

Resolution no. 4/29.04.2019

of The Senate of Pedagogical University of Cracow

of 29th April 2019

on the principles and criteria of recruitment for Doctoral School in the Pedagogical University of Cracow in the academic year 2019/2020

Based on art. 200 item 2 of Higher Education Act of 20th July 2018 (The Journal of Laws of 2018 item 1668 as amended), art. 291 of the act of 3rd July 2018 – the Provisions implementing the act – Higher Education Act (The Journal of Laws item 1669 as amended), as well as §54 item 1 and item 3 of the University Statute, it is resolved as follows:

§ 1

1. The Resolution defines the principles and criteria of recruitment for Doctoral School run by Pedagogical University of Cracow in the academic year 2019/2020.

2. The terms used in this resolution denote:

1) UP (Eng. PU – Pedagogical University of Cracow), hereinafter referred in this document as UP,

2) Doctoral School – the organised form of educating PhD students run by UP, preparing to obtain a PhD. degree and ending with submitting a PhD. dissertation,

3) Rector – the Rector of the Pedagogical University of Cracow,

4) the Director – the Director of Doctoral School run by UP,

5) The Council of Doctoral School – the Council of Doctoral School run by UP,

6) candidate – a person applying for admission to Doctoral School run by UP,

7) admission committee – the admission committee in Doctoral School run by UP. appointed to conduct the recruitment procedure within a given discipline,

8) the act – the act of 20th July 2018 – Higher Education Act,

9) the implementing act – the act of 3rd July 2018 – the provisions implementing the act – Higher Education Act.

§ 2

1. The admission of candidates for Doctoral School takes place based on the results of the recruitment procedure.

2. The purpose of the recruitment procedure is the verification of the candidates' predispositions to be educated in Doctoral School by the estimation of their knowledge, skills and social competences.
3. The recruitment is of competitive nature and is run within given disciplines.
4. The results of the recruitment procedure are public.
5. The detailed qualification criteria are defined by the attachments to this resolution.
6. The recruitment procedure may be conducted in a special mode. This mode concerns people being the beneficiaries of financial programmes from external funds, in particular The National Science Centre and Polish National Agency for Academic Exchange.

§ 3

- 1.. The recruitment procedure for Doctoral School is run in Pedagogical University of Cracow.
2. In justified cases, with the Director's consent, the recruitment may take place with the use of means of electronic communications enabling the transmission online.

§ 4

The recruitment procedure for Doctoral School is composed of the following stages:

- 1) the submission of documents by the candidates, which are required in the recruitment procedure,
- 2) the verification of the documents submitted by the candidates,
- 3) the recruitment procedure,
- 4) the entry into the list of PhD students or the issue of the administrative decision about the refusal for the admission to Doctoral School.

§ 5

1. The recruitment procedure within a given discipline is conducted by the admission committees appointed by the Director after receiving the opinion of the Council of Doctoral School. The admission committee is composed of the chairperson and at least 3 members holding a scientific title of professor or a scientific degree of associate professor in a given discipline.
2. The member of the Council of Doctoral School representing a given discipline is the chairperson of the admission committee.

The chairperson of the admission committee:

- 1) recommends the remaining members of the admission committee,

- 2) manages the committee work,
- 3) calls the committee meetings,
- 4) divides the tasks among particular committee members,
- 5) sets up rules, mandatory during the committee work.

3. The secretary of the admission committee is appointed among the employees of Doctoral School Office. The secretary participates in the work of admission committee without the right to vote.

4. The organisation of PhD students, indicated in the regulations of PhD students' organisation, may appoint their representative, who participates in the work of admission committee as an observer.

The observer:

- 1) remains neutral during the fulfilment of their duties,
 - 2) may submit comments to the chairperson of the admission committee, related to the work of the admission committee
 - 3) may participate in the meetings of the admission committee,
 - 4) is not a member of the admission committee and participates in its work without their right to vote.
5. The membership of the admission committee is public.
6. The admission committee makes decision in a form of resolution. The resolutions are adopted by ordinary majority of votes, in the presence of at least half of the members of the admission committee. In case of equal number of votes, the vote of the chairperson is decisive. All members of the admission committee sign the resolution.
7. In case of absence of the chairperson, the meeting of the admission committee is called, and its proceedings are chaired by the member of the committee. Regulation item 6 is applied accordingly.

§ 6

The tasks of the admission committee comprise, in particular:

- 1) sending a notice to the candidates about the deadline and place of the recruitment procedure, at least seven days before the deadline,
- 2) completion of the candidates' documentation,
- 3) making decisions about qualifying the candidates for the recruitment procedure,
- 4) conducting the recruitment procedure,

- 5) calculating a number of points obtained by the candidates in the recruitment procedure,
- 6) preparation a rank list, in a form of the resolution, for a given discipline (the rank of all candidates: a number of points for each element of a mark, including the final result).

§ 7

1. The person applying to be admitted to Doctoral School should submit:

- 1) the application,
- 2) the personal data form, prepared and provided by Doctoral School,
- 3) the medical certificate certifying lack of counterindications to start education in Doctoral School in a given discipline,
- 4) curriculum vitae,
- 5) a colourful photo, 20 x 25 mm, in the resolution of at least 300 dpi,
- 6) the copy of a graduation diploma from university studies certifying the possession of a title of Master, Master in Engineering, or the equivalent one, alternatively the documents certifying the fulfilment of the conditions defined in art. 181 of the implementing act,
- 7) the documented educational results from University studies, allowing to calculate the average of marks from university studies (if the studies comprise two degrees – first and second degree),
- 8) the description of a scientific or artistic-research project (portfolio),
- 9) the documented confirmation of research activity, in particular the one as the following: publications, work in scientific clubs, participation in scientific conferences with a paper, a poster, national and foreign practice, awards and honours, in case of art. – individual and collective exhibitions, public presentation of artistic work, participation in grants,
- 10) in case of possessing a certificate of disability or disability degree certificate or a certificate, which is mentioned in art. 5 and art. 62 of the Law on Occupational and Social Rehabilitation and Employment of People with Disabilities of 27th Aug 1997 – the copy of this certificate.

2. The candidate possessing a graduation diploma of foreign University studies, in accordance with the regulations confirming the possession in the Republic of Poland the education at the level of second degree studies or full-time Master degree studies or a professional Master's degree, Master's degree in Engineering or the equivalent one, is obliged to submit:

- 1) a legalised diploma or bearing an *apostille*,
- 2) the certificate about the acknowledgment, based on the validation procedure, the equivalence of a diploma with a corresponding Polish graduation diploma and a professional title – if they are required in the regulations,

3. The documents made in a foreign language are to be submitted by a candidate together with their translation into Polish, done by a certified translator.

4. The submission of all required documents is a condition to participate in the recruitment procedure.

§ 8

1. Foreigners may attend and obtain education in Doctoral School based on:

1) international agreements, based on the regulations defined in these agreements,

2) agreements with foreign institutions signed by UP, based on the regulations defined in these agreements,

3) decisions of Minister of Science and Higher Education,

4) decisions of the Director of Polish National Agency for Academic Exchange with reference to its scholarship holders,

5) decisions of the Director of The National Science Centre about granting financial means to conduct basic research in a form of a research project, internship or scholarship, qualified to be financed based on the competitive process,

6) Rector's administrative decisions.

2. The qualification procedure for foreigners admitted to Doctoral School pursuant to the procedure, which is mentioned in item 1 pt. 1-5, is conducted based on the verification of documents listed in § 7. After the verification of documents, the admission committee qualifies foreigners meeting these requirements.

§ 9

1. The recruitment procedure is based on calculating a number of points by the committee, which are granted for a candidate for each element of their evaluation.

The points are granted in accordance with the regulations listed in attachment 1.

2. The admission committee prepares a rank list of candidates, establishing the order in accordance with a number of obtained points in total.

3. The recruitment is run in three stages:

1) During the first stage the committee evaluates a research project. The maximum number of points to be obtained at the first stage amounts to 25. The condition to be allowed to take the second stage is obtaining over 50% of the maximum number of points, which one may obtain in this part of the recruitment procedure.

2) During the second stage the admission committee evaluates the course of the interview. The maximum number of points to be obtained at the first stage amounts to 20.

3) During the third stage the admission committee grants points for achievements defined in § 7 item 1, pt. 9. The maximum number of points to be obtained from this stage amounts to 7.

4. The minimum general number of points obtained in the recruitment procedure required to be admitted to Doctoral School amount to 22 points.

5. The admission committee prepares a rank list of candidates, establishing the order in accordance with a number of obtained points in total.

6. The admission to Doctoral School, based on the list, which is mentioned in item 2, takes place in a form of list of PhD students, subject to achieving a minimum number of points indicated in item 4.

7. The Director prepares a list of PhD students within availability of places. The entry into the list takes place after obtaining a confirmation from the Candidate about their willingness to commence education in Doctoral School within 7 days since the announcement of the recruitment results. Lack of confirmation is regarded as the resignation from initiating education in Doctoral School.

8. The admission of a foreigner to Doctoral School takes place based on the Rector's administrative decision.

9. In case of resignation from starting education in Doctoral School by the candidates qualified to be admitted, other candidates are admitted for the places left by them following the rank list, and by the ones who obtained a positive result in the qualification procedure, but due to lack of places have not been qualified for admission to Doctoral School.

10. The Director, by Rector's authorisation, decides in case of refusal related to admission to Doctoral School.

11. The decision, which is mentioned in item 10, is delivered in writing, in the seat of UP, by registered mail by confirmation of receipt or in a form of an electronic document in the meaning of the provision of Act on the computerisation of entities performing public tasks of 17th February 2005, delivered by means of electronic communication.

12. The decision, which is mentioned in item 10, is issued with instruction on the right to file a petition for reconsideration of the case within 14 days since the delivery date and about the right to resign from appeal and its results in a form of finality of the decision. The violation of the recruitment principles defined in this resolution or act may constitute the basis to file a petition for reconsideration of the case.

13. The Rector's decision issued as a result of the consideration of a petition for reconsideration of the case is final. One may make a complaint about the decision to Provincial Administrative Court in Cracow, through the Rector.

§ 10

1. The protocol is prepared from the course of the recruitment procedure, which reflects the important elements of the procedure.

2. The protocol is signed by the chairperson and the remaining members of the admission committee.

3. The protocol, with a rank list adopted in a form of resolution, is handed in to the Director by the chairperson of the admission committee, immediately after the termination of the recruitment procedure.

§ 11

The Director, within the deadline agreed mutually with the Rector, makes the following documents in an electronic form:

1) a sample of the personal data form and other documents, which are mentioned in § 7 item 1 of the resolution,

2) information about the deadlines for submission of documents for admission to Doctoral School,

3) information about the deadlines of the recruitment procedure,

4) membership of the admission committees within given disciplines.

§ 12

1. The recruitment procedure for Doctoral School is conducted in accordance with the recruitment schedule defined by the Rector by means of regulation.

2. The Rector announces limits of admissions to Doctoral School by means of regulation, within the deadline defined in the recruitment schedule.

3. The Rector's regulation, which is mentioned in item 1 and 2, is made public on the UP website and Doctoral School website as well.

4. The candidate is obliged to meet the deadlines defined in the recruitment schedule.

§ 13

To the scope not settled in this resolution to the recruitment procedure, the regulations of the act, the implementing act and the act of 14th June 1960 – Administrative Procedure Code, shall apply.

§ 14

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

Rector's Order no. R/Z.0201-6/2019



R.011-6/19

Rector's Order No. R/Z.0201-6/2019

of Pedagogical University of Cracow

of 22nd March 2019

in case of: establishing Doctoral School in the Pedagogical University of Cracow

Acting on the basis of art. 23 item 2 pt. 9 of the act of 20th July 2018 – Higher Education Act (The Journal of Laws 2018 item 1668, as amended), it is ordered as follows:

§ 1

Doctoral School (Polish abbreviation SD) is established in Pedagogical University of Cracow.

§ 2

1. Doctoral School is managed by the Director of Doctoral School, hereinafter referred to as “the Director”.
2. The Council of Doctoral School, hereinafter referred to as „the Council” acts in Doctoral School.

§ 3

1. The Rector appoints the Director.
2. The Director's term lasts 4 years.

§ 4

1. The Director's duties comprise, in particular:
 - 1) the management of Doctoral School;
 - 2) the supervision over education of PhD. students, including carrying out the teaching programme;
 - 3) the organisation of the recruitment procedure for Doctoral School;
 - 4) monitoring of education standards in Doctoral School and standards of academic supervision;
 - 5) issuing administrative decisions within the scopes defined in the Rector's separate order;

- 6) managing financial resources within the funds and the authorisation granted, in accordance with the principles defined by the Rector;
- 7) the appointment of the committees of mid-semester evaluations in agreement with the competent discipline council;
- 8) the supervision over the way of conducting mid-semester evaluations;
- 9) the provision of solutions related to education of PhD. students;
- 10) the cooperation with discipline councils and deans of relevant faculties within the scope related to teaching PhD. students and the procedure of appointing supervisor(s) of PhD. dissertations;
- 11) cooperation with social-economic environment related to teaching PhD. students;
- 12) supporting the grant activity and national and foreign mobility of PhD. students;
- 13) care about social-living cases of PhD. students;
- 14) supervision over PhD. studies initiated before the academic year 2019/2020;
- 15) supervision over people applying for PhD. degree in the external programme;
- 16) chairing the council of Doctoral School;
- 17) the preparation of Doctoral School for evaluation;
- 18) the cooperation with PhD. student's self-government.

2. While managing Doctoral School, the Director is obliged to conduct the schedule of works and expenditures of the University and they are also responsible for the financial policy of Doctoral School.

§ 5

1. The Council is appointed by the Rector by means of a decision.
2. The Council's term lasts 3 years.

§ 6

1. The Council's duties comprise:
 1. the preparation of development strategy and the principles of the functioning of Doctoral School, and subsequently monitoring the procedure of conducting it as well as the evaluation of the adopted strategy and the principles of its functioning;
 2. care about high quality of the recruitment procedure for Doctoral School, about expressing opinions in case of principles and criteria of the recruitment;
 3. care about the provision of high quality of the education process of PhD. students and the PhD. dissertations prepared by them;
 4. expressing opinions in case of the statute of Doctoral School;
 5. expressing opinions for the Senate in cases related to teaching PhD. students, including in case of curricula and in case of qualifications of academic teachers teaching in Doctoral School;
 6. the coordination of the process of preparing curricula in Doctoral School;
 7. expressing opinions in case of guidelines and the rules of preparing an individual research plan of PhD. students;
 8. expressing opinions in case of the principles of conducting a mid-semester evaluation.
2. The chairperson manages the work of the council.
3. The council's resolutions are adopted by majority of votes. In case of equal number of votes, the chairperson's vote is final.

§7

The Rector defines the principles of financing Doctoral School.

§8

The order enters into force since 1st April 2019.

Rector

Prof. dr hab. Kazimierz Karolczak