

Resolution No 273
of the Senate of the University of Silesia in Katowice,
of 29 April 2014,
on the conditions and method of recruitment for the first year of doctoral studies
at the University of Silesia, in the academic year of 2014/2015

Pursuant to Article 196(2) of the Act of 27 July 2005 – Law on higher education (uniform text: Journal of Laws [Dz. U.] of 2012, item 572 as amended), the Senate has resolved as follows:

GENERAL PROVISIONS

§1

This resolution concerns the conditions and qualification procedure applicable to candidates for doctoral (third-cycle) studies provided as full-time and part-time programmes.

§2

1. The University of Silesia shall accept candidates for the first year of doctoral studies within enrolment limits, and in accordance with the principles and criteria specified in Appendix No 1 to this resolution for individual scientific fields/disciplines.
2. The conditions and procedures of recruitment to doctoral studies provided by one organisational unit as full-time and part-time programmes may be different.

§3

1. Admission to doctoral studies may be granted to a person, who has obtained the professional title of Master [*magister*] or an equivalent title.
2. The organisational unit providing doctoral studies may specify that the field of studies completed by the candidate should correspond to the scientific field/discipline in which the candidate intends to pursue doctoral studies.

RECRUITMENT BODIES

§4

1. Qualification proceedings are conducted by faculty or institute recruitment committees appointed by deans of the faculties which provide doctoral studies.
2. Members of recruitment committees may be persons, who hold the title of Professor, or the degree of Habilitated Doctor [*doktorhabilitowany*]. Considering the provision of § 5 item 4, the dean of the faculty may not be a member of the recruitment committee.
3. The chairman of the recruitment committee appointed in a particular organisational unit is the competent head of the doctoral programme.
4. The committee secretary is appointed by the dean of the faculty from among the faculty employees. If the secretary holds the degree of doctor or habilitated doctor, the secretary shall participate in the committee's

work and shall have the right to vote.

5. Should circumstances arise which prevent a member of the recruitment committee from directly participating in the committee's work, the dean of the faculty shall dismiss him/her and appoint a new member, pursuant to the provisions of item 2.
6. A body of the doctoral students' council, referred to in the doctoral students' council regulations, may appoint its representative, who shall participate in the work of the recruitment committee as an observer.
7. If the recruitment procedure includes an interview, the chairman of the recruitment committee may invite a potential tutor, who shall participate in the interview as an observer.

§5

1. The faculty or institute recruitment committee shall be responsible for:
 - 1) accepting candidates' applications, by recording them in the Online Registration System, hereinafter referred to as the IRK system;
 - 2) admitting the candidates to qualification proceedings, on the basis of documents submitted by the candidates;
 - 3) informing the candidates on the date and place of qualification proceedings;
 - 4) conducting qualification proceedings;
 - 5) compiling an aggregate report on the course of qualification proceedings, containing the results of each element of the candidate's assessment, the final results of the candidate's assessment, and a list of candidates qualified for enrolment; the report shall be signed by the chairman and the members of the recruitment committee; any and all deletions and amendments to the report should be justified in writing and confirmed with the signature of the chairman of the recruitment committee; following the conclusion of qualification proceedings, the recruitment committee shall submit the report to the Rector;
 - 6) making decisions on the admission or refusal of admission to studies, on the basis of the results achieved during the qualification proceedings;
 - 7) preparing lists of accepted and rejected candidates;
 - 8) providing the candidates with a written decision on admission or non-admission to studies, in cases when the decision is delivered by the postal service – with confirmation of receipt;
 - 9) compiling other documents pertaining to the course and completion of recruitment;
 - 10) considering complaints, and issuing opinions on appeals and complaints submitted by the candidates to the Rector in connection with the qualification proceedings,
 - 11) issuing, at the candidate's request, certificates stating the result of the qualification proceedings, each of which shall contain information on the results of all elements (assessment) of the qualification proceedings.
2. Recruitment committees shall act within the limits specified in this resolution and in other internal documents of the Institution.
3. Resolutions of the recruitment committee shall be passed by ordinary majority vote. If the number of votes is equal, the chairman shall have the casting vote.
4. Work of the faculty or institute recruitment committees is supervised by the dean of the faculty.
5. The dean of the faculty shall be accountable to the Rector for the work of the recruitment committee.

QUALIFICATION PROCEEDINGS

§6

1. Candidates are admitted to the first year of doctoral studies following the qualification proceedings.
2. The qualification proceedings shall be conducted as a competition.
3. The qualification proceedings may be organised in the following forms:
 - 1) competitive admission based on course grades;
 - 2) competitive admission based on grades awarded for Master's degree theses or in Master's degree examination;
 - 3) competitive admission based on grades specified on Master's degree diplomas;
 - 4) competitive admission based on grades awarded in the course (courses) corresponding to the field in which the candidate intends to pursue doctoral studies;
 - 5) competitive admission based on the candidate's academic activity, which may particularly include: publications, work in student associations, participation in science conferences, participation in internship programmes at home and abroad, awards and prizes;
 - 6) competitive admission based on research projects submitted by the candidates;
 - 7) competitive admission based on academic articles on a subject related to the future research work;
 - 8) an interview, an oral or written examination; or a test examination.
4. Other qualification criteria may also include:
 - 1) the candidate's knowledge of foreign languages;
 - 2) special preparation for doctoral studies, e.g. completion of a second or subsequent course, individual programme of studies, completed courses;
 - 3) social activity of the candidate.
5. Qualification proceedings may comprise one or more forms specified in items 3 and 4.
6. The faculty or institute recruitment committee may modify the qualification proceedings with respect to a disabled candidate, on the basis of a valid disability certificate, or a certificate or opinion issued by a competent specialist clinic, exclusively in the case of an interview, and oral or written examination.
7. If the candidate's disability hinders or prevents the candidate's participation in the qualification proceedings held in the form of: interview, oral or written examination, the chairman of the faculty or institute recruitment committee, at the candidate's request, may change the form of the examination.
8. With respect to the change of the form of examination taken by a disabled candidate, it shall be possible to:
 - 1) extend the duration of the examination;
 - 2) use additional technical devices;
 - 3) use alternative forms of recording, e.g.: print with variable-size fonts, audio recording, electronic record, etc.;
 - 4) organise a written examination instead of oral examination;
 - 5) secure the participation of third parties, in particular: sign language interpreters, shorthand typists and readers.
9. Examinations for disabled candidates are organised by the faculty or institute recruitment committee in cooperation with the Office for Disabled Students (BON).
10. The faculty or institute recruitment committee shall ensure the premises and human resources necessary for

the organisation of the modified examination.

11. BON shall be responsible for the provision of specialist services related to the organisation of examination for disabled candidates, and in particular for:
 - 1) preparation of examination materials with the use of alternative forms of recording;
 - 2) provision of necessary adaptive devices, such as computers, sound amplifiers for candidates with hearing impairment, etc.;
 - 3) securing the services of a sign language interpreter.
12. The candidate should submit to the faculty or institute recruitment committee a request for adaptation of the examination, no later than seven working days before the date of the examination. The request should be accompanied by a photocopy of a document confirming the candidate's disability or chronic disease.

CONDITIONS OF ADMISSION TO QUALIFICATION PROCEEDINGS

§7

1. Candidates applying for admission to doctoral studies at the University of Silesia enter the qualification proceedings by submitting an electronic application through the IRK system.
2. Admission to the qualification proceedings is granted to a person, who:
 - 1) has logged into the personal registration account in the IRK system;
 - 2) holds the professional title of Master or an equivalent title confirmed with a diploma or a certificate issued by a relevant dean's office.
3. The candidate applying for admission to doctoral studies should submit:
 - 1) an application – a personal information form – for admission to studies, printed from the candidate's personal registration account (IRK);
 - 2) a Curriculum Vitae;
 - 3) a copy, certified by a relevant higher education institution, of a diploma of completion of Master's degree studies, or a certificate of passing the Master's degree examination, stating the final result of studies;
 - 4) three photos compliant with the requirements applicable to personal identity cards, including one photo in an electronic form, as specified by the Rector's regulation;
 - 5) a photocopy of both sides of the identity card or another document confirming the candidate's identity;
 - 6) a certificate, issued by the dean's office, of the grade average achieved in the course of studies (in the case of two-tier studies – the grade average for both tiers) – when the grade average is taken into account in the qualification proceedings for doctoral candidates;
 - 7) an opinion of a senior academic staff member, along with a written consent to their role as tutor;
 - 8) other required documents, specified in the qualification criteria (appendix No 1) or as appropriate for the discipline, determined by the faculty or institute recruitment committee.
4. The candidate is obliged to submit the complete documentation to the relevant faculty or institute recruitment committee, within the time-limit specified by the committee.
5. The candidate qualified for admission is obliged to register with the office for doctoral studies within the

time-limit indicated in the decision on admission.

6. The candidate qualified for admission to doctoral studies, and admitted to qualification proceedings on the basis of the certificate referred to in item 2(2), is obliged to submit a copy, certified by a relevant higher education institution, of a diploma of completion of Master's degree studies at the time of enrolment for doctoral studies.
7. A candidate, who graduated abroad, may apply for admission to the first year of doctoral studies, provided that his/her diploma is considered as equal to a Polish diploma, unless specific regulations provide otherwise.
8. The terms and conditions of admission of doctoral candidates, who are not citizens of the Republic of Poland, are set out in separate provisions.

ADMISSION TO STUDIES

§8

Results of the qualification proceedings, including the points awarded for each element of assessment, shall be made public.

§9

1. On the basis of the results obtained by the candidates in the qualification proceedings, a rating list is prepared, presenting the credit points in descending order. The list determines the order of admission of doctoral candidates, within the limit of places determined for each scientific field/discipline.
2. In extraordinary circumstances, justifying the admission of a greater number of candidates than the number of places within the limit, the recruitment committee – having obtained the dean's opinion – may request that the Rector agree to such excess of the limit of places.
3. The faculty or institute recruitment committee may determine the so-called credit point threshold, indicating the minimum number of points above which the candidates on the rating list shall be admitted to studies.
4. The list referred to in item 1 shall be immediately published by the recruitment committee, i.e. displayed at the seat of the recruiting entity, and published in the IRK system.
5. If vacant places remain following the qualification proceedings (this refers to particular scientific fields or disciplines), the faculty/institute recruitment committee may decide to:
 - 1) close the recruitment proceedings and discontinue the award of the remaining places;
 - 2) conduct a second recruitment, using the same procedure.

MEANS OF APPEAL

§ 10

1. The basis for appeal against a decision of the recruitment committee, within 14 days of the day of receipt thereof, may only be an indication of specific circumstances in which the conditions and method of recruitment have been breached.
2. Decisions on admission or non-admission to doctoral studies shall be made by the Rector.

PART-TIME DOCTORAL STUDIES

§ 11

Part-time doctoral studies are offered for a fee. The terms of payment are specified in separate provisions.

FINAL PROVISIONS

§12

1. The Rector shall appoint the Online Registration Team [*Zespół Internetowej Rejestracji kandydatów*] and shall determine its tasks.
2. The recruitment schedule, including the dates of registration with the IRK system, as well as the dates of submission of documents and the dates of qualification proceedings, shall be provided to the candidates through the IRK system.

§13

This resolution shall be made public, i.e. shall be published on the Institution's websites and shall be displayed in publicly accessible locations on the premises of the University of Silesia.

§ 14

The resolution shall be effective as of the day of its adoption.