

RESOLUTION NO. 1/2024
OF THE SENATE OF THE UNIVERSITY OF SZCZECIN
of 25 January 2024

on determining the recruitment rules, qualification criteria, admission limits and
recruitment schedule for the Doctoral School of the University of Szczecin for
education starting in the academic year 2024/2025

Pursuant to Article 200(2) of the Act of 20 July 2018 – Law on Higher Education and Science
(Journal of Laws of 2023, item 742, as amended), it is resolved as follows:

§ 1.

The resolution specifies:

- 1) recruitment rules for the Doctoral School of the University of Szczecin, hereinafter referred to as the "Doctoral School US", for education starting in the academic year 2024/2025;
- 2) qualification criteria applicable to candidates for the Doctoral School US for education starting in the academic year 2024/2025, hereinafter referred to as the "qualification criteria", constituting Annex No. 1 to the resolution;
- 3) admission limits to the Doctoral School US for education starting in the 2024/2025 academic year, hereinafter referred to as "admission limits", constituting Annex No. 2 to the resolution;
- 4) deadlines for the competition procedure, hereinafter referred to as the "recruitment schedule", constituting Annex No. 3 to the resolution, subject to § 2(4) of the resolution.

§ 2.

1. The University of Szczecin accepts candidates to the Doctoral School US for education starting in the academic year 2024/2025 within the admission limits based on the results of the competition procedure. Admission limits do not include candidates referred to in paragraph 2.
2. The recruitment rules specified in the resolution also apply to the competition procedure for a candidate for a doctoral student whose education at the Doctoral School US is to be financed from funds from external sources, including research projects, with the exclusion of admission limits.
3. The competition procedure is conducted taking into account the qualification criteria and in accordance with the recruitment schedule, subject to paragraph 4.
4. Deadlines for the competition procedure in the case specified in paragraph 2 will be determined by the director of the Doctoral School US in a separate order and made available on the website of the Doctoral School US no later than 7 days before the date of commencement of the competition procedure.

§ 3.

1. A candidate who meets all of the following requirements may be admitted to the Doctoral School US:
 - 1) holds a professional title of master's degree, master's degree in engineering or an equivalent title;
 - 2) meets the conditions specified in the qualification criteria, including obtaining the minimum number of points in the competition procedure specified in the qualification criteria;
 - 3) is within the admission limit;subject to paragraphs 2 and 3.
2. The admission limit requirement specified in paragraph 1 point 3 does not apply to a candidate for a doctoral student whose education at the Doctoral School US is to be financed from funds from external sources, including research projects.
3. In exceptional cases justified by the highest quality of scientific achievements, a candidate who does not meet the requirement specified in paragraph 1 point 1, who is a graduate of first-cycle studies or a student who has completed the third year of long-cycle master's degree programme and who meets the requirements specified in paragraph 1 points 2 and 3 may be admitted to the Doctoral School US. The highest quality of scientific achievements must be documented, in particular, by opinions, certificates and summaries of scientific achievements. The Rector, after seeking the opinion of the Vice-Rector responsible for science and the competition team, enters the candidate on the list of doctoral students or issues a decision to refuse to admit the candidate to the US Doctoral School.
4. In the field of the discipline of theological sciences, § 3, paragraphs 2 and 5 of the Statute of the University of Szczecin, constituting an annex 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, hereinafter referred to as the "statute", applies.

§ 4.

1. During the competition procedure, the University of Szczecin provides a candidate who is a person with special needs with assistance in the competition procedure.
2. A person with special needs submits an application to the director of the Doctoral School US within 7 days before the commencement of the competition procedure, specifying and documenting the special needs.
3. The form of assistance to the candidate specified in paragraph 1, depending on the candidate's needs, is determined by the Chair of the Competition Committee or the Chair's deputy after consulting the head of the Department for Support of Persons with Disabilities on the basis of the application specified in paragraph 2.

§ 5.

1. A person who is not a Polish citizen, hereinafter referred to as a "foreigner", may undertake and pursue education at the Doctoral School US on the basis of the recruitment rules and qualification criteria applicable to Polish citizens.

2. Persons who have their place of residence or place of stay outside the European Union appoint a representative for service who has a place of residence in the territory of a European Union country or indicate an electronic address for service. In the event of failure to fulfil the obligation specified in the previous sentence, the letters that should be delivered to the candidate who is a foreigner are left in the case files and considered served.

§ 6.

A candidate who is a participant of 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), enters the competition procedure for the Doctoral School US on the terms applicable to candidates applying for admission to the Doctoral School US on the basis of the resolution.

§ 7.

1. The competition procedure for the Doctoral School US for education starting in the academic year 2024/2025 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 of paying the fee, including possible currency conversion costs, bank fees and other commissions, is borne by the candidate.
3. The fee must be paid to the account of the University of Szczecin by the date specified in the recruitment schedule. The account number will be generated automatically in the Electronic Candidate Registration system, hereinafter referred to as the " ECR system". The day of payment is considered to be the day the fee is credited to the account of the University of Szczecin.
4. The conditions, rules, and procedure for refunding the fee are determined by the Rector in a separate order.

§ 8.

1. The competition procedure is conducted after the candidate registers in the ECR system, pays the fee and submits, within the deadline specified in the recruitment schedule, a complete set of documents specified in § 9(4) and (5) of the resolution in the form of scanned documents, subject to § 9(6) of the 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. An application submitted by a candidate to the Doctoral School US initiates the first stage of the procedure, and the candidate performs the activities specified in § 8(1) of the resolution with the application of paragraph 2 of this section.
2. A candidate creates a personal registration account in the ECR system, where the identifier is an e-mail address. The candidate bears the legal consequences of incorrectly filling in the fields of online forms, failing to complete them or providing false information.

3. The University of Szczecin is not responsible for the inability to register in the ECR system due to failures of an ICT infrastructure. In the event of a failure of the ICT infrastructure, the candidate sends the documents specified in paragraphs 4 and 5 in the form of scans to the e-mail address: szkola.doktorska@usz.edu.pl within the registration deadline specified in the recruitment schedule. The candidate bears legal consequences resulting from failure to fulfil this obligation.
4. The set of documents specified in § 8(1) of the resolution consists of:
 - 1) an application for admission to the Doctoral School US, indicating the field of science and discipline as well as the language in which education is to be provided at the Doctoral School US in the form of a printout from the ECR system with a handwritten signature or a qualified electronic signature; in the case of interdisciplinary education, it is necessary to indicate two disciplines, including the leading discipline;
 - 2) a personal questionnaire in the form of a printout from the ECR system with a handwritten signature;
 - 3) a declaration in the form of a printout from the ECR system with a handwritten signature;
 - 4) a document confirming payment of the fee for the competition procedure;
 - 5) a colour photo 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 photo maintains proportions corresponding to a photo with dimensions of 35 x 45 mm (width x height);
 - 6) a 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 presents a certificate from the university confirming the defence of the master's thesis – applies to the candidate referred to in § 3(1) of the resolution;
 - 7) a 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 the candidate referred to in § 3(3) of the resolutions;
 - 8) documents confirming the highest quality of scientific achievements referred to in § 3(3) of the resolution – applies to the candidate referred to in § 3(3) of the resolution;
 - 9) a research project in Polish or English according to the template specified:
 - a) for a candidate who intends to study in Polish and in one discipline – in Annex No. 1 to the qualification criteria,
 - b) for a candidate who intends to study in Polish in an interdisciplinary manner – in Annex No. 2 to the qualification criteria,
 - c) for a candidate who intends to study in English and in one discipline – in Annex No. 3 to the qualification criteria,
 - d) for a candidate who intends to study in English in an interdisciplinary manner – in Annex No. 4 to the qualification criteria;
 - 10) a written opinion of the future supervisor or supervisor and assistant supervisor, together with a declaration 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 in one discipline – in Annex No. 5 to the qualification criteria,

- b) for a candidate intending to pursue interdisciplinary education – in Annex No. 6 to the qualification criteria, provided 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.
- 5. In the case of a candidate with a document obtained abroad entitling the candidate to apply for admission to the Doctoral School US, the set of documents specified in § 8(1) of the resolution, in addition to the documents specified in paragraph 4, includes:
 - 1) confirmation in the form of legalization or apostille of the diploma and diploma supplement;
 - 2) translation of the diploma and diploma supplement into Polish, prepared by a sworn translator.
- 6. In particularly justified cases, at the candidate's request, the Chair of the Competition Committee may consent to supplementing the documents referred to in paragraph 4 point 11 and paragraph 5 points 1 and 2 after the deadline specified in the recruitment schedule, but no later than 27 September 2024. The candidate's application must include an indication of the reason beyond the candidate's control for the inability to submit documents in the form of a scan within the deadline specified in the recruitment schedule.
- 7. A person admitted to the Doctoral School US presents the original documents referred to in paragraphs 4 and 5 to the Office of the Doctoral School of the University of Szczecin in person or sends them to the following address: Office of the Doctoral School of the University of Szczecin ul. Mickiewicza 18, room 116, 70-384 Szczecin via a postal operator, no later than 27 September 2024.
- 8. Failure to perform the action specified in paragraph 7 by 27 September 2024 means not undertaking education at the Doctoral School US, subject to paragraph 9.
- 9. For a doctoral candidate whose education at the Doctoral School US is to be financed from funds from external sources, including research projects, the deadline for performing the action specified in paragraph 7 is set by the director of the Doctoral School US in the order specified in § 2(4) of the resolution.

§ 10.

- 1. Documents specified in § 9(4) and (5) of the resolution, submitted by the candidate in accordance with § 8(1) of the resolution are subject to formal verification.
- 2. A candidate who has not submitted the documents specified in § 9(4) and (5) of the resolution or has not paid the fee for the competition procedure within the deadline specified in the recruitment schedule, receives in the ECR system, within 3 business days from the expiry of the deadline for submitting these documents and paying the fee, information about

missing documents or failure to pay the fee and a deadline of no less than 2 days to complete the documents or pay the fee. Failure to complete the documents or pay the fee within the deadline specified in the information received will result in the candidate not being admitted to the second stage of the competition procedure and being refused admission to the Doctoral School US.

3. A candidate who has submitted a complete set of documents and paid the fee for the competition procedure within the deadline specified in the recruitment schedule, subject to § 9(6) of the resolution, or in accordance with paragraph 2, is admitted to the second stage of the competition procedure.
4. During the second stage of the competition procedure, an interview is conducted with the candidate, during which the competition team in particular assesses the candidate's scientific potential.
5. The place and date of the interview with the candidate, taking into account the provisions of the recruitment schedule, are indicated by the Chair of the Competition Committee by publishing detailed information on the ECR system website.
6. The interview referred to in paragraph 4 is conducted in Polish (if the language of instruction at the Doctoral School US is to be Polish) or English (if the language of instruction at the Doctoral School US is to be English).
7. The interview referred to in paragraph 4, may be conducted using electronic means of communication ensuring, in particular:
 - 1) real-time transmission of the interview between its participants;
 - 2) multi-party communication in real time, in which the participants can express their opinions during the interview.

§ 11.

1. Admission to the Doctoral School US takes place by:
 - 1) way of an entry on the list of doctoral students made by the Rector or Vice-Rector responsible for science authorized by the Rector;
 - or
 - 2) way of an administrative decision issued by the Rector or Vice-Rector responsible for science, authorized by the Rector, in the case of a candidate who is a foreigner.
2. Refusal of admission to the Doctoral School US takes place by way of an administrative decision issued by the Rector or Vice-Rector responsible for science authorized by the Rector.
3. In respect of the administrative decision referred to in paragraph 1 point 2 and paragraph 2 of this section, the candidate may submit a request for reconsideration of the case to the body that issued the administrative decision within 14 days from the date of service of the decision.
4. If the candidate submits a request for reconsideration of the case, the Chair of the Competition Committee selects a competition team with a different composition than the one that participated in the candidate's previous competition procedure to conduct an interview with the candidate.
5. The results of the competition procedure for the Doctoral School US are public.

6. The results of the competition procedure are posted on the website of the Doctoral School US and made available in the ECR system in the form of a list of candidates admitted to the Doctoral School US and a list of candidates not admitted to the Doctoral School US.
7. The list of candidates admitted, and the list of candidates not admitted to the Doctoral School US are signed by the Rector or Vice-Rector responsible for science authorized by the Rector.

§ 12.

1. The competition procedure for the Doctoral School US is conducted by the Competition Committee, appointed by the Rector in a separate order, the Chair of which presents the results of the interviews and ranking lists to the Rector and Vice-Rector responsible for science in order for the Rector or Vice-Rector responsible for science to make decisions regarding the admission of candidates to the Doctoral School US.
2. The Competition Committee referred to in paragraph 1 consists of:
 - 1) permanent members – at least three academic teachers with at least a post-doctoral degree who are members of the scientific council of the Doctoral School US, the director of the Doctoral School US and the deputy director of the Doctoral School US;
 - 2) discipline members for each discipline 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 Doctoral School US, while the Deputy Chair of the Competition Committee is the deputy director of the Doctoral School US.
4. The Chair of the Competition Committee selects and determines the composition of the competition teams from the full composition of the Competition Committee, including the chair of the competition team.
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.
5. The chair of the competition team specified in paragraph 4 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.
6. The competition team conducts an interview with the candidate and determines the final number of points obtained by the candidate according to the accepted qualification criteria.
7. 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.
8. 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) participation in meetings convened by the Chair.
 - 2) giving opinions on matters related to recruitment presented by the rector, vice-rector responsible for science or the Chair of the Competition Committee.
9. The tasks of the competition team include in particular:

- 1) substantive verification of documents submitted by the candidate;
 - 2) conducting an interview with the candidate, including assessing the candidate's scientific potential;
 - 3) substantive verification of the documents submitted by the candidate specified in § 3(3) of the resolution in terms of the candidate's fulfilment of the condition of the highest quality of scientific achievements and, after conducting the interview, expressing an opinion on the admission of such a candidate to the Doctoral School US;
 - 4) determining the final number of points obtained by the candidate according to the adopted qualification criteria;
 - 5) preparation of documents, including minutes of the interview and other meetings of the competition team; the minutes of the interview and other meetings of the competition team are signed by all members of the competition team within no more than 2 days from the date of completion of the candidate's interview; deletions and changes in the minutes must be confirmed by the signature of the chair of the relevant competition team.
10. The tasks of the Chair of the Competition Committee include in particular:
- 1) organization of the work of the Competition Committee, including the separation and determination of the composition of individual competition teams;
 - 2) signing letters on behalf of the Competition Committee during the competition proceedings, including those addressed to the candidate;
 - 3) control and supervision over the formal verification of the documents specified in § 9(4) and (5) of the resolution submitted by the candidate and over the information specified in § 10(2) of the resolution sent in the ECR system, including setting the deadline for completing the documents or paying the fee;
 - 4) providing the Rector and Vice-Rector responsible for science with lists of candidates not admitted to the second stage of the competition procedure;
 - 5) creating ranking lists of candidates based on minutes from the interviews;
 - 6) presenting the opinion of the competition team on the acceptance of the candidate specified in § 3(3) of the resolution to the Rector and Vice-Rector responsible for science;
 - 7) presenting the results of interviews, ranking lists and other documents necessary to make decisions regarding the admission of candidates to the Doctoral School US to the Rector and Vice-Rector responsible for science;
 - 8) applying to the Rector to transfer places within the admission limits.
11. The duties of the chair of the competition team include in particular:
- 1) organization of the work of the competition team;
 - 2) signing letters on behalf of the competition team during the competition proceedings, including those addressed to the candidate.
12. In the absence of the Chair of the Competition Committee, the tasks specified in paragraph 10 are performed by the Deputy Chair of the Competition Committee.
13. If the limit of places established for a given discipline or the limit of places established jointly for all disciplines for education in Polish language of instruction or the limit of places established for education in English language of instruction is not exhausted, the Rector or Vice-Rector responsible for science authorized by the Rector may transfer places within the admission limits at the request of the Chair of the Competition Committee.

14. Administrative support for the Competition Committee, competition teams and the Rector or Vice-Rector responsible for science in activities related to the competition procedure is provided by employees of the Office of the Doctoral School US, hereinafter referred to as "secretaries". Administrative support includes, in particular, operation of the ECR system, formal verification of documents submitted by the candidate specified in § 9(4) and (5) of the resolution, preparation of draft letters, including those informing candidates about their entry on the list of doctoral students, and draft administrative decisions issued by the Rector or Vice-Rector responsible for science authorized by the Rector.
15. The secretaries authenticate the conformity with the original of documents submitted by persons admitted to the Doctoral School US.
16. For participation in the works of the Competition Committee, members of the Competition Committee and secretaries are entitled to remuneration specified by the Rector in a separate order.

§ 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 2025.

§ 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 paragraph 1.

§ 15.

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