

**Resolution no. 5/23
of the Senate of the University of Gdańsk
of 26 January 2023**

**on the regulations of enrolment for Doctoral Schools of the University of Gdańsk
in the academic year 2023/2024**

pursuant to article 200 (2) of the Act of 20 July 2018, Law on the Higher Education and Science (Journal of Laws of 2022, item 574, as amended) – the Senate of the University of Gdańsk sanctions as follows:

§ 1. The subject of the resolution; terminology

1. The resolution specifies the regulations of enrolment in the academic year 2023/2024 for the:
 - 1) Doctoral School of Humanities and Social Sciences of the University of Gdańsk,
 - 2) Doctoral School of Natural Sciences of the University of Gdańsk– each hereinafter referred to as “the doctoral school”.
2. Any time the resolution refers to the Act, it shall be understood as the Act of 20 July 2018, Law on the Higher Education and Science (as amended).

§ 2. Requirements for entering education in the doctoral school

1. A candidate may be admitted to the doctoral school on the condition:
 - 1) of holding a Master’s degree, a Master Engineer’s degree or an equivalent degree;
 - 2) referred to in article 186 paragraph 2 of the Act.
2. It is possible to be a doctoral student only in one doctoral school concurrently.
3. Non-Polish citizens may enter education in the doctoral school in accordance with article 323 of the Act.
4. A person admitted to the doctoral school enters education and is granted the privileges of a doctoral student upon signing a doctoral student’s oath.

§ 3. Comprehensive enrolment regulations and closing dates

1. The enrolment procedure for the doctoral school shall be conducted through a competitive process and the Online Candidate Registration system (IRK).
2. Comprehensive enrolment regulations concerning particular doctoral schools of the University of Gdańsk are specified in appendix 1 to the resolution. The closing dates for the enrolment for doctoral schools are specified in appendix 2 to the resolution.

§ 4. Admissions limits

1. Candidates for the doctoral school are admitted to the school within the admissions limits in a given discipline, as specified in appendix 3 to the resolution.
2. In the process of the enrolment procedure, at the doctoral school director’s request, and after the online registration via the IRK system is closed, the Rector may:
 - 1) increase the admissions limit to the doctoral school in a given discipline specified in the resolution;
 - 2) reduce the admissions limit to the doctoral school in a given discipline specified in the resolution if:
 - a) the number of registered candidates to the doctoral school in a given discipline is smaller than the specified admissions limit,

- b) the sum of candidates, who reached the minimal number of points, which allows admission to the doctoral school within the specified admissions limit, is smaller than that limit.
- 3. In the case referred to in paragraph 2 subparagraph 2, at the doctoral school director's request, the Rector may further extend the period of enrolment.
- 4. After the enrolment procedure is completed within the closing dates specified in the resolution, at the doctoral school director's request, the Rector may increase the admissions limit to the doctoral school in a given discipline specified in the resolution, and conduct a supplementary enrolment procedure.

§ 5. Documents required for the enrolment procedure

- 1. Within the closing dates specified in appendix 2 to the resolution a candidate for the doctoral school is obligated to:
 - 1) produce the documents required for the enrolment procedure specified in appendix 4 to the resolution for review (paragraph I),
 - 2) submit the documents required for the enrolment procedure specified in appendix 4 to the resolution (paragraph II).

In case a candidate does not submit the documents referred to in subparagraph 2 within the closing dates specified in appendix 2 to the resolution, a notice to submit the missing documents within a specified deadline of no less than seven days, will be issued, collectively with an instruction that not submitting the documents shall result in disregarding the application of admission to the doctoral school. In case a candidate does not submit the missing documents within a specified deadline, the committee will inform the candidate that the application of admission to the doctoral school is no longer considered, in a manner referred to in section 8 paragraph 1.
- 2. Subject to subparagraph IV of appendix 4 to the resolution, a candidate submits original documents or copies certified as authentic by the university, which the candidate is a graduate of, by a notary or a member of the selection committee.

§ 6. The selection committee

- 1. Proceedings regarding doctoral school admission are conducted by the selection committee, which is convened by the Rector separately for each discipline in which education is being provided by the doctoral school.
- 2. The selection committee is comprised of:
 - 1) the chairperson of the committee, who may be the director of the doctoral school or the deputy director of the doctoral school;
 - 2) three academic teachers employed by the University of Gdańsk, who hold at least a post-doctoral degree and represent the discipline in which education is being provided by the doctoral school;
 - 3) the secretary of the committee, who does not participate in the candidate evaluation.
- 3. In case a member of the committee referred to in paragraph 2, subparagraph 2 is excluded from participation in the proceedings of a particular candidate, the Rector, at the chairperson's request, immediately appoints another person, who meets the requirements referred to in paragraph 2 in order to substitute the excluded member of the committee for the purposes of enrolment proceedings of a particular candidate.
- 4. The Rector, at the request of the Doctoral Students Council of the University of Gdańsk, may appoint a representative of the doctoral student body to be an observer, who does not participate in the candidate evaluation.

§ 7. Tasks of the selection committee

1. In particular, the selection committee:
 - 1) receives the documents submitted by candidates and provides ongoing support of the enrolment procedure;
 - 2) conducts the candidate evaluation;
 - 3) delivers the decisions of refusal of admission to the doctoral school to a candidate and, in case of non-Polish citizens, the decisions of admission to the doctoral school.
2. The tasks of the selection committee referred to in paragraph 1, subparagraphs 1 and 3 are performed by the secretary of the committee. In particular, the secretary of the committee certifies to the accuracy of the data introduced by a candidate in the application for the doctoral school form with the data in the candidate's identification.
3. The chairperson of the committee is required to follow regulations specifying the enrolment procedure which takes into consideration the special needs of candidates with disabilities.

§ 8. Results of the enrolment procedure

1. The results of the enrolment procedure are calculated on a point-based scale and shall be announced via the IRK system.
2. The results of the enrolment procedure are not confidential.

§ 9. Admission or refusal of admission to the doctoral school

1. A candidate who receives fewer than 50 points in the enrolment procedure cannot be admitted to the doctoral school.
2. Subject to paragraph 3, admission to the doctoral school shall take place through an entry on a doctoral students' list on the basis of the enrolment results and factoring in the admissions limit to the doctoral school specified in appendix 3 to the resolution or determined on the basis of section 4 paragraph 2. The entry is made by the director of the doctoral school.
3. Pursuant to section 4 paragraph 4, only a candidate who is registered in the IRK system and submitted the documents required for the enrolment procedure to the doctoral school referred to in section 5 paragraph 1, and complied with requirements specified by the regulations of the competitions conducted by external institutions which finance research projects, may be admitted to the doctoral school. Provisions in paragraph 2 and section 10 paragraph 1 shall apply accordingly.

§ 10. Admission or refusal of admission to the doctoral school

1. The admission of a non-Polish citizen to the doctoral school takes place through an administrative decision issued by the director of the doctoral school on the Rector's authority unless the admission of a non-Polish citizen takes place as a consequence of other current laws.
2. The refusal of admission to the doctoral school takes place through an administrative decision issued by the director of the doctoral school, on the Rector's authority. The decision shall be delivered to a candidate:
 - 1) by the University's administrative unit, in which the secretary of the selection committee is employed, against receipt within five days of issuing the decision;
 - 2) if the date referred to in subparagraph 1 passes, by sending the decision via registered letter with return receipt requested.
3. A formal deadline for the delivery of the decision referred to in paragraph 2 subparagraph 1, complete with day and time, is determined by the chairperson of the selection committee and announced to a candidate immediately after the publication of the enrolment results referred to in section 8 paragraph 1.

§ 11. Enrolment process documentation

1. The selection committee documents the course of the admissions process by preparing:
 - 1) a record of the course of enrolment proceedings for every candidate, which contains at least the result achieved by a candidate, including an itemised list of points awarded;
 - 2) a record of the selection committee proceedings;
 - 3) an alphabetised list and a ranking list of persons admitted to the doctoral school collectively with the enrolment results achieved by those candidates;
2. Records, referred to in paragraph 1 subparagraphs 1 and 2 shall be signed by the chairperson of the committee and members of the selection committee referred to in section 6 paragraphs 2 and 3. Lists, referred to in paragraph 1 subparagraph 3-5, shall be signed by the chairperson of the selection committee.
3. Documents referred to in paragraph 1 subparagraphs 1-3, shall be delivered by the secretary of the selection committee to the Doctoral Schools Administration's Office within five days of their preparation.

§ 12. Candidate's rights to access the enrolment process documents

A candidate has the right to access the enrolment process documents that pertain to him or her in the presence of a member of the selection committee. Formal deadlines, complete with day and time, in which a candidate is allowed to gain access to the enrolment process documents that pertain to him or her, and the place it shall be done, are determined by the chairperson of the selection committee and shall be announced immediately after the publication of the enrolment results referred to in section 8 paragraph 1.

§ 13. Reconsideration of the case of doctoral school admission

1. If a decision to refuse admission is made, as well as if a decision to allow admission is made in case of non-Polish citizen, a candidate shall have the right to submit a request for reconsideration of the case to the Rector through the selection committee within fourteen days of the delivery date of the decision.
2. The Rector's decision issued as a result of reconsideration of the case shall be delivered to the candidate via registered letter with return receipt requested.

§ 14. Complementary enrolment

1. In case, upon the completion of the enrolment procedure within the closing dates specified in the resolution, a person admitted to the doctoral school within the admissions limit in the discipline referred to in section 9 paragraph 2 withdraws from the education until 2 October 2023, at the doctoral school's request the Rector can conduct a complementary enrolment in that discipline.
2. Only candidates, who achieved the minimum number of points, which allows admission to the doctoral school in the discipline of science referred to in paragraph 1 in the enrolment procedure conducted within the closing dates specified in the resolution, but were not admitted to the doctoral school due to reaching the admissions limit in the discipline, can participate in the complementary enrolment.
3. A candidate, who achieved the highest number of points among the candidates referred to in paragraph 2 in the enrolment procedure within the closing dates specified in the resolution, can be admitted to the doctoral school in the complementary enrolment.
4. Provisions of the resolution shall apply accordingly to the complementary enrolment procedure.

§ 15. Entering into force

The resolution shall enter into force on the day of passing.

Chairman of the Senate of the University of Gdańsk
Rector of the University of Gdańsk

Professor Piotr Stepnowski, corresponding member of PAS
/-signed with a qualified electronic signature/