



RESOLUTION No. XXV-31.34/24
of the Senate of Maria Curie-Skłodowska University in Lublin
from January 24, 2024

on recruitment to the Doctoral School of Social Sciences in the academic year 2024/2025

Based on Article 200 para. 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 Social Sciences, 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 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 instant messenger. In justified cases, the Director of the Doctoral School of Social Sciences, referred to as the Director, may also decide on an interview using instant messenger for other candidates.

§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, hereinafter referred to as SOR. SOR operates at: rekrutacja.umcs.pl. Candidates access SOR on their own.

3. After creating an account in SOR, the candidate selects a doctoral school, indicates the scientific discipline in which they intend to prepare a doctoral dissertation, and attaches scans of all the required documents.

4. A candidate for the Doctoral School submits:

1) in SOR system scans:

a) obligatory:

- 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 verification), or a diploma referred to in Art. 326 para. 2, point 2 or 327 para. 2 of the Act states the right to obtain a doctorate in a country where the higher education institution that issued it operates. In the case of persons referred to in Article 186, para. 2 of the Act, a copy of the bachelor diploma with the supplement, if issued (original documents for verification) or a certificate of completion of the third year of a unified master's studies;
- an outline of the research project with the discipline in which the candidate intends to prepare a doctoral dissertation;
- opinion on predisposition to scientific work, prepared by a person with at least a post-doctoral degree;
- academic CV (according to the template on the website of the Doctoral School of Social Sciences);
- documentation confirming active participation in scientific conferences;
- doctoral diploma (if the candidate has one).

b) voluntarily:

- scientific publications;
- reviews of scientific publications or;
- documentation proving participation in study clubs or research projects or;
- certificates confirming the knowledge of foreign languages.

2) In the Doctoral Schools' Office, a paper version of the following documents:

a) application for admission to the doctoral school generated from the SOR system;

b) 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 verification), or a diploma referred to in Art. 326 para. 2, point 2 or 327 para. 2 of the Act states the right to obtain a doctorate in a country where the higher education institution that issued it operates;

c) in the case of persons referred to in Art. 186 para. 2 of the Act, a copy of the bachelor diploma with the supplement, if issued (originals of the documents for verification) or a certificate of completion of the third year of unified studies;

d) a current photograph consistent with the requirements applicable when issuing identity cards in Poland;

e) an outline of the research project with the discipline in which the candidate intends to prepare a doctoral dissertation, together with a proposal for the supervisor;

f) opinion on predisposition to scientific work, prepared by someone with at least a post-doctoral degree.

5. Candidates qualified for the Doctoral School must enter an electronic version of their photograph into their account in the SOR.

§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

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 para. 4, submit:

1) legalization or nostrification 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 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, 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 the beginning of education.

§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 Social Sciences exercises direct supervision over 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 March 8, 2024, the Director shall 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 Vice-Rector for Science and International Cooperation;

2) University employees with a post-doctoral degree or the title of professor or an equivalent degree or title, with current scientific/artistic achievements in the scientific/artistic disciplines within the framework of which the education at the doctoral school is conducted - two persons representing each of the scientific disciplines operating 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 Director, from the members of the Recruitment Committee appointed by the Rector, shall nominate a Sub-committee to evaluate candidates in a given academic discipline, consisting of:

1) the Director who chairs the work of the Sub-committee;

2) two persons with a post-doctoral degree or a professor's degree or an equivalent degree or title, with current scientific achievements in the scientific discipline within which the candidate intends to prepare a doctoral dissertation;

3) a person representing a related discipline other than the one mentioned in point 2;

4) a representative of doctoral students.

7. A Project Manager may also attend a Sub-committee meeting in an advisory capacity, in which recruitment will be conducted.

8. The meeting of the Sub-committee 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 with the scientific 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 individual protocols separately for each evaluated candidate, including the results obtained by the candidate from all the assessed elements, as specified in Appendix No. 1. The members of the Subcommittee shall sign the protocols. In the case of a remote subcommittee meeting, the protocols are signed by the Chairperson of the Subcommittee.

12. After the assessment of all the candidates by the Sub-committees, the Recruitment Committee, based on individual protocols, arranges the ranking of recruiting 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 admission limit set by the Rector and the candidate's place on the ranking list, issues an opinion in which it recommends or refuses to recommend admission of a given candidate to the doctoral school, following the principle that priority in admission to the Doctoral School is given to candidates who have achieved the highest number of points to the limit of places. In the event of extraordinary circumstances justifying admission to the doctoral school of a more significant number of people than the limit of places set by the Rector, the Director may apply to the Rector, through the Vice-Rector, to increase the limit of admissions.

14. The Recruitment Committee shall prepare a summary protocol in duplicate, the attachment to which is a ranking list of participants in the proceedings, including the results of the evaluation of all participants in the proceedings and the recommendation referred to in paragraph 13. The members of the Recruitment Committee shall sign the summary protocol. In the case of a remote meeting of the Recruitment Committee, the protocol shall be signed by its Chairperson. The Director forwards the protocol 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 enrolment under the recommendation of the Recruitment Committee.

16. Admission to the doctoral school is denied by an administrative decision issued by the Director following the recommendation of the Recruitment Committee. Applicants may submit an application for reconsideration against the decision.

17. The admission or refusal to enroll a foreigner in 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. 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 para. 17.

19. Candidates enrolled in the doctoral program with a doctoral degree must inform the Director no later than one week after beginning the first semester of training at the Doctoral School.

§5

1. By February 13, 2024, the Rector shall, through an order, will announce the limit of admission to the Doctoral School for the academic year 2024/2025, including a separate limit of admission 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 will submit a detailed schedule of the recruitment process to the Rector by February 6, 2024.

3. Once the Rector approves the recruitment process, the schedule will be made public on the website www.umcs.pl by February 26, 2024.

4. The recruitment process to the Doctoral School should be completed by July 26, 2024, subject to para 5.

5. In the event of circumstances justifying additional recruitment to the Doctoral School after July 26, 2024 (in particular, obtaining funding for 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 for additional recruitment. The Director shall attach a proposed timetable for recruitment proceedings to the request.

§6

1. The principal responsibilities of the Director are:

1) organization and conduct of the recruitment process;

2) acceptance of documents from candidates to the Doctoral School;

3) checking and confirming the compliance of candidates' data contained in the SOR system with the submitted documents;

4) notifying candidates of the date and procedure of the recruitment procedure;

5) entering a qualified candidate on the list of doctoral students;

6) to issue an administrative decision on non-admission to the doctoral school and make it in duplicate;

7) issuance of an administrative decision based on the Rector's authorization on the admission or non-admission of a foreigner to a doctoral school and drafting it in duplicate, provided that they receive the relevant approval referred to in § 4 para. 16;

8) delivering the decision referred to in point 6 or 7 to the candidate using electronic communication, under the provisions of the Act of November 18, 2020, on electronic delivery (Dz. U. of 2023, item 285, as amended) to the address indicated in the SOR system, in compliance with the provisions arising from Article 391 of the Act of June 14, 1960 of the

Code of Administrative Procedure (Dz.U. of 2023, item 775, as amended) or in situations where the participant in the recruitment procedure has not consented to electronic form of delivery, sending the decision by registered mail with return receipt;

9) processing of the request for reconsideration of the case against the decision referred to in points 6 or 7;

10) making the results of the qualification procedure available to candidates at the 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 shall immediately inform the Director about the performance of the activities as mentioned above.

§7

1. The Director shall send candidates for specialized medical examinations if, in the course of their education, they may be exposed to factors that are harmful, arduous, or hazardous to health under the Regulation of the Minister of Health of August 26, 2019, *on medical examinations of candidates for secondary or higher schools and for qualifying vocational courses, students and listeners of these schools, students, listeners of qualifying vocational courses and doctoral students* (Dz. U. of 2019 item 1651).

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

1) about the need for the participation of a sign language interpreter or an assistant for the mobility impaired and blind in the interview;

2) changes in the form of the interview.

3. Persons assisting candidates with disabilities referred to in para. 2, the Director should have permission to participate in the recruitment procedure. The Director has the right to refuse the participation of an assistant to a person with disabilities in the recruitment procedure when the assistant is a person who is substantively or professionally related to the discipline of science within which the candidate intends to prepare a dissertation.

§8

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

§9

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

President of the UMCS
Senate
The Rector

Prof. Dr. habil. Radosław Dobrowolski

