# **University of Silesia in Katowice Senate Resolution**

# **no. 493**

# **dated on 28 January 2020**

# **on establishing admission rules to the Doctoral School**

# **at the University of Silesia in Katowice**

# **in the academic year 2020/2021**

# On the basis of article 200 section 2 and 3 of the Act of 20 July 2018 - Regulations introducing the Law on Higher Education and Science (Journal of Laws of the Republic of Poland, item 1668 with subsequent amendments) and Article 156 of the Statute of the University of Silesia in Katowice, the Senate introduces the following rules for admission to the Doctoral School at the University of Silesia in Katowice in the academic year 2020/2021:

**§ 1**

1. A person who has a master’s degree, MscEng degree or equivalent degree, and a person referred to in section 2, may be admitted to the Doctoral School at the University of Silesia in Katowice, hereinafter referred to as the Doctoral School.

2. In exceptional cases, justified by the highest quality of scientific achievements, a 1st cycle studies graduate or a student who has completed the third year of long-cycle studies may be admitted to the Doctoral School.

3. A person who has a diploma confirming the completion of studies issued by a foreign university, authorizing them to undertake doctoral studies by virtue of law or recognized as equivalent to the relevant Polish diploma on the basis of an international agrement (and in the absence of such agreement through nostrification process), may be admitted to the Doctoral School.

4. Only a person holding a master’s degree in Theology may be admitted to the Doctoral School within the discipline of Theology.

5. It is possible to be a doctoral student in only one doctoral school.

**§ 2**

1. The admission process is carried out in the form of an open international competition.

2. The competition referred to in section 1 takes place from July 1 to September 25, 2020.

3. The admission process schedule is attached as Appendix 1 to this resolution.

4. Admission process to the Doctoral School referred to in section 1 takes place within the relevant disciplines, within three main areas represented at the Doctoral School:

1) the area of ​​Humanities, Theology and the Arts, including the following disciplines:

a) philosophy,

b) history,

c) linguistics,

d) literary studies,

e) culture and religion studies,

f) theology,

g) film and theater,

h) fine arts and art conservation;

2) the area of Natural Sciences, Engineering and Technology, including the following disciplines:

a) information and communication technology,

b) materials engineering

c) mathematics.

d) biological sciences,

e) chemical sciences,

f) physical sciences,

g) Earth and related environmental sciences.

3) the area of ​​Social Sciences, including the following disciplines:

a) communication and media studies,

b) political science and public administration,

c) law,

d) sociology,

e) education,

f) psychology.

5. In the academic year 2020/2021, the distribution of places between individual subject areas of the Doctoral School is as follows:

1) the area of ​​Humanities, Theology and the Arts: 34 places;

2) the area of Natural Sciences, Engineering and Technology: 33 places;

3) the area of S​social Sciences: 33 places.

6. In the event of special circumstances justifying the admission of a greater number of candidates than the limit of places, the Rector may, at the request of the chairperson of the admission committee, decide to accept a candidate beyond the specified limit.

**§ 3**

1. The admission process to the Doctoral School is conducted by the doctoral school admission committee, appointed by the Rector at the request of the Dean of the Doctoral School, and area-related admission committees, referred to in § 4 section 1.

2. The doctoral school admission committee consists of the Dean of the Doctoral School (as the chairperson), deputy dean of the Doctoral School, chairperson of area-related admission committee and a representative of PhD students appointed by the PhD Student Government of the University of Silesia in Katowice.

3. A member of the admission committee is required to maintain impartiality and objectivity in assessing candidates for the Doctoral School.

**§ 4**

1. The Rector, upon request of the Dean of the Doctoral School, appoints area-related admission committees.

2. An area-related admission committee consists of academic teachers with at least a PhD degree and significant academic achievements, representing all disciplines in which the Doctoral School provides education within a given area. There are a minimum of two representatives of each discipline, and one doctoral student appointed by the PhD Student Government of the University of Silesia in Katowice.

3. An area-related admission committee may additionally consists of the people (appointed by the Rector) not employed at the University, who have at least a PhD degree in a discipline in which the admission procedure is conducted, or, in the case of people from abroad, who have recognized scientific achievements in the discipline.

4. The provisions specified in § 3 section 3 apply to the members of an area-related admission committee as well.

5. In the event of a situation preventing a member of an area-related admission committee from participating directly in its work, the Rector removes him/her from the committee and appoints a new member in accordance with the principles set out in sections 2-3.

6. The resolutions of the doctoral school admission committee and area-related admission committees are adopted by an absolute majority of votes in the presence of at least half of the committee members. In the event of an equal number of for and against votes, the chairperson has the casting vote.

7. The secretary shall participate in the work of the doctoral school admission committee and area-related admission committees. The secretary of the doctoral school admission committee and the secretaries of area-related admission committees are appointed by the Rector upon request of the Dean of the Doctoral School. The secretary does not have the right to vote.

8. Members of admission committees and secretaries are entitled to remuneration. The method of remuneration is determined by the Rector.

9. The composition of the admission committee is transparent and is published on the website of the Doctoral School.

10. Within the date indicated in the admission process schedule (Appendix 1 to this resolution), registered candidates may raise objections to the composition of an admission committee if the participation of a given member of the committee raises justified reservations as to his/her impartiality. This procedure applies especially when a member of the committee:

1) plans to take on the duties of the candidate’s supervisor or auxiliary supervisor;

2) is the candidate’s superior or has a different employment relationship with him/her;

3) is either the spouse of the candidate or his/her relative or in-law up to the second degree, or cohabits or has cohabited with the candidate;

4) is or was a person related to the candidate because of adoption, guardianship or tutelage;

5) took part in disciplinary proceedings in which the candidate or the candidate for his/her supervisor were accused.

11. The chairperson of the admission committee decides whether or not to exclude a member of the admission committee.

12. A member of the admission committee who is excluded from the assessment of the candidate does not participate in his/her assessment and leaves the committee's meeting room for the time of making the assessment.

13. The exclusion of a member of the admission committee from the assessment of a given candidate is recorded in the minutes of the committee meeting.

14. In the event of exclusion of the chairperson of an area-related admission committee, the chairperson of the admission committee appoints another member of the same area-related admission committee who performs this function for the duration of the exclusion.

15. In the event of excluding more than 50% of the members of the admission committee, the Rector supplements the composition of the admission committee.

**§ 5**

1. Information and documents required in the admission process to the Doctoral School:

1) candidate’s consent for the processing of personal data by the University for purposes related to admission process, and in the case of candidates with special educational needs related to the state of health, explicit candidate’s consent for the processing of health-related data;

2) candidate’s statement on not studying at another doctoral school and on the lack of employment as an academic teacher from October 1, 2020;

3) candidate’s statement on whether he/she is or is not a participant in PhD studies; the candidate who participates in PhD studies is required to specify the discipline, the place and the topic of the project as well as the name of his/her supervisor or tutor;

4) a copy of the diploma that certifies obtaining 2nd cycle degree qualification, together with the diploma supplement, and in the absence of them, a certificate confirming the award of the professional title (MA/MSc) and information on average score obtained during the studies; after admission to the Doctoral School, a copy of the diploma should be provided immediately after obtaining it; in the case of completing the studies abroad, a diploma or other document must be confirmed in the form of legalization or an apostille and a sworn translation of the document into Polish or English (if the document was issued in a language different than Polish or English) must be presented;

5) information about the scientific discipline in which the candidate intends to prepare a doctoral dissertation or about the scope of its interdisciplinary nature;

6) the title of the project which the candidate wants to implement as his/her doctoral dissertation;

7) research plan (15,000 characters maximum);

8) information about the candidate’s academic tutor (name and surname, academic degree or title, affiliation, business e-mail address);

9) written opinion of a researcher with at least a doctoral degree on the candidate's previous achievements and his/her predisposition to academic research;

10) the list of candidate’s scientific achievements (prepared according to Appendix 2);

11) documents confirming scientific achievements (according to Appendix 2).

2. Information and documents referred to in section 1 are completed and/or uploaded in the form of attachments in the Internet Candidate Registration System (IRK), https://irk.us.edu.pl/.

**§ 6**

1. Candidates for the Doctoral School are obliged to (until July 26, 2020):

1) set up an account in the online admission system (IRK);

2) upload an electronic photograph in accordance with the requirements for ID cards;

3) complete the registration form;

4) pay the application fee referred to section 2 (the date of the transfer order is taken into consideration).

2. The application fee for the Doctoral School is 180 PLN.

3. The candidate makes payment to the individual bank account generated for each candidate by the IRK system.

4. In particularly justified cases, the candidate may apply to the Dean of the Doctoral School for exemption from the application fee. Applications for exemption from the fee are resolved by the last day of submission of documents for the purposes of the qualification procedure.

5. The candidate is entitled, at his/her request, to refund of all or part of the application fee in the case of:

1) resignation from participation in the qualification procedure before its commencement;

2) refusal to initiate the qualification procedure in relation to the candidate due to failure to pay the admission fee on time;

3) overpayment.

6. The amount of the refund of the application fee may be reduced by the costs resulting from carrying out the refund.

**§ 7**

1. The candidates for the Doctoral School are qualified on the basis of a competition, in accordance with Appendix 2 to this resolution.

2. The qualification procedure takes into account:

1) the result of the interview;

2) assessment of the research plan;

3) scientific achievements of the candidate;

4) the candidate’s experience in international cooperation.

3. Candidates are qualified according to the total number of points obtained, starting with the person who scored the most and ending with the person who obtained the minimum number of points that allows them to qualify for the Doctoral School. The candidates who did not obtain the minimum number of points from the interview (as specified in § 8 section 2), will not be admitted to the Doctoral School even if the admission limit in a given area has not been exhausted.

4. If more candidates obtained the same number of points, the position on the ranking list is determined by the number of points obtained for the criterion referred to in § 7 section 2 item 2.

5. The points system used to qualify candidates for the Doctoral School is described in Appendix 2 to this resolution.

6. It is allowed to admit fewer people than the limit for a given area.

7. Unused places within a given area are transferred to the reserve pool. The Dean of the Doctoral School decides about the way of allocating places from the reserve pool.

8. At the request of the candidate, with the consent of the Dean of the Doctoral School, qualification procedure in justified cases may be conducted remotely, using the electronic communication tools available at the University of Silesia in Katowice.

**§ 8**

1. The interview, referred to in Appendix 2, aims to determine the general level of knowledge of the candidate in a given discipline and the chances of carrying out his/her planned doctoral dissertation.

2. In the interview referred to section 1, the candidate must obtain at least 30 points out of 50 possible. The final result is an arithmetic mean calculated on the basis of the points awarded to the candidate by individual members of the area-related admission committee participating in the interview. A score below 30 points is the basis for issuing a decision refusing admission to the Doctoral School.

3. The interview is conducted in Polish, English or, if the candidate's project requires it, in another language.

4. An interview in the area of Natural Sciences, Engineering and Technology may be conducted entirely in English, and in other areas - in Polish or English. If the implementation of the candidate’s project requires it, the interview may check the knowledge of another language.

**§ 9**

1. Area-related admission committees prepare results of the qualification procedure and create area-related ranking lists.

2. The ranking list contains:

1) candidates’ first and last names;

2) the number of points awarded for each element of the assessment;

3) the final result, expressed in points, of the evaluation of the candidate.

3. The admission committee approves the ranking lists and announces the lists of candidates qualified for admission in specific areas. The resolutions of the admission committee are signed by its chairperson.

4. The admission committee announces the ranking lists and the lists of candidates qualified for admission via the IRK system.

5. The candidates who have achieved the required minimum points in the admission process, but have not been qualified to the Doctoral School due to the limit of places, are entered on the area-related reserve lists.

6. In the event of resignation of a candidate who has been qualified to the Doctoral School in one of the areas, his/her place is taken by the next person on the ranking list.

7. The candidate receives information on the result of the admission process on his/her personal registration account in the IRK system.

8. The qualified persons are admitted to the Doctoral School provided that they register on the list of doctoral students of the Doctoral School within the time limit set out in Appendix 1 to this resolution, and provide:

1) the documents referred to in § 5 section 1 items 2-4 (in the case of the document referred to in item 4 – copies, and originals for inspection);

2) a statement that he/she is going to be a doctoral student only at the Doctoral School at the University of Silesia in Katowice;

3) GDPR information clause for doctoral students at the Doctoral School;

4) a scholarship application, provided that the candidate is entitled to receive a scholarship at the Doctoral School.

9. Document templates referred to in section 8 items 2-4 are provided by the Doctoral School Office via the IRK system or its website.

10. The admission committee announces a list of people admitted to the Doctoral School in the IRK system.

11. The information on admission to the Doctoral School is uploaded on personal registration accounts of candidates in the IRK system.

12. The results of the admission process are publicly available.

13. The refusal of admission to the Doctoral School takes place on the basis of an administrative decision issued by the admission committee, signed by its chairperson. The candidate, who has been refused admission to the Doctoral School, is entitled to submit a request to the Dean of the Doctoral School for the re-examination of his/her case.

14. Admission of foreign candidates and refusal to admit foreign candidates to the Doctoral School are based on the Rector's decision.

15. The basis of the request referred to in section 13 may only be an indication of violation of admission rules to the Doctoral School as specified in this resolution.

16. A person admitted to the Doctoral School begins his/her education and acquires the rights of a doctoral student at the moment of taking the oath.

**§ 10**

1. All personal data provided by the candidates are processed and stored for the purposes of registration in accordance with applicable regulations and are protected in accordance with European Parliament and EU Council Regulation No. 2016/679 of 27 April 2016 on the protection of individuals with regard to processing personal data, the free movement of such data and on repealing of the directive 95/46/EC, and with the Information Security Policy at the University of Silesia in Katowice, introduced by Rector of the University of Silesia in Katowice Ordinance No. 153 of October 15, 2018 with subsequent amendments.

2. If a candidate is entered on the list of doctoral students of the Doctoral School, the data used for admission process will be transferred to the University's IT systems, in particular to the University Student Service System (USOS), and will be processed in accordance with other applicable regulations for the purposes of organizing and ensuring the proper course of the education process.

**§ 11**

1. Doctoral students whose doctoral scholarship is financed from external funds are subject to separate admission procedure carried out in accordance with the relevant provisions governing the granting of these funds.

2. At the request of the coordinator appointed by the Rector on the basis of § 27 section 4 of the Doctoral School Regulations, the Dean of the Doctoral School may decide on the appropriate application of the procedure specified in § 12 also in other cases than those referred to in section 1, in particular when the doctoral student's research project is to be implemented in cooperation with an external entity. Modifications of the procedure described in § 12 may in such cases take into account the principles of cooperation resulting from agreements concluded with such entity.

**§ 12**

1. In the case of admission process of the type specified in § 11, the grant holder, in cooperation with the Dean of the Doctoral School, or the Dean, upon the coordinator's request, announces the admission process.

2. The grant holder or the coordinator, in cooperation with the Dean of the Doctoral School, publishes the following information on the Doctoral School website:

1) project description;

2) the list of documents, the date and method of submitting them;

3) the place and date of the interview;

4) the date of the announcement of the results of admission procedure.

3. Interviews with candidates are carried out by an examination body appointed by the Rector, upon request of the Dean of the Doctoral School, and consisting of:

1) the Dean of the Doctoral School or a person representing him/her, possessing at least a postdoctoral degree (DLitt);

2) the person referred to in section 2 or a person designated by him/her, possessing at least a postdoctoral degree (DLitt) and serving as a chairperson of the admission committee, unless the rules for funding a research project specify it otherwise;

3) two members of the area-related examination body, appointed by a grant holder or a coordinator, representing the discipline of the candidate, and one member representing a related discipline who has at least a postdoctoral degree (DLitt).

**§ 13**

The resolution enters into force on the day of its adoption.

 **Rector**



***Prof. dr hab. Andrzej Kowalczyk***