

Resolution No. 37/2019

**of the Senate of the Medical University of Gdańsk,
passed on 27 May 2019,
laying down the terms and procedure of recruiting candidates to
the First Doctoral School of the Medical University of Gdańsk
in the academic year of 2019/2020**

Based on s. 200(2) and s. 200(3) of the Act on Higher Education and Science, dated 20 July 2018 (Journal of Laws 2018: it. 1668, as amended), hereinafter referred to as the Act, and on s. 291 of the Act Laying Down the Regulations of Implementing the Act on Higher Education and Science, dated 3 July 2018 (Journal of Laws 2018, it. 1669, as amended), the MUG Senate sets forth the following terms and procedure of recruiting candidates to the First MUG Doctoral School (hereinafter referred to as the Doctoral School) for the academic year of 2019/2020:

General Provisions

§ 1

1. Admission to the Doctoral School is open to candidates holding the vocational title of a Master, Master Engineer or any other equivalent title, or the person referred to in s. 186(2) of the Act.
2. Admission to the Doctoral School is also open to holders of graduation diplomas issued by foreign universities, which entitle the holders to apply for conferment of the doctoral degree in the country the school of higher education which issued the diploma operates, subject to it. 3 below.
3. Admission to the Doctoral School is also open to the persons referred to in it. 2 above, holding graduation diplomas issued by foreign universities and acknowledged as equivalent to the respective Polish diploma and vocational title under an international agreement specifying the equivalence, and if no such agreement is in place – in the diploma validation procedure.
4. The candidate to the Doctoral School must indicate the scientific supervisor who has agreed to supervise his/her planned dissertation research project and undertaken to ensure availability of the funds necessary to pursue it.
5. The candidate to the Doctoral School doing doctoral studies offered in accordance with the Higher Education Law Act of 27 July 2005 (Journal of Laws 2017: it. 2183, as amended) can be admitted to the Doctoral School, provided he/she undertakes to quit the doctoral studies if he/she is admitted to the Doctoral School, on condition that the draft dissertation research project proposed by the candidate to be pursued while at the Doctoral School is consistent with the project he/she has pursued in the doctoral studies mode.

§ 2

1. 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.

2. The procedure of competition for admission to the Doctoral School for foreign candidates will be held in the English language. In all other cases, the prequalification interview can be partially held in the English language.
3. The procedure of recruitment to the Doctoral School is conducted by the Recruitment Committee appointed by the Rector.
4. The Recruitment Committee is made up of:
 - 1) Chairperson of the Recruitment Committee,
 - 2) 2 Deputy Chairpersons of the Recruitment Committee,
 - 3) Minimum 12 academic teachers holding at least the academic degree of doctor habilitated.
5. 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.
6. Candidates are admitted to the Doctoral School up to the admission limit, by way of entering the candidate's name in the list of students of the Doctoral School by the Chairperson of the Recruitment Committee acting on authority from the Rector. Foreign candidates are entered in the list of students of the Doctoral School by virtue of the Rector's administrative decision to admit the candidate to the Doctoral School.
7. Admission to the Doctoral School is refused in an administrative decision issued by the 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.
8. One can be a doctoral student of a single doctoral school at a time.
9. Academic teachers and members of the research staff cannot take up studies at the Doctoral School, subject to the exceptions specified in s. 209(10) of the Act.
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. The results of the recruitment procedure are publically available.

The Terms and Procedure of Recruitment to the Doctoral School

§3

1. Candidates to the Doctoral School are prequalified in a competition procedure, on the terms laid down herein.
2. The prequalification procedure takes into account:
 - 1) the result of the prequalification interview testing the candidate's general knowledge in the specific discipline of science, and his/her preparedness for the planned dissertation research project, plus the result of the heretofore studies and the average note of assessment,
 - 2) his/her documented research activity,
 - 3) command of modern foreign languages,
 - 4) the awards, distinctions, medals, and research scholarships granted.
3. 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 case of an *ex aequo* result,

the Chairperson of the Recruitment Committee may apply to the Rector to raise the admission limit.

4. The score system used to prequalify candidates to the Doctoral School in the competition procedure is laid down in Attachment No. 1 hereto, and in the case of the candidates referred to in s. 186(2) of the Act – in Attachment No. 2 hereto.
5. When compiling the list of candidates admitted to the Doctoral School, it might happen that the admission limit will not be used to the full.
6. Vacancies in one discipline of science may, on the motion from the Chairperson of the Recruitment Committee and the Rector's consent, be put at disposal of another discipline of science in the same recruitment procedure.

§4

1. The purpose of the prequalification interview, as referred to in §3(2)(1) hereof, is to verify the candidate's general knowledge in the specific discipline of science, and his/her preparedness for the planned dissertation research project.
2. The prequalification interview is held by at least 3 members of the Recruitment Committee, including the Chairperson or his/her Deputy.
3. The scientific supervisor or his/her appointed deputy must be present at the prequalification interview.
4. The prequalification interview should yield the minimum score of 30 out of the maximum of 50 points; the maximum score attainable in the prequalification interview by the candidates referred to in s. 186(2) of the Act of law is 60 points. The score attained in the prequalification interview represents the arithmetical mean of the points awarded to the candidate by individual members of the Recruitment Committee interviewing the candidate. Any score below 30 points attained in the prequalification interview excludes the Candidate from further participation in the competition procedure and constitutes the grounds for refusing admission to the Doctoral School.
5. 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.
6. The identity of the candidate reporting for the prequalification interview is verified against the presented identity document.
7. The command of modern foreign languages, namely: English and one additional language (French, German, Spanish) will be verified based on a test held by the MUG Department of Foreign Languages [SPNJO] or a certificate satisfying the SPNJO requirements, presented by the candidate.

§5

1. The admission limit at the Doctoral School in the recruitment procedure for the academic year of 2019/2020 is 35 places distributed as follows:
 - 1) 19 places in the discipline of medical sciences,
 - 2) 7 places in the discipline of pharmaceutical sciences,
 - 3) 9 places in the discipline of health sciences.
2. The Rector may issue the decision to raise the limit, if it proves possible to recruit doctoral students whose doctoral scholarships will be financed from external sources.

§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 dissertation research project is to be carried out,

- 2) declaration from the scientific supervisor, expressing his/her consent to supervise the planned dissertation research project and commitment to ensure availability of the funds related to its pursuance,
- 3) representation of the scientific supervisor, assuring he/she will not supervise the same doctoral student both in the doctoral studies mode and at the Doctoral School,
- 4) 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 s. 201(5) of the Act of Law,
- 5) the candidate's CV,
- 6) the candidate's statement of consent to the processing his/her personal data by the Medical University of Gdańsk for the recruitment-related purposes, following the template form available on the Doctoral School's website,
- 7) candidate's declaration assuring he/she is not a student of any other doctoral school, and as at 1 October 2019 is not employed as an academic teacher or researcher,
- 8) candidate's declaration of doing / not doing doctoral studies:
 - a) if the candidate is a student of doctoral studies, he/she shall specify the subject matter of the dissertation research project pursued in the course of those studies, the name of the scientific supervisor/project supervisor, and declare he/she shall quit the doctoral studies if admitted to the Doctoral School, provided the presented draft dissertation research project planned to be pursued at the Doctoral School corresponds with the project pursued under the doctoral studies.
- 9) an official copy of the diploma certifying the holding of the vocational title of Master, Master Engineer, or any other equivalent title, plus supplement to the diploma:
 - a) if the candidate has no such copy, he/she shall submit a certificate attested by the respective Dean's Office of the university the Candidate studied obtaining his/her qualifications, of the vocational title conferred and the study results; an official copy of the diploma must be submitted without delay following admission to the Doctoral School;
 - b) in the candidate has graduated from a university abroad, he/she is required to submit the foreign university graduation diploma and the document certifying recognition thereof as equivalent to the corresponding Polish diploma and vocational title under an international agreement defining equivalence, issued by the competent authority; in such a case, submission of the diploma of graduation from a university abroad suffices,
- 10) the requirements binding on the candidates referred to in s. 186(2) of the Act of Law are as follows:
 - a) an official copy of the diploma certifying the conferment of the vocational title of the bachelor, plus supplement to the diploma, or
 - b) a certificate issued by the competent Dean's Office attesting the candidate's completion of year three of the long-cycle Master Degree studies and stating the average notes of assessment obtained theretofore, calculated in accordance with the formula in the Rules of Study of the Medical University of Gdańsk (consolidated text in Attachment No.1 to Resolution No 22/2018 of the Senate, Medical University of Gdańsk, dated 23/04/2018).
- 11) a brief overview of the proposed dissertation research project (signed by the candidate and the scientific supervisor),
- 12) a written consent from the person/unit cooperating in the dissertation research project – if the cooperation is planned and necessary to carry out the research project,

- 13) the candidate's declaration ensuring he/she shall apply without delay to the competent ethics commission, if admitted to the Doctoral School, should the consent be required to pursue the dissertation research project,
- 14) documents evidencing the candidate's achievements scored in accordance with the scoring system defined in Attachment No. 1, or Attachment No. 2 hereto for candidates referred to in s. 186(2) of the Act of Law,
- 15) one photograph satisfying the requirements valid for identity cards.

§7

1. The recruitment to the Doctoral School takes place on the following dates:
 - 1) Electronic registration: 1 July 2019 – 18 August 2019
 - 2) Submission of the documents listed in §6 with the Doctoral Students Office: 19-30 August 2019
 - 3) Language tests: 02-04 September 2019
 - 4) Prequalification interviews: 09-13 September 2019
 - 5) Publication of the results on the Doctoral School's website: on or before 20 September 2019
2. Candidate students of the Doctoral School are obliged to do the following by the date set in it. 1(1):
 - 1) open an account in the on-line recruitment system,
 - 2) place an electronic photograph of the candidate, compliant with the requirements binding for the issuance of identity cards on his/her on-line account,
 - 3) complete the registration form available in the electronic format on the website of the Medical University of Gdańsk:
<http://rekrutacja2019.gued.edu.pl/> in the form of an on-line interactive document.
3. Electronic registration is not required from foreign candidates.

§8

This Resolution comes into force and effect as of the day it is passed.

Appendices to the Resolution:

1. Scoring system used to qualify candidates to the First MUG Doctoral School;
2. Scoring system used to qualify candidates referred to in s. 186(2) of the Act of Law to the First MUG Doctoral School.

Chairman of the MUG Senate
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prof. dr hab. Marcin Gruchała
Rector