

**RESOLUTION NO. 3/2021**  
**SENATE OF THE UNIVERSITY OF SZCZECIN**  
**of 28 January 2021.**

on defining the rules of admission, the eligibility criteria and the limits of admissions to the  
Doctoral School of the University of Szczecin in the academic year 2021/2022

Pursuant to Article 200(2) of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended), it is resolved as follows:

**§ 1.**

1. This resolution sets out the rules of admission, as well as the eligibility criteria applicable to candidates for the Doctoral School of the University of Szczecin in the academic year 2021/2022, which constitute Annex 1 to this resolution (hereinafter referred to as the eligibility criteria) and the limits of admission to the Doctoral School of the University of Szczecin in the academic year 2021/2022, which constitute Annex 2 to this resolution (hereinafter referred to as the limits of admission).

**§ 2.**

In the academic year 2021/2022, the University of Szczecin admits candidates to the Doctoral School of the University of Szczecin within the established admission limits, on the basis of the results of the competition procedure conducted.

**§ 3.**

1. The competition procedure is based on registration in the Electronic Candidate Registration system (hereinafter referred to as ECRS), a set of documents submitted on time and the eligibility criteria included in Annex 1 to this resolution.
2. In order to ensure the proper conduct of the admission process, you will be asked to supply the personal data required which will be processed and stored for the purpose of registration, in accordance with the applicable legislation.

**§ 4.**

1. A person may be admitted to the Doctoral School at the University of Szczecin if he/she holds the degree of magister, master engineer or an equivalent degree. In exceptional cases, justified by the highest quality of scientific achievements, a person who does not meet the indicated requirements but is a graduate of a first circle studies or a student who has completed the third year of a long-cycle master's degree programme and meets the eligibility criteria set out in Annex 1 to this resolution may be admitted.

2. Within the discipline of theological sciences, § 3 paragraphs 2 and 5 of the Statutes of the University of Szczecin apply.
3. The form of assistance to persons with disabilities (depending on the candidate's needs) in the competition process is agreed with the Competition Committee through the Head of the Disability Unit of the University of Szczecin and the Committee's secretary, after the candidate has provided a current certificate of disability.

#### **§ 5.**

Persons who are not Polish citizens (hereinafter referred to as foreigners) may take up and pursue education based on the principles and criteria applicable to Polish citizens.

#### **§ 6.**

A candidate who is a participant in doctoral studies on the basis of Article 196(2) of the Act of 27 July 2005. Law on Higher Education (i.e. Journal of Laws 2017, item 2183 as amended), shall enter the Doctoral School of the University of Szczecin under the rules applicable to candidates applying for admission to the Doctoral School of the University of Szczecin, on the basis of this resolution.

#### **§ 7.**

1 In the competition procedure for admission to the Doctoral School of the University of Szczecin in the academic year 2021/2022, the admission fee is PLN 250.

The fee should be paid to the University of Szczecin's account by the deadline specified in the competition timetable.

(3) Admission to the second stage of the competition procedure is subject to the payment of the admission fee referred to in paragraph 1.

#### **§ 8.**

1. A candidate to the Doctoral School of the University of Szczecin is obliged to submit a set of documents by post, no later than 31 August 2021, calculated according to the date of receipt of the documents.
2. The set of documents indicated in paragraph 1 shall consist of:
  - 1) an application for admission to the Doctoral School at the University of Szczecin, indicating the field and discipline of studies and the Polish- or English-language stream. In the case of interdisciplinary education, it is necessary to indicate two disciplines, including the leading discipline (printout from the ECRS);
  - 2) personal questionnaire (printout from ECRS);
  - 3) declaration (Annex 3 or 4 to this resolution, printout from the ECRS);
  - 4) CV;

- 5) a letter of motivation, no longer than 1 page of a word file;
  - 6) a document confirming payment of the admission fee;
  - 7) identity card (to be seen during the interview) or scan/copy of passport;
  - 8) 2 recent colour photographs of the applicant in accordance with the requirements used for issuing identity cards;
  - 9) a notarised copy of the diploma and a scan of the supplement;
  - 10) certification of knowledge of a modern foreign language at B2 level;
  - 11) research project (annex no. 1 and no. 2 to the eligibility criteria - Polish-language stream, or annex no. 3 and no. 4 to the eligibility criteria - English-language stream);
  - 12) written consent of the future supervisor (in the case of interdisciplinary doctorates, two supervisors) together with a declaration on the provision of research facilities, signed by the director of the institute corresponding to the discipline indicated in the application (in the case of interdisciplinary education, two directors of institutes), according to the sample form in Annexes 5 and 6 to the eligibility criteria);
  - 13) other documents referred to in the eligibility criteria.
3. A candidate who is in possession of a document obtained abroad which entitles him/her to apply for admission to the Doctoral School at the University of Szczecin, apart from the documents indicated in para. 2, is required to have
    - 1) certification in the form of legalisation or an apostille of the diploma and the supplement;
    - 2) a scan/copy of the diploma and the supplement obtained abroad, in the original language and in a translation into Polish certified by a sworn translator.
  4. In addition to the documents indicated in paragraph 2, a foreigner is required to submit the following on request:
    - 1) a visa or residence card (together with the decision of the governor) or any other document entitling the holder to stay in the Republic of Poland, delivered no later than 30 days after the beginning of the academic year;
    - 2) a sickness or accident insurance policy covering the duration of study, or the European Health Insurance Card, or a declaration of affiliation to the National Health Fund.

## § 9.

1. The date and place for the submission of documents and for the conduct of the competition proceedings are made public by the Competition Committee in the form of an announcement posted on the website of the Doctoral School of the University of Szczecin and information posted on the notice board at the seat of the Doctoral School of the University of Szczecin.
2. The timetable for the competition procedure for the Doctoral School of the University of Szczecin applies to all candidates.
3. Candidates who have paid the admission fee and submitted a set of documents in accordance with the timetable of the competition procedure for the Doctoral School of the

University of Szczecin in the academic year 2021/2022 will be admitted to the next stage of the competition procedure.

4. The rules of the competition procedure laid down in this resolution shall also apply to the admission procedure initiated after the beginning of the academic year, also in the event of obtaining funding for doctoral training from external sources, including research projects.

#### **§ 10.**

1. The competition procedure for the Doctoral School of the University of Szczecin is conducted until 28 September 2021.
2. The results of the competition procedure to the Doctoral School of the University of Szczecin are open to public.
3. Admission to the Doctoral School of the University of Szczecin takes place by way of enrolment in the list of doctoral students.
4. A person admitted to the Doctoral School of the University of Szczecin begins his/her education and acquires the rights of a doctoral student upon taking the oath.

#### **§ 11.**

1. Admission to the Doctoral School at the University of Szczecin is carried out by the Competition Committee appointed by the Rector of the University of Szczecin in a separate resolution.
2. The Competition Committee consists of:
  - 1) permanent members - i.e. at least three academic teachers with the degree doctor habilitowany [*Ph.D.*] being members of the Scientific Board or the Director or Deputy Director of the Doctoral School at the University of Szczecin;
  - 2) discipline-related members, i.e. four academic teachers holding at least a post-doctoral degree and representing the disciplines in which the competition is being conducted.
3. The Chair of the Competition Committee may be the Director or Deputy Director of the Doctoral School of the University of Szczecin;
4. The Competition Committee shall, when conducting a competition procedure in a given discipline, deliberate and take decisions with a minimum of two permanent and two discipline-related members and, in the case of interdisciplinary education, with a minimum of one discipline-related member from each discipline indicated by a candidate.
5. Decisions of the Competition Committee are taken by a simple majority of votes, and in the event of equal number of votes, the Chair has a deciding vote.
6. Members of the Competition Committee who have been designated by a candidate as future supervisors may not take part in the procedure.
7. The Competition Committee is assisted by:
  - 1) at least one secretary, who may also act as coordinator for the electronic registration of candidates;
  - 2) coordinator of electronic registration of candidates - who is an employee of the Office of the Doctoral School of the University of Szczecin appointed by the Chair of the Competition Committee.

8. The tasks of the Competition Committee are to conduct the competition procedure, including:
  - 1) receipt and verification of the complete set of documents required;
  - 2) determining the number of points according to the adopted criteria;
  - 3) electronic support for the admission system to the extent necessary for the smooth running of the competition;
  - 4) Constant contact with candidates through the University of Szczecin's provided and available forms of communication;
  - 5) notification to candidates of the results of subsequent stages of the competition procedure;
  - 6) deciding whether to admit candidates to the next stage of the admission procedure and notifying them of the date and place of the interview;
  - 7) preparation of documents, including, but not limited to: protocols, evaluation sheets for the research project and the interview;
  - 8) making enrolment in the list of doctoral students or deciding on refusal of admission to the Doctoral School of the University of Szczecin.
9. The tasks of the Chair of the Competition Committee include, in particular:
  - 1) organisation of work of the Competition Committee;
  - 2) signing letters of notification of enrolment as a doctoral student;
  - 3) signing administrative decisions taken by the Competition Committee to refuse admission to the Doctoral School of the University of Szczecin;
  - 4) drawing up ranking lists, a list of those admitted and a list of those not admitted to the Doctoral School of the University of Szczecin.
10. If the limit of places allocated to a given discipline is not exhausted, the decision to transfer them to other disciplines is taken by the Chair of the Competition Committee in agreement with the Rector of the University of Szczecin.
11. Members of the Competition Committee are entitled to remuneration for their work, as defined by separate regulations.

## § 12.

1. An evaluation sheet for the research project and the interview, as well as a protocol recording the results of the individual stages of the competition procedure and the number of points obtained by a candidate, shall be drawn up during the competition procedure. The protocol and the evaluation sheet are signed by the members of the Competition Committee who participated in the competition procedure.
2. Information letters issued by the Competition Committee in the course of the competition procedure shall be signed by its Chair or a member of the Competition Committee authorised to do so.
3. Deletions and changes made in the protocol referred to in paragraph 1 must be confirmed by the signature of the Chair of the Competition Committee.

### **§ 13.**

The Competition Committee performs its duties related to the competition procedure for the Doctoral School of the University of Szczecin from the moment of its appointment until the date of completion of the competition procedure, but no longer than until 30 June 2022.

### **§ 14.**

1. Refusal of admission to the Doctoral School of the University of Szczecin takes place by means of an administrative decision.
2. The decision referred to in paragraph 1. may be appealed for reconsideration, submitted to the Competition Committee within 14 days from the date of delivery of the decision.

### **§ 15.**

Detailed information about the admission rules and eligibility criteria for the Doctoral School of the University of Szczecin in the academic year 2021/2022 is provided by the Director of the Doctoral School of the University of Szczecin ([szkola.doktorska@usz.edu.pl](mailto:szkola.doktorska@usz.edu.pl)) or another authorised person.

### **§ 16.**

1. Once a candidate has been registered, he/she will be responsible for monitoring the admission procedure, in particular by keeping track of the announcements and results of subsequent stages of competitions on the ECRS website or in your personal registration account.
2. The candidate shall bear all the consequences of failing to fulfill the obligation laid down in paragraph 1.

### **§ 17.**

The resolution shall enter into force on the date of its adoption.