

**Recruitment Rules to  
Doctoral School of Social Sciences  
the University of Lodz  
for the academic year 2023/2024**

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## **Section 1**

### **General provisions**

1. The terms used in this Act shall mean:
  - a) RP - the Republic of Poland;
  - b) UL - University of Lodz;
  - c) Recruitment Rules – Rules of Recruitment to the Doctoral School of Social Sciences of the UL for the academic year 2023/2024;
  - d) SDNS - UL Doctoral School of Social Sciences [*Szkoła Doktorska Nauk Społecznych UL*];
  - e) PSWiN - the Act of 20 July 2018 Law on higher education and science [*Prawo o szkolnictwie wyższym i nauce*] (consolidated text Dz.U. – Journal of Laws of 2022 item 574 as amended);
  - f) IRK - Online Registration of Candidates of the University of Lodz;
  - g) MEiN - Ministry of Education and Science [*Ministerstwo Edukacji i Nauki*];
  - h) MNiSW - Ministry of Science and Higher Education [*Ministerstwo Nauki i Szkolnictwa Wyższego*];
  - i) NCN - National Science Centre [*Narodowe Centrum Nauki*];
  - j) NCBiR - National Centre for Research and Development [*Narodowe Centrum Badań i Rozwoju*];
  - k) Grant - funds awarded for a scientific or research project;
  - l) Scientific project - an activity financed (in whole or in part) by a grant which includes the implementation of scientific research (within the meaning of Article 4(2) of the PSWiN);
  - m) BIP - Public Information Bulletin [*Biuletyn Informacji Publicznej*];
  - n) BWZ - UL International Relations Office [*Biuro Współpracy z Zagranicą*];
  - o) External institution - an institution not subordinate to the Rector of the UL;
  - p) NAWA - National Agency for Academic Exchange [*Narodowa Agencja Wymiany Akademickiej*];
  - r) remote mode - a meeting held by means of electronic communication, ensuring, in particular, real-time transmission between the participants and multilateral real-time communication.

## **Section 2**

### **Conditions of admission to the doctoral school**

1. A person who holds a degree of Master of Arts, Master of Science, or equivalent degree may be admitted to the SDNS.
2. A person who, by the time of the interview, has not obtained the degree referred to in Section 2(1) or does not have a diploma confirming the obtaining of the degree referred to in Section 2(1) may enter the recruitment procedure, subject to the obligation to provide a certificate of having passed the diploma examination and having been awarded the degree referred to in Section 2(1) within the time limit specified in the recruitment schedule. If the aforementioned document is not provided, the candidate shall not be admitted to SDNS, even if he/she obtains a positive result in the recruitment procedure. The candidate is obliged to provide a copy of the diploma, confirming that he/she has obtained the degree referred to in Section 2(1) before commencing education at the SDNS (before signing the oath act).
3. In exceptional cases, justified by the highest quality of scientific achievements, a person who does not meet the condition specified in Section 2(1), being a graduate of the Bachelor's studies or a student who has completed the third year of the Uniform Master's Studies, may be admitted to the recruitment procedure. Persons, whose academic achievements are of the highest quality include in particular:

- a) beneficiaries of the *Diamentowy Grant* [Diamond Grant],
  - b) first authors of a publication in a journal listed in the Journal Citation Reports,
  - c) sole authors of monographs published by publishers listed in all *Lists of publishers publishing peer-reviewed scientific monographs* specified in the MEiN Communication, published within 5 years preceding the recruitment procedure (until the end of the online registration);
  - d) managers of scientific projects financed by grants awarded under the national or international competitions organised by NCN, NCBiR or MEiN,
  - e) project managers of the *Perty nauki* ["Pearls of Science"] programme.
4. At the same time, one can be a doctoral student at only one doctoral school.
  5. A prerequisite for admission to doctoral schools is the originality of the proposed doctoral dissertation. The candidate should propose a topic in which he/she has not previously carried out a doctoral dissertation, excluding situations of transfer from another doctoral school, and persons who will be studying under a cotutelle agreement and are already studying at a foreign university at the time of recruitment to SDNS. The conditions for transfer from another doctoral school are set out in the Regulations of SDNS, adopted by Resolution No. 436 of the Senate of the UL of 27 May 2019 (as amended).
  6. The recruitment procedure shall be initiated on the day on which the following two conditions are fulfilled jointly: receipt by the SDNS of a signed application for admission to the SDNS in paper form (hereinafter: application), printed on a form generated from the IRK system, and payment of the fee provided for in Section 4 of the Recruitment Rules and its assignment to SDNS. Online registration shall not constitute an action initiating the recruitment procedure. If the application for admission to SDNS is not submitted in paper form or if the aforementioned fee assigned to SDNS is not paid, no procedural action shall be taken.
  7. The minimum number of points qualifying a candidate for admission to SDNS is >50% of the number of points possible to be obtained in the recruitment procedure, subject to the provision of Section 11(7) of the Recruitment Rules.
  8. Subject to the provision of Section 12(15) of the Recruitment Rules, a candidate may enter the recruitment procedure for the academic year 2023/24, announced on the basis of these Recruitment Rules, only once, regardless of the number of additional admissions announced in connection with Section 3(6) of the Recruitment Rules.
  9. The form of assistance for persons with special needs or disabilities during the recruitment procedure may be arranged with the chairperson of the Recruitment Committee through the Academic Support Centre after the candidate has previously applied to the Academic Support Centre. The University provides conditions for persons with special needs or disabilities to participate fully in the recruitment process, including by providing a sign language interpreter or an assistant during the interview, but the candidate should report such a need during the IRK registration process.
  10. The provisions of the Resolution shall also apply to foreigners - regardless of the legal basis of education referred to in Article 323(1) of the PSWiN, subject to Section 13 of the Recruitment Rules.

### **Section 3**

#### **Recruitment schedule and admission limits**

1. The UL Rector, in consultation with the Director of SDNS, shall establish the recruitment schedule.
2. Recruitment procedure should be completed by 30 September at the latest. In justified cases, a candidate may be admitted to SDNS at a later date, but no later than 31 October of a given academic year.
3. Recruitment at a different date is possible for candidates whose doctoral scholarship, if admitted to SDNS, will be financed in whole or in part from external funds in the manner

described in Section 14 of the Recruitment Rules. Additional recruitment procedures may also be conducted jointly for the individual categories of persons listed in Section 14(1) (with a common ranking list and a common schedule).

4. The UL Rector, in consultation with the Director of SDNS, shall establish the admission limits for candidates to SDNS within the disciplines in which the education at the doctoral school takes place. The sum of the admission limits for candidates assigned to individual disciplines within SDNS may be less than the overall admission limits for the respective doctoral school. The admission limits for individual disciplines may be changed during the recruitment process by the Recruitment Committee according to the rules set out in Section 12(6)(b) and (d) of the Recruitment Rules.
5. The UL Rector, at the request of the Director of SDNS, may decide to increase the admission limits in SDNS for a given academic year also during the recruitment process.
6. Subject to Section 3(2) and Section 3(3), if the admission limit at SDNS is not filled, the UL Rector may decide to:
  - a) launch another recruitment procedure at a later date;
  - b) extend the period of recruitment to SDNS.

Announcement of the recruitment procedure at a later date may concern recruitment within selected disciplines. Recruitment procedure announced at a subsequent date shall be based on these Recruitment Rules.

#### **Section 4 Payment**

The amount of the application fee and its payment procedure are determined by separate regulations in force at UL.

#### **Section 5 Recruitment Committee**

1. The Recruitment Committee shall be appointed by the Director of SDNS, in consultation with the School Council. The Recruitment Committee shall be chaired by the Director of SDNS, who - at the time of appointment of the Committee - shall also indicate the person who will act as the deputy chair of the Recruitment Committee.
2. The Recruitment Committee shall be composed of the Director of SDNS and at least two representatives of each of the disciplines in which education is provided at SDNS, holding the Doctor of Letters / Doctor of Science degree or the title of Professor. A representative of doctoral students shall participate in the proceedings of the Committee as an observer. The representative of doctoral students shall be appointed in accordance with the rules laid down in the regulations governing the activities of the doctoral students' government. The absence of a doctoral student during the proceedings of the Committee shall not prevent the Committee from taking decisions. A member of the School Council may be a member of the Recruitment Committee. If the recruitment procedure is conducted under Section 14(1)(a) and (b) of these Rules, the manager of the scientific project for which the candidate is applying may also participate in the interview as an observer.
3. The following shall participate in the proceedings of the Committee: chairperson of the Recruitment Committee, all representatives of the discipline which the candidate has chosen as the lead discipline (or to which he/she has been assigned by the Committee) and at least one representative of the other disciplines. In the absence of the chairperson as a result of force majeure, the Committee shall be chaired by a deputy chairperson of the Recruitment Committee.
4. The Committee shall take its decisions by a simple majority. In the event of a tied vote, the chairperson of the Committee (or, in his/her absence - the deputy chairperson) shall have the casting vote. If the Committee includes a person who has declared his/her

willingness to undertake the supervisorship of a particular candidate, that person shall be excluded from voting on the candidate for whom he/she has declared his/her willingness to undertake the supervisorship.

## **Section 6**

### **Stages of the recruitment procedure**

1. Recruitment shall be carried out by a Recruitment Committee through a competitive process.
2. The stages of the recruitment procedure shall include:
  - a) registration in the IRK system,
  - b) submitting a set of documents listed in Section 8 of the Recruitment Rules,
  - c) taking an English language proficiency examination at B2 level, for candidates who do not have a document confirming their knowledge of English compliant with the List of Documents Confirming the Knowledge of a Modern Foreign Language (Annex 6 to the Recruitment Rules),
  - d) an interview with the candidate.

## **Section 7**

### **Online registration in the IRK system**

1. An applicant for admission to SDNS is obliged to register in IRK. Two recruitment paths shall be opened in IRK - for candidates whose doctoral scholarship will be financed by the UL and for candidates whose doctoral scholarship will be financed from external sources (on the basis of Section 14 of the Recruitment Rules), i.e. in particular persons qualified for scientific projects or the industrial doctoral programme (participation in the project or the above-mentioned programme is the condition for registration in this recruitment procedure). The candidate's responsibilities shall include in particular:
  - a) selecting a doctoral school and identifying the discipline(s) in which the doctoral dissertation will be prepared. If the doctoral dissertation is to be prepared in more than one discipline, the candidate shall indicate the lead discipline,
  - b) filling in the registration form,
  - c) entering the grade weighted average obtained in the course of the Bachelor's and Master's studies or the Uniform Master's Studies or equivalent (where a weighted average cannot be shown, the arithmetic average may be accepted); the data shall be entered on the basis of the diploma supplement referred to in Section 8(2)(1) or the certificate referred to in Section 8(2)(3) of the Recruitment Rules. In the case of candidates who have completed their studies outside the Republic of Poland, the above results shall be converted by the doctoral school into the system applicable in the Republic of Poland proportionally, according to a percentage of the maximum possible number of points. The data entered by the candidate shall be verified on the basis of the documents provided,
  - d) uploading to the system the current photograph taken in a format meeting the requirements specified for ID cards in case of citizens of the Republic of Poland or for passports in case of foreign nationals,
  - e) making legible scans in PDF format of all the paper documentation (and the photograph that has been uploaded to the IRK system) that the candidate submits as part of the recruitment procedure, and then uploading them to IRK within the timeframe provided in the recruitment schedule for online registration. Each scanned file should include the candidate's full name and an indication of a document which has been scanned, as follows: Surname\_Name\_name of the scanned document,
  - f) attributing one's academic record to the discipline(s) to which the candidate's research and publication activities pertain, by submitting a statement to this effect in

- the IRK,
- g) submitting by the candidate being a foreign national a statement concerning his/her wish to use a place in the UL Student Dormitory after admission to SDNS. UL does not guarantee the granting of a place in the UL Student Dormitory,
  - h) after registration in IRK - checking IRK account on a daily basis to receive any messages.
2. The documents submitted by the candidate in the IRK system should be consistent with the documents submitted in a paper copy at the SDNS secretariat. If a candidate has attached incomplete documents in the online recruitment system, he/she shall be requested, via a message in the IRK system, to complete them. Such message shall be deemed delivered one day after it has been posted in the system. From that moment, the candidate shall have three days to make appropriate corrections or to contact an administrative staff to make the corrections (if the candidate does not have permission to make the correction). The administrative staff designated by the Director of SDNS to operate the IRK shall provide the necessary support to the candidate to properly correct his/her data. If the candidate does not make the relevant corrections mentioned in the message delivered by the IRK or does not contact the administrative staff member within three days of message delivery, he/she shall not be admitted to further stages of the recruitment procedure.
  3. A candidate who has registered for SDNS may not be transferred to online registration at another doctoral school of the UL.
  4. Online registration to doctoral schools shall be conducted in Polish or in English.
  5. The candidate's personal data shall be processed and stored for recruitment purposes in accordance with the applicable legislation and shall be protected. If a candidate is admitted as a doctoral student, the data used in the recruitment process shall be transferred to the UL computer systems and shall be processed in accordance with other applicable legislation for the purpose of organising and ensuring the proper course of education. Information on the processing of personal data for candidates for the doctoral school is posted on the UL BIP website. The candidate shall confirm that he/she has read this clause before creating an account in IRK.

## **Section 8**

### **Documents required from candidates**

1. A candidate for SDNS shall submit an application form for admission to SDNS printed from the IRK system and signed (a template is set out in Annex 1 to the Recruitment Rules).
2. Other documents required in the recruitment process:
  - 1) a copy of the diploma of completion of the Bachelor's and Master's studies or the Uniform Master's Studies or equivalent, together with a copy of the diploma supplement (subject to Section 8(2)(3) - original or a copy certified by an UL employee to be a true copy of the original, Candidates who have completed their studies outside the Republic of Poland should provide the grading scale applicable in the country where they have completed their studies,
  - 2) If a candidate has completed his/her studies abroad, the diploma must be legalised or apostilled, and confer the right to apply for the award of a doctoral degree in the country whose higher education system includes the institution which has awarded it. In the case of a diploma issued in a language other than Polish or English, a translation into one of these languages must also be submitted. The candidate shall submit a statement with a commitment to provide a sworn translation of the aforementioned diploma into Polish within the time limit specified in the statement (Annex 2 to the Recruitment Rules).
  - 3) Candidates referred to in Section 2(2) of the Recruitment Rules shall submit a certificate of the grade weighted average obtained in the course of the Bachelor's and

Master's studies or the Uniform Master's Studies or equivalent (where a weighted average cannot be shown, the arithmetic average may be accepted), as well as a commitment to provide a certificate of having passed the diploma examination and having been awarded the Master's degree within the time limit consistent with the recruitment schedule (a template of the commitment is set out in Annex 3 to the Recruitment Rules); the aforementioned persons shall provide a copy of the diploma confirming the obtaining of the degree referred to in Section 2(1) of the Recruitment Rules, before commencing education at SDNS,

- 4) an outline of the proposed doctoral dissertation with a statement confirming that the candidate has never previously prepared or defended a doctoral dissertation in the proposed topic (the obligation to submit the aforementioned statement does not apply to cases of transfer from another doctoral school and to persons who will be studying under a cotutelle agreement and are already studying at a foreign university at the time of recruitment). The outline (ca 5–8 pages) must include:
  - a) an introduction with indication of the research problem,
  - b) reasons for taking up the problem/research topic - its scientific significance,
  - c) a review of the literature on the topic together with an indication of the "gap" in science that the candidate intends to fill with his/her research,
  - d) identification of the main research questions, the research objective, the main thesis and possible specific hypotheses,
  - e) research method(s) to address the research problem,
  - f) contribution to the development of science, and in the case of the industrial doctoral programme, the practical usefulness of the solutions,
  - g) bibliography,
- 5) a statement of an UL employee on his/her readiness to act as a supervisor (if the candidate has such a consent) - according to the template available in the IRK system or an application for the appointment of a selected person, who is qualified to act as a supervisor, as a supervisor of one's doctoral dissertation (Annex 4 to the Recruitment Rules). SDNS shall make available on its website a list of potential supervisors with an indication of their area of research interest, at the latest one month before the start of the recruitment procedure. The list shall be drawn up by the Director of SDNS in consultation with the persons he/she intends to include in the list. A written consent of a person concerned shall be a condition for inclusion in the above list,
- 6) a questionnaire for evaluation of the candidate's documentation (Annex 5 to the Recruitment Rules), which is the candidate's declaration of achievements to be evaluated,
- 7) a document confirming the candidate's knowledge of English of at least B2 level (in the case of a certificate or diploma - a copy - an original for inspection, in the case of certificates - an original) in accordance with the List of Documents Confirming the Knowledge of a Modern Foreign Language (Annex 6 to the Recruitment Rules), if the candidate does not have the aforementioned document, he/she shall take the English language examination under the principles laid down in Section 9 of the Recruitment Rules,
- 8) confirmation of previous research activities (during the recruitment procedure, an account shall be taken of the candidate's documented research and organisational activity corresponding to the disciplines in which SDNS is conducted, from the last 5 years preceding the recruitment - until the end of the online registration):
  - a) publications - the following should be attached: photocopies of the title page and the editorial page, the table of contents and the first and last page of own text (already published works); or a certificate from the editorial office / publisher that the work has been accepted for publication.
  - b) participation in scientific conferences - confirmation of participation must be provided in the form of: a conference programme with the title of the presentation



- and the candidate's name, or confirmation by the conference organisers of the candidate's active participation with the title of the presentation,
- c) scientific and research projects - participation in projects confirmed by a document from the grantor, a letter from the project manager (copy – original for inspection),
  - d) a document (copy - original for inspection) confirming knowledge of languages other than English and one's mother tongue (in accordance with the List of Documents Confirming the Knowledge of a Modern Foreign Language (Annex 6 to the Recruitment Rules),
- 9) attestation of social, organisational and popularisation activities - each organisational activity and its duration should be confirmed (copy and original for inspection), a candidate with a certificate of disability / degree of disability issued based on the provisions of the Act on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (consolidated text Journal of Laws of 2021, item 573 as amended) shall submit a copy of the certificate with other recruitment documents if he/she intends to exercise additional rights under the law,
- 10) candidates of foreign nationalities shall also submit:
- (a) a document confirming the legality of their residence in the territory of the Republic of Poland in the form of a copy of a current visa or residence card immediately after obtaining one of the aforementioned documents, at the latest by the end of the first semester of study at SDNS,
  - (b) for candidates who do not have their domicile or habitual residence or registered office in the Republic of Poland, another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area - a written designation of an address for service in the territory of the Republic of Poland or appointment of a representative ad litem (for the purposes of service of letters and administrative decisions). If the above obligation is not fulfilled, decisions and letters shall be left in the candidate's file with effect of having been served.
3. All documents required in the recruitment process must be submitted in the form of originals, unless the specific provisions set out in Section 8(2) provide otherwise. A candidate residing abroad may send by e-mail a request to the Director of SDNS for the possibility to submit the documentation in paper form after the deadline resulting from the recruitment schedule, with a simultaneous commitment to deliver the original documents before the date of signing the oath act. In case of failure to provide a set of original documents, an administrative decision to refuse admission to SDNS shall be issued.
4. Verification of the diploma referred to in Section 8(2)(2) and conversion of the results into the system in force in the Republic of Poland, as referred to in Section 7(1)(c), shall be carried out in cooperation with BWZ.
5. The documents may be delivered via a postal operator. The date of delivery of the documents is considered to be the date of their receipt at SDNS.
6. If a candidate provides an incomplete set of documents, he/she shall be requested, via a message in the IRK system, to complete them. Such message shall be deemed delivered one day after it has been posted in the system. From this moment, the candidate shall have seven days to complete the documentation. If a candidate fails to provide the documents referred to in Section 8(2) (1)-(4) in the manner indicated in the message delivered by IRK, within seven days of its delivery, he/she shall not be admitted to further stages of the recruitment procedure.
7. The University shall return the original documents, retaining the copies certified as true copies. If a candidate is not admitted, all case files and personal data of the candidate shall be kept by SDNS for two years after the end of the recruitment procedure.

## Section 9 English language examination

1. An examination verifying the candidate's knowledge of English at B2 level shall be conducted.
2. In order to proceed with the recruitment procedure, the candidate must obtain at least 60% of the possible points in the examination.
3. The examination shall be waived if, at the time of recruitment, the candidate presents a document confirming his/her knowledge of English at least at B2 level, from the List of Documents Confirming the Knowledge of a Modern Foreign Language (Annex 6 to the Recruitment Rules).
4. Neither the examination nor the language certificate exempting from the examination shall be scored in further stages of the recruitment procedure.
5. The detailed rules of the English language examination shall be made available to candidates via a message in the IRK system.

## Section 10 Evaluation of candidate's documentation

1. The Recruitment Committee shall verify whether the candidate's planned doctoral dissertation will be written in the discipline(s) indicated by the candidate. If more than one discipline is indicated, the Committee shall verify whether the discipline indicated by the candidate as leading will play a leading role in the planned doctoral dissertation. In the event of a discrepancy between the candidate's declaration and the facts, the Committee shall assign the candidate to the discipline within SDNS to which the planned doctoral dissertation corresponds in the largest part or in its entirety.
2. The Recruitment Committee shall evaluate the preliminary outline of the dissertation, which should show the structure of the planned work and research, including synthetic descriptions of the different parts of the projected research work. The Committee may commission an expert outside the Committee to provide an opinion on the outline.
3. The Recruitment Committee shall review the candidate's documentation, evaluate his/her scientific record and achievements. A maximum of **110 points** can be obtained for this stage.
4. In the case of documentation of the candidate's scientific record and achievements published in a language other than Polish or English, the candidate shall submit a translation of such documents into one of the abovementioned languages, and in the case of publications – a translation of at least the bibliographic description and the abstract. If these translations are not provided, the academic record and achievements shall not be counted towards the candidate's score.
5. Detailed scoring of the candidate's assessment based on the documentation submitted:

No.	Candidate's achievements	Number of points
1.	<p><b>The grade weighted average</b> obtained in the course of the Bachelor's and Master's studies or the Uniform Master's Studies or equivalent converted according to a scale:</p> <p>4.75 – 5.00 - 25 points            4.51 – 4.74 - 23 points            4.25 – 4.50 - 21 points            4.00 – 4.24 - 19 points            3.75 – 3.99 - 17 points            below 3.75 - 0 points</p>	Max. 25 points

	<p>Candidates referred to in Section 2(3) of the Recruitment Rules, shall be awarded 25 points.</p> <p>In the case of completion of BA and MA studies, the grade calculated as the arithmetic mean of the grades from these studies shall be taken into consideration .</p>	
2.	<p><b>Knowledge of foreign languages</b> confirmed with a certificate (from the list in Annex 6 to the Recruitment Rules). Points are given for knowledge of languages <b>other</b> than English and candidate's mother tongue:</p> <p>B2 – 1 point for each foreign language  C1 – 2 points for each foreign language  C2 – 3 points for each foreign language</p>	<p>Total points for language certificates, max. 5 points</p>
3.	<p><b>Documented publishing activity</b> in the field of social sciences, from the last 5 years, up to 5 selected items (authorship and/or co-authorship):</p> <p>Works published before 2019</p> <ul style="list-style-type: none"> <li>– publication in journals from JCR or Scopus lists – 15 points;</li> <li>– articles in scientific journals - included in the MNiSW List of journals – MNiSW Communication of 26 January 2017: <ul style="list-style-type: none"> <li>list A – 15 points shall be awarded,</li> <li>list B – 5 points shall be awarded,</li> <li>list C – 10 points shall be awarded;</li> </ul> </li> <li>– monograph – 15 points;</li> <li>– chapter in monograph – 5 points;</li> </ul> <p>Papers published or accepted for publication as of 2019:</p> <ul style="list-style-type: none"> <li>– publication in journals from JCR or Scopus lists – 15 points;</li> <li>– papers published in scientific journals and peer-reviewed materials from international conferences - included in the MEiN Communication of 21 December 2021, (where it is to the candidate's advantage, it is possible to take account of publication in accordance with the MEiN Communication in force at the time the work is published): <ul style="list-style-type: none"> <li>20–40 points – 5 points shall be awarded,</li> <li>70 points – 10 points shall be awarded,</li> <li>above 70 points – 15 points shall be awarded;</li> </ul> </li> <li>– a scientific monograph published by a publisher included in the list of publishers publishing scored peer-reviewed scientific monographs (MEiN Communication of 22 July 2021; where it is to the candidate's advantage, it is possible to take account of publication in accordance with the MEiN Communication in force at the time the work is published) – 15 points;</li> <li>– a chapter in a peer-reviewed scientific monograph published by a publisher included in the list of publishers publishing scored peer-reviewed scientific monographs (MEiN Communication of 22 July 2021; where it is to the candidate's advantage, it is possible to take account of publication in accordance with the MEiN Communication in force at the time the work is published) – 5 points;</li> <li>- a peer-reviewed scientific monograph published by a publisher included in the list of scientific journals/publishers in the country of origin of a candidate of foreign nationality - 15 points</li> </ul>	<p>Total points for publications , max. 35 points</p>
4.	<p><b>Participation in scientific conferences</b> during the last 5 years, up to 3 selected:</p> <ul style="list-style-type: none"> <li>– participation in an international scientific conference: oral presentation/poster – 3 points;</li> <li>– participation in a national scientific conference: oral presentation/poster – 2 points;</li> </ul>	<p>Total points for conferences , max. 5 points</p>

	<ul style="list-style-type: none"> <li>– participation in an industry conference: oral presentation/poster – 2 points;</li> <li>– participation in a student-doctoral conference with an oral presentation/poster – 1 point.</li> </ul> <p>Only one oral presentation at each conference is counted as an academic record.</p>	
5.	<p><b>Participation in scientific and research projects</b> during the last 5 years:</p> <ul style="list-style-type: none"> <li>– manager of a project financed from central funds, eg. NCN/NCBiR/NPRH/etc. – 15 points;</li> <li>– Industrial doctoral programme – 15 points.;</li> <li>– participation as a contractor in a project financed from central funds, e.g. NCN/NCBiR/NPRH/etc. – 10 points;</li> <li>– student research grant from the UL/other university/grant financed from public funds – 5 points.;</li> <li>– participation in scientific and research projects carried out by foreigners outside the Republic of Poland – 15 points</li> </ul>	Total points for projects, max. 15 points
6.	<p><b>Other activities: social, organisational, educational and popularising</b> during the last 5 years: Other activities shall mean:</p> <p>(a) activity (for at least 1 year) in a science club and student organisations (e.g. ELSA, PSSiAP, AIESEC, ERSA, ESN), participation in organising conferences and trainings (except those organised as part of the activities of the science club/student organisations), activity in the Faculty or University Student Government Council or collective bodies of the Faculty/University, volunteering, activity for the benefit of the local community, honorary blood donation;</p> <ul style="list-style-type: none"> <li>– 1 point shall be awarded for each year of activity for each documented social and organisational activity,</li> <li>– additionally, for chairing or vice-chairing a student association or organisation, regardless of the period – 1 point;</li> </ul> <p>(b) for candidates in the industrial doctoral programme – active participation in the represented industry (presentations at industry meetings, conducting industry training, publications in industry portals, authorship of texts in industry magazines, participation in internal projects of the employer),</p> <ul style="list-style-type: none"> <li>- 1 point shall be awarded for each certified activity</li> </ul> <p>(c) completion of a second study programme of the BA and MA studies or the Uniform Master's Studies or non-degree postgraduate studies.</p> <ul style="list-style-type: none"> <li>- 1 point shall be awarded for each second study programme completed</li> </ul>	Total points for activity max. 5 points
7.	<p><b>Preliminary dissertation outline</b></p> <p>The outline is evaluated independently by 2 committee members from the discipline, each evaluator has 10 points, the final grade is the sum of the points.</p>	Max. 20 points

## Section 11

### Interview with the candidate

1. In order to be admitted to the interview, a student must obtain from the documentation assessment a number of points that allows (in the case of the maximum score in the interview) to reach the minimum limits for admission to SDNS, including the limit referred to in Section 2(7) of the Recruitment Rules. If the aforementioned condition is not met, the Committee shall inform the candidate via IRK that he/she has not been admitted to the interview.
2. At the beginning of the interview, a candidate is obliged to present an identity document to the Committee.
3. The interview may be conducted remotely. The decision on the form of the interview shall be taken by the chairperson of the Recruitment Committee. A candidate who is to be interviewed remotely shall be notified via the IRK system at least three days before the scheduled interview.  
At the candidate's request, the chairperson of the Recruitment Committee may change the decision on the form of the interview also at a later date if this is possible.
4. The detailed conditions and procedure for conducting remote recruitment (including instructions for the conduct of the remote interview) may be specified in separate regulations applicable at the UL.
5. Candidate of foreign nationality may take part in an interview in English after making an appropriate entry in the IRK system.
6. Each member of the Committee shall evaluate the interview independently, having 25 points at his/her disposal. The final number of points awarded to the candidate shall be an arithmetic mean of the points awarded by the members of the Committee participating in the interview of the candidate concerned.

<p><b>During the interview, the following shall be evaluated:</b></p> <ul style="list-style-type: none"> <li>– knowledge of research methods applied in the scientific work in the given discipline,</li> <li>– knowledge of previous achievements of Polish and foreign science on the subjects to be dealt with in the candidate's research,</li> <li>– knowledge of national and international scientific centres in the chosen discipline(s),</li> <li>– innovative thinking and flexibility in the candidate's concept of the doctoral thesis, also in the context of the possibility of being supervised by an employee(s) of the university indicated in the list of potential supervisors whose scientific profile(s) is/are closest to the subject indicated by the candidate,</li> <li>– having basic knowledge of the possibilities for obtaining funds for conducting scientific research and of the application of the output resulting from the planned doctoral dissertation in the process of commercialisation of the results of scientific activity, insofar as it results from the research topic,</li> <li>– career plans and motivation to scientific work and activity in academic environment,</li> <li>– the linguistic level of the answers (fluency in specialist terminology, ability to compose a speech, communicativeness, interaction during discussion).</li> </ul>	<p>Max. 25 points</p>
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7. Subject to Section 2(7) of the Recruitment Rules, admission within the fixed limit of places for the discipline is conditional on obtaining 50% of the possible points in the interview.

## **Section 12**

### **Completion of the recruitment procedure**

1. The minutes of the recruitment procedure of each candidate - with his/her individual score - shall be drawn up. The minutes shall be signed by the chairperson of the Recruitment Committee and all its members.
2. The total number of points which may be obtained in all stages of the recruitment procedure is 135. The minimum number of points to qualify a candidate for admission to SDNS is 50% of the number of points possible in all stages of the recruitment procedure.
3. At the end of the recruitment procedure, the Recruitment Committee shall draw up separate ranking lists for candidates assigned to individual scientific disciplines within SDNS.
4. Within the limit of places for candidates assigned to a particular discipline, admission to SDNS shall be decided according to the number of points obtained by the candidate, determined on the basis of the individual minutes referred to in Section 12(1).
5. The Recruitment Committee shall recommend a supervisor for each candidate admitted to SDNS. Information about the Committee's recommendations shall be included in the recruitment minutes. The recommended supervisors shall be selected from the list of potential supervisors referred to in Section 8(2)(5) of the Recruitment Rules. When making its decision to recommend a supervisor for a given candidate, the Recruitment Committee shall use statements or applications referred to in Section 8(2)(5) of the Recruitment Rules.
6. If the limit of places provided for SDNS is not filled:
  - a) the Recruitment Committee may draw up a uniform ranking list for all candidates to SDNS who have not fit into the admission limits for the disciplines to which they are assigned,
  - b) based on the above list, the Committee may qualify candidates for admission to SDNS according to the number of points obtained, while increasing the admission limit(s) for the disciplines to which the recruited candidates are assigned, so as to meet the admission limits for SDNS,
  - c) if at least two candidates from the aforementioned list obtain an equal number of points entitling them to take up the only remaining place filling the admission limits for SDNS, the Recruitment Committee shall decide which of them to admit, based on the points awarded for the criterion: the candidate's academic record. If it is not possible to take a decision based on this criterion, the Committee shall make its selection on the basis of the number of points awarded for the interview. If this criterion is also inconclusive and the UL Rector does not make a decision to extend the admission limits for SDNS, all candidates who have received an equal number of points shall not be admitted,
  - d) the Recruitment Committee may decide to transfer the places not used in the recruitment procedure within a given discipline to the other SDNS disciplines,
  - e) the Recruitment Committee may refrain from filling the limit of places provided for SDNS; this applies in particular when the limit within a given discipline has been filled and subsequent candidates from the ranking list would increase the limit for that discipline.
7. The Recruitment Committee shall draw up the recruitment minutes, with the ranking lists mentioned in Section 12(3) and the scores as an attachment thereto, and a list of candidates qualified for SDNS (specifying the fact of assigning particular persons to appropriate disciplines) and a list of persons not qualified - the recruitment results. The minutes and the aforementioned lists shall be signed by the chairperson of the Recruitment Committee and all its members with a handwritten signature or a signature in a trusted profile or with a qualified electronic signature. Recruitment results shall be public.

8. Any deletions or amendments to the minutes should be attested by the signature of the chairperson of the Recruitment Committee.
9. Admission to SDNS shall take place through entry into the list of doctoral students by the Director of SDNS. Without prejudice to generally applicable legislation, in the case of foreign nationals, admission to SDNS shall take place through an administrative decision signed by the chairperson of the Recruitment Committee on the basis of the authorisation from the UL Rector.
10. The Director of SDNS shall verify persons qualified for admission to the school prior to entering them to the list of persons admitted. Candidates referred to in Section 2(2) of the Recruitment Rules, who have not fulfilled the obligation to complete the documentation by the date specified in the recruitment schedule, in accordance with the statement referred to in Section 8(2)(3) of the Recruitment Rules, shall not be admitted to SDNS. .  
Candidates who have fulfilled the recruitment conditions, but have not qualified for admission due to the filled limit of places, may be enrolled in the vacant places.
11. The Director of SDNS shall verify candidates entering the recruitment procedure for SDNS on the basis of the provisions of Section 14(1)(a), (b), (c) of these Rules, qualified for admission to the school. In case of non-receipt of funding, the above-mentioned candidates shall not be admitted to SDNS, even if the result of the recruitment procedure is positive.
12. Refusal of admission to SDNS shall take the form of an administrative decision signed by the chairperson of the Recruitment Committee on the basis of the appropriate authorisation from the UL Rector.
13. A candidate may request a reconsideration of the decision to refuse admission to SDNS. Such a request shall be submitted to the Recruitment Committee within 14 days of the date of delivery of the decision. The Recruitment Committee shall reconsider the case. The case shall be resolved by means of an administrative decision signed by the chairperson of the Recruitment Committee on the basis of the appropriate authorisation from the UL Rector. The Committee shall notify the UL Rector of the request for reconsideration of the case and of the contents of the decision.
14. The decision to refuse admission to SDNS shall be delivered by registered mail with a return acknowledgement of receipt to the correspondence address provided by the candidate in the IRK system. The candidate may collect the decision in person.
15. If, at the end of the recruitment procedure, the number of candidates to SDNS exceeds the limits assigned to that school, a reserve ranking list of candidates shall be created - a uniform list of candidates who have not been admitted to SDNS, together with the assigned scores. The reserve ranking list shall include persons who have fulfilled the admission requirements but have not been admitted due to filling the limit of places. Persons on this list shall be notified of the announcement of any potential recruitment procedure conducted in the same academic year.
16. If a person admitted to SDNS resigns from the doctoral school before 31 October of the year in which he/she was admitted, the Director of SDNS may admit a person from the reserve list to SDNS in his/her place, at the same time increasing the limit of places assigned to the discipline to which this person has been assigned in the recruitment process.
17. In the case referred to in Section 12(16) and Section 3(5) of the Recruitment Rules, priority admission shall be given to persons who plan to carry out their doctoral dissertation under a cotutelle agreement (regardless of the score they have obtained in the recruitment process), and who present, together with the recruitment documentation, the consent of two supervisors to undertake supervision of the candidate, including a supervisor from a foreign university.

### **Section 13**

#### **Recruitment of persons with a cotutelle agreement**

1. Admission of a candidate of foreign nationality to SDNS outside of the recruitment competition may take place by means of the decision of the UL Rector if the candidate is already a doctoral student or has successfully passed the recruitment procedure to a doctoral school or to a doctoral programme at a foreign university and will be studying under a cotutelle agreement, and has been recommended by the Director of SDNS. Such a candidate shall provide the Director of SDNS with an application for admission to SDNS (in accordance with Annex 1 to the Recruitment Rules) along with the following attachments:
  - a statement from an academic staff member employed at the UL on his/her willingness to undertake the supervisorship,
  - a recommendation from a supervisor or a person who has agreed to act as a supervisor at a foreign university,
  - a draft cotutelle agreement (in the wording agreed with the UL authorities and the authorities of the foreign university), on the basis of which the candidate will be studying,
  - a document issued by a foreign university confirming that the candidate is a doctoral student of that university or has successfully passed the recruitment process, and that the university agrees to train the doctoral student under a cotutelle agreement (in accordance with the attached draft agreement) to be signed with the University of Lodz,
  - the other documents provided for in the recruitment process as referred to in Section 8 of the Recruitment Rules.
2. The Director of SDNS shall take a decision on the recommendation of a given candidature after consultation with specialists representing the discipline(s) in which the candidate intends to write his/her doctoral dissertation, who are members of the School Council.

### **Section 14**

#### **Special provisions on recruitment for candidates whose doctoral scholarship will be financed in whole or in part from external funds**

1. Recruitment for persons whose doctoral scholarship, if admitted to SDNS, will be financed in whole or in part from external funds shall cover the following categories of persons:
  - a) persons whose doctoral scholarship, if admitted to SDNS, will be financed in whole or in part by grants for the implementation of scientific projects obtained by the UL,
  - b) persons whose doctoral scholarship, if admitted to SDNS, will be financed in whole or in part from funds provided by external institutions (e.g. institutes of the Polish Academy of Sciences) from their own funds or from grants obtained by these units,
  - c) persons who have obtained funding within the framework of the industrial doctoral programme,
  - d) foreign nationals undergoing training on the basis of the provisions of Article 323(1)(1-5) of the PSWiN Act and having external resources granted under the provisions of Article 323(2) of the PSWiN Act.
2. External funds are funds raised for the payment of the doctoral scholarship from financial resources:
  - (a) derived from project grants obtained by the UL,
  - (b) obtained from external institutions, e.g. Institutes of the Polish Academy of Sciences, from own funds or from grants obtained by these units,
  - (c) awarded under the industrial doctoral programme,
  - (d) granted under the provisions of Article 323(2) of the PSWiN Act.
3. The own contribution includes funds that the UL must provide in order to be able to pay the doctoral scholarship during the full period of education.



4. In the cases referred to in Section 14(2)(a) and (b) of these Rules, the project manager or a representative of an external institution (in particular the Director of the Institute of the Polish Academy of Sciences), shall apply to the Director of SDNS with a written request to initiate additional recruitment procedure or to admit to the planned recruitment to SDNS for persons whose names are included in the list attached to the letter. The letter should also include the following information:
  - a) a declaration of the project manager or a representative of an external institution that he/she is willing to finance, in whole or in part, a doctoral scholarship for the persons listed, either from a grant awarded or from funds allocated or raised by the institution he/she represents, with specific amounts broken down for each year of education for individual candidates,
  - b) in the case referred to in Section 14(2)(a) - a statement by the project manager that the allocation of funds for the payment of a doctoral scholarship from a given grant for the implementation of scientific projects carried out at the UL is in accordance with the call for proposals or competition documentation of a given project, which provides for the possibility of financing a doctoral scholarship from the funds for the implementation of the project,
  - c) in the case referred to in Section 14(2)(a) (when dealing with a project financed through an international grant) - a statement by the project manager that the allocation of funds for the payment of a doctoral scholarship from a given grant is not contrary to the law and regulations of a given grant,
  - d) in the case referred to in Section 14(2)(b) – a declaration of the representative of the external institution on the conformity of the financing of the doctoral scholarship from a given grant with applicable regulations and with the call for proposals or competition documentation for a given grant and a declaration that, if it is not possible to cover the costs of the doctoral scholarship in the declared scope from the funds coming from the grant, the institution represented thereby shall pay the entire declared amount in due time from its own funds.
5. The Director of SDNS shall request the Rector to initiate additional recruitment procedure for candidates whose doctoral scholarship, if admitted to SDNS, will be financed in whole or in part from external funds, together with a proposal for the date of recruitment procedure and the admissions limits, if such recruitment at a given date has not been previously envisaged. The limit of persons foreseen for admission in a given recruitment procedure shall not be less than the number of persons on the list referred to in Section 14(4).
6. The Director of SDNS shall provide the UL Rector with information on the number of persons whose scholarship, in the event of admission to SDNS, will be financed in whole or in part from external funds, together with an indication of the amount of the doctoral scholarship that will be covered from the funds referred to in Section 14(2)(a) and (b).
7. In the case referred to in Section 14(2)(b), if the candidate successfully passes the recruitment procedure, after the person admitted has taken the oath, UL and the external institution shall conclude an agreement on the financing of the doctoral scholarship, the template of which is determined by separate regulations in force at UL.
8. Recruitment procedure launched for persons whose doctoral scholarship, in the event of admission to SDNS, will be financed in whole or in part from external funds, may be entered by persons on the list referred to in Section 14(4) and by persons referred to in Section 14(1)(c) and (d).
9. If the cost of a doctoral scholarship for persons included in the personal list referred to in Section 14(4) is not to be covered in its entirety by external funds, the Director of SDNS shall request the Rector of UL to allocate own contribution necessary to pay the doctoral scholarship to all persons on the list, while providing the following data:
  - the total estimated cost of financing the doctoral scholarships for all candidates likely to be admitted under a given recruitment procedure,

- the amount of external funding to be raised for the payment of a doctoral scholarship for the full period of education to all candidates who may be admitted under a given recruitment procedure,
- the estimated total amount of own contribution for all candidates who may be admitted under a given recruitment procedure.

The Rector shall take a decision on the matter at the request of the Director of SDNS.

10. A prerequisite for the admission to SDNS of a candidate whose doctoral scholarship is to be paid from a grant for the implementation of a scientific project shall be a declaration by the project manager that the tasks envisaged in the project are consistent with the outline of the doctoral dissertation presented by the candidate, attached to the recruitment documentation submitted by the candidate.
11. The own contribution may come from the central funds of the university or, at the request of the dean, from the funds of the faculty participating in the training of doctoral students at SDNS.
12. The research scholarship provided for a doctoral student in a project implemented at the UL and the doctoral scholarship may be paid independently of each other.
13. In the course of the project, the entire doctoral scholarship, including the amounts paid for social insurance and the amount allocated for the disability allowance, may be financed from external funds. As far as the project allows, as much of the doctoral scholarship as possible should be financed from external funds.
14. The amount paid to a doctoral student from external funds as a doctoral scholarship shall not be refunded.