



**RESOLUTION No. XXV – 31.35/24**  
**of the Senate of Maria Curie-Skłodowska University in Lublin**  
**from January 24, 2024**  
**on recruitment to the Doctoral School of Quantitative and Natural Sciences**  
**in the academic year 2024/2025**

Based on Article 200 point 2 of the Act of 20 July 2018, The Law on Higher Education and Science (Dz.U. of 2023, item 742 as amended), 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 2024/2025 to the Doctoral School of Quantitative and Natural Sciences (hereinafter referred to as the Doctoral School) run by Maria Curie-Skłodowska University in Lublin, hereinafter referred to as the "University," together with the Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences in Lublin, hereinafter referred to as "IA PAN" and the Institute of Soil Science and Plant Cultivation - State Research Institute in Puławy, hereinafter referred to as "IUNG- PIB" and Jerzy Haber Institute of Catalysis and Surface Chemistry of the Polish Academy of Sciences in Kraków, hereinafter called 'IKiFP PAN':

**§1**

1. The purpose of the recruitment procedure is to select candidates for the Doctoral School based on the assessment of their knowledge, achievements, and level of preparation for undertaking education.
2. The recruitment procedure has the form of competitive admission. The results of the recruitment are public.
3. Detailed rules for evaluating candidates are in Appendix 1 to this resolution.
4. The recruitment procedure may be conducted in English.
5. The recruitment procedure is conducted at the University headquarters. For candidates from abroad who cannot apply for an interview at the University headquarters, the interview can be conducted via 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 admitting a candidate to the recruitment procedure is setting up a personal account in the Recruitment Service System, hereinafter referred to as SOR. SOR operates at: [rekrecja.umcs.pl](https://rekrecja.umcs.pl). Candidates access SOR on their own.

**3.** After creating an account in SOR, the candidate selects a doctoral school and indicates the scientific discipline in which they intend to prepare a doctoral dissertation. They attach photocopies/scans of all the required documents in para 4, points 2 – 7, and submit paper versions of the documents in points 4 and 5 to the Doctoral School's Office.

**4.** A candidate for the Doctoral School submits the following documents:

**1)** application for admission to the Doctoral School generated from the SOR site;

**2)** a copy of the diploma confirming that they hold a master's degree, master's degree in engineering or equivalent together with the supplement, if it has been issued (the original documents for inspection), or a diploma referred to in Article 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 Article 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)** current photograph, consistent with the requirements applicable when issuing identity cards in Poland;

**5)** documentation confirming the previous achievements following Appendix No. 1 to this resolution;

**6)** information about one research subject chosen, selected from among the research topics included in the announcement of the recruitment to the Doctoral School, subject to the provisions of point 7;

**7)** the candidate may submit their research subject if it is partially consistent with the areas of research conducted in:

**a)** University units responsible for scientific disciplines: biological sciences, chemical sciences, physical sciences, earth and environmental sciences, and information and communication technology;

**b)** IA PAN and IUNG-PIB responsible for agriculture and horticulture disciplines;

**c)** IKiFP PAN responsible for chemical sciences.

In the case referred to in point 7 above, the candidate attaches the consent of the University / IA PAN/ IUNG-PIB/ IKiFP PAN employee to supervise the candidate after qualifying for the Doctoral School and approval of the Director of the respective Institute to pursue the selected research topic.

**5.** A doctoral candidate may also submit an opinion prepared by an academic teacher about their aptitude for research work.

**6.** Candidates qualified for the Doctoral School must enter an electronic version of their photograph into their account in SOR and pay a fee for issuing an electronic doctoral student card in the amount determined by the minister competent for higher education.

### **§3**

**1.** The rules for foreigners to undertake and receive education at a doctoral school are defined in Article 323 in connection with Articles 326, 327, and 328, subject to the provisions of Article 198 para. 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 finished secondary school abroad, in which classes were taught in Polish or

4) have finished secondary school in Poland or

5) have completed university studies in Poland with a major in Polish or

6) During the interview, they will obtain confirmation that their preparation and 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 Appendix 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 be confirmed that their preparation and 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 they 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're going 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 they will join the NFZ immediately after the beginning of their education.

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

#### **§4**

1. The Rector or the Vice-Rector authorized by him shall supervise the recruitment process to the Doctoral School.

2. The Director of the Doctoral School of Quantitative and Natural Sciences, hereinafter referred to as the Director directly supervises the recruitment process to the Doctoral School.

3. The candidates for the Doctoral School are assessed by the Recruitment Committee appointed by the Rector at the director's request.

**4.** By June 7, 2024, the Director will submit to the Rector a proposal for the composition of the Recruitment Committee.

**5.** The Recruitment Committee consists of:

**1)** the Director who chairs the work of the Committee; if the Director is unable to perform these duties, the Committee will be chaired by the rector responsible for the Doctoral School;

**2)** persons with the degree of habilitated doctor (dr hab.) or with the title of professor or an equivalent degree or possessing current scientific achievements in the field of scientific disciplines within the framework of which education in the Doctoral School is conducted - two persons representing each of the disciplines within the school, employed by the University units which run the School;

**3)** two representatives of doctoral students representing scientific disciplines within the Doctoral School, designated by the doctoral students' self-government.

**6.** The Director shall appoint, out of the members of the Recruitment Committee, a Subcommittee to evaluate candidates in the field of a given scientific discipline composed of:

**1)** the Director who chairs the work of the Subcommittee;

**2)** two persons in the scientific discipline within which the candidate intends to prepare the dissertation, one of whom will be assigned the function of secretary;

**3)** a person representing another scientific discipline different from the one mentioned in point 2;

**4)** a representative of doctoral students.

**7.** At the request of a candidate for the Doctoral School or a member of the Subcommittee or a Project Manager, a Subcommittee meeting may also be attended, in an advisory capacity, by a person who, in particular, has consented to supervise the candidate's research project or is a research project Manager in which the candidate for the Doctoral School is to be employed. The Director has the right to refuse the person referred to in the first sentence to participate in the meeting of the Subcommittee.

**8.** In the event of an interview with a Candidate who applies to a research topic proposed by the Director, a Subcommittee member appointed by the Director will preside over the subcommittee's work, and the Director will participate in an advisory role only.

**9.** A simple majority of votes passes resolutions of the Recruitment Committee and Subcommittee.

**10.** In the case of an equal number of votes, the vote of the Director is decisive.

**11.** The Subcommittee shall prepare and evaluate individually for each candidate an individual report containing the results obtained by the candidate from all the elements assessed, as set out in Appendix 1. The protocol shall be signed by the subcommittee members. In the case of a remote Subcommittee meeting, the protocol will be signed by its Chairperson.

**12.** After the Subcommittees assess all the candidates, the Recruitment Committee, based on individual protocols, arranges the ranking of recruiting participants for the Doctoral School within the admission limits referred to in § 5 para. 1. The total number of points scored determines the candidate's place on the ranking list.

**13.** The Recruitment Committee, considering 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 is the

candidate who has scored the highest number of points to the limit of places. In the event of exceptional circumstances justifying the admission to the Doctoral School of a more significant number of persons than is envisaged by the limit determined by the Rector, the Director may apply to the Rector through the Vice-Rector, with a request to increase the admissions limit, in agreement with the Director of IA PAN, the Director of IUNG- PIB, and the Director of IKiFP PAN.

**14.** The Recruitment Committee, considering the similarity of research topics, may propose to the candidate who has obtained enough points a change in the scientific discipline referred to in § 2 para. 3. The candidate consents to the change of discipline in writing.

**15.** If more than one candidate is qualified for the same research topic, the candidate with the highest number of points has priority. The Recruitment Committee may propose to other candidates a change of research topics within the same discipline referred to in § 2 para. 3. The candidate consents to the change of discipline in writing.

**16.** The Recruitment Committee draws up a collective report in two copies, the attachment to which are two ranking lists 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. 13. The members of the Recruitment Committee sign the collective report. In the case of a remote meeting of the Recruitment Committee, the protocol is signed by its Chairperson. The Director shall pass the report to the Rector or the Vice-Rector authorized by the Rector.

**17.** Admission to the Doctoral School is by enrolment in the list of doctoral students. The Director makes the enrolment under the recommendation of the Recruitment Committee.

**18.** The Director issues an administrative decision denying admission to the Doctoral School in compliance with the Recruitment Committee's recommendation. An application for reconsideration may be submitted against the decision.

**19.** The admission or refusal to accept a foreigner to the Doctoral School takes place based on the Rector's administrative decision issued on the recommendation of the Recruitment Committee, subject to the provisions of para. 17. An application for reconsideration may be submitted against the decision.

**20.** The Rector may authorize the Director to issue the decision referred to in para. 16.

**21.** Persons on the list of doctoral students with a doctoral degree must inform the Director about it not later than one week from the beginning of the first semester of education at the Doctoral School.

## **§5**

**1.** The Rector, in consultation with the Director of IA PAN, the Director of IUNG-PIB, and the Director of IKiFP PAN, shall, by June 7, 2024, announce by ordinance the limit of admissions to the doctoral school for the academic year 2024/2025, including a separate limit of admissions for research projects financed from external sources. In the case indicated in the competition documentation or at the project manager's request, the Rector may approve full or partial funding of the doctoral scholarship referred to in Article 209 of the Law from the project.

**2.** The Director shall submit to the Rector a detailed schedule of the recruitment procedure by June 7, 2024.

**3.** The Director shall submit to the Rector by June 7, 2024, a list of research subjects in Appendix 1 to this resolution is broken down into the academic disciplines that form the Doctoral School.

4. The admissions limit, schedule of proceedings, and list of research subjects referred to The information in paragraph 4 will be made public on the website [www.umcs.pl](http://www.umcs.pl) and the websites of IA PAN, IUNG-PIB, and IKiFP PAN by June 12, 2024.

5. Subject to paragraph 7, the recruitment process to the Doctoral School should be completed by September 23, 2024.

7. In the event of circumstances justifying additional recruitment to the Doctoral School after September 23, 2024 (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 Director, in agreement with the Director of IA PAN, the Director of IUNG-PIB and the Director of IKiFP PAN, may apply to the Rector with a request for additional recruitment. The proposed recruitment procedure schedule will accompany the Director's request.

## **§6**

1. The primary functions of the Director 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 SOR 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 Director receives the relevant approval referred to in § 4, point 19;
- 8) delivery of the decision referred to in points 6 or 7 to the candidate by hand with a receipt or sending it by registered mail with 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 SOR.

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

## **§7**

1. The Director 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 2019 on medical examinations of candidates for upper secondary schools or higher and qualifying vocational courses, students of these schools, students, students of vocational qualification courses and participants of doctoral studies (Dz.U. of 2019 item 1651).

2. A candidate with a certified disability, in justified cases, should be seven days before the scheduled interview date, inform the Director:

- 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 Director to participate in the recruitment procedure. The Director has the right to reject a request for the 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.

## **§ 8**

In matters of recruitment not provided for in this resolution, the Rector or the Vice-Rector authorized by him makes decisions in consultation with the Director of IA PAS, the Director of IUNG-PIB, and the Director of IkiFP PAN.

## **§ 9**

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

President of the UMCS Senate

The Rector

Prof. Dr. habil. Radosław Dobrowolski