

Resolution no. 74 of the Senate of the University of Silesia in Katowice regarding the principles and the mode of admission for the Doctoral School at the University of Silesia in Katowice in the academic year 2021/2022

Pursuant to Article 200 (2) (3) of the Act on Higher Education and Science (uniform text, Journal of Laws from 2020, item 85, 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 Silesian University in Katowice in the academic year 2021/2022:

§ 1

1. A person with professional title of master, master engineer or equivalent, as specified in par. 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 as an equivalent to the Polish diploma and 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. A condition for admittance to the Doctoral School under the discipline of theology is the possession of professional title of Master of Theology.

§ 2

1. Admission occurs in the mode of an open contest with an international range.
2. The contest as specified in par. 1 is held from 26 June to 5 August 2021.
3. The schedule of admission is announced by the Dean of the Doctoral School by way of an ordinance.
4. The admission to the Doctoral School, as specified in par. 1, occurs in accordance with the relevant disciplines in 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) materials engineering,
 - b) mathematics,
 - c) biological sciences,
 - d) chemical sciences,
 - e) physical sciences,
 - f) earth and related environmental sciences,
- 3) Fields of social sciences, covering the following disciplines:
- a) communication and media studies,
 - b) political science and public administration,
 - c) law,
 - d) sociology,
 - e) education,
 - f) psychology,
 - g) social and economic geography and spatial management.
5. In the academic year 2021/2022 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;
6. In case of occurrence of special circumstances that would justify admittance of a large number of candidates exceeding the limit of vacancies, the Rector may, upon a motion submitted by the Chair of the Admission Committee, undertake a decision regarding admitting a candidate outside of the limit of vacancies.
7. The limit of vacancies, specified in par. 5, excludes:
- 1) candidates who have ensured, partially or entirely, funding of their doctoral dissertation realization that covers the costs of doctoral scholarship and research under research projects financed from external sources (grant);

- 2) beneficiaries of statutory programmes and ventures pursuant to Article 376 of the Act on Higher Education and Science from 20 July 2018 (uniform text, Laws from 2020, item 85, as amended).
8. For persons specified in par. 7, 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 research project of research and development project. In case of these persons, the possibility of admittance to the Doctoral School in the course of an academic year shall be ensured, provided that the unrealised subjects stemming from the obligatory programme of education at the Doctoral School will be 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 at the motion of the Dean of the Doctoral School and the area admission committees, as specified in § 4 par. 1.
2. The admission committee of the Doctoral School shall comprise of: Dean of the Doctoral School as the Chair, Deputy Dean of the Doctoral School and the Chair of the field 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.
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. The Rector, upon a motion submitted by the Dean of the Doctoral School, appoints area admission committees.
2. Area admission committees consist of academic teachers with at least a degree of PhD, with significant scientific achievements, representing all disciplines in which the Doctoral School conducts education under a given field, in the number of three representatives per each discipline and one doctoral student designated by the relevant self-government body of doctoral students of the University of Silesia in Katowice. Two members of the committee participate in the whole admission process and one - solely in the assessment of the draft research plan.
3. Area admission committees may include, upon the Rector's decision, additional persons employed 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 a recognized scientific portfolio in a given discipline.

4. Persons appointed to for the admission committee cannot perform the function of the doctoral student's supervisor as specified in § 5 par. 1 point 3.
5. With respect of area admission committee members the provisions specified in par. 4 shall be applicable, respectively.
6. If circumstances arise which make it impossible for a member of an area admission committee to directly participate in its activity, he/she is dismissed by the Rector and a new member is appointed, subject to the principles specified in par. 2-4.
7. Resolutions of the admission committee and the area admission committees are adopted in an open manner with an absolute majority of votes in the presence of at least half of the committee members. In case of a tied vote, the casting vote belongs to the head of the committee.
8. The secretary attends the works of the admission committee and the area admission committees. The secretary of the admission committee and the secretaries of the area admission committees are appointed by the Rector upon the motion submitted by the Dean of the Doctoral School. The Secretary does not participate in the voting.
9. Members of admission committees and secretaries are entitled to remuneration. The manner of remuneration nis specified by the Rector.
10. The composition of the admission committee and the area admission committees is open and 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 a committee, if participation of a given member of the committee raises justified doubts as to their objectivity. This procedure is applied in particular when a given member of the committee:
 - 1) is a supervisor 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 marital cohabitation with the candidate;
 - 3) is or was a person related with the candidate on account of marital cohabitation, 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 admission committee decides about including or excluding a given member from the committee.
13. A member of the admission committee excluded from the assessment of a candidate does not participate in his assessment and for its duration abandons the meeting of the committee.

14. Exclusion of an admission committee member from the assessment of a given candidate is noted in the protocol 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) excerpt from the diploma certifying obtaining qualifications specified in § 1:
 - a) in case of lack of diploma – confirmation on assigning professional title issued by the institution that issued the title; in case of admitting a candidate to the Doctoral School the excerpt from the diploma should 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 those specified) is required;
 - 2) draft research plan (maximum 12 thousand characters incl. spaces, without including bibliography into this calculation);
 - 3) written opinion of the scientific supervisor of the candidate along with a consent for performance of the function of the doctoral student's supervisor and an additional academic teacher or scientific employee with at least a PhD degree regarding the previous achievements of the candidate and his capability of undertaking scientific work;
 - 4) list of scientific achievements of the candidate;
 - 5) documents confirming scientific achievements.
2. Documents specified in par. 1 must be filled out 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 par. 1 points 2-4 are established by the Dean of the Doctoral School by way of ordinance.

§ 6

1. Candidates to the Doctoral School are obliged, within the indicated schedule:
 - 1) to set up an account in the IT system;

- 2) to express consent for the processing of personal data in the scope necessary for the conduct of admission process;
 - 3) to submit a declaration regarding non-obtaining education at another doctoral school and regarding lack of employment as academic teacher from 1 October 2021;
 - 4) to place an electronic photograph in accordance with the requirements in place upon issuance of ID cards;
 - 5) to fill out the registration form, indicating all the required data and information, including:
 - a) personal data and correspondence data of the candidate,
 - b) correspondence data of the candidate, including e-mail address by means of which communication with the candidate will be conducted,
 - c) information regarding the scientific discipline in which the candidate intends to prepare the doctoral dissertation,
 - d) title of project which the candidate wishes to realize in the framework of working on the doctoral dissertation,
 - e) Information on the scientific supervisor of the candidate (first name and surname, degree or scientific title, affiliation, office email address),
 - f) ORCID number of the candidate;
 - 6) make the payment of admission fee, as specified in par. 2 (the date of transfer order will be considered).
2. The admission payment for the Doctoral School amounts to PLN 190.
 3. The candidate carries out payments to individual bank accounts 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. The candidate is entitled - upon his application - to be reimbursed for 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 a admission fee after the expiry of the designated term;
 - 3) overpayment.
 6. The amount of reimbursement for the admission fee may be decreased by the costs stemming 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 will be considered in the qualification procedure:
 - 1) result of qualification interview;
 - 2) assessment of the research plan;
 - 3) scientific achievements of the candidate;
 - 4) experience of the candidate in the scope of international cooperation.
3. The first stage of the contest consists in the assessment of the draft research plan of the candidate by three experts; at least two experts represent the candidate's discipline, and one may represent a related discipline. Candidates who obtained 10 points or less from at least two experts (for 20 possible) are not admitted to the subsequent stage of admission.
4. The second stage of the contest is qualification interview assessed by the area admission committee consisting of representatives of all disciplines in a given area, two members from each discipline.
5. The candidates are qualified according to the ranking list that is opened by the person with the greatest number of points and closed with the person who obtained the minimum number of points allowing to be qualified for the Doctoral School.
6. The candidates who did not gain the minimum of points as specified in § 8 par. 2, will not be admitted to the Doctoral School even if the limit of vacancies in a given area has not been exhausted.
7. 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 par. 2 point 2 of the hereby paragraph.
8. The point system applied for qualifying candidates to the Doctoral School has been specified in Appendix to the hereby resolution.
9. Admittance of a smaller number of persons than anticipated for a given area is allowed.
10. Unused vacancies in the framework of a given area are moved to the reserve pot. The Dean of the Doctoral School decides about the division of places in the reserve pot.
11. 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 par. 2 point 1 is targeted at establishing the general level of knowledge of the candidate in a given discipline and the chances for realization of the doctoral dissertation planned by him/her.
2. In the qualification interview specified in par. 1 the candidate must obtain at least 30 points out of 50. This result is an arithmetic average calculated from the points allocated to the candidate by individual members of the area admission committee participating in the qualification committee. The result below 30 points is the basis for issuing a decision regarding non-admittance to the Doctoral School.
3. Qualification interview in the area of exact sciences, environmental and engineering-technical sciences may be entirely conducted in English and in other disciplines - in Polish or English. If realization of the project of a given candidate requires this, the interview may verify knowledge of another language.

§ 9

1. Area admission committees elaborate the results of admission and create ranking lists in the framework of individual areas.
2. The ranking list contains:
 - 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 expressed in points.
3. The admission committee approves the ranking lists and announces the lists of candidates that qualified for admittance in individual areas. Resolutions of the admission committee are signed by its chair.
4. The admission committee announces the ranking lists of candidates that qualified for admittance 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 of resigning by a candidate that was qualified for the Doctoral School in a framework of one area, his 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 subject to performing an entry on the list of doctoral students of the Doctoral School – within the term specified in the schedule of admission – and delivery:

- 1) diploma excerpt (copy of diploma and original to be viewed) or documents specified in § 5 par. 1 point 1;
 - 2) application for admittance, generated from the IT system, containing 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 on assignment to a given scientific discipline;
 - 5) scholarship application, provided that the candidate is authorized to obtain scholarship at the Doctoral School.
9. The applicable templates of documents specified in par. 8 points 2-5 are provided by the office of the Doctoral School by means of 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 accounts registered for 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 his case by the Rector in case of a decision rejecting admittance to the Doctoral School.
 13. Admittance to the Doctoral School and refusal to admit foreign candidates occurs on the basis of the Rector's decision. Provision of par. 12 is applicable, respectively.
 14. The basis for the application, as specified in par. 12 may solely be an indication of a breach of principles and the mode of admission to the Doctoral School, specified in the hereby Resolution.
 15. A person admitted to the Doctoral School begins the process of education and gains the rights of a doctoral student once he/she has 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 from 27 April 2016 on personal data protection and on the free flow of such data and repealing the Directive 95/46/EC 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 from 15 October 2018, as amended.
2. If a candidate is added to the list of doctoral students, his/her data is transferred to the IT systems of the University, including in particular the University Study- Oriented

System (USOS), and processed according to 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 than standard and programmes regulating granting of these funds.
2. Upon the application of the coordinator appointed by the rector pursuant to § 27 par. 4 of the Regulations of Doctoral School, the dean of the Doctoral School may undertake a decision on the relevant application of the mode specified in § 12 also in other cases than those specified in par. 1, in particular, when the research project of the doctoral student is to be realized in cooperation with an external entity. Modifications of the mode specified in § 12 may in such cases encompass the principles of cooperation stemming from the concluded agreements with such entities.

§ 12

1. In case of admission in the mode specified in § 11 the manager of research project financed from external funds (grant), in cooperation with the dean of the Doctoral School or the Dean, upon a motion from the coordinator announces admission.
2. The grant manager 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 qualification interview;
 - 4) term of announcing admission results.
3. Qualification interviews with candidates are carried out by the exam contest commission appointed by the rector at the motion of the dean of the Doctoral School and consists of:
 - 1) dean of the Doctoral School or a person representing him with at least an associate professor title;
 - 2) a person specified in par. 2 or a person designated by him with at least a title of associate professor, performing the function of the chair of admission committee,

unless the contest principles regarding financing a research project state otherwise;

- 3) two members of the are exam committee designated by the grant manager or coordinator, representing the discipline of the candidate and one member representing a related discipline with at least associate professor degree.

§ 13

The Resolution enters into force on the day of its adopting.

Rector



Prof. Ryszard Koziółek