

**RULES FOR ADMISSION TO THE DOCTORAL SCHOOL
OF THE UNIVERSITY OF LIFE SCIENCES IN LUBLIN
FOR THE ACADEMIC YEAR 2026/2027**

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General Provisions

§ 1

1. These Rules set forth the principles governing admission to the Doctoral School of the University of Life Sciences in Lublin.
2. Admission shall be conducted through an open competition within the scientific fields and disciplines in which the University is authorized to provide doctoral education:
 - 1) in the field of Agricultural Sciences, within the following scientific disciplines:
 - a) Agriculture and Horticulture,
 - b) Food Technology and Human Nutrition,
 - c) Animal Science and Fisheries;
 - 2) in the field of Engineering and Technology, within the following scientific disciplines:
 - a) Mechanical Engineering,
 - b) Environmental Engineering, Mining and Power Engineering;
 - 3) in the field of Natural Sciences, within the following scientific disciplines:
 - a) Biological Sciences,
 - b) Mechanical Engineering,
 - c) Environmental Engineering, Mining and Energy Engineering;
 - 4) in the field of Veterinary Sciences, within the following scientific discipline:
 - a) Veterinary Medicine.
3. The results of the competition shall be public.
4. Admissions to the Doctoral School are conducted through either a regular admission procedure, in which the qualification process takes place between July and September, or a special

(supplementary) admission procedure, the timing of which is determined by specific recruitment needs, including the dates of grant competition announcements and decisions.

5. The basis for admission shall be the assessment of candidates conducted on the basis of the results of the qualification procedure.
6. The schedule of the qualification procedure for admission to the Doctoral School shall be established by the Director of the Doctoral School.
7. The admission limit for doctoral students to the Doctoral School shall be determined by the Rector upon the motion of the Director of the Doctoral School.

§ 2

1. Admission to the Doctoral School shall take place through entry onto the list of doctoral students.
2. Refusal of admission to the Doctoral School shall be made by way of an administrative decision.
3. A request for reconsideration of the case may be submitted against the decision in accordance with the principles set forth in § 16.

Admissions Committee

§ 3

1. The admission procedure shall be conducted by the Recruitment Committee, within which qualification teams competent for a given scientific discipline shall operate. At least one expert shall be appointed to each qualification team within a given scientific discipline.
2. The Recruitment Committee shall be appointed by the Rector, upon the motion of the Director of the Doctoral School, no later than one month before the commencement of the admission procedure.
3. The Chairperson of the Recruitment Committee may be the Director of the Doctoral School or another academic teacher proposed by the Director who is a member of the Scientific Council of the Doctoral School.
4. The Recruitment Committee shall consist of academic teachers holding at least the academic degree of doktor habilitowany, possessing significant scientific achievements in a given discipline, and one doctoral student of the Doctoral School acting as an observer with an advisory vote.
5. The members of the Recruitment Committee referred to in sections 1–4 shall have equal voting rights.
6. The Secretary of the Recruitment Committee may be a University employee who is not an academic teacher and who participates in the meetings of the Committee without voting rights.
7. The composition of the Recruitment Committee shall be made public by the Director of the Doctoral School immediately after the deadline for submission of applications by candidates has expired.

§ 4

1. A member of the Recruitment Committee shall be obliged to maintain impartiality and objectivity when assessing candidates for admission to the Doctoral School.
2. An academic teacher may not serve as a member of the Recruitment Committee if objective circumstances exist that may raise justified doubts as to their impartiality, in particular where:
 - 1) the person is the candidate's superior or remains with the candidate in another employment relationship;

- 2) the candidate is or was the person's spouse, relative or relative by affinity up to the second degree, or remains or has remained in a common-law relationship with the Committee member;
- 3) the candidate is or was connected with the Committee member through adoption, guardianship or custodianship.

§ 5

1. The Chairperson of the Recruitment Committee shall be responsible for the organization and conduct of the admission process to the Doctoral School.
2. The duties of the Recruitment Committee shall include, in particular:
 - 1) notifying candidates of the date and place of the qualification procedure; the announcement shall be published on the University website at least seven days before the scheduled date of the procedure;
 - 2) admitting candidates to the Doctoral School by entering them onto the list of doctoral students; in the case of candidates who do not hold Polish citizenship, entry onto the list of doctoral students shall, upon the motion of the Recruitment Committee, be made on the basis of an administrative decision on admission of a foreign national to the Doctoral School issued by the Rector;
 - 3) issuing administrative decisions refusing admission to the Doctoral School and providing the justification thereof;
 - 4) considering requests for reconsideration of cases and issuing opinions on complaints submitted by candidates to the Rector in connection with the admission procedure.
3. The tasks referred to in section 2(4) shall be performed by the Recruitment Committee composed of:
 - 1) the Chairperson of the Recruitment Committee;
 - 2) the members of the qualification team representing the discipline referred to in § 3.
4. The Recruitment Committee shall adopt decisions by a simple majority of votes. In the event of a tie, the vote of the Chairperson of the Recruitment Committee shall be decisive.
5. Minutes shall be prepared for each meeting of the Recruitment Committee. The minutes shall be signed by the Chairperson of the Committee. The attendance list of Committee members shall constitute an appendix to the minutes.

Admission Competition to the Doctoral School

§ 6

The competition for admission of candidates to the Doctoral School, conducted through the recruitment procedure, shall be announced by the Rector and made publicly available no later than 30 April of the calendar year in which the academic year commences. The announcement shall specify the admission limit applicable to a given scientific field.

§ 7

1. A person applying for admission to the Doctoral School shall be required to submit the required documents electronically and in paper form to the Office of the Doctoral School within the deadlines specified in the qualification procedure published on the website of the University of Life Sciences in Lublin:

- 1) an application addressed to the Rector requesting admission to the Doctoral School, indicating the scientific discipline constituting the candidate's field of interest;
 - 2) a copy of the diploma of graduation or, where the candidate has not yet been issued a diploma, a certificate of graduation together with a certificate confirming the grade point average obtained during completed studies (separately for first-cycle and second-cycle studies);
 - 3) a personal questionnaire for candidates applying to the Doctoral School, in accordance with the template specified by the Rector;
 - 4) a medical certificate and a sanitary-epidemiological certificate confirming the absence of contraindications to undertaking education in the Doctoral School and conducting research within a specified scientific discipline, issued on the basis of a referral provided by the University following submission of the application referred to in section 1. Candidates with certified disabilities shall additionally submit medical confirmation specifying the type of disability and a disability certificate issued by the competent disability assessment authority;
 - 5) documents confirming the candidate's scientific activity to date, including in particular publication achievements, participation in research projects, participation in scientific conferences, awards and distinctions received, completed domestic and international internships, and involvement in student scientific associations;
 - 6) a transcript of grades obtained in all courses completed during studies (for two-cycle studies, separately for first-cycle and second-cycle studies), certified by the Dean of the faculty from which the candidate graduated;
 - 7) a description of the candidate's scientific interests in the context of planned research, including a preliminary research project proposal comprising:
 - a) the title of the project,
 - b) the objective of the planned research, including the scientific problem to be addressed by the candidate,
 - c) the proposed research hypotheses,
 - d) the expected final outcome,
 - e) the current state of knowledge and the rationale for undertaking the proposed research problem,
 - f) the contribution that solving the problem will make to the development of the scientific discipline,
 - g) the research concept and research plan,
 - h) the proposed research methods;
 - 8) a declaration indicating whether the candidate requires the appointment of an auxiliary supervisor for the preparation of the doctoral dissertation.
2. Documents confirming English language proficiency at the B2 level (e.g., a language certificate or diploma supplement) or a declaration by the candidate confirming English language proficiency sufficient to undertake education in the Doctoral School.
 3. A declaration issued by the head of the organizational unit confirming the possibility of completing the mandatory professional placement within that organizational unit in accordance with the curriculum.
 4. A declaration by the candidate stating that, if admitted to the Doctoral School, they will be enrolled in only one doctoral school.
 5. Proof of payment of the admission fee in the amount specified by the Rector's ordinance.
 6. Consent to the processing of personal data for the purposes of the recruitment procedure.
 7. A prospective doctoral supervisor shall submit the following documents:
 - 1) information concerning previous service as a doctoral supervisor;

- 2) preliminary acceptance regarding the possibility of supervising a doctoral dissertation within the specified discipline, research area, and organizational unit of the University;
 - 3) a list of the most significant publications from the last five years;
 - 4) a statement of bibliometric indicators;
 - 5) a list of externally funded research projects conducted during the previous five years in which the prospective supervisor served either as principal investigator or research team member;
 - 6) a list of completed and initiated doctoral proceedings in which the prospective supervisor acted as supervisor during the previous five years.
8. Admission of a candidate through a non-competitive procedure for the purpose of implementing a research project shall be conditional upon securing funding for the doctoral scholarship from the project for a period of at least 24 months of education in the Doctoral School. Following the expiration of the 24-month period, the doctoral scholarship shall be financed by the University.
 9. In the case of a candidate who receives funding for research tasks related to the implementation of a research project after the conclusion of the regular admission procedure and who has not obtained funding for a doctoral scholarship within that project, the Rector shall decide whether additional recruitment to the Doctoral School may be conducted for such candidate.

§ 8

1. A person may not serve as a doctoral supervisor (or be nominated as a prospective supervisor) if:
 - 1) they received a negative evaluation in the most recent periodic evaluation of academic teachers conducted under generally applicable University regulations; or
 - 2) they have not published scientific articles within the preceding two years.
2. In particular, a person may not serve as a doctoral supervisor if, within the preceding five years:
 - 1) they supervised four doctoral students who were removed from the list of doctoral students as a result of a negative mid-term evaluation;
 - 2) they supervised the preparation of doctoral dissertations by at least two candidates for the doctoral degree whose dissertations received negative reviews.

§ 9

1. In particularly justified cases, a candidate may apply to the Rector for exemption from the admission fee. Applications for exemption shall be considered no later than the final day designated for submission of recruitment documents.
2. A candidate shall be entitled to a refund of the admission fee in the event of withdrawal from the recruitment procedure prior to its commencement, upon submission of an application to the Director of the Doctoral School.

§ 10

1. Foreign nationals may undertake education at doctoral schools and participate in scientific activities on the basis of:
 - 1) agreements concluded by the University with foreign institutions, under the conditions specified therein;
 - 2) a decision of the minister responsible for doctoral education;
 - 3) a decision of the Director of the Polish National Agency for Academic Exchange (NAWA) with respect to NAWA scholarship holders;
 - 4) a decision of the Director of the National Science Centre (NCN) awarding funds for the implementation of basic research in the form of a research project, research internship, or scholarship selected through a competitive procedure;
 - 5) an administrative decision issued by the Rector.

2. Foreign nationals may be admitted to the Doctoral School provided that they hold a diploma of completion of second-cycle studies or long-cycle Master's degree studies:
 - 1) obtained in Poland;
 - 2) legalized or apostilled and recognized under regulations governing the recognition of foreign higher education diplomas;
 - 3) recognized as equivalent to a Polish second-cycle or long-cycle Master's degree diploma under an international agreement.
3. Where certificates, diplomas, or other educational documents obtained abroad require formal recognition (nostrification), the foreign national shall submit a certificate confirming equivalence to the relevant Polish diploma no later than the end of the first semester of education.
4. Foreign nationals may be admitted to the Doctoral School provided that they:
 - 1) hold a visa, residence permit, or another document authorizing legal stay within the territory of the Republic of Poland;
 - 2) possess health and accident insurance valid for the period of education in Poland, hold a European Health Insurance Card (EHIC), or enroll in the Polish National Health Fund (NFZ) immediately after commencing education;
 - 3) where education is conducted in Polish, possess a certificate confirming Polish language proficiency issued by an authorized institution or obtain confirmation from the University (the Chairperson of the Discipline Council) that their preparation and level of Polish language proficiency are sufficient to undertake education in Polish.
5. For foreign nationals, documents confirming compliance with the requirements specified in sections 2–4 shall constitute mandatory attachments to the application referred to in § 7. The provisions of § 7 shall apply accordingly.

§ 11

1. Failure to submit the required documents within the prescribed deadline shall result in exclusion of the candidate from the recruitment procedure.
2. In justified cases, the Chairperson of the Recruitment Committee may authorize supplementation of the submitted documentation; however, such supplementation shall not be permitted later than the planned date of publication of the recruitment results.

Qualification Procedure

§ 12

1. The purpose of the qualification procedure is to identify candidates demonstrating the highest aptitude for conducting scientific research and successfully pursuing education within the Doctoral School.
2. The qualification procedure shall be conducted by the Recruitment Committee appointed by the Rector upon the motion of the Director of the Doctoral School.
3. The qualification procedure shall consist of an assessment of the candidate's qualifications based on the following criteria:
 - 1) academic performance achieved during studies (degree diploma grade) – maximum 5 points;
 - 2) scientific achievements and scientific activity – maximum 25 points;
 - 3) other scientific and organizational activities – maximum 10 points;
 - 4) admission interview – maximum 60 points.
4. The maximum number of points obtainable in the qualification procedure shall be 100 points.

Academic Performance Assessment

5. The assessment referred to in section 3(1) shall be based on the final diploma grade obtained upon completion of second-cycle studies or long-cycle Master's degree studies. Points shall be awarded as follows:
- 1) 5 points – for a final grade of at least “good plus” (4.5) or an equivalent grade;
 - 2) 2 points – for a final grade of at least “good” (4.0) or an equivalent grade;
 - 3) 0 points – in all other cases.

Assessment of Scientific Achievements and Scientific Activity

6. The assessment referred to in section 3(2) shall be based on the documented scientific achievements of the candidate. A candidate may submit a maximum of three achievements for evaluation, for which a maximum of 25 points may be awarded.
- 1) Scientific Publications. Points shall be awarded as follows:
 - a) 10 points – authorship or co-authorship of a scientific publication included in the official list of the Ministry of Science and Higher Education and possessing an Impact Factor, where the candidate is the first author, second author, or corresponding author;
 - b) 5 points – co-authorship of a scientific publication included in the official list of the Ministry of Science and Higher Education and possessing an Impact Factor, excluding first, second, or corresponding authorship;
 - c) 5 points – sole authorship of a peer-reviewed publication included in the official list of the Ministry of Science and Higher Education without an Impact Factor;
 - d) 2 points – co-authorship of a peer-reviewed publication included in the official list of the Ministry of Science and Higher Education without an Impact Factor;
 - e) 1 point – co-authorship of a publication not included in the official list of the Ministry of Science and Higher Education.
 - 2) Research Projects. Points shall be awarded as follows:
 - a) 10 points – principal investigator of a research project implemented under a signed project agreement;
 - b) 7 points – principal investigator of a university-funded research project implemented under a signed project agreement;
 - c) 5 points – participation in a national or international research project implemented under a signed grant agreement;
 - d) 3 points – participation in a university-funded project documented by a signed project agreement;
 - e) 2 points – participation in a project documented by a certificate issued by the project leader;
 - f) 2 points – participation in a student scientific association project documented by a certificate issued by the association's academic supervisor.
 - 3) Other Scientific Activities. Points shall be awarded as follows:
 - a) 7 points – oral presentation delivered by the candidate at an international scientific conference;
 - b) 5 points – poster presentation delivered by the candidate at an international scientific conference;
 - c) 5 points – oral presentation delivered by the candidate at a national scientific conference;
 - d) 3 points – poster presentation delivered by the candidate at a national scientific conference;
 - e) 5 points – participation in international scientific internships or scientific placements lasting longer than two weeks;
 - f) 3 points – participation in domestic scientific internships or scientific placements lasting longer than two weeks;

- g) 1 point – other scientific activity not listed above.
- 4) Assessment of Other Scientific and Organizational Activities The assessment referred to in section 3(3) shall be based on the documented achievements of the candidate. A candidate may submit a maximum of three achievements for evaluation, for which a maximum of 10 points may be awarded. Points shall be awarded as follows:
 - 1) 9 points – recipient of a scholarship awarded by the Ministry of Science and Higher Education (MNiSW) or the Ministry of Education and Science (MEiN);
 - 2) 5 points – recipient of other scientific scholarships, awards, or distinctions;
 - 3) 5 points – winner of a competition for a diploma thesis;
 - 4) 3 points – elected officer of a student scientific association;
 - 5) 3 points – elected representative within University bodies (e.g., Senate member, Student Government member);
 - 6) 2 points – member of a student scientific association;
 - 7) 3 points – member of University governing or representative bodies;
 - 8) 5 points – participation in student exchange programmes (e.g., Erasmus+) lasting longer than one week;
 - 9) 1 point – participation in science outreach and science popularization initiatives;
 - 10) 1 point – other organizational activities benefiting the University or scientific community;
 - 11) 1 point – other activity or achievement not listed above.

Admission Interview

- 5) The admission interview shall constitute a mandatory component of the qualification procedure and shall be assessed under section 3(4). A maximum of 60 points may be awarded based on:
 - a) the candidate's self-presentation, including motivation and scientific interests – up to 15 points;
 - b) English language proficiency assessed by language instructors – up to 5 points;
 - c) presentation of the research project – up to 20 points;
 - d) the candidate's competencies and preparedness for conducting scientific research – up to 20 points.
- 6) The assessment referred to in § 12(6)(5)(a) shall be based on the candidate's self-presentation, including in particular the presentation of their scientific interests, previous scientific activity, motivation for undertaking education at the Doctoral School, and research plans. The assessment shall take into account the coherence of the presentation, its substantive quality, and the candidate's ability to formulate and present arguments.
- 7) The assessment referred to in § 12(6)(5)(b) shall be determined on the basis of evaluations awarded by two language instructors. The final score shall be the arithmetic mean of the individual evaluations and shall be rounded to the nearest 0.5 point in accordance with standard mathematical rules.
- 8) The assessment referred to in § 12(6)(5)(c) shall be based on the presentation of a research project planned for implementation or a research project already being carried out.
- 9) A research project planned for implementation shall be presented before the Admissions Committee, which shall evaluate it on the basis of its formal preparation, substantive content, and the course of the discussion. The final project score shall be determined as the average of the partial scores proposed by each member of the Committee. The score shall be rounded to the nearest 0.5 point in accordance with standard mathematical rules.

- 10) If a candidate is a beneficiary of a project, programme, or competition announced by national institutions responsible for the distribution of research funding, a competition announced by the Rector, or an international competition for the implementation of a research project, and serves as the principal investigator of that project, the candidate shall receive the maximum score referred to in § 12(3)(4), i.e. 60 points.
- 11) The assessment referred to in § 12(6)(5)(d) shall be determined on the basis of the candidate's competencies and preparedness to conduct scientific research. The assessment shall be based in particular on the candidate's responses to questions asked by members of the Admissions Committee, as well as on information contained in the candidate's application documents and self-presentation. Particular consideration shall be given to research experience, completed training courses, analytical skills, and knowledge of research methods relevant to the scientific discipline concerned.
7. All achievements submitted for evaluation must be documented. Supporting documentation shall include, in particular, publications, grant agreements, certificates, conference materials, or other equivalent documents. Certificates should specify the scope of duties and the candidate's contribution. In the case of awards and scholarships, the rules and regulations of the relevant competition must be attached.
8. A candidate may submit up to three achievements within a single category or across different categories referred to in § 12(3)(2) and (3).
9. An interview with a candidate who is not a Polish citizen may be conducted in either Polish or English, according to the candidate's choice.
10. Matters not regulated by these Rules shall be governed by the applicable legal acts and the internal regulations of the University.

§ 13

1. Candidates with disabilities or chronic illnesses shall be subject to the same qualification procedures as other candidates.
2. In justified cases, particularly when undertaking an international internship or placement, a candidate may request that the interview be conducted via teleconference. Such a request shall be submitted to the Director of the Doctoral School no later than two weeks before the scheduled date of the interview.
3. The organization of the qualification procedure for candidates with disabilities or chronic illnesses shall be carried out in cooperation with the staff member responsible for matters concerning persons with disabilities.

§ 14

The record of the qualification procedure and the recommendations concerning the evaluation and admission of candidates to the Doctoral School shall be signed by all members of the Admissions Committee.

Admission to the Doctoral School

§ 15

1. Based on the records and recommendations of the qualification panels, the Admissions Committee shall prepare a ranking list of candidates.
2. The ranking list shall include:
 - 1) the candidate's full name;
 - 2) partial scores expressed in points awarded for each assessment component referred to in § 12(1);

- 3) an annotation indicating whether the candidate has been entered onto the list of doctoral candidates of the Doctoral School or has been refused admission.
3. The ranking list shall determine the order of admission to the Doctoral School within the admission limit established by the Rector, based on the candidates' final scores in descending order.
4. If two or more candidates obtain the same final score, the order on the ranking list shall be determined by the score awarded for the proposed research project during the interview.
5. The ranking list shall be signed by the Chair and the members of the Admissions Committee who participated in the admission procedure. Any deletions, corrections, or amendments to the ranking list after it has been signed shall be prohibited.
6. Immediately after the ranking list has been prepared, the Chair of the Admissions Committee shall submit it to the Rector, who shall make it publicly available at the Doctoral School Office and on the University's website. The list shall indicate the date of its publication.

§ 16

1. A candidate admitted to the Doctoral School shall be informed of the outcome of the admission procedure. Refusal of admission to the Doctoral School shall be issued in the form of an administrative decision.
2. The decision refusing admission to the Doctoral School, together with its justification, shall be signed by the Chair of the Admissions Committee.
3. A candidate may request reconsideration of the administrative decision by submitting a written application to the Rector within 14 calendar days of receiving the decision. The application shall be considered within 14 days of its submission.

Final Provisions

§ 17

1. If a candidate resigns from undertaking education at the Doctoral School and a place on the list of admitted doctoral candidates becomes vacant, the Rector, in consultation with the Chair of the Admissions Committee, may decide to admit another candidate. Admission shall be made in accordance with the order established by the ranking list.
2. If there are no candidates for admission to the Doctoral School in a given field of science, the Rector, in consultation with the Chair of the Admissions Committee, may announce a supplementary admission procedure and shall specify its closing date.

Certification Clause

This English version constitutes a faithful translation of the "Rules for Admission to the Doctoral School of the University of Life Sciences in Lublin for the Academic Year 2026/2027" adopted by Resolution No. 24/2025–2026 of the Senate of the University of Life Sciences in Lublin of 24 April 2026.

In the event of any discrepancy between the Polish-language version and the English-language version, the Polish-language version shall prevail and be legally binding.