

Resolution no. 244/2024

of the Senate of the Medical University of Białystok

from 28 November 2024

on conditions, mode and schedule of the procedure for admission to the Doctoral School at the Medical University of Białystok in the academic year 2025/2026

Pursuant to Art. 200 (2) (3) of the Act - Higher Education Law from 20 July 2018 (uniform text Journal of Laws from 2024, item 1571), it is hereby resolved as follows:

§ 1

1. The Medical University of Białystok conducts recruitment for the Doctoral School educating in the field of medical sciences and health sciences in the scope of: pharmaceutical sciences, medical sciences, health sciences.
2. Contest procedure is conducted for the following paths of education, hereinafter referred to as education paths:
 - 1) Pharmaceutical sciences
 - 2) Medical sciences
 - 3) Health sciences,
 - 4) International path (medical sciences discipline).
3. The contest procedure for the following education paths: pharmaceutical sciences, medical sciences, health sciences conducted in Polish and in case of the international path - in the discipline of medical sciences in English, subject to § 5 sec. 2 point 9.
4. The contest procedure in individual education paths is conducted by individual Recruitment Boards appointed by the Rector, composed of:
 - 1) Director of the Doctoral School or person designated by them who, at the same time, is the chairman of the Board,
 - 2) Member of the Programme Council in a given discipline or person designated by them,
 - 3) Examiner/expert, representing the scientific discipline selected by the doctoral student with the title of the professor or with an assistant professor's degree in the scope of a given scientific discipline,
 - 4) Examiner from English and in case of the proceeding concerning persons undertaking the exam in English.
5. Contest proceeding takes place by way of a contest according to the same principles and with the application of the same criteria of assessment of candidates on all education paths covered by the hereby Resolution.
6. The contest procedure takes place independently for each of the four education paths conducted in the Doctoral School.
7. The candidate may apply solely for one education path in a given academic year.

8. The contest procedure encompasses the needs of candidates who are foreigners, appropriately to the organizational possibilities, including in particular through the possibility of participating in exams from English and the main subject exam by means of online electronic communication means.
9. Persons with disabilities or with special needs who participate in the contest procedure and who applied for adjusting the conditions to full participation in the recruitment process for the Doctoral School should submit an application for with an indication of the expected by them adjustment to the Director of the Doctoral School with a photocopy of the disability degree certificate or medical documentation confirming health state of the candidate or another document justifying special needs within the term up to three weeks prior to the date of the exam.
10. The potential promotor may participate in the open part of the exam whilst he or she does not participate in the final assessment of the candidate.
11. The tasks of the Recruitment Board include conducting the contest procedure to the Doctoral School in the given discipline and, in particular:
 - 1) undertaking a decision on allowing a given candidate to participate in the contest procedure on the basis of the submitted documents,
 - 2) establishing the thematic scope of the subject exam,
 - 3) conducting and assessing the results of the contest procedure,
 - 4) preparing protocols from the contest procedure,
 - 5) publishing recommendations on acceptance or rejection of the candidate to the Doctoral School,
 - 6) Conduct of other tasks stemming from ongoing needs of the University with regards to the recruitment to the Doctoral School.
12. Administrative-office service of the contest procedure is ensured by the Promotion and Recruitment Office of the Medical University of Bialystok.

§ 2

1. The Recruitment Board issues recommendations on accepting or rejecting a given candidate to the Doctoral School.
2. After completion of the contest procedure the Polish citizen who was accepted to the Doctoral School is entered on the list of doctoral students and the candidate who was not accepted obtains an administrative decision issued by the Rector on rejection of their admission to the Doctoral School.
3. Acceptance and rejection of a foreigner occurs by way of an administrative decision of the Rector.
4. The candidate is entitled to apply for re-considering his case in case of a decision rejecting admittance to the Doctoral School.

§ 3

1. The recruitment procedure for the Doctoral School occurs by way of a contest. The recruitment proceeding is conducted in accordance with the schedule constituting Appendix no. 1 and on the basis of the points constituting Appendix no. 2 to the hereby Resolution.

2. The contest procedure covers evaluation of the candidate's aptitude for the scientific-research work and exams: from English and from the main subject.
3. Aptitude for research-scientific work is assessed on the basis of the research project submitted by the candidate as well as their so far achievements, based on the scoring which constitutes Appendix no. 2.
4. The research project should present the concept of the research work in the scope of scientific interests of the candidate (it may constitute an idea of the future doctoral dissertation) with a proposal of methodology and indication of the MUB organizational unit in which the research may be realized as well as the statement that the submitted research project does not breach any third party rights.
5. The research project ought to, in particular, contain: first name and surname of the candidate, research project title, project description, assumptions and research goals, methodology of tests, apparatus, literature, planned location of research realization. The research project cannot exceed 3 pages in A4 format, Times New Roman font, 1.5 margins.
6. In case of submitting the research project which does not meet the requirements specified in sec. 5, the candidate shall be obliged by the Director of the Doctoral School or by the person authorized by them to amend the project within 7 days under the pain of disqualification of the candidate from further contest procedure and thus, refusal to admit them to the Doctoral School. Changes may be solely of formal nature and they cannot result in a substantive change of the project.
7. The oral exam from the main subject consists of three questions, including evaluation of the scientific value of the planned work and the possibilities of realizing it on the basis of the submitted research project. The candidate obtains a grade for each question.
8. The oral exam from English consists of three parts verifying the candidate's ability of using popular-scientific literature in English in an active manner, skills of establishing and maintaining the conversation concerning the professional and scientific path as well as knowledge of grammatical structures. The candidate obtains one grade from the exam.
9. The following scale of grades is used for assessing exams: very good (5), good plus (4.5), good (4.0), satisfactory (3.5), sufficient (3), insufficient (2). The Regulations of exams have been specified in Appendix no. 3.
10. Persons with a language certificate at the level of minimum B2 may be exempt from the English exam.
11. Persons who have been exempt from the English exam on the basis of recognizing their language certificate obtain the grade very good (5).
12. The list of certificates which constitute the basis for exemption from the exam from English with the results, as a minimum:
 - 1) IELTS exam minimum result 6.0,
 - 2) TOEFL exam minimum result 90,
 - 3) FCE exam minimum result grade C,
 - 4) CAE exam minimum result grade C,
 - 5) CPE exam minimum result grade C,
 - 6) TOEIC exam minimum result 850.

13. The final grade from the exam is calculated on the basis of the average of grades. Specified in sec. 7 and 8 in line with the principle:
- below 3 – insufficient,
 - 3- 3.25 – satisfactory (3),
 - 3.26- 3.75 sufficient (3.5),
 - 3.76- 4.25 – good (4),
 - 4.26- 4.75 good plus (4.5),
 - from 4.76 to 5.00- very good (5).
14. Exams, due to the epidemiological situation or at the request of the candidate, may be conducted by means of online electronic communication means.
15. The basis for admission to the Doctoral School is obtaining at least satisfactory grade from each exam and the minimum of 10 points in the contest procedure. Obtaining the insufficient grade or failure to achieve the required minimum of points causes disqualification of the candidate from further contest procedure and thus, refusal to be admitted to the Doctoral School.
16. The number of points obtained in the course of the contest procedure as part of the limit of vacancies approved by the University Senate determines admission to the Doctoral School.
17. In case of fulfilling by the candidate of the criteria of admission to the Doctoral School in the selected education path and non-admission under the limit of vacancies due to lack of vacancies in the given path, there is a possibility, at the request of the candidate, to be admitted to the Doctoral School under a different education path, provided that the limit of vacancies in that education path has not been exceeded and the candidate has a command of the language in which the education is realized in a given education path at the level of at least B2. The level of language command is evaluated by the Board on the basis of documents presented by the candidate or on the basis of the course of the contest procedure. In case of any doubts, the Board may conduct an additional interview with the candidate.
- The order of changes in the education path is determined by the number of points obtained in the contest procedure.
18. The results of the recruitment procedure to the Doctoral School are open.
19. The Recruitment Board notifies the candidate of the thematic scope of the main subject exam no later than 14 days before the planned exam term. This term, in case of the supplementary recruitment, may be shortened. Candidates will be notified of the exams and of the thematic scope by email to the email addresses indicated in the electronic registration.
20. The Rector may announce a supplementary recruitment procedure if, as a result of the conducted contest procedure, not all vacancies designated for doctoral students in the ongoing recruitment have been filled. In this case, the schedule of the supplementary recruitment and the term of notifying the candidate of the thematic scope of the exam from the main subject shall be specified in the Rector's Orders.
21. Launching the international path shall occur in case of qualification for admission of at least 6 persons.

§ 4

1. Persons who possess the professional title of master, master engineer or equivalent may apply for admission to the Doctoral School as well as persons specified in Art. 186 sec. 2 of the Act, subject to sec. 2-4.
2. Persons specified in Art. 186 sec. 2 of the Act, in order to participate in the contest procedure, must meet the following conditions:
 - 1) holding at least 30 points from the assessment of the so far scientific achievements, calculated on the basis of the principles and points from Appendix no. 11 of the Resolution;
 - 2) Timely realization of studies - the candidate cannot be a person who re-takes or re-took a year or who has or had a conditional pass in the course of the studies to date.
3. The candidate specified in Art. 186 sec. 2 of the Act is obliged to submit to the Recruitment Board in the selected discipline, within the term specified in the schedule constituting Appendix no. 1 to the Resolution:
 - application for allowing participation in the contest procedure for admission to the Doctoral School on account of the indicated exceptionally high quality of scientific achievements to date,
 - certificate on non-re-taking a year and lack of conditional pass issued by the relevant Dean's Office.The template of the application form and of the certificate is enclosed in Appendix no. 11 to the Resolution.
4. The application form, as specified in sec. 3, shall be considered by the relevant Recruitment Board. Solely candidates whose application forms have been positively assessed by the Recruitment Board may participate in the contest procedure.
5. Foreigners may undertake and undergo studies according to the principles specified in Art. 323, 324 of the Resolution.
6. Nationals of member states of the European Union or the Schengen zone may cross the border on the basis of a valid identity card, i.e. passport, personal ID card.
7. Persons from outside the member states of the European Union or the Schengen zone ought to possess a visa entitling them to enter the territory of Poland. Visas may be applied for in the Polish Consulate in the country of origin on the basis of a decision on admission for education at the Doctoral School.

§ 5

1. Persons applying for admission to the Doctoral School are obliged to carry out electronic registration in the mode of Online Registration of Candidates.
2. Candidate to the Doctoral School submits the following documents:
 - 1) filled out and signed application form for admission to the Doctoral School with indication of the area of interest (selected from the list indicated in the conditions of recruitment) under which the candidates will pass the subject exam - Appendices 4-7 of the hereby Order,
 - 2) coloured photograph and additionally the same photograph in an electronic format with dimensions of 300x375 pixels in resolution of at least 300 dpi (recorded on the recruitment account of the candidate),

- 3) diploma or excerpt of diploma of completion of master studies in Poland or in case of completion of studies abroad - a diploma or another document of graduation from third-degree education, recognized in line with separate regulations as the equivalent of the Polish diploma of master's studies,
- 4) project presenting the concept of a research work,
- 5) list of so-far scientific activities and achievements to date including documents confirming them, elaborated in line with Appendix no. 2 to the hereby Resolution,
- 6) occupational physician's medical certificate confirming lack of contraindications for admission to the Doctoral School (original referral to the physician available at the Promotion and Recruitment Office),
- 7) certificate confirming command of English - in case of persons applying for exemption from the English exam.
- 8) Polish nationals participating in the contest procedure in the paths specified in § 1 sec. 2 points 1-3 documents as specified in sec. 1-7 must be submitted in Polish.
- 9) Polish nationals participating in the contest procedure in the path specified in § 1 sec. 2 point 4 - documents specified in sec. 1-3 and 5-7 must submit them in Polish, whilst the document of the research project must be submitted in English.
- 10) Foreigners submit the documents in English.

§ 6

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

Persons specified in sec. 1:

- 1) process personal data solely for the purpose of realizing the tasks of the Board and in the scope necessary to realize the tasks of the Board,
- 2) undertake to maintain confidentiality of personal data to which they have access in relation to the tasks of the Board both in the course and after completion of realization of the tasks,
- 3) are obliged to submit a statement on personal data confidentiality.

Chairman of the Senate

Rector

prof. dr hab. Marcin Moniuszko