

RESOLUTION NO. 15/2023

OF THE SENATE OF THE UNIVERSITY OF SZCZECIN

of 26 January 2023

on defining the recruitment rules, eligibility criteria, admission limits and the recruitment schedule for the Doctoral School of the University of Szczecin in the academic year 2023/2024

Based on Article 200(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), it is resolved as follows:

§ 1.

The resolution specifies:

- 1) the rules of recruitment to the Doctoral School of the University of Szczecin, hereinafter referred to as the "US Doctoral School", in the academic year 2023/2024;
- 2) the eligibility criteria applicable to candidates for the US Doctoral School in the academic year 2023/2024, hereinafter referred to as the "eligibility criteria", constituting Annex 1 to this resolution;
- 3) admission limits to the US Doctoral School in the academic year 2023/2024, hereinafter referred to as "admission limits", constituting Annex 2 to this resolution;
- 4) the dates of the competition procedure, hereinafter referred to as the "recruitment schedule", constituting Annex 3 to this resolution, subject to § 2 paragraph 4 of this resolution.

§ 2.

1. In the academic year 2023/2024, the University of Szczecin accepts candidates to the US Doctoral School within the admission limits based on the results of the competition procedure. The competition procedure is conducted taking into account the eligibility criteria.
2. The recruitment rules set out in this resolution also apply to the competition procedure for a candidate for a doctoral student whose education at the US Doctoral School is to be financed from funds from external sources, including research projects, excluding admission limits.
3. The competition procedure is conducted in accordance with the recruitment schedule, subject to paragraph 4.
4. The deadlines for the competition procedure in the case specified in paragraph 2 are determined by the Director of the US Doctoral School in a separate order and made available on the website of the US Doctoral School no later than 14 days before the start of the competition procedure.

§ 3.

1. A candidate may be admitted to the US Doctoral School if:

- 1) he/she holds the professional title of magister, master of engineering or an equivalent degree, subject to paragraph 2;
and
 - 2) meets the conditions specified in the eligibility criteria, has obtained the minimum number of points in the competition procedure specified in the eligibility criteria and is within the admission limit.
2. In exceptional cases justified by the highest quality of scientific achievements, the US Doctoral School may accept a candidate who does not meet the requirements set out in paragraph 1 point 1 but is a graduate of first-cycle studies or a student who has completed the third year of long-cycle master's degree programme and meets the requirements set out in paragraph 1 point 2.
 3. In the field of the discipline of theological sciences, § 3 paragraph 2 and 5 of the Statute of the University of Szczecin, hereinafter referred to as "the Statute", apply. The Statute is attached to Resolution No. 58/2019 of the Senate of the University of Szczecin of 30 May 2019 on the adoption of the Statute of the University of Szczecin.

§ 4.

1. The University of Szczecin provides assistance in the competition procedure to candidates with disabilities.
2. The form of assistance to candidates referred to in paragraph 1, depending on their needs, in the competition procedure, is agreed with the Competition Committee through the head of the Department for Supporting Persons with Disabilities of the University of Szczecin and the secretary of the Competition Committee, after the candidate submits a valid certificate on the degree of disability.

§ 5.

Persons who are not Polish citizens, hereinafter referred to as "foreigners", may undertake and pursue education at the US Doctoral School on the basis of the recruitment rules and eligibility criteria applicable to Polish citizens.

§ 6.

A candidate who is a participant in doctoral studies pursuant to Article 196(2) of the Act of 27 July 2005 – Law on Higher Education (Journal of Laws of 2017, item 2183, as amended), joins the competition procedure for admission to the US Doctoral School on the terms applicable to candidates applying for admission to the US Doctoral School on the basis of this resolution.

§ 7.

1. The competition procedure for admission to the US Doctoral School in the academic year 2023/2024 is subject to a fee. The fee for the competition procedure, hereinafter referred to as "the fee", paid by the candidate is PLN 450.00.
2. The cost related to the payment of the fee, including possible currency conversion costs, bank fees and other commissions, are borne by the candidate.
3. The fee should be paid to the account of the University of Szczecin within the deadline specified in the recruitment schedule. The account number will be generated automatically in the ECR system. The date of payment is considered to be the day when the fee is credited to the account of the University of Szczecin.

4. The detailed conditions for the exemption from the fee for the competition procedure and the refund of this fee are set out in a separate order of the Rector.

§ 8.

1. The basic condition for conducting the competition procedure of a candidate is registration in the Electronic Candidate Registration system, hereinafter referred to as "the ECR system", and submission of a set of documents specified in § 9 paragraph 7 and 8 of this resolution in the form of scans, subject to § 9 paragraph 9 of this resolution.
2. In order to ensure the proper conduct of the competition procedure, the candidate is obliged to provide the required personal data, which are processed and stored for the purposes of the procedure, in accordance with applicable regulations.

§ 9.

1. In the first stage of the competition procedure, within the deadline specified in the recruitment schedule, in accordance with paragraph 2, the candidate for the US Doctoral School initiates the procedure by registering in the ECR system and submits a set of documents in the form of scans.
2. A candidate sets up a personal registration account in the ECR system, the identifier of which is the PESEL number, and is obliged to submit a set of documents specified in paragraph 7 and 8 in the form of scans, subject to paragraph 9.
3. A candidate is not entitled to restore the deadline for submitting a set of required documents in the form of scans in the ECR system.
4. A candidate bears the legal consequences of filling in the fields of the online forms incorrectly, not completing them or providing false information.
5. The University of Szczecin is not responsible for the inability to register in the ECR system due to failures of the ICT infrastructure. In the event of a failure of the ICT infrastructure, a candidate shall report in person to the US Doctoral School Office within the registration deadline resulting from the recruitment schedule, in order to perform the activities specified in paragraph 1.
6. A candidate bears the legal consequences related to failure to fulfil the obligation referred to in paragraph 5.
7. The set of documents indicated in paragraph 1 consists of:
 - 1) an application for admission to the US Doctoral School, 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 ECR system with a handwritten signature);
 - 2) personal questionnaire (printout from the ECR system with a handwritten signature);
 - 3) declaration (printout from the ECR system with a handwritten signature);
 - 4) a document confirming the payment of the fee for the competition procedure;
 - 5) a colour photograph of the candidate in electronic form with a minimum resolution of 492 x 633 pixels and a maximum size of 2.5 MB, so that the photograph maintains the proportions of a photograph measuring 35 x 45 mm (width x height);
 - 6) diploma of completion of first-cycle and second-cycle studies or long-cycle master's degree programme with a supplement; in the absence of a diploma due to waiting for its issuance, the candidate should present a certificate from the university confirming the defence of the master's thesis – applies to candidates referred to in § 3 paragraph 1 point 1 of this resolution;

- 7) diploma of completion of first-cycle studies with a supplement or a certificate that the candidate is a student who has completed the third year of long-cycle master's degree programme – applies to candidates referred to in § 3 paragraph 2 of this resolution;
 - 8) a document confirming the knowledge of English at least at B2 level, listed in Annex 2 to the Regulation of the Prime Minister of 16 December 2009 on the manner of conducting the qualification procedure in the civil service (Journal of Laws of 2021, item 141, as amended); a document confirming the knowledge of the English language is not required from persons for whom English is the native language and from persons for whom English was the language of instruction at university;
 - 9) research project in Polish or English according to the formula specified:
 - a) for a candidate of a Polish-language stream intending to study one discipline – in Annex 1 to the eligibility criteria,
 - b) for a candidate of a Polish-language stream intending to pursue interdisciplinary education – in Annex 2 to the eligibility criteria,
 - c) for a candidate of an English-language stream intending to study one discipline – in Annex 3 to the eligibility criteria,
 - d) for a candidate of the English-language stream intending to pursue interdisciplinary education – in Annex 4 to the eligibility criteria;
 - 10) written opinion of the future thesis supervisor or the supervisor and the assistant supervisor, together with a statement on the provision of research tools, certified by the director of the institute of the discipline indicated in the application, according to the template specified:
 - a) for a candidate intending to study one discipline – in Annex 5 to the eligibility criteria,
 - b) for a candidate intending to pursue interdisciplinary education – in Annex 6 to the eligibility criteria, with the proviso that in the case of interdisciplinary education, the opinion of two supervisors and the certification of two directors of relevant institutes are required);
 - 11) a medical certificate stating that there are no contraindications to undertake education at the US Doctoral School in the discipline chosen by the candidate; only a certificate issued by an occupational medicine physician on the basis of a referral issued by the US Doctoral School will be honoured; to obtain the referral, please contact the US Doctoral School Office; a certificate is required from candidates who intend to study in the following disciplines:
 - a) biological sciences,
 - b) physical sciences,
 - c) physical culture sciences;
 - 12) other documents referred to in the eligibility criteria.
8. A candidate who holds a document obtained abroad entitling him/her to apply for admission to the US Doctoral School, in addition to the documents indicated in paragraph 7, must submit:
 - 1) certification in the form of legalization or apostille of the diploma and the supplement;
 - 2) translation of the diploma and the supplement obtained abroad into Polish, prepared by a sworn translator.
 9. In particularly justified cases, at the candidate's request, the Chair of the Competition Committee may agree to supplement the documents referred to in paragraph 8 point 1 and 2 after the deadline resulting from the recruitment schedule, but not later than the day of taking the oath. The candidate's application must contain an indication of the reasons, which are beyond the candidate's control, for the impossibility of submitting documents in

the form of a scan within the deadline resulting from the recruitment schedule, independent of the candidate.

10. A person admitted to the US Doctoral School presents the originals of the documents referred to in paragraph 7 and 8, in the Doctoral School Office no later than the day of taking the oath.
11. Failure to perform the action specified in paragraph 10 by the date of taking the oath means failure to undertake education at the US Doctoral School.

§ 10.

1. A candidate who has paid the fee for the competition procedure and submitted a set of documents in the ECR system within the deadline specified in the recruitment schedule will be admitted to the second stage of the competition procedure, subject to § 9 paragraph 9 of this resolution.
2. During the second stage of the competition procedure, an interview is conducted with the candidate, during which the competition team assesses the candidate's scientific potential.
3. The place and date of the interview with the candidate, taking into account the provisions of the recruitment schedule, is indicated by the Chair of the Competition Committee by publishing detailed information on the website of the US Doctoral School.
4. The interview referred to in paragraph 2, takes place in Polish language (for the Polish-language stream) or English language (for the English-language stream).
5. The interview referred to in paragraph 2 may be conducted with the use of electronic means of communication ensuring in particular:
 - 1) real-time transmission of the interview between its participants;
 - 2) real-time multilateral communication, where interview participants can communicate verbally during the interview.

§ 11.

1. Admission to the US Doctoral School takes place through:
 - 1) entry on the list of doctoral students by the competition team selected from among the members of the Competition Committee; information about the entry is signed on behalf of the competition team by the chair of the competition team;
 - or
 - 2) an administrative decision issued by the Rector, in the case of a foreign candidate.
2. Refusal of admission to the US Doctoral School takes place through:
 - 1) an administrative decision issued by the competition team selected from among the members of the Competition Committee; the administrative decision is signed on behalf of the competition team by the chair of the competition team;
 - or
 - 2) an administrative decision issued by the Rector, in the case of a foreign candidate.
3. A candidate may apply against the administrative decision issued by the competition team and against the administrative decision issued by the Rector for reconsideration of the case to the body that issued the administrative decision within 14 days from the date of delivery of the decision.
4. The results of the competition procedure for the US Doctoral School are public. The results of the competition procedure are posted on the website of the US Doctoral School and made available in the ECR system in the form of a list of candidates admitted to the US Doctoral School and a list of candidates not admitted to the US Doctoral School.

§ 12.

1. The competition procedure for the US Doctoral School is conducted by the Competition Commission appointed by the Rector of the University of Szczecin appointed by a separate order, working in competition teams, with the proviso that administrative decisions on the admission or refusal of admission in the case of a foreign candidate are made by the Rector.
2. The composition of the Competition Committee specified in paragraph 1 includes:
 - 1) permanent members – at least three academic teachers with at least a post-doctoral degree who are members of the scientific council of the US Doctoral School, the Director of the US Doctoral School, and the Deputy Director of the US Doctoral School;
 - 2) discipline members for each of the disciplines in which the competition procedure is conducted – at least four academic teachers with at least a post-doctoral degree in a given discipline.
3. The Chair of the Competition Committee is the Director of the US Doctoral School, while the Deputy Chair of the Competition Committee is the Deputy Director of the US Doctoral School.
4. Administrative support for the Competition Committee, including competition teams, is provided by employees of the US Doctoral School Office, hereinafter referred to as secretaries. The secretaries certify the true copies of documents submitted by persons admitted to the US Doctoral School.
5. The Chair of the Competition Committee selects and determines the composition of the competition teams from the full composition of the Competition Committee. The competition team consists of:
 - 1) at least one permanent member of the Competition Committee referred to in paragraph 2 point 1;
 - 2) at least two discipline members of the Competition Committee referred to in paragraph 2 point 2.
6. The chair of the competition team specified in paragraph 5 is the Director of the US Doctoral School or the Deputy Director of the US Doctoral School or another permanent member of the Competition Committee indicated by the Chair of the Competition Committee.
7. The competition team conducts an interview with the candidate, determines the final number of points obtained by the candidate according to the accepted eligibility criteria and, on this basis, enters the candidate on the list of doctoral students or makes an administrative decision to refuse admission to the US Doctoral School. In the case of a candidate who is a foreigner, the competition team, after conducting the interview, prepares a recommendation for the Rector on the admission of the candidate to the US Doctoral School in order for the Rector to issue an administrative decision on the admission of a foreigner to the US Doctoral School.
8. Decisions of the competition team, including decisions and recommendations, are made in a secret ballot by a simple majority of votes, and in the event of an equal number of votes, the vote of the chair of the competition team is decisive.
9. Members of the Competition Committee indicated by the candidate as future supervisors may not participate in the candidate's competition procedure, even as members of the competition team.
10. The tasks of the members of the Competition Committee, including the tasks of members of the competition teams in relation to a given candidate, include in particular:
 - 1) accepting and verifying a set of documents attached in the form of scans through the ECR system;

- 2) electronic support of the ECR system to the extent necessary for the proper conduct of the competition procedure;
 - 3) participation in meetings convened by the chair.
11. The tasks of the competition team also include in particular:
 - 1) conducting an interview with the candidate, including the assessment of the candidate's scientific potential;
 - 2) determination of the number of points obtained by the candidate according to the adopted eligibility criteria;
 - 3) preparation of documents, including the minutes of the interview; the minutes of the interview and other meetings of the competition team are signed by all team members with a handwritten signature or a signature in a trusted profile or with the use of a qualified electronic signature. Deletion and changes in the minutes must be confirmed by the signature of the chair of the relevant competition team,
 - 4) making entries on the list of doctoral students, excluding competition procedures of candidates who are foreigners;
 - 5) making administrative decisions on refusal of admission to the US Doctoral School, excluding competition procedures of candidates who are foreigners.
 12. The tasks of the Chair of the Competition Committee include in particular:
 - 1) organization of the Competition Committee's work, including selecting and determining the composition of individual competition teams;
 - 2) signing information letters issued during the entire recruitment process, including those containing the results of the competition procedure (list of persons admitted and list of persons not admitted to the US Doctoral School);
 - 3) deciding on a change in the limit of places within a particular discipline in consultation with the Rector or Vice-Rector authorized by the Rector in the case specified in paragraph 15.
 13. The tasks of the chair of the competition team include in particular:
 - 1) organization of the competition team's work;
 - 2) signing, on behalf of the competition team, letters in the course of the competition procedure, including those addressed to the candidate, as well as information about being entered on the list of doctoral students and administrative decisions refusing admission to the US Doctoral School.
 14. In the absence of the Chair of the Competition Committee, the tasks specified in paragraph 12 are performed by the Deputy Chair of the Competition Commission.
 15. If the limit of places allocated to a given discipline is not exhausted, the decision to change them and transfer them to other disciplines is made by the Chair of the Competition Committee in consultation with the Rector or Vice-Rector authorized by the Rector.
 16. Members of the Competition Committee and secretaries are entitled to remuneration specified in separate regulations for participation in the work of the Competition Committee.

§ 13.

Members of the Competition Committee perform duties related to the competition procedure for the US Doctoral School from the date of appointment of the Competition Committee until the date of completion of the competition procedure, but no longer than until 30 June 2024.

§ 14.

1. After registration in the ECR system, candidates are obliged to monitor the recruitment process, in particular to read the messages and the results of the subsequent stages of the competition procedure posted on the ECR system website or on their personal registration account in the ECR system.
2. Candidates bear all the consequences related to failure to fulfil the obligation specified in section 1.

§ 15.

The resolution comes into force on the day of its adoption.