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

**of the JU Senate of 27 January 2021**

**Detailed terms and procedure for recruitment to the Doctoral School of Medical and Health Sciences at the Jagiellonian University in the academic year 2021/2022**

Formal requirements for participation in the recruitment proceeding

Applicants may include persons holding the professional title of MA/MSc., MSc. Engineer, or equivalent, obtained at any faculty, and persons referred to in Article 186(2) of the Act. This requirement shall be verified at the phase of registration validation procedure.

Persons following the extraordinary procedure stipulated in Article 186(2) of the Act shall be verified at the phase before admission to the assessment in the first phase of the recruitment pursuant to two opinions confirming high quality of the research and significant advancement of such research, issued by promotors holding at least the degree of *doctor habilitatus* (doktor habilitowany), or being employees of a foreign university or scientific institution with significant achievements in the field of research related to the educational programme.

Application for a project requiring individual medical activities on patient by PhD students shall be possible exclusively in the following cases:

1. graduates from medical and medical-dental faculties holding the right to perform the profession of a physician or dentist on the territory of Poland or submitting a statement about having graduated from postgraduate internship by the end of calendar year of the recruitment, and a statement about having passed the Final Medical Exam/ Final Medical-Dental Exam;
2. Graduates from nursing, obstetrics and physiotherapy faculties holding the right to perform the profession of a nurse, midwife, or physiotherapist on the territory of Poland.

Persons submitting a proposal for a research project for candidates to the School may define the duty of holding the right to perform the profession as a precondition for the project also in cases where the project does not require medical activities to be performed on patients by the PhD students.

Language of the recruitment proceeding

Recruitment proceeding to programmes in Polish shall be held in Polish. Recruitment proceeding to programmes in English shall be held in English.

The recruitment proceeding

The proceeding comprises two phases.

In phase 1, the committee shall assess the documents submitted by the candidate to confirm:

1. average grade from the studies, as obtained by the candidate during the MA studies, long-cycle MA studies or equivalent, calculated according to the rules of the university issuing the diploma, scoring within the scale of 0-15 points according to the following scale:

| Grade average  | **Score** | **Grade average** | Score |
| --- | --- | --- | --- |
| < 3.50 | 0 | 4.21-4.30 | 8 |
| 3.50-3.60 | 1 | 4.31-4.40 | 9 |
| 3.61-3.70 | 2 | 4.41-4.50 | 10 |
| 3.71-3.80 | 3 | 4.51-4.60 | 11 |
| 3.81-3.90 | 4 | 4.61-4.70 | 12 |
| 3.91-4.00 | 5 | 4.71-4.80 | 13 |
| 4.01-4.10 | 6 | 4.81-4.90 | 14 |
| 4.11-4.20 | 7 | 4.91-5.00 | 15 |

In the event where:

1. graduation from the first- and second-cycle study programme, average grade from the studies shall be formed by arithmetic mean;
2. if the grades at the studies pursued by the candidate were not expressed according to the scale from 2.0 to 5.0

to recalculate the average, the following formula is applied:



where:

*S1*- minimum grade in the old scale;

*S2*- maximum grade in the old scale;

*Wold* – average grade from the studies, calculated according to the rules of the university issuing the diploma;

*Wnew* – average calculated according to the scale from 2 to 5.

In the case of candidates following the procedure stipulated in Article 186(2) of the Act, average grade shall be completed considering the completed years of studies.

1. scientific achievements during the last five calendar years (since 2017, the period shall be extended by the time spent on child-raising leave, but not longer than up to ten calendar years), assessed according to the following scale:
2. publications in scientific journals and monographs: max. 3 publications or monographs presented according to the candidate’s choice:
3. publications in scientific journals accounted for in sections A, B, and C of the list of journals prepared by the Minister of Science and Higher Education by 2018 – exclusively published texts:
* for each point awarded to the journal, the candidate shall receive 0.25 point if the candidate is the first author, up to the maximum of 7 points per article; in the case of two authors indicated by the journal as equivalent first authors, also the author listed as the second shall be treated as the first author, and shall receive 0.25 point per each point awarded to the journal;
* for each point awarded to the journal, the candidate shall receive 0.1 point if the candidate is the second or following author, up to the maximum of 3 points per article;
1. publications in scientific journals accounted for in the list prepared by the Minister of Science and Higher Education since 2019 – exclusively published texts or texts accepted for publication with allocated DOI number:
* for each point awarded to the journal, the candidate shall receive 0.05 point if the candidate is the first author, up to the maximum of 7 points per article; in the case of two authors indicated by the journal as equivalent first authors, also the author listed as the second shall be treated as the first author, and shall receive 0.05 point per each point awarded to the journal;
* for each point awarded to the journal, the candidate shall receive 0.02 point if the candidate is the second or following author, up to the maximum of 3 points per article;
1. monographs – exclusively publications with allocated ISBN number:
* for each monograph, the candidate shall receive 5 points if the candidate is the only author,
* for each monograph, the candidate shall receive 2 points if the candidate is a co-author, e.g., author of one of the chapters;
* for the entire publication achievements, the candidate may receive the maximum of 21 points;
1. active participation in scientific conferences as the first or presenting author: for each paper/presentation: 1 point;
* for the entire conference achievements, the candidate may receive the maximum of 3 points;
1. awards for outstanding scientific achievements other than related to the conferences and other than exclusively for learning outcomes: for each award: 1 point;
* for all awards reported, the candidate may receive the maximum of 2 points;
1. patent applications:
2. international: 2 points;
3. national: 1 point;
* for all patent applications reported, the candidate may receive the maximum of 2 points;
1. management of a scientific project awarded by way of a contest financed:
2. from external sources listed among prestigious institutions and foundations (Annex 1):
* 7 points;
1. from university sources and by the student self-governing body: 4 points;
2. from other external sources: 3 points;

for project management, the candidate may receive the maximum of 7 points.

After phase 1, the committee shall draft a ranking in the scale of 0-50 points, with the accuracy to two places after the decimal stop.

Candidates shall be classified to the second phase in the maximum number corresponding to double the number of places at a given doctoral programme. If two or more candidates have obtained the identical minimum number of points qualifying them to the second phase (*ex aequo*), all those candidates shall be admitted to phase 2 of the recruitment proceeding.

In phase 2, the committee shall hold interviews to evaluate the candidate according to the following assessment criteria, in the scale 0-100 points, with the accuracy to integer numbers.

The interview shall comprise two parts including:

1. (1) the candidate’s research interests and scientific achievements so far: assessment of a multimedia presentation prepared by the candidate (slides), max. 5 minutes, with possible score of 0 to 20 points; and (2) assessment of candidate’s answers to additional questions to the presentation and the presented scientific achievements (discussion), with possible score of 0 to 40 points.

With respect to the presentation, the following shall be assessed:

1. presentation method (clarity and transparency of the message); possible score from 0 to 10 points;
2. content value; possible score from 0 to 10 points.
With respect to additional questions (discussion), the following shall be assessed:
3. candidate’s reply to questions regarding research methods applied to the presented scientific achievements; possible score from 0 to 10 points;
4. candidate’s experience and competence to the extent corresponding to the selected research topic; possible score from 0 to 30 points;
5. assessment of professional competences: interview in Polish pursuant to one article selected by the candidate out of five articles in English previously listed by the Committee in the discipline of a given doctoral programme; possible score from 0 to 40 points. The texts of the articles shall be published on the School’s website at least one month before the commencement of the recruitment proceeding.

Professional competences of the candidates pursuant to this part of the interview shall be assessed according to the following criteria:

1. knowledge regarding the problems presented in the article;
2. understanding of the research methodology;
3. interpretation of the results with conclusions and pointing to practical aspects;
4. ability of critical assessment of strengths and limitations of the study.

Candidates participating in the interview can use the text of the article if asked by the Committee to give opinion about specific details, numbers, or diagrams.

Persons not arriving for the interview shall be excluded from further recruitment proceeding, and their score in the ranking shall be 0 (zero) points. The interview may be attended by the person proposing the research topic selected by the candidate, as an observer without the right of awarding the points.

Assessment criteria and the result

The final result of the proceeding shall be the number from the range of from 0 to 100, with the accuracy up to two places after the decimal stop, and defined for all candidates according to the formula:



where:

*W –* is the final result of the recruitment proceeding,

*x* – is the candidate’s recruitment result as the total of points obtained across the recruitment proceeding (phases 1 and 2).

In the event of equal number of points obtained by candidates filling the number of places on a doctoral programme and exceeding that number, the number of points obtained in phase 2 of the recruitment proceeding shall be decisive, and if these points are also equal, the number of points for scientific achievements shall be decisive for the recruitment. If the number of points for scientific achievements is also identical, average grade from the studies shall be decisive to admission to the Doctoral School Programme.