

RESOLUTION NO. 155/2019
Senate of the Maria Grzegorzewska University
of 16 May 2019

on **the rules of admission to the Doctoral School managed by the Maria Grzegorzewska University for the academic year 2019/2020**

Pursuant to Article 200(2) of the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) in conjunction with Article 291 of the Act of 3 July 2018 – Introductory Legislation of the Act – The Law on Higher Education and Science (Journal of Laws of 2018, item 1669), the Senate of the Maria Grzegorzewska University resolves as follows:

§ 1

The Resolution sets out the rules of admission to the Doctoral School managed by the Maria Grzegorzewska University for the academic year 2019/2020.

§ 2

1. The enrollment procedure for the Doctoral School is conducted by the Doctoral School Recruitment Committee, hereinafter referred to as the “Recruitment Committee”, appointed by the Rector.
2. The Recruitment Committee is composed of at least 5 members, including:
 - 1) Chairperson – Head of Doctoral School;
 - 2) at least one academic teacher holding at least the degree of *doktor habilitowany* (habilitation), representing each of the following scientific disciplines: pedagogy, sociological sciences, psychology;
 - 3) academic teacher specializing in English teaching.
3. In justified cases, the Rector may change the composition of the Recruitment Committee.
4. Administrative support for the Recruitment Committee is provided by the Secretary’s Office of the Doctoral School.

§ 3

1. The Chairperson of the Recruitment Committee convenes meetings of the Committee and presides over its proceedings.
2. Meetings of the Recruitment Committee are documented in minutes. The minutes are signed by the Chairperson and other members of the Committee attending the meeting.
3. The Recruitment Committee makes decisions in the form of resolutions. Resolutions are passed by a simple majority, with at least half of the Committee members present. In the event of a tie, the Chairperson’s vote is decisive.
4. In the absence of the Chairperson, a Committee meeting shall be convened and presided over by a member of the Committee authorized by the Chairperson. The provisions of paragraph 3 shall apply accordingly.
- 5.

§ 4

The tasks of the Recruitment Committee include, in particular:

- 1) conducting the enrollment procedure, including maintaining documentation of enrollment procedure;
- 2) verifying documents submitted by candidates during the enrollment process;
- 3) notifying candidates of their eligibility for interviews, as well as the date and place of such interviews;
- 4) conducting interviews with candidates;
- 5) preparing minutes of the qualification procedure;
- 6) announcing the results of the qualification procedure.

§ 5

1. A person may be admitted to the Doctoral School if they:
 - 1) hold a professional master's degree, master of engineering, or an equivalent title and
 - 2) have obtained the consent of the prospective supervisor from the list of supervisors referred to in § 6 to exercise scientific supervision over the preparation of the dissertation.
2. In exceptional cases, justified by the highest quality of scientific achievements, a person may be admitted to the Doctoral School even if they do not meet the requirements referred to in paragraph 1(1), as long as such a person is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies, including a beneficiary of the "Diamond Grant" program referred to in Article 181 of the Act of 3 July 2018 – Introductory Legislation of the Act – The Law on Higher Education and Science.
3. Scientific achievements of the highest quality are understood as scientific research conducted by an exceptionally talented student, which is of significant importance for the advancement of science, innovation, and the economy, or for the development of international cooperation in science and technology. The candidate's scientific achievements are subject to assessment by the Recruitment Committee.
4. Foreigners may undertake and receive education at the Doctoral School based on:
 - 1) uminternational agreements, under the terms of these agreements;
 - 2) agreements concluded between the University and foreign entities, under the terms of these agreements;
 - 3) decisions of the Minister of Science and Higher Education;
 - 4) decisions of the Director of the National Agency for Academic Exchange with regard to its scholarship holders;
 - 5) decisions of the Director of the National Science Center regarding the allocation of funds for the implementation of basic research in the form of a research project, internship or scholarship, qualified for funding through a competition;
 - 6) an administrative decision of the Rector.
5. A foreigner applying for admission to the Doctoral School must have proficiency in the Polish language sufficient to undertake education in this language, in accordance with § 9.

§ 6

The enrollment and admission limit at the Doctoral School as well as the list of supervisors for a given academic year is established by the Rector in the recruitment plan, issued by order.

§ 7

1. The enrollment procedure for the Doctoral School is competitive and is conducted according to the rules set forth herein. The results of the enrollment procedure are public.
2. The enrollment procedure consists of qualification procedure and a decision on whether the candidate is admitted to the Doctoral School
3. The purpose of the qualification procedure is to select candidates with the highest aptitude and scientific achievements and the best prospects for graduation, including submission and defense of a high-quality doctoral dissertation
4. Each candidate is required to prepare a research project related to the selected topic of the dissertation.
5. The enrollment procedure for the Doctoral School is conducted in accordance with the recruitment plan established by the Rector through an order.
6. Each candidate is obliged to meet the deadlines specified in the recruitment plan.

§ 8

The qualification procedure for the Doctoral School consists of the following stages:

- 1) submitting the documents required in the enrollment procedure;
- 2) verification of documents submitted by candidates;
- 3) interview.

§ 9

1. The candidate is required to submit the following documents to the Recruitment Committee, through the Secretary's Office of the Doctoral School, by the deadline specified in the recruitment plan:
 - 1) an application to the Rector (through the Head of the Doctoral School) for admission to the Doctoral School, which includes, in particular: the candidate's details, the topic of the research project, the signature of the prospective supervisor confirming their consent to exercise scientific supervision for the preparation of the doctoral dissertation, information on the candidate's education and scientific achievements; the application form for candidates who are Polish citizens is specified in Appendix No. 1; the application form for foreigners - Appendix No. 2;
 - 2) the original or a copy of the diploma of completion of second-cycle studies or uniform master's studies, or a certificate of completion of second-cycle studies or uniform master's studies and obtaining a professional master's degree, master of engineering, or an equivalent title;
 - 3) a certificate of grade point average for the first- and second-cycle studies or uniform master's studies or for studies completed abroad, recognized as equivalent to first- and second-cycle studies or uniform master's studies;
 - 4) a research project (a project description of two/three A4 pages) referred to in § 7(2),
 - 5) documents confirming scientific achievements for the last five years, in particular: copies of scientific publications, conference presentations, diplomas confirming awards from student scientific associations or other scientific associations, rector's awards for outstanding students and graduates, or ministerial awards;
 - 6) two recent and signed photographs in the format required for an identity document;
 - 7) if the candidate has a disability certificate or a certificate on the degree of disability, or a certificate referred to in Articles 5 and 62 of the Act of 27 August 1997 on the Vocational Rehabilitation, Social Resettlement, and Employment of Disabled Persons (consolidated text: Journal of Laws of 2018, item 511, as amended) – a copy of this certificate.

2. A candidate who also took up doctoral studies at the University is obliged to indicate in the application referred to in paragraph 1(1) a research project topic other than the topic of the doctoral dissertation being prepared in the doctoral studies, and a scientific advisor other than the supervisor exercising scientific supervision for the preparation of the doctoral dissertation in the doctoral studies.
3. The candidate referred to in § 5(2) is required to submit, as appropriate, the original or a copy of the diploma of completion of first-cycle studies or a certificate of completion of first-cycle studies issued by the dean's office or a certificate of completion of the third year of uniform master's studies, along with a description of previous scientific achievements, a list and copies of articles published or accepted for publication with respect to ongoing scientific research.
4. A candidate holding a diploma of completion of studies abroad, in accordance with the provisions of the Act, confirming the possession of education equivalent to second-cycle studies or uniform master's studies in the Republic of Poland, or recognized as equivalent to a Polish diploma of completion of second-cycle studies or uniform master's studies and a professional master's degree, master of engineering, or an equivalent title, is required to submit:
 - 1) a diploma legalized or affixed with an apostille,
 - 2) a certificate of recognition, obtained through the nostrification procedure, of the equivalence of the diploma with the relevant Polish diploma of completion and professional title
 - if required by law.
5. Documents drawn up in a foreign language must be submitted by the candidate together with their translations into Polish, performed by a certified translator.
6. The foreigner is also required to submit a certificate confirming their knowledge of the Polish language at least at B1 language proficiency level, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or a certificate confirming completion of a preparatory course for education in Polish conducted by an institution designated by the Minister of Science and Higher Education, or a certificate issued by the University, confirming that the candidate's proficiency in Polish is sufficient to undertake education in this language.
7. In the case of submission of graduation certificates referred to in paragraph 1(2) and paragraph 3, the candidate is required to submit the diploma or a copy of the diploma of graduation to the Secretary's Office of the Doctoral School immediately after receiving it.

§ 10

Immediately after becoming eligible for admission to the Doctoral School, the candidate must provide the Secretary's Office of the Doctoral School with a medical certificate stating that there are no contraindications to study at the Doctoral School. Failure to comply with this obligation will result in being barred from participation in educational activities at the Doctoral School.

§ 11

1. Candidates submit the documents referred to in § 9 either in person to the Secretary's Office of the Doctoral School or send them the address of the Maria Grzegorzewska University, subject to paragraph 2.
2. The deadline for submitting documents, as specified in the recruitment plan, is the final

date for their submission to the Secretary's Office of the Doctoral School, dispatch to the address of the Maria Grzegorzewska University, or submission in the manner specified in Article 57 § 5 of the Act of 14 June 1960 – The Administrative Procedure Code (consolidated text: Journal of Laws of 2018, item 2096, as amended), in particular by dispatch at a Polish post office of a designated operator within the meaning of the Act of 23 November 2012 – The Postal Law (consolidated text: Journal of Laws of 2018, item 2188, as amended), or submission to a Polish consular office.

3. Any documents submitted or posted after the deadline specified in the recruitment plan will not be considered.
4. When submitting documents at the Secretary's Office of the Doctoral School, the candidate is required to present an identity document.

§ 12

1. Documents submitted by candidates in the enrollment procedure are subject to verification by the Recruitment Committee.
2. After verifying the documents, the Recruitment Committee admits candidates who meet the requirements specified in § 5 to the qualification procedure, including the interview.
3. In the event that the candidate submits incomplete documents during the enrollment procedure, the Recruitment Committee requests the candidate to supplement them within 7 days from the date of receipt of the request. Failure to do so within the designated timeframe will result in the candidate's application being left without consideration, thereby disqualifying the candidate from the qualification procedure.
4. The Recruitment Committee notifies the candidate of their admission to the qualification procedure and the date of the interviews via e-mail, sent to the e-mail address provided by the candidate in the application for admission to the Doctoral School.

§ 13

1. During the qualification procedure, the Recruitment Committee assigns recruitment points to candidates based on:
 - 1) the result of the interview, including English language proficiency enabling the candidate to participate in classes conducted in English;
 - 2) grade point average for the first- and second-cycle studies or uniform master's studies or for studies completed abroad, recognized as equivalent to first- and second-cycle studies or uniform master's studies;
 - 3) evaluation of the candidate's own research project (in the field of psychology, pedagogy, sociological sciences);
 - 4) the candidate's prior scientific achievements.
2. Detailed criteria and rules for assigning and calculating recruitment points in the qualification procedure are specified in Appendix No. 3.
3. Candidates can receive a maximum of 80 points in the qualification procedure.
4. To pass the qualification procedure, the candidate must obtain at least 40 recruitment points and a positive assessment from the interview.
5. The qualification procedure for foreigners admitted to the Doctoral School in the manner referred to in § 5(4)(1) to (5) is conducted based on verification of the documents listed in § 9. After verifying the documents, the Recruitment Committee qualifies foreigners meeting the requirements referred to in § 5(1) and (5) for admission to the Doctoral School on a first-come, first-served basis.

6. The supervisor of a candidate for the Doctoral School referred to in §5(1)(2) who is a member of the Recruitment Committee referred to in §2(2)(2) is excluded from the qualification procedure for that candidate.

§ 14

1. In conducting the qualification procedure, the Recruitment Committee draws up a ranking list. The order of candidates on the ranking list is determined by the number of recruitment points obtained in the qualification procedure.
2. The Recruitment Committee qualifies candidates for admission to the Doctoral School based on the ranking list within the admission limit set by the Rector.
3. Upon completion of the qualification procedure, the Recruitment Committee adopts a resolution indicating candidates qualified for admission to the Doctoral School including candidates not qualified for admission. The resolution is signed by all members of the Recruitment Committee who participated in the voting.
4. The Recruitment Committee documents the results obtained by the candidate in the qualification procedure by preparing a report in accordance with the template specified in Appendix No. 5.
5. The results of the enrollment procedure are announced by the Recruitment Committee on the University's website.
6. At the request of the candidate, the Recruitment Committee informs the candidate about the partial results of the qualification procedure.
7. In the event that candidates qualified for admission decline to pursue education at the Doctoral School, their vacated positions are filled – based on the ranking list, but no later than before the beginning of the education cycle – by candidates who obtained a positive result in the qualification procedure but were not qualified for admission due to lack of available places.

§ 15

1. Admission to the Doctoral School is finalized through:
 - 1) enrollment on the list of doctoral students – for candidates who are Polish citizens;
 - 2) an administrative decision – for foreign candidates.
2. Enrollment on the list of doctoral students is carried out by the Head of Doctoral School.
3. The decision on the admission of a foreigner to the Doctoral School is issued by the Rector.
4. Admission to the Doctoral School is granted if the candidate meets all of the following conditions:
 - 1) fulfilling the requirements specified in § 5,
 - 2) submitting the documents required in the enrollment procedure referred to in § 9,
 - 3) obtaining a positive result in the qualification procedure, subject to paragraph 6.
5. A person admitted to the Doctoral School begins education and acquires the rights of a doctoral student upon taking the oath.
6. In the event that a person admitted to the Doctoral School is employed as an academic teacher or researcher, except in the cases specified in Article 209(10) of the Act, enrollment on the list of doctoral students is deemed effective if the employment relationship ends or the period of employment expires before taking the oath and commencing education at the Doctoral School.
7. In the event that enrollment on the list of doctoral students is deemed ineffective due to the failure of the person admitted to the Doctoral School to meet the condition referred to in

paragraph 6, the vacated position is filled – based on the ranking list, but no later than before the beginning of the education cycle – by a candidate who obtained a positive result in the qualification procedure but was not qualified for admission to the Doctoral School due to lack of available places.

§ 16

1. Refusal of admission to the Doctoral School is issued by an administrative decision.
2. A decision to refuse admission to the Doctoral School is issued if one or more of the following conditions are met:
 - 1) failure to fulfill the requirements specified in § 5;
 - 2) failure to submit the documents required in the enrollment procedure referred to in § 9;
 - 3) failure to obtain a positive result in the qualification procedure;
 - 4) lack of available places in the Doctoral School within the admission limit set by the Rector.
3. The decision to refuse admission to the Doctoral School is issued by the Rector.

§ 17

The candidate has the right to request a reconsideration of the Rector's decision. Such a request can only be based on a violation of the recruitment rules set forth in this resolution.

§ 18

The resolution shall enter into force on the date of its adoption.

President of the Senate of the
Maria Grzegorzewska University
Rector: Prof. Stefan Kwiatkowski