



**RESOLUTION No. XXVI – 5.23/25**  
**of the Senate of Maria Curie-Skłodowska University in Lublin**  
**dated 29 January 2025**  
**on the recruitment to the Doctoral School of Quantitative and Natural Sciences**  
**for the academic year 2025/2026**

Under Article 200 section 2 of the Law on Higher Education and Science of 20 July 2018 (consolidated text: Dz.U. of 2024, item 1571 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 2025/2026 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 PAS), the Institute of Soil Science and Plant Cultivation — State Research Institute in Puławy (hereinafter referred to as IUNG- PIB), and the Jerzy Haber Institute of Catalysis and Surface Chemistry of the Polish Academy of Sciences in Kraków (hereinafter referred to as ICSC PAS):

**§ 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 is competitive. The results are public.
3. Detailed rules for evaluating candidates are set out in Appendix No. 1 to this Resolution.
4. The recruitment procedure may be conducted in English.
5. The recruitment procedure is held at the University's headquarters. In justified cases, the Director may decide to conduct the interview via an online communication platform.
6. The documents referred to in § 2 section 4 will be accepted from 1 July to 18 August 2025.

**§ 2**

1. Persons eligible for admission to the Doctoral School shall hold a Master's degree, a Master of Engineering degree, or an equivalent qualification, or will be persons referred to in Article 186 section 2 of the Act.
2. A prerequisite for participation in the recruitment procedure is the creation of a personal account in the Online Recruitment System, hereinafter referred to as SOR. SOR is available at: [rekrutacja.umcs.pl](https://rekrutacja.umcs.pl). Candidates use SOR independently.
3. After creating an account in SOR, the candidate selects the Doctoral School and indicates the academic discipline in which they intend to prepare their doctoral dissertation. They upload scans of

all required documents referred to in section 4, points 2–7, and submit paper versions of the documents referred to in sections 4 and 5 to the Doctoral School Office.

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

- 1)** an application for admission to the Doctoral School, generated from the SOR system;
- 2)** a copy of the diploma confirming that they hold a Master's degree, Master of Engineering, or an equivalent qualification, together with a diploma supplement, if issued (original documents must be presented for verification), or a diploma referred to in Article 326, section 2 point 2 or Article 327 section 2 of the Act, granting the right to obtain a doctoral degree in the country in whose higher education system the issuing institution operates, subject to the provisions of point 3;
- 3)** in the case of persons referred to in Article 186 section 2 of the Act, a copy of the diploma of completion of first-cycle studies with the diploma supplement, if issued (original documents must be presented for verification), or a certificate confirming completion of the third year of a long-cycle Master's degree programme;
- 4)** a recent photograph compliant with the requirements applicable to identity cards issued in Poland;
- 5)** documentation confirming the candidate's achievements, in accordance with Appendix No. 1 to this Resolution;
- 6)** information about a declared research topic, selected from among the topics listed in the recruitment announcement for the Doctoral School, subject to the provisions of section 8;
- 7)** a declaration by an academic staff member of the University/IA PAS/IUNG-PIB/ICSC PAS stating their consent to act as the candidate's prospective supervisor (original document required);
- 8)** the candidate may propose their own research topic, provided it is partially consistent with the areas of research conducted in:
  - a)** University units responsible for the following scientific disciplines: biological sciences, chemical sciences, physical sciences, Earth and environmental sciences, and information and communication technology;
  - b)** IA PAS and IUNG-PIB, responsible for the discipline of agriculture and horticulture;
  - c)** ICSC PAS, responsible for the discipline of chemical sciences.

In the case referred to in point 8 above, the candidate shall submit both the written consent of a staff member from the University, IA PAS, IUNG-PIB or ICSC PAS to act as a supervisor upon the candidate's acceptance into the Doctoral School, and the written approval of the Director of the respective Institute to pursue the proposed research topic.

**5.** A candidate for the Doctoral School may also submit a reference concerning their aptitude for academic work, prepared by a university teacher.

**6.** Candidates admitted to the Doctoral School are required to upload a digital photograph to their personal SOR account and pay the fee for the issuance of an electronic doctoral student ID card in the amount determined by the minister responsible for higher education.

### **§ 3**

**1.** The rules governing the admission and education of foreigners at the Doctoral School are defined in Article 323 in connection with Articles 326, 327, and 328, subject to Article 198 section 8 of the Act.

**2.** Foreigners may undertake education conducted in Polish if they demonstrate an adequate command of the Polish language, i.e., if they:

- 1)** have completed a one-year preparatory course for studies in Polish at an institution designated by the minister responsible for higher education, or
- 2)** hold a certificate of Polish language competence issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or
- 3)** have completed secondary education abroad in which instruction was provided in Polish, or
- 4)** have completed secondary education in Poland, or
- 5)** have completed higher education in Poland in a programme conducted in Polish, or

- 6) receive confirmation during the admission interview that their preparation and command of the Polish language is sufficient to undertake education in Polish.
3. Foreigners may undertake education conducted in a foreign language if they:
- 1) hold a document confirming knowledge of a language of instruction, as listed in Appendix No. 2 to this Resolution. Documents confirming such knowledge may also include certificates, diplomas or other documents proving the completion of secondary education abroad in which instruction was provided in the same foreign language, or a diploma of higher education obtained in Poland in programme conducted in that language; or
- 2) receive confirmation during the admission interview that their preparation and command of the foreign language is sufficient to undertake education in that language.
4. In addition to the documents listed in § 2, section 4, foreigners shall submit:
- 1) documents legalising or recognising the diplomas referred to in § 2, section 4, points 2 and 3, if issued by a higher education institution outside the Republic of Poland;
- 2) a copy of the identity document;
- 3) a photocopy of documents authorising their stay in the territory of the Republic of Poland, if such documents were issued prior to or during the recruitment procedure, or a written declaration by the foreign national stating that they will submit the relevant documents immediately after the commencement of education, should they be admitted to the Doctoral School;
- 4) one of the documents referred to in section 2, points 1-5 confirming their ability to use the Polish language, if the candidate intends to undertake education in Polish, or one of the documents referred to in section 3, point 1, confirming their ability to use a foreign language, if they intend to study in that language;
- 5) a copy of a valid health insurance policy covering illness or the consequences of accidents for the period of education in Poland, or the European Health Insurance Card, or a written declaration stating that they will join the National Health Fund (NFZ) immediately after the commencement of education.
5. The University may request the candidate to submit a non-certified translation into Polish of the documents referred to in § 2, section 4, points 2 and 3.

#### **§ 4**

1. The recruitment process to the Doctoral School shall be supervised by the Rector or by the Vice-Rector authorised by the Rector.
2. The recruitment process to the Doctoral School shall be directly supervised by the Director of the Doctoral School of Quantitative and Natural Sciences, hereinafter referred to as the Director.
3. The assessment of candidates for the Doctoral School shall be carried out by the Recruitment Committee appointed by the Rector at the request of the Director.
4. By 17 June 2025, the Director shall submit to the Rector a proposal for the composition of the Recruitment Committee.
5. The Recruitment Committee shall be composed of:
- 1) the Director, who chairs the work of the Committee; if the Director is unable to perform this function, the Committee shall be chaired by the Vice-Rector responsible for the Doctoral School;
- 2) the Deputy Director (if the Director and the Vice-Rector responsible for the Doctoral School are unable to perform the function of the Chair, the Deputy Director shall act as Chair of the Committee);
- 3) persons holding the degree of doktor habilitowany or with the title of professor, or an equivalent academic qualification, who have current academic achievements in the disciplines in which the education is provided at the Doctoral School – two representatives of each discipline within the School, employed by the units running the Doctoral School;
- 4) two representatives of doctoral students representing different academic disciplines within the Doctoral School, appointed by the doctoral student self-government.

**6.** The Director shall appoint, from among the members of the Recruitment Committee, a Subcommittee to evaluate candidates in a given academic discipline. The Subcommittee shall be composed of:

- 1)** the Director or the Deputy Director, who chairs the work of the Subcommittee;
- 2)** two persons representing the academic discipline in which the candidate intends to prepare the doctoral dissertation, one of whom shall act as secretary;
- 3)** a person a different academic discipline than that mentioned in point 2;
- 4)** a representative of doctoral students.

**7.** At the request of a candidate for the Doctoral School, a member of the Subcommittee, or a Project Manager, a person may also participate in a Subcommittee meeting in an advisory capacity, in particular if they have consented to act as the candidate's supervisor or are the manager of a research project under which the candidate is to be employed. The Director may refuse permission for such a person to participate in the Subcommittee meeting.

**8.** In the case of an interview with a candidate applying for a research topic proposed by the Director, a Subcommittee member appointed by the Director shall chair the meeting, and the Director shall participate only in an advisory capacity.

**9.** Resolutions of the Recruitment Committee and the Subcommittees shall be adopted by a simple majority of votes.

**10.** In the case of an equal number of votes, the Chair shall have the casting vote.

**11.** The Subcommittee shall prepare an individual report for each assessed candidate, which shall include the results obtained by the candidate in all assessed components, as specified in Appendix No.

**1.** The reports shall be signed by all members of the Subcommittee. In the case of a remote Subcommittee meeting, the report shall be signed solely by the Chair.

**12.** After the Subcommittees have completed the assessment of all the candidates, the Recruitment Committee shall, on the basis of the individual reports, compile ranking lists of candidates for admission to the Doctoral School, within the admission limits referred to in § 5, section 1. A candidate's position on the ranking list shall be determined by the total number of points scored.

**13.** Taking into account the admission limits established by the Rector and the candidate's place on the ranking list, the Recruitment Committee shall issue an opinion either recommending or not recommending the candidate's admission to the Doctoral School. The Committee shall be guided by the principle that candidates who have scored the highest number of points, within the available admission limits, shall have priority. In exceptional circumstances that justify admitting more candidates than the limit set by the Rector, the Director may submit a request to the Rector – via the Vice-Rector – to increase the admission limit, in consultation with the Directors of IA PAS, IUNG- PIB and ICSC PAS.

**14.** Where research topics are similar, the Recruitment Committee may propose to a candidate who has obtained a sufficient number of points a change of academic discipline, as referred to in § 2, section 3. The candidate shall provide their written consent to the proposed change.

**15.** If more than one candidate qualifies for the same research topic, priority shall be given to the candidate with the highest number of points. The Recruitment Committee may propose that the remaining candidates change their research topic within the same academic discipline, as referred to in § 2, section 3. Both the candidate and the person who proposed the research topic shall provide written consent to the proposed change.

**16.** The Recruitment Committee shall prepare a collective report in two copies. The report shall include, as attachments, the ranking lists of all candidates assessed in the recruitment process, indicating the results of their evaluation and the recommendation referred to in section 12. The collective report shall be signed by all members of the Recruitment Committee. In the case of a remote meeting of the Committee, the report shall be signed by its Chair. The Director shall forward the report to the Rector or the Vice-Rector authorised by the Rector.

**17.** Admission to the Doctoral School shall be effected by entering the candidate on the list of doctoral students. The entry shall be made by the Director, in particular on the basis of the Recruitment Committee's recommendation.

**18.** Refusal of admission to the Doctoral School shall be effected by an administrative decision issued by the Director in accordance with the Recruitment Committee's recommendation. The candidate has the right to submit an application for reconsideration of the case.

**19.** Admission or refusal of admission of a foreign national to the Doctoral School shall be effected by an administrative decision of the Rector, issued in particular on the basis of the Recruitment Committee's recommendation, subject to the provisions of section 17. The foreign national has the right to submit an application for reconsideration of the case.

**20.** The Rector may authorise the Director to issue the decision referred to in section 19.

**21.** Persons entered on the list of doctoral students who already hold a doctoral degree shall notify the Director of this fact no later than one week after the beginning of the first semester of education at the Doctoral School.

## **§ 5**

**1.** By 30 June 2025, the Rector, in consultation with the Directors of IA PAS, IUNG-PIB and ICSC PAS, shall issue an ordinance setting the admission limit for the Doctoral School for the 2025/2026 academic year, including a separate limit for admissions to research projects financed from external sources. If specified in the terms of the competition or at the request of the project leader, the Rector may approve full or partial funding of the doctoral scholarship referred to in Article 209 of the Act from the project funds.

**2.** Interviews with candidates shall be conducted from 25 August 2025 to 3 September 2025.

**3.** By 17 June 2025, the Director shall submit to the Rector a list of research topics, as referred to in Appendix No. 1 to this Resolution, broken down by academic disciplines represented within the Doctoral School. Research topics shall be submitted via the Directors of the Institutes, at the request of the Director of the Doctoral School of Quantitative and Natural Sciences (SDNŚiP), using the template provided in Appendix No. 3 to this Resolution.

**4.** The admissions limit, recruitment timetable, and list of research topics referred to in section 3 shall be made publicly available on the website [www.umcs.pl](http://www.umcs.pl) and on the websites of IA PAS, IUNG-PIB, and ICSC PAS by 30 June 2025.

**5.** The recruitment process to the Doctoral School should be completed by 26 September 2025, subject to the provisions of section 6.

**6.** In the event of circumstances justifying an additional round of recruitment to the Doctoral School after 25 September 2025 (in particular, funding for basic research under a research project, internship or scholarship awarded by decision of the Director of the National Science Centre), the Director, in consultation with the Directors of IA PAS, of IUNG-PIB and ICSC PAS, may apply to the Rector with a request for such additional recruitment. The Director shall attach a proposed schedule for the additional recruitment procedure to the request.

## **§ 6**

**1.** The primary responsibilities of the Director shall include:

- 1)** organising and overseeing the recruitment procedure;
- 2)** receiving documents from candidates to the Doctoral School;
- 3)** verifying and confirming the consistency of the candidate data entered in the SOR system with the submitted documents;
- 4)** notifying candidates of the date and procedure of the recruitment process;
- 5)** enrolling qualified candidates on the list of doctoral students;

- 6) issuing an administrative decision refusing admission to the Doctoral School and preparing it in two copies;
  - 7) issuing an administrative decision, on the basis of authorisation by the Rector, regarding the admission or refusal of admission of a foreign national to the Doctoral School, and preparing it in two copies, provided that the authorisation referred to in § 4, section 20 has been granted;
  - 8) delivering the decision referred to in point 6 or 7 to the candidate either in person against confirmation of receipt or by registered mail with return confirmation of delivery;
  - 9) examining an application for reconsideration of the decision referred to in point 6 or 7;
  - 10) publishing the results of the recruitment procedure for candidates via the SOR system.
2. The activities referred to in section 1, points 1–4, 8, and 10 may be carried out by other persons duly authorised in writing by the Director. These persons shall immediately inform the Director upon completion of the above-mentioned activities.

## **§ 7**

1. The Director shall refer candidates for specialist medical examinations if, during the course of their studies, they may be exposed to factors harmful, onerous, or hazardous to health, in accordance with the Regulation of the Minister of Health of 26 August 2019 on medical examinations for candidates for post-primary or higher education institutions and for vocational qualification courses, pupils and students of such schools, and doctoral students (Dz.U. of 2019, item 1651).
2. A candidate with a certified disability, in justified cases, should notify the Director no later than seven days prior to the scheduled date of the interview regarding:
  - 1) the need for the presence of a sign language interpreter or an assistant for persons with physical or visual impairments during the interview;
  - 2) the need to modify the format of the interview.
3. Persons assisting candidates with disabilities, as referred to in section 2, must obtain the Director's consent to participate in the recruitment procedure. The Director reserves the right to refuse permission for an assistant to take part in the recruitment procedure if the assistant is professionally or academically affiliated with the scientific discipline in which the candidate intends to prepare the doctoral dissertation.

## **§ 8**

In matters relating to recruitment not covered by this Resolution, decisions shall be made by the Rector or the Vice-Rector authorised by the Rector, in consultation with the Directors of IA PAS, IUNG-PIB and ICSC PAS.

## **§ 9**

This Resolution shall enter into force on the date of its adoption.

Chair of the UMCS Senate  
THE RECTOR  
Prof. dr hab. **Radosław Dobrowolski**