



**RESOLUTION No. XXV-31.33/24
of the Senate of Maria Curie-Skłodowska University in Lublin
from January 24, 2024**

**on recruitment to the Doctoral School of Humanities and Art
in the academic year 2024/2025**

Based on Article 200 point 2 of the Act of July 20, 2018, The Law on Higher Education and Science (Dz.U. [Journal of Laws] 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 Humanities and Art, hereinafter referred to as the Doctoral School run by Maria Curie-Skłodowska University in Lublin, hereinafter referred to as the "University".:

§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 Annex 1 of this resolution.
4. The recruitment procedure may be conducted in English.
5. The recruitment procedure is conducted at the University headquarters. Candidates from abroad who cannot apply for an interview at the university headquarters can be interviewed via instant messenger.

§2

1. Persons eligible for admission to the Doctoral School who hold a master's degree, a master's degree in engineering, or an equivalent degree will be 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 (SOR), which operates at <https://rekrutacja.umcs.pl>. Candidates access SOR independently.
3. After creating an account in SOR, the candidate selects a doctoral school and indicates the scientific discipline they intend to prepare for a doctoral dissertation, attaches scans of the required documents and submits to the office of the Doctoral School the original documents specified in section 4.
4. A candidate for the Doctoral School submits a paper version of the following documents:
 - 1) application for admission to the Doctoral School generated from the SOR system;

2) a copy of the diploma confirming that they hold the 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/artistic achievements of the candidate depending on the chosen scientific/artistic discipline in which the doctoral dissertation is planned:

a) *philosophy, history, linguistics, literary studies, cultural and religion studies, archaeology*: a scientific CV (using the template provided on the website of the Doctoral School) and an opinion about the candidate's aptitude for research work, prepared by a person with, at least, a degree of habilitated doctorate or the title of professor or an equivalent degree or title;

b) *fine art and art conservation*: artistic CV (using the template provided on the website of the Doctoral School) and a list and photographic documentation (portfolio) of artistic achievements¹;

c) *music*: an artistic CV (according to the template provided on the Doctoral School website) and an artistic work of significant importance.

6) a concept of the dissertation within the meaning of the Act, Article 187, point 3²

5. Candidates for a Doctoral School may also submit other documents than those mentioned in section 4.

6. Candidates qualified for the Doctoral School must enter an electronic version of their photograph into their account in the SOR system 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' undertaking and receiving education at a doctoral school 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

¹ The portfolio (in A4 printed form and on digital media) should include:

1. photographic or film documentation (in the case of multimedia works, video recording of performance activities etc. in popular and easily reproducible recording formats) of works in the field of visual arts:

(a) art diploma (undergraduate and/or graduate);

b) works completed after the diploma;

2. a list and photographic (and/or film) documentation of exhibitions and public presentations of the work of the artist.

² A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and related thematically related scientific articles, a design, construction, technological, implementation or artistic work, as well as an independent and separate part of a collective work.

- 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 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 international 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 international student will be studying at the doctoral School, or
 - 2) During the interview, they will confirm that their preparation and foreign language skills allow them to study a foreign language.
- 4.** Foreigners, in addition to the documents listed in § 2 section 4, submit:
- 1) legalization or validation documents of the documents referred to in § 2 para. 4 points 2b and c, if issued by a university from outside the territory of the Republic of Poland, translated by a certified translator into Polish or a foreign translator with certification by the competent consul 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 section 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, demonstrating the understanding of a foreign language if they're going to study in a foreign language;
 - 5) a photocopy of the insurance policy in case of illness or accident consequences during the period of education in Poland, the European Health Insurance Card, or a foreigner's statement that he will join the NFZ (National Health Fund) immediately after beginning education.
- 5.** The University may ask the candidate to submit an ordinary translation into Polish of the documents referred to in § 2 section 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.** Direct supervision over the recruitment process to the Doctoral School is exercised by the Director of the Doctoral School, hereinafter referred to as the Director.
- 3.** The candidates for the Doctoral School are assessed by the Recruitment Committee appointed by the Rector at the director's request.
- 4.** The Director will submit to the Rector a proposal for the composition of the Recruitment Committee by April 9, 2024.
- 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 Vice-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/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, 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/artistic discipline composed of:

- 1) the Director who chairs the work of the Subcommittee;
- 2) two persons with the degree of a habilitated doctor or with the title of professor or an equivalent degree or possessing current scientific/artistic achievements in the field of scientific disciplines from the field of scientific/artistic discipline within which the candidate intends to prepare a doctoral dissertation;
- 3) a representative of doctoral students.

7. A research project Manager to whom recruitment will be conducted may also attend a subcommittee meeting in an advisory capacity.

8. The meeting of the Subcommittee may also be attended, in an advisory capacity, by an expert who will participate in the evaluation of the outline of the research project prepared by the candidate about the scientific/artistic discipline in which the candidate intends to prepare a dissertation if this is necessary for its proper evaluation.

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 subcommittee members shall sign the protocol. 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 recruitment participants for the Doctoral School. The total number of points scored determines the candidate's place on the ranking list.

13. 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 is candidates who have 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, requesting to increase the admissions limit.

14. 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.

15. Admission to the Doctoral School is by enrolment in the list of doctoral students. The director makes the Enrollment at the recommendation of the recruitment committee.

16. Admission to the Doctoral School is refused through an administrative decision issued by the Director in compliance with the Recruitment Committee's recommendation. An application for reconsideration may be submitted against the decision.

17. The admission or refusal to accept a foreigner to the Doctoral School is based on the Rector's administrative decision, issued in particular on the Recruitment Committee's recommendation, subject to the provisions of section 18. An application for reconsideration may be submitted against the decision.

18. The Rector may authorize the Director to issue the decision referred to in section 17.

19. 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.** By regulation, the Rector will announce the admission limit to the Doctoral School for the academic year 2024/2025 by February 28, 2024, including a separate admission limit for the implementation of research projects financed from external sources. In the case indicated in the competition's terms and conditions 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 February 24, 2024.
- 3.** Once approved by the Rector, The admissions limit and schedule of proceedings will be made public on the website www.umcs.pl by February 28, 2024.
- 4.** Subject to section 5, the recruitment process to the Doctoral School should be completed by July 26, 2024.
- 5.** In the event of circumstances justifying additional recruitment to the Doctoral School after July 26, 2024 (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, 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 principal responsibilities of the Director are:
 - 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 18;
 - 8) The decision referred to in points 6 or 7 will be delivered to the candidate by hand with a receipt or sent by registered mail with a return confirmation of receipt. It will also be issued as a document bearing a qualified electronic signature and delivered electronically to the address indicated by the candidate in the SOR immediately after its issuance.
 - 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 paragraphs 1, point 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 August 26, 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* (i.e. Dz.U. of 2019 item, 1651 as amended).

2. A candidate with a certified disability, in justified cases, should, 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 a science under which the candidate intends to prepare a doctoral dissertation.

§8

The Rector or the Vice-Rector makes decisions in matters of recruitment not provided for in this resolution.

§9

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

President of the UMCS Senate

The Rector

Prof. Dr. habil. Radosław Dobrowolski