

**Conditions and Procedure for Recruitment to the Doctoral School of the John Paul
II Catholic University of Lublin
for the academic year 2024/2025**

§ 1

1. Admission to the Doctoral School may be applied for by a person:
 - 1) holding a Master's degree or its equivalent, subject to paragraphs 2 and 8;
 - 2) who has substantive qualifications to undertake studies as evidenced by satisfying at least one of the additional conditions set out in Appendix 2;
 - 3) who satisfies the additional requirements set out in paragraphs 3 to 11, if they apply to them.
2. In exceptional cases, justified by the highest quality of scientific achievements, a person who does not meet the requirements set out in paragraph 1 point 1, who completed a first-cycle programme, or who completed the third year of a long-cycle Master's degree programme.
3. In the case of diocesan clergy and members of religious orders, the consent of their Ordinary or Higher Superior is required.
4. In the case of holders of a master's degree not corresponding to the discipline in which the doctoral studies will be pursued, the consent of the board of the institute corresponding to that discipline obtained prior to the admission procedure shall be required, subject to paragraphs 6 to 9. The conditions for obtaining such consent shall be determined by the competent council of the institute.
5. The requirement to obtain the consent of the board of the institute referred to in paragraph 4 shall not apply to:
 - 1) candidates in the discipline of linguistics who hold a master's degree in language studies or applied linguistics;
 - 2) candidates in the discipline of literary studies who hold a master's degree in language studies;
 - 3) candidates in the discipline of art studies who hold a master's degree in art history or musicology.
6. For planning studies in the disciplines of theological sciences and biblical sciences, a master's degree in theology or equivalent, obtained in accordance with the provisions of the Apostolic Constitution "Veritatis Gaudium" on Ecclesiastical Universities and Faculties of 8 December 2017, is required.
7. In the case of planning studies in the discipline of psychology, a master's degree in psychology is required.
8. In the case of planning studies in the discipline of canon law, a Church licentiate degree obtained in accordance with the provisions of the Apostolic Constitution "Veritatis Gaudium" on Ecclesiastical Universities and Faculties of 8 December 2017 is required.
9. In the case of planning studies in the discipline of legal sciences, a Master's degree in law is required. 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 Council of the Institute of Legal Sciences obtained prior to the admission procedure is required. The conditions for obtaining such approval shall be determined by the Council of the Institute of Legal Sciences.

10. In the case of planning studies in the English language, command of English at a level of at least B2 of the Common European Framework of Reference for Languages is required, confirmed by a diploma or certificate.
11. In the case of planning studies that will require access to specialised research infrastructure, the consent of the head of the unit responsible for the use and provision of this infrastructure is required.

§ 2

1. Recruitment to the doctoral school is held in two modes:
 - 1) recruitment under ordinary procedure, for places within the limit financed by the subsidy – is held on the date specified in Appendix 1,
 - 2) recruitment under special procedure, for externally funded places – is held on a date determined by the Rector and according to the funding decision.
2. The limit of places for the first year of studies at the doctoral school is determined by the Rector.
3. The limit of places in recruitment under special procedure to the doctoral school is determined by the Rector irrespective of the limit referred to in paragraph 2.
4. Admission to the doctoral school shall be within the limit of places.
5. The limit of places in ordinary recruitment shall be divided into two parts as follows:
 - 1) 1/3 of the limit of places shall be filled according to the ranking list of candidates, regardless of the discipline;
 - 2) 2/3 of the limit of places shall be filled according to the parity of disciplines, with a competitive procedure within the discipline.

§ 3

1. The recruitment procedure for the doctoral school is conducted by a selection committee.
2. The committee shall be composed of:
 - 1) the director of the doctoral school as chairperson;
 - 2) one representative from each of the scientific disciplines in which the University has the right to confer the degree of doctor, holding the title of professor or the degree of doktor habilitowany (habilitated doctor) and competent to interview candidates in Polish and English, designated by the relevant institute's council.
3. The chairperson of the committee appoints the secretary to the committee, who shall not be a member of the committee, without voting rights.
4. Resolutions of the committee shall be adopted by a simple majority of votes in the presence of at least half of its members. In the event of a tied vote, the chairperson shall have the casting vote.
5. Committee meetings may be held by electronic means of communication.
6. Resolutions of the committee may be taken by electronic means of communication during the meeting or by circulation.
7. The minutes of committee meetings shall be signed by the chairperson.
8. Administrative support for the committee shall be provided by the Secretariat of the Doctoral School.

§ 4

1. The selection committee shall, at the request of the chairperson, appoint selection subcommittees for the substantive assessment of the candidates' research projects and achievements and for conducting interviews.
2. Subcommittees are appointed for each discipline in which the University is authorised to confer the doctoral degree.
3. Candidates for members of subcommittees, the number of which shall be determined by the chairperson of a selection committee, are nominated by the competent council of the institute.
4. Subcommittees shall be composed of:
 - 1) a member of the selection committee as chairperson;
 - 2) two academic teachers who are not members of the selection committee, with at least a doctoral degree, to be appointed from among the candidates designated by the competent council of the institute.
5. The chairperson of the selection committee may decide to increase the number of members of the subcommittee referred to in paragraph 3, point 2 or to appoint more than one subcommittee per discipline, either in accordance with the number of candidates or on the basis of other substantive criteria.
6. In appointing the members of a subcommittee, the competent council of the institute shall take into account their linguistic competence, if an interview in English is planned, or if the candidate's scientific specialisation is in foreign language studies in the disciplines of linguistics and literary studies.
7. Meetings of a subcommittee may be held using electronic communication. Subcommittee resolutions may be adopted by electronic means of communication during the meeting or by circulation.
8. If justified on substantive grounds, a subcommittee may appoint other academic teachers with at least a doctoral degree as reviewers to substantively assess the research projects and achievements of the applicants.
9. Each application shall be independently reviewed by at least two members of a subcommittee or reviewers.
10. Resolutions of a subcommittee shall be adopted by a simple majority of votes in the presence of at least half of the members of the subcommittee. In the event of a tied vote, the chairperson shall have the casting vote.
11. A subcommittee shall interview candidates for the doctoral school. The interview may be held using electronic communication.
12. The chairperson of a subcommittee shall be responsible for the reliable and timely conduct of the work of the sub-committee.
13. The chairperson of a subcommittee shall appoint secretaries of the subcommittee from among administrative staff, in agreement with the deans of the faculties concerned. The secretary participates in the work of the subcommittee without the right to vote. The secretary provides administrative support for the subcommittee, takes minutes of its meetings, and oversees the technical side of the sub-committee's remote work and the timeliness of its reviews.

14. The subcommittee recommends to the selection committee an assessment of a candidate's research project and achievements and an assessment of the interview. The assessment proposed by the subcommittee is approved by the selection committee.
15. Administrative support for the subcommittee is provided by the relevant departments.

§ 5

1. A member of the selection committee is obliged to be impartial and objective in assessing candidates for the doctoral programme and to maintain the secrecy of the recruitment procedure. Members and secretaries of the committee shall submit a declaration to that effect in accordance with the model set out in Appendices 3a and 3b.
2. A member of a committee shall be excluded from the work of the committee in assessing a candidate if:
 - 1) he/she has supervised the candidate's master's or bachelor's thesis or has been its reviewer;
 - 2) has agreed to be a supervisor of the candidate concerned in the event of admission to doctoral school;
 - 3) is the candidate's superior;
 - 4) is the candidate's spouse or a relative or affinity of the candidate;
 - 5) there are other reasons that might give rise to concerns about impartiality in the assessment of the candidate.
3. A member of the committee is obliged to inform the committee of circumstances that may affect their impartiality.
4. In the cases referred to in paragraph 2, the chairperson of the committee shall decide that a member of the committee is to be excluded from the procedure for assessing the candidate in question and shall assign another committee member to replace that member.
5. The provisions of paragraphs 1 to 3 apply mutatis mutandis to the members of the selection subcommittee. The chair of the selection board decides on the exclusion of a member of a subcommittee.

§ 6

1. Candidates may apply for admission to the doctoral school in one selected discipline in which they plan to study.
2. When registering, a candidate chooses Polish or English as the language in which he or she plans to study, if such a choice is possible according to the list posted on the University's website.
3. The choice of the language of study is at the same time the choice of the language in which the interview will be conducted.

§ 7

1. A candidate for the doctoral school registers electronically via an enrolment account on the website <http://rekrut.kul.lublin.pl> by the deadline specified in Appendix 1 to the resolution.
2. By creating an enrolment account, the candidate consents to the processing of their personal data for enrolment procedure purposes and for documenting the course of

studies. Lack of consent for the processing of personal data makes it impossible to participate in the recruitment procedure.

3. A prerequisite for the correct electronic registration of a candidate is the attachment through the individual enrolment account of the documents listed below, which entitle the candidate to undertake study at the doctoral school.
4. A candidate for the doctoral school shall submit the following documents electronically via the individual enrolment account by the deadline specified in Appendix 1 to the resolution:
 - 1) a diploma of graduation from a long-cycle master's degree programme, a second-cycle or equivalent programme; if the diploma was obtained outside Poland, it should be recognised in Poland or bear an apostille;
 - 2) for the discipline of canon law – a diploma referred to in § 1 paragraph 8 in Polish or Latin;
 - 3) a confirmation in an unambiguous manner of the fulfilment of at least one of the conditions specified in Appendix 2;
 - 4) an academic curriculum vitae, including information on:
 - (a) academic publications – documented by attaching electronic versions of at most three publications;
 - (b) other significant activities indicating the candidate's level of preparedness for undertaking study, such as participation in research or teaching projects, active participation in scientific conferences, documented activity in scientific organisations, including student organisations, and activities for the promotion of science – documented in a transparent manner; the chairperson of the selection committee shall decide whether this requirement is fulfilled;
 - 5) a description of the proposed research project (initial concept for the doctoral dissertation), not exceeding 40,000 characters with spaces, which must include:
 - (a) the title of the project;
 - (b) the research objective of the project (description of the problem to be solved, research questions or hypotheses formulated);
 - (c) the relevance of the project (the current state of knowledge, justification for undertaking a research problem, justification for the innovative character of the research, significance of the project results for the development of a given scientific field and discipline)
 - (d) approach and research plan (general research plan, specific research objectives, results of initial research, risk analysis);
 - (e) research methodology (methodology of research implementation, methods, research techniques and tools, methods of analysis and compilation of results, equipment and apparatus used in research);
 - (f) the list of references on the project issues (the list of references presenting the publications covered by the project description, including full bibliographic data);
 - 6) the agreement of the intended supervisor to provide supervision in the case of admission to the doctoral school according to the model specified in Appendix 4;
 - 7) in the case of choosing English as the language of study – a document confirming the command of English at a level of at least B2 issued by an authorised certifying

institution from among those listed in Appendix 5 or the Department of Foreign Languages at the John Paul II Catholic University of Lublin, or a diploma of graduation from a master's or bachelor's degree programme in English, or a diploma of graduation certifying the command of English at a level of at least B2, or a document confirming graduation from a secondary school in which education was provided exclusively in English;

8) a declaration of respect for the Catholic character of the university;

9) a declaration of not being punished with disciplinary penalties specified in Art. 2 of the Act – Law on Higher Education and Science;

10) a photograph measuring 35x45 mm, conforming to the requirements for identity card photographs;

11) in the case of diocesan clergy and members of religious orders, permission from their own Ordinary or Higher Superior to undertake studies;

12) permission from the institute's council to proceed with the recruitment procedure in the cases specified in § 1 paragraphs 4 and 9;

13) in the case of planning studies that will require access to specialised research infrastructure, the consent of the head of the unit responsible for the use and provision of this infrastructure;

14) sworn translation into Polish of documents drawn up in a foreign language.

5. Foreigners shall additionally submit:

1) a copy of their passport;

2) a copy of an insurance policy or a declaration on being insured with the NFZ (National Health Fund);

3) in the case of choosing Polish as the language of study, a document confirming knowledge of the Polish language:

(a) a certificate of completion of a preparatory course for undertaking studies in Polish in units designated by the minister responsible for education at least at the B2 language proficiency level, or

(b) a certificate of proficiency in the Polish language at least at B2 level, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or

(c) a secondary school leaving certificate or higher education diploma issued within the Polish education system, or

(d) a document confirming the graduation from a secondary school abroad where classes were conducted in Polish.

6. The right to submit or supplement documents expires on the date of expiry of the deadline for the receipt of documents specified in Appendix 1.

7. Electronic registration of candidates for the doctoral school and verification of the correctness and completeness of the submitted documents are conducted by the secretariat of the doctoral school.

8. If errors or shortcomings are found in the submitted documents, the director of the doctoral school shall summon the candidate to correct or supplement them without delay, subject to paragraph 6.

§ 8

A person may be admitted to the qualification procedure if he or she

- 1) meets the conditions specified in § 1;
- 2) has registered at <https://rekrut.kul.lublin.pl>
- 3) has submitted the documents specified in § 7.

§ 9

1. The qualification procedure for the doctoral school is a competitive process.
2. The qualification procedure shall include the following:
 - 1) evaluation of the research project presented by the candidate – constituting 20% of the final result;
 - 2) assessment of publication output – this constitutes 20% of the final result; the evaluation includes research articles, research monographs and chapters in multi-author research monographs, provided that they are substantively related to the scientific discipline in which the candidate is applying for a doctoral degree;
 - 3) evaluation of other significant activities indicating the candidate's level of preparedness for undertaking studies, such as participation in research or teaching projects, active participation in scientific conferences, documented activity in scientific organisations, including student organisations, and activities for the promotion of science – constituting 20% of the final result;
 - 4) an interview – this constitutes 40% of the final result; the interview includes a discussion with the candidate about the research project, research interests and aptitude for scientific work.
3. The interview, depending on the choice of language of study, is conducted:
 - 1) in English – if the candidate has chosen English as the language of study;
 - 2) in Polish – if the candidate has chosen Polish as the language of study.
4. Interviews are conducted according to the timetable in Appendix 1. The selection committee notifies the candidate of the time and place or manner of the interview at least three days before the date set for the interview.
5. The interview shall be conducted via the Microsoft Teams platform on the date set, subject to paragraph 7. The members of the selection subcommittee and the candidate join the meeting via a link sent by the secretary of the subcommittee.
6. The interview shall be initiated by the chairperson of the subcommittee and conducted according to the following rules:
 - 1) once all members of the subcommittee and the candidate have joined the meeting, the chair verifies the identity of the candidate via the Microsoft Teams tool; the candidate must have an identity card or another photograph identity document with them;
 - (2) before the interview begins, the chairperson of the selection subcommittee presents the order of the interview; if necessary, the members of the subcommittee may clarify technical issues (how to share screen, camera and microphone settings);
 - 3) the cameras and microphones of all persons participating in the interview, the candidate and the members of the subcommittee must be switched on during the interview;

- 4) failure of a candidate to turn on their camera or microphone will result in the candidate not being admitted to the interview;
- 5) the chairperson of the subcommittee shall explain the consequences of the interruption of the call before the end of the interview; if, during the interview, there is an interruption between members of the subcommittee or between the subcommittee and the candidate, the chairperson of the subcommittee, in consultation with the members of the subcommittee, shall decide whether the course of the interview up to the point of interruption allows the subcommittee to assess the interview, and shall decide whether:
 - (a) to terminate the call and award a grade, or
 - (b) to attempt to re-establish the call, or
 - (c) it is necessary to repeat the interview;
- 6) the subcommittee's findings that cannot be communicated via the Microsoft Teams tool shall be communicated to the candidate by the chairperson of the subcommittee via email;
- 7) the loss of the connection, the interruption of the conversation and the decision of the subcommittee shall be recorded in the minutes.

7. At the request of the chairperson of the selection subcommittee, the candidate or on their own initiative, the chairperson of the selection committee may decide to conduct the interview on a face-to-face basis, at the premises of the University. To interviews conducted on a face-to-face basis, the requirement for verification of the candidate's identity set out in paragraph 6 point 1 shall apply.

§ 10

1. The individual elements of the qualification procedure listed in § 9 paragraph 2 are assigned a point value. Detailed rules for the allocation of points are defined in Appendix 6.
2. The final result consists of the scores of the components of the qualification procedure, taking into account the weighting of the individual components listed in § 9 paragraph 2. These assessments are converted into a 100-point scale. The maximum number of points possible in the qualification procedure is 100.
3. The minimum number of points for admission to the doctoral school shall be determined by the selection committee.
4. All calculations shall be made to two decimal places. This is also the precision with which all results are determined: the total of the qualification procedure and its components.
5. A candidate who fails to complete the qualification procedure shall be awarded 0 points in the selection procedure.
6. A candidate who has received 0 points in the evaluation of any of the components of the qualification procedure may not be admitted to the doctoral school.

§ 11

1. The selection committee shall create a ranking list of candidates for admission to the doctoral school in the order of the final results obtained, from the highest to the lowest, in accordance with the principles described in paragraph 4. The ranking list is prepared collectively for all disciplines.
2. The ranking list shall include:
 - 1) ordinal number;
 - 2) name of the candidate;
 - 3) discipline;
 - 4) number of points awarded for each component of the qualification procedure;
 - 5) the final result;
 - 6) an indication of whether the candidate has been qualified for inclusion in the list of doctoral students.
3. Based on the ranking list, the selection committee shall establish a list of candidates qualified for inclusion in the list of doctoral students, in accordance with the distribution of the limit of places described in § 2 paragraph 5.
 - 1) 2/3 of the limit of places shall be filled according to the parity of disciplines, maintaining the competition mode within the discipline, based on the final score obtained by the candidate; a maximum of 2 persons from each discipline shall qualify for the first group; candidates shall be placed on the list according to the number of points obtained;
 - 2) 1/3 of the quota of places is filled according to the ranking list, irrespective of the discipline, based on the final result obtained by the candidate, after taking into account the grade average for the discipline; those who are not qualified to the first group are qualified to the second group;
 - 3) those who were not qualified to be included in the list of doctoral students are qualified to the third group; candidates are placed on the list according to the number of points obtained;
 - 4) the final ranking list is compiled by including candidates from groups one, two and three in the list in sequence.
4. In the event of an equal number of points for the final result, the place on the ranking list is determined in the following order, depending on:
 - 1) a higher number of points for the interview;
 - 2) a higher number of points for the evaluation of publication output;
 - 3) a higher number of points for the evaluation of the research project.
5. The ranking list, signed by the chairperson of the selection committee, is attached to the minutes of the committee meeting.
6. A copy of the minutes together with the ranking list is forwarded by the chairperson of the selection committee to the Rector.
7. The candidate receives information on the outcome of the recruitment procedure in their recruitment account in the electronic candidate registration system.
8. The number of points obtained by a candidate for the individual components of the recruitment procedure and the final result are public.
9. With the consent of the Director of the Doctoral School and in accordance with the procedure specified by them after the recruitment procedure has been completed, a

candidate may view their detailed results of the recruitment procedure, subject to the confidentiality of the personal data of the reviewers.

§ 12

1. A candidate who is qualified for admission to a doctoral programme shall be entered on the condition that they provide, no later than by the date specified in Appendix 1:
 - 1) the originals of all documents submitted electronically in the recruitment system;
 - 2) a form confirming that they are undertaking studies at the doctoral school, printed from their account in the electronic candidate registration system;
 - 3) a declaration that they will be a doctoral student only at the Doctoral School of the John Paul II Catholic University of Lublin.
2. Foreign candidates may apply to the Director of the Doctoral School for an extension of the deadline for delivery of the original documents indicated in paragraph 1 point 1;
3. Failure to fulfil the obligation specified in paragraph 1 shall result in removal from the list of qualified candidates.
4. The selection committee, having verified the completeness of the documents specified in paragraph 1, enters the candidate into the list of doctoral students.
5. A candidate who is not a Polish citizen is entered into the list of doctoral students based on an administrative decision on enrolment in the doctoral programme, issued by the Rector at the request of the selection committee after the candidate has submitted the documents listed in paragraph 1.
6. The selection committee shall draw up a list of candidates admitted to the doctoral school and shall notify them of their admission or non-admission not later than 30 September 2024 inclusive. The list shall be signed by the chairperson of the committee.
7. A place that has become vacant due to a candidate's resignation may be taken by the next candidate on the ranking list, observing the distribution of places specified in § 2, paragraph 5. The decision to admit the next person on the ranking list is taken by the chairperson of the selection committee.
8. To a candidate who fills a vacant place, the rules outlined in paragraph 1 shall apply, however, the candidate shall submit the required documents within three days from the date of communication of this obligation.

§ 13

1. In the event of a refusal of admission to the doctoral school, an administrative decision shall be issued, which shall be signed on behalf of the selection committee by its chairperson.
2. A candidate has the right to apply for reconsideration of a decision to refuse admission to the doctoral school within 14 days of the receipt of that decision.
3. The application referred to in paragraph 2 shall be considered by a competent selection subcommittee. The subcommittee shall prepare a draft response to the application. An employee of the Legal and Organizational Department shall attend the meeting of the subcommittee in an advisory capacity.
4. The decision of the selection committee on the response to the application referred to in paragraph 2 shall be final.

§ 14

1. Recruitment under special procedure is conducted with the consent of the Rector.
2. Recruitment under special procedure begins no later than in November for a given academic year if studies are to start from the winter semester, and no later than in March for a given academic year if studies are to start from the summer semester.
3. Recruitment under the special procedure is a competitive process. The competition is conducted separately for each application.
4. The rules of the competition in the special procedure, the competition requirements, the deadline and the procedure for the submission of applications shall be determined by the council of the doctoral school, taking into account the proposals of research project managers and the requirements of the institutions financing studies at the doctoral school.
5. A candidate for admission to a doctoral school admitted under the special procedure must meet the conditions specified in § 1. The conditions of the competition under the special procedure may specify additional requirements for candidates.
6. The selection committee for a special procedure competition shall be appointed by the council of the doctoral school.

§ 15

In situations not provided for in these regulations, decisions are made by the director of the doctoral school.

Rector of the John Paul II Catholic
University of Lublin:
ks. prof. dr hab. Mirosław Kalinowski