

Resolution No. 1/2025
of the Senate of the Medical University of Gdańsk,
passed on 27 January 2025,
laying down the terms and procedure of recruiting candidates to
the First Doctoral School of the Medical University of Gdańsk

Based on s. 200(2) and s. 200(3) of the Act on Higher Education and Science, dated 20 July 2018 (consolidated text in: Journal of Laws 2024: it. 1571, as amended), hereinafter referred to as the Act and §17(1)(10) of the *Statute of the Medical University of Gdańsk* dated June 3, 2019 (consolidated text: Appendix No.1 to the Resolution No. 63/2024 of the Senate of the Medical University of Gdańsk dated October 25, 2024, the MUG Senate sets forth the following terms and procedure of recruiting candidates to the MUG First Doctoral School (hereinafter referred to as the Doctoral School):

General Provisions

§ 1

1. Admission to the MUG First Doctoral School (hereinafter referred to as the Doctoral School) is open to candidates holding the vocational title of the Master, Master Engineer or any other equivalent title, or the person meeting the prerequisites of s. 186(2) of the Act.
2. In the case of candidates who meet the requirements of s. 186(2) of the Act, it is required to submit an application to the Chairperson of the Recruitment Committee for eligibility for recruitment within the deadline for electronic registration of candidates. The decision on eligibility for recruitment is made by the Committee consisting of: 1) the Chairperson of the Recruitment Committee, 2) the Director of the Doctoral School or his Deputy from a given scientific discipline, and 3) a member of the Recruitment Committee from a given scientific discipline. The minimum condition for consideration of a given candidacy is that the candidate must have a scientific achievement in the form of at least 2 publications that are original works, in which the candidate is listed as first or corresponding author, published in journals from the first or second quartile (Q1 or Q2).
3. Admission to the Doctoral School is also open to holders of graduation diplomas issued by foreign universities, which entitle the holders to apply for the conferment of the doctoral degree in the country where the school of higher education which issued the diploma operates, and which are acknowledged as equivalent to the respective Polish diploma and vocational title under the international agreement defining their equivalence, and if no such agreement is in place – in the diploma validation procedure.
4. Admission to the Doctoral School is open to persons who have confirmed proficiency in English language at least at the B2 level, in accordance with the criteria established by the MUG Department of Foreign Languages (hereinafter: SPNJO) and published on the MUG website: <https://doktoranci.gumed.edu.pl/>, by meeting at least one of the following conditions:
 - 1) obtaining a score of at least 60% of the number of points possible from the English language examination conducted by the SPNJO, or
 - 2) submission of a certificate of English language proficiency at the required level issued by worldwide English language certification organizations and in accordance with the criteria set by SPNJO or
 - 3) submission of another diploma confirming English proficiency at the required level, positively evaluated by SPNJO.Failure of a candidate to confirm English proficiency at the required level in the manner specified in one of the points 1)-3) excludes him/her from excludes the candidate from further participation in the competition procedure and constitutes the grounds for refusing his/her admission to the Doctoral School.

5. The candidate to the Doctoral School must name the scientific supervisor from among the staff of the Medical University of Gdańsk, hereinafter: 'MUG' of the 'University', where the person:
 - 1) satisfies the formal requirements of being the doctoral dissertation supervisor, laid down in the binding regulations and the Rules of the Doctoral School, subject to s. 190(5) of the Act,
 - 2) has agreed to supervise his/her planned doctoral dissertation,
 - 3) has undertaken to ensure the funds necessary to pursue the proposed research project,
 - 4) has indicated the location where the candidate will do his/her vocational practical training, in line with the programme of study at the Doctoral School,
 - 5) does not exceed the limit of 3 doctoral students from the Doctoral School (taking into account new candidates enrolled in a given recruitment process) per supervisor at the same time, or has obtained permission from the Director of the Doctoral School to increase this limit, in accordance with the Regulations of the Doctoral School.
6. Candidates applying for admission to the Doctoral School are required to pay a recruitment fee by the deadline for electronic registration of candidates, the amount of which is determined by an order of the MUG Rector for recruitment for a given academic year. Failure to pay the fee by the deadline will result in non-admission of the candidate to the recruitment process. The recruitment fee is not refundable.

§ 2

1. Candidates to the Doctoral School are qualified in a competition procedure, on the terms laid down herein.
2. Recruitment to the Doctoral School follows the relevant disciplines in the Doctoral School's programme, i.e.: the disciplines of: medical sciences, pharmaceutical sciences, and health sciences.
3. The competition procedure for admission to the Doctoral School is held in the English language.
4. Recruitment to the Doctoral School is conducted by the Recruitment Committee appointed by the MUG Rector. The Recruitment Committee is appointed for a 4-year term effective from January 1, with the possibility of updating its composition in justified cases.
5. The Recruitment Committee is made up of:
 - 1) the Chairperson of the Recruitment Committee,
 - 2) 3 Deputy Chairpersons of the Recruitment Committee, representing the individual scientific disciplines referred to in § 2(2),
 - 3) 12 academic teachers holding at least the academic degree of doctor habilitated.
6. The Recruitment Committee holds the competition procedure, processes its results, and compiles the ranking list, separate for each discipline the Doctoral School offers studies in.
7. Candidates are admitted to the Doctoral School up to the admission limit specified for individual disciplines, by way of entering the candidate's name in the list of students of the Doctoral School by the MUG Rector. Foreign candidates are entered in the list of students of the Doctoral School in compliance with s. 323(1) of the Act but not earlier than after their arrival on the territory of the Republic of Poland for training in the Doctoral School and completion of formalities indicated in § 6(2).
8. Admission to the Doctoral School is refused in an administrative decision issued by the MUG Rector. The decision can be appealed from in an application for reconsideration of the matter within fourteen days after the decision is served. The Rector's decision issued following the reconsideration is final.

9. One person may only be a doctoral student of one doctoral school at a time.
10. The candidate admitted to the Doctoral School commences his/her studies and assumes the rights of the doctoral student the moment he/she takes the vow.
11. Subject to it. 12, a person admitted to the Doctoral School within the limit referred to in § 5(1), is obliged to begin training as of October 1 of the year in which he or she is admitted.
12. In the case of candidates who do not reside in the territory of the European Union, in the event of a prolonged procedure for obtaining a visa, it is possible to begin training and take the vow on a date delayed by 1 semester, provided that the beginning of the procedure for obtaining a visa is confirmed by September 30. Such candidates are granted conditional admission status to the Doctoral School, on pain of non-admission if the beginning of the visa procedure is not confirmed by September 30, or if they do not start their education within the deadline indicated in the first sentence.
13. If a place on the list of persons admitted to the Doctoral School becomes vacant before October 1, the next person who obtained the highest score in the recruitment process from the total number of candidates to the Doctoral School, independent of scientific discipline, and who ranked below the admission limit in the ranking lists, will be included in the list of persons admitted. If, in the case referred to above, several consecutive candidates have obtained the same score, the provision of § 4(1) third sentence is applied accordingly.
14. The results of the recruitment procedure are publicly available.

The Terms and Procedure of Recruitment to the Doctoral School

§ 3

1. The competition procedure takes into account:
 - 1) the result of the qualification interview testing the candidate's general knowledge in the specific discipline of science, the scientific value of the project referred to in §6(1)(8), the candidate's substantive preparation for the planned doctoral dissertation, and the quality of project presentation,
 - 2) the final note of assessment given on the diploma of graduation from studies entitling the holder to apply for admission to the Doctoral School, as referred to in § 6(1)(7),
 - 3) the candidate's documented activity in research,
 - 4) the awards, distinctions, medals, and scientific scholarships granted.
2. The course of the competition procedure is recorded in an individual record of each candidate. The record is signed by the Chairperson of the Recruitment Committee.
3. The prequalification interview is held by at least 4 members of the Recruitment Committee, including the Chairperson or his/her Deputy.
4. The scientific supervisor or his/her deputy he/she appoints must be present at the prequalification interview without the right to assess the candidate.
5. A representative of the Council of the Doctoral Students' self-government may also be present at the prequalification interview without the right to assess the candidate.
6. The candidate's oral presentation of the project is illustrated with brief overview slides produced in compliance with the template posted on the Doctoral School website.
7. The candidate must score at least 60% of the 50 points attainable for the prequalification interview. The score for the prequalification interview is the arithmetical mean of the points awarded anonymously to the candidate by individual members of the Recruitment Committee taking part in the candidate's prequalification interview. Any average result below 60% excludes the candidate from further participation in the competition procedure and constitutes the grounds for refusing his/her admission to the Doctoral School.
8. A disabled candidate can apply for holding the prequalification interview in the form adjusted to his/her disability. The decision in the matter is made by the Chairperson of the Recruitment Committee. In order to take advantage of the facility referred to in the first sentence, a candidate with a disability must submit an application to this effect to the

Chairperson of the Committee by the deadline for electronic registration of candidates, indicating the extent of the necessary adaptation and justification. A document confirming the candidate's disability must be attached to the application.

9. The identity of the candidate reporting for the prequalification interview may be verified against the presented identity document.

§ 4

1. Candidates are admitted based on the total score earned, against the ranking list starting from the person with the highest score and continuing down to the admission limit in the specific discipline, unless any other restrictions exist. In the event *ex aequo* results have been earned by the last candidate within the limit and the following candidates outside the limit, the Chairperson of the Recruitment Committee may apply to the MUG Rector to raise the admission limit. If the Rector does not agree to increase the limit, is admitted the candidate who, according to the score system referred to in it. 2, obtained higher scores for: 1) prequalification interview, 2) research paper publications, 3) documented papers presented by the candidate at research conferences as their first author, according to the above order.
2. The score system used to prequalify candidates to the Doctoral School in the competition procedure is laid down in **Attachment No. 1** hereto.
3. When compiling the list of candidates admitted to the Doctoral School, it is possible that the admission limit in the specific discipline will not be used to the full.
4. Vacancies in one discipline of science will be automatically allocated to candidates who achieved the highest scores in the Doctoral School recruitment process, from all candidates to the Doctoral School, regardless of the scientific discipline, and who were below the admission limit on the ranking lists. The provision stated in sentence 2 of section 1 shall apply as appropriate.

§ 5

1. The admission limit to the Doctoral School for a given academic year, with the distribution of scientific disciplines referred to in § 2(2), is determined by an order of the MUG Rector.
2. The MUG Rector may issue the decision to raise the limit.

§ 6

1. The candidates for the Doctoral School are required to submit the following documents:
 - 1) application for admission to the Doctoral School addressed at the MUG Rector, initialled by the scientific supervisor and head of the unit where the research project is to be carried out,
 - 2) declaration from the scientific supervisor, expressing his/her consent to supervise the planned doctoral dissertation, containing the undertaking to ensure the funds necessary to pursue the proposed research project and specifying the location where the candidate is going to do his/her vocational practical training, in line with the programme of study at the Doctoral School,
 - 3) declaration from the head of the unit where the Doctoral Student's research project will be carried out, assuring the possibility to offer vocational practical training in the form of running or assisting in the running of classes, pursuant to the programme of study at the Doctoral School, or naming any other unit where the vocational practical training will be given, appended with the declaration of that unit's head,
 - 4) the candidate's CV,
 - 5) the candidate's statement of consent to the processing his/her personal data by MUG for the recruitment-related purposes, and in case of his/her admission to the Doctoral School – for study-related purposes, in accordance with the template form available on the Doctoral School's website,
 - 6) candidate's declaration of not pursuing education at another doctoral school from the date of commencement of education at the Doctoral School,

- 7) an official copy of the diploma certifying the holding of the vocational title of the Master, Master Engineer, or any other equivalent title, and in the case of the candidates referred to in s. 186(2) of the Act the diploma certifying graduation from first cycle studies, or certificate issued by the relevant Dean's Office of the university confirming completion of the third year of full cycle Master Degree studies, where:
 - a) if the candidate is still awaiting the issuance of the diploma, he/she shall submit a certificate issued by the respective Dean's Office of the university the Candidate studied at obtaining his/her qualifications, of the conferred vocational title of the Master or any other equivalent title and the study results; an official copy of the diploma must be submitted without delay following admission to the Doctoral School;
 - b) if the candidate has graduated from a university abroad, he/she is required to submit the foreign university graduation diploma giving the right to apply for the award of a doctoral degree in the country in the higher education system of which the university that issued it operates, authenticated or appended with the Apostille seal (applies to each diploma, subject to it. 5), together with a written information regarding the diploma from the Director of NAWA, as referred to in Section 326 (4) of the Act,
 - 8) a brief overview of the proposed research project, signed by the candidate and the scientific supervisor,
 - 9) a written consent from the person/unit cooperating on the doctoral dissertation – if the cooperation is planned and necessary to carry out the research project,
 - 10) the documents evidencing the candidate's achievements scored in accordance with the scoring system defined in Attachment No. 1 hereto,
 - 11) one photograph satisfying the requirements valid for identity cards.
 - 12) certificate of command of a foreign language or diploma, as referred to in § 1(4)(2) or § 1(4)(3), if the candidate intends to have his/her command of the English language verified against the relevant certificate or diploma,
 - 13) in the case of candidates who are foreigners, a certified copy of their identity document.
2. Only documents issued in Polish or English are accepted in the recruitment process. In the case of documents issued in other languages, a sworn translation into Polish or English is required to be attached to the submitted document by the deadline required for this document.
 3. In special cases, with the approval of the Chairperson of the Recruitment Committee, a candidate may provide the documents referred to in it. 1 point 7 on a date other than that established for the stage of submission of documents specified in it. 1 points 1-13, but no later than the date of the prequalification interview.
 4. The candidates residing outside the Republic of Poland can submit their documentation in scans. If admitted to the Doctoral School, they shall deliver the originals of the documents required in the recruitment procedure to the Doctoral Students' Office promptly upon their arrival in the Republic of Poland to take up education at the Doctoral School.
 5. The candidates holding the Polish citizenship or being Ukrainian nationals whose stay in the Republic of Poland is recognised as legal pursuant to s. 2(1) of the Act of 12 March 2022 *on Assistance to Citizens of Ukraine in Connection with the Armed Conflict in the Territory of that Country* (Journal of Laws 2024: it. 167, as amended), are not bound with the requirement specified in it. 1(7)(b), namely of having their foreign university graduation diploma, issued by the university operating in the territory of Ukraine, appended with the Apostille seal.

§ 7

1. Subject to § 8(1), the recruitment to the Doctoral School is conducted in the following stages:
 - 1) Electronic registration
 - 2) Submission of the documents listed in § 6(1)(1-13) with the Doctoral Students' Office
 - 3) English language test

- 4) Prequalification interviews
- 5) Publication of the results on the Doctoral School's website.
2. The dates of the particular stages of recruitment process are determined in the order of the MUG Rector.
3. At the stage of electronic registration, candidates for the Doctoral School are obliged to:
 - 1) open an account in the on-line recruitment system indicated on the Doctoral School website: <https://doktoranci.gumed.edu.pl/66300.html>,
 - 2) pay a recruitment fee in the amount determined by the order of the MUG Rector for recruitment for the academic year,
 - 3) place an electronic photograph of the candidate, compliant with the requirements binding for the issuance of identity cards on his/her on-line account,
 - 4) complete the registration form available electronically in the online recruitment system in the form of an interactive online form,
 - 5) upload scans in the form of PDF files of the application referred to in § 1(2) or § 3(8) - if applicable.
4. If the requirements referred to in it. 3 are not satisfied by the deadline determined for the electronic registration stage, the candidate's application will not be considered in the recruitment process. Confirmation of satisfaction of the requirements referred to in it. 3 may be obtained by email from the Doctoral Students' Office at: pszd@gumed.edu.pl.

§ 8

1. In justified cases, if the obtained external financing requires so, the recruitment may be held on dates other than those indicated in the Order of MUG Rector, referred to in § 7(2), though this applies solely to candidates whose doctoral scholarship is to be financed fully or partially from such external sources, upon obtaining MUG Rector's approval of further financing of the doctoral scholarship by the University, including candidates applying for admission to the Doctoral School under the "Implementation PhD" program.
2. The candidates referred to in it. 1 are admitted irrespective of the limit set in the order of the MUG Rector for the academic year referred to in the § 5.
3. The candidates referred to in it. 1 must meet the recruitment requirements laid down in this Resolution, subject to the stipulations of this paragraph and in recognition of the requirements defined by the grant provider.
4. The Manager of the Project under which the doctoral scholarship is going to be financed or his/her appointed representative may be present at the prequalification interview without the right to assess the candidate.
5. If the candidate referred to in it. 1 has previously taken part in the recruitment process for a given academic year under the general rules set forth in the preceding paragraphs he/she can apply to the Chairperson of the Recruitment Committee for:
 - 1) recognising the scores obtained during this recruitment process, except for the score awarded in the prequalification interview, subject to point 2), with the possibility of taking into account additional achievements obtained since joining this qualification procedure;
 - 2) considering the positive prequalification interview result when applying with the same doctoral dissertation project and supervisor;
 - 3) recognising the confirmation of proficiency in English language at the required level, as specified in § 1(4), made for the purposes of this recruitment process.
6. The Recruitment Committee holds the competition procedure for the candidates referred to in it. 1, processes its results, and compiles the ranking list separate for the specific project which will finance the doctoral scholarship.
7. Admission of the candidates referred to in it. 1 to the Doctoral School is subject to the limit of admissions to the project which will finance the doctoral scholarship, as of the 1st day of the month following the recruitment month.

8. The candidates referred to in it. 1 submit all documents required pursuant to § 6 hereof no later than 1 week before the date set for the Recruitment Committee meeting.

§ 9

In matters not regulated in this Resolution and relating to recruitment process, the decision is made by the Chairperson of the Recruitment Committee.

§ 10

This Resolution comes into force and effect as of the day it is passed, except that its provisions are applicable as of the beginning of recruitment to the Doctoral School for the 2025/2026 academic year.

Appendix:

1. *The scoring system used to qualify candidates to the MUG First Doctoral School;*