

**Resolution No. 11/2024/II**  
**of the Senate of Lublin University of Technology**  
**of 15 February 2024**  
  
***on the principles of recruitment***  
***to the Lublin University of Technology Doctoral School***  
***in the academic year 2024/2025***

Pursuant to Article 200(2) of the Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended), hereinafter: the Act, the Senate resolves as follows:

**§ 1.**

1. This Resolution sets out the rules for recruitment to the first year of training at the Lublin University of Technology Doctoral School, hereinafter: the Doctoral School (SDwPL), in the academic year 2024/2025.
2. Lublin University of Technology shall admit doctoral students to the first year of doctoral training at the Doctoral School within the planned number of admissions determined by the Senate of Lublin University of Technology.

**§ 2.**

1. Recruitment to the Doctoral School by competition is conducted by an admissions committee appointed by the Rector and consisting of 7 to 9 members for a one-year term, hereinafter referred to as the Committee. The decision on enrolment or refusal, as well as the actions provided for in the Act of 14 June 1960 of the Code of Administrative Proceedings (KPA), is taken by the Rector.
2. The Committee shall be composed of the Director of the Doctoral School, academic staff with at least the degree of Ph.D., D.Sc., representing each of the scientific disciplines forming the Doctoral School, and one representative of doctoral students indicated by the institutional executive body of the Doctoral Student Union, unless the Rules of the Doctoral Student Union indicate a different body of that Union.
3. The composition of the Commission shall be made public on the website of the Doctoral School - <http://sdwpl.pollub.pl/>.
4. A member of the Commission shall be subject to exclusion for the reasons indicated in Article 24 of the Code of Administrative Proceedings (KPA).

5. The Commission shall be headed by a Chairperson elected from among its members at the first meeting of the Commission, convened by the Director of the Doctoral School.
6. The tasks of the Commission include in particular:
  - 1) receiving documents from candidates and evaluating them;
  - 2) notifying applicants of the date and procedure of the proceedings;
  - 3) conducting the recruitment procedure by means of a competition;
  - 4) notifying candidates of the results of the recruitment process;
  - 5) drawing up a ranking list of the recruitment procedure.
7. The Commission shall evaluate the candidates in the presence of at least 2/3 of its members.
8. Minutes of each meeting of the Commission are drawn up and signed by the members of the Commission attending the meeting.

### **§ 3.**

1. Recruitment to the Doctoral School is carried out in two stages. The first stage involves the submission of the required documents and their assessment by the Commission. In the event of a positive assessment, the candidate is admitted to the second stage of recruitment - an interview.
2. The Commission sets the timetable for the recruitment process, determining the date and place for the submission of documents.

### **§ 4.**

1. The recruitment procedure to the Doctoral School is initiated at the request of a candidate who has registered in the ERK (electronic registration of candidates) recruitment system (<https://ehms.pollub.pl>) within the time limit specified in the recruitment timetable (published on the SDwPL website) and has paid the recruitment fee, the amount of which is specified by the Rector in a separate document.
2. It is permissible to announce additional recruitment at any time during the academic year if there are vacancies within the planned number of admissions determined by the Senate of Lublin University of Technology in a given academic year.
3. The decision on additional recruitment is made by the Rector.
4. A person may be admitted to the Doctoral School if he/she holds the degree of Master of Science, Master of Engineering or equivalent, or a person referred to in Article 186, para. 2 of the Act.
5. A candidate for admission to the Doctoral School shall submit the following documents in Polish or English:
  - 1) an application for admission to the Doctoral School, the specimen of which constitutes Appendix No. 1 (in Polish for Polish citizens) or Appendix No. 2 (in English for foreigners) to this Resolution;
  - 2) a printed and signed form from the ERK recruitment system (<https://ehms.pollub.pl>);

- 3) personal questionnaire completed in accordance with the guidelines, constituting Attachment No. 3 (in Polish for Polish citizens) or Attachment No. 4 (in English for foreigners) to this Resolution;
- 4) an authenticated copy of a diploma of completion of a uniform master's degree or second-cycle studies, or an equivalent, obtained pursuant to separate regulations. If the diploma was issued in a language other than Polish or English, the candidate shall enclose its sworn translation;
- 5) certified true copy of the diploma supplement (if issued);
- 6) a CV containing information on:
  - a) the studies completed, the subject and the results of the work documenting the relevant qualification,
  - b) scientific interests in the chosen scientific discipline,
  - c) professional experience,
  - d) scientific activities (scientific publications, participation in scientific projects, activity in scientific circles, participation in scientific conferences, etc.),
  - e) other types of activity;
- 7) documents confirming the demonstrated scientific activity and other types of activity, certified as true copies of the original by a notary public or by a person authorised by the Rector, forming appropriately numbered appendices to the personal questionnaire;
- 8) a medical certificate stating that there are no health contraindications for undertaking training at the Doctoral School and conducting research in the relevant discipline;
- 9) in the case of persons holding a doctoral degree or having an open doctoral thesis, a declaration that the research topic is not the same as the thesis previously prepared as part of the doctoral studies or in the extramural mode;
- 10) 2 photographs (format 4.5 cm × 6.5 cm) with a digital version (JPG, TIF, BMP or PNG format) to be uploaded to the ERK recruitment system. The photograph must meet the requirements specified for the issue of identity cards or passports (<https://obywatel.gov.pl/wyjazd-za-granice/zdjecie-do-dowodu-lub-paszportu>);
- 11) in the case of foreigners, the following documents are required:
  - a) confirmation of legal residence in the territory of the Republic of Poland,
  - b) confirmation of health insurance;
- 12) the documents must be drawn up in Polish or English or must be translated into Polish or English by a sworn translator or an equivalent in the country of issue.

## **§ 5.**

1. The interview shall be conducted in Polish or in English. The date, place and time of the interview will be available in the ERK recruitment system and will be published on the Doctoral School website.
2. Research topics for the recruitment process shall be submitted by academics holding a professorial or postdoctoral degree.
3. The research topics referred to in paragraph 2 of the Act are submitted 2 months before the start of the electronic recruitment of candidates in the ERK recruitment system (according to the timetable). It is then approved by the Council of the Doctoral School and announced by the

Director of the Doctoral School on the School's website, no later than 2 months before the recruitment interview.

4. The implementation doctorate is conditional on having a signed decision from the Ministry of Science and Higher Education specifying the conditions for the implementation doctorate.

## § 6.

1. The competition shall assess whether an applicant for admission to the Doctoral School:
  - 1) has completed studies in a field of study compatible or related to at least one of the scientific disciplines in which the Doctoral School is conducted, confirmed by an appropriate diploma, with at least a good result;
  - 2) has obtained positive marks in the recruitment procedure;
  - 3) has scientific achievements of the highest quality - in the case of persons referred to in Article 186, para. 2 of the Act.
2. In the case of courses assigned to disciplines other than those in which training is provided at the Doctoral School, the decision as to whether the candidate's completed course of study is related to a scientific discipline is made by the Commission on the basis of the candidate's index or diploma supplement.
3. In the competition, the Commission takes into account the candidate's documented scientific activity corresponding to the disciplines in which the Doctoral School is conducted for the last 5 calendar years preceding the recruitment. Only validated documents submitted by the deadline set by the Commission in the recruitment timetable are used as a basis for the calculation of points. It is not possible to supplement documents after this deadline.
4. Points are awarded to individual candidates on the basis of:
  - 1) the grade of the diploma of graduation:

Number of points awarded *p1*:

<i>Diploma grade</i>	<i>Points</i>
very good	20 points
good plus	10 points
good	5 points

- 2) assessment of the candidate's scientific activity (publications, patents, awards, prizes, conference presentations) - obtained in the last 5 years during professional studies until the last day of submission of documents specified in the recruitment schedule;

Number of *p2* points awarded for each form of activity:

- each publication published or accepted for publication in a journal in a given scientific discipline included in	10 points/publication
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the list referred to in Article 267(2)(2)(b) of the Law on Higher Education and Science (hereinafter referred to as the "new list") of 200, 140 and 100 points;	
- each publication published or accepted for publication in a journal in a given scientific discipline included in the new list with the number of points 70 and 40 or a patent;	5 pts/publication or patent
- each publication published or accepted for publication in a journal in a given scientific discipline included in the new list with 20 points or in indexed conference proceedings (Web of Science or SCOPUS) or a journal referred to in Article 265, paragraph 9, point 2 b of the Act on Higher Education and Science ("Support for scientific journals");	1 point/publication
- participation as a manager or executor in research projects financed from sources other than the subsidy (NCN, NCBiR, MNiSW, MEiN, FNP);	5 pts/project
- candidate as a participant in an IMPLEMENTATION DOCTRINE project that has been accepted at the first stage of the competition;	15 pts
- active participation in an international conference;	5 pts/conference
- active participation in a national conference;	3 pts/conference
- active participation in a student symposium.	1 point/symposium

You may obtain a maximum of 25 points in total for category *p2*. Confirmation is provided by the submission of attachments including: printed publications, patents, certificates of active participation in international or national conferences;

- 3) an assessment of English language proficiency made on the basis of an assessment test to be conducted by the Foreign Language Department of Lublin University of Technology on the date specified in the recruitment schedule:

Number of points awarded *p3*:

<i>Level</i>	<i>Points</i>
B2 and above	15 points
B1	10 points
A2	5 pts
A1	0 pts

- 4) the results of the recruitment interview. The candidate's level of knowledge and presentation of scientific interests are assessed, including:
- the substantive content of the presentation (description of the topic pursued, purpose of the work, planned scope of research, planned research methodology);
  - the manner of presentation;
  - ability to answer questions on the presented topic in terms of general scientific and technical knowledge;
  - the manner and aesthetics of the presentation.

The interview is designed to obtain information about the candidates' motivation and aptitude for scientific work. Number of points awarded  $p_4$ : 0-40. Guidelines for the preparation of the presentation are available on the Doctoral School website under Recruitment.

#### **§ 7.**

1. The recruitment procedure is designed to determine the number of points to be awarded to a candidate for the individual elements of the procedure and to determine the total score obtained by the candidate.
2. The candidates' total point score  $P$  is expressed by the formula:
$$P = p_1 + p_2 + p_3 + p_4$$
3. The committee draws up a ranking list of candidates, determining their order according to the number of total points obtained ( $P$ ). The list is forwarded to the Rector, who makes decisions on admission or refusal of admission to the Doctoral School.
4. The number of points entitling a candidate to be included in the ranking list for admission to the Doctoral School may not be less than 51. Inclusion in the ranking list of a candidate does not guarantee admission to the Doctoral School.
5. On the basis of the ranking list, the Commission recommends to the Rector candidates for admission to the Doctoral School within the limit of places established by the resolution of the Senate of Lublin University of Technology.
6. Candidates who have not been admitted to the Doctoral School due to the exhaustion of the limit of places constitute a reserve group established in the order of the obtained points.
7. The results of the recruitment procedure are public and are published on the Doctoral School website.

#### **§ 8.**

1. A candidate recommended in accordance with § 7, sections 3-5 shall be admitted to the Doctoral School by way of entry into the list of doctoral students. The list of doctoral students is maintained by the Director of the Doctoral School. Entry is made by the Rector after the candidate has submitted the original document entitling them to study at the Doctoral School, or an official copy thereof, and a declaration of commencement of study at the Doctoral School in the discipline of their choice.
2. Reasons for the Rector's decision to refuse admission to the Doctoral School shall indicate the number of points obtained by the candidate for individual elements, their sum and the minimum threshold for admission.

3. A candidate has the right, within 14 days of the refusal of admission to the Doctoral School, to submit a request for reconsideration of the case.

**§ 9.**

1. Lublin University of Technology enables the recruitment of people with disabilities by providing appropriate tools that allow them to participate in the recruitment interview.
2. Candidates with disabilities are subject to the same recruitment procedure as other applicants to the Doctoral School.
3. The form of assistance during the recruitment procedure may be arranged with the Commission through the Rector's Representative for Persons with Disabilities after the candidate has notified the Representative. This notification should be made no later than 2 weeks before the date of the admissions interview.

**§ 10.**

In matters not regulated by this Resolution, decisions are made by the Rector.

**§ 11.**

This Resolution comes into force as of the date of its signing.