

**Resolution No. 5/2021**  
**of the Senate of the Medical University of Gdańsk,**  
**passed on 25 January 2021,**  
**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 2021/2022**

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, 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 2021/2022:

**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.
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 applies for admission under the care of a scientific supervisor/project supervisor different than the one already appointed for his/her doctoral studies, for a different research project, and a different discipline of science

**§ 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 is held in the Polish language, or partially in the English language. As concerns foreign candidates, if they request so, the procedure may be held wholly 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) 3 Deputy Chairpersons of the Recruitment Committee, representing individual scientific disciplines, referred to in § 2(1),
  - 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, scientific value of the project referred to in §

- 6(1)(10), his/her preparedness for the planned research project, 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)(9),
  - 3) his/her documented research activity,
  - 4) the command of the English language,
  - 5) 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 for the last position within the limit and the first position outside the limit, 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.
  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, the scientific value of the project, his/her preparedness for the planned research project, and to assess the quality of project presentation pursuant to Attachment No. 1.
2. The prequalification interview is held by at least 3 members of the Recruitment Committee, including the Chairperson or his/her Deputy.
3. The prequalification interview is mandatorily participated in by the scientific supervisor or the person he/she appoints to substitute for him/her, without the right to assess the candidate.
4. The prequalification interview may be participated by a representative of the Doctoral Students' Council without the right to assess the candidate.
5. The prequalification interview should yield the minimum score of 30 out of the maximum of 50 points. The score attained in the prequalification interview represents the arithmetical mean of the points awarded anonymously 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.

6. 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.
7. The identity of the candidate reporting for the prequalification interview may be verified against the presented identity document.
8. The command of the English language 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 and published on the website of the Medical University of Gdańsk: <https://doktoranci.gumed.edu.pl/56505.html>.

## §5

1. The admission limit at the Doctoral School in the recruitment procedure for the academic year of 2021/2022 is 24 places distributed as follows:
  - 1) 13 places in the discipline of medical sciences,
  - 2) 5 places in the discipline of pharmaceutical sciences,
  - 3) 6 places in the discipline of health sciences.
2. The 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 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, and if admitted to the Doctoral School – for study-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 2021 is not employed as an academic teacher or researcher,
  - 8) candidate's declaration of doing/ not doing doctoral studies, specifying (if he/she is doing doctoral studies) the scientific discipline in which the candidate pursues

his/her project, the subject matter of the research project pursued in the course of those studies, and the name of the scientific supervisor/ project supervisor,

- 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) a brief overview of the proposed dissertation research project, signed by the candidate and the scientific supervisor,
- 11) 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,
- 12) candidate's declaration he/she will submit an application with the relevant ethics commission within one month after he/she commences studies at the Doctoral School,
- 13) documents evidencing the candidate's achievements scored in accordance with the scoring system defined in Attachment No. 1 hereto,
- 14) one photograph satisfying the requirements valid for identity cards.
- 15) the language certificate referred to in § 4(8), if the candidate intends to prove his/her command of the English language with the relevant certificate.

## §7

1. The recruitment to the Doctoral School takes place on the following dates:
  - 1) Electronic registration: 01-31 July 2021
  - 2) Submission of the documents listed in § 6 with the Doctoral Students Office: 18-25 August 2021
  - 3) English language test: 01-02 September 2021
  - 4) Prequalification interviews: 06-10 September 2021
  - 5) Publication of the results on the Doctoral School's website: on or before 20 September 2021
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://rekrutacja2021.gued.edu.pl/> in the form of an on-line interactive document.
  - 4) enclose PDF scans of the documents listed in § 6(1)(1)-(5), § 6(1)(10) and §6(1)(15) featuring all required signatures, and in the case of graduates from a foreign University – also of the document referred to in § 6(1)(9b).
3. Electronic registration is not required from foreign candidates.
  4. Foreign candidates are required to send, by the date specified in it. 1(1), PDF scans of the documents listed in §6 (1)(1-5), §6(1)(10) and §6(1)(15) featuring all required signatures, and in the case of graduates from a foreign University also the document referred to in § 6(1)(9b) to the email address of the Doctoral Students Office: [pierwszaszkoladoktorska@gumed.edu.pl](mailto:pierwszaszkoladoktorska@gumed.edu.pl).
  5. If a candidate fails to satisfy the requirements referred to in its. 2 and 4, his/her document shall not be accepted. Acknowledgment of satisfaction of the requirements of its. 2 and 4 may be obtained by email from the Doctoral Student Office: [pierwszaszkoladoktorska@gumed.edu.pl](mailto:pierwszaszkoladoktorska@gumed.edu.pl).

## § 8

1. In well-grounded cases, if the obtained external financing requires so, the recruitment may be held on dates other than those indicated in § 7(1), though this applies solely to candidates whose doctoral scholarship is to be financed fully or partially from such external sources, upon Rector's consent for continuing the financing of the doctoral scholarship by the University.
2. The candidates referred to in it. 1 shall be admitted irrespective of the limit set in § 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 prequalification interview is participated in by at least 3 members of the Recruitment Commission, including its Chairperson or his/ her deputy.
5. The prequalification interview is mandatorily participated in by the scientific supervisor or the person he/she appoints to substitute for him/her, without the right to assess the candidate. If the scientific supervisor or the person he/she appoints as his/her substitute is not the manager of the Project from which the doctoral scholarship will be financed, the Project Manager or the representative he/she appoints will be able to participate in the prequalification interview without the right to assess the candidate.
6. The prequalification interview may be participated in by a representative of the Doctoral Students' Council without the right to assess the candidate.

7. If a candidate already participated in the recruitment procedure in the academic year of 2021/2022 within the term specified in § 7(1), he/she may apply to the Chairperson of the Recruitment Commission for:
  - being released from the obligation to hold another prequalification interview, if it concerns the same research project and provided the result of the previous prequalification interview was positive,
  - taking into account the score for his/her command of the English language,
  - taking into account the remaining score items awarded to the candidate in the score system in the previous procedure of recruitment for the academic year 2021/2022, with an option of having the achievements after such recruitment procedure recognized.
8. The Recruitment Commission 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.
9. 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 1st day of the month following the completion of the recruitment procedure.
10. The candidates referred to in it. 1 shall submit all documents required pursuant to § 6 hereof no later than 2 weeks before the date set for the Recruitment Commission meeting.
- 1) In the event the candidate referred to in it. obtains a written consent to exemption from vocational practical training from the University Authorities, he/she shall be obliged to submit the consent instead of the declaration referred to in § 6(1)(4).
11. Electronic recruitment is not compulsory for the candidates referred to in it. 1.

## §9

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.

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