

**Resolution no. 614
of the Academic Senate of the University of Silesia in Katowice passed on 30 June 2020
concerning admission requirements and mode of recruitment**

at the International Environmental Doctoral School

**associated with the Centre for Polar Studies at the University of Silesia (IEDS) in
Katowice in academic year 2020/2021**

According to Article 200 (2) (3) of the Act on Higher Education and Science (uniform text, Journal of Laws from 2020, item 85, as amended), § 156 of the Statute of University of Silesia in Katowice and Art. 79 (8) (a) of the Act of 16 April 2020 on special instruments of support in relation to the spread of SARS-CoV-2 virus (Journal of Laws from 2020, item 695, as amended), the Senate resolves as follows:

GENERAL PROVISIONS

§ 1

The Resolution sets out the requirements and mode of recruitment proceeding at the International Environmental Doctoral School attached to the Centre for Polar Studies at the University of Silesia in Katowice, hereinafter referred to as IEDS or the Doctoral School.

§ 2

The University of Silesia admits candidates for the first year of IEDS studies until the maximum limit of 15 persons is reached, with the exception of a situation specified in § 10 (2) and § (7) (3).

§ 3

1. Candidates applying for admission to IEDS must hold a professional master's degree, master of engineering degree or an equivalent, or must meet the requirements set out in Article 186(2) of the Act on Higher Education and Science of 20 July 2018

(uniform text, Journal of Laws from 2020, item 85, as amended), hereinafter referred to as the Act, which includes being a beneficiary of the *Diamond Grant*.

2. IEDS Partner units may decide that the candidate's major must correspond with the academic field or discipline which the candidate intends to focus on during his/her studies at the Doctoral School.

AUTHORITIES CONDUCTING THE ADMISSION PROCEDURE

§ 4

1. The qualification procedure is conducted by IEDS admission committee appointed by IEDS Council, subject to § (8).
2. Members of IEDS admission committee must hold a degree of Professor or Assistant Professor with Habilitation degree, subject to par. 5 and 10.
3. Members of IEDS admission committee include representatives of all Partner units forming IEDS, subject to par. 10.
4. The head of IEDS admission committee is appointed by the Dean of IEDS from among the committee members, subject to par. 10.
5. The secretary of the committee is appointed by the Dean of IEDS from among the employees of all Partner units forming IEDS. If the secretary holds a PhD degree or a degree of Assistant Professor with Habilitation degree, he/she participates in the activity of the committee with the right to vote.
6. If circumstances arise which make it impossible for a member of IEDS admission committee to directly participate in its activity, he/she is dismissed by IEDS Council and a new member is appointed, subject to the principles specified in par. 2.
7. The body of Doctoral Students Government may appoint its one representative who participates in the works of IEDS admission committee as an observer.
8. The head of IEDS admission committee may invite a potential supervisor to participate in a qualification interview he/she is attending as an observer.
9. The person responsible for supervising the work of IEDS admission committee is the Dean of IEDS, appointed by the President of the University of Silesia in Katowice.
10. In case of recruitment procedure specified in § 7, members of the admission committee ought to fulfil the conditions compliant with the relevant provisions regulating allocation of external funds for doctoral scholarships.

§ 5

1. The responsibilities of IEDS admission committee include:
 - 1) announcing the admission and the annual limit of six PhD research topics per Partner unit;
 - 2) receiving candidate applications submitted through the online application system (OAS);
 - 3) allowing candidates to take part in the qualification procedure on the basis of submitted documents;
 - 4) informing candidates about the time and place of the qualification procedure;
 - 5) carrying out qualification procedure;
 - 6) elaborating a collective protocol from the course of qualification procedure, which contains: the result of each component of candidate's evaluation, final result of candidate's grade and the list of candidates qualified and accepted to IEDS; the protocol is signed by the chairman as well as members of the IEDS admission committee; all deletions and amendments performed within the protocol ought to be justified in writing and confirmed by means of the IEDS allocation committee chairperson's signature; once the qualification procedure has been completed, IEDS hands over the protocol to the IEDS Dean;
 - 7) making decisions regarding acceptance or rejection of new persons to the doctoral school based on the result obtained in the course of qualification procedure;
 - 8) compiling lists of admitted and rejected candidates, and putting the lists in the online application system (OAS);
 - 9) delivering the decision of rejection, in writing, to all candidates who have not been admitted to the Doctoral School; if the decision is sent by post — the service must include return receipt;
 - 10) preparing all other necessary documents regarding the course and outcome of the admission process;
 - 11) issuing, upon a candidate's request, an admission procedure results certificate, including information on the result for each assessment component of the qualification procedure.
2. IEDS admission committee acts within the limits set out in the present Resolution.
3. Resolutions of IEDS admission committee are passed by a simple majority of votes. In case of a tied vote, the casting vote belongs to the head of the committee.

QUALIFICATION PROCEDURE

§ 6

1. Admission of candidates to first year of study at the Doctoral School is done through the qualification procedure.
2. The qualification procedure takes the form of a competition (ranking).
3. Lists of potential supervisors and suggested research topics are announced on the Doctoral School's website.
4. The qualification procedure involves three stages:

1) STAGE 1:

Test of knowledge related to a given discipline. The range for the overall score is 0– 10 points. In order to pass the test, a candidate must score at least 7 points. Missing the test disqualifies the candidate from the qualification procedure.

2) STAGE 2:

- a) Final result received by a candidate upon the completion of higher education (max. 6 points; the result from the diploma is converted in a following manner: 6.0 – 6 points; 5.0 – 5 points; 4.5 – 4 points; 4.0 – 3 points; 3.5 – 2 points; 3.0 – 1 point);
- b) In the case of candidates (students) referred to in Article 186(2) of the Act, a document confirming the average result from at least three years of uniform master's studies, rounded to one decimal place, converted in a following manner: 6.0 – 6 points; 5.0 – 5 points; 4.5 – 4 points; 4.0 – 3 points; 3.5 – 2 points; 3.0 – 1 point);

3) STAGE 3:

Qualification interview aimed at evaluating the intellectual level of the candidate, his/her knowledge of English, quality of doctoral dissertation project, level of motivation, aptitude for academic work, and previous academic achievements (max. 15 points).

5. Qualification procedure may be carried out by means of electronic communication techniques.
6. General conditions of supporting candidates with health-related special educational needs during the process of admission to the International Environmental Doctoral School (IEDS) are stipulated in Appendix no 2 to the Rules of the International Environmental Doctoral School attached to the Centre for Polar Studies at the University of Silesia in Katowice (IEDS)

QUALIFICATION PROCEDURE FOR CANDIDATES WHOSE DOCTORAL SCHOLARSHIPS WILL BE FUNDED OR CO-FUNDED FROM EXTERNAL SOURCES.

§ 7

1. Candidates of Doctoral School whose doctoral scholarships will be financed or co-financed from external sources are subjected to recruitment carried out according to the principles compliant with the relevant provisions, regulating allocation of these means.
2. Separate recruitment is announced with respect of contests for spots at IEDS, other than those specified in the standard recruitment procedure under which doctoral scholarships are offered, funded, among others, under research projects, separate University funds, entities co-running the Doctoral School and other external bodies.
3. Separate recruitment occurs outside of the limit of places established for the standard recruitment and is of contest nature.
4. Under the separate recruitment procedure at IEDS, the following candidates may be accepted:
 - 1) candidates recruited for realization of projects under research projects, subject to ensuring full funding of doctoral scholarships for the period of at least 24 months within the Doctoral School;
 - 2) candidates for whom full funding of doctoral scholarship was ensured by an organizational cell of the University of Silesia in Katowice or an entity co-running IEDS for the whole period of education at the Doctoral School;

- 3) candidates for whom full funding of doctoral scholarship was ensured for the whole period of education at IEDS on the basis of agreements between the University of Silesia in Katowice and entities co-running IEDS and other entities.
5. Decision regarding announcing recruitment is undertaken by IEDS Dean along with a relevant project manager or disposer of external funds.
6. Manager of the entity that realizes a given project or disposes of funds submits a declaration on the sources of funding of a given doctoral scholarship for the whole period of education at the Doctoral School to the IEDS Dean.
7. Announcement of the call, fulfilling the conditions contained within the regulations of allocating external funds, is elaborated by project manager or disposer of funds in cooperation with IEDS Dean and, subsequently, it is published at least on the website of IEDS and on the website of the entity that realizes the given project or that is a disposer of funds for doctoral scholarships and it contains at least:
 - 1) summary of doctoral project;
 - 2) requirements for the candidates and description of tasks;
 - 3) term of acceptance of submissions, conditions and mode of recruitment as well as term of settling the contest;
 - 4) information regarding conditions for granting the scholarship;
 - 5) information on the required documents.
8. Qualification committee is appointed by the IEDS Council and the manager of entity co-running IEDS who realizes the project or who is a disposer of external funds.
9. Provided that the provisions regulating allocation of funds for doctoral scholarships do not state otherwise, the qualification committee is composed of:
 - 1) project manager or coordinator who performs the function of a chairman of the committee, appointed by the manager of entity co-running IEDS, realizing the project or being a disposer of external funds;
 - 2) at least two persons specified by project manager or coordinator, who possess at least associate professor's degree as well as relevant scientific and professional qualifications, appointed by the manager of entity co-running IEDS realizing the project or being a disposer of external funds;

- 3) at least one representative from amongst other entities co-running IEDS, possessing adequate scientific and professional qualifications and at least associate professor's degree appointed by the Council of IEDS;
 - 4) committee's secretary, appointed by IEDS Dean and the IEDS Council.
10. Qualification procedure is carried out on the basis of principles compliant with relevant provisions regulating allocation of external funds and, in case of lack of such regulations, the procedure is compliant with § 6 (4) (6).
 11. Qualification procedure may be carried out by means of electronic communication techniques.

FORMAL CONDITIONS REGARDING THE QUALIFICATION PROCEDURE

§ 8

1. A candidate applying for admission to IEDS enters the qualification procedure by submitting an electronic application in the online application system;
2. In order to enter the qualification procedure, the candidate must:
 - 1) create a personal account in the OAS system;
 - 2) hold a professional master's degree, master of engineering degree or an equivalent, confirmed with a diploma or a degree certificate issued by a relevant dean or another authorised person;
 - 3) meet the requirements set out in Article 186(2) of the Act, which include being a beneficiary of the Diamond Grant.
3. A candidate applying for admission to IEDS must submit:
 - 1) application form — personal questionnaire — for admission to IEDS;
 - 2) curriculum vitae;
 - 3) 2a) consent to personal data processing by the University for the purposes related to the admission procedure, and in the case of candidates with health-related special educational needs – explicit consent to processing personal data concerning health;
 - 4) copy of a master's degree diploma certified by the university, a graduate certificate at a master's degree level including the final result received by the candidate upon the completion of the programme, or a document confirming that the candidate is a beneficiary of the Diamond Grant; if the candidate graduated abroad, the documents must be formally attested with an apostille

- and translated into Polish or English (if issued in a differed language) by a sworn translator;
- 5) the average final result received upon the completion of master level studies, certified by a relevant dean or another authorised person (if the candidate went through a two-tier system, he/she must provide the average final result from both stages of education);
 - 6) in the case of candidates (students) referred to in Article 186(2) of the Act, a document confirming the average result from at least three years of uniform master's studies, rounded to one decimal place;
 - 7) other documents specified in the qualification criteria or, depending on the scientific discipline, determined by the relevant IEDS Partner unit.
4. Candidates are obliged to submit a set of documents at a designated time by means of the OAS system.
 5. Candidates who have been qualified to be accepted are obliged to perform an entry in the Doctoral School's secretary office and submit original documents specified in par. 3.
 6. A candidate who has qualified for admission to the Doctoral School and has been allowed, pursuant to a declaration specified in par. 2 point 2 must submit a copy of a master's or master of engineering degree diploma certified by the university upon making an entry on the list of doctoral students.
 7. A candidate who graduated abroad may apply for admission to first year of IEDS if the higher education diploma issued by the foreign university entitles him/her to undertake doctoral studies by virtue of law or is considered equivalent to a Polish diploma and professional degree on the basis of a relevant international agreement and – if no such agreement exists – through notification proceedings.
 8. The rules and conditions regarding the admission of foreigners to the Doctoral School are determined by the Act and internal regulations of Partner units.

ADMISSION TO THE DOCTORAL SCHOOL

§ 9

Results of the qualification procedure are public.

§ 10

1. Results received by the candidates during the qualification procedure are used to compile a ranking list for each research topic, in the order from the highest- to the lowest-scoring candidate. The ranking list determines the order in which the candidates are admitted to the Doctoral School, within the set maximum limit subject to § 7 (3)..
2. If circumstances arise in which it is justifiable to exceed the set maximum limit of admitted candidates, the Dean of IEDS may apply to the President of the University of Silesia for permission to exceed the limit. The President of the University of Silesia makes the decision bearing in mind financial capabilities of the Doctoral School and the necessity to ensure appropriate quality of education.
3. IEDS admission committee may agree on the so-called score threshold, which specifies the minimum score required for candidates from the ranking list to be admitted to IEDS.
4. The list specified in par. 1 is announced by IEDS admission committee by means of the OAS system.
5. If the number of candidates selected during the qualification procedure falls short of the set limit, IEDS admission committee may decide to:
 - 1) conclude the qualification procedure and resign from admitting candidates for the remaining spaces;
 - 2) conduct the second recruitment procedure according to the same principles.

MEANS OF APPEAL

§ 11

Rejection of a candidate applying to the Doctoral School takes place through an administrative decision signed by the chairperson of IEDS admission committee. The rejected candidate has the right to submit a request for reconsideration to the said committee.

FINAL PROVISIONS

§ 12

1. Admission to the Doctoral School is confirmed by adding the candidate to the list of doctoral students.
2. It is not allowed to be a doctoral student at more than one doctoral school.
3. A person admitted to the Doctoral School begins the process of education and gains the rights of a doctoral student once he/she has made the pledge.
4. Doctoral Student receives doctoral student ID card. The identification card must be returned once the doctoral student has completed his/her education at the Doctoral School or has been crossed off the list of doctoral students.

§ 13

The present Resolution is made public by being published on the websites of the University of Silesia in Katowice, IEDS and IEDS Partner units, as well as by being displayed in publicly accessible places at the premises of the University of Silesia in Katowice and the Institutes of the Polish Academy of Sciences.

§ 14

All matters not provided for in the present Resolution shall be settled according to the Act and internal regulations of Partner institutions.

§ 15

1. All personal data provided by candidates are processed and stored for the purposes of registration in accordance with applicable regulations and protected in accordance with GDPR and Information Security Policy at the University of Silesia.
2. If a candidate is added to the list of doctoral students, his/her data is transferred to the IT systems of the University, including in particular the University Study- Oriented System (USOS), and processed according to applicable regulations for the purposes of organisation and appropriate execution of the educational process.

§ 16

The Resolution enters into force on the day of signing.