

Admission rules for the Doctoral School of the University of Agriculture in Krakow

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General Regulations

§1

1. The resolution defines the rules of recruitment to the Doctoral School of the University of Agriculture hereinafter referred to as the doctoral school.
2. Recruitment takes place within the disciplines, in accordance with the powers held by the University:
 - 1) in the field of agricultural sciences in a scientific discipline:
 - a) forestry
 - b) agriculture and horticulture;
 - c) nutrition and food technology;
 - d) animal science and fisheries,
 - 2) in the field of engineering and technical sciences in the scientific discipline:
 - a) civil engineering, geodesy and transport;
 - b) mechanical engineering;
 - c) environmental engineering, mining and energy,
 - 3) in the field of social sciences in the scientific discipline of economics and finance,
 - 4) in the field of exact and natural sciences in the scientific discipline of biological sciences,

- 5) in the field of veterinary sciences in the discipline of veterinary.
3. Recruitment takes place in the form of a competition set out in § 5-10 and § 14-18 or in the form of competitions referred to in § 11.
4. The results of the competition are public.
5. Recruitment may take place remotely, using tools of distance communication and electronic document circulation.
6. Recruitment can be conducted in the English language.

§2

1. A person who has a master's degree, master's degree in engineering or an equivalent professional title may be admitted to the Doctoral School, subject to the requirements set out in §12 for foreigners.
2. In cases justified by the highest quality of scientific achievements, a person who is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies may be admitted to the Doctoral School. This person has published at least two articles presenting the results of their own scientific research, in the last four years preceding the year of admission to the Doctoral School, in journals which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued on the basis of generally applicable regulations and had a score of at least:

- 1) 35 points for articles published up to 2018;
- 2) 100 points for articles published in subsequent years; - and in at least one case the candidate is to be the first or only author of the article.

§3

1. Admission to the Doctoral School takes place by:
 - 1) entry on the list of doctoral students by the recruitment committee;
 - 2) Rector's administrative decision in the case of foreigners.

2. Refusal to admit to the Doctoral School takes place by way of an administrative decision.

§4

If several separate education programs are established, including those involving education conducted in cooperation with another entity, in particular with an entrepreneur or a foreign university or scientific institution, recruitment for each education program is carried out separately.

Recruitment Committee

§5

1. The recruitment procedure is conducted by the recruitment committee, subject to §11 sec. 2.
2. At the recruitment committee, there are qualification teams appropriate for a given scientific discipline. For each scientific discipline several qualification teams may be appointed. In case of a topic reported to two disciplines the team is established in accordance with §14 sec. 3.
3. The recruitment committee and its chairman are appointed by the Rector.
4. The recruitment committee works throughout the academic year, until the appointment of the recruitment committee for the next academic year.
5. The chairman of the recruitment committee may be the Director of the Doctoral School or another academic teacher who is a member of the Doctoral School Council.
6. Each discipline referred to in §1 sec. 2 should be represented in the recruitment committee by one representative who is at the same time the chairman of the relevant qualification team.
7. The member of the recruitment committee may be the academic teacher with at least the academic title of habilitated doctor and academic achievements in a given discipline.

8. A representative of the University's PhD students is a member of the recruitment committee, indicated by the competent authority of the PhD Student Council
9. A member of the recruitment committee may not be an academic teacher in relation to whom there may be objective circumstances that may raise justified concerns as to maintaining impartiality, in particular:
 - 1) is the candidate's manager or has a different employment relationship with him;
 - 2) the candidate is or was his spouse or relative or related to the second degree, or remains or has lived together with a member of the selection committee;
 - 3) the candidate is or was a person associated with a member of the commission in respect of adoption, custody or guardianship.
10. The secretary of the recruitment committee is an employee of the University who is not an academic teacher, who participates in the meetings of the committee without the right to vote.
11. The composition of the recruitment committee is made publicly available by the Rector immediately after completing the registration of candidates in the IRK (Online Registration of Candidates) system.

§6

A member of the recruitment committee is obliged to maintain impartiality and objectivity in the assessment of candidates for the Doctoral School.

§7

1. The chairman of the recruitment committee is responsible for organizing and conducting the recruitment process for the Doctoral School.
2. The tasks of the recruitment committee include in particular:
 - 1) notification of candidates about the date and place of the recruitment procedure - the announcement is posted on the University's website at least three days before the scheduled date of the procedure;

- 2) admitting candidates to the doctoral school in the form of being entered on the list of doctoral students;
 - 3) applying to the Rector for an administrative decision about admission to the Doctoral School (in the case of candidates who do not have Polish citizenship);
 - 4) formulating justification for the administrative decision to refuse admission to the Doctoral School
 - 5) giving opinions on requests for reconsideration of cases and complaints submitted by candidates to the Rector in connection with the recruitment procedure.
3. The recruitment committee makes decisions by a simple majority of votes.
 4. Minutes are kept of each selection board meeting. The minutes are signed by the chairman of the committee. Attached to the protocol is the attendance list.

Competition for the Doctoral School

§8

1. Before the competition for the Doctoral School, the Rector approves the research topics within which research problems may be formulated, including specific research topics, constituting the basis for the implementation of the doctoral dissertation.
2. The Rector announces the recruitment of research topics by March 31 of a given year.
3. Applications for approval of research topics are submitted to the office of the Doctoral School by heads of organizational units in which these topics will be implemented. The application shall be accompanied by the opinion of the coordinator of the relevant scientific discipline.
4. Topics are listed separately for the training programme in the Polish language, in the English language, and for the interdisciplinary doctorates.

§9

1. After approving the research topics by the Rector, he announces a competition to admit candidates to the Doctoral School.
2. The announcement specifies:
 - 1) recruitment calendar, including the deadline for registration candidates in the IRK online system and the date of the qualification procedure;
 - 2) research topics within which doctoral theses are planned to be carried out, relevant to a given scientific discipline; separately for each education program and specifying topics for foreigners;
 - 3) organizational units of the University relevant to the research carried out;
 - 4) the limit of places in the Doctoral School in a given year, appropriate for a given discipline - separately for each education program and for foreigners.
3. There is no limit of places for people applying for admission in the recruitment combined with recruitment referred to in §11.

§10

1. Submitting an application for admission to the Doctoral School is done by creating and active account in the IRK online system.
2. A person applying for admission to the Doctoral School, after creating and activating an account in the IRK online system is obliged to select only one research topic and complete a personal questionnaire and introduce it into the system.
 - 1) a copy of the diploma of completion of studies of the first- and second-cycle, or long-cycle master's studies, and if the candidate does not have a diploma - a certificate of graduation
 - 2) certificates confirming the average grade for the first- and second- cycle studies; in the case of persons referred to §2 sec. 2 - the certificate of average grades from the course of studies to dates;

- 3) documents confirming the knowledge of foreign languages or a declaration of knowledge of the English language sufficiently to enable education in a doctoral school;
 - 4) declaration of familiarization with the GDPR information clause;
 - 5) other required documents, including those confirming the fulfillment of the conditions referred to in §2 sec. 2 or in §12 sec. 1.
3. The additional attachments to be submitted in the system include:
- 1) documents confirming the scientific activity to date, in particular the publication achievements and participation in research projects as well as participation in scientific conferences (as an attachment a pdf file: the list of the scientific achievements);
 - 2) presentation of the implementation proposal of the selected research topic referred to in sec. 3;
4. The presentation of the implementation proposal of the selected research topic should be in the form of a written study being a pdf file, containing:
- 1) the title of the research topic;
 - 2) the purpose of the research, taking into account:
 - a) assumed research hypotheses;
 - b) research objectives;
 - 3) the state of knowledge and premises prompting the candidate to undertake the solution of the given problem;
 - 4) expected results;
 - 5) the contribution that the solution of the problem will make to the achievements of the scientific discipline;
 - 6) research concept and plan;
 - 7) proposed research methods.
5. An attachment to the application is a medical certificate confirming that there are no health contraindications for undertaking education at the Doctoral School and for

carrying out research in a specific scientific discipline, based on a referral issued by the University, after submitting the application referred to in section 1.

6. The documents referred to in §1- 4, should be submitted electronically by the system Candidate Online Recruitment (Recruitment to the Doctoral School tab) in accordance with the recruitment calendar referred to in §9 sec. 1.

§11

1. Recruitment to the Doctoral School may also take place together with the contest recruitment of candidates for doctoral students for a research project financed by external institutions (NCN, NCBIR, Polish Science Foundation, etc.), or for the "Implementation doctorate" program financed by the Ministry of Science and Higher Education, the beneficiary of which is the University.
2. If recruitment to the Doctoral School takes place together with the recruitment to the research project or to the program "Implementation Doctorate":
 - 1) recruitment mode is defined by the contest regulations of that project or the program;
 - 2) formal requirements for the candidate to the Doctoral School, if necessary, are extended with the requirements resulting from the regulations of the project or the program;
 - 3) recruitment is carried out by the competent contest commission appointed in accordance with the contest regulations of that project or the program provided that the Director of the Doctoral School or a person appointed by him participates in the commission.

§12

1. Foreigners may undertake education in Doctoral Schools and participate in scientific activities, on the basis of:

- 1) contracts concluded by the University with foreign entities, on the terms set out in these contracts;
 - 2) decision of the minister responsible for doctoral student education;
 - 3) decisions of the NAWA director with regard to its scholarship holders;
 - 4) the decision of the NCN director to award funds for the implementation of basic research in the form of a research project, internship or scholarship, qualified for funding through a competition;
 - 5) administrative decision of the Rector.
2. Foreigners who hold a second-cycle or uniform master's degree diploma may be admitted to the doctoral school:
 - 1) obtained in Poland;
 - 2) diplomas or another document of completion of studies abroad, legalized or apostille, recognized in accordance with the regulations on the recognition of diplomas of graduation abroad;
 - 3) on the basis of an international agreement recognized as equivalent to the Polish diploma of graduating from second-cycle or long-cycle studies.
 3. If the certificates, diplomas or other documents obtained abroad are subject to recognition under the nostrification procedure, the foreigner is obliged to present a certificate confirming equivalence with the relevant Polish diploma of graduation, no later than by the end of the first semester of education.
 4. The approval of the documents referred to the sec. 2-3 carried out by the Office of Cooperation and International Exchange.
 5. Foreigners may be admitted to the Doctoral School for education conducted in Polish or English, if they have a certificate of knowledge of Polish or English language issued by an authorized institution or have obtained the University's confirmation that their preparation and the level of knowledge of the language allow them to undertake education in this language or submit a relevant declaration in this regard. Knowledge of the language is subject to verification during an interview with the qualification team.

6. In the case of foreigners, the documents confirming the fulfillment of the requirements referred to in sec. 2-4, constitute the necessary attachments to the application referred to in §10 sec. 1. The provisions of §10 sec. 3-5 shall apply accordingly.

§13

1. Failure to submit the documents within the required deadline will result in the candidate not being admitted to the recruitment process.
2. In justified cases, the chairman of the recruitment committee may consent to the completion of the documentation submitted with the application, but not longer than up to 7 days from the date of the IRK online system closure.

Qualification procedure

§14

1. The qualification procedure is carried out by the qualification team referred to in §5 sec. 2 appointed by the coordinator of the relevant discipline.
2. The qualification team consists of at least 3 people. Provisions to the members of the qualification team §5 sec. 4 and 5 shall apply mutatis mutandis.
3. In the case of an interdisciplinary research topic, the qualifying team consists of 4 persons, 2 from each discipline.
4. The qualification team formulates recommendations for the recruiting committee in the field of evaluation of candidates.
5. The chairman of the qualification team, which draws up a protocol for this procedure, is responsible for conducting the recruitment procedure.
6. The members of the qualification team have access to the candidates' documents from the moment of completion of registration in the IRK online system. The Chairman of the team may allow access to that documentation to a person selected by the head of the

unit who submitted the research topic to the competition. This person may present his or her opinion about the candidate to the Chairman of the team.

§15

1. The purpose of the recruitment procedure is to identify the best candidates for education at the Doctoral School.
2. The subject of the recruitment procedure is to check the predisposition of candidates to the Doctoral School by assessing:
 - 1) prepared the implementation proposal of the selected research topic - on a scale of 0 - 7.0 points;
 - 2) research activity so far - on a scale of 0 - 3.5 points;
 - 3) achievements so far obtained in the process of education during studies - on a scale of 0 - 1.5 points.
3. The maximum grade in the qualification procedure is 10 points.
4. The assessment referred to in §2 sec. 1 shall be determined on the basis of the presentation of the implementation proposal of the research project planned for implementation or a research project already implemented:
 - 1) the implementation proposal of the selected research topic is presented to the qualifying committee, which evaluates it on the basis of the preparation of the formal project and its substantive content and the course of the discussion. The evaluation of the presentation is determined on the basis of the average of the partial marks proposed by each member of the commission. The grade is rounded up to 0.5 points, according to the rules of mathematics;
 - 2) if the candidate is a beneficiary of a project, program, or competition announced by national institutions competent for the distribution of funds for research, a competition announced by the Rector or an international competition for the implementation of a research project and acts as the project manager, the candidate obtains the maximum grade referred to in §2 sec. 1, i.e. 5.0 points

5. The assessment referred to in §2 sec. 2 shall be determined on the basis of the candidate's publication achievements and his participation as a contractor in research projects and active participation in scientific conferences. The maximum score is 1.5 points, and:
 - 1) 0.5 points each shall be awarded for each authorship or co-authorship of a scientific article published in a scientific journal or in reviewed materials from an international conference or one scientific monograph or chapter in such a monograph, published by a publishing house, which in the year of publication in its final form was included in the list drawn up in accordance with the provisions laid down in generally applicable regulations;
 - 2) 0.25 points each is awarded for each participation in a research project in which the candidate has participated as a contractor;
 - 3) a total of 0.25 points is awarded for active (oral presentation, poster – as the first co-author) participation in international scientific conferences, at which the candidate presented the results of his research.
6. Candidates referred to in §2 sec. 2, for the evaluation of the scientific activity to date, the maximum value referred to in sec. 2 sec. 2, i.e. 1.5 points.
7. The assessment referred to in §2 sec. 3 shall be determined on the basis of the average grade from the first and second cycle of two-cycle studies or uniform master's studies and confirmed knowledge of a foreign language, where:
 - 1) 1 point is awarded when the average grade accounts for more than 85% of the maximum grade for the adopted grading scale;
 - 2) 0.5 points are awarded when the average grade accounts for more than 80% of the maximum grade for the adopted grading scale;
 - 3) 0.5 points are awarded when the candidate has obtained a certificate confirming the knowledge of a modern foreign language at the language proficiency level of at least B2

8. The scale referred to in §7 sec. 1 and 2, shall apply to the so far completed first-cycle studies or the scope of uniform master's studies by the candidates referred to in §2 sec. 2.
9. For foreigners, for the scale specified in sec. 7 sec. 1 and 2, the comparative standards apply, resulting from the applied grading scale - Annex 1.

§16

1. The university provides people with special health-related needs including people with disabilities, conditions for full participation in recruitment to the Doctoral School.
2. Support and coordination of activities for people with special needs resulting from their health condition including people with disabilities takes place in the mode and on the terms set out in the Regulations for supporting people with special needs applicable at the university.
3. The recruitment committee and the secretary's office of the Doctoral School are responsible for the implementation of support in the field of recruitment.
4. Candidate with special health-related needs including a person with a disability, if it is justified by her special needs, is entitled to rights and services including:
 - 1) ensuring the availability of the interview form, including ensuring the equivalence of the form and objectivity of the assessment.
 - 2) Ensuring the availability of the place of the interview like:
 - architectural accessibility of the building in which the interview takes place
 - the accessibility of the environment of the place where the interview takes place (this applies to exam rooms, toilets, the secretary's office, the dressing room, the access to the building, and the car park).
 - 3) ensuring the availability of conditions and appropriate organization of the interview like:
 - proper sound system, a soundproofed room equipped with an induction loop or other solution supporting hearing;
 - adequate lighting of the room;

- limiting the factors negatively affecting the candidate during the interview (for example: noise level, the number of people staying in the room);
 - suitably long duration of the interview including more time for providing a written or the oral answer, preparing for an oral answer etc.;
- 4) ensuring the availability of a interview in a remote form, i.e. online,
 - 5) provision of a sign language interpreter or a lip speaker,
 - 6) use of basic technical devices or alternative form of recording.
5. Applications from candidates with special needs, including disabilities, relating to healthcare are considered in cooperation with the Office for Persons with Disabilities.
 6. The medical documentation of the candidate with disabilities goes to the office for people with disabilities and is not included in the recruitment documentation.

§17

1. The secretary office of the Doctoral School publishes a list of factors harmful, burdensome and dangerous for health, hereinafter referred to as" harmful factors" that occur during education at the Doctoral School in specific areas, on the candidates' website.
2. In the disciplines referred to in sec. 1, a condition for admitting a student to classes or scientific research is to submit a medical certificate stating that there are no health indications for training at the Doctoral School, subject to sec. 4.
3. Candidates placed on the list of persons admitted to the Doctoral School in the disciplines referred to in sec. 1 receive medical referrals. Medical certificate from the examination must be submitted at the secretary's office of the Doctoral School before the start of classes or scientific research during which harmful factors occur, but not later than by November 15th of a given year.
4. The university strives to make the widest possible range of people take up education at the Doctoral School in particular by eliminating or reducing harmful factors in individual cases.
5. A person who presents a medical certificate confirming the existence of health contraindications to study at the Doctoral School in a given discipline may take advantage of

the right to request the elimination or reduction of harmful factors. In case of limiting the harmful factor, the person shall be referred for medical examinations concerning only those limited harmful factors.

6. If eliminating or reducing harmful factors is not possible or if, despite their limitation, the person presents a medical certificate stating the existence of health contraindications to study at the Doctoral School, the Director of the Doctoral School makes the decision to remove this person from the list of doctoral students.

§18

1. The record of the recruitment procedure and recommendations for the evaluation and admission of candidates to the Doctoral School are signed by all members of the qualification team.
2. Recommendations may be granted to candidates who, in terms of the assessment referred to in §15 sec. 4, point 1, obtained more than 50% of the maximum grade.

§19

1. Based on the protocols and recommendations of the qualification teams, the recruitment committee draws up ranking lists of candidates, separate for Polish citizens and foreigners, divided into disciplines.
2. The ranking list includes:
 - 1) name and surname of the candidate;
 - 2) partial results expressed in points awarded for each element of the assessment referred to in §15 sec. 2;
 - 3) the sum of partial points and the final result expressed in %, as the ratio of this sum to the maximum grade referred to in §15 sec. 3;
 - 4) a note on entering the candidate on the list of doctoral students of the Doctoral School or on the refusal of admission.
3. The ranking list determines the order of entering the Doctoral School on the list of doctoral students, within the limit of places appropriate for a given scientific discipline,

in descending order of the final grade obtained, referred to in sec. 1, taking into account the provision in §21.

4. If several candidates obtain the same final grade, the order in which they are entered into the ranking list is determined by the assessment of the presented presentation. Subsequently, the position on the ranking list is determined by the assessment of scientific activity to date, without taking into account the maximum grade limit.
5. The ranking list is signed by the chairman and members of the recruitment committee who participated in the recruitment procedure. Any deletions and changes made on the ranking list after it has been signed are prohibited.
6. Immediately after the preparation of the ranking list, the chairman of the recruitment committee shall submit it to the Rector.
7. The ranking list - including the candidate's name, surname and the place on the list - is made available to the public information on the website of the University and the Doctoral School. The list includes the announcement date.
8. If a qualified candidate resigns from taking up education and becomes vacant on the list of doctoral students admitted to the Doctoral School, the Rector, in consultation with the chairman of the recruitment committee, may decide to enter the next candidate on the list of doctoral students, referred to in sec.5 if the resignation took place before the beginning of the academic year.

Admission to the Doctoral School

§20

1. A candidate admitted to the Doctoral School receives information about the results of the recruitment procedure in writing from the Doctoral School Office signed by the Chairman of the recruitment committee within 7 days from the date of making the list public, referred to in §19 sec.7. In case of foreigners, the Rector's decision on admission

to the Doctoral School is delivered in accordance with the Code of Administrative Procedure.

2. A candidate admitted to the Doctoral School should, until the end of September of the recruitment year submit to the secretary's office of the Doctoral School a personal questionnaire generated from the IRK online system and the documents referred to in §10 sec.1-2 along with a photo consistent with the requirements for issuing ID cards, i.e. format 35x45 mm.
3. The decision to refuse to admit a candidate to the Doctoral School, together with the justification, is signed, under the authorization of the Rector, by the chairman of the recruitment committee. The decision is delivered in accordance with the Code of Administrative Procedure.
4. An administrative decision to refuse admission to the Doctoral School may be requested for reconsideration of the case, submitted in writing, within 14 calendar days from the date of receipt of the decision. The application is considered up to 14 days from its submission.

Final Provisions

§21

In the absence of candidates for a Doctoral School in a specific scientific discipline, the Rector, in consultation with the chairman of the recruitment committee, may increase the admission limit in another discipline or announce supplementary recruitment, specifying the date of its completion.

Conversion factors for grades obtained by foreigners during studies ending with obtaining the professional title of bachelor, engineer, master or equivalent

Scale type and size	The level of the scale that determines the required% of the maximum grade	
	80%	85%
20 degrees	17	18
13 degrees	10	11
12 degrees	9	10
10 degrees	8	9
6 degrees	4	5

For a scale smaller than 6 degrees, it should be assumed that obtaining the highest level is tantamount to obtaining at least 85% of the maximum grade for this scale, and obtaining a level 1 degree lower than the maximum level is tantamount to obtaining at least 80% of the maximum grade for this scale. this scale.