

Terms and Procedures for the qualification procedure to the KUL Doctoral School for the academic year 2023/2024

§ 1

1. The following persons can apply to the doctoral school at KUL:

(a) who has a master's degree or an equivalent;

(b) who has English proficiency at least B2 level confirmed by a certificate or diploma when choosing English language track;

(c) who meets the additional requirements set out in points 2-7, if applicable.

2. On an exceptional basis for persons with high scientific quality achievements applying to the KUL Doctoral School set out in point 1(a) who has a bachelor's degree or completed the third year of a long-cycle MA programme.

3. Diocesan priests and religious (members of orders or congregations) are required to submit a consent by the relevant episcopal authority or major superior.

4. Lay candidates of the Catholic denomination applying for admission in ecclesiastical disciplines (philosophy, canon law, theology) are required to submit an opinion of the parish priest at the parish of one's permanent residence.

5. When a candidate's master's degree is not in a field in which the doctoral programme will be pursued, a candidate must obtain a consent by the Board of the Institute in the discipline of the doctoral programme prior to the qualification procedure, with exception of points 6-8 below.

Terms and conditions for this consent are determined by the particular Boards of Institutes.

The requirement to obtain the approval of the institute council does not apply to:

a) candidates in the discipline of linguistics who hold a master's degree in philology or applied linguistics;

b) candidates in the discipline of literary studies who hold a master's degree in philology;

c) candidates in the discipline of art sciences who hold a master's degree in art history or musicology.

6. Candidates applying in the field of Theology are required to hold a master's degree in Theology.

7. Candidates applying in the field of Psychology are required to hold a master's degree in Psychology.

8. Candidates applying in the field of Canon Law are required to hold a master's degree in Canon Law and a licentiate in Canon Law (JCL).

9. In the case of planning education in the discipline of legal sciences, master's degree in law is obligatory. In the case of holding a master's degree in the discipline of legal sciences other than a master's degree in law, the approval of the Institute Council of Law Studies is required, obtained prior to the admission procedure. The conditions for obtaining such approval shall be determined by the Institute Council of Legal Sciences.

§ 2

1. The qualification procedure to the doctoral school is carried out in two modes:

(a) regular qualification procedure concerns seats financed within the limit of the state subsidy, and takes place in accord with the time schedule set out in the Annex no. 1;

(b) special qualification procedure concerns externally funded seats, and takes place within a period laid down by the Rector, adapted to the decision about the granting fund.

2. The number of seats (seat limit) available through ordinary qualification for the first year of doctoral school shall be determined by the Rector.

3. The number of seats (seat limit) available through special qualification to the doctoral school shall be determined by the Rector, irrespective of the limit set out in point 2 above.

4. Qualification to the doctoral school is subject to seat limits.

5. The number of seats available through ordinary qualification shall be divided into two sets:

(a) 1/3 of the seat limit is filled with candidates from the ranking list, irrespective of research discipline;

(b) 2/3 of the seat limit is filled with the parity of disciplines, while maintaining the competitive procedure within each research discipline.

6. If the number of candidates from a given discipline fails to use up the seat limit in accordance with the parity of disciplines, the seat remaining in the limit shall be granted respectively to the candidates on the ranking list.

§ 3

1. The qualification procedure for the doctoral school shall be conducted by a Qualification Committee, appointed by the Doctoral School Board. The head of the doctoral school requests the councils of disciplines to indicate 6 candidates in a secret ballot. From the proposed list of candidates, the doctoral school council appoints from 3 to 5 members of the admissions committee in each of the disciplines.

2. Members of the Qualification Committee shall be appointed from among the academic teachers of KUL who at the minimum hold a PhD degree and can speak English, with at least three representatives of each research discipline in which the doctoral school provides education.

3. Head of the Doctoral School shall be a Chairperson of the Qualification Committee.

4. The Chairperson shall appoint a Qualification Committee Secretary, who may be appointed from among the Committee members, or from the outside of the Committee. The Committee Secretary who has been appointed from the outside the Committee does not hold the right to vote.

5. Resolutions of the Qualification Committee shall be adopted by the ordinary majority of votes with at least half of the Committee members present. In the case when there is an equal number of votes, the Chairperson's vote is decisive.

6. Committees and subcommittees may meet online. Resolutions may be adopted by means of electronic communication, during a meeting by circular.

7. Protocols of the Qualification Committee's meetings are signed by the Chairperson.

8. The Committee's documentation and administration is provided by the Doctoral School Office. Subcommittee provision is provided by departments.

§ 4

1. The Qualification Committee shall appoint subcommittees for the evaluation of the quality (subject-matter) of the submitted research proposals in a given discipline, for the evaluation of the publication output, the participation in research grants and for an interview with doctoral candidates.

2. Subcommittees shall be set up for the disciplines of:

- a) philosophy and theological studies,
- b) history and art studies,
- c) literary studies and linguistics,
- d) law and canon law,
- e) psychology, pedagogy and sociological sciences.

3. The Qualification Subcommittee may not have less than five members, academic teachers with a PhD degree at the minimum.

4. The Subcommittee may appoint reviewers: specialists, who are not members of the Qualification Committee for the quality evaluation of research proposals, the evaluation of publication output and participation in research grants.

5. Each application is reviewed by at least two independent committee members or reviewers.

6. On the basis of the evaluation of the research proposal, the publication output and participation in research grants, the Subcommittee decides on admitting the candidate to an interview.

7. Resolutions of the Qualification Subcommittee shall be adopted by the ordinary majority of votes, with at least half of its members present. In the case when there is an equal number of votes, the Chairperson's vote is decisive.

8. The Qualification Subcommittee conducts an interview with candidates for the doctoral school. The interview may be arranged with the use of electronic means of communication in the videoconference mode.

9. The Chairperson of a Subcommittee shall be elected by the members of the Subcommittee by the ordinary majority of votes. The Chairperson of the Subcommittee shall be responsible for the proper and timely conduct of the work of the Subcommittee.

10. The Chairperson of the subcommittee, in consultation with the dean of the faculty concerned, appoints the secretary of the subcommittee from among the administrative staff. The Secretary shall participate in the work of the subcommittee without the right to vote. The Secretary provides administrative support to the subcommittee, draws up minutes of meetings, supervises the technical side of the remote work of the subcommittee and the timeliness of the review.

11. The Subcommittee shall recommend to the Qualification Committee the final assessment of the candidate's research proposal, publication output, participation in research grants and of the interview. The final assessment of the above mentioned elements in the qualification procedure shall be approved by the Qualification Committee.

§ 5

1. A member of the Qualification Committee is obliged to maintain impartiality and objectivity in the evaluation of candidates for the doctoral school, as well as to maintain the secrecy of the recruitment procedure. It shall make a declaration to that effect (Annexes 2a and 2b).

2. A member of the Qualification Committee has to be excluded from the Committee's work for the evaluation of a given candidate if he/she:

(a) was the supervisor of the candidate's master thesis or bachelor thesis;

(b) agreed to assume the role of the doctoral supervisor of the candidate after admission to the doctoral school.

(c) is the candidate's superior;

(d) is the candidate's spouse or a relative by affinity up to the second degree;

(e) may be related to a candidate for any and all other reasons, in a way that might raise concerns of the impartiality of the assessment of the candidate.

3. In the cases enumerated in point 2 above, the Committee decides to exclude a member from the evaluation procedure for a given candidate.

4. A member of the Committee is required to inform the Committee about any circumstances that may affect his/her impartiality in the qualification procedure.

5. Regulations in points 1-4 above shall also be applied to members of the Subcommittee.

§ 6

1. A candidate may apply for admission to the doctoral school in one research discipline available at the doctoral school.

2. During registration, a candidate opts for a language track (Polish or English) in which he/she plans to study at the doctoral school.

3. The language chosen for the studies is also the language of the qualification interview.

§ 7

1. A candidate registers electronically via an online admissions account at <http://rekrut.kul.lublin.pl> and pays an enrolment fee within the period (Term of Payment) specified in the Annex no. 1 to the Resolution.

2. By creating an online admissions account, a candidate expresses agreement for the processing of his/her personal data in order to conduct the qualification process and for the purpose of documenting the process of doctoral education. Lack of agreement to the processing of personal data precludes a candidate from the qualification procedure.

3. The correct and effective electronic registration of a candidate is conditioned by his/her attachment through an individual online admissions account of the documents enumerated below, as evidence for the liability to take up education at the doctoral school.

4. A candidate for the doctoral school submits the following document portfolio in an electronic version (scans) by the date (Term of Submission) specified in the Annex to the Resolution via an individual online admissions account:

(a) a diploma of graduation from a long cycle programme, an MA degree or equivalent. If the diploma was obtained outside Poland, it should be legalised or bear an apostille;

(b) a research curriculum vitae, including information about:

* research publications;

* research grants obtained in competitions organised by domestic or foreign research grant institutions; grants obtained internally at a university or participation (Researcher, Research Assistant);

(c) materials confirming the scientific activity indicated in point b); electronic versions of only the three most important publications containing information about the author, title and type of publication, date and place of publication confirmed as being in conformity with the original by the candidate should be attached; a certified statement certified by the grant-granting institution; if these documents are not available in Polish or English, a translation of the information about the author, the title and type of publication, the date and place of publication and at least a summary of the publication, a translation of the certificate confirmed by the institution granting the grant must be submitted into one of these languages;

(d) description of the proposed research project (initial concept of doctoral dissertation); the description should include:

i. the title of the project;

ii. scientific goal of the project (description of the problem to be solved, questions posed or research hypotheses);

iii. significance of the project (the current state of knowledge, justification of the research problem, justification of the innovative nature of the research, importance of the project results for the development of a given field and scientific discipline);

iv. research concept and plan (general research plan, specific research objectives, preliminary research results, risk analysis);

v. research methodology (research method, methods, techniques and tools, methods of analysis and processing of results, devices used in the research);

vi. a list of literature on the subject of the project (a list of literature showing items included in the project description, including full bibliographic data); the project description may be prepared in Polish or English;

the maximum size of the project description is 10 A4 pages (top and bottom margins min. 1.5 cm, side margins min. 2 cm, Times New Roman typeface or its equivalent, size 11 points, single line spacing); descriptions that do not meet the formal requirements will not be considered;

(e) consent of the planned supervisor to undertake supervisor care in the event of admission to the doctoral school (Annex 3); if the candidate for promoter does not meet the condition set out in § 10, point 2, paragraph 3) Regulations of the Doctoral School of the Catholic University of Lublin, submit a statement confirming obtaining in the period covering the year in which the application is

submitted and the last two calendar years preceding the moment of submitting the application at least 140 points for a maximum of 3 publications, in accordance with the ministerial lists of journals and publications in force in the year of publication, including at most one scientific monograph (Appendix 4);

(f) in the case of choosing the English language track, a candidate is required to submit a document confirming English language proficiency at least at B2 level issued by the licensed certifying authority (Annex 5), or the KUL Department of Foreign Languages, or BA/MA diploma confirming that the medium of instruction and exams was English, or holding citizenship of English speaking country (Annex no. 6);

(g) a statement confirming a candidate's respect for the Catholic religion and its position at the University;

(h) a declaration of having no criminal record or any disciplinary penalties, as referred to in Article 308 of the Law on Higher Education and Science;

(i) a 35x45 mm photograph, in a standard matching the requirements applicable to identity cards in Poland (and passports in EU and most other countries);

(j) in the case of diocesan priests and religious (members of religious orders or congregations) - a referral for studies from the relevant episcopal authority or major superior - in the case of diocesan

priests and religious (members of religious orders or congregations);

(k) in the case of laymen of the Catholic denomination applying for an admission in the field of ecclesiastical discipline (philosophy, canonical law, theology) an opinion from the parish priest in the parish of permanent residence;

(l) for candidates specified in § 1.5 above, the consent of the Board of the Institute in the discipline of the doctoral programme to enter the qualification procedure;

(m) nostrification document of the diploma, if required;

(n) certified translation into Polish of the diploma issued originally in a foreign language.

3. Foreign candidates shall also submit:

(a) a photocopy of the passport;

(b) a photocopy of an insurance policy or a declaration of an insurance with the NHF (National Health Fund, in Polish NFZ);

(c) for candidates opting for the Polish language track, a document confirming knowledge of the Polish language:

- a certificate of completion of a course in Polish for education purposes at least at B1 language proficiency level, issued by entities designated by the Minister competent in Higher Education, or;

- a certificate confirming knowledge of the Polish language at least at B1 level, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or;

- a high-school diploma or a higher education diploma, issued under the Polish educational system, or;

- a document confirming completion of a secondary school abroad, with classes conducted in Polish.

4. The right to submit or supplement the documents expires on the Term of Submission (end date for accepting the documents), as specified in the Annex no. 1 to the Resolution.

5. The online registration procedure for candidates of the doctoral school is managed by the Department of Education - Candidates and Students Section.

(6) The right to submit or supplement documents shall expire on the date of expiration of the deadline for receipt of documents, as specified in Appendix 1 to the resolution.

(7) Electronic registration of candidates for doctoral school shall be conducted by the Education Department - Candidate and Student Services Section.

§ 8

1. The qualification fee is PLN 150.
2. The qualification fee shall be paid by the Payment Term (the end of the period for the online registration specified in the Annex no. 1 to the Resolution). The payment shall be deemed effective on the date of registration at the KUL bank account.

§ 9

A person may be admitted to the qualification procedure when he/she:

- a) meets the conditions set out in § 1;
- b) has registered at <http://rekzut.kul.lublin.pl>;
- c) has submitted documents specified in § 7;
- d) has paid the qualification fee.

§ 10

1. The qualification procedure for the doctoral school is a competition.
2. The qualification procedure consists of the following components:
 - a) Evaluation of the research proposal submitted by the candidate - constitutes 50% of the final result. The description of the research proposal contains the initial concept of the PhD dissertation, with the definition of the research interests and the sub-discipline. In particular: the purpose of the designed research, research method, knowledge of the state of research and the literature, the originality of the project, the possibility of project implementation.
 - b) Evaluation of the publication output - constitutes 20% of the final result.

The publication output which is evaluated includes research papers, research monographs, chapters in multi-author monographs.
 - c) Participation in research grants - constitutes 10% of the final result.

Participation in research grants is understood as obtaining a research grant in competitions organised by a domestic or a foreign grant institutions, obtaining an internal research grant at a university or participation in a team research programme;
 - d) The interview - constitutes 20% of the final result. The interview includes a presentation of the research project and a discussion about it, research interests, predispositions to conduct academic work, the interview includes a presentation of the research project and a discussion with the candidate about the presented project, research interests, predisposition to conduct scientific work;
 - i. during a maximum of 15 minutes of presentation, the candidate presents his research project; it is permissible to use a multimedia presentation;
 - ii. during a maximum 15-minute discussion with the evaluation committee, the candidate answers questions about the presented project and his or her research interests.
3. The interview, depending on the chosen language track, as specified in § 6.2, is conducted in:
 - a) in English - when a candidate has chosen the English language track of the doctoral programme;
 - b) in Polish - when a candidate has chosen the Polish language track of the doctoral programme.
4. The interview is conducted in accordance with the schedule set out in the Annex no. 1. The Qualification Committee informs a candidate of the time and place or mode of conduct of the interview at least 3 days before the scheduled date of the interview.
5. The interview takes place via the MS Teams platform within the prescribed period. The members of the subcommittee and the candidate join the meeting via a dedicated link sent by the Secretariat.
6. The interview shall be opened by the Chairperson of the Selection Subcommittee and conducted in accordance with the following rules:

- a) after all members of the subcommittee and the candidate have joined the meeting, the chairperson verifies the identity of the candidate through the MS Teams tool. the candidate must have an ID card or other photo ID with him/her;
- b) before the start of the interview, the chairperson of the recruitment subcommittee shall present the agenda for the interview; if necessary, subcommittee members can clarify technical issues (how the screen is shared, camera and microphone settings);
- c) the cameras and microphones of all interviewers, the candidate and the members of the subcommittee must be switched on during the interview;
- d) failure to activate the camera or microphone by the candidate results in the candidate not being allowed to the interview;
- e) if the candidate wants to use a multimedia presentation, he shares the entire desktop of his computer with the members of the subcommittee. The shared desktop can only contain a presentation document that occupies at least 90% of the screen space;
- f) during the interview, only the documents needed for the presentation and, if applicable, the applications associated with them may be present on the candidate's computer desktop. the desktop presented during the presentation may be the only screen that the candidate uses during the interview;
- g) the Chairperson of the Subcommittee shall explain the consequences of interrupting the connection before the end of the videoconference; if, during the interview, the connection between the members of the subcommittee or between the subcommittee and the candidate is interrupted, the Chairperson of the subcommittee, in consultation with the members of the subcommittee, shall decide whether the course of the interview until the connection is interrupted allows the subcommittee to evaluate the interview and determines:
 - i. end the interview and leave a rating, or
 - ii. attempting to connect, or
 - iii. the need to repeat the conversation;
- h) of the findings of the subcommittee that cannot be communicated through the MS Teams tool, the Chairperson of the subcommittee informs the candidate by e-mail;
- i) the loss of connection, the interruption of the conversation and the findings of the subcommittee shall be recorded in the minutes.

§ 11

1. The individual elements of the qualification procedure listed in § 10 section 2 are assigned a point value. Detailed rules for the award of points are set out in Annex 7.
2. The final result consists of assessments of the constituent elements of the qualification procedure, taking into account the weights of the individual elements listed in § 10 section 2. These ratings are converted on a 100-point scale. The maximum number of points possible to obtain in the qualification procedure is 100.

3. All score calculations are made up to two decimal points (.00). This is the accuracy level adopted for the entire qualification procedure and its components. individual components of the qualification procedure, as specified in § 10.2 above.

4 A candidate who fails to complete the qualification procedure receives 0 points for the whole qualification procedure.

5. A candidate who receives 0 points in the qualification procedure may not be admitted to the doctoral school.

§ 12

1. The Qualification Committee draws up a ranking list of candidates for the doctoral school, ordered by their final qualification scores, from the highest to the lowest, in accordance with the rules described in paragraph 4. One ranking list is created, covering all the disciplines of the doctoral school.

2. The ranking list consists of:

- (a) ordinal number
- (b) candidate's name;
- (c) research discipline;
- (d) scores for each component of the qualification procedure;
- (e) final score for the qualification procedure;
- (f) confirmation of a candidate's admission or non-admission to the doctoral school.

3. The Qualification Committee determines the minimum point threshold required for acceptance to the qualification procedure for each science discipline separately.

4. On the basis of the ranking list, the Qualification Committee establishes a list of candidates admitted to the doctoral school (final list), in accordance with the seat limits, as specified in § 2(5) above.

a) 2/3 of the seat limit is filled with the parity of disciplines, while maintaining the competitive procedure within each research discipline based on the final scores obtained by candidates; a maximum of 2 people from each discipline who have obtained the minimum point score specified for the discipline are eligible for the first group; candidates are placed on the list according to the number of points obtained;

b) 1/3 of the seat limit is filled with candidates from the ranking list, irrespective of research discipline in compliance with average grade for the disciplines, the second group is qualified for persons who have not been qualified to the first group and have obtained the minimum point score specified for the discipline; candidates are placed on the list according to the deviation from the average grade for the discipline;

c) the third group is qualified for persons who have not obtained the minimum score specified for the discipline and are not qualified for inclusion in the list of doctoral students; candidates are placed on the list according to the number of points obtained;

d) the final ranking list is created by placing candidates from the first, second and third groups on it.

5. In the case of an equal final scores for the qualification procedure, the order of candidates on the ranking list shall be decided by means of the following parameters:

- (a) a higher number of points for the evaluation of the research proposal;
- (b) a higher number of points for the evaluation of the publication output;
- (c) a higher number of points for the interview.

6. The ranking list, signed by the Chairperson of the Qualification Committee, shall be annexed to the protocol of the committee's meeting.

7. The Chairperson of the Qualification Committee forwards a copy of the protocol with the ranking list to the Rector.

8. A candidate receives information about the results of the qualification procedure on his/her online admissions account.

9. The number of points obtained by the candidate for individual components of the qualification procedure and its final result are public. Partial evaluations issued by individual members of the subcommittee and reviewers are confidential.

§ 13

1. A candidate admitted to enrolment to the doctoral school is placed on the doctoral students' list on condition of his/her delivery of the following portfolio of documents no later than by the date specified in the schedule (Term of Enrolment, the Annex no. 1):

(a) all original documents submitted electronically beforehand via the online admissions account;

(b) declaration of undertaking education at KUL's Doctoral School, which is a fill-in form to be printed out from his/her online admissions account;

(c) statement confirming his/her being a doctoral student exclusively at the John Paul II Catholic University of Lublin.

2. Foreign candidates may request for an extension of the deadline for submitting the original documents to the Director of the Doctoral School referred to in point 1(a) above.

3. A failure to fulfil any or all the obligations set in point 1 above shall result in the removal from the list of admitted candidates.

4. The Qualification Committee, after verifying the completeness of the submitted documentation which referred to in point 1, writes a candidate in the list of doctoral students.

5. In the case of candidates who do not hold Polish citizenship, enrolment on a doctoral students' list is based on an administrative decision on enrolment into the doctoral school, issued by the Rector at the request of the admissions committee, after a candidate submits the documents listed in point 1 above.

6. The Qualification Committee draws up a list of people admitted to the doctoral school and provides candidates with information on whether or not they have been admitted by no later than 30 September 2022. The list is signed by the Chairperson of the Qualification Committee.

7. The seat which has become vacant due to the resignation of a candidate is taken by a person that follows on the ranking list, with respect to the seat limits specified in § 2.5 above. The decision to accept another person from the ranking list is made by the Chairperson of the recruitment committee.

8. The regulations in point 1 above apply to the candidate who fills in after a resignation specified in point 6, on condition this candidate submits the required documents within 3 days of the date when the information about this requirement is provided to him/her.

§ 14

1. In the case of a refusal to admit to the doctoral school, an administrative decision shall be issued, which shall be signed on behalf of the committee by its chairperson.

2. A candidate may submit a request for review of the admission decision within 14 days of the receipt of the decision.

3. The application is considered by the selection committee. The candidate appraisal subcommittee prepares a draft response to the appeal. An employee of the Organizational and Legal Department participates in the meeting of the commission.

4. The draft decision of the recruitment committee must be agreed with the rector. The selection committee's decision is final.

§ 15

1. The special qualification procedure is carried out on the Rector's approval. It starts not later

than November of a given academic year.

2. The special qualification procedure is a competition. The competition is conducted separately for each application.

3. The terms and conditions of the special qualification procedure and the competition requirements, the deadline and procedure for the applications' submission is determined by the Doctoral School Board, on the basis of the applications from research project managers and/or the requirements of institutions financing education at the doctoral school.

4. A candidate for the doctoral school admitted under the special qualification procedure shall meet the conditions laid down in § 1 above. The conditions of the competition held for the purposes of the special qualification procedure may specify additional requirements for candidates.

5. The Qualification Committee for the special qualification procedure is appointed by the Doctoral School Board.

§ 16

1. For work in the recruitment committee and subcommittee, remuneration is due on the terms set by the rector, as well as points as part of the periodic assessment of employees.

2. In situations not provided for in these Regulations, the decision shall be taken by the head of the doctoral school.

Rektor KUL:
Ks. prof. dr hab. Mirosław Kalinowski