**Annex No. 1 to the Resolution No. 14/II/2024
of the Jagiellonian University Senate
of 28 February 2024**

**Detailed terms and procedure for admission to the Doctoral School of Medical and Health Sciences at the Jagiellonian University in the academic year 2024/2025 for the interdisciplinary programme of study conducted in Polish and in English, in the disciplines of pharmacology and pharmacy, medical sciences, health sciences**

**Formal conditions for participation in the admission procedure**

Persons holding a Master's degree, a Master of Science degree or an equivalent degree in another discipline and a person referred to in Article 186(2) of the Act may apply to the School. Fulfilment of this condition will be verified at the stage of formal assessment of applications.

For those who benefit from the extraordinary procedure described in Article 186(2) of the Act, the verification takes place at the first stage of recruitment, before the admission to the substantive assessment, on the basis of two opinions confirming the high quality and advanced level of the research work, issued by research supervisors who hold at least a post-doctoral habilitation degree or who are employees of a foreign university or a research institution and who have significant achievements in the research field related to the discipline in which the admission procedure is being conducted.

An application for a project that requires the PhD student to independently perform medical activities on patients is only possible for

1. graduates of medical and dental faculties who hold a valid licence to practise as a medical doctor or dentist in the Republic of Poland, or who hold a licence to practise as a medical doctor or dentist for the duration of their postgraduate internship,
2. graduates of nursing, obstetrics and physiotherapy faculties with a valid licence to practise as a nurse, midwife, or physiotherapist in the Republic of Poland.

**Language of admission procedure**

The admission procedure is conducted in Polish or in English.

Candidates applying in English should provide proof of English language proficiency at B2 CEFR level, i.e. IETLS Academic and General Training certificate - min. 5.5 points or TOEFL iBT min. 72 points, or Cambridge Assessment English B2First or above- min. 160 points.

The date of the examination must not be more than 4 years before the closing date for the receipt of applications as specified in the admission notice.

The Committee may, in duly substantiated cases, waive the requirement for proof of knowledge of English on the basis of a documented request from candidates who are:

* + - 1. citizens of countries where English is the main official language,
			2. university graduates in countries where English is the main official language.

**Admission procedure**

A person entering the admission procedure shall submit, as part of their application, the complete set of documents specified in the communication referred to in § 5(1).

The procedure consists of two stages.

In the first stage, the Committee assesses the following documents submitted by the candidate, confirming:

1. the average grade obtained by the candidate in the course of studies leading to a Master's degree or equivalent, calculated according to the rules of the higher education institution which awarded the degree, and graded on a scale from 0 to 15 according to the following scale of points:

|  |  |  |  |
| --- | --- | --- | --- |
| **Average grade** | **Number of points**  | **Average grade**  | **Number of points**  |
| < 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 case

1. where the candidate has completed both the first and the second cycle of studies, the average grade will be the arithmetic mean of the results obtained in the two cycles of studies,
2. In case the candidate's grades are not expressed on a scale from 2.0 to 5.0,

the following formula will be used to convert the average:

$$W\_{new}=\frac{3}{S\_{2}-S\_{1}}W\_{old}+\frac{2S\_{2}-5S\_{1}}{S\_{2}-S\_{1}}$$

where:

*S1* - minimum grade on the old scale;

*S2* - maximum grade on the old scale;

*Wold* - the average grade of the studies, calculated according to the regulations of the university awarding the degree;

*Wnew* - average calculated according to the scale of 2-5.

3) when the average grade of the studies is expressed on a percentage scale

the following formula will be used to convert the average:

$$W\_{new}=\left\{\begin{array}{c}W\_{old}\geq 50\%: \frac{2}{50}W\_{old}+1\\W\_{old}<50\%: 2 \end{array}\right.$$

where:

*Wold* - the average grade of the studies expressed on a percentage scale, according to the regulations of the university awarding the degree;

*Wnew* - average calculated according to the scale of 2-5.

In the case of candidates who apply in accordance with the procedure laid down in Article 186(2) of the Act, the average grade shall be calculated taking into account the years of study completed.

1. Research achievements over the last five calendar years (from 2020, the period is extended by parental leave, up to a maximum of 10 calendar years) will be scored according to the following scale:
	1. Publications in scientific journals and monographs - a maximum of three publications or monographs, to be presented at the candidate's choice:
		1. Publications in scientific journals included in sections A, B or C of the lists of journals of the Ministry of Science and Higher Education until 2018 - only published texts or texts approved for publication with assigned DOI number.
			* A candidate receives 0.25 point for each point awarded to a journal if being the first author; in the case of two authors being listed as first authors by a journal, the second author is also treated as the first one and receives 0.25 point for each point awarded to the journal,
			* A candidate receives 0.075 point for each point awarded to a journal, if being the second or subsequent author;
		2. publications from 2019-2024 that appeared in scientific journals included in the list of the Ministry of Science of 5 January 2024 - texts published or accepted for publication with a DOI number assigned:
			* A candidate receives 0.05 point for each point awarded to a journal if being the first author; in the case of two authors being listed as first authors by a journal, the second author is also treated as the first one and receives 0.05 point for each point awarded to the journal,
			* A candidate receives 0.015 point for each point awarded to a journal, if being the second or subsequent author;
		3. monographs — only publications with ISBN number:
			* a candidate receives 5 points for each monograph if being the only author,
			* a candidate receives 1.5 points for each monograph if being a co-author, i.e. the author of one of the chapters;

— a candidate may be awarded a maximum of 21 points for the entire published work;

* 1. active participation in research conferences as the first or presenting author: 1 point for each work/presentation;

— a candidate can be awarded a maximum of 3 points for the total conference achievement;

* 1. awards for outstanding research achievements other than those related to participation in conferences and not awarded solely for research results: 1 point for each award;

— a candidate may receive a maximum of 2 points for all the awards;

* 1. patent applications:
		1. international – 2 points;
		2. domestic – 1 point;

— a candidate may receive a maximum of 2 points for all patent applications;

* 1. manager or editor of a research project won in a competition and funded by:
		1. external sources included in the list of prestigious organizations and foundations (Annex No. 2) - 7 points;
		2. university sources and student government – 4 points;
		3. other external sources, 3 points;

— a candidate can receive a maximum of 7 points for managing research projects or editing project proposals.

If the documents proving the average grade or academic achievements are not submitted within the time limit resulting from the communication referred to in § 5(1), this deficiency cannot be remedied.

After the first stage of admission, the Committee will draw up a ranking list on a scale of 0 - 50 points, rounded to two decimal places.

A maximum number of candidates equal to 150% of the number of places for the discipline specified in the study programme will be admitted to the second stage. If two or more candidates have obtained the same minimum number of points to qualify for the second stage (ex aequo), they will all be admitted to the second stage. Candidates who are not admitted to the second stage of the admission procedure will receive a qualification score of 0 (zero) points.

In the second stage, the Committee conducts an interview to assess the candidates on the basis of the assessment criteria described below, using a scale of 0 to 100 points, to the nearest whole number.

The interview consists of two stages, including:

1. the candidate's research interests and achievements to date – assessment of the candidate’s multimedia presentation (slides), maximum 5 minutes, score 0 - 20 points, and assessment of the candidate’s response to additional questions on the presentation and research achievements (discussion), with a possible score of 0 - 40 points.

The following aspects are assessed in presentation:

* 1. presentation style (aesthetics and clarity of communication, timing), with a possible score of 0 - 10 points;
	2. content quality, with a possible score of 0 - 10 points.

The following aspects are assessed in responses to additional questions (discussion):

1. the candidate's response to questions concerning the research methodology of the research achievements presented, indicating the skills possessed and the candidate's role in past projects and publications, with a possible score of 0-10 points;
2. the candidate's experience and competence in the selected research subject, with a possible score of 0 - 30 points;
3. assessment of professional competence: interview in Polish or English on one of the five English articles pre-selected by the Committee and chosen by the candidate in the discipline of a given study programme, with a possible score of 0 - 40 points. The texts of the articles will be posted on the School's website at least one month before the launch of admission.

On the basis of this part of the interview, the candidate's professional competence will be assessed according to the following criteria:

* 1. knowledge of the issues referred to in the article;
	2. understanding of the research methodology;
	3. interpretation of the results with conclusions and indication of practical aspects;
	4. ability to critically assess the research strengths and limitations.

A candidate in an interview may refer to the text of the article if asked by the Committee to comment on specific details, numbers, graphs.

Candidates who have not entered for the interview cannot take part in further admission procedure and receive 0 (zero) points at the final ranking list. A person who has proposed a research subject selected by a candidate may participate in the interview as an observer, without the right to award points.

**Assessment criteria and admission results**

The final result of the admission procedure is a number between 0 and 100 rounded to two decimal places, determined for all candidates according to the formula:

$$W=\frac{W\_{1}+2×W\_{2}}{250}×100$$

where:

W = final result of the admission procedure,

W1 - is the score obtained in the first stage of the admission procedure,

W2 - is the score obtained in the second stage of the admission procedure.

If the number of points awarded to candidates is equal and the number of candidates exceeds the number of places available in a given discipline of the study programme, the number of points obtained in the second stage will be decisive and, consequently, if the number of points is still equal, the number of points obtained for research achievements will be decisive. If the number of points for research achievements is still equal, the average grade of the studies determines the admission.

If two or more candidates indicate the same research topic in the admission procedure, the research topic will be awarded to the candidate with the highest score. Other candidates will be offered a choice of other remaining research topics not chosen by admitted candidates.

The status of a beneficiary of grants and international research projects (the list of which is determined by the Director after consultation with the School Board in the form of a communication published on the School's website, taking into account the provisions of agreements to which the Jagiellonian University or the Jagiellonian University Medical College is a party) is the basis for the award of the maximum number of points in the admission procedure (the maximum number of points in the ranking list), without the need for the candidate to proceed to individual stages of the procedure, provided that the candidate fulfils the formal requirements for participation in the admission procedure. The Committee shall decide whether the above conditions are met on the basis of the documents submitted by the candidate and the Director's agreement.