### Resolution No. 67/2023

### of the Senate of Wrocław University of Environmental and Life Sciences

### of 15 December 2023

**on the requirements and admissions procedure for admitting candidates to the Doctoral School of Wrocław University of Environmental and Life Sciences**

**in the academic year 2024/2025**

Pursuant to Article 200(2) and (3) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), § 9(15) of the Statute of Wrocław University of Environmental and Life Sciences, which constitutes an appendix to Resolution No. 42/2023 of the Senate of Wrocław University of Environmental and Life Sciences of 29 September 2023 on the adoption of the Statute of Wrocław University of Environmental and Life Sciences, it is resolved as follows

GENERAL PROVISIONS

§ 1

Admission to the Doctoral School is based on a competition whose rules are set out in this resolution.

§ 2

1. The doctoral school at Wrocław University of Environmental and Life Sciences is established in the disciplines in which the University is allowed to grant the doctoral degree.
2. Wrocław University of Environmental and Life Sciences admits no more than 30 candidates for the first year of studies at the doctoral school, subject to sections 3 and 4 below.
3. The admissions limit referred to in section 2 shall not include:
	1. candidates who, as of the date of submitting their applications to the doctoral school, have secured financing to cover the cost of their doctoral scholarship and doctoral research as part of externally funded research projects for a period of at least 36 months, with candidates who have secured funding for 36 months being subject to a three-year training programme;
	2. beneficiaries of the “Implementation Doctorate” (*doktorat wdrożeniowy*) programme.
4. For the persons referred to in section 3, an additional admission procedure may be announced, taking into account the requirements connected with the implementation of their research or research and development project. In the case of the candidates referred to in section 3(1), admission to the doctoral school from the beginning of the second semester is possible, provided that the compulsory coursework specified in the doctoral school curriculum for the first semester will be completed in the following academic year.

§ 3

1. Candidates applying for admission to the doctoral school shall hold the professional title of *magister*, *magister inżynier* or equivalent, or they shall meet the requirements set out in Article 186(2) of the Act of 20 July 2018 – Law on Higher Education and Science, or they shall be beneficiaries of the “Perły Nauki” programme.
2. The candidates shall have full legal capacity.
3. The candidates may be Polish citizens or foreigners.
4. Foreigners may undertake and pursue education at the doctoral school on the terms specified in Articles 323-324 of the Act of 20 July 2018 – Law on Higher Education and Science.
5. The same admission procedure shall apply to Polish and foreign candidates to the doctoral school. Foreigners must undergo the admission process pursuant to this resolution, subject to point 6.
6. A foreigner may be admitted to the doctoral school with courses conducted in the Polish language provided his or her knowledge of the Polish language is documented on the basis of one of the following documents:
	1. a document confirming completion of a preparatory course to study 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. confirmation of knowledge of Polish as a foreign language;
	4. certificates, diplomas or other documents attesting the completion of a secondary school abroad, in which classes were conducted in Polish, shall also constitute evidence of knowledge of a foreign language.
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 possible to conduct classes in English; in this case, the candidate must demonstrate knowledge of English at the B2 level according to the Common European Framework of Reference for Languages.

ADMISSION PROCEDURE

§ 4

1. The admission procedure shall be conducted by an admissions committee appointed by the relevant vice-rector for science at the request of the director of the doctoral school, except for the procedure referred to in points 8 and 9. A representative of the doctoral students' self-government shall participate in the work of the admissions committee.
2. The chairperson of the admissions committee is appointed by the director of the doctoral school from among the committee members.
3. Members of the admissions committee shall be persons with the title of professor or the academic degree of *doktor habilitowany*, at least 50% of whom represent an evaluated academic discipline in which education at the doctoral school is conducted.
4. In the event of circumstances preventing a member of the admissions committee from directly participating in its work, the Vice-Rector for Science shall dismiss this person and appoint a new member, in accordance with the rules set out in section 3.
5. A member of the admissions committee may not subsequently be the supervisor or assistant supervisor of a doctoral student in whose admission process he or she participated. However, if he or she wishes to retain the possibility of acting as a supervisor or assistant supervisor, he or she should exclude himself or herself from participation in the work of the committee. In such a case, the relevant vice-rector for science, at the request of the director of the doctoral school, shall appoint another member of the committee from among the members of the relevant discipline, subject to the principle expressed in § 4(3).
6. The work of the admissions committee is supervised by the director of the doctoral school.
7. The admissions committee shall be appointed for a period until a new admissions committee is appointed for the following academic year.
8. Admission of candidates under the “Implementation Doctorate” project, referred to in § 2(3)(2), is conducted by the doctoral school board. In this case, the chairperson of the doctoral school board shall perform the role of the chairperson of the admissions committee. In the event that a member of the doctoral school board is directly involved as a potential supervisor or assistant supervisor, the chairperson of the relevant scientific discipline board shall appoint a replacement from among the members of the discipline in accordance with § 4(3). In this case, the admissions committee may be joined by the relevant vice-rector who supervises the project.
9. In the case of the candidates referred to in § 2(3)(1), a competition procedure is conducted in accordance with the project requirements. The competition committee shall be composed of: the project leaders and two persons with at least a doctoral degree in the discipline in which the project is carried out. The successful candidate is admitted to the doctoral school with the approval of the director of the doctoral school on the basis of the competition committee protocol and the candidate's application for admission to the doctoral school.

§ 5

The tasks of the admissions committee shall include:

1. announcing the admission to the doctoral school;
2. notifying the candidates about the date and place of the admission procedure;
3. conducting the admission procedure;
4. assessing the candidates' achievements presented in the admission documentation;
5. preparing a summary report on the admission procedure.

§ 6

* + 1. A potential supervisor interested in supervising a doctoral school student is obliged to submit the academic information sheet in electronic form in English according to the provided template by sending it to: szkola.doktorska@upwr.edu.pl. Video material may be attached.
		2. The academic information sheets will be forwarded to the relevant discipline boards that will pass their opinions at their next meeting. The opinions expressed by the discipline boards are binding on the doctoral school board.
		3. In the admission process, a supervisor may suggest up to two research or research and development topics, with the exception of supervisors supervising a project with additional places for doctoral students in projects referred to in § 2(3)(1). A supervisor may recommend only one candidate for a given research topic in the admission process.
		4. The list of potential supervisors with their academic information sheets will be announced on the doctoral school website on 31 March 2024.
		5. After the date of their announcement on the doctoral school website, additional academic information sheets may be presented by potential supervisors who have obtained external funding for the implementation of a research or research and development project, provided they have been approved by the doctoral school board.
		6. The requirement to submit the academic information sheet does not apply to potential supervisors of the beneficiaries of the “Implementation Doctorate” programme.

§ 7

* + 1. The eligible candidates shall:
	1. hold the professional title of *magister*, *magister inżynier* or an equivalent degree confirmed by a diploma, or submit a certificate from the relevant dean’s office confirming the completion of the study programme along with information about the planned date of defence – it is required to submit the graduation diploma by 15 September (of the year of admission) or to meet the conditions set out in Article 186(2) of the Law on Higher Education and Science, including beneficiaries of the “Perła Nauki” programme;
	2. register in the on-line system of candidate registration;
	3. select a potential supervisor from the list published on the doctoral school website, contact the supervisor and determine the subject and scope of the doctoral dissertation (it is required that the potential supervisor sign the opinion on the suitability of the scientific work; only one candidate may apply for a given topic); this requirement does not apply to candidates applying to the doctoral school under the “Implementation Doctorate” programme;
	4. pay a recruitment fee of PLN 200 or EUR 50 (transfer title: name and surname, recruitment to the doctoral school, project number). For candidates from developing countries on the OECD list, the recruitment fee is EUR 20;
	5. submit the following documents to the doctoral school office:
1. an application form generated by the online recruitment system with the required attachments;
2. confirmation of English language proficiency at level B2 of the Common European Framework of Reference for Languages;
3. confirmation of payment of the recruitment fee;
4. “Candidate Card for the Doctoral School of Wrocław University of Environmental and Life Sciences,” which constitutes an appendix to this resolution, together with documents confirming the listed achievements.
	* 1. The admission procedure consists of two stages. In order to qualify for the second stage it is necessary to meet the requirements for the first stage.
		2. The candidate shall be responsible for providing the proper documents. In case some of the required documents are missing, the candidate shall be requested to provide them within seven days, with the information that failure to do so will result in the application not being considered.
		3. Providing false data or forged documents in the admission process shall disqualify the candidate from the admission procedure with immediate effect. In the event of disclosure of forged documentation presented in the admission process by a person who has already been admitted to the doctoral school, that person may be subject to disciplinary responsibility.
		4. In the case of candidates (students) who have not completed higher education, as described in Article 186(2) of the Law on Higher Education and Science, including beneficiaries of the “Perła Nauki” programme, the admissions committee shall assesses the scientific achievements of the candidate prior to the commencement of the admission procedure, according to the following criteria:
	1. authorship or co-authorship of scientific publications in peer-reviewed scientific journals of at least national scope, or scientific publications in the form of a monograph or monograph chapter (in the case of publications, 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 social and 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 a science club;
	6. participation in international programmes conducted as part of international scientific or didactic cooperation between universities;
	7. participation in foreign internships;

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

* + 1. Stage I (the maximum number of points to be obtained is specified in the candidate card).

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

* 1. Appendix 1 applies to candidates within the limit of places referred to in § 2(2);
	2. Appendix 2 applies to candidates referred to in § 2(3)(2);
		1. Stage II (the maximum number of points to be obtained is specified in the candidate card).

Interview – oral presentation on the future doctoral dissertation and the candidate’s scientific interests. The interview may be conducted in English, provided that its content and form will be adapted to the B2 level of the Common European Framework of Reference for Languages. In the event of a sanitary threat, it is possible to conduct the interview with the use of IT tools for videoconferencing.

* + 1. In the case of a foreign candidate, it is possible to conduct the interview with the use of IT tools for videoconferencing.
		2. In the case of a candidate who is a person with a disability, the admissions committee shall modify the admission procedure on the basis of a legally valid certificate on the degree of disability or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on the Vocational and Social Rehabilitation and Employment of Persons with Disabilities.
		3. A candidate who is a person with a disability shall provide the admissions committee with a request to adapt the admission procedure no later than seven working days before the date of the procedure. The candidate shall attach a photocopy of the certificate referred to in point 9.

ADMISSION TO THE DOCTORAL SCHOOL

§ 8

* + 1. The results of the admission procedure are public and shall be announced on the website of Wrocław University of Environmental and Life Sciences and in a designated place on the university campus.
		2. A ranking list is prepared on the basis of the number of points obtained by the candidates in the admission procedure, which determines the order in which the candidates are admitted to the doctoral school within the limit of places.
		3. The ranking list is created in two stages, according to the following procedure:
	1. First, the so-called ranking of disciplines is created, where, for each scientific discipline taught at the doctoral school, three candidates with the highest number of points from each discipline are admitted (parity), with a minimum of one being a Polish citizen and a minimum of one being a foreigner:
	2. After selecting candidates representing scientific disciplines, one ranking list is created for all disciplines, the so-called general ranking, which constitutes the basis for admitting candidates with the highest number of points obtained in the recruitment, within the remaining limit of places.
	3. If the parities cannot be met by candidates in a given scientific discipline, the place from the ranking in a given place is transferred to the so-called general ranking, thus increasing the limit of places in this ranking.
		1. If two or more candidates who obtained the same number of points in the admission procedure are in the last place in the above-mentioned ranking list, the admission criterion shall be the number of points obtained during the interview, followed by points for scientific articles, research internships and participation in research projects.
		2. Conditions of admission to the doctoral school:
	4. For candidates within the limit of places referred to in § 2(2):
1. 50 candidates with the highest number of points according to the ranking list referred to in § 8(3)(1), who obtained at least 12 points in stage I, shall be admitted to stage II;
2. obtaining in the admission procedure at least 50% of the maximum number of points to be obtained in the admission procedure (62 points in stages I + II);
3. knowledge of the English language at least at the B2 level according to the Common European Framework of Reference for Languages;
	1. For candidates referred to in § 2(3)(2):
4. qualifying for the "Implementation Doctorate" programme;
5. knowledge of the English language at least at the B2 level according to the Common European Framework of Reference for Languages;
6. obtaining at least 50% of the maximum number of points to be obtained in the admission procedure:

- in stage I – at least 15 points;

- in stage II – at least 25 points

* + 1. If there are free places left after the admission procedure, the admissions committee may decide to:
	1. finish the admission procedure without admitting candidates for the free places;
	2. conduct the second (supplementary) admission procedure in the same manner.
		1. After the end of the admission procedure, the candidates will receive information about admission to the doctoral school (via the ranking list published on the doctoral school's website, at a specific time provided on the website) and the obligation to register on the list of doctoral students within seven days. Failure to register on the list within this period will result in not being admitted to the doctoral school.
		2. Admission to the doctoral school takes place by being registered on the list of doctoral students on the basis of the admission procedure, subject to the following rules:
	3. for candidates within the limit of places referred to in § 2(2)(1) and 2(3)(1) – after the completion of the admission procedure and announcement of the admission results;
	4. for candidates applying under the “Implementation Doctorate” programme – after the completion of the admission procedure and announcement of the admission results, but not before the announcement of the results of the competition under the “Implementation Doctorate” programme financed by the Ministry of Education and Science. A doctoral student in the "Implementation Doctorate" programme is obliged to conclude a tripartite agreement with WUELS and the cooperating entity. Failure to conclude the agreement within the period indicated by the University by either of the contracting parties is tantamount to termination of participation in the programme.
		1. In the event where a candidate admitted 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 who represents a given discipline shall be registered on the list of doctoral students, taking into account the order resulting from the admission procedure; however, if there are no candidates from a given discipline, then another person from the so-called general ranking shall be admitted. The registration shall be made no later than 30 September of a given year.
		2. The refusal of admission to the doctoral school takes place by way of an administrative decision issued by the director of the doctoral school under the authority of the rector.
		3. It is possible to be a doctoral student in one doctoral school at a time.
		4. A person admitted to the doctoral school commences education and acquires the rights of a doctoral student upon taking the oath.

§ 9

In matters not covered herein, the provisions of the Act of 20 July 2018 – Law on Higher Education and Science, as well as internal regulations of the University, shall apply. Decisions shall be made by the director of the doctoral school in consultation with the vice-rector for science.

§ 10

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

Chairman of the Senate

prof. dr hab. inż. Jarosław Bosy