

**RECRUITMENT RULES FOR THE DOCTORAL SCHOOL
OF THE UNIVERSITY OF LIFE SCIENCES IN LUBLIN**

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General Provisions

§ 1

1. The above Regulations define the rules of recruitment to the Doctoral School of the University of Life Sciences in Lublin.
2. Recruitment takes place through an open competition, within the fields of studies, in accordance with the powers held by the University.
 - 1) in the field of agricultural sciences, in the scientific discipline of:
 - a) Agriculture and Horticulture
 - b) Food Technology and Human Nutrition
 - c) Veterinary Medicine
 - d) Animal Science and Fishing
 - 2) in the field of engineering and technical sciences, in the scientific discipline of:
 - a) Mechanical Engineering
 - b) Environmental Engineering, Mining and Power Engineering
 - 3) in the field of sciences and life sciences, in the scientific discipline of:
 - a) Life Sciences
3. The results of the competition are public.
4. Recruitment is carried out in the form of regular recruitment , in which the qualification procedure is conducted from July to September, and special (supplementary) recruitment, the dates of which are adjusted to specific needs, including those of grant competitions.
5. The basis for recruitment is the evaluation of candidates based on the results of qualification procedures.
6. The schedule of the qualification procedure to the Doctoral School is set by the Director of the Doctoral School.
7. The limit of admissions to the Doctoral School is specified by the Rector at the request of the Director of the Doctoral School.

§ 2

1. Admission to the Doctoral School takes place by means of an entry on the PhD students' list.
2. Refusal of admission to the Doctoral School takes place by means of an administrative decision.

3. The decision may be appealed against for reconsideration of the case submitted on the terms specified in § 16.

Recruitment Committee

§ 3

1. Recruitment procedure is conducted by the recruitment committee, within which there are qualification teams appropriate for a given scientific discipline. Within a given discipline at least 1 expert is appointed to the qualification team.
2. The recruitment committee is appointed by the Rector at the request of the Director of the Doctoral School, not later than 1 month before the recruitment procedure is launched.
3. The Chairperson of the recruitment committee may be the Director of the Doctoral School or another academic teacher indicated by the Director, who is a member of the Scientific Council of the Doctoral School.
4. The recruitment committee shall include academic teachers with at least the academic degree of doctor habilitowany, having significant academic achievements in a given discipline.
5. Members of the recruitment committee, referred to in sections 1- 4, have equal voting rights.
6. The secretary of the recruitment committee may be an academic staff member who is not an academic teacher, who participates in committee meetings without the right to vote.
7. The composition of the recruitment committee is made public by the Director of the Doctoral School immediately after the deadline for submitting applications by candidates ends.

§4

1. A member of the recruitment committee is obliged to maintain impartiality and objectivity in the evaluation of candidates for the Doctoral School.
2. A member of the recruitment committee shall not be an academic teacher in relation to whom objective circumstances may arise, that raise justified concerns about maintaining impartiality, in particular when:
 - 1) he/she is the candidate's superior or is in another employment relationship with the candidate;

- 2) the candidate is or was either his/her spouse or a relative or relative by affinity up to the second degree, or is or has been with a member of the recruitment committee in cohabitation;
- 3) the candidate is or was a person related to a member of the recruitment committee by way of adoption, guardianship or custody.

§ 5

1. The Chairperson of the recruitment committee is responsible for organising and conducting the recruitment procedures to the Doctoral School.
2. The tasks of the recruitment committee include in particular:
 - 1) notifying the candidates about the date and place of the recruitment procedure –posting the announcement on the University website at least seven days prior to the scheduled date of the procedure;
 - 2) admitting the candidates for the Doctoral School by means of entering into the PhD students' list, however, in case of candidates who do not have Polish citizenship, at the request of the recruitment committee enrolment onto the PhD students' list takes place on the basis of an administrative decision on admitting a foreigner to the Doctoral School issued by the Rector;
 - 3) making administrative decisions about refusing admission to the Doctoral School and formulating justifications;
 - 4) considering applications for reconsideration of the case and giving opinions on complaints submitted by candidates to the Rector with regard to recruitment procedure.
3. The tasks referred to in section 2 point 4 shall be performed by the recruitment committee composed of the following members:
 - 1) the Chairperson of the recruitment committee;
 - 2) members of the qualification team in the discipline referred to in §3.
4. The recruitment committee makes decisions by a simple majority of votes. In case of an equal number of votes, the vote of the Chairperson of the recruitment committee shall prevail.
5. Minutes of each meeting of the recruitment committee shall be drawn up. The minutes shall be signed by the Chairperson of the recruitment committee. The list of attendance of the committee members shall be attached to the minutes in the form of an annex.

Competition to the Doctoral School

§ 6

1. Competition for admission of candidates to the Doctoral School, under the recruitment procedure, is announced by the Rector and made public by 30 April of the calendar year in which the academic year begins. The announcement defines the limited number of places appropriate for a given field.

§ 7

1. A person applying for admission to the Doctoral School is obliged to submit documents electronically and to the office of the Doctoral School in accordance with the deadline specified in qualification procedure posted on the website of the University of Life Sciences in Lublin. The documents include:
 - 1) an application to the Rector for the admission to the Doctoral School, with an indication of scientific discipline which is of interest to the candidate;
 - 2) a copy of the University graduation diploma, and if the candidate does not have a diploma - the certificate of graduation, together with the certificate of the average grade from the studies completed so far (separately for both the first and second cycle studies);
 - 3) a personal questionnaire of a candidate for the Doctoral School, according to the template specified by the Rector;
 - 4) a medical and sanitary-epidemiological certificate confirming that there are no health contraindications for undertaking education at the Doctoral School and conducting scientific research in a specific scientific discipline on the basis of the referral issued by the University, after submitting the application referred to in section 1. Candidates with the certified disability shall additionally submit information on the type of disability confirmed by a doctor and a certificate issued by the relevant organ for the adjudication of a disability;
 - 5) documents confirming the course of scientific activity, in particular the publication achievements and participation in research projects as well as scientific conferences, received awards and distinctions, domestic and foreign internships, involvement in the work of student scientific circles;
 - 6) a list of grades obtained in all courses completed during the course of study (in the case of two-cycle studies, separately for first and second cycle studies) confirmed by the Dean of the Faculty at which the candidate obtained the diploma;

- 7) a description of the candidate's scientific interests in the context of the planned research – a description of the initial research project proposal;
 - a) the title of the project,
 - b) the purpose of the research including: the scientific problem the candidate intends to solve,
 - c) assumed research hypotheses,
 - d) the expected final result,
 - e) the state of the candidate's knowledge and the reasons for which the candidate's undertaking to solve the problem,
 - f) the contribution that the solution of the problem will bring to the achievements of the scientific discipline,
 - g) the concept and plan of the research,
 - h) proposed research methods.
2. Documents confirming the knowledge of English at B2 level (e.g. certificate, diploma supplement) or the candidate's declaration of his/her knowledge of English sufficient to undertake education at the Doctoral School.
3. Statement of the head of the organisational unit on the possibility of performing compulsory apprenticeship in the organisational unit in accordance with the education programme.
4. The candidate's statement that in case of admission to the Doctoral School he/she will be a PhD student only at one doctoral school.
5. A receipt of the paid recruitment fee in the amount determined by the Rector's order.
6. Consent to the personal data processing for the purposes of recruitment.
7. The potential doctoral dissertation supervisor submits the following documents:
 - 1) information on performing the function of a supervisor;
 - 2) a preliminary approval regarding the possibility of supervising the doctoral dissertation realised in a given discipline, research subject matter and in a specific organisational unit of the University;
 - 3) a list of the most important publications of the last 5 years;
 - 4) a list of bibliometric indicators;
 - 5) a list of research projects financed from external sources in the last 5 years in which he/she was a manager or participated as a contractor;
 - 6) a list of completed and initiated doctoral dissertations in which he/she has been the supervisor in the last 5 years.

8. Admission of a candidate in an out-of-competition procedure for the implementation of the research project depends on the provision of financing the doctoral scholarship from the project for at least 24 months of education at the Doctoral School. The doctoral scholarship is financed by the University after the period of 24 months.
9. In case of a candidate who received funding for research tasks for the implementation of the project after recruitment procedure to the doctoral school and has not received funding for the doctoral scholarship within the project, the possibility of additional recruitment of such a candidate to the Doctoral School is decided on by the Rector.

§ 8

1. The supervisor (or the candidate for the supervisor) cannot be a person who has been negatively assessed during the last periodic evaluation of academic teachers, referred to in regulations applicable at the University, or a person who has not published any scientific articles in the last two years.
2. In particular the supervisor cannot be a person who in the last five years:
 - 1) was the supervisor of 4 PhD students who were discontinued from the PhD students' list due to negative result of the mid-term evaluation;
 - 2) was supervising the preparation of the doctoral dissertation by at least 2 people applying for a doctoral degree who did not receive positive reviews of their doctoral dissertations.

§ 9

1. In particularly justified cases, a candidate may apply to the Rector for the exemption from the recruitment fee. The applications for the exemption from the fee are subject to resolution by the last day of documents submission deadline for the recruitment purposes.
2. A candidate is entitled to the reimbursement of the recruitment fee in case of resignation from participation in recruitment procedures before they commenced, on the basis of the application submitted to the Director of the Doctoral School.

§ 10

1. Foreigners may undertake education at the Doctoral School and participate in scientific activities, on the basis of:
 - 1) agreements concluded by the University with foreign entities, on the principles outlined in these agreements;

- 2) the decision of the minister responsible for the education of PhD students;
 - 3) the decision of the director of NAWA (National Agency for Academic Exchange) with respect to its scholarship holders;
 - 4) the decision of the director of NCN (National Science Center) to allocate funds for basic research in the form of a research project, internship or scholarship qualified for funding through a competition;
 - 5) the Rector's administrative decision.
2. Foreigners who have a second-cycle degree diploma or long-cycle degree diploma may be admitted to the Doctoral School on the basis of:
- 1) diploma granted in Poland;
 - 2) a legalised or apostille diploma or other document of graduation from university abroad, recognised in accordance with the regulations on recognition of diplomas of graduation abroad;
 - 3) an international agreement recognised as equivalent to a Polish second-cycle diploma or long-cycle Master's diploma.
3. If the certificates, diplomas or other documents obtained abroad are subject to recognition under the notification procedure, the foreigner is obliged to present a certificate confirming the equivalence with a relevant Polish diploma of studies completion, within a period not longer than by the end of the first semester of education.
4. Foreigners can be admitted to the Doctoral School on condition that they:
- 1) have a visa or residence card or any other document entitling them to stay on the territory of the Republic of Poland;
 - 2) have a sickness or accident insurance policy for the period of education in Poland or European Health Insurance Card or they will join the insurance at the National Health Fund immediately after commencing their education;
 - 3) foreigners can be admitted to the Doctoral School for education conducted in Polish if they hold a certificate of knowledge of the Polish language issued by an authorised institution or if they obtain the confirmation of the University (the Chairperson of the Discipline Council) that their preparation and the level of Polish enable them to undertake education in Polish.
5. In case of foreigners, the documents confirming the fulfilment of requirements referred to in sections 2-4, are necessary attachments to the applications referred to in § 7. Provisions of § 7 apply accordingly.

§ 11

1. Failure to submit the documents within the required deadline shall result in a candidate not being admitted to the recruitment procedures.
2. In justified cases, the Chairperson of the recruitment committee may give his/her consent to complete the documentation, but no longer than until the planned date of announcement of the recruitment results.

Qualification Procedures

§12

1. The aim of the qualification procedures is to point the best candidates for undertaking education at the Doctoral School.
2. The subject of the qualification procedures is to check the predispositions of the candidates to the Doctoral School through assessment:
 - 1) the result of the interview on the prepared research project – on a scale of 0-5 points; the presentation of the research topics in English, additionally 0-5 points;
 - 2) previous scientific activity – on a scale of 0-10 points;
 - 3) previous achievements obtained in the course of university education – (the number of points obtained corresponds with the mean grade).
3. The maximum score in the qualification procedure is 25 points.
4. The assessment referred to in section 2 item 1 shall be determined on the basis of the presentation of the research project planned for implementation or a research project already implemented.
 - 1) The research project planned for implementation is presented to the recruitment committee which evaluates it on the basis of its formal preparation and its content as well as the course of the discussion. The assessment of the project is determined by the mean score on the basis of partial scores proposed by each member of the recruitment commission. The assessment shall be rounded up to 0,5 point in accordance with the mathematical principles.
 - 2) If the candidate is the beneficiary of a project, a programme or a competition announced by the national institutions competent to distribute funds for scientific research, a competition announced by the Rector or an international competition for the implementation of the research project and performs the function of the project

manager, he/she obtains the maximum score as referred to in section 2 item 1 that is 5 or 10 points.

5. The assessment as referred to in section 2 item 2 is determined on the basis of the candidate's publication record and his/her participation as a contractor in the research projects as well as his/her active participation in scientific conferences. On the basis of the questionnaire completed by a candidate the recruitment committee calculates the sum of points for each of the candidates in the scope of scientific discipline he/she applies. The candidate with the highest number of points will obtain the maximum 10 points. The points for the remaining candidates shall be calculated on the basis of the mathematical proportion in relation to the candidate with the maximum number of points.

§ 13

1. Candidates with a disability or a chronic disease shall be subject to the same qualification procedures.
2. In justified cases, especially during a foreign internship, the candidate may apply for an interview by means of a teleconference. Within 2 weeks before the scheduled interview date he/she submits the application to the Director of the Doctoral School.

§ 14

1. The protocol of the qualification procedure together with the recommendations for assessment and admission of candidates to the Doctoral School shall be signed by all members of the recruitment committee.

Admissions to the Doctoral School

§15

1. On the basis of the protocols and recommendations of the qualification teams, the recruitment committee draws up the candidates' ranking lists for each scientific discipline.
2. The ranking list includes:
 - 1) name and surname of a candidate;
 - 2) partial scores given in points awarded for each element of assessment referred to in § 12 section 1;

- 3) a note on entering the student onto the PhD students' list of the Doctoral School or on refusal of admission.
3. The ranking lists determine the order of entering PhD students on the list of the Doctoral School, within the limited number of places appropriate for a specific scientific discipline, in decreasing order of the candidate's final score.
4. In case of obtaining the same final score by several candidates, the order of entering a candidate onto the list is determined by the assessment of the proposed research project – the interview.
5. The ranking list is signed by the Chairperson and the members of the recruitment committee, who participated in the recruitment procedures. Any deletions and changes made to the ranking list after it has been signed are prohibited.
6. Immediately after the preparation of the ranking list the Chairperson of the recruitment committee shall submit it to the Rector, who makes it public in the Doctoral School office and on the University's webpage. The list includes the date of the announcement.

§ 16

1. The candidate admitted to the Doctoral School shall receive the information on the result of the recruitment procedure. The refusal of admission to the Doctoral School shall be made by means of an administrative decision.
2. A decision to refuse a candidate to the Doctoral School together with the justification is signed by the Chairperson of the recruitment committee.
3. The request for reconsideration of the case, shall be submitted in writing to the Rector within 14 calendar days from the date of the receipt of the decision. The request shall be considered within 14 days of its submission.

Final Provisions

§ 17

1. In the case of resignation from undertaking education by a candidate and a vacancy on the PhD students' list admitted to the Doctoral School, the Rector, in consultation with the Chairperson of the recruitment committee, may decide to enrol another candidate

onto the PhD students' list. The order of entering candidates onto the list is subject to the order resulting from the place on the ranking list.

2. In case of lack of candidates to the Doctoral School within a specific scientific discipline, the Rector, in consultation with the Chairperson of the recruitment committee, may announce supplementary recruitment, specifying the date of its completion.

§ 18

The above regulations come into force on the day of the announcement.