**Resolution no. 3/I/2022 of the**

**Senate of the Jagiellonian University**

**from January 26, 2022**

**on: the rules of admission to the Doctoral School of Medical and Health Sciences**

**in the academic year 2022/2023**

Acting pursuant to Art. 200 section 2 of the Act of July 20, 2018 - Law on Higher Education and science (Dz.U. of 2021 item 478 as amended), hereinafter referred to as the Act, it is hereby agreed as follows:

**Section I**

**General provisions**

§ 1

1. This resolution specifies in particular:

1) rules of admission to the Doctoral School of Medical and Health Sciences at the Jagiellonian University;

2) detailed conditions and admission procedure.

2. In this resolution, the terms used mean:

1) Rector - Rector of the Jagiellonian University;

2) school - the Doctoral School of Medical and Health Sciences at the Jagiellonian University;

3) director - a person holding the position of the Director of the Doctoral School;

4) admission - admission on competition basis to a specific programme at the school.

§ 2

Admission to a given doctoral programme conducted at school is competition based.

**Section II**

**Rules for the organization of admission committees**

§ 3

1. For admission to the doctoral programme, the director appoints committees made up of University employees. The committees are appointed in agreement with the faculty deans employing members of the committees.
2. The director shall appoint the chair, deputy chair, secretary and other committee members.
3. At least half of the members of the committee are employees with an academic postdoctoral title or degree declared in the discipline in which the education is provided at school.
4. In justified cases, the committee may include employees of other universities or other entities with which the University has signed agreements or contracts.
5. In justified cases, the director may appoint more than one committee for the doctoral programme on the terms set out in section 1-4.
6. The committee is appointed for the duration of the admission for the academic year 2022/2023.
7. Participation in the work of the committee entitles to remuneration to the amount and on terms specified in the Rector's order.
8. In the event of circumstances preventing a member of the committee from direct participation in its work, the Director dismisses him and appoints a new member in accordance with the rules set out in section 1-4.
9. The member of the committee shall inform the chair of the committee of any circumstances that may arise that influence his impartiality in the assessment of the candidates, in particular when there is a scientific dependency (being a thesis supervisor, future supervisor or supervisor assistant, manager of a scientific project, consultant of a complex project, author of a letter of recommendation) or is a supervisor or has a different relationship with them as per employment, is either a spouse or a relative or relative up to the second degree, still is or has been living together. The above provisions also apply to reviewers of the projects submitted by the candidates.
10. In those cases mentioned in section 9, the committee member is excluded from the evaluation procedure of the selected candidates. In other cases, the exclusion of a member of the committee is made by the chairman only for reasons which would compromise the impartiality of the assessment. Exclusion of a committee member is recorded in the committee meeting report. In the event of a shutdown of more than 40% of the members of the committee, the provision of section 8 shall be applied accordingly.
11. The director may appoint an examination team or teams, taking into account the needs arising from the detailed conditions and mode of admission, specifying the scope and manner of their operation. The chairperson of the examination team is a committee member designated by the director. The provisions of sections 8-10 shall apply accordingly.

§ 4

1. The committee carries out activities related to admission, in particular with:

1) conducting examinations or interviews (subject to § 3 section 11);

2) determining the results of the qualifications of people participating in the admission, in accordance with the conditions and the admission procedure as well as internal legal acts in force at the University;

3) a decision on recommendation for admission or placing on the reserve list,

or about the lack of a recommendation to be adopted, including the formulation of its justification;

4) considering letters and issuing opinions on the applications of candidates submitted in relation to the admission procedure.

1. In justified cases, committee meetings may be held by means of remote communication. The decision in this regard is made by the chair or a member of the committee appointed by him. In justified cases, the committee may decide to hold the exam via remote communication methods.
2. The committee has the right to determine the minimum qualification score required to obtain a recommendation for admission or inclusion on the reserve list, no later than the first meeting at which it approves and signs the ranking list for a given doctoral programme. Once established, the minimum qualification result required for admission shall apply to all of the admissions conducted for this doctoral programme, with the exception of admission conducted in a special mode referred to in § 7 section 3. For all candidates whose score is lower, the decision to refuse admission is issued based on too few points obtained.
3. The committee deliberates and makes decisions by an absolute majority of votes in the presence of at least half of the members. In the event of an equal number of votes, the chair's vote is decisive.
4. The committee documents the course of each part of the admission procedure, drawing them up in an appropriate report signed by all members of the committee taking part in the given proceedings. In case the admission procedure takes place by remote means of communication, documents, including reports, may be accepted by members in electronic format. Relevant printouts of documents, with confirmation of content acceptance, should be included in the documentation of the course of the admission procedure.
5. After determining the results of the selection of the candidates, the chair of the committee shall submit to the director the assessment committee meeting report signed by all members of the committee participating in the meeting, containing a list of candidates recommended for admission together with a reserve list and a list of admission non-recommendations.
6. On the basis of the report referred to in section 6, the director approves the list of the persons admitted to the school and issues, on the basis of the Rector's authorization, decisions on admission refusals.
7. The assessment reports are archived by the school in the documentation of the admission process. A decision to refuse admission to school may be subject to a request to re-examine the case. Such request should be submitted to the Rector within 14 days of receiving the decision. It is recommended that the candidate indicates a violation of the conditions and admission process, which in his opinion took place.

**Division III**

**Admission rules**

§ 5

1. At least two weeks before the start of admission, the director shall determine by means of a communication posted on the school's website:

1) detailed terms and conditions of the organization and the admission schedule;

2) limit of places available within a given admission;

3) the list and method of submitting the required documents;

4) in justified cases, a list of research topics.

1. In the admission process, only the candidates who have completed the required activities in a timely manner, consistent with the school's internal procedures are taken into account.
2. Candidates' qualification results in a given recruitment are expressed by a number ranging from 0 (zero) to 100 (one hundred) with an accuracy of two decimal places and placed on the ranking list in a descending order.
3. The basis for determining the result of the qualification are the detailed conditions and procedure of admission specified in Annex no. 1 and Annex no. 2 to this resolution.
4. Lists of candidates qualified for admission are determined on the basis of the number of places and the results of qualification, while maintaining the minimum qualification score required for obtaining a recommendation for acceptance or inclusion on the reserve list, as referred to in §4 section3.
5. Admission may be conducted electronically via the electronic registration system of candidates (hereinafter referred to as the system). In this case:

1) the detailed terms and conditions of the organization and the admission schedule as well as the manner of submitting the required documents are determined in consultation with the head of the Admissions Department for Studies before announcing the admissions on the school's website;

2) candidates are required to set up one individual account in the system and fill in electronic forms in which they provide the required personal data and contact details;

3) by creating an account, the candidate confirms that they have read the information on personal data processing;

4) information on the admission process is provided to candidates via the school's system or website. Candidates are required to read the information transmitted through the system and the website on an ongoing and are responsible for the consequences of failure to do so;

5) the admission application is made by completing the electronic form corresponding to a given admission conducted in the system;

6) admission will only take into account those candidates who completed all specified conditions within the deadline, in particular, they should deliver a complete set of required documents on time and in the manner specified by the school. In case of the documents sent by post, valid is the date of their receipt by the school. The fact that data or documents have been provided as part of participation in the past admissions at the University or studying or undergoing education at the University currently or in the past, does not release the candidate from the obligation to provide the data or provide the documents required as part of the admission application for a given academic year;

7) the committee or the director provides the Study Admissions Department with the information on the decision made on each admission submitted to the system. Ranking lists are published in the system or on the school's website;

8) information about being qualified for admission and the place and date in which one needs to enrol on the list of doctoral students (hereinafter referred to as the enrolment) is transferred to the candidates through the system. After receiving a message about qualifying, the candidates are required to enrol as indicated in the announcement deadline, and failure to enrol on time is tantamount to resignation and results in issuing a decision to refuse admission. In justified cases, the director may establish a new, individual enrolment date for a given candidate;

9) the condition for making the enrolment is meeting the conditions specified in Art. 200 section 1 of the act, and positive verification by the employee enrolling of the completeness of the documents provided and confirmation of compliance of the data contained therein with the data on the printed form from the administration system. The enrolment is made in the presence of a person qualified for admission through the procedure established for this purpose to transfer their personal data from the system to The University Study Oriented System at the Jagiellonian University (including section 10);

10) in case of data inconsistencies during the enrolment, the employee making the enrolment passes the documentation to the director, who, according to the type and scope of disclosed irregularities, may change the decision of qualifying for admission if based on false data, which results in the refusal to enrol;

11) with the consent of the director, the enrolment may be made by correspondence via post or by electronic means. The date of receipt is the basis for determining whether the enrolment deadline is met, with all required documents sent to the indicated unit.

1. In cases where the admission is conducted outside the system, it is conducted in accordance with the procedure specified by the director in the form of an announcement posted on the school's website.
2. A person qualified for admission may enrol to only one doctoral school and at the time of making the enrolment, submit a declaration that he is not a doctoral student at any other doctoral school. It is unacceptable to re-enter the school if on the day of enrolment the candidate already has the status of a doctoral student.
3. In case of education in doctoral programmes, during which doctoral students are exposed to harmful, burdensome or hazardous to health factors, candidates by enrolling are referred to medical examinations carried out by an occupational medicine doctor. Candidates are required to provide a medical certificate of no contraindications to undertake education, within the time frame to the unit designated by the director.
4. In activities related to enrolment, a person qualified for admission may appoint a representative who bears power of attorney and shows his identity card or passport. When enrolling, the representative is obliged to present a copy of the identity card or passport of the person qualified for admission.
5. Upon joining the admission process, the candidates accept its terms.

§ 6

1. If the detailed conditions and admission process show need for an examination, the persons with disabilities may apply to adapt the form of the examination to their needs resulting from disability. For this purpose, no later than three days before the deadline for submitting applications for a given admission, a written application is made to the Department for People with Disabilities. In case of failure to comply with the procedure, the application 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 the interview and the updated supporting documentation provided with the specificity of disability.
3. The chair of the committee shall decide on the method of adapting the form of the examination

in agreement with the head of the Disabled Persons Department.

**Section IV**

**Special rules**

§ 7

1. The Director is authorized to change, during the admission, the limits of places established for a given admission in order to adjust them to applicable law and current regulations of the admission process, including the need to change them in connection with the obligations resulting from the implementation of research projects and grants.
2. For doctoral programmes conducted on the basis of contracts signed by the University with other entities, the provisions of this resolution shall apply accordingly, taking into account the provisions resulting from these contracts.
3. Candidates financed with additional funds from external or internal sources whose conditions require entry on the list of doctoral students, may be admitted to school under a special competition procedure, in accordance with the procedure determined by the director, taking into account the provisions resulting from the regulations and contracts related to the method of financing. Use of funds from internal sources for the purpose of recruitment in a special competition mode requires a positive opinion by the school board.

§ 8

In matters relating to admission, not regulated in this resolution, the director decides.

**Section V**

**Final Provisions**

§ 9

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