**Resolution No. 14/II/2024
of the Jagiellonian University Senate
of 28 February 2024**

**on** **terms and conditions of admission to the Doctoral School of Medical and Health Sciences at the Jagiellonian University for the academic year 2024/2025**

Acting pursuant to Article 200(2) of the Act of 20 July 2018 - Law on Higher Education and Science ([Journal of Laws] Dz.U. of 2023, item 742, as amended), hereinafter referred to as the Act, the following is established:

**Section I
General provisions**

§ 1

1. This Resolution sets out the rules for admission to the Doctoral School of Medical and Health Sciences at the Jagiellonian University, including the detailed conditions and admission procedure.
2. The terms used in this Resolution shall have the following meanings:
	1. Rector - Rector of the Jagiellonian University;
	2. School - Doctoral School of Medical and Health Sciences at the Jagiellonian University
	3. Director - the person acting as the director of the School;
	4. Committee - Admission committee;
	5. Competition - a procedure conducted for the purpose of admission to the School in a specific discipline in which education is provided, in accordance with the study programme;
	6. System - Online Candidate Admission System.

§ 2

The admission to the specific discipline in which education is provided at the School is through competition.

**Section II
Rules for the organisation of Admission committee**

§ 3

1. For the purpose of admission to the discipline in which education is provided at the School in accordance with the study programme, the Director shall appoint a Committee composed of University employees. The committees are appointed in agreement with the deans of the faculties employing the Committee members.
2. The Director appoints the Chair, the Deputy Chair, the Secretary and other Committee members.
3. At least half of the members of the Committee shall be staff members who hold an academic title or post-doctoral habilitation degree, or who are employed as university professors, and who have declared their affiliation to the discipline for which the admission is being made.
4. In justified cases, the Committee may include staff from 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 discipline in which education is provided in accordance with the rules laid down in sections 1 to 4.
6. The Committee shall be appointed no later than seven days before the start of the first competition for the academic year. The Committee is appointed for the duration of admission procedure for the academic year 2024/2025.
7. Participation in the work of the Committee shall be remunerated in the amount and according to the rules laid down by the order of the Rector.
8. Should circumstances arise which prevent a Committee member from taking part directly in its work, the Director shall remove that member and appoint a new one, in accordance with the rules laid down in sections 1 to 4.
9. A Committee member shall inform the Chair of the Committee and, if this refers to the Chair, the Chair shall inform the Director, of any circumstances that may affect their impartiality in the assessment of candidates, in particular in the case of academic dependency (acting as MA thesis supervisor, prospective supervisor or auxiliary supervisor, manager of a research project of which the candidates were or are participants, consultant of a submitted project, author of a letter of recommendation) or is a superior, or has any other employment relationship with them, or is or was a spouse, or is a relative up to the second degree of affinity, or is or was in cohabitation.
10. In the situations mentioned in section 9, a Committee member shall be excluded from the assessment procedure for the selected candidates. In other cases, the exclusion of a Committee member shall be carried out by the Chair of the Committee and, in situations involving the Chair, by the Director, solely for reasons that would compromise the impartiality of the assessment. The exclusion of a Committee member shall be recorded in the report of the Committee meeting. In the event of the exclusion of a number of Committee members preventing the committee from functioning, the regulations of section 8 shall apply accordingly.

§ 4

1. The Committee carries out admission activities, in particular:
	1. admission interviews;
	2. determination of the eligibility of candidates, in accordance with the detailed conditions and admission procedure, and the legislation in force;
	3. decisions to recommend admission or place on a reserve list, or not to recommend admission, including substantiation thereof;
	4. examination of applications submitted by candidates and assessment of requests to re-examine the case.
2. The Director or the Chair of the Committee may decide to conduct interviews by means of distance communication.
3. At the latest at the first meeting at which it approves and signs the ranking list for a given discipline of the programme, the Committee shall set the minimum scores required to be recommended for admission or for inclusion on the reserve list. Once set, the minimum score required for admission will be valid for all competitions organised for that discipline of the programme, with the exception of competitions organised in the special mode referred to in § 7.3. All candidates with a lower score will be refused admission on the basis of the decision issued that their score is too low.
4. The Committee shall deliberate in the presence of at least half of its members and take decisions by an absolute majority. In the event of even share of the votes, the vote of the Chair shall be decisive.
5. 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. In the case of parts of the admission procedure involving the use of remote communication technology, documents, including reports, can be approved by the members in the electronic form. Printouts of the relevant documents, together with a confirmation of acceptance of their contents, shall be filed in the records of the admission procedure.
6. Within 14 days of the determination of the candidates' qualification scores, the Chair of the Committee shall submit to the Director the report on the admission procedure, signed by all the members of the Committee taking part in the procedure, containing a list of candidates recommended for admission, a reserve list and a list of persons not recommended for admission.
7. On the basis of the report referred to in section 6, the Director shall approve the list of candidates qualified for admission.
8. The Director approves the lists of PhD students admitted to the School and issues decisions on the basis of the Rector's authorisation to refuse admission to the School, or on admission in the cases indicated by the Act.
9. The reports are archived by the School in the records of the admission procedure.
10. A decision to refuse admission to the School may be appealed for a review. The application must be submitted to the Rector within 14 days of the delivery of the decision. Candidates are advised to indicate any breach of the specific conditions and procedures for admission which they believe has occurred.

**Section III
Specific admission rules**

§ 5

1. At least two weeks before the start of the admission procedure, the Director will publish a communication on the School's website specifying the following:
	1. detailed conditions of organisation and schedule of the competition
	2. limit of places available in the competition;
	3. list of documents and submission methods, in particular the requirement for translations, apostille or legalisation for documents issued abroad, and the procedure for waiving this requirement;
	4. list of research topics.
2. An application for inclusion in the list of research topics may be submitted by a person who meets the requirements for the post of a supervisor, and who:
	1. is employed at the Jagiellonian University Medical College, holds a professor's degree or post-doctoral habilitation degree, and has submitted a declaration of affiliation of at least 75% to the discipline in which the research topic is being proposed, or
	2. is employed at a foreign university or academic institution, if the respective research discipline board considers that the person has a significant record of achievement in the scientific field to which the research topic relates, or
	3. is employed in Poland in a higher education institution or other entity listed in Article 7(1) of the Act, holds the professor's degree or post-doctoral habilitation degree, and has submitted a declaration of affiliation of at least 25% to the discipline in which the research topic is being submitted, and has presented the consent of a person meeting the conditions specified in item 1 to undertake the post of a supervisor, after obtaining a positive opinion of the School Board.
3. The application shall be submitted to the Director no later than 30 April. An application with only one research topic is submitted for the specific discipline in which the study programme is conducted. If, according to the person submitting the research topic, it is possible for a PhD student who does not speak Polish to carry out the project, the application should also be submitted in English.
4. The application form shall be determined by the Director, taking into account in particular information on the applicant's research achievements (the list of maximum 5 publications from the last 3 calendar years, Web of Science Core Collection Citation Index, Hirsch Index), as well as information about the number of promoted PhD students and MA students.
5. The application is subject to an opinion on the compatibility of the proposed research topic with the discipline in which the doctoral dissertation is to be prepared, by a research topic assessment committee consisting of:
	1. Study Programme Co-ordinator
	2. at least three researchers holding at least a post-doctoral habilitation degree, elected by research discipline boards in medical sciences, pharmacology and pharmacy, and health sciences;
	3. representative of the School Board, representing the discipline compatible with the discipline in which the doctoral dissertation is to be prepared;
	4. PhD student union representative.
6. In justified cases, it is permitted for the Director to determine additional deadlines for drafting the lists of research topics referred to in section 1, indicating the deadline for applications to enter a topic.
7. A person submitting a proposal for a research project for School candidates may include an obligation to hold a medical licence as a condition for applying for the project, even in cases where the performance of medical procedures on patients is not required.
8. The person submitting a proposal for a research project for School candidates shall indicate the type of professional licence required for the research topic.
9. Candidates who have completed all required steps in a timely manner will be considered for admission.
10. Candidates' qualifying scores are expressed as a number between 0 (zero) and 100 (one hundred) to two decimal places and are placed in a ranking list, ordered in descending order.
11. The detailed admission requirements and procedures, which form the basis for determining the outcome of the qualification, are set out in Annexes 1 and 2 to this Resolution.
12. Lists of candidates qualified for admission are determined on the basis of the place limit and the qualification results, taking into account the minimum qualification result required for recommendation for admission or inclusion in the reserve list referred to in § 4(3).
13. Admission procedure can be carried out electronically through the System. In this case:
	1. the detailed organisation requirements and competition schedule, and the method of submitting the required documents are determined in consultation with the Head of Admissions Office before the communication referred to in § 5(1) is published at the school's website;
	2. candidates are required to create a single, individual account in the System and to fill in electronic forms in which they provide the required personal data and contact details;
	3. by creating an account, candidates confirm that they have read the information on the processing of personal data;
	4. information on the admission process is provided to candidates via the System or the School's website. Candidates are required to keep up to date with the information provided through the System and the School's website, and are responsible for the consequences of failing to do so;
	5. the application is made by filling in the online form corresponding to the particular competition in the System;
	6. the competition will be open to candidates who have completed all the necessary steps, in particular by submitting the full set of supporting documents by the date and in the manner specified in the communication referred to in § 5(1). In the case of documents sent by post, the deadline is determined by the date of receipt by the School. The fact that the data or documents have already been submitted in the past as part of participation in the University’s admission procedure, or as part of current or previous studies at the University, does not exempt candidates from the obligation to submit the data or documents required as part of the application for admission for the academic year in question;
	7. the Committee or the Director shall inform the Admissions Office of the decision taken in respect of each application made in the System. Ranking lists are published in the System or at the School's website;
	8. information on eligibility for admission, and on the place and date by which registration on the list of PhD students must be made (hereinafter referred to as registration) shall be communicated to candidates via the System. Upon a receipt of a notice of eligibility for admission in the System, candidates are obliged to register by the deadline specified in the communication referred to in § 5(1); failure to register by the deadline is tantamount to resignation and will result in a decision to refuse admission. In justified cases, the Director may set a new individual registration date for the candidate;
	9. registration is subject to the condition that the person eligible for admission fulfils the conditions set out in Article 200(1) of the Act and that the registering employee positively verifies the completeness of the documents submitted, as well as confirms that the data contained in them correspond to the data contained in the application form printed out by the System. Registration is made in the presence of the person qualified for admission through the procedure established for this purpose, by transferring the personal data of this person from the System to the JU USOS system [Electronic University System for Study Support] (subject to point 11);
	10. if an inconsistency in the data is found during the registration process, the registering employee shall forward the file to the Director who, depending on the nature and extent of the inconsistencies found, may modify the decision on eligibility taken on the basis of the incorrect data, resulting in the refusal of registration;
	11. the date on which all the required documents are received at the specified address will determine whether the registration deadline has been met.
14. In cases where the competition is conducted outside the System, it shall be conducted in accordance with the procedure set out in the communication referred to in § 5(1).
15. A qualified candidate may register in only one doctoral school and declares at the time of registration not to be a PhD student in any other doctoral school. Re-enrolment in a school is not permitted if the candidate already has doctoral status in that school at the time of enrolment.
16. In the case of education in the disciplines of the programme of study in the course of which PhD students are exposed to harmful, strenuous or hazardous factors to health, candidates will be referred for a medical examination by a doctor of occupational medicine at the time of enrolment. Candidates must submit a medical certificate stating that there are no contraindications to study by the date and address specified by the Director.
17. In activities related to the registration procedure, a candidate qualified for admission may be represented by a proxy, who shall hand over a signed power of attorney and present an identity card or passport when doing so. When registering, the proxy must present a copy of the identity card or passport of the candidate qualified for admission.
18. Candidates accept the terms and conditions of the admission procedure by entering.

§ 6

1. Where the specific terms and conditions of admission provide for an examination or interview, a person with a disability may request that the form of the examination or interview to be adapted to their disability-related needs. To this end, a person with a disability must submit a written request to the JU Accessibility Centre no later than three days before the closing date for the submission of applications for admission to a given competition. Failure to comply with these rules will result in the application not being considered.
2. Adaptation of the form of the examination or interview will be decided on an individual basis, in consultation with the appointed committee, on the basis of the interview and the current documentation provided to support the specifics of the disability.
3. The decision on how to adapt the examination or interview format is made by the Chair of the Committee in consultation with the Director of the JU Accessibility Centre.

**Section IV**
**Additional provisions**

§ 7

1. The Director may, during the course of the admission procedure, modify the number of places set for the competition in order to bring them into line with current legislation and current admission requirements, including the need to modify them in connection with obligations arising from research projects and grants.
2. The provisions of this resolution shall apply mutatis mutandis to study programmes conducted on the basis of agreements concluded by the University with other bodies, taking into account the provisions arising from such agreements.
3. Candidates for places at the School financed by additional funds from external or internal sources, the conditions for which require enrolment in the doctoral school, may be admitted to the School by special competition, in accordance with the procedure laid down by the Director, taking into account the provisions arising from the regulations and agreements on the method of financing.
4. Transfer of a PhD student from another doctoral school shall be possible only if funding is secured during the period of education and shall take place by means of a competition announced by the Director and conducted in accordance with the rules set out in Annexes 1 and 2 to the Resolution.
In the announcement, the Director may specify additional conditions for the transfer, including the requirements for the PhD student and the schedule for the competition.

§ 8

Matters concerning admission not covered by this Resolution shall be decided by the Director.

**Section V**
**Final provisions**

§ 9

The resolution shall enter into force on the date of signature.