

Resolution No. 38/2022 of the Senate of the Wrocław University of Environmental and Life Sciences of November 25, 2022

on the procedure and rules for admitting candidates to the Doctoral School of the Wrocław University of Environmental and Life Sciences in the academic year 2023/2024

Pursuant to Article. 200 sec. 2 and 3 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), § 12 sec. 1 point 23 of the Statute of the Wrocław University of Environmental and Life Sciences adopted on June 28, 2019 by resolution of the Senate of the Wrocław University of Environmental and Life Sciences No. 56/2019, as amended, it is resolved as follows:

GENERAL PROVISIONS

§ 1

Recruitment to the Doctoral School takes place through a competition on the terms set out in this resolution.

§ 2

1. The Doctoral School at the Wrocław University of Environmental and Life Sciences is established in the following fields and disciplines:

- 1) exact and natural sciences in the discipline: biological sciences;
- 2) engineering and technical sciences in the following disciplines:
 - a) civil engineering, geodesy and transport,
 - b) environmental engineering, mining and energy;
- 3) agricultural sciences in the following disciplines:
 - a) agriculture and horticulture,
 - b) food and nutrition technology,
 - c) animal science and fisheries;
- 4) veterinary sciences in the discipline: veterinary medicine;

5) social sciences in the discipline: social and economic geography and spatial management.

2. The Wrocław University of Environmental and Life Sciences accepts candidates for the first year of studies at the Doctoral School in the number of no more than 30 people, subject to sections 3 and 4.

3. Up to the limit of admissions referred to in sec. 2, does not include:

1) candidates who, as at the date of submitting the application to the Doctoral School, are provided with financing for the implementation of the doctorate covering the costs of the doctoral scholarship and financing for doctoral research for a period of min. 36 months from research projects financed from external sources;

2) beneficiaries of the "Implementation Doctorate" programme (pl. *doktorat wdrożeniowy*).

4. For persons referred to in par. 3, additional recruitment may be announced, taking into account the requirements related to the implementation of a research or research and development project. In the case of candidates referred to in para. 3 item 1, admission to the Doctoral School from the beginning of the second semester is allowed, provided that the uncompleted subjects specified in the compulsory curriculum of the Doctoral School will be completed in the next academic year.

§ 3

1. A candidate to the Doctoral School shall be a holder of the professional title of *magister*, *magister inżynier* or an equivalent degree, or a person referred to in Art. 186 sec. 2 of the Act of July 20, 2018 - Law on Higher Education and Science, including the beneficiary of the "Pearls of Science" program.

2. Has full legal capacity.

3. Is a Polish citizen or a foreigner.

4. Foreigners may undertake and pursue education at the Doctoral School on the terms set out in Art. 323-324 of the Act of July 20, 2018 - Law on Higher Education and Science.

5. The same recruitment conditions apply to Polish citizens and foreigners at the Doctoral School. Foreigners must go through the recruitment process based on this resolution, subject to sec. 6.

6. The condition for admitting a foreigner to the Doctoral School conducted in Polish is the knowledge of the Polish language, documented on the basis of one of the following documents:

1) a document confirming the completion of a preparatory course for studying in Polish, conducted in units designated by the Minister of Education and Science;

2) a certificate of knowledge of the Polish language issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language;

3) certificate of knowledge of Polish as a foreign language;

4) documents confirming the knowledge of a foreign language are also certificates, diplomas or other documents confirming the completion of a secondary school abroad, in which classes were conducted in Polish.

7. In the case of foreigners who do not know the Polish language at a level enabling them to undertake education in this language, it is allowed to conduct classes in English, in this case, the candidate must demonstrate knowledge of English at the B2 level of the Common European Framework of Reference for Languages.

RECRUITMENT PROCEDURE

§ 4

1. The recruitment procedure is carried out by the recruitment committee appointed by the Vice-Rector for science at the request of the Director of the Doctoral School. A representative of the doctoral students' council participates in the work of the Recruitment Committee.

2. The chairman of the Recruitment Committee is appointed by the director of the Doctoral School from among the members of this committee.

3. Members of the Recruitment Committee may be persons with the title of professor or the academic degree of *doktor habilitowany*, representing at least 50% of the leading scientific discipline within which education at the Doctoral School is conducted.

4. In the event of circumstances preventing a member of the Recruitment Committee from directly participating in its work, the relevant vice-rector for science shall dismiss this person and appoint a new member, in accordance with the rules specified in point 3.

5. A member of the committee may not be a supervisor or assistant supervisor of the doctoral student he or she participated in the recruitment of. However, if he wants to retain the possibility of performing the function of a promoter or an assistant promoter, he should exclude himself from participation in the work of the committee. Then, the vice-rector for science, at the request of the chairman of the admission committee, appoints another member of the committee from among the members of the relevant discipline, subject to the principle expressed in § 4 section 3.

6. The Director of the Doctoral School supervises the work of the Recruitment Committee.

7. The term of office of the recruitment committee is one year.

8. Recruitment of candidates to the Doctoral School under the "Implementation Doctorate" (pl. *doktorat wdrożeniowy*) project referred to in § 2 sec. 3 point 2 shall be conducted by the Doctoral School Council. In such a case, the Chairman of the Doctoral School Council acts as the chairman of the recruitment committee. If a member of the Doctoral School Council is directly involved as a potential promoter, the Chairman of the Council appoints a replacement from among members of the discipline in accordance with § 4 sec. 3. The relevant Vice-Rector to whom the project is subordinate may be included in the Committee.

9. In the case of candidates referred to in § 2 sec. 3 point 1, a competition procedure is conducted in accordance with the requirements of the project. The competition committee consists of: the project manager and two persons with at least the degree of *dr hab.* from the discipline in which the project is implemented. The candidate who wins the competition procedure is admitted to the Doctoral School with the consent of the director of the Doctoral School on the basis of the protocol of the competition committee and the candidate's application for admission to the Doctoral School.

Recruitment of candidates to the Doctoral School during the first semester referred to in § 2 sec. 4, shall be carried out on the terms set out in par. 8.

§ 5

The tasks of the Recruitment Committee include:

- 1) announcement of recruitment to the Doctoral School;
- 2) notification of candidates about the date and place of the recruitment procedure;
- 3) carrying out the recruitment procedure;
- 4) evaluation of the achievements of the candidates presented in the recruitment documentation (the candidate's card is signed by the members of the Recruitment Committee who assessed the achievements of the given candidate);
- 5) preparing a summary protocol of the proceedings.

§ 6

1. A potential supervisor interested in supervising a doctoral student at the Doctoral School is obliged to submit an academic information sheet in electronic form according to the template provided to the following address: szkola.doktorska@upwr.edu.pl. It is possible to attach video material.

2. Academic information sheets will be forwarded to the appropriate discipline board for an opinion at its next meeting. The opinion expressed by the discipline board is binding for the Doctoral School Council.

3. The supervisor in recruitment may propose up to two research or research and development topics, except for supervisors who lead a project with a different number of doctoral places specified in the project. The supervisor may present only one candidate for a given research topic for recruitment.

4. The list of potential supervisors in the form of an academic information sheet will be made available on the website of the Doctoral School on March 31, 2023.

5. After the date of their announcement on the Doctoral School website, the academic information sheet may be submitted by potential supervisors who have obtained separate funding for the implementation of a research or research and development topic from external sources, after approval by the Doctoral School Council.

6. The requirement to submit a business card does not apply to potential supervisors of beneficiaries of the "Implementation Doctorate" program (pl. *doktorat wdrożeniowy*).

§ 7

1. A person may be permitted to take part in the recruitment procedure if:

1) holds the professional title of *magister*, *magister inżynier* or equivalent, confirmed by a diploma or has presented a certificate from the relevant dean's office confirming the completion of the study program - it is required to provide a diploma of graduation by September 15 (in the year of recruitment) or meets the conditions set out in Art. 186 sec. 2 of the Act - Law on Higher Education and Science, including beneficiaries of the "Pearls of Science" programme;

2) has registered in the online candidate registration system;

3) selected a potential supervisor from the list published on the Doctoral School website, contacted him and agreed on the topic and scope of the doctoral thesis (the potential supervisor's signature is required on the opinion on suitability for scientific work, only one candidate can apply for a given topic), this requirement does not apply to candidates applying for participation in the Doctoral School under the "Implementation Doctorate" program;

4) paid the recruitment fee in the amount of PLN 200 or EUR 50 (transfer title: name, surname, recruitment to the Doctoral School, project number). For candidates from OECD-listed developing countries, the application fee is EUR 20;

5) provided the following documents to the Office of the Doctoral School of UPWr:

a) an application generated from the online recruitment system with the attachments,

b) confirmation of knowledge of the English language at B2 level of the Common European Framework of Reference for Languages;

c) confirmation of payment of the recruitment fee;

d) "Candidate card for the Doctoral School of the Wrocław University of Environmental and Life Sciences", which is attached to this resolution, together with documents confirming the demonstrated achievements.

2. The recruitment procedure consists of two stages. The condition for qualifying for the second stage is meeting the requirements set out for the first stage.

3. The candidate is responsible for the proper completion of the documents. If the required documentation is found to be missing, the candidate is requested to provide missing documents within 7 days, with the information that failure to do so will result in leaving the application without consideration.

4. Providing false data or falsified documents in the recruitment process disqualifies the candidate from the recruitment procedure with immediate effect. In the event of disclosure of falsified documentation presented in the recruitment process by a person who has already been admitted to the Doctoral School, that person may be subject to disciplinary liability.

5. In the case of candidates (students) who have not completed higher education studies referred to in Art. 186 sec. 2 of the Act - Law on Higher Education and Science, including the beneficiaries of the "Pearls of Science" program, the Recruitment Committee shall assess the scientific achievements of the candidate prior to their admission to recruitment, according to the following criteria:

1) authorship or co-authorship of scientific publications in peer-reviewed scientific journals with at least national coverage, or scientific publications in the form of a monograph or a chapter in a monograph (in the case of a publication, the journal ranking according to the current list of the Ministry should be indicated);

2) participation in research projects conducted by a research unit or in cooperation with other research units or partners from the socio-economic environment;

3) authorship or co-authorship of a patent or utility model;

4) awards and distinctions in international competitions;

5) active participation in the work of the scientific circle;

6) participation in international programs implemented as part of international scientific or didactic cooperation between universities;

7) participation in internships abroad.

Positive evaluation of the scientific achievements is a prerequisite for admitting the candidate to the first stage of recruitment.

Stage I (max. number of points to be obtained - specified in the Candidate's Card).

6. The candidate is assessed on the basis of documented achievements presented in the "Candidate's Card for the Doctoral School of the Wrocław University of Environmental and Life Sciences", which is attached to this resolution, subject to the following:

1) Appendix No. 1 – applies to candidates within the limit of places referred to in § 2 sec. 2;

2) Appendix No. 2 – applies to the candidates referred to in § 2 sec. 3 point 2.

7. Stage II (max. number of points to be obtained - specified in the Candidate's Card).

Interview - oral presentation on the subject of the future doctoral thesis and scientific interests. The interview may be held in English, provided that its content and form are adapted to level B2 of the Common European Framework of Reference for Languages. In the event of a sanitary threat, it is possible to conduct a recruitment interview using IT tools for videoconferencing.

8. In the case of a foreign candidate, it is possible to conduct a recruitment interview using IT tools for videoconferencing.

9. In relation to a candidate who is a person with disabilities, the Recruitment Committee modifies the recruitment procedure on the basis of a valid disability certificate or a certificate or opinion of a competent specialist clinic.

10. A candidate who is a person with disabilities should submit an application to the Recruitment Committee about the need to adapt the recruitment procedure, no later than seven working days before the date of this procedure. The candidate should attach a photocopy of the document confirming the disability to the application.

ADMISSION TO DOCTORAL SCHOOL

§ 8

1. The results of the recruitment procedure are public and are made public through an announcement on the website of the Wrocław University of Environmental and Life Sciences and in a place generally available for this purpose at the university.

2. On the basis of the points obtained by the candidates in the qualification procedure, a ranking list is created, which determines the order in which candidates are admitted to the Doctoral School within the limit of places.

3. The ranking list is created in two stages - as follows:

1) First, the so-called ranking of disciplines, where for each scientific discipline authorized to be educated at the Doctoral School, three candidates with the highest number of points in each discipline (parities) are admitted, with at least one of them being a Polish citizen and at least one of them being a foreigner.

2) After selecting candidates representing scientific disciplines, one ranking list is created again, common for all disciplines, the so-called ranking list. general ranking, on the basis of which candidates with the highest number of points obtained in the recruitment procedure are admitted, within the remaining limit of places.

3) If the quotas are not met by candidates in a given scientific discipline, the position in the ranking of the discipline goes to the so-called general ranking, thus increasing the limit of places in this ranking.

4. If in the last place of the above If there are two or more candidates on the ranking list who obtained the same number of points in the recruitment procedure, the decisive criterion for admission will be the number of points obtained at the interview, and then for scientific articles, completed scientific internships and participation in research projects.

5. Conditions of admission to the Doctoral School:

1) For candidates falling within the limit of places referred to in § 2 sec. 2:

a) 50 persons with the highest number of points are admitted to stage II, taking into account the ranking list referred to in § 8 point 3 sec. 1, who scored at least 12 points in stage I;

b) obtaining, as a result of the recruitment procedure, at least 50% of the points possible to be obtained in the recruitment procedure (62 points in stage I+II);

c) knowledge of the English language, at least B2 level of the Common European Framework of Reference for Languages.

2) For candidates referred to in § 2 sec. 3 point 2:

a) qualifying for the "Implementation Doctorate" (pl. *doktorat wdrożeniowy*) program;

b) knowledge of the English language, at least B2 level of the Common European Framework of Reference for Languages;

c) obtaining at least 50% of the points available in the recruitment procedure as a result of the recruitment procedure:

- in stage I: at least 15 points,

- in stage II: at least 25 points

6. If there are unused places after the recruitment procedure, the Recruitment Committee may decide to:

1) completion of the recruitment procedure and resignation from admission to the remaining places;

2) carrying out the second (supplementary) recruitment in the same mode.

7. After the recruitment procedure is completed, candidates will receive information about their acceptance to the Doctoral School (via the ranking list published on the university's website, within the time limit set and specified on the website) and about the obligation to enter them on the list of doctoral students within 7 days. Failure to make an entry on the list within this period will result in a decision not to be admitted to the Doctoral School.

8. Admission to the Doctoral School takes place by entering on the list of doctoral students on the basis of the recruitment procedure conducted, subject to the following rules:

1) for candidates falling within the limit of places referred to in § 2 sec. 2 and 3 point 1 - after the recruitment procedure is completed and the recruitment results are announced;

2) for candidates applying under the "Implementation Doctorate" program (pl. *doktorat wdrożeniowy*) - after the recruitment procedure is completed and the recruitment results are announced, but not earlier than after the results of the competition under the "Implementation Doctorate" program financed by the Ministry of Education and Science (MEiN) are announced.

9. In a situation where a candidate accepted on the basis of a list from the so-called ranking of disciplines, resigns from education at the Doctoral School, a candidate from the ranking of disciplines representing a given discipline is entered on the list of doctoral students, taking into account the order resulting from the recruitment procedure, but if there are no candidates from a given discipline, then another person from the so-called overall ranking. The entry on the list of doctoral students shall be made no later than by 30 September of a given year.

10. Refusal of admission to the Doctoral School takes place by way of an administrative decision of the Rector of the Wrocław University of Environmental and Life Sciences. The decision may be subject to an application for reconsideration of the case.

11. At the same time, one can be a doctoral student only in one Doctoral School.

12. A person admitted to the Doctoral School begins education and acquires the rights of a doctoral student upon taking the oath.

§ 9

In matters not covered by this resolution, the provisions of the Act of 20 July 2018 - Law on Higher Education and Science and internal regulations at the university shall apply. Decisions are made by the director of the Doctoral School in consultation with the Vice-Rector for Science.

§ 10

The resolution comes into force on the day of its adoption.

Chairman of the Senate

prof. dr hab. inż. Jarosław Bosy