

RESOLUTION No. 58
of the Senate of the University of Warmia and Mazury in Olsztyn
of 26 February 2021

on conditions and the competition procedure concerning admission to the Doctoral School of the University of Warmia and Mazury in Olsztyn

Pursuant to Art. 200 of the Law on Higher Education and Science Act of 20 July 2018 (consolidated text Dz. U. of 2020 item 85 as amended), the Senate of the University of Warmia and Mazury in Olsztyn resolves as follows:

Chapter 1. General Provisions

§ 1

1. The Resolution specifies admission rules for the Doctoral School of the University of Warmia and Mazury in Olsztyn starting from the academic year 2021/2022.
2. The terms used in the Resolution are defined as follows:
 - 1) University – the University of Warmia and Mazury in Olsztyn;
 - 2) Act – the Law on Higher Education and Science Act of 20 July 2018 (consolidated text Dz. U. of 2020 item 85 as amended).
3. The University is recruiting candidates for the doctoral school in the following scientific fields and disciplines:
 - 1) humanities, in the disciplines of history, linguistics;
 - 2) engineering sciences, in the disciplines of mechanical engineering, environmental engineering, mining and power engineering, civil engineering and transport;
 - 3) medical and health sciences, in the discipline: medical sciences;
 - 4) agricultural sciences, in the disciplines of: agriculture and horticulture, food and nutrition technology, veterinary medicine, animal husbandry and fisheries;
 - 5) social sciences, in the disciplines of economics and finance, legal sciences, pedagogy;
 - 6) exact sciences and natural sciences, within the discipline: life sciences;
 - 7) theological sciences in the discipline: theological sciences.
4. In order to ensure that candidates for the Doctoral School have access to information concerning potential supervisors and research topics pursued at the University, the Presidents of the Councils of Academic Disciplines, in agreement with the Deans of the Faculties, will provide the Director of the Doctoral School, by 30 April of a given calendar year, with a list of persons who have submitted an application to perform the duties of supervisor in the Doctoral School, prepared on the basis of forms sent by the faculty in accordance with the Appendix to this Resolution.

Chapter 2. The Admission Committee of the Doctoral School

§ 2

1. The competition procedure for admission to the doctoral school is conducted by the Admission Committee of the Doctoral School, hereinafter referred to as the “Admission Committee”.
2. The Admission Committee consists of at least 30 persons, including:
 - 1) the Chairperson – Director of the Doctoral School,
 - 2) at least two academic teachers representing each of the disciplines in which recruitment is conducted, holding at least a post-doctoral (*doktor habilitowany*) degree,
 - 3) a representative of doctoral students,
 - 4) an employee of the International Relations Office.
3. The Admission Committee is appointed by the Rector.
4. The tasks of the Admission Committee include in particular:
 - 1) conducting the competition procedure, including documentation relating to the procedure;
 - 2) supervising the qualification procedure conducted by the selection panels;
 - 3) preparing a ranking list of persons qualified to be enrolled as doctoral students.
5. The Admission Committee takes its decisions in the form of resolutions. Resolutions of the Admission Committee are adopted by a simple majority of votes in the presence of at least half the members of the Committee. In the event of a tied vote, the Chairperson has the casting vote. Resolutions are signed by the Chairperson of the Committee.
6. Administrative support is provided by the Office of the Doctoral School.

§ 3

1. A member of the Admission Committee is required to:
 - 1) be fair, impartial and objective in assessing candidates for doctoral programmes;
 - 2) inform the other members of the Admission Committee of any circumstances that might affect his/her impartiality and objectivity in assessing candidates for the doctoral programme. The Admission Committee may decide to exclude a member of the Admission Committee from the procedure for assessing a given candidate if the participation of that member could give rise to legitimate doubt.
2. A member of the Admission Committee is excluded by law from assessing a candidate in particular if:
 - 1) he/she plans to take on the duties of supervisor or assistant supervisor for the candidate,
 - 2) he/she was the supervisor of the candidate's master's thesis,
 - 3) he/she is the candidate's immediate superior,
 - 4) the candidate is or was his/her spouse, or is or was a relative up to the second degree, or is or was cohabiting with a member of the Admission Committee;
 - 5) the candidate is or has been a person related to the member of the Committee by adoption, guardianship or custody;
 - 6) he/she took part in disciplinary proceedings in which a candidate for doctoral programme or a candidate for his/her supervisor was charged with disciplinary offences;
 - 7) there are other objective circumstances that might give rise to legitimate concerns regarding the impartiality and objectivity in assessing the candidate.
3. A member of the Admission Committee who is excluded from the assessment of a candidate does not participate in the assessment of the given candidate and shall leave the room of the Admission Committee proceedings for the duration of this assessment.
4. The doctoral students' representative referred to in § 2, Paragraph 2, Point 3 is also excluded from the assessment of the candidate if his/her scientific supervisor plans to take on the duties of the candidate's supervisor or auxiliary supervisor.
5. The provisions of Paragraph 2 Points 1-2 do not apply to the assessment of candidates referred to in § 11.

Chapter 3. Selection Procedure

§ 4

The selection procedure is open to candidates who:

- 1) have registered within the specific time limits in the system for the Internet Registration of Candidates, hereafter referred to as IRK; the registration will be regarded as binding once the candidate has fulfilled the following conditions: entered all the necessary data and selected the discipline of the doctoral programme;
- 2) have paid an enrolment fee for the competition procedure for selected academic disciplines, in the amount established by the Rector;
- 3) hold a professional degree of Master (*magister*), Master of Science, Engineer (*magister inżynier*) or equivalent obtained under separate regulations or, according to their statement, by the time the list of doctoral students admitted to the doctoral school is announced, will hold it, or are beneficiaries of the "Diamond Grant" programme referred to in Art. 318.2 of the Act of 3 July 2018 on Introductory provisions of the Law on Higher Education and Science Act of 3 July 2018 (Dz.U. of 2018, item 1669 as amended) or in exceptional cases, justified by the highest quality of scientific achievements, is a graduate of first degree studies or a student who has completed the third year of a uniform master degree programme.

§ 5

1. The selection procedure is a two-stage process.
2. The first stage consists in checking the completeness and formal compliance of the submitted documents, assessment and evaluation of the grade point average in the course of studies and evaluation of the written version of the research project, subject to Paragraph 3.
3. Persons admitted to the second stage of the selection procedure are those who in the first stage received at least 50% of the maximum number of points in the procedure referred to in Paragraph 2.
4. The second stage of the selection procedure consists of the assessment of the candidate's research achievements as described in the application for admission to the doctoral school and the assessment of the interview, taking into account Paragraph 7 and § 6, Paragraph 6, Point 2.
5. In order to be placed on the list of candidates eligible for admission to the doctoral school, a candidate must obtain a minimum of 51 points in the entire selection procedure.
6. The admission to the doctoral school is limited to a fixed number of places.

7. The admission procedure takes into account only the applicant's research activity during the five calendar years preceding the last date for submission of applications to the doctoral school. Where a candidate becomes a parent during this period, which he/she confirms by submitting the child's birth certificate to the Admission Committee, this period is extended by two years for each child.
8. The selection procedure referred to in Paragraphs 2 and 4 and § 6, Paragraph 3 is carried out by three-person selection panels appointed by the Chairperson of the Admission Committee, consisting of members of the Admission Committee representing the field of science within the academic discipline declared by the candidate.
9. The interview or its part is conducted in English.
10. In justified cases, the selection procedure may be conducted in a remote mode, using commonly available Internet tools.
11. If a candidate for admission to a doctoral school is a disabled person, the selection panel, in agreement with the Chairperson of the Admission Committee, may, at the candidate's request, apply a different procedure, referred to in § 6, Paragraph 5 and § 6, Paragraph 6 Point 2, taking into account the degree of the disability and the specificity of the given academic discipline.

§ 6

1. The individual items in the candidate's assessment in the selection procedure referred to in § 5 are assigned a point value. The maximum number of points to be obtained in the qualification procedure is 100.
2. In the first stage of the selection procedure referred to in § 5, Paragraph 2, the following items are subject to assessment and scoring:
 - 1) the average of the grades obtained in the course of studies (excluding the diploma grade) rounded to one decimal place (up to 10 points) according to the following scheme:
 - a) grade point average ≤ 3.9 – 0 points,
 - b) grade point average ≤ 4.0 – 1 point,
 - c) grade point average 4.1 – 2 points,
 - d) grade point average 4.2 – 3 points,
 - e) grade point average 4.3 – 4 points,
 - f) grade point average 4.4 – 5 points,
 - g) grade point average 4.5 – 6 points,
 - h) grade point average 4.6 – 7 points,
 - i) grade point average 4.7 – 8 points,
 - j) grade point average 4.8 – 9 points,
 - k) grade point average ≥ 4.9 – 10 points,
 subject to Paragraphs 3-4,
 - 2) the evaluation of the research project (up to 20 points), including:
 - a) innovative nature of the research (up to 10 points),
 - b) setting the project in the context of recent literature (up to 4 points),
 - c) relevance and novelty of the proposed research methods (up to 6 points).
3. In the case of a candidate holding a higher education diploma issued abroad, § 6, Paragraph 2, Point 1 does not apply, and the result of the studies is determined on the basis of the outcome of the interview in the field of science/academic discipline in which the training at the doctoral school will be implemented, taking into account Paragraph 6, Point 2 and the scoring specified in Paragraph 6, Point 2.1.
4. A beneficiary of the "Diamond Grant" programme who holds a higher education diploma is awarded 10 points for the result of the studies.
5. The interview referred to in Paragraph 3 is graded on a 2-5 scale for each of the three questions. An interview result below a grade point average of 3.0 will exclude the candidate from further steps of the selection procedure.
6. In the second stage of the selection procedure, referred to in § 5, Paragraph 4, the following items are assessed and scored:
 - 1) the candidate's research achievements to date (maximum 30 points), including:
 - a) managing a research project financed from external sources – 8 points (up to 2 projects);
 - b) participation in a research project financed from external sources, confirmed by authorship/co-authorship of a publication arising from the project – 4 points (up to 2 projects);
 - c) authorship/co-authorship of publications in journals included in the current list of scientific journals and reviewed materials from international conferences – 4 points as the first author, 2 points as a co-author (up to 8 points),

- d) authorship/co-authorship of a monograph from the current list of publishers publishing reviewed scientific monographs – 4 points as the first author, 2 points as a co-author (up to 8 points),
- e) authorship/co-authorship of a monograph from the current list of publishers publishing reviewed research monographs – 4 points as the first author, 2 points as a co-author (up to 8 points);
- f) active participation in research conferences (delivering a paper, presenting a poster) – 1 point for each presentation (up to 3 points);
- g) participation in internships related to research activities (up to 8 points):
 - a domestic internship (up to 4 points) of which at least 2 weeks and no more than 2 months – 2 points, of which at least 2 months - 4 points,
 - an internship abroad (up to 8 points), of which: lasting at least 2 weeks and less than 2 months – 3 points, lasting at least 2 months – 8 points,
- h) participation in the work of a scientific group confirmed by a publication or an abstract – 2 points.

2) interview:

- a) a 5-10 minute presentation, in English, of the objectives of the doctoral dissertation project (up to 10 points),
- b) factual knowledge, linguistic correctness and the ability to analyse the available literature on the research topic (up to 30 points).

§ 7

1. To apply for admission to the Doctoral School, candidates must submit a complete set of required documents.
2. Candidates for admission to the Doctoral School are required to submit the following documents:
 - 1) an application for admission to the Doctoral School on the form available in the IRK system,
 - 2) a photocopy of the diploma of completion of a uniform master degree or second-degree studies or an equivalent diploma obtained on the basis of separate regulations, or a declaration that the diploma or the certificate of obtaining the degree of Master (*magister*) or Master Engineer (*magister inżynier*) will be delivered by the date determined in accordance with § 17 – in case of a candidate's failure to deliver the diploma or certificate within the prescribed time limit, the Director refuses to admit the candidate to the Doctoral School; for candidates who have at the same time the status of a first-degree graduate and a beneficiary of the “Diamond Grant” programme – a copy of the first-degree diploma; for candidates applying for admission to the Doctoral School in theological sciences, a bachelor's degree in theology (*licentiatus in theologia*) is additionally required (an original diploma available for inspection);
 - 3) a document confirming the final result of the second-degree studies or of the uniform master degree studies – without rounding to the full grade, according to the template specified by the University, in the IRK system,
 - 4) a document confirming the results of studies carried out so far (applies to candidates who are pursuing their uniform master degree studies and at the same time are beneficiaries of the “Diamond Grant” programme);
 - 5) an original document or a certified copy of a document confirming the status of a beneficiary in the “Diamond Grant” programme (applies to candidates – beneficiaries of the “Diamond Grant” programme);
 - 6) a legalised diploma or a diploma supplement with an Apostille or another document confirming the completion of studies abroad recognized as equivalent to a Polish diploma of the completion of second-degree studies or uniform master degree studies, in accordance with the regulations on the nostrification of diplomas of higher education studies obtained abroad, unless a candidate graduating from studies abroad is exempted from the nostrification procedure on the basis of these regulations, or recognised, on the basis of an international agreement, as equivalent to a relevant Polish diploma for the completion of second-degree studies or uniform master degree studies, or as authorising to take up studies at a doctoral school in the Republic of Poland (applies to candidates holding a diploma of the completion of studies abroad),
 - 7) evidence of knowledge of foreign languages and a declaration of sufficient knowledge of English for studying in a doctoral school,
 - 8) a description of the initial research project proposal (maximum 1500 words not including the bibliography), including the following elements: title, keywords, aim/research problem, the significance of the proposed research, research methodology, research concept and plan, and initial bibliography, presented in Polish or English;

- 9) a statement by the person proposed as a supervisor that he/she will take on the role of supervisor if the candidate is enrolled as a doctoral student and of the number of doctoral students for whom he/she remains the designated supervisor,
 - 10) a statement from the person proposed as a supervisor and from the Dean of the Faculty (where the person proposed as a supervisor is employed) and possibly from another administrator of funds that funds will be provided for carrying out research connected with the preparation of the doctoral dissertation and other scientific activities resulting from the rules of the Doctoral School if the candidate is accepted to the Doctoral School.
 - 11) a photograph (in a paper format) compliant with the requirements applicable for issuing ID cards;
 - 12) a photograph in JPG format compliant with the requirements used for issuing ID cards must be uploaded to the IRK system;
 - 13) scans of materials supporting the research activity indicated in the application.
3. Candidates who are not Polish citizens are required to submit additional documents:
- 1) confirmation of holding an insurance policy against sickness and accidents for the period of education in Poland, or the European Health Insurance Card, or confirmation of affiliation to the National Health Fund (original or a copy certified by the University) – upon admission to the Doctoral School,
 - 2) certificate of knowledge of the Polish language.
4. The documents are submitted with the application for admission to the Doctoral School. Information on research activity not evidenced by submitted materials is not taken into account by the selection panels when evaluating candidates.
5. If a candidate applying for admission to the Doctoral School has been given a disciplinary penalty or has been convicted of an intentional offence by a valid court judgement, he/she is obliged to include information to that effect in the document referred to in Paragraph 2, point 1.

§ 8

1. All personal data provided by candidates are processed and stored for the purpose of registration in accordance with applicable legislation and are subject to protection.
2. If a candidate is enrolled as a doctoral student, the data used in the recruitment process will be transferred to the University IT systems, including in particular the University Student Support System (USOS), and will be processed in accordance with other applicable regulations for the purposes of organising and ensuring the correct course of studies.

§ 9

The partial grades awarded to the candidate for the individual manifestations of research activity indicated by the candidate, for the research project and for the evaluated interview items are recorded in the case file.

§ 10

1. The University allows admission to the Doctoral School above the limit of places as part of the supplementary recruitment, for candidates with the status of:
 - 1) project managers in research programmes specified in the Rector's regulation, provided that the doctoral scholarship is financed under the project for a period of at least 24 months of training at the Doctoral School;
 - 2) researchers or persons recruited to carry out projects under research programmes specified in the Rector's regulation provided that the doctoral scholarship is financed under the project for a period of at least 24 months of training at the Doctoral School;
 - 3) other persons under agreements between the University and other entities, provided that financing of the doctoral scholarship is ensured, including agreements referred to in Art.185.2 of the Act.
2. The provision of § 5 Paragraph 5 is applicable to the persons referred to in Paragraph 1.
3. The list of research programmes referred to in Paragraph 1 shall be established by the Rector in a regulation, taking into account leading external programmes.

§ 11

1. Research project managers provide the Admission Committee, with information, in writing, concerning the number of persons required, information on the profile of the desired candidate and the assumed duration of participation in the project, in accordance with the approved project conditions. The candidate's expected participation in the project cannot be shorter than 24 months from the start of the training at the Doctoral School. It is also permitted to recruit persons already performing tasks in research projects carried out at the University.

2. Using the information referred to in Paragraph 1, the Admission Committee shall immediately announce a competition for an additional place in the Doctoral School, specifying the rules of the competition, including the requirements for the competition and the procedure and deadline for the submission of applications, which will not be shorter than 14 days from the date of publishing the announcement on the competition on the University website. The above-specified rules of the competition may be complained against to the Rector, but not later than the deadline for submitting applications. The Rector may cancel the competition and order it to be re-run according to the amended rules.
3. The selection panel conducts the qualification procedure in connection with the competition referred to in Paragraph 2 within 30 days of the deadline for submitting applications. The provisions of § 5-6 apply accordingly. The manager of the research project will participate in the meeting of the selection panel, without the right to an assessment. Candidates enrolled as doctoral students under these qualifying proceedings commence their training immediately after the completion of the proceedings.

§ 12

1. The ranking list specifies the order of entering doctoral students in the Doctoral School within the limit of places in a given discipline. Taking into account the recommendations of the selection panels formulated in the selection procedure, the Admission Committee prepares a ranking list of candidates from the selection procedure.
2. The ranking list will include:
 - 1) the first and last names of the candidates;
 - 2) the number of points awarded for each item of the assessment;
 - 3) the final score of the candidates expressed in points;
 - 4) an indication of whether the candidate has been qualified for entry into the Doctoral School.
3. The ranking list is signed by the Chairperson of the Admission Committee. Any deletions and changes made to the ranking list after it has been signed should include a justification and must be confirmed by the Chairperson of the Committee.
4. The candidate receives information on the result of the recruitment procedure to his/her personal registration account in the IRK system.
5. The ranking list, referred to in Paragraph 1, is presented by the Admission Committee to the Rector and announced immediately by its publication on the University website. The ranking list includes the date of its announcement.
6. A candidate who notices obvious errors in the published ranking list should report them within three days of its announcement to the Admissions Committee, which shall immediately correct them. The correction shall be recorded in the minutes. Following the correction, Paragraph 5 shall be applied accordingly.

Chapter 4. Enrolment to the doctoral programme, issuing a decision on refusal of admission to a doctoral programme

§ 13

A candidate who has been accepted for admission to a doctoral programme is entered on the list of doctoral students at the Doctoral School after the candidate provides immediately, and not later than by the date specified in accordance with § 17, a statement that he/she will be a doctoral student only at the Doctoral School to which he/she has been accepted.

§ 14

1. The Chairperson of the Admission Committee enters candidates on the list of doctoral students at the Doctoral School in the order established in the admission procedure for a given academic discipline, within the limit of places allocated for that discipline.
2. Where more than one candidate obtains the same score as the last person entered on the list of doctoral students in a given discipline, all such candidates are entered on the list of doctoral students in that discipline. Before enrolling these persons, the Chairperson of the Admission Committee applies to the Rector for consent to exceed the limit established for a given enrolment.
3. Persons who have not been admitted due to exhaustion of the limit of places within a given discipline of the Doctoral School form a reserve group. When places on the list of doctoral students admitted to the Doctoral School become vacant, such persons are admitted to the list of doctoral students within a given discipline of the Doctoral School in the order resulting from the number of points obtained, of which they should be immediately notified. The provisions of Paragraph 2 and § 13 apply accordingly, with the candidate being obliged to submit the missing documents within seven days as of being informed of this obligation.

4. The Chairperson of the Admission Committee announces the list of persons admitted to the Doctoral School immediately after the limit of places has been filled by candidates entered on the list of doctoral students at the Doctoral School, within the time limit determined in accordance with § 17.
5. The list referred to in Paragraph 4 is updated by the Chairperson of the Admission Committee with the persons referred to in Paragraph 3 as at 30 September of a given calendar year.
6. The final list of persons admitted to the Doctoral School is announced immediately by its publication on the University website.

§ 15

In the case of candidates who are not Polish citizens, enrolment in a doctoral programme takes place based on an administrative decision admitting a candidate to a doctoral programme, issued, at the request of the Admissions Committee, by the Rector or a person authorised by the Rector.

§ 16

1. Information on the enrolment on the list of doctoral students in the Doctoral School, an administrative decision referred to in § 15, Paragraph 3, and a decision on refusal of admission to a doctoral school are delivered to a candidate under general rules. In addition, the Chairperson of the Admission Committee announces the list of persons enrolled as doctoral students at the Doctoral School by publishing it on the University website and submits it to the Rector.
2. The decision on the refusal to admit a candidate to the Doctoral School is signed by the Chairperson of the Admission Committee.
3. A candidate is entitled to apply for reconsideration of the decision to refuse admission to the Doctoral School. The application should be submitted to the Rector within 14 days of receiving the decision.
4. If the Rector accepts the application referred to in Paragraph 3 in its entirety, it results in an administrative decision overruling the decision to refuse a candidate for admission to the Doctoral School and discontinuing the administrative proceedings concerning the refusal, and then enrolling the candidate as a doctoral student in the Doctoral School. The provision of §15, Paragraph 3 applies accordingly. If the limit of places has been exhausted, the Chairperson of the Admission Committee shall apply to the Rector for permission to exceed the limit specified for a given discipline.
5. The decision of the Rector is final. It can be appealed against to the Provincial Administrative Court in Olsztyn.

§ 17

A detailed schedule of the recruitment procedure to the Doctoral School in a given academic year is established by the Rector in the form of a decision.

§ 18

This Resolution shall come into force on the date of its adoption.

**Chairperson of the Senate
Rector**

dr hab. Jerzy A. PRZYBOROWSKI, prof. UWM

Supervisor Candidate Form

Supervisor	
Full name	
Academic degree, title	
ORCID number	https://orcid.org/.....
Department/Chair/Institute	
Faculty	
University	
Tel.	
E-mail	
Personal website	
ResearchGate account	
Academic discipline	Choose up to two disciplines from those represented in the Doctoral School
Academic achievement indicators	
1. Number of publications according to the WoS/Scopus database	
2. Number of citations (WoS/Scopus) without self-citations	
3. Hirsch index (WoS/Scopus)	
4. Number of citations (Google Scholar)	
5. Hirsch index (Google Scholar)	
6. Number of promoted doctors	
7. Number of supervised doctoral students	
8. I will take on the supervision of	
a.	a Polish doctoral student
b.	a foreign doctoral student
Scientific interests or research topics offered to candidates	
1.	
2.	
3.	
4.	
Funds or special equipment required for the doctoral project	
1. Is there funding available to cover the cost of research?	
2. Is the infrastructure and adequate resources available in the Laboratory/Chair to serve the planned research tasks?	