

**Resolution no. 2983
of the University of Białystok Senate
of 26 January 2022**

on rules of admission to doctoral schools in the academic year 2022/2023

Pursuant to § 33(1)(24) of the University of Białystok Statute, the University of Białystok Senate hereby sets down the following rules of admission to doctoral schools in the academic year 2022/2023:

§ 1

1. The doctoral school may admit a person who:
 - 1) holds a professional Master's degree, Master of Engineering degree or an equivalent degree (in exceptional cases substantiated by the highest quality scientific achievements, a graduate of the first degree programme or a student who has completed the third year of a long-cycle master degree programme may be admitted to the doctoral school),
 - 2) successfully satisfied the terms of admission established by the University.
2. A person may be a doctoral student only in one doctoral school and one scientific discipline at a time.
3. Foreigners may study in the doctoral school in compliance with the rules specified in Article 323 of the *Law on Higher Education and Science* of 20 July 2018 (i.e. Journal of Laws of 2021, item 478 as amended), hereinafter referred to as the Law.
4. A person admitted to the doctoral school starts their education and is granted the rights of a doctoral student by taking the oath.

§ 2

1. The admission procedure to the doctoral school is carried out in the form of a competition.
2. The competition is held at the doctoral school specific to a given scientific discipline.
3. The results of the competition are open and public.

§ 3

1. The competition procedure in a given doctoral school is held by the Admission Commissions appointed by the Head of the school.
2. Members of the Admission Commission assess the competition procedure to the doctoral school. Members of the Admission Commission are academic teachers holding at least a degree of *doktor habilitowany* and the Commission is composed of:
 - 1) a chairperson;
 - 2) two representatives of each discipline proposed by the Head of the doctoral school and approved by the Dean of the Faculty/Head of the Institution providing scientific activity in a given discipline.
3. Substitute members are appointed to the Admission Commission – two from each discipline who meet the requirements set forth in point 2 above.
4. Additionally, the Admission Commission is composed of a secretary appointed from among the academic staff.

§ 4

1. A member of the Admission Commission is obliged to be impartial and objective while assessing candidates to the doctoral school.
2. Members of the Admission Commission are excluded *ex lege* from assessing a candidate if:
 - 1) they intend to become the candidate's supervisor,
 - 2) they were the supervisor of the candidate's Master's thesis,
 - 3) they are the candidate's hierarchical superior or both of them are otherwise connected in any employment relationship,
 - 4) the candidate is or was a spouse, next of kin or relative by affinity up to the second degree or remains or remained in cohabitation with the member of the Admission Commission,
 - 5) the candidate is or was a person related to the member of the Admission Commission through adoption, custody or guardianship,
 - 6) the member of the Admission Commission participated in disciplinary proceedings in which the candidate to the doctoral school or their future supervisor were accused,
 - 7) there are other objective circumstances that could cause reasonable doubts as to the assurance of impartiality and objectivity in assessing the candidate.
3. A member of the Admission Commission excluded from assessing a candidate does not participate in their assessment and leaves the Commission's meeting room for the time of the assessment. Should the Admission Commission's chairperson be excluded or absent, he or she advises and delegates chairmanship to another member of the Commission mentioned in § 3(2)(2).
4. Exclusion of the Admission Commission's member from assessing a given candidate is recorded in the Commission's meeting minutes.
5. In a member of the Admission Commission in a given discipline is excluded, they are replaced by a substitute member mentioned in § 3(3).

§ 5

1. The competition schedule and the limit of places in individual doctoral schools in a given scientific discipline are established by the Rector by a regulation.
2. The Rector may consent to increase the limit of places in the doctoral school if a doctoral grant is funded by external sources, in particular by the European Commission, National Science Centre, National Centre for Research and Development and National Programme for the Development of Humanities, provided that the funds granted by external sources are sufficient to pay a doctoral scholarship to the project's participant together with derivative costs throughout duration of their education but for the period not longer than 4 years altogether. If the funds for a doctoral scholarship from external sources are not granted for the entire duration of the project/grant, the head of the research grant/the head of the project indicates sources of its further funding.
3. A doctoral student may receive only one doctoral scholarship in the school regardless of the funding sources.
4. The Rector may consent to carry out additional competition procedure on a different day during the academic year at the request of the head of the research grant/the head of the project in the case mentioned in point 2 above in accordance with the rules set forth in this Resolution and subject to the Rector's decision specifying the requirements of education programme that must be fulfilled by a doctoral student admitted in this procedure.

§ 6

1. University of Bialystok carries out Internet recruitment for candidates to doctoral schools in the system of Internet Recruitment for Candidates, hereinafter referred to as the IRK, on the website irk.uwb.edu.pl.
2. The internet recruitment is accessible 24/7 for the duration of admission as designated by the schedule of the competition procedure and in the mode enabling registration and modification of entries that have been made. After this time, the internet recruitment works in the read-only mode.
3. The University Recruitment Centre located at the University of Bialystok's seat in ul. Świerkowa 20B provides candidates with access to computers to register in the IRK.
4. A candidate must register in the IRK system in order to be admitted to the competition procedure.
5. All personal data submitted by candidates are protected and processed and stored for the purpose of the competition procedure in accordance with the law in force. If a candidate is entered into the list of doctoral students, these data will be transferred to the USOS system and processed in accordance with other binding provisions of law in order to provide proper organization and conduct of the education process.
6. In order to register in the IRK system a candidate:
 - 1) opens a personal registration account (a login to the account is the e-mail address entered (typed in) by the candidate),
 - 2) fills in a personal data questionnaire and selects a scientific discipline.
7. The internet registration is deemed valid when a candidate enters all necessary and true data and selects a scientific discipline.
8. Candidates are obliged not to disclose passwords to their personal registration accounts. University of Bialystok does not take responsibility for the consequences of sharing these passwords with third parties, in particular for changes made to the entries authorized by these passwords.
9. University of Bialystok does not take responsibility for the inability to register or make changes caused by network failures that are beyond the control of the University or due to temporary University servers overload.
10. The candidate's personal registration account is used:
 - 1) by the candidate to enter and confirm their personal data, including uploading a file with a recent student ID photo which must meet the same requirements as in the case of applying for the issue of a personal ID card,
 - 2) to select and, if needed, make changes connected with the selected scientific discipline,
 - 3) by the Admission Commission to notify candidates about the subsequent stages of the competition procedure, dates of interviews, results of subsequent stages of the procedure and dates and places for submitting documents.
11. Information to candidates is sent solely to their personal registration accounts. Messages placed in the candidate's personal registration account are deemed delivered and binding.
12. University of Bialystok does not take responsibility for the consequences of the candidates' failure to read messages placed in their personal registration accounts.
13. Changes made in the candidates' personal registration accounts are archived by the IRK system once the date of a subsequent update is registered.

§ 7

1. A candidate applying for admission to the doctoral school submits the following documents:
 - 1) a questionnaire downloaded from the IRK system with the indication of the scientific discipline in which the candidate intends to prepare doctoral dissertation,
 - 2) an application for the issue of an Electronic Doctoral Student ID,
 - 3) a candidate's questionnaire listing their scientific achievements and filled in in accordance with the sample downloaded from the IRK system with particular consideration of scientific interests, previous academic achievements (academic publications), participation in academic conferences and seminars, academic internships, student research groups, grants/scholarships, etc., which is contained in Annex 1 to this Resolution if a candidate applies for admission to the Doctoral School of Humanities and Doctoral School of Social Sciences, and Annex 2 to this Resolution if a candidate applies for admission to the Doctoral School of Exact and Natural Sciences,
 - 4) a research project proposal in the background of the most important accomplishments in a given discipline (drafted in accordance with the sample included in Annex 3 to this Resolution),
 - 5) a declaration of the academic teacher employed at the University of Białystok confirming their agreement to become a supervisor of doctoral dissertation, in accordance with Annex 4 to this Resolution,
 - 6) a copy of the graduation diploma certified either by the University or a notary (on the basis of the submitted original document) of first-cycle, second-cycle or long-cycle master's degree studies (together with supplements); if the supplement does not contain an average study grade, a candidate should submit a certificate confirming such average grade issued by their alma mater,
 - 7) a certificate issued by an occupational health physician confirming candidate's ability to undertake education in the discipline of biological and chemical sciences,
 - 8) documents numbered in accordance with Annex 1 or Annex 2 to this Resolution confirming candidate's scientific accomplishments:
 - a) xerocopies of title pages of reviewed monographs, their contents and editorial page (including the names of reviewers), xerocopies of title pages of monographs, their contents, editorial page (including the names of reviewers) and a chapter, or xerocopies of title pages of journals, articles and their contents, or a certificate issued by a publisher confirming that the candidate's publication has been accepted for publishing including the information about a scheduled year of the publication, the title of the article submitted for publication, the title of a collective monograph wherein the text will be published, the name of the volume's editor and the name of the publisher; if articles have been submitted to a journal – the name of the journal,
 - b) copies of the following documents certified by the University of Białystok on the basis of submitted original documents:
 - a copy of the certificate confirming active participation in scientific conferences or seminars signed by the organizer including the title of the presentation and a copy of scientific conferences or seminars' programmes (including the candidate's presentation),
 - a copy of the certificate confirming participation in a research project (e.g. NCN, NCBiR, NPRH) signed by the project manager including the project's

number, candidate's role in the project and the time (years) of the project's implementation,

- a copy of the decision granting awards or scholarships by a competent minister of higher education and science, a copy of the certificate confirming other science/research scholarships obtained and awarded to the candidate by an institution other than their alma mater, a copy of the diploma of graduation with distinction,
 - a copy of the certificate confirming granted awards or honours for a diploma thesis or an activity connected with the pursuit of scientific research,
 - a copy of the certificate confirming candidate's travel scholarships, scientific internships (not covered by the study programme), participation in the programme of a school organized by a higher education school or research institution,
 - a copy of the currently valid certificate confirming proficiency in given modern foreign language at least at C1 level (the list of certificates taken into account in the competition procedure is contained in Annex 2 to the Regulation of the Prime Minister of 16 December 2009 on the qualification procedures in the civil service, i.e. Journal of Laws of 2021, item 14),
 - a copy of the certificate confirming candidate's activity in a student research group signed by its coordinator (academic teacher),
 - a copy of the certificate confirming candidate's activity in popularization of science (e.g. lectures, talks, publications),
 - a copy of the document confirming candidate's participation in workshops or trainings enhancing skills and competences obtained by the candidate in their education process.
- 9) an application endorsed by the Rector's Proxy for Persons with Disabilities if the candidate's disability level has been determined and they would like to take advantage of alternative methods of their knowledge verification in the competition procedure due to the type of their disability. Such an application must be submitted to the Admission Commission not later than 5 days before the qualification interview.
2. If a study graduation diploma and supplements thereto are issued in a foreign language, they should additionally be legalized or endorsed with an apostille and submitted with their certified translation, which should be made by:
- 1) a person registered in the list of sworn translators of the Minister of Justice, or
 - 2) a person acting in the same capacity as a sworn translator in Poland and registered as such in any Member State of the European Union, Iceland, Norway, Liechtenstein or Switzerland, or
 - 3) a Polish consul in the country where the document has been issued within this country's territory or its legal system, or
 - 4) an accredited in Poland embassy or consulate of the country which issued the document within this country's territory or its legal system.
3. Candidates submit documents mentioned in point 1(8) above together with their legalized translation if they have been issued in the language other than Polish or English.
4. Foreign candidates are obliged to submit a document confirming proficiency in the language of instruction used in the education process provided in a given scientific discipline at the doctoral school, at least B2 level.
5. Documents cannot be supplemented after they have been submitted.

6. A candidate taking part in the qualification interview is obliged to show the Commission a document confirming their identity.

§ 8

1. A candidate may be awarded maximum 80 points in the competition procedure. Detailed criteria assessed in the competition procedure and a maximum number of points a candidate may be awarded in individual criteria are specified in Annex 5 to this Resolution if a candidate applies for admission to the Doctoral School of Humanities and Doctoral School of Social Sciences, or Annex 6 to this Resolution if a candidate applies for admission to the Doctoral School of Exact and Natural Sciences.
2. The competition procedure is held in two stages.
3. A candidate will be admitted to the competition procedure only if they submit documents mentioned in § 7(1)(1-7).
4. At the first stage, the Admission Commission awards points for individual criteria on the basis of the documents submitted in accordance with Annex 5 to this Resolution if a candidate applies for admission to the Doctoral School of Humanities and Doctoral School of Social Sciences, or Annex 6 to this Resolution if a candidate applies for admission to the Doctoral School of Exact and Natural Sciences. If a candidate presents for assessment accomplishments in the discipline different from the one the candidate applies for in the category documented scientific activity in points 2a and 2b, the Commission will award half a number of points possible to earn for such accomplishments. The candidate's academic accomplishments that are not confirmed by an appropriate document will not be taken into account in the competition procedure. Candidates will receive information on the number of points awarded in the first stage of the competition procedure in the IRK system.
5. At the second stage, the Admission Commission conducts a qualification interview with the candidate and awards points for it in accordance with Annex 5 to this Resolution if a candidate applies for admission to the Doctoral School of Humanities and Doctoral School of Social Sciences, or Annex 6 to this Resolution if a candidate applies for admission to the Doctoral School of Exact and Natural Sciences. If a candidate fails to attend a qualification interview, they may not be entered into the ranking list regardless of the number of points awarded at the first stage of the competition procedure.
6. A qualification interview is conducted in Polish. If education at the doctoral school in a given scientific discipline is provided in English, the qualification interview is conducted in this language.
7. In justified cases, the head of a doctoral school may, at the request of a candidate, consent to conduct a qualification interview online with the use of tools available on EduPortal or MS Teams platform sharing a link to the qualification interview.
8. During the qualification interview, the Commission assesses the presentation of the candidate's proposed research project and checks general understanding of the scientific discipline of their future doctoral dissertation including:
 - 1) the assessment of the proposed research project and candidate's understanding of the relevant subject matter (oral presentation of the proposed research project by the candidate, max. 10 minutes),
 - 2) the knowledge of subject literature and the most important achievements in the selected scientific discipline as well as the proper use of specialized terminology,
 - 3) the substantive quality and value of the presentation and the ability to present arguments, communicate and compose an oral presentation.
9. Members of the Admission Commission assess the candidate's presentation independently awarding points in individual criteria. The candidate is awarded points in individual criteria which are the arithmetic average of the points awarded by individual

members of the Admission Commission. A final result of the qualification interview is the total of points awarded in individual criteria.

10. The secretary draws up minutes of the second stage of the competition procedure including in particular: exclusions of the Commission members, questions a candidate has been asked during the qualification interview and partial points awarded by the Commission members in individual criteria of the qualification interview, and breaks in the interview taken at the request of the Commission member who had to leave the room, among others.
11. The Admission Commission conducts the competition procedure (the assessment of the candidate's accomplishments and qualification interview) in the presence of the Commission members.
12. The Admission Commission determines the individual result of the competition procedure and the ranking list together with recommendation to be submitted to the Rector. The ranking list is subject to announcement at the secretary's office of a relevant doctoral school in the IRK system and contains the date of announcement.
13. Admission to the doctoral school is effected by means of an entry to the list of doctoral students on the basis of the ranking list and recommendation of the Admission Commission. The entry to the list of doctoral students is made by the Rector.
14. Candidates who obtained the highest number of points in the sequence but not less than 30 points altogether and not less than 15 points at the second stage will be admitted to the doctoral school up to the limit of places envisaged in a given doctoral school in a given discipline.
15. If candidates received an equal number of points in total, this candidate will be entered into the list to the doctoral school in a given discipline who obtained the highest number of partial points in accordance with the criteria specified in Annex 5 to this Resolution if the candidate applies for admission to the Doctoral School of Humanities and Doctoral School of Social Sciences, or Annex 6 to this Resolution if the candidate applies for admission to the Doctoral School of Exact and Natural Sciences, in point 2, starting from the letter a) to the letter e), and then in point 3, in the proper sequence from the letter a) to the letter c).

§ 9

1. A candidate recommended for enrolment to the list of doctoral students is entered into the list of doctoral students at a doctoral school after the candidate delivers, not later than within 7 days from the day on which the ranking list has been announced, a declaration confirming that:
 - 1) they will be a doctoral student in only one doctoral school and in one scientific discipline they have been admitted to,
 - 2) they have not been a doctoral student in a doctoral school and have not received a doctoral scholarship/they have been a doctoral student in a doctoral school and received a doctoral scholarship and indicating the time of their study,
 - 3) they hold/do not hold a doctoral degree, and are obliged to return the amount of a doctoral scholarship they have received if they have concealed the fact that they have held a doctoral degree;
 - 4) they are not employed as academic teachers or researchers subject to the circumstances mentioned in Article 209(10 - second sentence) of the Law,
 - 5) they will select only one scientific discipline if they are recommended to more than one.
2. Candidates who meet the competition criteria but have not been admitted because the admission limit within a given scientific discipline at a doctoral school has been reached

are placed in a reserve group. If places on the list of doctoral students admitted to a doctoral school become available, the candidates in a reserve group are recommended for enrolment to the list of doctoral students in a given discipline of a doctoral school in accordance with the sequence resulting from the number of points they have received, and they are immediately notified about it. The provisions of point 1 above and § 8(12) are applied appropriately whereas the candidate is obliged to submit documents within 7 days from the day on which they have been notified about this obligation.

3. Before the Rector issues an administrative decision refusing admission to the doctoral school, the Admission Commission presents the reasons thereto. A candidate is refused admission to the doctoral school in a given discipline by the Rector's administrative decision.
4. A decision refusing admission to the doctoral school is served by registered mail with the proof of return receipt sent to the mailing address provided by the candidate in the IRK system.
5. A candidate is entitled to apply to the Rector for reconsideration of the decision refusing admission to the doctoral school within 14 days from the day on which the decision has been served. The Rector's decision is final.
6. Decisions mentioned in point 4 above are sent by the Secretary's Office of the doctoral school.

§ 10

1. The competition procedure process of a candidate is recorded in the separate minutes signed by the Admission Commission.
2. Any deletions and changes in the minutes should be confirmed by the signature of the Commission's chairperson.
3. The ranking list is drafted on the basis of the competition procedure process and includes:
 - 1) candidates' names and surnames,
 - 2) a number of points awarded for individual stages of the competition procedure,
 - 3) a final result of the candidates' assessment expressed in points,
 - 4) indication whether a candidate has been recommended for enrolment to the list of doctoral students at the doctoral school.
4. The ranking list specifies the sequence in accordance to which candidates have been entered into the list of doctoral students at the doctoral school within the limit of places in a given discipline. The ranking list is signed by the Admission Commission.

§ 11

The Resolution comes into force on the date of its adoption.

***Chairperson
of the Senate of the University of Białystok***

Prof. dr hab. Robert W. Ciborowski