

**Resolution no. 6/25  
of the Senate of the University of Gdańsk  
of 23 January 2025**

**on the rules for admission into University of Gdańsk doctoral schools  
in the academic year  
2025/2026**

On the basis of Article 200 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571), it is hereby resolved:

**Chapter 1. General provisions**

**§ 1. Subject of the resolution**

The resolution shall determine the rules for admission in the academic year 2025/2026 to:

- 1) Intercollegiate Biotechnology Doctoral School of the University of Gdańsk and the Medical University of Gdańsk;
- 2) Doctoral School at the Faculty of Biology;
- 3) Doctoral School at the Faculty of Chemistry;
- 4) Doctoral School at the Faculty of Economics;
- 5) Doctoral School at the Faculty of Languages;
- 6) Doctoral School at the Faculty of History;
- 7) Doctoral School at the Faculty of Mathematics, Physics and Informatics;
- 8) Doctoral School at the Faculty of Social Sciences;
- 9) Doctoral School at the Faculty of Oceanography and Geography;
- 10) Doctoral School at the Faculty of Law and Administration;
- 11) Doctoral School at the Faculty of Management

– each hereinafter referred to individually as a ‘doctoral school’.

**§ 2. Terminology**

Wherever this resolution refers to:

- 1) an administrative unit of a doctoral school, it shall be understood as an administrative unit of a given faculty responsible for the management of the doctoral school;
- 2) a candidate, it shall be understood as a doctoral school candidate;
- 3) a head, it shall be understood as a head of a doctoral school;
- 4) a committee, it shall be understood as an admissions committee;
- 5) an admission quota, it shall be understood as a limit on the number of persons admitted to a doctoral school in a given scientific discipline;
- 6) admissions, it shall be understood as admissions to doctoral schools;
- 7) additional admissions, it shall be understood as the admissions to doctoral schools referred to in § 20;
- 8) standard admissions, it shall be understood as admissions to doctoral schools conducted within the deadlines specified in Annex no.2 to this resolution;
- 9) supplementary admissions, it shall be understood as the admissions to doctoral schools referred to in § 19;
- 10) the Rector, it shall be understood as the Rector of the University of Gdańsk;

- 11) the IRK system, it shall be understood as the Internet Admission of Candidates to doctoral schools;
- 12) the University, it shall be understood as the University of Gdańsk;
- 13) the Act, it shall be understood as the Act of 20 July 2018 – Law on Higher Education and Science (with amendments).

### § 3. Doctoral school entry requirements

1. The following persons may be admitted to a doctoral school:
  - 1) a person holding a master's degree, a master's degree in engineering or equivalent;
  - 2) a person referred to in Article 186 section 2 of the Act.
2. A person may be a doctoral student at only one doctoral school at a time.
3. A person admitted to a doctoral school shall commence their education and attain doctoral student rights upon taking the oath.
4. Foreign nationals may undertake education in a doctoral school under the terms specified in Article 323 of the Act.

## Chapter 2. Standard admissions

### § 4. Detailed rules for admissions

1. Admissions shall be conducted by way of a competition via the IRK system.
2. Detailed rules for admissions, hereinafter referred to as the "Detailed rules", are specified in Annex no. 1 to this resolution.

### § 5. Detailed deadlines for admissions

1. Admissions, including supplementary and additional admissions, may be conducted by:
  - 1) 15 October 2025 – for the winter semester;
  - 2) 28 February 2026 – for the summer semester.
2. Detailed deadlines for admissions are specified in Annex no. 2 to this resolution.
3. In justified circumstances, the Rector may extend the deadlines for admissions referred to in section 1 points 1 and 2.

### § 6. Admission quotas

1. Candidates shall be admitted within the admission quotas specified in Annex no. 3 to this resolution.
2. Following a request submitted by the head during the admissions procedure, after the deadline for candidates submitting documents, as referred to in Annex no. 2 to this resolution, has expired, the Rector may:
  - 1) increase the admission quotas;
  - 2) reduce the admission quotas when:
    - a) the number of candidates registered in a given discipline is lower than the defined admission quota,
    - b) the number of candidates who have obtained the minimum number of points required for admission within the defined admission quota is lower than the quota.

### § 7. Documents required for admission

1. Within the deadline specified in Annex no. 2 to this resolution, the candidate shall be required to:
  - 1) present the documents required for admission for review at the administrative unit of the doctoral school, as specified in Annex no. 4 to this resolution, point 1;

- 2) submit the documents required for admission at the administrative unit of the doctoral school, as specified in Annex no. 4 to this resolution, point 2.
2. Should the candidate fail to submit the documents specified in section 1 within the deadline referred to in section 1, the committee shall request that they submit the missing documents within a specified deadline, no shorter than seven days, informing the candidate that failure to submit the documents will result in the application for admission to the doctoral school being left unconsidered. Should the candidate fail to submit the missing documents within the specified deadline, the committee shall inform the candidate, in the manner defined in § 12 section 1, that the application has been left unconsidered.
3. Subject to point 3 of Annex no. 4 to this resolution, the candidate shall submit original documents or their copies, certified as true copies by: the university from which the candidate graduated, a notary or a member of the admissions committee.
4. Models of the documents required for admission are available on the University website for doctoral school candidates.

#### § 8. Admission fee

1. The University shall charge an admission fee, hereinafter referred to as the “fee”, for conducting the admissions procedure.
2. The amount of the fee shall be determined by the Rector by means of a decree.
3. The candidate participating in more than one doctoral school admissions procedure shall pay the fee for each procedure.
4. The candidate shall pay the fee:
  - 1) to the individual bank account number generated in the IRK system;
  - 2) no later than on the last day of registration, as specified in Annex no. 2 to this resolution.
5. The candidate who fails to pay the fee under the terms specified in § 8 may not participate in the admission process.

#### § 9. Admissions committee

1. The procedure of admission to a doctoral school shall be conducted by a committee appointed by the Rector separately for each doctoral school.
2. The committee shall comprise:
  - 1) the committee’s chair and one member of the committee, both academic teachers employed at the University, with the committee’s chair holding at least the academic degree of doctor with habilitation;
  - 2) the committee’s secretary who shall not participate in the assessment of candidates and who is an academic teacher or an administrative employee employed at the University.
3. Should the chair or a committee member be excluded from participation in the admissions procedure regarding a given candidate, the Rector shall, at the request of the head, immediately appoint another person who meets the requirements referred to in section 2 point 1.
4. Following a request from the University of Gdańsk Doctoral Council, the Rector may appoint a representative of the doctoral student council to participate in the work of the committee as an observer who shall not take part in the assessment of candidates.

#### § 10. Responsibilities of the committee

1. The committee shall be responsible for, in particular:
  - 1) accepting the documents submitted by candidates and managing the admissions procedure on an ongoing basis;

- 2) assessing whether the candidate has met the admission criteria specified in the Detailed rules, while taking into account the opinion of the committee expert referred to in § 11 section 3;
  - 3) communicating the decision of non-acceptance to the doctoral school to the candidate and, in the case of a foreign national, also communicating the decision of acceptance to the doctoral school.
2. The responsibilities of the committee referred to in section 1 points 1 and 3 shall be carried out by the committee's secretary. The committee's secretary shall, in particular, verify that the data provided by the candidate in the application for admission to the doctoral school is consistent with the information in the document confirming the candidate's identity.
  3. The committee's chair shall be obliged to apply the admission rules in a manner which takes into account the special needs of candidates with disabilities.

#### § 11. Committee expert

1. The head shall appoint at least one committee expert separately for each scientific discipline in which admissions are conducted.
2. The committee expert shall be appointed from among the academic teachers employed at the University, holding at least the academic degree of doctor with habilitation and representing the scientific discipline in which admissions are conducted. In the case of admissions to the doctoral school referred to in § 1 point 2, the committee expert may also be appointed from among the academic teachers employed at the Medical University of Gdańsk.
3. The committee expert shall:
  - 1) participate in the interview referred to in the Detailed rules;
  - 2) prepare an opinion regarding the assessment of the candidate meeting the admission criteria specified in the Detailed rules.

#### § 12. Results of admissions

1. The results of the admissions to the doctoral school shall be calculated on a point-based scale and announced through the IRK system.
2. The results of the admissions to the doctoral school shall be public.

#### § 13. Admission to the doctoral school

1. Admission to the doctoral school shall proceed by way of entry into the register of doctoral students, on the basis of the admission results and taking account of the admission quota specified in Annex no. 3 to this resolution or determined on the basis of § 6 section 2.
2. The entry referred to in section 1 shall be made by the head.
3. Admission of a foreign national to the doctoral school shall proceed by way of an administrative decision issued by the head, authorised by the Rector, unless the foreign national is admitted on other specific grounds specified in the current provisions.

#### § 14. Non-admission to the doctoral school

1. A candidate who has received fewer than 50 points in the admissions procedure shall not be admitted to the doctoral school.
2. Non-admission to the doctoral school shall proceed by way of an administrative decision issued by the head, authorised by the Rector. The decision shall be delivered to the candidate:
  - 1) at the administrative unit of the doctoral school, with acknowledgement of receipt – within five days from the date on which the decision is issued;
  - 2) after the time limit referred to in point 1 – in accordance with the rules specified in Chapter 8 of the Act of 14 June 1960, Code of Administrative Procedure (with amendments).

3. The detailed timeframe for delivering the decision in accordance with the procedure referred to in section 2 point 1, specified in terms of days and hours, shall be determined by the committee and communicated to the candidate in the manner indicated in § 12 section 1, immediately after the announcement of the admission results.

#### § 15. Documenting the admissions process

1. The committee shall document the admissions process by drawing up:
  - 1) a report on the course of the admissions process with regard to each candidate, containing at least the result obtained by the candidate, including a detailed list of the points obtained;
  - 2) minutes of the committee's proceedings;
  - 3) an alphabetical list and a ranking list of all the candidates participating in the admissions process, accompanied by the admission results obtained by these candidates.
2. The documents referred to in section 1 shall be:
  - 1) signed by the committee's chair;
  - 2) submitted by the committee's secretary to the Admissions Office within seven days from the announcement of the admission results.

#### § 16. Candidate's right to access admissions procedure records

The candidate shall have the right to access their own admissions procedure records in the presence of a member of the committee referred to in § 9 section 2 points 1 and 2. Detailed timeframe within which the candidate may be granted access to their own admissions procedure records, specified in terms of days and hours, as well as the location in which such access may be granted shall be determined by the committee's chair and communicated in the manner specified in § 12 section 1 immediately after the announcement of the admission results.

#### § 17. Reconsideration of the admission to the doctoral school

1. The candidate shall have the right to submit an application for the decision regarding non-admission to the doctoral school or, in the case of a foreign national, also the decision regarding admission to the doctoral school, to be reconsidered. The application should be submitted to the Rector via the committee within fourteen days from the date on which the decision is delivered.
2. The decision of the Rector, issued as a result of reconsidering the matter of admission to the doctoral school, shall be delivered to the candidate in accordance with the rules specified in Chapter 8 of the Act of 14 June 1960, Code of Administrative Procedure (with amendments).

### Chapter 3. Supplementary admissions and additional admissions

#### § 18.

1. Following the completion of the standard admissions process and at the request of the head, the Rector may grant consent for supplementary or additional admissions to be conducted.
2. Supplementary and additional admissions shall be conducted in accordance with the rules applicable to the standard admissions process, unless otherwise specified in § 19 or § 20.

#### § 19. Supplementary admissions

1. Supplementary admissions may be conducted when a person admitted to the doctoral school in the standard admissions process and within the admission quota for a given scientific discipline, withdraws from the programme.

2. Supplementary admissions may be conducted only for the candidates who, in the standard admissions process for a given scientific discipline:
  - 1) have obtained the minimum number of points required for admission to the doctoral school in the given scientific discipline;
  - 2) have not been admitted to the doctoral school due to the admission quota, specified in Annex no. 3 to this resolution, having been met.
3. The information regarding supplementary admissions, including the detailed timeframes and the admission quota applicable to this admissions process, shall be communicated to the candidates by the committee in the manner specified in § 12 section 1.

#### § 20. Additional admissions

1. Persons who have participated in the standard admissions process for a given scientific discipline and have not been admitted to the doctoral school, as well as persons who have not participated in the admissions process, may take part in the additional admissions process.
2. Should the admission quota in the standard admissions process be met, the Rector, at the request of the head, may increase the admission quota for the purposes of additional admissions.
3. The information regarding additional admissions, including the detailed timeframes and the admission quota applicable to this admissions process, shall be published on the University website for doctoral school candidates.

#### Chapter 4. Entry into force

#### § 21.

The resolution shall enter into force on the date on which it is adopted.

Chair of the Senate  
Rector of the University of Gdańsk  
Prof. Piotr Stepnowski  
corresponding member of the Polish Academy of Sciences  
*/-signed with a qualified electronic signature/*