

**Resolution No. 2/2024**  
**of the Senate of the Medical University of Gdańsk,**  
**passed on 22 January 2024,**  
**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 2024/2025**

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 2023: it. 742, as amended), hereinafter referred to as the Act, 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) for the academic year of 2024/2025:

**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 those who meet the prerequisites of s. 186(2) of the Act, the decision in the matter of admission to the recruitment process is made by the Chairperson of the Recruitment Committee.
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. 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 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, and who has agreed to supervise his/her planned doctoral dissertation, undertaken to ensure the funds necessary to pursue the proposed research project, and indicated the location where the candidate will do his/her vocational practical training, in line with the programme of study at the Doctoral School.

**§ 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.
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) minimum 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.
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. 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 command of the English Language verified in an examination held by the MUG Department of Foreign Languages [SPNJO] or a certificate presented by the candidate, satisfying the SPNJO requirements published on the MUG website: <https://doktoranci.gumed.edu.pl/66300.html>.
  - 5) 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 strict compliance with the templated placed in the website referred to in it. 1(4).
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.

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 first candidate outside the limit, the Chairperson of the Recruitment Committee may apply to the MUG Rector to raise the admission limit.
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 in the recruitment procedure for the academic year of 2024/2025 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 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 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) if the candidate has graduated from a university abroad, he/she is required to submit the foreign university graduation diploma, authenticated or appended with the Apostille seal (applies to each diploma, subject to section 3), and the relevant document issued by the competent authority certifying recognition of the diploma as equivalent to the corresponding Polish diploma and vocational title unless the diploma might be recognized as equivalent to the corresponding Polish diploma and vocational title under an international agreement defining equivalence; in such a case, submission of the diploma of graduation from a university abroad shall suffice,
  - 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, as referred to in §3(1)(4), if the candidate intends to have his/her command of the English language verified against the relevant certificate,
  - 13) in the case of candidates who are foreigners, a certified copy of their identity document.
2. 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.
  3. 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 2022: it. 583, 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 takes place on the following dates:
  - 1) Electronic registration: 10-31 July 2024
  - 2) Submission of the documents listed in §6(1)(1-13) with the Doctoral Students' Office: 19-23 August 2024
  - 3) English language test: 02-03 September 2024
  - 4) Prequalification interviews: 05-11 September 2024
  - 5) Publication of the results on the Doctoral School's website: on or before 20 September 2024.
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 MUG website: <https://admission2024.mug.edu.pl/> in the form of an on-line interactive document.
  - 4) upload scans of the documents listed in §6(1)(1-4), (8) and (12), in the form of PDF files with all required signatures placed thereon, and in the case of graduates of foreign universities also of the document referred to in §6(1)(7)(b).
3. If the requirements referred to in it. 2 are not satisfied, the candidate's documents cannot be accepted. Confirmation of satisfaction of the requirements referred to in it. 2 may be

obtained by email from the Doctoral Students' Office at:  
[pierwszaszkoladoktorska@gumed.edu.pl](mailto:pierwszaszkoladoktorska@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 § 7(1), 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.
2. The candidates referred to in it. 1 are 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 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 already taken part in the recruitment procedure for the academic year of 2024/2025 within the timeframe specified in §7(1), he/she can apply to the Chairperson of the Recruitment Committee for:
  - 1) recognising the score obtained in the English language test,
  - 2) recognising the other score items of the scoring system the candidate obtained in his/her earlier qualification procedure for the academic year 2024/2025, except for the score awarded in the prequalification interview, subject to point 3, but including the option of having the achievements attained as of the qualification procedure recognised.
  - 3) considering the positive interview result when applying with the same doctoral dissertation project and supervisor.
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 1<sup>st</sup> 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**

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

Appendix:

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

Chairman of the MUG Senate

prof. dr hab. Marcin Gruchala  
Rector