Resolution No. 1.18.12.2023

of the Senate of the University of the National Education Commission, Krakow

of 18 December 2023

on

**the rules and criteria for admission to the Doctoral School at the University of the National Education Commission, Krakow for the academic year 2024/2025**

Under article 200(2) of the Higher Education and Science Act of 20 July 2018 (consolidated text: Dz.U. *[Journal of Laws]* of 2021 item 574) and § 23(17) and § 101(2)of the Constitution of the University, the following provisions are adopted:

**§ 1**

1. The Resolution specifies the rules and criteria for admission to the Doctoral School run by the University of the National Education Commission, Krakowfor the academic year 2024/2025.

2. The admission rules and criteria referred to in § 1(1) above are set out in Annex 1 to this Resolution.

3. The detailed qualification criteria referred to in Annex 1 for particular disciplines are set out in Annex 2 to this Resolution.

**§ 2**

The Resolution enters into force on the date of its adoption.

Rector

Professor Piotr Borek

*Annex 1 to Resolution of the Senate No. 2.19.12.2022*

**THE RULES AND CRITERIA FOR ADMISSION TO THE DOCTORAL SCHOOL AT THE PEDAGOGICAL UNIVERSITY OF KRAKOW (NAMED AFTER THE NATIONAL EDUCATION COMMISSION) FOR THE ACADEMIC YEAR 2023/2024**

**§ 1**

1. The terms used in this document shall have the following meaning:

1) the UKEN—the University of the National Education Commission, Krakow,

2) the Doctoral School—the UKEN-run organized form of educating doctoral students, preparing them to obtain the degree of doctor and ending with the submission of a doctoral dissertation,

3) the Rector—the Rector of the University of the National Education Commission, Krakow,

4) the Director—the Director of the Doctoral School run by the UKEN,

5) the Doctoral School Council—the Council of the Doctoral School run by the UKEN,

6) a candidate—a person applying for admission to the Doctoral School run by the UKEN,

7) an Admission Board—a board appointed to conduct the admission procedure with regard to a given discipline at the Doctoral School run by the UKEN,

8) the Act—the Higher Education and Science Act of 20 July 2018,

9) the Implementing Act—the Act of 3 July 2018 on the Provisions Implementing the Higher Education and Science Act.

**§ 2**

1. Candidates are admitted to the Doctoral School on the basis of the results achieved during the admission procedure.

2. The purpose of the admission procedure is to verify the suitability of candidates to be educated at the Doctoral School by assessing their knowledge, skills, and social competence.

3. Admission is competition-based. The admission procedure is handled within disciplines.

4. The results of the admission procedure are publicly available.

5. The detailed qualification criteria are set out in the Annexes to the Resolution.

6. The admission procedure may take the form of a special admission procedure pursuant to the rules specified in § 13.

**§ 3**

1. The procedure of admission to the Doctoral School is conducted at the Pedagogical University of Krakow.

2. In justified cases and if approved by the Director, the admission procedure may be conducted with the use of electronic communication means enabling real-time transmission.

**§ 4**

The procedure of admission to the Doctoral School consists of the following stages:

1) candidates submit documents necessary for the admission procedure,

2) submitted documents are verified,

3) the qualification procedure takes place,

4) a candidate is entered on the list of doctoral students, or an administrative decision is issued stating that a candidate will not be admitted to the Doctoral School.

**§ 5**

1. The admission procedure with regard to a given discipline is conducted by Admission Boards appointed by the Director after consulting the Doctoral School Council. An Admission Board consists of a chairperson, at least three members being full professors, holding a postdoctoral degree in the discipline concerned, and a secretary appointed among the staff of the UKEN. An Admission Board may invite an expert or experts in the discipline concerned to an admission interview. They may give opinions (orally or in writing) within the scope indicated by the Admission Board. Secretaries and experts participate in the work of Admission Boards without the right to vote.

2. A Doctoral School Council member representing the discipline concerned is the chairperson of an Admission Board.

The chairperson of an Admission Board:

1) proposes its other members,

2) manages its work,

3) convenes its meetings,

4) assigns tasks to its members,

5) establishes the rules to be followed in the course of the Board's work.

3. The Doctoral Student Government body specified in the Doctoral Student Government Regulations may appoint its representative to participate in the work of an Admission Board as an observer.

An observer:

1) is impartial while carrying out their duties,

2) may give feedback on an Admission Board's work to its chairperson,

3) may participate in the meetings of an Admission Board,

4) is not a member of an Admission Board and participates in its work without the right to vote.

4. The information about who sits on an Admission Board is publicly available.

5. An Admission Board's decisions take the form of resolutions. Resolutions are adopted by a simple majority of votes in the presence of at least half of the members of an Admission Board. In the event of a tie, the vote of the chairperson is decisive. A resolution shall be signed by all members of an Admission Board.

6. If the chairperson is absent, a member of the Admission Board authorized by the chairperson shall convene its meeting and preside over it. The provision shall apply accordingly.

**§ 6**

The duties of an Admission Board include in particular:

1) sending notifications to candidates about the date and place of an admission interview at least seven days before the fixed date,

2) putting together documents relating to candidates,

3) making decisions whether a candidate will be allowed to take part in the admission procedure,

4) conducting the admission procedure,

5) deciding how many points a candidate has scored in the admission procedure,

6) producing a ranking list for a given discipline in the form of a resolution (a ranking list of all candidates: the number of points for each assessment component and a final result).

**§ 7**

1. A person applying for admission to the Doctoral School should submit through the electronic admission system:

1) an application,

2) a personal questionnaire,

3) a CV,

4) a 20x25 mm colour photo (at least 300 dpi),

5) a copy of a diploma of completion of a degree programme; the diploma should confirm that a candidate holds a master's degree, a master of engineering degree, or an equivalent degree (a certificate of being awarded such a degree and documents confirming that a candidate has fulfilled the requirements specified in article 181 of the Implementing Act are also acceptable); the Director may consent to the conditional processing of an application in the qualification procedure on the basis of a certificate of the expected date of a master's degree examination submitted together with the supervisor's opinion; the diploma or the certificate of being awarded a master's degree, a master of engineering degree, or an equivalent degree should be submitted at the latest on the date preceding the date of announcing the results of the first stage of the qualification procedure,

6) a description of a scientific project or an artistic and research project (portfolio),

7) documents proving that a candidate is academically active, in particular due to publications, work for student research associations, participation in academic conferences with a paper delivered or a research poster presented, internships at home or abroad, awards and commendations, and—in the case of the arts—individual and group exhibitions, showings of artistic works, participation in grants,

8) if a candidate has a decision confirming their disability, a decision on the degree of their disability, or a decision referred to in article 5 and article 62 of the Act of 27 August 1997 on Occupational and Social Rehabilitation and the Employment of the Disabled—a copy of this decision,

9) a confirmation of payment of a fee for the admission procedure,

10) a declaration to the effect that a candidate's command of English allows them to study at the Doctoral School (B2 level at least).

2. A diploma of foreign study should confirm the completion of study at level required for the application of doctoral degree in the country in whose education system the institution of higher education which issued the diploma operates.

3. A candidate holding a diploma of completion of a degree programme abroad:

1) additionally submits a certified translation of the diploma with its supplement into Polish or English unless the diploma with its supplement or their official copies were issued in English,

2) may be asked to submit additional documents, including documents confirming:

a) the authenticity of the diploma,

b) the legal status (and in particular the accreditation) of the higher education institution which issued the diploma,

c) that the diploma is equivalent to a Polish diploma of completion of a second-cycle degree programme or a one-cycle master's degree programme,

d) that the degree obtained is equivalent to a Polish master's degree, a Polish master of engineering degree, or an equivalent Polish degree,

e) the right to continue education in the country where the diploma was issued,

f) that the diploma has been recognized in the Republic of Poland.

4. A candidate holding a diploma of completion of a degree programme abroad is immediately informed about the necessity of submitting additional documents and about the deadline for doing it.

5. The Director of the Doctoral School is authorized to decide that the documents produced by a candidate holding a diploma of completion of a degree programme abroad do not allow the candidate to take part in the next stages of the admission procedure. The candidate is immediately informed about this fact.

6. In order to be entered as a student of the Doctoral School, it is necessary to submit the originals of all required documents at the latest at the moment of making an entry. In justified cases, the Director of the Doctoral School may set another date for the submission of the original documents.

**§ 8**

1. Foreigners may receive education at the Doctoral School pursuant to:

1) international agreements, under the rules specified in those agreements,

2) agreements concluded by the UKEN with foreign entities, under the rules specified in those agreements,

3) a decision of the Minister of Science and Higher Education,

4) a decision of the Director of the Polish National Agency for Academic Exchange with regard to its scholarship students,

5) a decision of the Director of the National Science Centre on providing—on a competitive basis—funds for fundamental research in the form of a research project, an internship, or a scholarship,

6) an administrative decision of the Rector.

2. The qualification procedure for foreigners admitted to the Doctoral School under the provisions referred to in § 8(1)(1-5) is conducted on the basis of the verification of the documents specified in § 7. After the verification, an Admission Board admits foreigners meeting the relevant criteria.

**§ 9**

1. The admission procedure takes the form of awarding a number of points by an Admission Board to a candidate. Points are awarded for each assessment component and in accordance with the rules specified in Annex 2.

2. An Admission Board produces a ranking list of candidates on the basis of the number of points scored by them in total.

3. The admission procedure has three stages:

1) In the first stage, an Admission Board appoints two reviewers to assess a research project submitted by a candidate, except for the discipline of the visual arts and the restoration of works of art: in this case, a research project is assessed independently by an Admission Board. The maximum number of points available in the first stage is 15. In order to be allowed to proceed to the second stage and to the third stage, a candidate has to score at least 8 points in the first stage.

2) In the second stage, an Admission Board assesses an admission interview. The maximum number of points available in the second stage is 20. Failing to take part in an admission interview is treated as withdrawal from the admission procedure.

3) In the third stage, an Admission Board awards points for achievements specified in § 7(1)(7). The maximum number of points available in this stage is 7.

4. A candidate has to score at least 22 points in total in the admission procedure in order to be admitted to the Doctoral School.

5. An Admission Board produces a ranking list of candidates on the basis of the number of points scored by them in total.

6. Admission to the Doctoral School on the basis of the list referred to in § 9(2) takes the form of an entry on the list of doctoral students provided that a candidate has scored the minimum number of points specified in § 9(4).

7. Subject to the number of places available, the Director enters a candidate on the list of doctoral students. An entry is made if the candidate confirms—within 7 days from the date of the announcement of the results of the admission procedure—that they wish to start education at the Doctoral School. No confirmation is treated as withdrawal from studying at the Doctoral School.

8. A foreigner is admitted to the Doctoral School under an administrative decision of the Rector.

9. If admitted candidates withdraw from studying at the Doctoral School, candidates who have scored a sufficient number of points in the qualification procedure to be admitted to the Doctoral School but have not been admitted due to the unavailability of places may be admitted to fill the vacated places according to the order on the ranking list.

10. A decision on refusal to admit a candidate to the Doctoral School is issued—under the authorization of the Rector—by the Director.

11. A decision referred to in § 9(10) is served in writing on the UKEN premises, by registered post with an acknowledgement of receipt, or by electronic communication means in the form of an electronic document within the meaning of the provisions of the Act of 17 February 2005 on the Computerization of Operations of Entities Performing Public Tasks.

12. A decision referred to in § 9(10) is issued with guidance on the right to file—within 14 days from the date of service of the decision—an application for reconsideration of the case and on the possibility of waiving the right to appeal, which results in the finality of the decision. An infringement of the admission rules specified herein or in the Act is the only reason why an application for reconsideration of the case may be filed.

13. The Rector's decision issued after the examination of an application for reconsideration of the case is final. However, the decision may be appealed against to the Provincial Administrative Court in Krakow *[Wojewódzki Sąd Administracyjny w Krakowie]* through the agency of the Rector.

**§ 10**

1. A report on the course of the admission procedure shall be drawn up. It shall describe the essential elements of the admission procedure.

2. The report shall be signed by the chairperson and the other members of an Admission Board.

3. Immediately after the end of the admission procedure, a ranking list adopted as a resolution and the report shall be given to the Director by the chairperson of an Admission Board.

**§ 11**

Within the time limit agreed with the Rector, the Director makes the following documents and information available in electronic form:

1) the documents referred to in § 7(1) hereof,

2) the information about who sits on Admission Boards for particular disciplines.

**§ 12**

1. The procedure of admission to the Doctoral School is conducted in accordance with an admission procedure schedule prepared by the Rector in the form of an order. Electronic registration will begin on 1 July 2022.

2. Admission limits to the Doctoral School are announced by the Rector in the form of an order.

3. The Rector's orders referred to in § 12(1 and 2) are made publicly available on the website of the UKEN and the Doctoral School.

4. Candidates are obliged to comply with the time limits specified in the admission procedure schedule.

**§ 13**

1. The Director of the Doctoral School, after consulting the Doctoral School Council, may decide that admission to a research team as part of a grant awarded by the National Science Centre (or another competition-based research grant) is equivalent to admission to the Doctoral School on condition that:

1) the admission procedure was competition-based,

2) the admission procedure was conducted in an open manner and does not raise any doubts as to its ethical character or its content,

3) the admission procedure showed academic and research potential of the candidate,

4) the candidate's scope of research corresponds to the disciplines represented at the Doctoral School.

2. A decision of the Director of the Doctoral School on equivalence between admission to a research team as part of a research grant and admission to the Doctoral School gives grounds for admitting the candidate to the Doctoral School. If the decision is negative, § 9(10-13) shall apply accordingly.

3. Admission to the Doctoral School in the manner described in § 13(1-2) may take place at any time during the academic year.

4. A doctoral student admitted to the Doctoral School under the procedure described in § 13(1-3) is obliged to comply with the same regulations as doctoral students admitted under the standard admission procedure.

**§ 14**

1. The admission procedure concerning a given discipline may be terminated as a result of the loss of entitlements to educate with regard to this discipline after the publication of the rules and criteria for admission to the Doctoral School for a given academic year.

2. The admission procedure concerning a given discipline may be initiated as a result of obtaining new entitlements to educate with regard to this discipline after the publication of the rules and criteria for admission to the Doctoral School for a given academic year.

**§ 15**

With respect to matters not provided for herein, the provisions of the Act and the Code of Administrative Procedure of 14 June 1960 shall be applicable to the admission procedure.