

**The Rules of Enrolment to the Doctoral School of the University of Szczecin
in the academic year of 2020/2021**

§ 1

In the academic year of 2020/2021 the University of Szczecin accepts candidates to the Doctoral School of the University of Szczecin within the scope of acceptance limits on the basis of the results of a conducted competitive enrolment procedure.

§ 2

1. The competitive enrolment procedure is carried out on the basis of: registration into an Online Candidate Registration system (OCR), prompt submission of a complete set of documents as well as detailed qualification criteria stipulated in Annex No 2 to the Resolution of the Senate of the University of Szczecin regarding the qualification criteria to the Doctoral School of the University of Szczecin in the academic year of 2020/2021.
2. For the purpose of facilitating the proper course of the enrolment procedure, a candidate is obligated to supply the required personal details that are processed and stored for the purpose of registration in pursuance of the regulations in force.

§ 3

1. An individual holding a title of a Master, Master Engineer or its equivalent can be accepted to the Doctoral School of the University of Szczecin; in exceptional circumstances, justified by the highest quality of academic achievements, an individual not meeting the requirements set forth in item 1, being a graduate of the first-cycle programme or a student who completed the third year of the long-cycle programme, and who meets detailed qualification criteria stipulated in Annex No 2 to the Resolution of the Senate of the University of Szczecin regarding the qualification criteria to the Doctoral School of the University of Szczecin in the academic year of 2020/2021, may be accepted as well.
2. With regard to the discipline of theological studies, § 3.2 and § 3.5 of the Statute of the University of Szczecin shall apply.
3. The form of assistance for the disabled individuals (depending on candidate's needs) in the course of the entire enrolment procedure is agreed upon with the Enrolment Board through the head of the University's Office for the Disabled as well as the board secretary following a personal presentation of a valid disability certificate by a candidate.

§ 4

Individuals who are not Polish nationals, hereinafter referred to as "foreigners", may undertake and complete the studies on the basis of the same rules and criteria that apply to Polish nationals.

§ 5

1. An enrolment fee in the competitive procedure for the enrolment into the Doctoral School of the University of Szczecin in the academic year of 2020/2021 is PLN 150.
2. The fee must be paid into the account of the University of Szczecin within the time limit specified in the time schedule for the competitive enrolment procedure.

3. Only the individuals who have paid the enrolment fee will be admitted to the second stage of the competitive enrolment procedure.

§ 6

1. A candidate applying to the Doctoral School of the University of Szczecin is obligated to submit a complete set of documents (in person or by post – counted from the date of the documents receipt, within the time limit between 24-31.08.2020 r.), which comprises:
 - 1) an application for acceptance to the Doctoral School of the University of Szczecin, specifying a field and discipline of study. In the case of interdisciplinary doctoral candidates, two disciplines must be specified and a leading discipline must be indicated (print-out from the OCR system);
 - 2) a personal questionnaire (print-out from the OCR system);
 - 3) a statement (annex No. 1.1 hereto, print-out from the OCR system);
 - 4) a curriculum vitae;
 - 5) an identity card, passport or another document with a photograph confirming identity (for inspection);
 - 6) a current colour photograph of the candidate, compliant with the requirements applied to issuing identity cards – 2 pcs.;
 - 7) a diploma and a diploma supplement of university graduation (from long-cycle or second-cycle studies);
 - 8) a certificate from a dean's office regarding the arithmetic average of the grades obtained in the course of studies (long-cycle or first-cycle and second-cycle studies);
 - 9) a certificate of modern foreign language skills at B1 level or a language certificate;
 - 10) a research project (annex No. 2.1, 2.2 of the Qualification criteria);
 - 11) written consent of a future thesis supervisor (in the case of interdisciplinary doctoral candidates, consent of two future thesis supervisors) along with a statement assuring that a set of research tools will be provided, signed by head of a relevant institute corresponding to the discipline specified in the application (in the case of interdisciplinary doctoral candidates, two heads of institutes), as per the specimen (annex 2.3, 2.4 of the Qualification criteria);
 - 12) other documents stipulated in Annex No 2 to the Resolution of the Senate of the University of Szczecin on qualification criteria for candidates to the Doctoral School of the University of Szczecin in the academic year of 2020/2021.
2. An individual holding a document entitling them to apply for enrolment to the Doctoral School of the University of Szczecin that was obtained abroad, needs to provide the following documents, apart from the basic documents listed above:
 - 1) authentication in the form of legalisation or an Apostille of a diploma or of another document obtained abroad, entitling a candidate to apply for enrolment to higher education institutions (HEI) of any type in a state in whose system a certificate or diploma issuing institution operates.

Documents are certified with:

 - a) an *Apostille* – if documents are to be used in legal relations in the states that are parties to the Hague Convention of 1961 on abolishing the requirement of legalization for foreign public documents
- information at: <http://www.hcch.net/>
 - b) legalization – if documents are to be used in legal relations in the states that are not parties to the Hague Convention of 1961 – authentication of a certificate in the form of legalization is performed at a Polish diplomatic post;
 - 2) a document obtained abroad, entitling a candidate to apply for enrolment to the Doctoral School of the University of Szczecin must be translated by a sworn translator into Polish.
3. A candidate who is a foreigner, apart from the above basic documents, is required to present for inspection:

- 1) a visa or a residence card (along with a province governor's decision) or another document entitling them to reside in the territory of the Republic of Poland, which is to be delivered within 30 days of the academic year commencement at the latest;
- 2) a medical and accident insurance policy for the duration of their education in Poland or the European Health Insurance Card or a statement of taking out insurance with the National Health Fund.

§ 7

A candidate participating in a doctoral programme under Article 196.2 of the Law on Higher Education and Science (i.e. Journal of Laws 2017, item 2183, as amended), applies for enrolment to the Doctoral School of the University of Szczecin on the principles applicable to all the candidates applying for enrolment to the Doctoral School of the University of Szczecin.

§ 8

1. The time limit and place of submitting documents as well as the time limit and place of conducting the enrolment procedure is made public by the Enrolment Board in the form of a notice posted at the website and the notice board of the Doctoral School of the University of Szczecin.
2. The time schedule of the enrolment procedure to the Doctoral School of the University of Szczecin applies to all candidates, including also the ones who obtained the document entitling them to undertake studies at the Doctoral School of the University of Szczecin abroad and to foreigners.
3. Only the individuals who have paid the enrolment fee and who have submitted a complete set of documents within the time limit specified in the competitive enrolment procedure to the Doctoral School of the University of Szczecin in the academic year of 2020/2021 will be admitted to the next stage of the competitive enrolment procedure.
4. The rules of the competitive enrolment procedure specified above will apply throughout the entire academic year of 2020/2021, also in the event when financial resources have been obtained from external sources for the education of doctoral students, including from research projects.

§ 9

1. The competitive enrolment procedure to the Doctoral School of the University of Szczecin is to be held on 29 September 2020.
2. The results of the competitive enrolment procedure to the Doctoral School of the University of Szczecin will be made public.
3. Enrolment into the Doctoral School of the University of Szczecin occurs by way of an entry into a list of doctoral students.
4. An individual accepted to the Doctoral School of the University of Szczecin commences education and acquires the rights of a doctoral student upon taking of the oath.

§ 10

1. Enrolment to the Doctoral School of the University of Szczecin is conducted by the Enrolment Board appointed by the Rector of the University of Szczecin.
2. The Enrolment Board is comprised of:
 - 1) standing board members – at least three academic teachers holding the degree of a habilitated doctor, being members of the Academic Council or acting as director or deputy director of the Doctoral School of the University of Szczecin;
 - 2) discipline-specific board members – three academic teachers holding the degree of a habilitated doctor for each discipline in which competitive enrolment is conducted.

3. When conducting a competitive enrolment procedure in a given discipline the Enrolment Board will work and make decisions in the following composition: minimum two standing board members and two discipline-specific board members (in the case of interdisciplinary doctoral candidates the interview with a candidate is conducted in the presence of at least one discipline-specific board member out of the disciplines indicated by the candidate) by a simple majority of votes, and in the event of their equal number, the vote of the head of the board will be decisive. The Enrolment Board members indicated by candidates as their future doctoral thesis supervisors cannot take part in the competitive enrolment procedure of that candidate.
4. The following people cooperate with the Enrolment Board:
 - 1) at least one secretary, who may simultaneously act as a coordinator of candidates' online registration;
 - 2) coordinator of candidates' online registration – appointed by the head of the board, a University's employee.
5. The Enrolment Board is appointed by the Rector of the University of Szczecin under a separate regulation.
6. The Enrolment Board is tasked with conducting the enrolment procedure, which shall include:
 - 1) acceptance and verification of a complete set of the required documents;
 - 2) determining the number of points according to the adopted criteria;
 - 3) online servicing of the enrolment system within the scope necessary for the proper course of the competitive enrolment procedure;
 - 4) maintaining regular contact with candidates through all the available means of communication that the university provides;
 - 5) notifying candidates of the results of the subsequent stages of the competitive enrolment procedure – generating and sending e-mail messages and text messages;
 - 6) taking decisions on admitting candidates to the next stage of the competitive enrolment procedure and notifying them of the date and place of their interview;
 - 7) preparing documents, including inter alia: reports;
 - 8) converting grades into points, if a candidate holding a diploma obtained abroad is unable to submit a certificate of the achieved average of grades from the course of their university education;
 - 9) taking decisions regarding a candidate's entry into a list of doctoral students or refusal to accept a candidate to the Doctoral School of the University of Szczecin.
7. The head of the Enrolment Board is responsible for:
 - 1) organizing the work of the Enrolment Board;
 - 2) signing notifications regarding a candidate's entry into a list of doctoral students;
 - 3) signing administrative decisions regarding a refusal to accept a candidate to the Doctoral School of the University of Szczecin;
 - 4) preparing ranking lists, a list of candidates accepted to and a rejected from admission to the Doctoral School of the University of Szczecin.
8. In the event of failure to fill all the available places for a given discipline, the decision to transfer those places to other disciplines is taken by the head of the Enrolment Board (in consultation with the Rector of the University of Szczecin).
9. Remuneration for the work performed within the scope of the Enrolment Board is awarded under a separate directive issued by the Rector of the University of Szczecin.

§ 11

1. A report is prepared on the course of the enrolment procedure for each candidate, describing the results obtained at individual stages of the procedure as well as the final grade obtained. The report is signed by the head of the Enrolment Board as well as the standing and discipline-specific board members. Any instances of deletions and changes in the report must be confirmed with a signature by the head of the board.
2. Notification letters issued in the course of the enrolment procedure by the Enrolment Board are signed by the head of the Enrolment Board or a member of the Enrolment Board authorized in writing by the head of the Enrolment Board.

§ 12

The Enrolment Board performs its obligation related to the enrolment procedure to the Doctoral School of the University of Szczecin in the period from the date of its appointment to the conclusion of the procedure, however, not longer than by 30 June 2021.

§ 13

A refusal of candidate's admission to the Doctoral School of the University of Szczecin occurs by way of an administrative decision. A candidate may appeal against the decision by petitioning to the Enrolment Board for a review of the case within 14 days of the service of the decision.

§ 14

Detailed information regarding the rules of enrolment and qualification criteria to the Doctoral School of the University of Szczecin in the academic year of 2020/2021 is provided by the Director of the Doctoral School of the University of Szczecin (szkola.doktorska@usz.edu.pl).

§ 15

1. Following registration, a candidate is obligated to monitor the process of enrolment, including in particular monitoring the messages and results of subsequent stages of the enrolment procedure posted at the website of the Online Candidate Registration system or at their personal registration account.
2. A candidate will incur all the consequences of their failure to fulfil the obligation referred to in item 1 hereinabove.

**Declaration of a candidate
to the Doctoral School of the University of Szczecin
in the academic year of 2020/2021**

Candidate's name and surname

Candidate's address

Personal PESEL No

I hereby declare that:

- 1) I hold / do not hold* a PhD degree,
- 2) in the academic year of 2020/2021 I will be / will not be* employed as an academic teacher or a researcher,
- 3) in the academic year of 2020/2021 I will be / will not be* studying at any other doctoral school,
- 4) in the academic year of 2019/2020 I received / did not receive* a scholarship at a doctoral school.

In the event of any change in the circumstances referred to in 1-4 hereinabove, I shall notify the Head of the Doctoral School of the University of Szczecin in writing of any such change within 14 days from its occurrence.

.....
Place, date

.....
Candidate's legible signature

* delete as appropriate