

**Resolution no. 54/2021 of the Senate of Wrocław University of Environmental and Life Sciences of 26 November 2021**

on the requirements and recruitment procedure for admitting candidates to the Doctoral School of Wrocław University of Environmental and Life Sciences in the academic year 2022/2023

Pursuant to Article 200(2), ( 3) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), it is resolved as follows:

**GENERAL PROVISIONS**

**§ 1**

Recruitment 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 following fields and disciplines:

1) Exact and Natural Sciences, in the discipline of Biological Sciences;

2) Engineering and Technology, in the following disciplines:

a) Civil Engineering and Transport;

b) Environmental Engineering, Mining and Energy;

3) Agricultural Sciences, in the following disciplines:

a) Agriculture and Horticulture;

b) Nutrition and Food Technology;

c) Veterinary Science;

d) Animal Science and Fisheries.

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

3. The admissions limit referred to in point 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;

2) beneficiaries of the “Implementation Doctorate” (*doktorat wdrożeniowy*) programme.

4. For the persons referred to in point 3, an additional recruitment procedure may be announced, taking into account the requirements connected with the implementation of a research or research and development project. In the case of candidates referred to in point 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, including beneficiaries of the “Diamond Grant” 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 in accordance with the terms specified in Articles 323-324 of the Act of 20 July 2018 – Law on Higher Education and Science.

5. The same recruitment procedure shall apply to Polish and foreign candidates. Foreigners must undergo the recruitment process pursuant to this resolution, subject to point 6.

6. A foreigner may be admitted to a Doctoral School in which education is 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 the completion of a preparatory course to study in Polish, conducted in units designated by the Minister of Science and Higher Education;

2) a certificate of knowledge of the Polish language issued by the State Commission;

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

4) documents that confirm the knowledge of a foreign language include certificates, diplomas or other documents confirming the completion of a secondary school abroad, in which the 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 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.

## RECRUITMENT PROCEDURE

### § 4

1. The recruitment procedure is conducted by the Recruitment Committee appointed by the relevant vice-rector for science at the request of the Director of the Doctoral School. A representative of the Doctoral Students' Self-government shall participate in the work of the Recruitment Committee.

2. The Chairperson of the Recruitment Committee shall be appointed by the Director of the Doctoral School from among the Committee members.

3. Members of the Recruitment Committee shall be persons with the title of professor or the academic degree of *doktor habilitowany*, representing the academic discipline in 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. Supervision over the work of the Recruitment Committee shall be exercised by the Director of the Doctoral School.

6. The term of office of the Recruitment Committee is 1 year.

7. Recruitment of candidates for the Doctoral School under the "Implementation Doctorate" (*doktorat wdrożeniowy*) programme, referred to in § 2(3)(2), shall be 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 Recruitment 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 Doctoral School Board shall appoint a replacement from among the members of the discipline in accordance with § 4(3). In this case, the Recruitment Committee may be joined by the relevant vice-rector who supervises the project.

8. In the case of candidates referred to in § 2(3)(1), a competition procedure shall be carried out in accordance with the project requirements. The competition jury shall consist of: the project manager and two people with at least a doctoral degree in the discipline in which the project is to be implemented. The candidate who wins the competition shall be admitted to the

Doctoral School with the consent of the Director of the Doctoral School on the basis of the competition jury's protocol and the candidate's application for admission to the Doctoral School.

Recruitment of candidates during the 1<sup>st</sup> semester, as referred to in § 2(4), shall be carried out according to the rules set out in point 8.

## § 5

The tasks of the Recruitment Committee shall include:

- 1) announcing the recruitment to the Doctoral School;
- 2) notifying the candidates about the date and place of the recruitment procedure;
- 3) conducting the recruitment procedure;
- 4) assessing the candidates' achievements presented in the recruitment documentation (the candidate card is signed by the members of the Recruitment Committee who assessed a given candidate's achievements);
- 5) preparing a summary report on the recruitment procedure.

## § 6

1. A potential supervisor interested in supervising a doctoral student of the Doctoral School is obliged to submit the academic information sheet according to the provided template by sending it in electronic form to the following address: [szkola.doktorska@upwr.edu.pl](mailto:szkola.doktorska@upwr.edu.pl). Video material may be attached.

2. The academic information sheets shall be forwarded to the relevant discipline board that will pass its opinion at the next meeting. The opinion expressed by the discipline board is binding on the Doctoral School Board.

3. In the recruitment procedure, the supervisor may propose two research or research and development topics, except for supervisors supervising projects with a different number of designated doctoral students.

4. The list of potential supervisors with their academic information sheets shall be announced on the Doctoral School website on 31 March 2022.

5. After the deadline for their publication on the Doctoral School website, an academic information sheet may be submitted by a potential supervisor who has received external

funding for the implementation of a research or research and development project, provided it has been approved by the Doctoral School Board.

6. The requirement to submit the academic information sheet shall not apply to potential supervisors of beneficiaries of the “Implementation Doctorate” programme.

## § 7

1. The recruitment procedure shall be open to a person who:

1) holds the professional title of *magister*, *magister inżynier* or equivalent, as confirmed by a diploma, or has submitted a certificate from the relevant dean’s office confirming the completion of the study programme – it is required to submit the graduation diploma by 15 September (of the year of recruitment), or who meets the conditions specified in Article 186(2) of the Law on Higher Education and Science, including beneficiaries of the “Diamond Grant” programme;

2) has registered in the on-line candidate registration system;

3) has selected a potential supervisor from the list published on the Doctoral School website, contacted the supervisor and agreed on the subject and scope of the doctoral dissertation (a signed opinion of the potential supervisor on the suitability of the scientific work is required; only one candidate may apply for a given topic); this requirement shall not apply to candidates applying to the Doctoral School under the “Implementation Doctorate” (*doktorat wdrożeniowy*) programme;

4) has paid 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 according to the OECD list, the recruitment fee is EUR 20;

has submitted the following documents to the Doctoral School Office:

a) an application form generated via the online recruitment system with the required attachments;

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

c) confirmation of payment of the recruitment fee;

d) “Card of the Candidate 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.

2. The recruitment procedure consists of two stages. In order to qualify for the second stage, it is necessary to meet the requirements for the first stage.

3. The candidate is responsible for providing the proper documents. In the event of failure to provide some of the required documents, the candidate will be requested to provide them within 7 days, with the information that failure to do so will result in the application not being considered.

4. Providing false data or forged documents in the recruitment process shall disqualify the candidate from the recruitment process with immediate effect. In the event of disclosure of forged documentation presented in the recruitment process by a person who has already been admitted to the Doctoral School, that person shall be removed from the list of doctoral students of the Doctoral School on disciplinary grounds.

5. 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 “Diamond Grant” programme, 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 of at least national scope, or scientific publications in the form of a monograph or monograph chapter (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 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 recruitment.

Stage I (the maximum number of points to be obtained is specified on the Candidate Card).

6. The candidate shall be assessed on the basis of the documented achievements presented on the “Card of the Candidate 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);
7. Stage II (the maximum number of points to be obtained is specified on the Candidate Card).

Interview – oral presentation of 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.

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

9. If the candidate is a person with a disability, the Recruitment Committee shall modify the recruitment procedure in accordance with a valid certificate of disability or an opinion of the relevant specialist clinic.

10. A candidate who is a person with a disability shall provide the Recruitment Committee with an application to modify the recruitment procedure no later than seven working days before the date of the procedure. The candidate shall attach a photocopy of a document confirming the disability.

## ADMISSION TO THE DOCTORAL SCHOOL

### § 8

1. The results of the recruitment 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 recruitment 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 is compiled, where candidates with the highest number of points from each discipline taught at the Doctoral School are accepted according to the following formula:
    - a) two candidates who are Polish citizens;

b) one candidate who is 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 procedure, 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 discipline is transferred to the so-called general ranking, thus increasing the limit of places in this ranking.

4. If two or more candidates who obtained the same number of points in the recruitment procedure are in the last place on 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.

5. Conditions of admission to the Doctoral School:

1) For candidates within the limit of places referred to in § 2(2):

a) 50 candidates with the highest number of points according to the ranking list referred to in § 8(3)(1) shall be admitted to Stage II;

b) obtaining at least 50% of the maximum number of points in the recruitment procedure (62 points in Stages I + II);

c) knowledge of the English language at least at the B2 level according to the Common European Framework of Reference for Languages;

2) For candidates referred to in § 2(3)(2):

a) having been qualified for the “Implementation Doctorate” programme;

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

c) obtaining at least 50% of the maximum number of points in the recruitment procedure:

- in Stage I – at least 15 points;

- in Stage II – at least 25 points

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

1) finish the recruitment procedure without admitting candidates for the free places;

2) conduct a second (supplementary) recruitment procedure in the same manner.



7. After the end of the recruitment process, the candidates will receive information about admission to the Doctoral School (via the ranking list published on the University's website, at a specific time provided on the website) and the obligation to register on the list of doctoral students within 7 days. Failure to register on the list within this period will result in not being admitted to the Doctoral School.

8. Admission to the Doctoral School shall take place by being entered on the list of doctoral students on the basis of the recruitment procedure, subject to the following rules:

1) for candidates within the limit of places referred to in § 2(2)(1) and § 2(3)(1) – after the completion of the recruitment procedure and announcement of the recruitment results;

2) for candidates applying under the “Implementation Doctorate” programme – after the completion of the recruitment procedure and announcement of the recruitment results, but not before the announcement of the results of the competition under the “Implementation Doctorate” programme financed by the Ministry of Science and Higher Education.

9. 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, the next candidate from the ranking of disciplines who represents a given discipline shall be entered on the list of doctoral students, taking into account the order resulting from the recruitment procedure; however, if there are no candidates from a given discipline, then another person from the so-called general ranking shall be admitted. The entry on the list of doctoral students shall be made no later than 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 Wrocław University of Environmental and Life Sciences. The decision is subject to a motion for reconsideration.

11. It is possible to be a doctoral student in one Doctoral School at a time.

12. 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 by this resolution, 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 relevant vice-rector for science.

## § 10

This resolution shall come into force on the day of its adoption.

Chairman of the Senate

prof. dr hab. inż. Jarosław Bosy