

**RESOLUTION No 329**  
**of the Senate of the University of Warmia and Mazury in Olsztyn, Poland,**  
**of 24 March 2023**

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

Pursuant to Article 200 of the Law on Higher Education and Science Act of 20 July 2018 (consolidated text: Journal of Laws of 2022, item 574, as amended), the Senate of the University of Warmia and Mazury in Olsztyn resolves as follows:

Chapter 1. General provisions

§ 1

1. The Resolution sets out the rules for recruitment to the Doctoral School of the University of Warmia and Mazury in Olsztyn for the academic year of 2023/2024 and the subsequent years.
2. The terms used in the Resolution are defined as follows:
  - 1) Act – the Law on Higher Education and Science Act of 20 July 2018 (consolidated text: Journal of Laws of 2022, item 574, as amended);
  - 2) University – the University of Warmia and Mazury in Olsztyn;
  - 3) Doctoral School – the Doctoral School at the University of Warmia and Mazury in Olsztyn.
3. The University is recruiting candidates for the Doctoral School in the scientific fields and disciplines as specified by the order of the Rector.
4. In order to provide candidates for the Doctoral School with access to information concerning potential supervisors and research topics being implemented at the University, the Presidents of Academic Councils for Disciplines, in agreement with the Deans of Faculties, provide the Director of the Doctoral School, by 30 April of the calendar year concerned, with a list of persons who have applied to perform the duties of a supervisor in the Doctoral School, prepared on the basis of questionnaires completed by employees and sent by the Faculty in accordance with the Annex to the Resolution.

Chapter 2. Selection Board for the Doctoral School

§ 2

1. The competition procedure for admission to the Doctoral School is carried out by the Selection Board for the Doctoral School, hereinafter referred to as the “Admission Committee”.
2. The Admission Committee is comprised of:
  - 1) the Chairperson – Director of the Doctoral School,
  - 2) at least two academic teachers representing each of the scientific disciplines for which recruitment is being carried out, holding at least a post-doctoral (*doktor habilitowany*) degree,
  - 3) a doctoral students’ representative,
  - 4) an employee of the International Relations Office,
  - 5) other persons designated by the Rector.
3. The Admission Committee is appointed by the Rector.

4. The tasks of the Admission Committee include, in particular:
  - 1) carrying out the competition procedure, including keeping the documentation relating to the procedure,
  - 2) overseeing the course of the selection procedure carried out by selection panels,
  - 3) drawing up a ranking list of persons qualified to be enrolled as doctoral students.
5. The Admission Committee takes 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 deciding voice. 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 the Doctoral School,
  - 2) inform the other members of the Admission Committee of any circumstances that may affect his/her impartiality and objectivity in assessing candidates for the Doctoral School. The Admission Committee may decide to exclude a member of the Committee from the procedure for assessment of a particular candidate if the participation of that member could give rise to legitimate doubts.
2. A member of the Admission Committee is excluded from assessing a candidate in particular if:
  - 1) he/she is planning to take on the duties of supervisor or assistant supervisor for the candidate,
  - 2) he/she was the supervisor of the Master's degree thesis of the candidate,
  - 3) he/she is the candidate's immediate superior,
  - 4) he/she has been involved in disciplinary proceedings in which a candidate for the Doctoral School or a candidate for his/her supervisor was charged with disciplinary offences,
  - 5) the candidate is or was his/her spouse, or is a relative or a relative by affinity up to the second degree, or lives or lived in cohabitation with a member of the Admission Committee,
  - 6) the candidate is or was a person related to a member of the Committee by adoption, guardianship, or curatorship,
  - 7) there are other objective circumstances that might give rise to legitimate concerns about impartiality and objectivity in assessing the candidate.
3. A member of the Admission Committee, who has been excluded from assessing a candidate, shall not be involved in the assessment of the candidate and shall leave the Committee's conference room for the duration of the assessment.
4. The doctoral students' representative, as referred to in § 2(2)(3), shall also be excluded from assessing a candidate if his/her academic advisor or supervisor is planning to take on the duties of the candidate's supervisor or assistant supervisor.
5. The provisions of section 2(1)-(2) shall not apply to the assessment of the candidates referred to in § 11.

## Chapter 3. Selection procedure

### § 4

The selection procedure is open to candidates who:

- 1) have registered within the specified time limits in the Online Candidate Registration system (*Internetowa Rejestracja Kandydatów*, hereinafter referred to as IRK); registration shall be considered binding once the following conditions have been satisfied: the candidate has entered all the necessary data and chosen a discipline of the Doctoral School,
- 2) have paid an enrolment fee for carrying out the competition procedure for selected scientific disciplines, in an amount as determined by the Rector,
- 3) hold a professional degree of Master of Science, Master Engineer, 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 such a degree, 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's degree programme.

## § 5

1. To apply for admission to the Doctoral School, candidates shall submit a complete set of required documents to the Office of the Doctoral School.
2. Candidates applying for admission to the Doctoral School are required to submit the following documents:
  - 1) an application for admission to the Doctoral School, according to the template prescribed by the University,
  - 2) a photocopy of the diploma of completion of a uniform Master's 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 Master's or Master Engineer's degree 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 shall refuse to admit the candidate for the Doctoral School; 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 grade point average of the second-degree studies or of uniform Master's degree studies – without rounding to the full grade, according to the template specified by the University,
  - 4) a document confirming the results of studies carried out so far (this applies to candidates who are graduates of the first degree studies or students who have completed the third year of a uniform Master's degree programme, according to the template specified by the University),
  - 5) a legalised diploma or a diploma supplement with an Apostille, or another document confirming the completion of studies abroad recognised as equivalent to a Polish diploma of the completion of second-degree studies or uniform Master's degree studies, in accordance with the regulations on the recognition of diplomas of higher education studies obtained abroad, unless a candidate graduating from studies abroad is exempted from the diploma recognition 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's degree studies, or as authorising to take up studies in a doctoral school in the Republic of Poland (this applies to candidates holding a diploma of the completion of studies issued abroad),

- 6) evidence of sufficient knowledge of the English language for studying in a doctoral school,
  - 7) a description of the initial research project proposal (a maximum of 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,
  - 8) a statement by the person proposed as a supervisor that he/she will take on the role of the supervisor and of the number of doctoral students for whom he/she remains the designated supervisor,
  - 9) a statement by the person proposed as the supervisor and from the Dean of the Faculty (in which the person proposed as the supervisor is employed), and possibly from another administrator of funds, indicating that funds will be provided for carrying out research connected with the preparation of the doctoral dissertation and other scientific activities arising from the rules of the Doctoral School,
  - 10) a paper photograph in accordance with the requirements applicable to the issuance of an identity card;
  - 11) a photograph in JPG format, compliant with the requirements applicable to the issuance of an identity card,
  - 12) a photocopy of documents evidencing the scientific activity indicated in the application.
3. Candidates who are not Polish citizens are required to submit additional documents: 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 (an original or a copy certified by the University) – upon admission to the Doctoral School.
  4. The documents referred to in section 2(12) shall be submitted by the candidate along with the application for admission to the Doctoral School. Information on scientific activity, non-evidenced by a photocopy of the documents as referred to in section 2(12), shall not be taken into account by the selection panels when assessing candidates.
  5. If a disciplinary penalty has been imposed on a candidate applying for admission to the Doctoral School, or if a candidate has been convicted of an intentional offence by a valid court judgement, he/she shall be obliged to include relevant information in the document referred to in section 2(1).

## § 6

1. The selection procedure is a two-stage process.
2. The first stage involves checking the completeness and formal compliance of the documents submitted, the assessment and evaluation of the grade point average of the study, and the evaluation of a written version of the research project.
3. Persons admitted to the second stage of the selection procedure are those who received, in the first stage, at least 50% of the maximum number of points in the procedure referred to in section 2.
4. The second stage of the selection procedure involves the assessment of the candidate's academic record in the application for admission to the Doctoral School and the assessment of the interview.
5. In order to be enrolled as a candidate eligible for admission to the Doctoral School, a candidate must obtain a minimum of 51 points in the entire selection procedure.

6. Admission to the Doctoral School shall be limited to a fixed number of places.
7. The selection procedure only takes into account the applicant's scientific activity over the five calendar years preceding the last date for the submission of applications for admission to the Doctoral School. Where a candidate became a parent during this period, which he/she confirms by submitting the child's birth certificate to the Admission Committee, this period shall be extended by two years for each child.
8. The selection procedure, as referred to in sections 2 and 4, and § 7(3), is carried out by 3-person selection panels appointed by the Chairperson of the Admission Committee, comprising members of the Selection Board representing the field of science that includes the candidate's declared scientific discipline,
9. The interview, or its part, is conducted in the English language.
10. In justified cases, the selection procedure may be carried out remotely using commonly available online tools.
11. If a candidate for admission to the Doctoral School is a disabled person, the selection panel, in agreement with the Chairperson of the Admission Committee, may apply, at the candidate's request, a different procedure referred to in § 7(4) and § 7(5)(2), taking into account the degree of the disability, and the specificity of the particular scientific discipline.

## § 7

1. The individual items in the candidate's assessment in the selection procedure referred to in § 6 are assigned a point value. The maximum number of points to be obtained in the selection procedure is 100.
2. In the first stage of the selection procedure referred to in § 6(2), the following items are subject to point-based evaluation:
  - 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  $\leq 3.9$  – 0 points,
    - b) grade point average of 4.0 – 1 point,
    - c) grade point average of 4.1 – 2 points,
    - d) grade point average of 4.2 – 3 points,
    - e) grade point average of 4.3 – 4 points,
    - f) grade point average of 4.4 – 5 points,
    - g) grade point average of 4.5 – 6 points,
    - h) grade point average of 4.6 – 7 points,
    - i) grade point average of 4.7 – 8 points,
    - j) grade point average of 4.8 – 9 points,
    - k) grade point average  $\geq 4.9$  – 10 points,subject to sections 3 - 4,
  - 2) the evaluation of the research project (up to 20 points), including:
    - a) the innovative nature of the research (up to 10 points),
    - b) setting the project in the context of recent literature (up to 4 points),
    - c) the relevance and modernity of the research methods proposed (up to 6 points).
3. In the case of a candidate holding a higher education diploma issued abroad, the number of points referred to in section 2(1) shall be determined on the basis of the outcome of the interview in the field of science/scientific discipline in which the training in the Doctoral School will be implemented.

4. The interview referred to in section 3 is graded on a 2-5 scale for each of the three questions. The outcome of the interview, which is an arithmetic average of the grades awarded for the answers provided, is equivalent to the grade point average from the course of the study and is subject to point-based evaluation in accordance with section 2(1). An outcome of the interview below the grade point average of 3.0 shall exclude the candidate from further steps of the selection procedure.
5. In the second stage of the selection procedure, as referred to in § 6(4), the following items are subject to assessment and point-based evaluation:
- 1) candidate's academic record to date (a maximum of 30 points), including:
    - a) management of a research project funded by entities other than the University – 8 points (up to 2 projects),
    - b) participation in a research project funded by entities other than the University, evidenced by the authorship/co-authorship of a publication drawn up as part of the project - 4 points (up to 2 projects),
    - c) authorship/co-authorship of publications in journals included in the currently valid Communication of the Minister of Education and Science on the list of scientific journals and reviewed materials from international conferences or in journals with Impact Factor – 4 points for the author or the first co-author, 2 points for a subsequent co-author (up to 8 points),
    - d) authorship/co-authorship of a monograph from the currently valid Communication of the Minister of Education and Science on the list of publishers publishing reviewed scientific monographs – 4 points for the author or the first co-author, 2 points for a subsequent co-author (up to 8 points),
    - e) authorship/co-authorship of publications not included in the currently valid Communication of the Minister of Education and Science referred to in points 1(c) and (d), or those having no Impact Factor (for scientific articles) – 1 point for the author or the first co-author, 0.5 points for a subsequent co-author (up to 3 points),
    - f) authorship/co-authorship of a chapter in a monograph from the currently valid Communication of the Minister of Education and Science on the list of publishers publishing reviewed scientific monographs - 2 points, authorship/co-authorship of a chapter in a monograph not included in the currently valid Communication of the Minister of Education and Science on the list of publishers publishing reviewed scientific monographs - 1 point (up to 3 points),
    - g) active participation in scientific conferences (delivering a paper, presenting a poster) – 1 point for each participation (up to 3 points),
    - h) participation in internships related to academic activities (up to 8 points):
      - a domestic internship completed in the country in which the candidate is studying or has been awarded a degree referred to in § 4(1)(3) (up to 4 points): for an internship lasting for at least 2 weeks and no longer than 2 months – 2 points; for an internship lasting at least 2 months - 4 points,
      - an internship abroad completed outside the country in which the candidate is studying or has been awarded a degree referred to in § 4(1)(3) (up to 8 points): for an internship lasting for at least 2 weeks and no longer than 2 months – 3 points; for an internship lasting for at least 2 months – 8 points,

- i) participation in the work of a scientific group, confirmed by a publication or an abstract – 2 points (up to 2 points).
- 2) an interview comprising:
  - a) a 5-10 minute presentation in the English language, showing the assumptions of the doctoral dissertation project (up to 10 points),
  - b) verification of the subject-matter knowledge, linguistic correctness, and the ability to analyse the available literature on the research topics addressed (up to 30 points).

#### § 8

1. All personal data provided by candidates shall be processed and stored for the purposes of registration in accordance with applicable regulations and shall be 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's 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 the education process.

#### § 9

The partial grades awarded to the candidate for the individual types of research activity indicated by him/her, for the research project, and for the evaluated interview items shall be recorded in the case file.

#### § 10

1. The University allows admission to the Doctoral School above the limit of available places as part of the supplementary recruitment for candidates:
  - 1) with the status of project managers in research programmes specified in an order of the Rector, provided that the doctoral scholarship is funded under the project for a period of at least 24 months of training in the Doctoral School;
  - 2) with the status of a researcher or a person recruited to carry out projects under research programmes specified in an order of the Rector, provided that the doctoral scholarship is funded under the project for a period of at least 24 months of training in the Doctoral School;
  - 3) who have secured funding for the doctoral scholarship for a period of at least 24 months of training in the Doctoral School under agreements between the University and other entities, including under agreements referred to in Art.185(2) of the Act.
2. The list of research programmes referred to in section 1 shall be established by the Rector in an order, taking into account leading external programmes.

#### § 11

1. Research project managers report the need for the number of persons required to the Admission Committee and provide the Committee with 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 expected candidate's participation in the project cannot be shorter than 24 months from the start of the training in the Doctoral School. It shall also be permitted to recruit persons already performing tasks in research projects being carried out at the University.

2. Using the information referred to in section 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's 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 annul the competition and order it to be re-held in accordance with the revised rules.
3. The selection panel shall conduct the selection procedure in connection with the competition referred to in section 2 within 30 days of the deadline for submitting applications. The provisions of § 6-7 shall apply *mutatis mutandis*. The manager of the research project shall participate in the meeting of the selection panel, without the right to an assessment. Candidates enrolled as doctoral students under this selection procedure commence their training immediately upon the completion of the procedure.

## § 12

1. Taking into account the recommendations of the selection panels formulated in the selection procedure, the Admission Committee shall draw up a ranking list of candidates from the selection procedure. The ranking list determines the order in which the candidates are enrolled as doctoral students of the Doctoral School within the limit of places available in the particular discipline.
2. The ranking list shall include the following:
  - 1) the candidates' full names;
  - 2) the number of points awarded for each item of the assessment;
  - 3) the candidates' final scores expressed in points;
  - 4) an indication of whether the candidate has been qualified to enrol as a doctoral student of the Doctoral School.
3. The ranking list shall be signed by the Chairperson of the Admission Committee. Any deletions and revisions made to the ranking list after it has been signed should include a justification and be confirmed by the signature of the Chairman of the Committee.
4. The candidate will receive information on the outcome of the recruitment procedure on his/her personal registration account in the IRK system.
5. The ranking list, as referred to in paragraph 1, shall be forwarded to the Rector by the Admission Committee and announced immediately by publication on the University's website. The ranking list includes an indication of the date of the announcement.
6. A candidate who notices obvious errors in the published ranking list shall notify them within three days of the date of its announcement to the Admission Committee, which shall rectify them without delay. The rectification shall be recorded in the minutes. Once rectified, paragraph 5 shall apply *mutatis mutandis*.

## Chapter 4. An entry to the list of doctoral students, issuance of a decision to refuse admission to the Doctoral School

## § 13

A candidate qualified for enrolment as a doctoral student shall be entered on the list of doctoral students of the Doctoral School after they submit, no later than the date specified in accordance



with § 17, a declaration stating that they will be a doctoral student only in the Doctoral School to which they have been admitted.

#### § 14

1. The Chairperson of the Admission Committee shall enter candidates on the list of doctoral students of the Doctoral School in the order established in the selection procedure for the particular scientific discipline within the limit of places allocated for this discipline.
2. Where more than one candidate obtains the same score as the last person enrolled as a doctoral student in a particular discipline, all such candidates are enrolled as doctoral students in that discipline. Before enrolling these persons, the Chairperson of the Admission Committee shall apply to the Rector for consent to exceed the limit established for the particular recruitment.
3. The candidates who have not been admitted due to all places having been filled within a particular discipline of the Doctoral School shall constitute a standby group. When places on the list of doctoral students admitted to the Doctoral School become vacant, such persons shall be qualified for enrolment as doctoral students within a particular discipline of the Doctoral School in the order resulting from the number of points obtained, of which they shall be immediately notified. The provisions of section 2 and § 13 shall apply *mutatis mutandis*, with the candidate being required to submit the missing documents within seven days of receipt of notification of this obligation.
4. The Chairman of the Admission Committee shall announce the list of persons admitted to the Doctoral School immediately after the limit of places has been filled by candidates enrolled as doctoral students of the Doctoral School within the time limit specified in accordance with § 17.
5. The list referred to in section 4 shall be updated by the Chairperson of the Admission Committee to include the persons as referred to in section 3 as of 30 September of the calendar year concerned.
6. The final list of the persons admitted to the Doctoral School shall be announced immediately by its publication on the University's website.

#### § 15

In the case of candidates who are not Polish citizens, enrolment as doctoral students shall take place based on an administrative decision admitting a candidate for the Doctoral School, issued at the request of the Admissions Committee by the Rector or a person authorised by the Rector.

#### § 16

1. The information on enrolment as doctoral students of the Doctoral School, the administrative decision as referred to in § 15, and the decision to refuse admission to the Doctoral School shall be delivered to a candidate under general rules. In addition, the Chairperson of the Admission Committee shall announce the list of persons enrolled as doctoral students of the Doctoral School by publishing it on the University's website and shall forward it to the Rector.
2. A decision to refuse a candidate admission to the Doctoral School shall be signed by the Chairperson of the Admission Committee.

3. A candidate shall be entitled to apply for reconsideration of the decision to refuse admission to the Doctoral School. The application shall be submitted to the Rector within 14 days of receipt of the decision.
4. If the Rector accepts the application referred to in section 3 in its entirety, it shall result in an administrative decision overruling the decision to refuse a candidate admission to the Doctoral School, and the discontinuation of the administrative proceedings concerning the refusal, and then enrolling the candidate as a doctoral student of the Doctoral School. 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 of places specified for a particular discipline.
5. The Rector's decision shall be final. It can be appealed against to the Provincial Administrative Court in Olsztyn.

#### § 17

A detailed schedule of the procedure for recruitment to the Doctoral School for the academic year concerned shall be prepared by the Rector by means of a decision.

#### § 18

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

**Chair of the Senate  
Rector**

**dr hab. Jerzy A. Przyborowski, prof. UWM**

### **Supervisor Candidate Form**

<b>Supervisor</b>		
Name and surname		
Academic degree, title		
ORCID No	https://orcid.org/.....	
Department/Chair/Institute		
Faculty		
University		
Phone:		
E-mail:		
Personal website		
ResearchGate account		
Scientific discipline	Choose a maximum of two disciplines from those represented in the Doctoral School	
<b>Academic record indicators</b>		
1. Number of WoS / Scopus scientific publications		
2. Number of citations (WoS/Scopus) without of self-citations		
3. Hirsch Index (WoS/Scopus)		
4. Number of citations (Google Scholar)		
5. Hirsch Index (Google Scholar)		
6. Number of doctors successfully promoted		
7. Number of doctoral students under supervision		
8. I will accept the supervision of		
a.	a Polish doctoral student	
b.	a foreign doctoral student	
<b>Scientific interests or research topics offered to candidates</b>		
1.		
2.		
3.		
4.		
<b>Funds or special equipment required for the doctoral project</b>		
1. Are there funds available to cover the research costs?		
2. Are there infrastructure and adequate resources available in the Laboratory/Department to support the scheduled research tasks?		