**Resolution No. 6/II/2023**

**of the Jagiellonian University Senate   
of 22 February 2023**

regarding: terms and conditions of admission to Doctoral School of Medical and Health Sciences in the academic year 2023/2024

Acting pursuant to Art. 200(2) of the Act of 20 July 2018 Law on Higher Education and Science ([Journal of Laws] Dz.U. of 2022 item 574, as amended), hereinafter referred to as the Act, it is agreed as follows:

**Section I**

General

§ 1

1. This Resolution determines in particular:
2. terms and conditions for admission to Doctoral School of Medical and Health Sciences at the Jagiellonian University;
3. detailed terms and conditions, as well as procedure for admission.
4. Definitions:
5. Rector – Rector of the Jagiellonian University;
6. School – Doctoral School of Medical and Health Sciences at the Jagiellonian University;
7. Director – person holding the function of School director;
8. Committee – Admission Committee;
9. Admission – competition proceeding to perform admission to the School for a specific programme;
10. System – Online Candidate Admission system.

§ 2

Admission for a given doctoral programme at the School occurs by way of a competition procedure.

Section II  
Terms and conditions for admission committee organization

§ 3

1. For the purposes of admission procedure to a doctoral programme, the Director appoints committees composed of University employees. Committees are appointed in agreement with Deans of Faculties employing committee members.
2. The Director appoints the chair, deputy chair, secretary, and other members of the committee.
3. At least half of committee members must comprise employees holding a scientific title or academic degree of PhD DSc or employed as university professors declaring affiliation with the discipline of taught at the School.
4. In justified cases, the committee may include employees of other universities or other entities under a contract or agreement with the University.
5. In justified cases, the Director may appoint more than one committee for a doctoral programme on the terms stipulated in points 1-4.
6. The Committee is appointed not later than one week before the launch of the first admission for a given academic year. The Committee is appointed for the period of admission for the academic year 2023/2024.
7. Work at the Committee shall be remunerated for in the amount and on the terms stipulated in the order of the JU Rector.
8. In the event of circumstances preventing direct participation of a Committee member in the works of the Committee, the Director shall dismiss such a member and appoint a new member in compliance with the rules stipulated in points 1-4.
9. Committee members shall inform the Chair, and if this refers to the Chair, the Chair shall inform the Director, about any circumstances that may affect their objectivity in candidate assessment, in particular in the case of academic dependency (being the dissertation supervisor, future dissertation supervisor, or auxiliary supervisor, scientific project manager, consultant of a submitted project, author letter of recommendation) or being one’s superior, or remains in other employment relations, or in the event of being or having been one’s spouse, kin, or relative up to the second degree of affinity, or a cohabitant. The above also refers to reviewers of projects submitted by candidates.
10. In the situations listed in point 9, the Chair (and in situations referring to the Chair, the Director) shall exclude the member of the Committee from the assessment procedure of selected candidates.  
    The Chair (and in situations referring to the Chair, the Director) shall also exclude the member of the Committee from the assessment procedure of selected candidates if there is prima facie evidence of circumstances not listed in point 9 but which may raise doubt as to objectivity of such a Committee member. Exclusion of a Committee member shall be recorded in the report from the meeting of the Committee. If more than 40% of the Committee members are excluded, the regulations of point 8 shall apply accordingly.

§ 4

1. The Committee shall perform the activities related to admission, in particular including:
2. admission interviews;
3. determination of the qualification score of persons participating in the admission procedure, according to the terms and conditions for admission and internal legal acts applicable at the University;
4. decisions to recommend admission or place on reserve list, or not to recommend admission, including substantiation thereof;
5. examination of applications submitted in the course of the proceeding and evaluation of requests to re-examine the case.
6. The Committee may conduct admission interviews using remote communication technology. Decisions in this respect shall be made by the Chair or the Director.
7. The Committee shall have the right to determine minimum qualification score required for being recommended for admission or inclusion in the reserve list, not later than on the first meeting where the ranking list for a given doctoral programme is approved and signed.  
   Once determined minimum qualification score required for admission shall apply for all admission procedures for a given doctoral programme, except for admissions according to special procedure referred to in §7(3). With respect to all candidates with a lower score, a decision is given on refusal of admission due to too low score.
8. The Committee shall discuss and make decisions with absolute majority of votes with at least half of the members attending. In the event of even distribution of votes, the vote of the Chair shall be decisive.
9. The Committee shall document the course of each part of the admission procedure by drafting a relevant report to be signed by all Committee members participating in a given activity within the framework of the procedure. In the event of parts of the admission procedure with the use of remote communication technology, documents, including reports, can be approved by the members in the electronic form. Relevant document printouts, with confirmed acceptance of the contents thereof, must be filed in the documentation of the admission procedure.
10. Within the period of 14 days from determining candidate qualification score, the Chair of the Committee shall submit to the Director the report from the admission procedure signed by all Committee members participating in the meeting, containing a separate list of candidates recommended for admission, a reserve list (if any), and a list of persons without a recommendation for admission.
11. The reports shall be archived by the School in the documentation of the admission procedure.
12. Pursuant to the protocol referred to in section 6, the Director shall approve a list of persons admitted to the School and, on behalf of the Rector, shall issue decisions regarding refusal of admission to the School.
13. The decision on refusal of admission to the School may be subject to a request to re-examine the case. The requests must be submitted to the Rector within 14 days from decision delivery. It is recommended that the candidate should indicate breach of terms and conditions of admission which, in the candidate’s opinion, took place.

Section III  
Terms and Conditions of Admission

§ 5

1. At least two weeks before the launch of admission, the Director shall determine the following by way of a communication published at the School’s website:
2. detailed terms for admission organisation and the admission schedule;
3. limit of admissions within the framework of a given admission procedure;
4. list of documents and submission method, in particular the requirement to submit translations, apostille, or legalisation of documents issued abroad, and the procedure for being exempted from the requirement;
5. in justified cases, the list of research topics.
6. Admission procedure shall only cover the candidates who have met the requirements in time and according to the School’s internal procedures.
7. Qualification score of candidates in a given admission procedure is expressed as a number within the range of from 0 (zero) to 100 (one hundred) with the accuracy up to two places after decimal stop, and is presented as the ranking list from the maximum to the minimum score.
8. The qualification score is determined according to detailed terms and conditions of the admission procedure, as stipulated in Annex No. 1 and Annex No. 2 to this Resolution.
9. Lists of candidates eligible for admission are determined pursuant to the limits and qualification score with simultaneous compliance with the minimum qualification score required for the recommendation of admission or placement on the reserve list, as referred to in §4(3).
10. The admission procedure can be conducted electronically using the System. In such a case:

1) detailed terms and conditions, as well as admission schedule and submission method of the required documents are determined in agreement with the Admissions Department before announcing the communication about the admission at the School’s website;

2) candidates shall be obligated to create an individual account in the system and complete electronic forms providing all the required personal data and contact data;

1. by creating the account, the candidate confirms getting acquainted with the information on personal data processing;
2. information regarding the admission procedure shall be provided to candidates via the system or the School’s website. Candidates shall be obligated to read and be up to date with the information provided via the system and the School’s website and shall bear the consequences of any non-conformance with this obligation;
3. admission applications shall be submitted by completing the electronic form for a given admission in the System;
4. the admission procedure shall only cover those candidates who have met all the requirements by the predefined deadline, in particular including submission of all the required documents by the deadline and in the manner determined by the School. In the case of documents sent by mail, the date of documents reception by the School shall be decisive. The fact that a candidate has provided data or submitted documents in the past within the framework of an admission procedure at the University or studying or education at the University at present or in the past shall not release the candidate from the obligation to provide data or submit documents required within the framework of an application for a given academic year;
5. The Committee or the Director shall provide information to the Admissions Department regarding decisions made with respect to each application submitted via the System. Ranking lists shall be published in the System or at the School’s website;
6. The information about qualification for admission, as well as place and time for registration at the list of PhD students (hereinafter ‘registration’) shall be provided to candidates via the System. After receiving a communication in the System about qualification for admission, candidates are obligated to register by the deadline indicated in such communication, whereas non-registration shall be deemed as resignation, and shall result in a decision on refusal of admission. In justified cases, the Director may determine a new individual deadline for a candidate’s registration;
7. registration shall be preconditioned with meeting of the requirements stipulated in Art. 200(1) of the Act by the person eligible for admission, as well as positive verification by the registering employee of the set of documents submitted and confirmation of conformity of all the data in the documents with the application data, as printed from the System. The registration takes place with person eligible for admission attending by way of the adopted procedure for the person’s personal data transfer from the System to the Electronic University System for Study Support (considering the provisions of point 11);
8. If data non-conformity if found during the registration, the registering employee shall provide the documentation to the Director who, as appropriate to the type and extent of the revealed irregularities, may change the decision about qualification for admission issued pursuant to untrue data, which shall result in a refusal of registration;
9. With the Director’s consent, registration can be done by mail or e-mail correspondence. The date of receiving all the required documents by the indicated unit shall form the basis for decisions regarding whether the deadline for registration has been met.
10. In cases where the admission procedure is conducted outside the System, it is conducted according to the procedure determined by the Director by way of a communication published at the School’s website.
11. A person eligible for admission may register exclusively to one doctoral school and, upon registration, shall submit a statement that he/she is not a doctoral student at any other doctoral school. Re-registration to the School if the candidate already has the status of a PhD student at the School, is prohibited.
12. In the case of education at doctoral programmes where PhD students are exposed to harmful, onerous, or hazardous factors, upon registration, candidates shall receive referral to medical examination by an occupational medicine physician. Candidates shall be obligated to submit medical certificate of no contraindications to undertake a study programme by the deadline and to the unit indicated by the Director.
13. With respect to activities related to the registration procedure, a person eligible for admission can be represented by a representative who, upon such activities, shall submit a signed power of attorney and one’s ID card or passport. Upon registration, the representative shall be obligated to present a copy of the ID card or passport of the person eligible for admission.
14. Upon participation in the admission procedure, the candidates accept the terms and conditions thereof.

§ 6

1. Persons with disabilities may apply for adjustment of the interview form to one’s needs related to the disability. For this purpose, not later than three days before the deadline for application submission in a given admission procedure, the candidate must submit a written request to the Disability Support Service. If the procedure is not complied with, such requests shall be rejected.
2. The interview adjustment method shall be agreed individually in agreement with the appointed Committee pursuant to the conversation and the submitted valid documentation confirming specificity of a given disability.
3. The decision about the interview adjustment shall be made by the Chair of the Committee in agreement with the Manager of the Disability Support Service.

**Section IV**

Detailed Terms and Conditions

§ 7

1. The Director shall be authorised to change, during the admission procedure, the limits of admissions determined for a given admission procedure to adapt them to applicable legal regulations and the current needs of the admission procedure, including the need to change them with respect to the commitments within the framework of research projects and grants in progress.

2. For doctoral programmes conducted pursuant to agreements entered into by the University and other entities, the provisions of this Resolution shall apply accordingly, considering the terms of such agreements.

1. Candidates for places at the School that are financed within the framework of additional funds from external or internal sources terms of which require registration on the list of PhD students can be admitted to the School by way of a special competition procedure, as determined by the Director considering the terms of bylaws and agreements related to the financing. The use of funds from internal sources intended for admissions by way of a special competition procedure shall require positive evaluation by the School Council.

§ 8

Matters related to admissions not governed by this Resolution shall be decided upon by the Director.

Section V  
Final Provisions

§ 9

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