into one doctoral school and upon enrolment presents a declaration stating that they are not enrolled as a doctoral student in any other doctoral school. It is unacceptable to re-enter the school if the candidate has the status of a doctoral student on the enrolment date.
 9. In case of programs where doctoral students are at risk of exposure to harmful, noxious, or dangerous factors, upon enrolment candidates receive a referral for examination by a doctor of occupational medicine. Candidates are obliged to submit a medical certificate stating the lack of contraindication for the candidate to undertake the education to the university unit and within a deadline set by the director.
 10. In actions related to the enrolment, 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 (consistent with the document named in the questionnaire).
 11. 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 their needs arising from disability. To exercise this right, the candidate submits a written request to the Disability Support Service no later than three days before the end of the relevant period for submitting applications. If the procedure is not followed, the request is not considered.

2. The method of adapting the form of the examination is 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 is 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 application round to adjust the number of places to the applicable legal regulations and to the current needs of the admission procedure, including making the necessary changes arising from obligations related to research projects and grants.
2. For 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 positions financed from external and internal sources 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 doctoral school director, considering provisions arising from regulations and agreements related to a financing source. The use of funds from internal sources for the purpose of recruitment in a special competition procedure requires a positive opinion from the school council.

§ 8

In other matters relating to recruitment, not regulated in this resolution, director of the school decides.

Section V Final provisions

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