



RESOLUTION No. XXIV - 27.24 / 19
of the Senate of
Maria Curie-Skłodowska University
in Lublin

from May 29, 2019.

on recruitment to the Doctoral School of Social Sciences in the academic year 2019/2020

Based on Article. 200 para. 2 of the Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws of 2018, item 1668 with later amendments), hereinafter referred to as the Act, the Senate of Maria Curie-Skłodowska University in Lublin sets the following rules for the admission of candidates in the academic year 2019/2020 to the Doctoral School of Social Sciences run by Maria Curie Skłodowska University in Lublin, hereinafter referred to as the University:

§1

1. In the recruitment process an assessment of the candidate's knowledge and level of preparation and aptitude for undertaking education at the doctoral school is carried out.
2. The recruitment procedure has the form of competitive admission. The results of the recruitment are public.
3. Detailed rules for the evaluation of candidates are set out in Annex No 1 to this resolution.
4. The recruitment procedure may be conducted in English.
5. The recruitment procedure is conducted at the University headquarters. In the case of candidates from abroad who cannot apply for an interview conducted at the University headquarters, the interview may be conducted using an instant messenger.

§2

1. Persons eligible for admission to the doctoral school will hold a master's degree, a master's degree in engineering or an equivalent degree, or will be a person referred to in Article 186 para. 2 of the Act.

2. A prerequisite for the admission of a candidate to the recruitment procedure is setting up a personal account in the Internet Candidate Registration System, hereinafter referred to as IRK. IRK operates at: irk.umcs.lublin.pl. Candidates access IRK on their own.
3. After creating an account in IRK, the candidate selects a doctoral school and indicates the scientific discipline in which they intend to prepare a doctoral dissertation.
4. A candidate for the doctoral school submits the following documents:
 - 1) application for admission to the doctoral school generated from the IRK system;
 - 2) a copy of the diploma confirming that they hold the of master's degree, master's degree in engineering or equivalent together with the supplement, if it has been issued (original documents for inspection), or a diploma referred to in art. 326 para. 2, point 2 or 327 para. 2 of the Act stating the right to obtain a doctorate in a country in which the higher education institution that issued it operates, subject to the provisions of point 3;
 - 3) in the case of persons referred to in art. 186 para. 2 of the Act a copy of the diploma of completion of first-degree studies with a supplement, if it has been issued (originals of the documents for inspection), or a certificate of completion of the third year of uniform Master's studies;
 - 4) a current photograph, consistent with the requirements applicable when issuing identity cards in Poland;
 - 5) documentation confirming the previous scientific achievements of the candidate:
 - a) mandatorily:
 - a diploma thesis prepared during the studies, under which the candidate obtained a master's degree, master's degree in engineering or an equivalent degree (does not apply to persons referred to in Article 186 (2) of the Act),
 - a research CV,
 - documentation confirming active participation in scientific conferences or scientific associations/circles or research projects,
 - an opinion about the candidate's aptitude for research work, prepared by a person with, at least, a doctorate degree,
 - b) voluntarily:
 - scientific publications or,
 - reviews of scientific publications or,
 - certificates confirming knowledge of foreign languages or,
 - a doctoral diploma.
 - 6) outline of the research project related to the scientific discipline in which the candidate intends to prepare a doctoral dissertation.
5. Candidates qualified for the doctoral school are required to enter an electronic version of their photograph into their personal account in the IRK system and to pay a fee for issuing an electronic doctoral student card in the amount determined by the minister competent for higher education.

1. The rules for undertaking and receiving education at a doctoral school by foreigners are defined in art. 323 in connection with art. 326, 327, 328, subject to the provisions of art. 198 par. 8 of the Act.
2. Foreigners may undertake education in Polish if they demonstrate knowledge of the Polish language, i.e. if they:
 - 1) complete a one-year preparatory course to study in Polish in institutions designated by the minister responsible for higher education, or
 - 2) have a certificate of Polish language knowledge issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or
 - 3) have completed secondary school abroad, in which classes were taught in Polish or
 - 4) have completed secondary school in Poland or
 - 5) have completed university studies in Poland with a major in Polish, or
 - 6) during the interview, will obtain confirmation that their preparation and the level of Polish language skills allow them to undertake education in Polish.
3. Foreigners may undertake education in a foreign language if they:
 - 1) have a document confirming knowledge of a foreign language in which education is conducted, listed in Annex 2 to this resolution, with the proviso that the documents confirming knowledge of a foreign language are also certificates, diplomas or other documents confirming the completion of a post-primary school abroad, whose classes were conducted in the same foreign language in which the foreign student will be educated in Poland, as well as a diploma of higher education in Poland conducted in the same foreign language, in which the foreign student will be studying at the doctoral school, or
 - 2) during the interview they will get confirmation that their preparation and the level of foreign language skills allow them to undertake education in a foreign language.
4. Foreigners, in addition to the documents listed in § 2 para. 4, submit:
 - 1) legalization or validation documents of the documents referred to in § 2 para. 4 points 2 and 3, if issued by a university from outside the territory of the Republic of Poland;
 - 2) a copy of the ID document;
 - 3) photocopies of documents certifying legal stay on the territory of the Republic of Poland, if they were issued before or during the recruitment procedure, or the foreign candidate's statement that he will submit relevant documents immediately after the commencement of education, if they qualify for the doctoral school;
 - 4) one of the documents referred to in para. 2 points 1-5 confirming the knowledge of the Polish language if the candidate wants to study in Polish or one of the documents referred

to in paragraph 3 point 1, confirming the knowledge of a foreign language if they want to study in a foreign language;

- 5) photocopy of the insurance policy in case of illness or consequences of accidents for the period of education in Poland or the European Health Insurance Card, or a foreigner's statement that he will join the NFZ immediately after the beginning of education.

5. The University may ask the candidate for submission of an ordinary translation into Polish of the documents referred to in § 2 para. 4, points 2 and 3.

§4

1. Supervision over the course of recruitment for doctoral schools is carried out by the Rector or the Vice-Rector authorized by the Rector.
2. Direct supervision over the course of recruitment to the doctoral school is exercised by the Rector's Proxy for the organization of the doctoral school, hereinafter referred to as the Proxy.
3. Assessment of candidates for the doctoral school is carried out by the Recruitment Committee appointed by the Rector at the request of the Proxy.
4. The Proxy shall submit to the Rector a proposal of the composition of the Recruitment Committee by 10 June 2019.
5. The Recruitment Committee consists of:
 - 1) the Proxy who chairs the work of the Board;
 - 2) persons who are employees of the University, with the degree of habilitated doctor (dr hab.) or with the title of professor or an equivalent degree or, possessing current scientific / artistic achievements in the field of scientific / artistic disciplines within the framework of which education in the doctoral school is conducted - two persons representing each of the disciplines within the school,
 - 3) two representatives of doctoral students representing scientific disciplines within the doctoral school, designated by the doctoral students' self-government.
6. The Proxy shall appoint, out of the members of the Recruitment Committee, a Subcommittee to carry out the evaluation of candidates in the field of a given scientific discipline composed of:
 - 1) the Proxy who chairs the work of the Subcommittee;
 - 2) two persons with the degree of habilitated doctor or the title of professor, or a degree or an equivalent title, possessing current scientific achievements in the field of a scientific discipline within which the candidate intends to prepare a doctoral dissertation;
 - 3) a representative of doctoral students.
7. An expert may participate in the Subcommittee's meetings in an advisory capacity, who will participate in assessing the outline of the research project prepared by the candidate in

relation to the scientific discipline in which they intend to prepare a doctoral dissertation, if it is necessary for the candidate's proper assessment.

8. Resolutions of the Recruitment Committee and Subcommittee are passed by a simple majority of votes.
9. In the case of an equal number of votes, the vote of the Proxy is decisive.
10. The Subcommittee shall prepare, evaluated individually for each candidate, an individual report containing the results obtained by the candidate from all the elements assessed, as set out in Annex 1. The minutes shall be signed by the members of the Subcommittee.
11. After the assessment of all the candidates by the Sub-committees, the Recruitment Committee, on the basis of individual protocols, arranges the ranking of recruitment participants for the doctoral school. The total number of points scored determines the place of the candidate on the ranking list.
12. The Recruitment Committee, taking into account the admissions limit determined by the Rector and the place of the candidate on the ranking list, issues an opinion in which it recommends or refuses recommendations regarding the admission of a given candidate to the doctoral school, guided by the principle that the priority for admission to the doctoral school are candidates who have scored the highest number of points to the limit of places. In the event of special circumstances justifying the admission to the doctoral school of a larger number of persons than is envisaged by the limit determined by the Rector, the Proxy may apply to the Rector, through the Vice-Rector, with a request to increase the admissions limit.
13. The Recruitment Committee draws up a collective report in two copies, the attachment to which is the ranking list of the participants of the proceedings, containing the results of the evaluation of all the participants in the proceedings and the recommendation referred to in para. 12. The collective report is signed by the members of the Recruitment Board. The Proxy shall pass the report to the Rector or the Vice-Rector authorized by the Rector.
14. Admission to the doctoral school takes place by way of an entry on the list of doctoral students. The entry is made by the Proxy in particular on the recommendation of the Recruitment Committee.
15. The refusal to be admitted to the doctoral school takes place by way of an administrative decision issued by the Proxy in accordance with the recommendation of the Recruitment Committee. An application for reconsideration may be submitted against the decision.
16. The admission or refusal to accept a foreigner to the doctoral school takes place on the basis of the Rector's administrative decision issued in particular on the recommendation of the Recruitment Committee, subject to the provisions of para. 17. An application for reconsideration may be submitted against the decision.
17. The Rector may authorize the Proxy to issue the decision referred to in para. 16.
18. Persons entered on the list of doctoral students having a doctoral degree are obliged to inform the Proxy about it, not later than one week from the beginning of the first

semester of education at the doctoral school.

§5

1. The Rector shall announce by June 7, 2019, the limit of admissions to the doctoral school for the academic year 2019/2020.
2. The Proxy shall submit to the Rector a detailed schedule of the recruitment procedure by 10 June 2019.
3. The admission limit and the schedule of the proceedings, after being approved by the Rector, shall be made available to the public on the website www.umcs.pl by June 15, 2019.
4. Recruitment for the doctoral school should be completed by September 15, 2019, subject to paragraph 5.
5. In the event of circumstances justifying additional recruitment to the doctoral school after September 15, 2019 (in particular such as: obtaining financial resources for the implementation of basic research in the form of a research project, internship or scholarship by decision of the NCN director), the Proxy may apply to the Rector with a request for additional recruitment. The Proxy's request will be accompanied by a schedule of the proposed recruitment procedure.

§6

1. The basic tasks of the Proxy include:
 - 1) organizing and conducting the recruitment proceedings;
 - 2) acceptance of documents from candidates to the doctoral school;
 - 3) checking and confirming the conformity of the candidates' details contained in the IRK system with the submitted documents;
 - 4) notifying candidates of the date and proceedings of the recruitment process;
 - 5) entering a qualified candidate on the list of doctoral students;
 - 6) issuing an administrative decision of not admitting a candidate to the doctoral school and preparing it in two copies;
 - 7) issuing an administrative decision based on the Rector's authorization to admit or refuse a foreigner to the doctoral school and to prepare it in two copies, if the Proxy receives the relevant authorization referred to in § 4, point 16;
 - 8) delivery of the decision referred to in point 6 or 7, to the candidate by hand with a receipt or sending it by registered mail with a return confirmation of receipt;
 - 9) examining the application for reconsidering the case, against the decision referred to in point 6 or 7;
 - 10) making the results of the recruitment procedure available to the candidates in IRK.

2. The activities referred to in paragraph 1 point 1-4, 8, 10 may be performed by other persons authorized in writing by the Proxy. These persons will immediately inform the Proxy about carrying out the above-mentioned activities.

§7

1. The Proxy shall refer candidates for specialist medical examinations if during their education they may be exposed to factors that may be harmful, burdensome or dangerous to health, according to the Regulation of the Minister of Health of 26 August 2014 *on medical examinations of candidates for upper secondary schools or higher and for qualifying vocational courses, students of these schools, students, students of vocational qualification courses and participants of doctoral studies* (i.e. Dz.U.2019.141 with later amendments).
2. A candidate with a certified disability, in justified cases, should, 7 days before the scheduled interview date, inform the Proxy:
 - 1) about the need to employ in the interview a sign language interpreter or assistant for persons with physical disabilities and blind persons;
 - 2) about changing the form of the interview.
3. Persons assisting candidates with disabilities referred to in paragraph 2, should have the consent of the Proxy to participate in the recruitment procedure. The Proxy has the right to reject the request for participation of an assistant of a candidate with disabilities in the recruitment procedure, if it is a person who is professionally or through employment connected with the discipline of science, under which the candidate intends to prepare a doctoral dissertation.

From October 1, 2019, all rights and obligations resulting from this Resolution assigned to the Proxy become the rights and duties of the Director of the Doctoral School of Social Sciences.

§ 9

In matters of recruitment not provided for in this resolution, decisions are made by the Rector or the Vice-Rector authorized by him.

§ 10

The resolution comes into force on the day of its adoption.

President of the UMCS Senate

Prof. Dr hab. Stanisław Michałowski