

*Annex to Resolution No. 282 of the Senate  
of the University of Lodz  
dated 14 March 2022.*

**Recruitment Rules  
to Doctoral Schools  
for the academic year 2022/2023**

## Table of Contents

§ 1 – General Provisions.....	3
§ 2 – Payment.....	4
§ 3 – Electronic Registration.....	4
§ 4 – Documents required from candidates.....	6
§ 5 – Recruitment procedure.....	7
§ 6 – Completion of the recruitment procedure.....	9
§7 – Recruitment documentation.....	11
§8 – Recruitment of persons of foreign nationalities to Doctoral Schools.....	12
§9 – Detailed criteria for admission to the University of Lodz Doctoral School of Humanities.....	14
§10 – Detailed criteria for admission to the University of Lodz Doctoral School of Social Sciences.....	20
§11 – Detailed criteria for admissions to the University of Lodz Doctoral School of Exact and Natural Sciences .....	27
§12 – Detailed criteria for admissions to the Bio-Med-Chem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences .....	37
§13 – Detailed rules on recruitment for candidates whose doctoral scholarship will be financed in part or in full from external funds.....	43

## § 1

### General provisions

1. Terms used in this act shall mean:
  - a) Recruitment Rules – rules of admission to Doctoral Schools for the academic year 2022/2023
  - b) UL – University of Lodz
  - c) NCN - National Science Centre
  - d) NCBiR - National Centre for Research and Development
  - e) MEiN – Ministry of Education and Science
  - f) MNiSW – Ministry of Science and Higher Education
  - g) Grant – funds awarded to carry out a scientific or research project
  - h) PSWiN – Act of 20 July 2018 Law on Higher Education and Science (consolidated text, Dz. U. – Journal of Laws of 2021, item 478, as amended),
  - i) Scientific project – an activity financed (in full or in part) by a grant, which includes the implementation of scientific research (within the meaning of Article 4(2) of the PSWiN)
  - j) IRK - Online Registration of Candidates of the University of Lodz
  - k) BiP – Public Information Bulletin
  - l) BWZ – International Relations Office at the University of Lodz
  - m) External institution – an institution not subordinated to the Rector of the UL
  - n) remote mode: a meeting held away from the premises of the university using electronic means of communication ensuring, in particular, real-time transmission between the participants and multilateral real-time communication.
2. A person who holds a master's degree, master of science, master of engineering, or equivalent may apply for admission to the Doctoral School.
3. In exceptional cases, justified by the highest quality of scientific achievements, a person who does not meet the condition specified in § 1(2), being a graduate of the first-cycle studies or a student who completed the third year of a uniform master's studies, may be admitted to the recruitment process. Individuals whose scholarly achievements are of the highest quality include:
  - a. Diamentowy Grant [Diamond Grant] beneficiaries;
  - b. the 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 Announcement, published within 5 years preceding the recruitment (until the end of the online recruitment);
  - 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 "Perły nauki" programme.
4. You can only be a doctoral student at one Doctoral School at a time.
5. A prerequisite for admission to Doctoral Schools is the originality of the proposed 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 those who will be studying under a cotutelle agreement and are already studying at a foreign university at the time of recruitment.

6. Candidates for Doctoral School:
  - a) register in the IRK system;
  - b) submit a set of documents listed in § 4 and § 9 – § 12, and in the case of persons of foreign nationality also in § 8.
7. The form of assistance for individuals with disabilities during the recruitment procedure may be arranged with the Chairman of the Recruitment Committee through the Academic Support Centre after the candidate has reported to the Academic Support Centre with a valid disability certificate/certificate on degree of disability. The University provides conditions for persons with disabilities to participate fully in the recruitment process, including by providing a sign language interpreter or being accompanied by an assistant during the interview, but the candidate should report such a need during the IRK registration process.
8. The recruitment procedure is initiated on the day on which the following two conditions are fulfilled jointly: receipt by the Doctoral School of a signed application for admission to the Doctoral School in written form (hereinafter: application), printed on a form generated from the IRK system, and payment of the fee provided for in § 2 of the Recruitment Rules and assignment to the chosen Doctoral School. Online registration does not constitute an activity initiating the recruitment procedure. If you register in IRK and do not submit a paper application for admission to a Doctoral School and do not have the above payment assigned to your school, no procedural action will be taken.
9. The Rector, in consultation with the Directors of the Doctoral Schools, establishes the recruitment schedule and admission limits for candidates to each Doctoral School and (within each Doctoral School) the admission limits for candidates assigned to each discipline. Admission limits for specific disciplines may be changed during the recruitment process by the Recruitment Committee under the terms of § 6.
10. The sum of the admission limits for candidates assigned to individual disciplines within a given Doctoral School may be lower than the overall admission limit for a given Doctoral School.
11. The Rector of the University of Lodz, at the request of the Director of a Doctoral School, may decide to increase the admissions limit at a given Doctoral School for a given academic year, also during the recruitment process.
12. The provisions of the resolution also apply to persons of foreign nationalities – irrespective of the legal basis for education referred to in Article 323(1) of the PSWiN, subject to § 8(8).

## **§ 2**

### **Payment**

1. The amount of the application fee and the procedure for its payment are determined by separate regulations in force at UL.
2. If the fee assigned to a particular Doctoral School is not paid, recruitment procedure shall not be initiated.

## **§ 3**

### **Electronic registration**

1. It is mandatory for a candidate to register for admission to the Doctoral School in IRK system. Specifically, the candidate's responsibilities include:

- a) filling out the registration form;
  - b) attach in the system your current photograph taken in a format meeting the requirements specified for ID cards in case of Polish citizens or for passports in case of persons of foreign nationalities;
  - c) entering the results of your diploma or certificate of graduation; the data entered by a candidate will be verified when he/she submits documents. Candidates with foreign diplomas enter their diploma results according to the grading system of the country they studied in; these results are converted to the Polish system proportionally, according to the percentage of the maximum possible number of points, by the Doctoral School. Conversion tables for conversion to the Polish system are prepared by the UL International Relations Office (BWZ);
  - d) selecting a Doctoral School and identifying the discipline(s) in which the dissertation will be prepared. If the thesis will be prepared in more than one discipline, then the candidate shall indicate the lead discipline. The candidate is assigned to the discipline indicated as the lead one in the recruitment process;
  - e) tracking the recruitment process, including checking deadlines for documents and interviews;
  - f) after registering in IRK – checking IRK account daily to receive any messages;
  - g) making legible scans in PDF format of all the paper documentation (and the photograph which has been uploaded to the IRK system) which the candidate submits as part of the recruitment process, and uploading them to IRK in the time allowed by the recruitment schedule for online registration. Each scanned file should contain the candidate's first and last name and an indication of what document was scanned, as follows: First\_Name\_Name of the scanned document.
  - h) submitting the required documents specified in § 4 and § 9 – § 12, by the deadlines specified in the recruitment schedule.
2. Administrative staff members, designated by the Director of the Doctoral School to operate the IRK, verify that the data entered into the IRK system by the candidate matches the original documents submitted by the candidate. If the candidate provided incorrect or incomplete data in the electronic recruitment system, he/she will be prompted to correct them by a message sent in the IRK system. Such message shall be deemed delivered one day after it has been posted in the system.
- From that point, the candidate has three days to make the appropriate corrections or to contact the IRK administrator to make the corrections (if the candidate does not have permission to make the correction). The administrative staff designated by the Director of the Doctoral School to operate the IRK shall provide the necessary support to the candidate to correct his/her data correctly. If the candidate fails to make the appropriate corrections listed in the message delivered by the IRK or fails to contact the IRK administrator within three days of delivery, the candidate will not be admitted to further stages of the recruitment procedure.
3. The candidate submits a statement in the IRK system confirming that he/she has never before prepared or defended a doctoral dissertation in the proposed topic. The obligation to submit the above-mentioned statement does not apply to cases of transfer from another Doctoral School and to those who will be studying under a cotutelle agreement and are already studying at a foreign university at the time of recruitment.
  4. Electronic registration to Doctoral Schools is conducted in Polish or in English (for persons of foreign nationalities).

5. Candidate's personal data shall be processed and stored for recruitment purposes in accordance with applicable law and shall be protected. If a candidate is admitted as a doctoral student, the data used in the recruitment process will be transferred to the UL computer systems and will be processed in accordance with other applicable regulations for the purpose of organising and ensuring the proper course of education. Information on the processing of personal data for candidates for Doctoral School is posted on the UL BIP website. Candidate acknowledges reading this clause before creating an account in IRK.

## § 4

### Documents required from candidates

1. The documents required in the recruitment process from the candidates to the individual Doctoral Schools are listed in this section (§ 4) and in § 9 – § 12, and in the case of persons of foreign nationalities also in § 8.
2. In addition to the documents listed in § 9 – § 12 and § 8, a candidate for admission to the Doctoral School shall submit an application form for admission to the Doctoral School (Annex 2) printed out from the electronic recruitment system and signed.
3. If the candidate has a statement from an academic staff member employed at the University of Lodz or at a partner unit with which the Doctoral School is affiliated, that he/she is ready to undertake the supervisorship, he/she submits it together with the other documents. Template of the above-mentioned statement is specified in separate regulations in force at the University of Lodz.
4. If the candidate does not have the statement mentioned in § 4(3), he/she submits an application for the appointment of a person of his/her choice, who is qualified to act as a supervisor, as a supervisor of his/her doctoral dissertation (Annex 4).
5. In addition to the documents listed above, the candidate submits an outline of the proposed dissertation.
6. If a candidate has completed his/her studies abroad, he/she shall submit a diploma certifying that he/she has completed his/her studies abroad or bearing an apostille, granting the right to apply for the award of a doctoral degree in the country in whose higher education system the higher education institution which issued the diploma operates, and a sworn translator's certified translation of the diploma into Polish.
7. Candidate holding a disability certificate/certificate on degree of disability issued under the provisions of the Vocational and Social Rehabilitation and Employment of Persons with Disabilities Act (consolidated text, Dz. U. – Journal of Laws of 2021, item 573, as amended) shall submit them along with other recruitment documents if he/she intends to exercise additional rights under the law.
8. Documents may be delivered via postal carrier. The date of delivery of the documents is then considered to be the date they are received by the Doctoral School.
9. The administrative staff designated by the Director of the Doctoral School to handle admissions will review the set of documents provided by the candidate.
10. If a candidate provides an incomplete set of documents, he/she will be prompted to complete them via a message sent in the IRK system. Such message shall be deemed delivered one day after it has been posted in the system. From that point, the candidate has seven days to complete the documentation. If the candidate fails to provide the

following documents: diploma, dissertation outline, candidate's statement about his/her English proficiency, referred to in § 11 (applicable to candidates to the University of Lodz Doctoral School of Exact and Natural Sciences), and in the case of persons of foreign nationalities obligatory documents to be submitted, listed in § 8 of these Rules, in a way specified in a message delivered by IRK within seven days since its delivery, will not be progressed to further stages of the recruitment procedure.

If the application for admission to the Doctoral School is not delivered or the signature on the above-mentioned application is not affixed, the recruitment procedure shall be deemed not to have been initiated.

11. A candidate is required to present an identification document to the committee when attending an interview.
12. All documents required in the recruitment process must be submitted in the form of originals, unless § 9 – § 12 of the hereby Rules state otherwise, excluding the situation described in § 8(5).
13. If a candidate is not accepted, all case files and personal information about the candidate are retained by the Doctoral School for two years after the end of recruitment.

## **§ 5**

### **Recruitment procedure**

1. Recruitment is conducted competitively by a recruitment committee.
2. The recruitment committee is appointed by the Director of the Doctoral School after consulting the School Council. The Director of the Doctoral School in the appointment shall also indicate the person who will act as deputy chairman of the recruitment committee.
3. The recruitment committee consists of the Director of the Doctoral School and at least two representatives of each of the disciplines in which education at the Doctoral School is conducted, holding the PhD degree with habilitation or the title of professor. A representative of doctoral students participates in the committee's deliberations as an observer. A representative of doctoral students shall be appointed annually 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 committee's deliberations does not prevent the committee from making a decision. A member of the recruitment committee may be a member of the School Council. In the case of recruitment under § 13(1)(a) and § 13(1)(b) of the hereby Rules, the head of the research project for which the candidate is applying may also participate in the interview as an observer.
4. The chairperson of the recruitment committee is the Director of the Doctoral School.
5. The 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 shall participate in the committee's deliberations. In the absence of the chairperson as a result of sudden fortuitous events, the committee shall be chaired by a substitute appointed in advance by the chairperson from among the committee members.
6. The committee makes decisions by a simple study programmeity. In the event of a tie, the committee chairperson will have the casting vote (and in the absence of the chairperson – his/her substitute). If the committee includes a person who has declared his or her willingness to undertake the supervisorship of a particular candidate, that person shall be

excluded from voting on the candidate about whom he or she has declared his or her willingness to undertake the supervisorship. The committee shall keep protocol of the meeting, as well as individual protocol for each candidate.

7. Recruitment to the Doctoral School proceeds in the following stages:

- a) an exam is administered to verify the candidate's English language proficiency of B2 level. The requirement to take the above examination does not apply to the Doctoral School of Exact and Natural Sciences. For candidates for the Doctoral School in the Humanities, it is possible to substitute English for German, French, Italian, Spanish, or Russian.

In order to proceed with the recruitment process, the candidate must obtain at least 60% of the possible points in the examination. The examination is waived if the candidate presents a document confirming his/her knowledge of English from the *List of certificates confirming knowledge of a modern foreign language* (Annex 1). For candidates to the University of Lodz Doctoral School of Humanities, it is also possible to present a document confirming proficiency in German, French, Italian, Spanish, or Russian present in the list above.

Neither the exam nor the exempt language certificate are scored in further stages of the recruitment process;

- b) the recruitment committee will review the candidate's file and evaluate the candidate's scientific record and achievements, as well as his or her academic performance as evidenced by the documents provided by the candidate. In the case of documentation of the candidate's scientific achievements 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 scientific achievements will not be counted towards the candidate's score. The translation requirement does not apply to candidates to the University of Lodz Doctoral School of Humanities if the above documentation is in German, French, Italian, Spanish, or Russian;
- c) The recruitment committee evaluates 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;
- d) The recruitment committee verifies that the candidate's intended dissertation will be in the discipline(s) indicated by the candidate. If more than one discipline is indicated, the committee verifies that the discipline indicated by the candidate as leading will play a leading role in the planned dissertation. If a candidate's declaration is found to be inconsistent with the facts, the committee shall assign the candidate to the discipline within the Doctoral School to which the planned dissertation corresponds in greatest part or in its entirety;
- e) The recruitment committee will interview the candidate on the following basis:
- in order to be admitted to the interview, a student must obtain in the earlier stages of the recruitment procedure a number of points that allows (in the case of the maximum score in the interview) to reach the minimum limits for admission to the Doctoral School, including the limit referred to in § 5(12). In this case the committee will inform the candidate of non-admission to the interview via IRK at least 3 days before the interviews are scheduled to begin,

- the criteria for evaluating a candidate in an interview are listed in the specific provisions set forth in § 9 – § 12 of the Recruitment Rules,
  - the interview may be conducted remotely via teleconference. The interview format is decided by the chairperson of the recruitment committee. A candidate scheduled to participate in a teleconference interview will be notified via the IRK system at least 3 days prior to the scheduled interview. At the request of the candidate, the chairperson of the recruitment committee may change the decision on the interview format at a later date as well, if there is a possibility.
- f) Detailed conditions and procedures for conducting remote recruitment (including instructions for the teleconference interview) may be defined in separate regulations applicable at the UL.
  8. The recruitment procedure takes into account the candidate's documented scholarly and organisational activity corresponding to the disciplines in which the Doctoral School is conducted over the last 5 years preceding recruitment (10 years in the case of candidates for the University of Lodz Doctoral School of Humanities and the Bio-Med-Chem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences entering recruitment under the Industrial PhD programme) – until the end of the electronic recruitment.
  9. The candidate shall attribute his/her scholarly achievements to the scientific discipline(s) to which his/her research and publication activities pertain by submitting an appropriate statement.
  10. Detailed criteria according to which the recruitment committee of a given Doctoral School evaluates a candidate and the manner of awarding points are specified in the provisions of § 9 – § 12 of the hereby Rules.
  11. The recruitment committee recommends a supervisor for each candidate admitted to the Doctoral School. Information about the committee's recommendations is included in the recruitment record. Recommended supervisors are selected from a list of supervisor candidates. Such list shall be prepared by the Director of the Doctoral School in consultation with the persons he or she intends to include on the list. To be included on the above list, a person must give written consent. The list of supervisor candidates and the lists of research topics in projects and grants to which a candidate may apply to the Doctoral School are announced on the Doctoral School website at least one month before the start of recruitment. When deciding to recommend an supervisor for a given candidate, the recruitment committee uses the declarations of academic staff members listed in § 43 that they are willing to act as supervisors, or the applications referred to in § 4(4) of the hereby Rules.
  12. The minimum number of points qualifying a candidate for admission to a Doctoral School is 50% of the number of points possible to obtain in the recruitment procedure, unless the detailed admission criteria for individual Doctoral Schools provide otherwise.

## **§ 6**

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

1. Upon completion of the recruitment procedure, the recruitment committee shall prepare separate ranked lists for candidates assigned to the various scientific disciplines included in the Doctoral School.

2. Within the limit of places for candidates assigned to a given discipline, admission to the Doctoral School shall be decided according to the number of points obtained by a candidate, based on ranking lists created for each discipline, subject to § 5(12) of the hereby Rules.
3. If the limit of seats provided for a particular Doctoral School is not filled, the recruitment committee:
  - a) shall compile a uniform ranked list for all candidates to a particular Doctoral School who have not met the admission limits for the disciplines to which they are assigned;
  - b) based on the above list, the committee shall admit candidates to the Doctoral School according to the number of points earned, while increasing the admission limit(s) for the disciplines to which the recruited candidates are assigned so as to meet the admission limit for the Doctoral School;
  - c) if two or more candidates from the above mentioned list obtained the same number of points and this number would entitle them to take the only remaining place filling the admission limit for a given Doctoral School, then the recruitment committee will decide which of them should be accepted on the basis of the points awarded for the criterion: candidate's scientific achievements. If a determination based on this criterion is not possible, the committee shall make a selection based on the number of points awarded for the interview. If this criterion, too, is inconclusive and the Rector does not decide to extend the limit of admissions to a given Doctoral School, all candidates who received an equal number of points are not admitted.
4. Admission to the Doctoral School is by enrollment by the Director of the Doctoral School. Without prejudice to the generally applicable regulations, in the case of persons of foreign nationalities, admission to the Doctoral School takes place by way of an administrative decision signed by the chairperson of the recruitment committee under the authority of the Rector of the University of Lodz.
5. Candidates for admission to the Doctoral School on the basis of the provisions of § 13(1) (a), (b), (c) of the hereby Rules, in case of failure to obtain funding, will not be admitted to the Doctoral School, even if the result of the a recruitment procedure is positive.
6. Refusal of admission to the Doctoral School takes the form of an administrative decision signed by the chairperson of the recruitment committee on the basis of an appropriate authorisation issued by the Rector of the University of Lodz.
7. A candidate may request reconsideration of a decision to deny admission to a Doctoral School. 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 is resolved by an administrative decision signed by the chairperson of the recruitment committee on the basis of an appropriate authorisation issued by the Rector of the University of Lodz. The committee shall notify the UL Rector of the filing of the request for reconsideration and the contents of the decision.
8. The decision to refuse admission to the Doctoral School shall be delivered by registered mail with return receipt requested to the mailing address provided by the candidate in the IRK system. The candidate may collect the decision in person.
9. In the case of not filling the limit of admissions in a given Doctoral School, the Rector of the University of Lodz may decide to:
  - a) launch another recruitment at a later date;
  - b) extend recruitment period in a particular Doctoral School.
10. Recruitment announced on a subsequent date shall be based on the hereby Rules.
11. Subject to § 6(12), recruitment should end no later than on 30 September. In justified

cases, it is possible to admit a candidate to the Doctoral School at a later date, but no later than 31 October of a given academic year.

12. Recruitment at a different time is possible for candidates whose doctoral scholarship, if accepted to the Doctoral School, will be financed in whole or in part from external funds in the manner described in § 13.

Additional recruitments may also be conducted jointly for the individual categories of persons listed in §13(1) (with a common ranking list and a common schedule).

13. If, at the end of the recruitment period, the number of candidates for a given Doctoral School exceeds the limit assigned to that school, a reserve ranking list of candidates – a uniform list of candidates who were not admitted to the Doctoral School – is created, along with the points assigned. The reserve ranking list includes people who met the recruitment conditions but were not accepted due to lack of places. Individuals on this list are notified of the announcement of any potential recruitment conducted during the same academic year.
14. If a person admitted to the Doctoral School withdraws from the Doctoral School before 31 October of the year in which he or she was admitted, the Director of the Doctoral School may admit the first person from the reserve list to the Doctoral School in his or her place, while increasing the limit of places assigned to the discipline to which the person was assigned in the recruitment process.
15. In the case referred to in § 6(14) and § 1(11) of the Recruitment Rules, priority will be given to candidates who plan to carry out their doctoral dissertation under a cotutelle agreement (regardless of the number of points they obtained in the recruitment process), and who submit with their recruitment documentation the consent of two supervisors to undertake a supervisorship of the candidate, including a supervisor from a foreign university.

## **§ 7**

### **Recruitment documentation**

1. The recruitment committee prepares a protocol of the recruitment procedure, including, among others, all ranking lists mentioned in § 6, together with the scores and the list of candidates qualified for a given Doctoral School, specifying the fact of assigning particular persons to appropriate disciplines. The protocol shall be signed by the chairperson of the recruitment committee and all members of the committee by means of a handwritten signature, a signature in a trusted profile or a qualified electronic signature.
2. In addition, a protocol shall be made of the qualification procedure of each candidate, in which the score obtained in the recruitment process shall be entered. The protocol shall be signed by the chairperson of the recruitment committee and by all members of the committee.
3. All deletions and amendments to the protocol should be confirmed by the signature of the chairperson of the recruitment committee.

## § 8

### **Recruitment of persons of foreign nationalities to Doctoral Schools**

1. The admission to the Doctoral School is open to persons of foreign nationalities who possess a diploma of graduation from a second-cycle programme or a diploma of graduation from a long-cycle Master's degree programme obtained in Poland, or a legalised (or apostilled) diploma of graduation from a foreign country, which entitles them to apply for the award of a doctoral degree in the country in whose system of higher education the higher education institution which issued it operates, and its translation into Polish, certified by a sworn translator.
2. Persons of foreign nationalities may take up education at Doctoral Schools in particular on the basis of an administrative decision referred to in § 6(4) of the hereby Rules. This decision is based on the candidate's individual protocol as drawn up by the recruitment committee and on his/her position on the ranking list. The chairperson of the committee issues the decision described above on the basis of the authorisation issued by the Rector of the UL.
3. Candidates of foreign nationalities submit the documents required for the recruitment process through BWZ. BWZ reviews the submitted documentation in terms of formality and verifies whether the documents submitted by the candidate entitle him/her to apply for education at the Doctoral School at UL, and then forwards them to the appropriate recruitment committee.
4. Candidate of foreign nationality may take part in an interview in English after making an appropriate entry in the IRK system.
5. A candidate residing abroad may direct a request via email through BWZ to the appropriate Director of the Doctoral School for the opportunity to submit documentation in paper form after the deadline resulting from the recruitment schedule, with a commitment to deliver the original documents before the date of signing the oath. If a set of original documents is not provided, an administrative decision to deny admission to the Doctoral School will be issued.
6. The candidate of foreign nationality should also provide the following documents:
  - a document confirming the legality of stay in the territory of the Republic of Poland in the form of a valid visa or residence card immediately after obtaining one of the above mentioned documents, at the latest by the end of the first semester of education at the Doctoral School;
  - a statement of the candidate's and doctoral student's responsibilities to the Doctoral School (Annex 3);
  - application for a place in dormitory (if a candidate wishes to apply for place).
7. If an incomplete set of documents is submitted, the candidate will be prompted to complete them via a message sent in the IRK system. Such message shall be deemed delivered one day after it has been posted in the system. From that point, the candidate has seven days to complete the documentation. If a candidate does not supplement the documentation in a manner described in the message delivered by the IRK within seven days of its delivery, he/she will not be admitted to further stages of the recruitment procedure.
8. The Rector of the University of Lodz may admit a candidate of foreign nationality to the Doctoral School outside the recruitment competition if the candidate is already a doctoral student or has successfully passed the recruitment procedure to the Doctoral School or to

the doctoral programme at a foreign university and will study under a cotutelle agreement, and has been recommended by the Director of the Doctoral School. Such candidate shall provide the Director of the Doctoral School with an application for admission to the Doctoral School (as per Annex 2 of the hereby Rules) along with the following annexes:

- a statement of an academic staff member employed at the University of Lodz or at a partner unit with which the Doctoral School is affiliated, that he/she is ready to undertake the task of supervising;
- a recommendation from an supervisor or a person who has agreed to act as an supervisor at a foreign university;
- a draft cotutelle agreement (as agreed with the authorities of the University of Lodz and the authorities of the foreign university) under which the candidate will be educated;
- 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 educate the doctoral student under a cotutelle agreement (in accordance with the attached draft agreement) to be signed with the University of Lodz;
- other documents required for the recruitment process as mentioned in § 4, § 8 and in the section corresponding to the Doctoral School chosen by the candidate from § 9 – § 12 of the hereby Rules.

9. The Director of the Doctoral School decides on the recommendation of a given candidacy (submitted in the manner described in § 8(8) ) after consultation with specialists representing the discipline or disciplines in which the candidate intends to carry out the dissertation, who are members of the School Council.

## § 9

### Detailed recruitment criteria to the University of Lodz Doctoral School of Humanities for the academic year 2022/23

#### STAGE I: EVALUATION OF THE DOCUMENTATION

The candidate will complete and submit the questionnaire attached below, which will be evaluated on the following criteria:

	<b>MAX.</b>
<b>1. Grade on graduation diploma</b> (in the case of first-cycle or second-cycle studies, average grade from both diplomas) <i>A copy of diploma(s) must be attached.</i>	<b>5 p.</b>
5	– 5 p.
4.75	– 4 p.
4.5	– 3 p.
4.25	– 2 p.
4.0	– 1 p.
3.75 or less	– 0 p.
<p>For candidates listed in §1(3), 5 points are awarded.</p>	
<b>2. Prize/honourable mention in the competition for the best master's thesis</b> <i>A diploma or certificate must be attached.</i>	<b>3 p.</b>
a) in a non-academic competition: 1 <sup>st</sup> – 3 <sup>rd</sup> place – 3 p. honourable mention – 2 p.	
b) in an intra-university competition: 1 <sup>st</sup> place – 2 p. further places or distinction – 1 p.	
<b>3. Completion of a second study programme</b> <i>A copy of diploma(s) must be attached.</i>	<b>5 p.</b>
- first-cycle – 3 p. - second-cycle - 2 p. - long-cycle Master's degree programme – 5 p. - non-degree postgraduate studies (min. 2 semesters) – 1 p.	
<b>4. Knowledge of foreign languages</b> (other than the language declared for the exam or exempting from taking the exam)	<b>3 p.</b>
B 2 -1 p., C1 – 2 p., C2 – 3 p.	

*Proof of minimum B2 level or relevant diploma (according to the "List of certificates confirming the knowledge of a modern foreign language" – Annex 1).*

## **5. Scientific activities**

**30 p.**

**A. Scientific publications in the humanities** – for the last 5 years preceding recruitment (10 years for the Industrial PhD programme), up to 5 selected publications

*In the case of texts already published, photocopies of the title page, the editorial page, the table of contents of the publication and the title page of your own text should be attached; in the case of publications waiting to be printed, a certificate from the editorial office stating that the text has been accepted for publication should be attached.*

Single-author monograph in a publisher present in the *List of publishers publishing peer-reviewed scientific monographs* specified in the MEiN Announcement of 22 July 2021 (hereinafter: MEiN list of publishers) – **30 p.**

Single-author monograph in a non-listed publication – 10 p.

Article in a journal on the MEiN list (according to: MEiN Announcement of 21 December 2021 on the list of scientific journals and reviewed materials from international conferences with the assigned number of points) – **15 p.**

Article in a non-listed journal – 5 p.

Chapter in a multi-author monograph published by the publisher included in the MEiN list of publishers – **10 p.**

Chapter in a multi-author monograph in a non-listed publication – **5 p.**

Other publications of a scholarly nature (review, research report) – 1 p.

Editing of a multi-author monograph or volume of a scientific journal – 5 p.

For Industrial PhDs, industry publications may be taken into account:

Monograph – 10 p.

Journal article – 3 p.

*In the case of publication in a foreign language, 2 points are added.*

*In case of co-authorship/co-editing, points will be divided proportionally.*

**B. Participation in scientific conferences with an oral presentation** – maximum of 3 conferences in the last 5 years prior to recruitment (10 years for the Industrial PhD programme)

*A certificate from the organisers confirming that you have conducted an oral presentation or attaching the official conference program with your own presentation marked is required.*

Presentation at an international conference – 3 p.

Presentation at a national conference – 2 p.

Presentation at a student-doctoral conference (including international) – 1 p.

Participation in the works of a committee organising a conference (you can apply to participate in this type of work at max. 2 conferences) – 2 p.

For Industrial PhDs, presentation at a professional conference:

- international - 2 p.

- national - 1 p.

*For an oral presentation in a foreign language, 1 point is added.*

### **C. Participation in research or industrial projects**

(within the last 5 years prior to recruitment, 10 years for the Industrial PhD programme)

*Appropriate certification must be included.*

Student Research Grant – 5 p.

Contractor in a centrally funded project (NCN, NPRH, etc.) – 5 p.

Head of a project financed from central funds (NCN, NPRH, etc.) – 10 p.

Funding in the Industrial PhD programme – 10 p.

Participation in scientific and research projects carried out by persons of foreign nationalities outside Poland - 5 p.

**6. Research trip abroad** (for a period of min. 3 months) – **1 p.**  
*Appropriate certification must be included.*

**7. Popularisation, social and organisational activities** **3 p.**

*1. These include: active participation (for at least a year) in the student scientific movement, lectures, workshops, publications on websites and portals popularising science, authorship of popular science texts, activities in the student government or collegiate bodies of the Faculty/University, volunteering.*

*2. For candidates in the Industrial PhD programme – active involvement in the represented industry (speaking at industry conferences and meetings, conducting industry training, publications in industry portals, authorship of articles in industry journals, participation in internal employer projects)<sup>1</sup>.*

*For each activity certified, 1 point is awarded.*

**8. Preliminary outline of the dissertation** **10 p.**

*The outline must include:*

*1) proposed topic of the dissertation,*

*2) defining the purpose of the study,*

*3) a presentation of the state of research to date – indicating a gap in the science that the candidate intends to fill,*

*4) indication of research methods to solve the problem posed,*

*5) a bibliography outlining the state of the research (maximum 20 items).*

***The outline, including the bibliography, must not exceed 5 pages in A4 format; font – Times New Roman 12, spacing 1.5, margins 2.5.***

**Maximum number of points – 60.**

---

<sup>1</sup> Activities which are not indicated under point 5.

## **STAGE II - INTERVIEW**

The interview will be evaluated according to the following criteria:

- a) assessment of the dissertation project - its substantive value and scientific innovation, and in the case of the Industrial PhD programme the practical usefulness of the solutions: 0-15 points
- b) evaluation of the candidate's knowledge of the literature on the subject, knowledge of previous achievements of Polish and foreign science on the issues to be researched, as well as knowledge of specialist terminology and methodology of the planned research: 0-15 points
- c) evaluation of the ability to present the project (language skills, composition of the speech, discipline of the speech): 0-10 points

**Maximum number of points: 40**

**Maximum number of points from both stages: 100**

**The minimum number of points** a candidate must obtain in order to be admitted is **50%** of the total number of points possible in the recruitment process - **50 points**, which requires at least 25 points from the evaluation of the documentation, including at least 4 points from the evaluation of the outline, and at least 20 points from the interview.

**Candidates who, on the basis of the evaluation of the documentation, do not obtain the required minimum number of points, will not be admitted to the interview.**

**UNIVERSITY OF LODZ DOCTORAL SCHOOL OF HUMANITIES**  
**QUESTIONNAIRE FOR EVALUATION OF CANDIDATE'S DOCUMENTATION**

The white fields of the questionnaire are to be filled in by the candidate, attaching the relevant certificates; the points are to be awarded by the committee, according to the criteria for the evaluation of the documentation given above.

<b>Full name</b>		
<b>Discipline (or lead discipline)</b>		
<b>Foreign language declared for the examination (or exempt from examination)</b>		
<b>Candidate's achievements</b>		<b>Number of points</b>
<b>1.</b>	<b>Grade on graduation diploma</b> <i>(in the case of first-cycle or second-cycle studies, average grade from both diplomas)</i>	
<b>2.</b>	<b>Prize/honourable mention in the competition for the best master's thesis</b>	
<b>3.</b>	<b>Completion of a second study programme</b>	
<b>4.</b>	<b>Knowledge of foreign languages</b> <i>(other than the language declared for the exam or exempting from taking the exam)</i>	

<b>5.</b>	<b>Scientific activity</b>	
	A. Scientific publications in the humanities	
	B. Participation in scientific conferences with an oral presentation	
	C. Participation in research or industrial projects	
<b>6.</b>	<b>Research trip abroad (for a period of min. 3 months)</b>	
<b>7.</b>	<b>Popularisation, social and organisational activities</b>	
<b>8.</b>	<b>Preliminary outline of the dissertation</b>	

Signature of the candidate.....

**Total points awarded:**

Signatures of the chairman and two members of the committee – representatives of the discipline

## § 10

### Detailed recruitment criteria for University of Lodz Doctoral School of Social Sciences University of Lodz for the academic year 2022/23

1. Criteria described in Table 1 are used in evaluating candidates:

Table 1. Criteria for evaluation of a candidate for the University of Lodz Doctoral School of Social Sciences

No.	Candidate's achievements	Number of points
1.	<p><b>Grade on the diploma</b> confirming completion of a long-cycle Master's degree programme or equivalent, converted according to the scale:</p> <p>5.00 – 25 points                      4.75 – 23 points                      4.50 – 21 points                      4.25 – 19 points                      4.00 – 17 points                      below 4.00 – 0 points</p> <p>In the case of candidates listed in § 1(3) of the Recruitment Rules (including the beneficiaries of the Diamentowy Grant [Diamond Grant] and the managers of the "Preludium" grants) - 25 points are awarded</p> <p>The grade calculated as the arithmetic mean of the grades from the first- and second-cycle studies graduation diplomas will be taken into consideration.</p> <p><i>A copy of the diploma must be attached.</i></p>	<p>Max. 25 points</p>
2.	<p><b>Knowledge of foreign languages</b> confirmed with a certificate (from the list in Annex 1). Points are given for knowledge of languages <b>other</b> than English and candidate's native language:</p> <p>B2 – 1 point for each foreign language                      C1 – 2 point for each foreign language                      C2 – 3 point for each foreign language</p> <p><i>Attach the appropriate certificate (copy – original for review).</i></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 List of journals of the Ministry of Science and Higher Education – MNiSW Announcement of 26 January 2017:                             <ul style="list-style-type: none"> <li>list A - 15 points are awarded,</li> <li>list B - 5 points are awarded,</li> <li>list C - 10 points are awarded;</li> </ul> </li> <li>- monograph – 15 p.;</li> <li>- chapter in monograph – 5 p.</li> </ul>	<p>Total points for publication, max. 35 points</p>

	<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 Announcement 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 Announcement in force at the time the work is published): <ul style="list-style-type: none"> <li>20-40 points – 5 points are awarded,</li> <li>70 points – 10 points are awarded,</li> <li>above 70 points – 15 points awarded;</li> </ul> </li> <li>- scientific monograph published by a publisher included in the list of publishers issuing peer-reviewed scientific monographs (the MEiN Announcement 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 Announcement 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 (the MEiN Announcement 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 Announcement 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 candidate's country of origin - 15 points.</li> </ul> <p><i>Include a copy of the title page, the editorial page, the entire table of contents, and the first and last pages of your own text (published works) or a confirmation from the editorial office/publisher that your work has been accepted for publication (original documents to be seen).</i></p>	
4.	<p><b>Participation in scientific conferences</b> over the past 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> <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><i>Only one presentation at each conference counts as an achievement.</i></p> <p><i>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 (copy – original for inspection).</i></p>	<p>Total points for conferences max. 5 points</p>

5.	<p><b>Participation in scientific and research projects</b> in the last 5 years:</p> <ul style="list-style-type: none"> <li>- manager of the centrally funded project, e.g. NCN/NCBiR/NPRH/etc. - 15 points</li> <li>- Industrial PhD – 15 points</li> <li>- participation as a contractor in a centrally funded project, 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 persons of foreign nationalities outside Poland - 15 points</li> </ul> <p><i>Participation in projects confirmed by a document from the grantor, a letter from the project manager (copy – original for inspection).</i></p>	Total points for projects, max. 15 points
6.	<p><b>Other activities: social, organisational, educational and popularising</b> in the last 5 years:</p> <p><i>Other activity means, for example:</i></p> <p>a) <i>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.</i></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 chairmanship or vice-chairmanship of a student association or organisation, regardless of the period – 1 point</li> </ul> <p>b) <i>for candidates in the Industrial PhD programme – active participation in the represented industry (speeches at industry meetings, conducting industry training, publications in industry portals, authorship of texts in industry magazines, participation in internal projects of the employer),</i></p> <ul style="list-style-type: none"> <li>- for each certified activity 1 point is awarded</li> </ul> <p>c) <i>completion of a second study programme of first-cycle or second-cycle studies or a long-cycle Master's degree programme</i></p> <ul style="list-style-type: none"> <li>- 1 point awarded for each second study programme completed</li> </ul> <p><i>Each organisational activity and its duration should be confirmed (copy and original for inspection).</i></p>	Total points for activity, max. 5 points
7.	<p><b>Preliminary outline of the dissertation</b> (approx. 5-8 pages):</p> <p>The outline should include:</p> <ul style="list-style-type: none"> <li>- introduction, in which the research problem is indicated,</li> <li>- reasons for taking up the problem/research topic - its scientific significance,</li> </ul>	Max. 20 points

	<ul style="list-style-type: none"> <li>- literature review on a given topic along with an indication of the learning gap that the candidate intends to fill with his/her research,</li> <li>- identify the main research questions, the research objective, the main thesis and any specific hypotheses,</li> <li>- research method(s) to solve the research problem,</li> <li>- contribution to the development of science, and in the case of the Industrial PhD programme, the practical usefulness of the solutions,</li> <li>- bibliography.</li> </ul> <p><i>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.</i></p>	
8.	<p><b>The outcome of the interview</b>, in which the assessment is:</p> <ul style="list-style-type: none"> <li>– knowledge of research methods used in scientific work in the discipline,</li> <li>– knowledge of previous achievements of Polish and foreign science in the field of issues to be dealt with by the candidate,</li> <li>– knowledge of national and international scientific centres in the chosen discipline(s),</li> <li>– innovative thinking and flexibility in the candidate’s conception of the doctoral thesis, also in the context of the possibility of being supervised by an employee/employees of the university indicated in the list of potential supervisors whose scientific profile/profiles 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 work and be active in academic environment,</li> <li>– the linguistic level of the answers (fluency in specialist terminology, ability to compose statements, communicativeness, interaction during discussions).</li> </ul> <p><i>Each member of the committee evaluates the interview independently with 25 points. The final points awarded to a candidate shall be the arithmetic mean of the points awarded by the members of the committee.</i></p>	<p>Max. 25 points</p>
9.	The total amount of points that can be obtained	135

2. The condition for admission within the established limit of places for the discipline is to obtain 50% of the possible number of points in an interview. This condition does not exclude the necessity to fulfil the criterion stipulated in § 5(12), according to which the minimum number of points required for a candidate to be admitted to a Doctoral School is 50% of the number of points possible to be obtained in the admission procedure.
3. Candidates are admitted within the limit of places for each discipline, according to a ranking list drawn up on the basis of scores according to the criteria given in Table 1. The list for each discipline shall be drawn up separately.
4. The recruitment committee may decide to transfer places not used in the recruitment within a discipline to the other disciplines of the Doctoral School.
5. The candidate completes and submits the attached Questionnaire for evaluation of candidate’s documentation with the annexes indicated in Table 1.

**UNIVERSITY OF LODZ DOCTORAL SCHOOL OF SOCIAL SCIENCES  
QUESTIONNAIRE FOR EVALUATION OF CANDIDATE'S DOCUMENTATION**

**Note – Candidate fills in only the white fields of the questionnaire and attach the relevant certificates;**

Points are awarded by the committee according to the criteria indicated in Table 1.

.....

name of the candidate

.....

discipline or lead discipline

No.	Candidate's achievements	Number of points available	Number of points obtained
1.	<b>Diploma – grade on graduation diploma</b> (in the case of first-cycle or second-cycle studies, average grade from both diplomas)		
	BA degree diploma – grade – ... MA degree diploma – grade – ... or a diploma of long-cycle Master's degree programme – grade – ...	max. 25 points	
2.	<b>Knowledge of foreign languages – certificate</b> (other than English, level)		
	language – ... certificate – ... level – ...	max. 5 points	
3.	<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):		
	1. ... 5.	max. 35 points	
4.	<b>Documented participation in scientific conferences</b> in the last 5 years, up to 3 selected, only one presentation at each conference counts as an achievement:		
	1. 2. 3.	max. 5 points	
5.	<b>Documented participation in scientific and research projects</b> in the last 5 years, project title, type of project and role in the project:		

	Project I project title – ... type of project – ... role in the project – ...	max. 15 points	
6.	<b>Documented social, organisational, educational and popularising activity</b> in the last 5 years:		
	1. ... n.	max. 5 points	
7.	<b>Preliminary dissertation outline</b>	max. 20 points	
8.	<b>Outline of the interview</b>	max. 25 points	
9.	Total points	max. 135 points	

.....  
signature of the candidate

Recommended discipline:  
economics and finance  
socio-economic geography and spatial management  
political science and administration  
management and quality sciences  
legal sciences  
sociological sciences  
pedagogy  
psychology

Recommended supervisor:

.....

Summary of candidate's individual achievements  
to the University of Lodz Doctoral School of Social Sciences

Full name of the candidate	Maximum number of points	Points obtained by the candidate
Grade on the diploma	25	
Documented knowledge of foreign languages	5	
Documented publishing activity	35	
Documented participation in conferences	5	
Documented participation in scientific and research projects	15	
Documented social, organisational, educational and popularising activity	5	
Preliminary dissertation outline	20	
Interview	25	
Total	135	

Justification – Committee comments:

.....  
 .....  
 .....

.....

.....

signature of the representatives of the discipline

## § 11

### Detailed recruitment criteria to the University of Lodz

#### Doctoral School of Exact and Natural Sciences for the academic year 2022/23

A candidate submits a document confirming his/her knowledge of English at least at the B2 level or a statement confirming his/her proficiency in English at the level enabling the realisation of a study programme at the Doctoral School (Annex No. 1 to the Detailed recruitment criteria to the University of Lodz Doctoral School of Exact and Natural Sciences).

**STAGE 1.** The recruitment committee will review the candidate's documentation and evaluate his/her academic achievements, as listed in the Questionnaire for evaluation of candidate's documentation, as well as his/her academic record (average grade of the first- and second-cycle studies or the long-cycle Master's degree programme). Candidate completes and submits a Questionnaire for evaluation of documentation with attachments proving achievements. A maximum of **18 points** can be obtained for this stage.

<b>The documentation submitted by the candidate is subject to a scoring assessment that includes the following criteria:</b>		
<b>a)</b>	<p><b>A grade point average</b> from a long-cycle Master's degree programme or a weighted average of the grade points from first- and second-cycle studies (in the case when candidate completed more than one study programme of the first- or second-cycle studies, the average grades he/she enters in the electronic system during registration will be taken into account).</p> <p>Formula for calculating the average: <math>AV = (Y_{BA} \times AV_{MA} + AV_{MA} \times AV_{MA}) / Y_{BA+MA}</math> (where Y = number of years)</p> <p>Detailed criteria for averages:</p> <ul style="list-style-type: none"> <li>3.50 and below : 0 points</li> <li>3.51–4.00: 1.0 points</li> <li>4.01-4.50: 3.0 points</li> <li>4.51-4.80: 5.0 points</li> <li>4.81-5.00: 6.0 points</li> </ul> <p><i>A copy of diploma(s) must be attached</i></p> <p>Candidates listed in § 1(3): 6.0 points</p>	<b>0-6 points</b>
<b>b)</b>	<p><b>Scientific achievements</b></p> <p>Documented achievements listed in the Questionnaire for evaluation of candidate's documentation for the University of Lodz Doctoral School of Exact and Natural Sciences are subject to assessment according to the evaluation criteria specified in Annex No. 2 to the Detailed Recruitment Criteria for the University of Lodz Doctoral School of Exact and Natural Sciences for the category "Scientific achievements". Scientific achievements in the disciplines represented in the University of Lodz Doctoral School of Exact and Natural Sciences in the last 5 years preceding recruitment are taken into consideration.</p>	<b>0-8 points</b>
<b>c)</b>	<p><b>Other achievements</b></p> <p>Documented achievements listed in the Questionnaire for evaluation of candidate's documentation for the University of Lodz Doctoral School of</p>	<b>0-4 points</b>

	Exact and Natural Sciences are subject to assessment according to the evaluation criteria specified in Annex No. 2 to the Detailed Recruitment Criteria for the University of Lodz Doctoral School of Exact and Natural Sciences for the category "Other achievements". Achievements in the last 5 years preceding recruitment will be taken into account.	
	<b>Total</b>	<b>0-18 points</b>

**STAGE 2.** The recruitment committee evaluates the preliminary outline of the dissertation. The candidate shall submit a signed outline of the dissertation, which should show the structure of the planned work and research, including descriptions of the different parts of the projected research work with a bibliography (max. 10 publications). The outline, including the bibliography, must not exceed 5 pages A4 size; margins 2.5 cm, font - Times New Roman 12 or equivalent, spacing 1.5.

A maximum of **5 points** can be obtained for this stage.

**STAGE 3.** The recruitment committee conducts an interview with the candidate. A maximum of **17 points** can be obtained for this stage.

<b>During the interview, the following are assessed in particular:</b>		
<b>a)</b>	Presentation of the dissertation concept*, including: – demonstration the originality of the scientific problem presented in the conception, – presentation of the research contribution to the development of the chosen discipline or lead discipline and the additional or practical utility of the solutions (in the case of an Industrial PhD programme), – clarity of concept presentation, – ability to justify the chosen methodology.	<b>0-8 points</b>
<b>b)</b>	Knowledge of research methods used in scientific work in the discipline.	<b>0-4 points</b>
<b>c)</b>	Knowledge of the literature on the issues to be addressed in the research undertaken by the candidate.	<b>0-3 points</b>
<b>d)</b>	Knowledge of specialist terminology, ability to compose a speech, communicativeness, interaction during discussion.	<b>0-2 points</b>
	<b>Total</b>	<b>0-17 points</b>

\* presentation of the concept in the form of a multimedia presentation is not acceptable

**Total number of points** which may be obtained in the recruitment procedure (Stages 1-3): **40 points**

**The minimum number of points** a candidate must obtain in order to be accepted is 50% of the total number of points possible to obtain in the recruitment process, whereas in the content-related criterion "Evaluation of the preliminary outline of the doctoral dissertation" (STAGE 2) it is required to obtain at least 2.5 points and in the substantive criterion "Interview" (STAGE 3) it is required to obtain at least 8.5 points.

Załącznik nr 1  
do Szczegółowych kryteriów rekrutacji  
do Szkoły Doktorskiej Nauk Ścisłych i Przyrodniczych UŁ  
*Annex No. 1*  
*to the detailed recruitment rules,*  
*University of Lodz Doctoral School of Exact and Natural Sciences*

.....  
imię i nazwisko kandydata  
*Candidate's name and surname*

.....  
miejsowość, data  
*place and date*

.....  
dyscyplina  
*Discipline*

**Oświadczenie kandydata o znajomości języka angielskiego**  
***Candidate's statement about his/her English proficiency***

Ja, ..... oświadczam, że posługuję się językiem angielskim  
w stopniu umożliwiającym realizację kształcenia w Szkole Doktorskiej Nauk Ścisłych i Przyrodniczych  
Uniwersytetu Łódzkiego.

*I hereby declare that I use English to the extent that enables me to study at University of Lodz Doctoral  
School of Exact and Natural Sciences.*

.....  
podpis kandydata  
*Signature*

**Evaluation criteria for candidates for the University of Lodz Doctoral School of Exact and Natural Sciences  
in the categories 'Scientific Achievements' and 'Other Achievements'**

<b>Category</b>	<b>Achievement</b>	<b>Number of points</b>
<b>A. Scientific achievements</b>  (max. 8 points)	A.1. Scientific paper <sup>1,2</sup> in a foreign language in scientific journals and reviewed conference materials from the list specified in the MEiN Announcement in force on the day of commencement of the recruitment process	4.0
	A.2. Scientific paper <sup>1,2</sup> in Polish in scientific journals and peer-reviewed conference materials from the list specified in the MEiN Announcement in force on the date of commencement of the recruitment process	2.0
	A.3. Monograph <sup>1,2</sup> published by Level II publisher listed in the MEiN Announcement in force on the date of commencement of the recruitment process, which includes publishers publishing peer-reviewed scientific monographs	4.0
	A.4. Monographs <sup>1,2</sup> published by Level I publishers listed in the MEiN Announcement in force on the date of commencement of the recruitment process, which includes publishers publishing peer-reviewed scientific monographs	2.0
	A.5. A chapter in a monograph <sup>1,2</sup> published by Level II publishers listed in the MEiN Announcement in force on the date of commencement of the recruitment process, which includes publishers publishing peer-reviewed scientific monographs	2.0
	A.6. A chapter in a monograph <sup>1,2</sup> published by Level I publishers listed in the MEiN Announcement in force on the date of commencement of the recruitment process, which includes publishers publishing peer-reviewed scientific monographs	1.0
	A.7. Peer-reviewed scientific publication <sup>1</sup> in a foreign language outside the lists of the competent minister (the publication must have an ISSN or ISBN)	0.5
	A.8. Peer-reviewed scientific publication <sup>1</sup> in Polish outside the lists of the competent minister (the publication must have an ISSN or ISBN)	0.25
	A.9. Participation in a scientific conference of national or international range – oral presentation <sup>3</sup> <i>(awarded presentation – additional 0,5 points)</i>	1.0 (max. 3.0 points)
	A.10. Participation in a scientific conference of national or international range – poster <sup>3</sup> <i>(awarded poster – additional 0,25 points)</i>	0.5 (max. 1.5 points)
	A.11. Participation in a student scientific conference – poster, oral presentation <sup>3</sup>	0.25 (max. 0.5 points)
		A.12. A settled grant for the implementation of a student research project or for participation in an industrial project

	or participation as a contractor in a NCN/NCBiR <sup>4</sup> grant or co-authorship of a patent/patent application or participation in scientific and research projects carried out by persons of foreign nationalities outside Poland	
	A.13. Master's thesis with a grade of at least 4.5	1.0
	A.14. Master's thesis containing, in the opinion of an independent researcher <sup>5</sup> , scientific results that could constitute the basis or part of a scientific publication (opinion expressed in a review of the master's thesis)	1.0
	A.15. Active participation in a scientific seminar (e.g. of a faculty department, Polish Academy of Sciences, Young Scientists' Forum, etc.) confirmed by a seminar leader with a post-doctoral degree (PhD with habilitation) or academic title	1.0
	A.16. Scholarship of the competent minister for students for significant academic achievements or scholarship in the framework of national or international scholarship programmes (excluding the Rector's scholarship for the best students)	1.0
<b>B. Other achievements</b>  (max. 4 pts.)	B.1. Completion of first-cycle or second-cycle studies or long-term master's degree programme	1.0
	B.2. Mobility abroad connected thematically with the discipline of the planned doctoral thesis – minimum 1 semester	2.0
	B.3. Mobility abroad connected thematically with the discipline of the planned doctoral thesis – minimum 1 month	1.0
	B.4. Mobility in the country connected thematically to the discipline of the planned doctoral thesis – minimum 1 semester	1.0
	B.5. Mobility in the country thematically with the discipline of the planned doctoral thesis – minimum 1 semester	0.5
	B.6. Scientific training in the eligible discipline that broadens the research skills relevant to the planned doctoral thesis lasting a minimum of 2 days (participation confirmed by a personal certificate of participation; points are awarded for each individual activity)	0.5 (max. 1.0 points)
	B.7. Active participation in the student research activities confirmed by the supervisor of the science club (+0.25 points/year for the chairperson)	0.5/year (max. 2.0 points)
	B.8. Activity popularising science performed outside the science club confirmed by the supervisor (points are awarded for each individual activity)	0.25 (max. 1.0 points)
	B.9. For candidates in the Industrial PhD programme – activity in the represented industry, thematically linked to the discipline of the planned doctoral thesis, e.g.: speaking at conferences and industry meetings, conducting industry training, publications in industry portals, texts in industry magazines, participation in internal projects of the employer (for each activity 0.25 points, max. 2 points)	0.25 (max. 2.0 pts.)
	B.10. Participation in additional internships, thematically related to the discipline of the planned doctoral thesis, carried out outside the curriculum	1.0

<sup>1</sup> Only works already published or accepted for publication with editorial approval will be considered; the candidate shall provide a bibliographical note allowing full identification of the work and the publication pages containing the abstract. Points are awarded for each individual achievement.

<sup>2</sup> Points are double-counted if the candidate is the main and/or correspondent author

<sup>3</sup> The candidate shall provide a printout of the abstract from the conference materials, full conference details and confirmation of the award. Points are awarded for each individual achievement.

<sup>4</sup> Participation in the project confirmed by a contract for specific work or an employment contract or by a declaration of the project manager

<sup>5</sup> Researcher means a staff member employed in a research or research and teaching position or in an equivalent position in a foreign centre

**UNIVERSITY OF LODZ DOCTORAL SCHOOL OF EXACT AND NATURAL SCIENCES**  
**QUESTIONNAIRE FOR EVALUATION OF CANDIDATE'S DOCUMENTATION**

The white fields of the questionnaire are filled in by the candidate, attaching the relevant documents proving his/her achievements, labelled in the order of the questionnaire. Points for achievements listed in the questionnaire (green fields) are awarded by the committee according to the criteria for evaluation of documentation (Detailed criteria for admission to the University of Lodz Doctoral School of Exact and Natural Sciences).

<b>Full name</b>		
<b>Discipline (or lead discipline)</b>		
<b>Candidate's achievements</b>		<b>Number of points</b>
A. Grade point average for studies		
B. Scientific achievements		
B.1. Scientific article in a foreign language in scientific journals and peer-reviewed conference materials from the list specified in the MEiN Announcement applicable on the date of commencement of the recruitment process		
1. 2.		
B.2. Scientific article in Polish in scientific journals and peer-reviewed conference materials from the list specified in the MEiN Announcement applicable on the date of commencement of the recruitment process		
1. 2.		
B.3. Monograph published by Level II publishers listed in the MEiN Announcement applicable on the date of commencement of the recruitment process, which includes publishers publishing peer-reviewed scientific monographs		
1. 2.		
B.4. Monograph published by Level I publishers listed in the MEiN Announcement applicable on the date of commencement of the recruitment process, which includes publishers publishing peer-reviewed scientific monographs		
1. 2.		
B.5. A chapter in a monograph published by Level II publishers listed in the MEiN Announcement applicable on the date of commencement of the recruitment process, which includes publishers publishing peer-reviewed scientific monographs		
1. 2.		
B.6. Chapter in a monograph published by Level I publishers listed in the MEiN Announcement applicable on the date of commencement of the recruitment process, which includes publishers publishing peer-reviewed scientific monographs		
1. 2.		
B.7. Reviewed scientific publication in a foreign language outside the lists of the competent minister for higher education and science (the publication must have an ISSN or ISBN)		

1. 2.	
B.8. Peer-reviewed scientific publication in Polish from outside the lists of the competent minister for higher education and science (the publication must have an ISSN or ISBN)	
1. 2.	
B.9. Participation in a national or international scientific conference – oral presentation	
1. 2.	
B.10. Participation in a scientific conference of national or international range – poster	
1. 2.	
B.11. Participation in a student scientific conference – poster, oral presentation	
1. 2.	
B.12. A settled grant for the implementation of a student research project or participation in an industrial project or participation as a contractor in a NCN/NCBiR grant or co-authorship of a patent/patent application or participation in scientific and research projects carried out by persons of foreign nationalities outside Poland	
1. 2.	
B.13. Master's thesis with a grade of at least 4.5	
Title:	
B.14. Master's thesis containing, in the opinion of an independent researcher, scientific results that could constitute the basis or part of a scientific publication (opinion expressed in a review of the master's thesis)	
B.15. Active participation in a scientific seminar (e.g. of a faculty department, Polish Academy of Sciences, Young Scientists' Forum, etc.) confirmed by a seminar leader with a post-doctoral degree or academic title	
B.16. Scholarship of the competent minister for students for significant academic achievements or scholarship in the framework of national or international scholarship programmes (excluding the Rector's scholarship for the best students)	
<b>C. Other achievements</b>	
C.1. Completion of first-cycle or second-cycle or long-cycle master's degree programme	
C.2. Mobility abroad connected thematically with the discipline of the planned doctoral thesis – minimum 1 semester	
C.3. Mobility abroad connected thematically with the discipline of the planned doctoral thesis – minimum 1 month	
C.4. Mobility in the country connected thematically to the discipline of the planned doctoral thesis – minimum 1 semester	
C.5. Mobility in the country thematically with the discipline of the planned doctoral thesis – minimum 1 semester	
C.6. Scientific training in the eligible discipline that broadens the research skills relevant to the planned doctoral thesis lasting a minimum of 2 days (participation confirmed by a personal certificate of participation; points are awarded for each individual activity)	

1. 2.	
C.7. Active participation in the student research activities confirmed by the supervisor of the science club	
C.8. Activity popularising science performed outside the science club confirmed by the supervisor	
1. 2.	
C.9. For candidates in the Industrial PhD programme – an active activity in the represented industry which is thematically related to the discipline of the planned doctoral thesis	
1. 2.	
C.10. Participation in additional internships, thematically related to the discipline of the planned doctoral thesis, conducted outside the curriculum	
1. 2.	

Signature of the candidate .....

**Total points awarded:**

Signatures of the chairman and two members of the committee – representatives of the discipline

.....

Lodz, dated .....

**A SUMMARY OF THE CANDIDATE'S INDIVIDUAL ACHIEVEMENTS  
TO THE UNIVERSITY OF LODZ DOCTORAL SCHOOL OF EXACT AND NATURAL  
SCIENCES**

<b>Full name of the candidate</b>		
<b>Discipline</b>		
<b>Criterion</b>	<b>Minimum qualification</b>	<b>Candidate's score</b>
<b>Documentation evaluation</b> (max 18 points)	-	
<b>Assessment of the initial outline of the doctoral dissertation</b> (max 5 points)	<b>2.5 points</b>	
<b>Interview</b> (maximum 17 points)	<b>8.5 points</b>	
<b>TOTAL NUMBER OF POINTS in the recruitment procedure</b> (maximum 40 points)	<b>20.0 points</b>	

Committee comments:

.....  
 .....  
 .....

.....

Members of the recruitment committee – Representatives of the discipline

.....

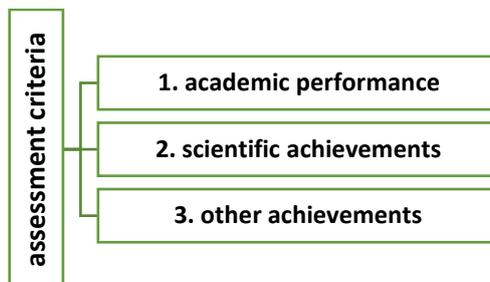
Chairman of the recruitment committee

Lodz, dated .....

## § 12

### Detailed recruitment criteria to the Bio-Med-Chem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences

- STAGE 1.** The candidate registers electronically in the IRK (Online Registration of Candidates) system, submits the required documents (as specified in the Recruitment Rules to Doctoral Schools: § 4) together with the Questionnaire for evaluation of candidate's documentation to the Bio-Med-Chem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences (included in § 12).
- STAGE 2.** The candidate takes an English language proficiency examination at B2 level.  
*Only candidates who have successfully progressed to stage 2 will be considered for further stages of the recruitment process.*
- STAGE 3.** The recruitment committee reviews the candidate's documentation, evaluates the candidate's academic performance, assesses the candidate's academic achievements and other achievements (according to the rules outlined below), and awards points for the achievements listed by the candidate in the Questionnaire for evaluation of candidate's documentation to the Bio-Med-Chem Doctoral School.



The documentation submitted by the doctoral student (duly certified/documented only) is subject to a scoring assessment that includes the following criteria:

#### 3.1. ACADEMIC PERFORMANCE

<p>a) <b>A grade point average</b> from a long-cycle Master's degree programme or a weighted average of the grade points from first- and second-cycle studies (in the case when candidate completed more than one study programme of the first- or second-cycle studies, the average grades he/she enters in the electronic system during registration will be taken into account). Formula for calculating the average: <math>AV = (Y_{BA} \times AV_{MA} + AV_{MA} \times AV_{MA}) / Y_{BA+MA}</math> (where Y = number of years) (where: L<sub>BA</sub> = number of years of first-cycle studies; L<sub>MA</sub> = number of years of second-cycle studies; AV = a <b>grade point</b> average of first- and second-cycle studies)</p> <p>Detailed criteria for the average: below 3.00 <b>1.0</b> pts 3.50-3.00 - <b>2.0</b> points 3.51-3.99 - <b>3.0</b> points 4.00-4.50 - <b>4.0</b> points 4.51-4.90 - <b>5.0</b> points 4.91-5.00 - <b>6.0</b> points</p>	<b>0-6 points</b>
<p><b>In exceptional cases, listed in § 1(3) of the hereby Rules</b> (e.g. Diamentowy Grant [Diamond Grant] beneficiary and manager of a scientific project, first author of a publication in a journal included in the JCR list), a person who does not fulfil the condition listed in § 1(2) may be admitted to recruitment. In the case of these candidates, it is awarded:</p>	<b>6 points</b>

**3.2. SCIENTIFIC ACHIEVEMENTS thematically related to the disciplines represented in Bio-Med-Chem DS in the last 5 years preceding the recruitment (10 years in the case of an Industrial PhD programme)**

Only works published or accepted for publication with editorial approval will be considered; the candidate shall provide a bibliographic notice allowing full identification of the work and the pages of the publication containing the abstract

P U B L I C A T I O N S	Outstanding candidate	Author/co-author of a publication in English in JCR journals or a scientific monograph, a chapter in an international publication	<b>4 points</b>
	Distinguished candidate	Author/co-author of a JCR-listed publication, and/or a scientific monograph, a chapter in a national publication	<b>3 points</b>
	Very good candidate	Author/co-author of a popular science publication in a foreign language in journals outside the JCR and/or Scopus lists	<b>2 points</b>
	Good candidate	Author/co-author of a popular science publication in the local language in journals outside the MEiN list	<b>1 points</b>

Candidate provides a printout of the abstract from the conference materials, full conference details

C O N F E R E N C E S	Outstanding candidate	Participation in an international scientific conference – oral presentation	<b>4 points</b>
	Excellent candidate	Participation in a scientific national conference – oral presentation	<b>3 points</b>
	Very good candidate	Participation in an international scientific conference – poster presentation	<b>2 points</b>
	Good candidate	Participation in a scientific national conference – poster presentation	<b>1 points</b>

The candidate shall provide confirmation from a patent attorney or from the Patent Office

P A T E N T S	Outstanding candidate	Author/co-author of an international patent	<b>4 points</b>
	Excellent candidate	Author/co-author of a national patent	<b>3 points</b>
	Very good candidate	Author/co-author of international patent application	<b>2 points</b>
	Good candidate	Author/co-author of the national patent application	<b>1 point</b>

**3.3. OTHER ACHIEVEMENTS thematically related to the disciplines represented in Bio-Med-Chem DS from the last 5 years prior to recruitment (10 years for the Industrial PhD programme)**

The candidate shall indicate max. 3 most important achievements (from the list of achievements included in his/her *Curriculum Vitae*) **and the substantive reason for their choice** (max. 5 sentences), taking into account the characteristics that demonstrate the candidate's preparedness to undertake training at Bio-Med-Chem Doctoral School. Justification will be assessed on a 0-1 point scale. Each achievement must be confirmed (e.g. by a contract for specific work, an employment contract or a contract of mandate, a statement confirmed by a decision-maker or an institution).

- Settled grant for student research project
  - Recruitment to (ongoing during recruitment to Doctoral School) project carried out under NCN/NCBIR grant
  - Funding obtained for an Industrial PhD programme
  - Interdisciplinary nature of the dissertation supported by the declaration of 2 supervisors from different disciplines
  - Statement on carrying out a doctoral dissertation under a cotutelle agreement
  - Mobility abroad thematically related to the disciplines represented in Bio-Med-Chem DS – minimum 1 semester
- 4 points**  
for each activity  
(3 points for activity,  
1 point for justification)

<ul style="list-style-type: none"> <li>• Completion of first- or second-cycle studies or long-cycle or master's degree programme or non-degree postgraduate studies</li> <li>• Knowledge of a foreign language other than English at least level B2</li> <li>• Popularisation, social and organisational activities, e.g.: for candidates in the Industrial PhD programme – activity in the represented industry thematically related to the discipline of the planned doctoral thesis, e.g: speaking at industry conferences and meetings, conducting industry training courses, publications in industry portals, texts in industry magazines, participation in internal employer projects,</li> <li>• Mobility abroad thematically related to the disciplines represented in Bio-Med-Chem DS – minimum 1 month</li> <li>• Participation in additional internships, thematically related to the discipline of the planned doctoral thesis, carried out outside the curriculum</li> <li>• Other</li> </ul>	<b>2 points</b> for each activity (1 points for activity, 1 point for justification)
---	---

**No more than 12 points obtained in STAGE 3 shall be taken into account for the overall evaluation.**

**STAGE 4.** The recruitment committee evaluates the preliminary outline of the dissertation (on a scale of **0-12 points**). **The minimum number** that a candidate must obtain is **7 points**.

<b>The outline must include:</b>		
<b>1.</b>	An introduction which identifies the research problem (the introduction should include a review of the literature on the topic together with an indication of the 'gap' in science which the candidate's research intends to fill).	0-4 points
<b>2.</b>	Research hypothesis and/or objective.	0-2 points
<b>3.</b>	Planned means of verifying the hypothesis set and/or achieving the research objective.	0-2 points
<b>4.</b>	Key research methods for solving the research problem.	0-2 points
<b>5.</b>	Selected key literature (max. 10 items).	0-2 points
<b>Total</b>		<b>0-12 points</b>
<p><i>The outline, including the bibliography, must not exceed 5 pages in A4 format; font – Times New Roman 12, spacing 1.5, margins 2.5.</i></p> <p><i>Each member of the recruitment committee will score independently with 12 points. The final points awarded to a candidate shall be the arithmetic mean of the points awarded by the members of the committee.</i></p>		

**STAGE 5.** The recruitment committee will interview the candidate using a **0-24 point** scoring scale. **The minimum number** that a candidate must obtain is **14 points**.

<b>During the interview the following are assessed:</b>		
<b>a)</b>	Presentation of the dissertation concept, including: <ol style="list-style-type: none"> <li>1) demonstrating the originality of the scientific problem presented in the concept</li> <li>2) demonstration of the research contribution to the development of the lead and additional discipline(s), in the case of an Industrial PhD programme the practical utility of the solutions</li> <li>3) clarity of concept presentation</li> <li>4) ability to justify the chosen methodology</li> </ol>	0-12 points
<b>b)</b>	knowledge of research methods used in scientific work in the discipline	0-4 points
<b>c)</b>	knowledge of the literature on the subjects to be dealt with in the candidate's research	0-4 points
<b>d)</b>	knowledge of specialist terminology, ability to compose a speech, communicativeness, interaction during discussion	0-4 points

<b>Total</b>	<b>0-24 points</b>
<p><i>Each member of the recruitment committee will assess independently with 24 points. The final amount of points awarded to a candidate shall be the arithmetic mean of the points awarded by the members of the committee. Presentation of the concept in the form of a multimedia presentation is <b>not accepted</b>.</i></p>	

### **CONCLUSIONS: STAGES 1-5**

The total number of points that can be obtained: **48 points**. Failure to pass any of the stages prevents progression to the subsequent stages.

<b>STAGE</b>		<b>Number of points</b>
<b>1.</b>	Electronic registration in the IRK system and submission of documents.	-
<b>2.</b>	English language proficiency exam at B2 level.	-
<b>3.</b>	Assessment of the candidate's scientific achievements and academic performance.	0-12 (min. 7)
<b>4.</b>	Evaluation of the preliminary outline of the dissertation.	0-12 (min. 7)
<b>5.</b>	Interview.	0-24 (min. 15)
<b>Total:</b>		<b>0-48 (min. 29)</b>

**The minimum number** a candidate must obtain to be admitted is **29 points (>60%)** of the total number of points obtainable in the recruitment process, in terms of:

- "Assessment of the candidate's scientific achievements and academic performance" (**STAGE 3**) requires a minimum score of **7 points**,
- "Evaluation of the preliminary outline of the doctoral dissertation" (**STAGE 4**) a minimum of **7 points** is required,
- "Interview" (**STAGE 5**) requires a minimum score of **15 points**.

**It is permissible to recruit in English upon the candidate's request.**

At the end of the recruitment procedure, the recruitment committee shall draw up separate ranking lists for candidates assigned to the various scientific disciplines included in the Doctoral School.

Within the limit of places for candidates assigned to a discipline, admission to the Doctoral School shall be decided according to the number of points obtained by the candidate, based on the ranking lists established for each discipline.

**At Bio-Med-Chem Doctoral School, a candidate whose scientific potential has been assessed as at least good is able to begin his/her education.**

<b>Candidate:</b>	<b>Obtains:</b>
	point
<b>Outstanding</b>	> 48 points
<b>Excellent</b>	39-48 points
<b>Very good</b>	30-38 points
<b>Good</b>	min. 29 points

**BIO-MED-CHEM DOCTORAL SCHOOL**  
**of the University of Lodz and Lodz Institutes of the Polish Academy**  
**of Sciences**  
**QUESTIONNAIRE FOR EVALUATION OF CANDIDATE'S DOCUMENTATION**

*The white fields of the questionnaire are filled in by the candidate, attaching the relevant certificates.  
The grey fields shall be filled in by the committee in accordance with the criteria adopted above for assessing documentation.*

<b>Full name of candidate for Bio-Med-Chem Doctoral School</b>		
<b>Discipline (or lead discipline)</b>		
<b>Potential doctoral thesis supervisor</b>		
<b>Candidate's achievements</b>		<b>Number of points</b>
<b>1. ACADEMIC PERFORMANCE</b>	<b>Average grade from studies/Diamentowy Grant [Diamond Grant] Beneficiary</b>	
<b>2. SCIENTIFIC ACHIEVEMENTS</b>	<b>PUBLICATIONS</b>	
	1.	
	2.	
	3.	
	<b>CONFERENCES</b>	
	1.	
	2.	
	3.	
	<b>PATENTS</b>	
	1.	
2.		

	<b>3.</b>	
<b>3. OTHER ACHIEVEMENTS</b>	<b>1.</b>	
	<b>Justification:</b>	
	<b>2.</b>	
	<b>Justification:</b>	
	<b>3.</b>	
	<b>Justification:</b>	

Lodz, dated .....

Candidate's signature .....

*To be filled in by Bio-Med-Chem Doctoral School's staff*

.....  
 .....

**Total points awarded:** .....

Lodz, dated .....

Signatures: the chairperson and two members of the committee – representatives of the discipline

## § 13

### **Detailed rules on recruitment for candidates whose doctoral scholarship will be financed in part or in full from external funds**

1. Recruitment for persons whose doctoral scholarship, if admitted to Doctoral School, will be financed in whole or in part by external funds, includes the following categories of persons:
  - a) persons whose doctoral scholarship, if accepted to the Doctoral School, will be financed in whole or in part from grants for scientific projects obtained by the University of Lodz;
  - b) persons whose doctoral scholarship, if accepted to a Doctoral School, will be financed wholly or partly by funds provided by external institutions (e.g. institutes of the Polish Academy of Sciences) from their own funds or from grants obtained by these institutions;
  - c) persons who obtained funding under the "Industrial PhD" programme
  - d) persons of foreign nationalities undergoing learning process pursuant to 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) 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 PhD programme,
  - d) granted under the provisions of Article 323(2) PSWiN.
3. The own contribution is the funds that the University of Lodz must provide in order to be able to pay the doctoral scholarship during the full period of education.
4. In the cases specified in § 13 (2)(a) and (b) of the hereby Rules, the project manager or representative of an external institution (in particular the Director of the Institute of the Polish Academy of Sciences), submits a written request to the Director of the Doctoral School to initiate additional recruitment or admission to the planned recruitment to the Doctoral School for persons listed in the list of names attached to the letter. The letter should also contain the following information:
  - a) a declaration by the project manager or the representative of an external institution indicating their willingness to finance a full or part scholarship for indicated persons within the framework of a grant awarded or funds provided or acquired by the institution which they represent, with the specific amounts divided for each year of study for each candidate,
  - b) in the case referred to in § 13(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 research projects carried out at the UL is in accordance with the announcement 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 § 13(2)(a) (in a situation when we deal with a project financed by an international grant) – a statement of the project manager that allocating 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 § 13(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 grant funds, the institution which the person represents will pay the entire declared amount within the prescribed time from its own funds.
5. The Director of the Doctoral School shall apply to the Rector to initiate additional recruitment for candidates whose doctoral scholarship, if admitted to the Doctoral School, will be financed in whole or in part from external funds, together with a proposal for the recruitment date and the admission limit, if such recruitment at a given date was not previously envisaged. The limit of persons to be admitted in a given recruitment shall not be less than the number of persons on the list referred to in § 13(4).
  6. The Director of the Doctoral School shall provide the Rector with information on the number of persons whose scholarship, if admitted to the Doctoral School, will be financed in whole or in part from external funds, together with an indication of the amount of the doctoral scholarship which will be covered from the funds referred to in § 13(2)(a) and (b).
  7. In the case referred to in § 13(2)(b), in the event that the candidate successfully passes the recruitment procedure, after the accepted person has taken the oath, the UL and the external institution conclude an agreement on the financing of the doctoral scholarship, the specimen of which is determined by separate regulations in force at the UL.
  8. Persons on the list referred to in § 13(4) and persons referred to in § 13(1)(c) and (d) whose doctoral scholarship, if admitted to the Doctoral School, will be financed wholly or in part from external funds, may proceed to recruitment.
  9. If the cost of a doctoral scholarship for the persons listed in the named list referred to in § 13(4) is not covered in its entirety by external funds, the Director of the Doctoral School shall request an own contribution necessary for the payment of a doctoral scholarship for all persons listed in the aforementioned list, while providing the following data:
    - the total estimated cost of funding for doctoral scholarships for all candidates likely to be admitted in a given recruitment;
    - the amount of external funding to be raised for the payment of a doctoral scholarship for the full period of education for all candidates who can be admitted within a given recruitment;
    - the estimated total amount of own contribution for all candidates who may be admitted under a given recruitment.

The Rector shall decide on the matter at the request of the Director of the Doctoral School.
  10. A precondition for admission to a Doctoral School of a candidate whose doctoral scholarship is to be paid from a grant for a research project is a declaration by the project manager that the tasks envisaged in the project are consistent with the candidate's doctoral dissertation outline, 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.

12. The scholarship provided for a doctoral student in a project carried out at the UL and the doctoral scholarship may be paid independently of each other.
13. During the project, the entire doctoral scholarship, including the amounts paid for social security and the amount 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.