

**Resolution No. 478**  
**of the Senate of the University of Silesia in Katowice**  
**of 28<sup>th</sup> November 2023**  
**on the principles and the mode of admission to the Doctoral School**  
**at the University of Silesia in Katowice**  
**for the academic year 2024/2025**

Pursuant to Article 200 (2) and (3) of the Act of 20<sup>th</sup> July 2018 on the Law of Higher Education and Science (consolidated text, Journal of Laws of 2023, item 742, as amended, hereinafter referred to as the Act) and § 156 of the Statute of the University of Silesia in Katowice, the Senate establishes the following principles and mode of admission to the Doctoral School at the University of Silesia in Katowice in the academic year 2024/2025:

**§ 1**

1. A person with a professional title of master [*magister*], master engineer [*magister inżynier*] or equivalent and a person specified in § 1 (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 person who is a graduate of 1st cycle studies or a student who completed the third year of long-cycle studies may be admitted to the Doctoral School.
3. A person possessing a diploma that confirms completion of studies, issued by a foreign university, entitling to undertake education in the Doctoral School pursuant to the provisions of law or considered to be an equivalent to the Polish diploma and a professional title on the basis of an international agreement specifying the equivalence and, in case of its lack, by way of recognition of a diploma proceedings may be admitted to the Doctoral School.
4. The possession of a professional title of Master of Theology [*magister teologii*] is a condition for admission to the Doctoral School under the discipline of theology.

**§ 2**

1. Admission occurs in the mode of an open contest with an international range.
2. Admission occurs from 1<sup>st</sup> May to 30<sup>th</sup> September 2024. The detailed schedule of admission is announced by the Dean of the Doctoral School by way of regulation.

3. Admission to the Doctoral School, as specified in § 2 (1) occurs in relevant disciplines within the frames of three fields represented in the Doctoral School;
  - 1) the area of humanities, theology and the arts;
  - 2) the area of science, natural sciences and engineering and technology;
  - 3) the area of social sciences.
4. The list of disciplines within the field areas is attached as Annex 1 to this resolution.
5. In the academic year 2024/2025, the division of places among individual field areas of the Doctoral School is as follows:
  - 1) the area of humanities, theology and the arts - 20 vacancies;
  - 2) the area of science, natural sciences and engineering and technology – 22 vacancies;
  - 3) the area of social sciences - 22 vacancies.
6. In the case of special circumstances that would justify admission of a larger number of candidates exceeding the limit of vacancies, upon the request submitted by the Chair of the admission committee, the Rector of the University of Silesia in Katowice, hereinafter referred to as the Rector, may take a decision regarding admitting a candidate outside of the limit of vacancies.
7. The limit of vacancies, specified in § 2 (5), does not include:
  - 1) candidates who are provided with financing for the implementation of the doctorate that covers the costs of the doctoral scholarship and research under research projects financed from external sources (grant) or based on agreements with other parties;
  - 2) beneficiaries of programmes and ventures established pursuant to Article 376 of the Act of 20<sup>th</sup> July 2018 on the Law of Higher Education and Science;
  - 3) candidates admitted on the basis of agreements with foreign universities.
8. In the case of candidates specified in § 2 (7) (1), who are not provided with comprehensive financing for the costs of pursuing a doctorate, i.e. the costs of a doctoral scholarship for the entire period of education, the head of the project should obtain the approval of the Rector for the University to provide the missing funds or identify another source of financing before the announcement of the competition.
9. In the case of persons specified in § 2 (7), on the terms set out in § 11 and § 12, additional recruitment is announced, taking into account the requirements related to the implementation of a research or research and development project. In the case of these persons, admission to the Doctoral School in the course of an academic year may be allowed provided that the uncompleted modules resulting

from the obligatory curriculum at the Doctoral School are completed in the subsequent academic year.

### **§ 3**

1. Admission to the Doctoral School shall be carried out by the admission committee of the Doctoral School appointed by the Rector upon the request of the Dean of the Doctoral School, and the area admission committees, as specified in § 4 (1). Unless stated otherwise, the term “committee” in this Resolution refers to both the admission committee and the area committees.
2. The admission committee of the Doctoral School shall consist of the Dean of the Doctoral School as the Chair, the Deputy Dean of the Doctoral School and the Chair of the area admission committees as well as a representative of doctoral students appointed by the relevant body of the government of doctoral students of the University of Silesia in Katowice. The duties of the Chair of the admission committee may be performed by another person from the committee appointed by the Dean of the Doctoral School. In the event that the Dean or the Deputy Dean of the Doctoral School cannot be members of the admission committee, the Rector appoints other persons who are members of the admission committee or the area admission committee in their place.
3. A member of the admission committee is obliged to maintain confidentiality, impartiality and objectivity in the assessment of candidates for the Doctoral School.

### **§ 4**

1. Upon the request of the Dean of the Doctoral School, the Rector appoints area admission committees.
2. The area admission committee consists of:
  - 1) the relevant area coordinator in the Doctoral School or a person appointed by the Dean of the Doctoral School acting as the Chair of the area committee;
  - 2) three academics holding at least a degree of *doktor* (PhD) who have significant scientific achievements, representing the disciplines in which the Doctoral School conducts education under a given area and in which at least one candidate was registered in the process of admission, and two academics in the case of disciplines represented by persons referred to in § 4 (2) (1);
  - 3) one doctoral student designated by the relevant body of the government of doctoral students of the University of Silesia in Katowice.

3. Two members of the committee referred to in § 4 (2) (2) shall participate in the entire process of admission, while the third member shall only participate in the evaluation of the research plan draft.
4. Upon the Rector's decision, area admission committees may include additional persons unemployed at the University holding at least a PhD degree [*doktor*] in a discipline in which the admission is conducted or – in the case of foreigners – scientists with recognized scientific achievements in a given discipline.
5. Persons appointed to the admission committee cannot perform the function of the doctoral student's advisor, as specified in § 5 (1) (3).
6. If circumstances arise which make it impossible for a member of the committee to directly participate in its activity, this member is dismissed by the Rector and a new member is appointed, subject to the principles specified in § 4 (2) - (4).
7. Committee resolutions are passed openly by an absolute majority of votes in the presence of at least half of the committee members. In the event of a tied vote, the casting vote belongs to the Chair of the committee.
8. The secretary attends the works of the committee. The secretary of the committee is appointed by the Rector upon the request submitted by the Dean of the Doctoral School. The Secretary does not participate in the voting.
9. Members of committees and secretaries are entitled to remuneration. Remuneration rules are defined by the Rector.
10. The composition of the committee is public and is published on the website of the Doctoral School.
11. Within the term specified in the schedule of admission, the registered candidates may submit reservations with respect to the composition of the committee if participation of a given member of the committee raises justified doubts as to their objectivity. This procedure is applied particularly when a given member of the committee:
  - 1) is a superior of the candidate or is in another employment relation with them;
  - 2) is or was the candidate's spouse or their relative or relative by affinity up to the second degree, or remains or remained in cohabitation with the candidate;
  - 3) is or was a person related with the candidate on account of adoption, care or guardianship;
  - 4) participated in a disciplinary proceeding in which the candidate for a doctoral student or candidate for his/her supervisor was accused.
12. The Chair of the committee decides about excluding or not excluding a given member from the committee.

13. A member of the committee excluded from the assessment of the candidate does not participate in their assessment and for its duration abandons the meeting of the committee.
14. Exclusion of a committee member from the assessment of a given candidate is recorded in the minutes from the committee's meeting.
15. In the case of exclusion of the Chair of the area admission committee, the Chair of the admission committee appoints another member of the same area committee who performs this function for the duration of that exclusion.
16. In the case of exclusion of more than 50% of the composition of the admission committee, the Rector completes the composition of the committee.

## **§ 5**

1. Documents required in the process of admission for the Doctoral School:
  - 1) copy of the diploma that certifies obtaining qualifications specified in § 1:
    - a) in the absence of a diploma - a certificate of awarding a professional title issued by the institution that awarded the title; in the case of admission of the candidate to the Doctoral School, a copy of the diploma should be delivered immediately after obtaining it;
    - b) in the case of graduating from a higher education institution abroad, certification of a diploma or of another document in the form of legalization or an apostille, as well as a sworn translation of the document into Polish or English (if the document was issued in languages other than the above listed) are required;
    - c) in the case of graduation from a higher education institution abroad - a list of subjects credited during the course of study;
  - 2) research plan draft (maximum 12,000 characters, including spaces, without references);
  - 3) written opinion of a research and didactic employee or a research employee of the University of Silesia in Katowice who performs the role of a scientific advisor of the candidate, together with their declaration of consent to perform the function of the doctoral student's supervisor or auxiliary supervisor; the opinion should concern the candidate's achievements to date and their predisposition to scientific work;
  - 4) written opinion of an additional academic or researcher with at least a doctoral degree;
  - 5) list of the scientific achievements of the candidate;
  - 6) documents confirming scientific achievements.

2. If an employee of the University of Silesia in Katowice referred to in § 5 (1) (3) has submitted a declaration of consent to act as an auxiliary supervisor, the candidate attaches to the admission documentation a declaration of consent to perform the function of a supervisor by a person meeting the requirements of Art. 190 (4) of the Act. The candidate may additionally submit declarations of consent to take the function of a supervisor or auxiliary supervisor, respectively.
3. Documents specified in § 5 (1) and (2) must be completed or uploaded in the form of attachments in the ICT system designed for the purposes of qualification procedure, hereinafter referred to as the ICT system.
4. The applicable templates of documents specified in § 5 (1) (2) - (4) and (2) shall be determined by the Dean of the Doctoral School by way of regulation.

## **§6**

1. Within the indicated schedule, candidates to the Doctoral School are obliged to:
  - 1) set up an account in the ICT system;
  - 2) give consent to the processing of personal data in the scope necessary for conducting the admission process;
  - 3) submit a declaration on non-obtaining education at another doctoral school;
  - 4) place an electronic photograph in accordance with the binding requirements related to issuing ID cards;
  - 5) complete the registration form, indicating all the required data and information, including:
    - a) personal data and correspondence data of the candidate, including e-mail address, by means of which communication with the candidate shall be conducted,
    - b) information regarding the scientific (artistic) discipline in which the candidate intends to pursue education in the Doctoral School,
    - c) information on the scientific (artistic) discipline or scientific (artistic) field in which the candidate intends to prepare a doctoral thesis,
    - d) the topic of the research project that the candidate wants to pursue as part of their doctoral thesis preparation,
    - e) information on the scientific advisor of the candidate (first name and surname, degree or scientific title, affiliation, office e-mail address),
    - f) ORCID number of the candidate.
  - 6) make the payment of admission fee, as specified in § 6 (2) (the date of transfer order is binding).
2. The admission fee for the Doctoral School amounts to PLN 400.

3. The candidate makes the payment to the individual bank account provided in the ICT system.
4. In justified cases, the candidate may apply to the Dean of the Doctoral School for exemption from the admission fee. Applications for exemption from the fee shall be considered until the last day of submitting documents for the purposes of the qualification procedure.
5. At their request, the candidate is entitled to have the whole or part of the recruitment fee refunded in the case of:
  - 1) resigning from participation in the qualification procedure prior to its commencement;
  - 2) refusal to initiate the admission procedure in relation to the candidate who paid the recruitment fee after the deadline;
  - 3) overpayment.
6. The amount of the recruitment fee refund may be reduced by the costs resulting from the transaction.

## **§ 7**

1. The qualification of candidates for the Doctoral School is based on a two-stage competition.
2. The following shall be considered in the qualification procedure:
  - 1) result of the qualification interview;
  - 2) assessment of the research plan;
  - 3) scientific achievements of the candidate;
  - 4) the candidate's experience in international cooperation.
3. The first stage of the competition consists in the assessment of the research plan draft prepared by the candidate. The procedure is conducted by three persons, as specified in § 4 (2)(1) and (2), bearing in mind that at least two persons represent the candidate's discipline, and one may represent a related discipline.
4. If there is some doubt about the assignment of the application to the discipline indicated by the candidate, at the request of the committee, resulting from the analysis of the research plan draft, the Chair of the area admission committee shall e-mail the candidate with a proposal to change the discipline indicated by the committee. The candidate responds to the committee's proposal by e-mail within 48 hours from the time of sending the e-mail by the Chair of the area admission committee.
5. Candidates who obtained 5 points or less (out of 10) from at least two evaluating persons are not admitted to the subsequent stage of admission.

6. The research plan draft that exceeds the character limit specified in § 5 (1)(2) is rejected due to formal reasons and is not subject to further assessment.
7. The second stage of the competition is the qualification interview assessed by the area admission committee with the stipulation that the persons referred to in § 4 (2)(2) shall be represented by two evaluating persons.
8. Candidates are qualified according to the ranking list, which is opened by the person with the highest number of points, and closed by the person with the minimum number of points allowing for admission to the Doctoral School.
9. The candidates who did not obtain the minimum number of points as specified in § 8 (2) during the qualification interview shall not be admitted to the Doctoral School even if the limit of vacancies has not been exhausted in a given area.
10. If more candidates have obtained the same number of points, the position on the ranking list is determined by the number of points obtained on the basis of the criteria referred to in § 7 (2)(2).
11. The point system applied for qualifying candidates to the Doctoral School is set out in the Annex to this Resolution.
12. Admission of a smaller number of persons than anticipated for a given area is permitted.
13. Unused vacancies within a given area are transferred to the reserve pool. The Dean of the Doctoral School decides about the division of places in the reserve pool.
14. The recruitment procedure for the Doctoral School, particularly the qualification interview, may be conducted remotely, using the electronic communication tools available at the University of Silesia in Katowice.

## **§ 8**

1. The qualification interview referred to in § 7 (5) is intended to determine the general level of knowledge of the candidate in a given discipline and the chances of completing their planned doctoral thesis.
2. The number of points for the qualification interview is the arithmetic average calculated from the scores awarded to the candidate by individual members of the area admission committee participating in the interview, excluding the chairs of area committees. A score below 6 points is the basis for issuing a decision on non-admission to the Doctoral School referred to in § 9 (12).
3. The qualification interview may be conducted in Polish or English. If conducted in Polish, at least one question and the answer to this question given by the candidate must be in English. If implementation of the candidate's project requires it, the interview may also test the knowledge of another language.



## § 9

1. Area admission committees process the results of admission and create ranking lists within individual areas.
2. The ranking list includes:
  - 1) first names and surnames of candidates;
  - 2) the number of points awarded to each element of the assessment;
  - 3) the final result of assessment of the candidates expressed in points.
3. The admission committee approves the ranking lists. Resolutions of the admission committee are signed by its Chair.
4. Candidates who have achieved the required minimum number of points in the admission process but have not been qualified for the Doctoral School due to the limit of vacancies are entered on the area reserve lists.
5. In the event of resignation of a candidate who has been qualified to the Doctoral School within one of the areas, their place is taken by another person from the reserve list.
6. Candidates obtain information on the results of the admission procedure to their personal registration accounts in the ICT system.
7. Persons who are qualified are admitted to the Doctoral School provided that they are entered on the list of doctoral students of the Doctoral School - within the time limit specified in the admission schedule and that they provide the following:
  - 1) copy of the diploma (and the original document available for inspection) or documents specified in § 5 (1)(1);
  - 2) application for admission generated from the ICT system which contains a statement that the given person shall be a doctoral student solely at the Doctoral School at the University of Silesia in Katowice;
  - 3) the GDPR information clause for the doctoral students at the Doctoral School;
  - 4) declaration authorizing the University of Silesia to report the achievements of the qualified person in the evaluation process;
  - 5) scholarship application provided that the candidate is entitled to receive a scholarship at the Doctoral School.
8. The applicable templates of documents specified in § 9 (7) (2) - (5) shall be delivered by the Doctoral School office via the ICT system or website.
9. The admission committee publishes the list of persons admitted to the Doctoral School in the ICT system and on the website.
10. Information on admission to the Doctoral School is posted on candidates' personal registration accounts in the ICT system.
11. Refusal of admission to the Doctoral School occurs by way of an administrative decision issued by the Dean of the Doctoral School as authorized by the Rector. The

- candidate is entitled to apply for reconsideration of their case by the Rector in the case of a decision to refuse admission to the Doctoral School.
12. Admission to the Doctoral School of candidates who are foreigners is issued on the basis of the Rector's decision.
  13. The decisions referred to in § 9 (11) and (12) are delivered to the account in the ICT system of the University.
  14. The basis for the application referred to in § 9 (11) may solely be an indication of a breach of principles and the mode of admission to the Doctoral School set out in this Resolution.
  15. Recruitment proceedings shall be documented by
    - 1) summary collective minutes, including information on the composition of the recruitment committee and area recruitment committees at individual meetings and the summary of the resolutions of the recruitment committee, including the ranking list referred to in § 9 (2);
    - 2) individual minutes of the proceedings of the candidates, including the number of points corresponding to each recruitment criteria, and the decision on the outcome of the recruitment proceedings.
  16. The minutes referred to in § 9 (15) shall be signed by the recruitment committee of the Doctoral School.

## **§ 10**

1. All personal data indicated by the candidates are processed and stored for the purposes of registration in line with the binding provisions of law and are subject to protection in accordance with the Regulation of the European Parliament and Council (EU) 2016/679 of 27<sup>th</sup> April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC and the Information Safety Policy at the University of Silesia in Katowice introduced by way of regulation no. 153 of the Rector of the University of Silesia in Katowice of 15<sup>th</sup> October 2018, as amended.
2. If a candidate is added to the list of doctoral students, the data used at the process of admission shall be transferred to the IT systems of the University, including, in particular, the University Study-Oriented System (USOS) and shall be processed according to other applicable regulations for the purposes of organisation and appropriate execution of the educational process.

## § 11

1. Doctoral students whose doctoral scholarship is financed from external funds, including programmes and ventures established on the basis of Art. 376 of the Act by the minister competent for higher education and science in order to implement the state's scientific policy, are subject to separate admission procedure announced by the Dean of the Doctoral School and carried out in accordance with the relevant provisions of law, other regulations and programmes regulating the granting of these funds.
2. Upon the request of the coordinator appointed by the Rector pursuant to § 27 (4) of the Rules and Regulations of the Doctoral School, the Dean of the Doctoral School may take a decision on the relevant application of the mode specified in § 12 also in cases other than those referred to in § 11 (1), particularly when the doctoral student's research project is to be carried out in cooperation with an external entity. In such cases, modifications of the mode specified in § 12 may consider the principles of cooperation resulting from the agreements concluded with such an entity.

## § 12

1. In the case of admission in the mode specified in § 11, admission is announced by the head of the research project financed from external funds (grant) in cooperation with the Dean of the Doctoral School or the Dean upon the request of the coordinator.
2. The head of the grant or coordinator, in agreement with the Dean of the Doctoral School, places the following information on the School website:
  - 1) project description;
  - 2) list, deadline and manner of submitting documents;
  - 3) information on the criteria and the mode of recruitment process;
  - 4) date of announcement of admission results.
3. The qualification procedure is carried out by the competition examination committee appointed by the Rector at the request of the Dean of the Doctoral School and consisting of
  - 1) the Dean of the Doctoral School or a person representing the Dean holding at least the post-doctoral degree [*doktor habilitowany*];
  - 2) a person referred to in § 12 (2) or a person designated by him/her holding at least the post-doctoral degree [*doktor habilitowany*] performing the function of the Chair of the admission committee, unless the rules for the competition for funding a research project provide otherwise;

- 3) at least three academics indicated by the head of the grant or the coordinator, holding at least the doctoral degree. At least one of them should represent the discipline of the candidate and at least one should represent a related discipline.

### **§ 13**

The Resolution shall enter into force on the day of its adoption.

**Rector**



***Prof. Ryszard Koziółek***