Resolution No. 451/2022

of the Senate of the Medical University of Bialystok

of 24.11.2022

on the conditions, mode and schedule of the Doctoral School admission proceedings
at the Medical University of Bialystok for academic year 2023/2024

Pursuant to Art. 200 sec. 2 and 3 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), further referred to as “the Law”, the Senate passes as follows:

# § 1

The Medical University of Bialystok conducts recruitment for the Doctoral School in the field of medical sciences and health sciences in the following three disciplines: medical sciences, pharmaceutical sciences, health sciences.

1. The competition proceedings in individual disciplines are carried out by Admission Committees appointed by the Rector, which include:
2. The Director of the Doctoral School or an appointed person, who is also the chairman of the Committee,
3. The Head of the Doctoral Studies or an appointed person,
4. Examiner/expert, representing the scientific discipline chosen by the doctoral student, holding the title of professor or the post-doctoral degree [doktor habilitowany] in the given scientific discipline,
5. English language examiner.
6. The potential supervisor may take part in the open part of the exam, but does not participate in the final assessment of the candidate.
7. The tasks of the Admissions Committee include conducting the competition proceedings for the Doctoral School in a particular discipline, including:
8. making a decision on admitting a candidate to the competition proceedings based on the submitted documents,
9. determining the range of topics of the exam in the subject,
10. conducting and evaluating the results of the competition proceedings,
11. drawing reports from the competition proceedings,
12. issuing recommendations on admission or refusal of admission to the Doctoral School,
13. performing other tasks resulting from the current needs of the University regarding admissions to the Doctoral School.
14. Administrative and office support of the competition proceedings is provided by the Promotion and Recruitment Office of the Medical University of Bialystok.

# § 2

1. The Admissions Committee issues recommendations on admission or refusal of admission of the candidate to Doctoral School.
2. After the competition proceedings are completed, the candidate who has been admitted to the Doctoral School shall be entered on the list of doctoral students, and the candidate who has not been admitted shall receive an administrative decision issued by the Rector on refusal to admit the candidate to the Doctoral School.
3. The decision to refuse admission to the Doctoral School may be subject to an application for reconsideration of the case.

# § 3

1. The admission proceedings consist of competition proceedings and proceedings for admission to the Doctoral School by way of entry on the list of doctoral students or a decision on refusal of admission to the Doctoral School. The admission proceedings are carried out in accordance with the schedule constituting Appendix No. 1 and based on the scoring constituting Appendix No. 2 to this resolution.
2. The competition proceedings include the assessment of the candidate's predisposition for scientific and research work and exams: in English and in a major subject.
3. Predispositions for scientific and research work are assessed on the basis of the research project submitted by the candidate and his/her achievements to date, based on the Scoring constituting Annex No. 2. The project (not longer than 4 A4 pages, font Times New Roman 12, line spacing 1.5) should present the concept of research work in the field of the candidate's scientific interests (it may be the idea of a future doctoral dissertation) along with proposed methodology, indication of the MUB organizational unit in which research can be carried out, and a statement that the submitted research project does not infringe the rights of third parties.
4. The oral exam in the subject consists of three questions. For each question, the candidate receives a grade. The following grading scale is used to mark the exams: Very good (5), more than good (4.5), good (4), fairly good (3.5), sufficient (3), insufficient (2). The exam regulations are set out in Appendix No. 3.
5. The oral exam in English consists of three parts verifying: the ability to actively use popular scientific literature in English, the ability to initiate and maintain a conversation regarding the professional and scientific path, and knowledge of grammatical structures.
6. The overall result of the exam is determined in accordance with the following rule:
* below 3 - insufficient
* 3- 3.25 - sufficient (3),
* 3.26 to 3.75 - fairly good (3.5)
* 3.76 to 4.25 - good (4)
* 4.26 to 4.75 - more than good (4.5)
* 4.76 to 5.00 - very good (5)
1. Due to the epidemiological situation or at the candidate's request, exams may be conducted via electronic means of remote communication.
2. The basis for admission to the Doctoral School is obtaining at least a sufficient grade in each exam, and at least 6 points in the project evaluation, and obtaining a minimum of 25 points in the competition proceedings.
 Obtaining an insufficient grade in any subject or less than 6 points from the project evaluation results in disqualification of the candidate from further competition proceedings.
3. Admission to the Doctoral School is determined by the number of points obtained in the course of the competition proceedings within the admission limits approved by the University Senate.
4. If the candidate meets the admission criterion to the Doctoral School in a given discipline and is not admitted within the admission limit due to the lack of places in the indicated discipline, it is possible to accept the candidate to the Doctoral School within the admission limit in other disciplines, provided that the limit of places within of these disciplines has not been completed. The order of changing the discipline is determined by the number of points obtained in the competition proceedings.
5. The results of the Doctoral School admission proceedings are public.
6. The Admissions Committee informs the candidate about the thematic scope of the exam in the subject no later than 14 days before the scheduled date of the exam. This period may be shortened in the case of supplementary admission procedure. The candidates **will be informed about the exams by e-mail sent to the e-mail addresses indicated in the electronic registration.**
7. The Rector may announce a supplementary admission if, as a result of the competition proceedings, not all places for doctoral students in the ongoing admission process have been filled. In such case, the schedule of the supplementary procedure and the date of notifying the candidate of the thematic scope of the exam in the subject will be specified in the Rector's order.

# § 4

1. A person who holds a professional title of master (second cycle degree graduate), master of engineering or an equivalent degree or the person referred to in Art. 186 sec. 2 of the Act, subject to sec. 2-4 may apply for admission to the Doctoral School.
2. In order to participate in competition proceedings the person referred to in Art. 186 sec. 2 of the Act needs to fulfil the following conditions:
3. demonstrate not less than 30 points from the assessment of previous scientific achievements, calculated on the basis of the rules and scores from Appendix 10 to the Resolution,
4. complete studies on time - the candidate cannot be a person who repeats or repeated a year, and also has or had a conditional entry during the course of studies so far.
5. The candidate referred to in Art. 186 sec. 2 of the Act is obliged to submit to the Admissions Committee in the selected discipline, within the time limit specified in the schedule constituting Appendix No. 1 to the Resolution the following:
* application for admission to participate in the Doctoral School admission proceedings
due to the demonstrated exceptional, highest quality of scientific achievements to date,
* certificate of not repeating the year and not having a conditional entry issued by the relevant Dean's Office.

The template of the application and the certificate is included in Appendix No. 10 to the Resolution.

1. The application referred to in sec. 3 is considered by the relevant Admissions Committee. Only candidates whose applications will be positively assessed by the Admissions Committee are allowed to join the competition proceedings.
2. Foreigners may undertake and pursue studies on the terms set out in Art. 323, 324 of the Act.

# § 5

1. The person applying for admission to the Doctoral School is obliged to register electronically in the Online Registration of Candidates.
2. A candidate for the Doctoral School submits the following documents:
	1. a completed and signed application for admission to the Doctoral School with an indication of the area of interest (selected from the list provided in the admission conditions), from which the candidate will take the exam in the subject - Appendices 4 - 6 to this Resolution,
	2. a colour photo and additionally the same photo in an electronic 300x375 pixels version
	at a resolution of at least 300 dpi (uploaded to the candidate's admission account),
	3. a diploma or a certified copy of a diploma of completion of master's studies in Poland, or in the case of graduation abroad, a diploma or other document of graduation from higher education recognized in accordance with separate regulations as equivalent to a Polish diploma of master's studies,
	4. certificate of the grade average from the course of studies issued by the relevant Dean's Office (except for the grade for the diploma and defence, in the case of two-cycle studies, average grades for both cycles should be provided),
	5. project presenting the concept of research work,
	6. list of scientific activities and scientific achievements to date, along with documents confirming them, prepared in accordance with Appendix No. 2 to this Resolution,
	7. occupational medicine doctor’s certificate stating that there are no contraindications for admission to the Doctoral School (original referral to a doctor available at the Promotion and Recruitment Office).

# **§ 6**

Pursuant to Art. 29 and Art. 32 sec. 4 of the General Data Protection Regulation of 27 April 2016 (GDPR), the Data Administrator authorizes members of the Admissions Committee and other persons listed in §1 to process personal data of persons applying for admission to the Doctoral School.

Persons referred to in sec. 1

1. process personal data only for the purpose of carrying out the Committee's tasks and to the extent necessary to carry out the Committee's tasks,
2. undertake to keep confidential the personal data to which they have access in connection
with the performance of tasks in the Committee, both during and after the completion of tasks,
3. are obliged to submit a statement on maintaining the confidentiality of personal data.

**President of the Senate**

**Rector**

**Adam Krętowski professor, Ph.D**