**Resolution No. 4/I/2021**

**of the Jagiellonian University Senate
of 27 January 2021**

**concerning rules for recruitment to the Doctoral School of Medical and Health Sciences in the academic year 2021/2022**

Pursuant to Article 200(2) of the act of 20 July 2018 Law on Higher Education and Science (Polish Journal of Laws 2018.1668, as amended), hereinafter referred to as the Act, it is agreed as follows:

**Section I**

**General**

§ 1

1. This resolution shall specify, in particular, the following:
2. rules governing recruitment to the Doctoral School of Medical and Health Sciences at the Jagiellonian University;
3. detailed terms and recruitment procedure.
4. In this resolution, the following terms shall have the meaning defined below:
5. the Rector – shall mean the Rector of the Jagiellonian University;
6. School – shall mean the Doctoral School of Medical and Health Sciences at the Jagiellonian University;
7. Director – shall mean the person holding the function of the School Director;
8. programme – doctoral programme or study programme pursued at the School;
9. Recruitment – contest proceeding to recruit doctoral students into a specific Programme.

§ 2

Recruitment to a given Programme at the School has the form of a contest.

**Section II**

**Rules for Recruitment Committee Organisation**

§ 3

1. To recruit students to a Programme, the Director shall appoint University employees to the Committees. The Committees shall be appointed with the approval of the Deans of Faculties employing Committee members.
2. The Director shall nominate the Chair, Deputy Chair, Secretary, and other members of the Committee.
3. At least half of the Committee shall be formed by employees holding scientific title or scientific degree of *doctor habilitatus*, who have declared affiliation with the discipline to be educated at the School.
4. In justified cases, the Committee can be formed by employees of other universities or other units under contracts or agreements with the University.
5. In justified cases dictated by the specificity of the Programme, the Director may appoint more than one Committee for the Programme, on the terms stipulated in items 1-4.
6. The Committee shall be appointed for the period of recruitment for the academic year 2021/22.
7. Membership in the Committee is subject to remuneration in the amount and on the terms stipulated in the Rector’s Ordinance.
8. In the event of circumstances preventing direct participation of a member in the works of the Committee, the Director shall dismiss such a member, and appoint a new member, according to the rules stipulated in items 1-4.
9. Members of the Committee shall inform the Chair about all and any circumstances that may affect one’s impartiality in the assessment of candidates, in particular in the event of scientific relations (acting as the promotor of one’s MSc. dissertation, future promotor, or auxiliary promotor, scientific project manager), being one’s superior, or other job relations, or being a spouse or relative by blood or affinity up to the second degree, or in the event of cohabitation. The above provisions also refer to reviewers of projects submitted by candidates.
10. In situations listed in item 9, a particular member of the Committee shall be excluded from the assessment procedure involving selected candidates. In other cases, members of the Committee shall be excluded by the Chair, whereas exclusively for reasons that would affect the impartial nature of the assessment. Exclusions of members to the Committee shall be recorded in the report from the Committee’s session. In the event of exclusion of more than 40% of the Committee, the provisions of item 8 shall apply accordingly.
11. The Director may appoint examination team(s) to account for needs under special terms and recruitment procedure, determining the scope and method of their operation. The Chair of the examination team shall be a person being a member of the Committee, as nominated by the Director. The provisions of items 8 through 10 shall apply accordingly.

§ 4

1. The Committee shall pursue activities related to the recruitment, in particular involving:
2. conducting the exams or interviews (considering Clause 3(11));
3. determining the results of the interviews of the participants to the recruitment procedure, according to the terms and recruitment procedure, as well as internal legal acts applicable at the University;
4. decisions about eligibility or about non-eligibility, including justification;
5. handling letters and issuing opinions with respect to candidate applications submitted in relation to the recruitment proceeding.
6. In justified cases, the Committee may decide about holding an exam using remote communication technology.
7. The Committee shall have the right to determine minimum result for being eligible to the School, yet not later than at the first session of approving and signing the ranking list for a given Programme. Once determined minimum eligibility level shall be applicable for all recruitment procedures to the Programme. With respect to all candidates scoring lower than the minimum level, decisions on refusal shall be drafted due to insufficient score.
8. The Committee shall hold sessions and adopt decisions with absolute majority of votes with at least half of the members present. In the event of even share of the votes, the vote of the Chair shall be decisive.
9. The Committee shall document each part of the recruitment proceeding by drafting a relevant report to be signed by all members of the Committee taking part in a given activity of the proceeding.
10. The sessions of the Committee may be held via remote communication technology. In such a situation, all documents (including reports) can be accepted by the members by e-mail. Relevant printouts, with confirmed approval of the contents thereof, must be placed in the documentation from the recruitment proceeding.
11. After determining the eligibility results of participants to the recruitment proceeding, the Chair of the Committee shall submit the report from the recruitment proceeding to the Director, signed by all members of the Committee participating in the session, and containing the list of candidates recommended to be admitted to the School, the standby list, and the list of persons to whom recommendation was not granted.
12. The reports shall be archived by the School in the documentation of the recruitment proceeding.
13. Pursuant to the report referred to in item 7, the Director shall approve the list of persons admitted to the School, and shall issue decisions refusing admittance, pursuant to the JU Rector’s authorisation.
14. Decisions refusing admittance can be appealed from, with a request to reinvestigate the case. The requests must be submitted to the Rector within 14 days from receiving the decision.
15. Requests referred to in section 10 can only be submitted with the grounds of violation of the rules for recruitment to the School. The requests must precisely point to the regulations stipulating the terms or recruitment procedure that have allegedly been violated, and contain a brief explanation of the alleged violation.

**Section III
Rules for Recruitment**

§ 5

1. At least two weeks before the beginning of the recruitment, the Director shall specify the following by way of communication published on the School website:
2. detailed terms of organisation and schedule of the recruitment procedure;
3. limit of places, related to the source of the scholarship, as available within the recruitment procedure;
4. list and method for submitting the required documents;
5. in justified cases, the list of research topics.
6. The recruitment proceeding shall account for candidates who have timely completed required activities according to the internal School procedures.
7. The results of candidate eligibility in a given recruitment procedure shall be expressed as a number within the range from 0 (zero) to 100 (one hundred) with the accuracy up to two places after the decimal point, published in the ranking list in the descending order.
8. The eligibility within the recruitment to the given Programme shall be determined according to detailed terms and recruitment procedure stipulated in the annex hereto.
9. Lists of candidates qualified as eligible shall be determined according to the limit of places and qualification results, while observing the minimum qualifications required for admission, as referred to in Clause 4(3). The procedure for qualification of candidates on the standby list shall be automatically repeated and continued until the limit of places has been achieved or exhausting the list of the candidates.
10. Recruitment can be performed electronically via the electronic candidate registration system (hereinafter referred to as the system). In such a case:

1) candidates shall be obligated to set up one individual account, and complete electronic forms, whereby they shall submit the required personal data and contact data;

2) by setting up an account in the system, the candidates shall agree to processing their personal data to conduct recruitment proceeding and for the purposes of documenting education at the School. Absence of the consent to personal data processing shall prevent participation in the recruitment proceeding. Withdrawal of a consent to personal data processing during the proceeding shall be equivalent to resignation from the application and shall result in cancellation of the proceeding;

1. information regarding the recruitment proceeding shall be provided to candidates via the system or websites allocated for that purpose. Candidates shall be obligated to current reading of the information provided via the system and School websites, and shall be liable for effects of non-compliance with that obligation;
2. recruitment application, under the respective recruitment proceeding, to the selected Programme made available in the catalogue shall occur by completing the electronic form in the system and confirmation thereof;
3. the recruitment shall account exclusively for candidates who have met all the terms by the allocated deadline, in particular including submission of the entire set of the documents to the School. In the case of documents sent by post, the date of their receipt by the School shall be decisive;
4. candidates shall be informed about the results of the qualification proceeding, the score, and qualification to the second phase of recruitment, and about admission to the School after each phase of the recruitment process;
5. information about the qualification, as well as time and place of entry to the list of PhD students (hereinafter referred to as the Entry) shall be provided to candidates via the system. After obtaining the communication from the system about qualification candidates shall be obligated to make an entry by the deadline indicated in the communication, and failure to make the entry shall be equivalent with resignation and shall result in a refusal. In justified cases, the Director may determine a new individual deadline for entry of a selected candidate;
6. A precondition for the entry shall be formed by the eligible person’s meeting the terms stipulated in Article 200(1) of the act, namely positive verification by the employee making the entry with respect to completeness of the documents submitted and confirming conformity of the data therein with the data in the form printed from the system. The entry shall be made with the qualified persons’ presence within the procedure of personal data transfer from the system to the University System for JU Study Support (considering section 10);
7. if non-conforming data is found, the employee making the entry to the Programme shall submit the documentation to the committee, and the committee may, appropriately to the type and scope of irregularities found, change the decision about eligibility issued pursuant to incorrect data, resulting in a refusal to make the entry, and issuing a decision on admission refusal;
8. with the consent of the Director, entries can be performed according to the mail procedure. The grounds for determining whether the deadline for the entry has been met shall be the date of submitting all the required documents to the indicated unit.
9. In cases where the recruitment is conducted outside the system, it shall be conducted according to the procedure determined by the Director by way of communication published on the School website.
10. The person eligible for admission can make the entry exclusively with respect to one Doctoral School and, upon the entry, shall submit the statement that one is not a PhD student at any other doctoral school.
11. In the case of education within Programmes whereby PhD students are exposed to harmful, burdensome, or dangerous factors, while making the entry, the candidates shall receive referrals to medical checks to be performed by labour medicine doctors. Candidates shall be obligated to submit medical certificates about absence of contraindications to education, by the deadline and at the unit allocated by the Director.
12. With respect to entry procedure, the person eligible for admission can be represented by an attorney who shall submit signed power of attorney and one’s own personal ID or passport when performing the activities. While making the entry to the Programme, the attorney shall be obligated to show a copy of the eligible person’s personal ID or passport (according to the document listed in the form).
13. When proceeding with the recruitment procedure, the candidates accept the terms thereof.

§ 6

1. If detailed terms and recruitment procedure envisage an exam, a disabled person can apply for adaptation of the form of the exam to one’s own needs related to the disability. For this purpose, not later than three days before the end of the respective deadline for recruitment filing under a given recruitment proceeding, the person shall submit a written application to the Disabled Department. If the procedure is not followed, the application shall not be accounted for.
2. The form of adapting the exam shall be agreed individually in agreement with the appointed examination committee, pursuant to the interview and submitted current documentation to confirm the specificity of the disability.
3. The form of adapting the exam shall be determined by the chair of the committee in agreement with the Head of the Disabled Department.

§ 7

1. The Director shall be authorised to change the limit of places for the recruitment within the respective recruitment proceeding to adapt them to the applicable regulations and current needs of the recruitment proceeding, including the need for change, and in relation to duties under research projects and grants.

2. With respect to programmes conducted pursuant to agreements concluded by the University with other entities, the provisions of this Resolution shall apply accordingly, considering the terms of such agreements.

1. Candidates to the School with respect to places financed from the grants that require entry to the PhD student list can be admitted to the School under special contests, according to the procedure stipulated by the Director and accounting for the regulations and agreements related to the respective grant programme.

**Section IV**

**Final Provisions**§ 8

This resolution shall enter into force on the day of its adoption.