

Resolution No ...
of the Senate of the University of Silesia in Katowice passed on 26 January 2021
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 2021/2022

According to Article 200 (2) (3) of the Act on Higher Education and Science (uniform text, Journal U. 2020 item. 85, as amended, hereinafter referred to as the Act) and § 156 of the statute of the University of Silesia in Katowice, 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 associated with 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 § 7 (3) and § (10) (2).

§ 3

1. Admission to IEDS is available for all candidates holding a title of master, master engineer or – in exceptional cases, justified by the highest quality of scientific achievements – a person not fulfilling the requirements who is a graduate of 1st cycle studies or a student who has completed the third year of long-cycle studies.
2. Partner entities of IEDS may accept candidates who graduated from a study programme compliant or related to the field of study/scientific discipline in which education in realized; this information will be included in the announcement regarding doctoral project.

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 Associate Professor , subject to par. 5 and 11.
3. Members of IEDS admission committee include representatives of all Partner units forming IEDS, subject to par. 11.
4. The head of IEDS admission committee is appointed by the Dean of IEDS from among the committee members, subject to par. 11.
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 Associate Professor, he/she participates in the activity of the committee with the right to vote.
6. In a situation of occurrence of circumstances preventing members of the IEDS committee to participate in these works, the IEDS council may decide to recall it and, in case when it is necessary for the correct functioning of the admission committee, to supplement its composition through appointing a new member, subject to maintaining principles specified in par. 2.
7. Members of the admission committee and the secretary are entitled to remuneration, the amount of which as well as the form is established by the Rector of the University of Silesia in Katowice; in case of recruitment described in § 7, remuneration of members of the admission committee and the secretaries is regulated in separate provisions, established by the heads of entities co-creating IEDS, realizing the project or being the disposers of external funds.
8. The body of Doctoral Student Government may appoint its one representative who participates in the works of IEDS admission committee as an observer.
9. The head of IEDS admission committee may invite a potential supervisor to participate in a qualification interview he/she is attending as an observer and expert.
10. Supervision over the works of the IEDS admission committee is executed by the Dean of IEDS.
11. In case of admission 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.

12. The composition of the admittance committee is published on the website of IEDS.

§ 5

1. The responsibilities of IEDS admission committee include:
 - 1) announcing the admission and the annual limit of six PhD research topics per IEDS Partner unit;
 - 2) In special situations undertaking a decision on allowing the qualification procedure of a candidate who applies to be admitted to IEDS with respect of the title from outside of the list, specified in point 1, subject to the provision by the candidate of the summary of doctoral project and expression of consent by the head of entity, in which project realization is planned; the decision is undertaken at the request of the candidate;
 - 3) receiving candidate applications submitted through the Online Application System (IRK);
 - 4) allowing candidates to take part in the qualification procedure on the basis of submitted documents;
 - 5) informing candidates about the time and place of the qualification procedure;
 - 6) carrying out the qualification procedure;
 - 7) 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 chair's signature; once the qualification procedure has been completed, IEDS hands over the protocol to the Dean of IEDS;
 - 8) compiling lists of admitted and rejected candidates which the admission committee announced in IRK;
 - 9) preparing all other necessary documents regarding the course and outcome of the admission process;
 - 10) issuing, at the request of the candidate, of certificates on the admission procedure results.
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. Admitting candidates for the first year of studies at the doctoral school occurs on the basis of the qualification procedure carried out between 1 July 2021 and 30 September 2021 , in accordance with the schedule announced by the Dean of IEDS in the form of a regulation, subject to the qualification procedure conducted on the basis of § 7.
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. Based on the decision of the admission committee compliant with § 5 par. 1 point 2, the candidates may apply to be accepted to IEDS for the subject from outside of the announced list.
5. The qualification procedure takes the form of a four-stage procedure and may be held in Polish and English or solely in English:
 - 1) STAGE 1:

The knowledge test in the scope of the discipline in which realization of the doctoral dissertation is planned. The test is assessed on a scale from 0 to 20 points.

Absence on the test or limiting the result below 12 points eliminates the candidate from further steps of qualification proceeding and constitutes a basis for the issuance of the decision regarding rejection of the candidate by the doctoral school.
 - 2) STAGE 2:

Assessment of the summary of doctoral project. The concept ought to contain information concerning the topic of one's doctoral dissertation and the scientific discipline in which the doctoral candidate will realize it, placing the topic of the study in the context of current research issues, research objective and questions, proposed methods of research and the schedule of elaboration of the doctoral dissertation. The committee assesses the conceptual level of the proposed doctoral dissertation summary, the selection of research methods, the importance of the doctoral project for the development of the research discipline and the possibility of realizing the doctoral project (maximum 30 points). The form of the summary will be made available through the website of IEDS.

3) STAGE 3:

The assessment of the so-far documented scientific achievements of the candidate in the discipline in which he or she is planning to realize the doctoral dissertation and the international cooperation (maximum 20 points) and, in particular: authorship or co-authorship of the reviewed articles contained in the list of scientific journals and reviewed materials from international conferences, other articles, monographs and chapters of monographs; active participation in scientific conferences along with a paper or poster; participation in research projects; other scientific activity and engagement in international cooperation. The form containing scientific achievements of the candidate will be made available through the website of IEDS.

4) STAGE 4:

Qualification interview assessing: general candidate qualifications and knowledge in the scope of the discipline in which the doctoral dissertation will be realized, knowledge of English, motivation and aptitude to carry out scientific work (maximum 30 points). During the qualification interview the doctoral student is obliged to present the concept of the planned doctoral dissertation.

6. Qualification procedure may be carried out by means of electronic communication techniques.
7. 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 associated with 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 the Doctoral School whose doctoral scholarships will be financed or co-financed from external sources (grants) including beneficiaries of programmes and ventures established on the basis of Art. 376 of the Act, 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. A separate recruitment is held in the form of a contest and takes place outside the limit of vacancies established for the standard recruitment and outside of its schedule; there is a possibility of admitting to IEDS of students during an academic year, provided that the unrealized modules that stem from the educational programme in place will be realized in the subsequent academic year.
 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. 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 Dean of IEDS.
 6. The decision regarding announcing recruitment is undertaken by Dean of IEDS upon a motion submitted by a relevant project manager or disposer of external funds.
 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 Dean of IEDS 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 admission 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 chair 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 Dean of IEDS 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 par. 5-7.
11. Qualification procedure may be carried out by means of electronic communication techniques.

FORMAL CONDITIONS REGARDING THE QUALIFICATION PROCEDURE

§ 8

1. A person that fulfils conditions specified in § 3 par. 1 who, within the term compliant with the schedule may be allowed to participate in recruitment to IEDS.
 - 1) set up an account in the Online Application System (IRK) and completed the registration form;
 - 2) recruitment fee in the amount of PLN 190. The recruitment fee is paid by the candidate to the individual bank account generated by the IRK system.
2. In justified cases, the candidate may apply to the dean of IEDS to be released from payment of the recruitment fee. Applications are considered no later than two days before the term of conduct of recruitment fee compliant with the schedule.
3. Reimbursement of a part or whole recruitment fee may occur at the request of the candidate in case when:
 - 1) the candidate has resigned from participation in the qualification procedure prior to its commencement;
 - 2) the fee was submitted after the deadline of accepting application forms or it was submitted in an amount lower than that indicated in par. 1 point 2 which led to rejection of commencing the recruitment procedure with respect to that candidate;

- 3) an overpayment was made when the recruitment fee submitted by the candidate was higher than that specified in par. 1 point 2.
4. The amount of reimbursement for the recruitment fee may be decreased by the costs stemming from the conduct of transaction.
5. A candidate applying for admission to IEDS must submit:
 - 1) application form – personal questionnaire – for admission to IEDS;
 - 2) curriculum vitae;
 - 3) ORCID number;
 - 4) information regarding the scientific discipline or disciplines in case of interdisciplinary work in which the candidate intends to prepare a doctoral dissertation;
 - 5) 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;
 - 6) to submit a declaration regarding non-obtaining education at another doctoral school and regarding lack of employment as academic teacher from 1 October 2021;
 - 7) declaration of the candidate noting that he or she has or does not have a scientific doctoral degree or is or is not a participant of doctoral studies; a candidate has a doctoral degree or, while being a participant of doctoral studies submits also an information regarding the discipline, the place and topic as well as the supervisor or academic mentor of the realized or non-realized doctoral dissertation;
 - 8) copy of the diploma of graduation from master's degree studies along with the supplement or, in case of their lack, a certificate confirmed by the person authorized regarding graduation from master's degree studies with an indication of the final result of studies and a certificate regarding the average of grades from studies; in case of completing the university abroad, it is necessary to submit a sworn translation of the document into Polish or English (if the document was issued in another language); the candidate qualified to be accepted is obliged to immediately submit a diploma of graduation abroad in the form of legalization or apostille;
 - 9) in the case of candidates (students) referred to in Article 186 par. 2 of the Act – a document confirming the average result from at least three years of uniform master's degree studies, rounded to one decimal place;
 - 10) The title of the research study with which a candidate applies, the summary of the doctoral project, the form with scientific achievements of the candidate in a given discipline in which realization of the doctoral dissertation is planned and

the documents confirming scientific achievements as well as other documents specifying the criteria of qualification for individual titles, as specified in § 5 par. 1 point 1; documents specified in the hereby point ought to be submitted in the forms disclosed through the website of IEDS within the term designated by IRK, or subject to confirmation of receipt: in the office of IEDS, via post to the IEDS address, via electronic post to the address: polarknow@us.edu.pl or via the website of IEDS.

6. Candidates may apply in one admission process for the maximum of 2 titles, as specified in § 5 par. 1 point 1, subject to the titles in a separate admission process specified in § 7.
7. A candidate is obliged to submit documents specified in par. 5 points 1-9 through the IRK system in the term that complies with the schedule.
8. 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. 5 point 1-9.
9. Candidates who have been qualified for admission to the Doctoral School and have been allowed, pursuant to the certificate specified in par. 5 point 8 must submit a copy of a master or master engineer degree diploma upon making an entry on the list of doctoral students.
10. Candidates who graduated abroad may apply for admission to first year of IEDS if the higher education diploma issued by the foreign university entitles them to undertake doctoral studies by virtue of law or are considered equivalent to a Polish diploma and professional degree on the basis of a relevant international agreement and – if no such agreement exists – through recognition procedure.
11. 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 par. 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 Rector of the University of Silesia for permission to exceed the limit. The Rector 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. The admission committee of IEDS establishes the minimum number of points from which the persons qualified may be accepted from the ranking lists for individual titles and persons applying for individual titles on the basis of a decision issued by the admission committee in accordance with § 5 par. 1 point 2.
4. The candidates who have obtained the number of points equal or higher than the minimum value, but have not qualified to be admitted on the reserve list;
5. In case of a candidate resigning from being accepted to the doctoral school or failing to provide the documents necessary to be entered on the list of doctoral students in the term compliant with the schedule, the person from the reserve list with the largest amount of points on the list for the same title or on the lists to other titles which, due to the limit of vacancies have not been filled, is admitted; in justified cases, upon the request of the candidate, the Dean of IEDS may decide to prolong the term for acceptance of documents.
6. The list specified in par. 1 is announced by IEDS admission committee immediately on the website of IEDS.
7. 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 a subsequent recruitment in the same mode, announcing the schedule of recruitment via the IEDS website.

MEANS OF APPEAL

§ 11

Refusal to admit to the Doctoral School occurs by way of an administrative decision issued by the Dean of the Doctoral School as authorized by the Rector. The candidate is entitled to apply for re-considering his case by the Rector in case of a decision rejecting admittance to the Doctoral School.

FINAL PROVISIONS

§ 12

1. Admittance to the doctoral school occurs by way of an entry on the list of doctoral students subject to the condition of submitting to the IEDS secretary office original documents specified in § 8 par. 5 points 1-9 and other documents compliant with the internal regulations of entities forming IEDS, necessary for the commencement of education at the doctoral school within the term compliant with the schedule.
2. Admission to the doctoral school of a foreigner occurs on the basis of a decision made by the Rector of the University of Silesia in Katowice. Provision of § 11 is applicable, respectively.
3. It is not allowed to be a doctoral student at more than one doctoral school.
4. 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.
5. Doctoral Student receives doctoral student ID card.

§ 13

The hereby Resolution is submitted to public through its announcement on the websites of – the University of Silesia in Katowice, IEDS and IEDS partner entities.

§ 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 indicated by the candidates are processed and stored for the purpose of registration in line with the binding provisions of law and are subject to protection in accordance with the Regulation of the European Parliament and Council (EU) 2016/679 from 27 April 2016 on personal data protection and on the free flow of such data and repealing the Directive 95/46/EC and the Information Safety Policy at the University of Silesia in Katowice, introduced by way of Regulation no. 153 of the Rector of the University of Silesia in Katowice from 15 October 2018, as amended
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 USOS system, 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 its adopting.