

**Resolution no. 220 of the Senate of the University of Silesia in Katowice of 30th
November 2021 regarding the principles and the mode of admission to the Doctoral
School at the University of Silesia in Katowice in the academic year 2022/2023**

Pursuant to Article 200 (2) (3) of the Act of 20th July 2018 on the Law of Higher Education and Science (uniform text, Journal of Laws of 2021, item 478, 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 2022/2023:

§ 1

1. A person with a professional title of master, master engineer or equivalent and the person specified in sub-s. 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 nostrification proceedings may be admitted to the Doctoral School.
4. The possession of a professional title of Master of Theology 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 1st June to 30th September 2022. The detailed schedule of admission is announced by the Dean of the Doctoral School by way of an ordinance.
3. Admission to the Doctoral School, as specified in sub-s. 1, occurs in accordance with the relevant disciplines within the frames of three fields represented in the Doctoral School;
 - 1) Fields of humanities, theology and arts, covering the following disciplines:
 - a) philosophy,

- b) history,
 - c) linguistics,
 - d) literary studies,
 - e) culture and religion studies,
 - f) theology,
 - g) film and theatre,
 - h) fine arts and art conservation;
- 2) Fields of science and natural sciences as well as engineering and technology, covering 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) Fields of social sciences, covering the following disciplines:
- a) social and economic geography and spatial management
 - b) communication and media studies,
 - c) political science and public administration,
 - d) law,
 - e) sociology,
 - f) education,
 - g) psychology.
4. In the academic year 2022/2023 the division of places among individual field areas of the Doctoral School is as follows:
- 1) fields of humanities, theology and arts – 25 vacancies;
 - 2) fields of science and natural sciences as well as engineering and technical sciences – 25 vacancies;
 - 3) fields of social sciences – 25 vacancies.
5. In case of occurrence of special circumstances that would justify admission of a large number of candidates exceeding the limit of vacancies, upon a request submitted by the Chair of the admission committee, the Rector may take a decision regarding admitting a candidate outside of the limit of vacancies.
6. The limit of vacancies, specified in sub-s. 5, does not include:
- 1) candidates who are provided with funding of their doctoral dissertation realization 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 pursuant to Article 376 of the Act of 20th July 2018 on the Law of Higher Education and Science;
 - 3) candidates admitted based on agreements with foreign universities concerning the realisation of a double doctorate.
7. In case of candidates specified in sub-s. 6 para 1 who are not provided with the total funding of their doctoral dissertation realization costs i.e., the costs of the doctoral scholarship for the whole period of education, the head of the project shall obtain the approval of the Rector for the university to provide the missing funds or identify another source of funding before the announcement of the contest;
 8. In case of persons specified in sub-s. 6, according to the principles specified in § 11 and § 12, an additional admission procedure shall be established, which will encompass the requirements related to the realization of the research project or research and development project. In case of these persons, the possibility of admission to the Doctoral School in the course of an academic year shall be ensured provided that the unrealised subjects resulting from the obligatory programme of education at the Doctoral School are realized 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 sub-s. 1. The term of committee in this resolution refers to both the admission and the area committees unless otherwise stated.
2. The admission committee of the Doctoral School shall comprise 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 self-government body for 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.
3. A member of the admission committee is obliged to maintain objectivity and impartiality in the assessment of candidates for the Doctoral School.

§ 4

1. Upon a request of the Dean of the Doctoral School, the Rector appoints area admission committees.
2. Area admission committees consist 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 with at least a degree of 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 case of disciplines represented by persons referred to in § 4 sub-s. 2 para 1;
 - 3) one doctoral student designated by the relevant self-government body of doctoral students of the University of Silesia in Katowice.
3. Two members of the committee referred to in § 4 sub-s. 2 para 2 shall take part in the entire process of admission while the third member shall only take part 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 with at least a PhD degree in a discipline in which the admission is conducted or – in 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 supervisor as specified in § 5 sub-s. 1 para 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 sub-s. 2-4.
7. Resolutions of the committees are adopted by open voting with 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 head 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. The manner of remuneration is specified by the Rector.
10. The composition of the committee is open 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 a different employment relation towards 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 were the subjects.
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 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 case of exclusion of more than 50% of the composition of the admission committee, the Rector decides how to supplement the composition of that 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 case of the lack of diploma – a certificate on assigning a professional title issued by the institution that granted the title; in case of admitting a candidate to the Doctoral School, the copy of the diploma shall be delivered immediately upon its obtaining;
 - b) in case of graduating from a university abroad, certification of the diploma or of another document in the form of legalisation or apostille as well as a sworn translation of the document into Polish or English (if the document was issued in a language other than the above language) are required;
 - 2) research plan draft (maximum 12,000 characters, including spaces without references);
 - 3) written opinion of the scientific employee of the University of Silesia in Katowice who performs the role of a scientific supervisor of the candidate with the consent for being the doctoral student's supervisor or auxiliary supervisor; the opinion

should refer to the candidate's former performance and their suitability for academic 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. Documents specified in sub-s. 1 must be completed or downloaded in the form of attachments in the IT system prepared for the purposes of qualification proceeding, hereinafter referred to as the IT system.
 3. The applicable templates of documents specified in sub-s. 1 para 2-4 are established by the Dean of the Doctoral School by way of ordinance.

§ 6

1. Within the indicated schedule, candidates to the Doctoral School are obliged to:
 - 1) set up an account in the IT system;
 - 2) give consent to the processing of personal data in the scope necessary for the conduct of the admission process;
 - 3) submit a declaration on non-obtaining education at another doctoral school and on the lack of employment as an academic as of 1st October 2022;
 - 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 will be conducted,
 - b) information regarding the scientific discipline in which the candidate intends to prepare the doctoral dissertation,
 - c) title of the project which the candidate wishes to realize working on the doctoral dissertation,
 - d) information on the scientific supervisor of the candidate (first name and surname, degree or scientific title, affiliation, office email address),
 - e) ORCID number of the candidate;
 - 6) make the payment of admission fee, as specified in sub-s. 2 (the date of transfer order is considered).
2. The admission payment for the Doctoral School amounts to PLN 240.
3. The candidate carries out payments to a bank account indicated in the IT system.

4. In justified cases, the candidate may apply to the Dean of the Doctoral School to be released from payment of 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. Upon their request, the candidate is entitled to reimbursement of the whole or part of the admission fee in case of:
 - 1) resigning from participation in the qualification procedure prior to its commencement;
 - 2) refusing to commence the admission procedure with regards to the candidate who submitted an admission fee after the expiry of the specified period;
 - 3) overpayment.
6. The amount of reimbursement for the admission fee may be decreased by the costs resulting from the conduct of transaction.

§ 7

1. Qualification of candidates to the Doctoral School occurs according to the principle of a two-stage contest.
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) experience of the candidate in terms of international cooperation.
3. The first stage of the contest consists in the assessment of the research plan draft prepared by the candidate. The procedure is conducted by three persons, as specified in § 4 sub-s. 2 para 1 and 2, bearing in mind that at least two persons represent the candidate's discipline, and one may represent the related discipline.
4. If there is some doubt about the assignment of the proposal 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 to the discipline indicated by the committee. The candidate shall reply to the committee's proposal by e-mail within 48 hours upon obtaining the e-mail from the Chair of the area admission committee.
5. Candidates who obtained 10 points or less from at least two experts (20 possible points) are not admitted to the subsequent stage of admission.

6. The research plan draft that exceeds the character limit specified in § 5 sub-s. 1 para 2 is rejected due to formal reasons and is not subject for further assessment.
7. The second stage of the contest is the qualification interview assessed by the area admission committee with the stipulation that the persons referred to in § 4 sub-s. 2 para 2 shall be represented by 2 experts.
8. The candidates are qualified according to the ranking list. The list starts with the person with the highest number of points and ends with the person who obtained the minimum number of points necessary to be qualified for the Doctoral School.
9. The candidates who did not gain the minimum number of points as specified in § 8 sub-s. 2 during the interview shall not be admitted to the Doctoral School even if the limit of vacancies in a given area has not been exhausted.
10. If more candidates obtained the same number of points, the position on the ranking list is determined by the number of points obtained on the basis of criteria specified in sub-s. 2 para 2 of this paragraph.
11. The point system applied for qualifying candidates to the Doctoral School has been specified in the Appendix to this resolution.
12. Admission of a smaller number of persons than anticipated for a given area is permitted.
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.
13. The admission procedure to the Doctoral School may be conducted at distance through the use of electronic communication tools available at the University of Silesia in Katowice.

§ 8

1. The qualification interview specified in § 7 sub-s. 5 is aimed at establishing the general level of knowledge of the candidate in a given discipline and the chances for the realization of their doctoral dissertation.
2. In the qualification interview specified in sub-s. 1, the candidate must obtain at least 30 of 50 points. This result is an arithmetic average calculated from the points given to the candidate by individual members of the area admission committee participating in the qualification interview excluding the Chairs of the area admission committees. The result below 30 points is the basis for issuing a decision about non-admission to the Doctoral School, as specified in § 9 sub-s 12.
3. The qualification interview can be conducted in Polish or English. If it is conducted in Polish, at least one question and the answer to this question given by the candidate must be in English. If realization of the project of a given candidate requires so, the interview may verify knowledge of another language.

§ 9

1. Area admission committees elaborate the results of admission and create ranking lists within individual areas.
2. The ranking list contains as follows:
 - 1) first names and surnames of candidates;
 - 2) number of points allocated for each element of the assessment;
 - 3) final result of assessment of the candidates in points.
3. The admission committee approves the ranking lists and announces the lists of candidates that were qualified for admission in individual areas. Resolutions of the admission committee are signed by its Chair.
4. The admission committee announces the ranking lists and the lists of candidates that were qualified for admission by means of IT system.
5. Candidates that obtained the required minimum of points in the admission process but were not qualified to the Doctoral School due to the limit of vacancies are entered on the area reserve lists.
6. In case when a candidate that was qualified to the Doctoral School within one area resigns, their place is granted to the subsequent person from the reserve list.
7. Candidates obtain information on the result of admission procedure to their personal registry accounts in the IT system.
8. Persons qualified are admitted to the Doctoral School provided that they enter on the list of doctoral students of the Doctoral School (within the term specified in the schedule of admission) and deliver the following:
 - 1) copy of the diploma (and the original document available upon request) or documents specified in § 5 sub-s. 1 para 1;
 - 2) application for admission generated from the IT system, which contains a statement that the given person will be a doctoral student solely in the Doctoral School at the University of Silesia in Katowice;
 - 3) information clause GDPR for the doctoral students at the Doctoral School;
 - 4) declaration authorizing the University of Silesia to show the achievements of the qualified person in the evaluation process;
 - 5) scholarship application provided that the candidate is authorized to obtain the scholarship at the Doctoral School.
9. The applicable templates of documents specified in sub-s. 8 para 2-5 are provided by the office of the Doctoral School by means of the IT system or website.
10. The admission committee announces the list of persons admitted to the Doctoral School in the IT system and on the website.

11. Information on admittance to the Doctoral School is placed on personal registration accounts of the candidates in the IT system.
12. Refusal to admit 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 re-considering their case by the Rector in case of a decision to refuse admission to the Doctoral School.
13. Admission to the Doctoral School and refusal to admit foreign candidates are issued on the basis of the Rector's decision. Provision of sub-s. 12 shall apply accordingly.
14. The basis for the application, as specified in sub-s. 12 may solely be an indication of a breach of principles and the mode of admission to the Doctoral School, specified in this Resolution.
15. A person admitted to the Doctoral School begins the process of education and gains the rights of a doctoral student once they have made the pledge.

§ 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 27th 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 (General Data Protection Regulation) and the Information Safety Policy at the University of Silesia in Katowice introduced by way of Ordinance no. 153 of the Rector of the University of Silesia in Katowice of 15th 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 scholarships are financed from external resources (grants), including from programmes and ventures established on the basis of Art. 376 of the Act by the relevant minister for higher education and science for realization of the state science policy, are subject to separate admission announced by the Dean of the Doctoral School and conducted according to the principles compliant with the applicable provisions of law, other standards and programmes that regulate granting of these funds.

2. Upon the request of the coordinator appointed by the Rector pursuant to § 27 sub-s. 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 other cases than those specified in sub-s. 1, particularly when the research project of the doctoral student is to be realized in cooperation with an external party. In such cases, modifications of the mode specified in § 12 may consider the principles of cooperation resulting from the agreements concluded with such a party.

§ 12

1. In 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 a 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, term and manner of submitting documents;
 - 3) place and term of the qualification interview;
 - 4) term of announcing admission results.
3. Interviews with candidates are carried out by the contest examination committee appointed by the Rector at the request of the Dean of the Doctoral School and consists of:
 - 1) the Dean of the Doctoral School or a person representing the Dean with at least the post-doctoral degree;
 - 2) a person specified in sub-s. 2 or a person designated by him/her with at least the post-doctoral degree performing the function of the Chair of the admission committee, unless the contest principles regarding financing a research project state otherwise;
 - 3) at least three academics indicated by the head of the grant or the coordinator, having at least the doctoral degree. At least one of them should represent the discipline of the candidate and at least one should represent the related discipline.

§ 13

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

Rector



Prof. Ryszard Koziółek