

## **RULES OF „COTUTELLE” PROJECT**

### **§ 1**

#### **Subject matter of Project**

1. The „Cotutelle” pilot project (hereinafter referred to as **Project**), pertaining to cooperation between the University of Lodz Doctoral School of Humanities (hereinafter **SDNH UL**) and the Justus Liebig University Giessen (hereinafter **JLU Giessen**) is intended for persons willing to carry out their doctoral dissertation in the co-tutelle mode.
2. The aim of the Project is to support the development and financing of doctoral students pursuing international PhD at Doctoral Schools.

### **§ 2**

#### **Project Participants**

1. The Project may be taken up by:
  - a) Candidates applying for admission to both partner institutions: the Doctoral School of Humanities at the University of Lodz (SDNH UL) and the International Graduate Centre for the Study of Culture („Gießener Graduiertenzentrum Kulturwissenschaften (GGK)”) of Faculty 04 - History and Cultural Studies and Faculty 05 - Language, Literature, Culture at the JLU Giessen;
  - b) Doctoral students of both SDNH UL and JLU Giessen – in the case of the absence of candidates referred to in clause 1a above.
2. Doctoral degree holders or students of another doctoral school in Poland may not participate in the Project.
3. The Project may be taken up by persons who fulfill the requirements binding candidates for admission to doctoral schools, as specified by the Act of 20 July 2018 – Law on Higher Education and Science (Dz.U. – Journal of Laws 2023 item 742).
4. A magister degree, magister inżynier degree, or an equivalent (Master’s) degree is a requirement.

5. A candidate for the Project is to show proficiency in English at B2 level of CEFR and proficiency in either German or Polish at B1 level or higher (as proven with a language certificate, or degree in the appropriate language studies). In the case of a candidate who lacks documentation of language skills, it shall be possible to hold an interview verifying the proficiency level, held by specialists from UL Faculty of Philology and/or JLU Giessen.
6. Framework topic of the dissertation, as proposed by the candidate, should be adjusted to the subject matter of the Project announced.

### **§ 3**

#### **Duration of the Project**

The Project consists of four cycles of four years each, including the following SDNH UL recruitment rounds:

- 1) Intake No. 1: 2023/2024 recruitment
- 2) Intake No. 2: 2024/2025 recruitment
- 3) Intake No. 3: 2025/2026 recruitment
- 4) Intake No. 4: 2026/2027 recruitment

In each case, an intake for “Cotutelle PhD student” programme will be announced.

### **§ 4**

#### **Required documents**

The following documents are required from candidates during competition procedure:

- 1) degree certificate(s) and academic transcript(s) of undergraduate and graduate degrees, a direct Master’s degree or its equivalent (an official copy, or alternatively, a certified true copy signed by UL staff);
- 2) if the candidate has graduated abroad, they shall submit a degree certificate (bearing consular legalization stamp or Apostille) granting the right to apply for the award of a doctoral degree higher education system of the country where the awarding institution operates. In the case of a diploma issued in a language other than Polish or English, a translation into one of those languages should also be attached;

- 3) competition application form (hereinafter **Application**) being the Attachment No. 1 to the present Rules;
- 4) outline of a dissertation:
  - a) written in one of three languages: Polish, English or German;
  - b) matching the subject matter of the Competition and either of the following scientific disciplines: Linguistics, Literary studies, Cultural and religious studies, Art Studies;
- 5) the outline should include an (attached) statement confirming that the candidate has never previously prepared or defended a doctoral dissertation in the proposed topic; the text with bibliography should not exceed 5 pages A4; Font: Times New Roman size 12, line spacing 1,5; margins 2,5 each.

The outline must include:

  - a) proposed topic of the dissertation,
  - b) defining the research objective,
  - c) presentation of the state of research to date – indicating a gap in scientific knowledge that the candidate intends to bridge,
  - d) indication of research methods to address the problem posed,
  - e) bibliography outlining the state of the research (maximum 20 items);
- 6) details of the candidate's publication activity and participation in scientific/research projects;
- 7) certificate (photocopy; show original for verification) or other document (with a degree/diploma, can be a photocopy if original for verification is shown; with attestation letter, original is required) testifying English language skills at B2 level (CEFR) and German or Polish language skills at B1 level or higher.

## **§ 5**

### **Sending documents**

1. Documents should be sent online, using the appropriate forms available at SDNH UL website
2. The schedule for submission of documents and the competition schedule will be published on the websites of UL news channel, SDNH UL and the UL Faculty of Philology.

## § 6

### Competition procedure

1. The Competition procedure (hereinafter Competition) is carried out by a competition committee (hereinafter Committee) whose members are appointed by the Dean of the UL Faculty of Philology, including a chairperson being the Dean of the UL Faculty of Philology or their representative, at least two supervisors (in the case of participating doctoral students of SDNH UL / JLU Giessen) or potential supervisors (from both UL and JLU Giessen) or and representatives for cooperation between University of Lodz and Justus Liebig University Giessen.
2. Supervisors or potential supervisors may include academic staff employed at JLU or UL Faculty of Philology who hold a doctor habilitatus degree or the academic title of professor.
3. The competition procedure for candidates has two stages:
  - 1) during stage one, the candidates submit documents for the Committee to choose a maximum of three candidates;
  - 2) during stage two, the candidates or the three candidates selected attend the competition interview.
4. The documents submitted by candidates are assessed as follows:
  - 1) formal assessment stage – carried out by SDNH UL Secretary in terms of compliance of submitted documents with Rules of Competition

If the documentation submitted is incomplete, the candidate will receive an e-mail notification that they should provide for the shortcoming. The message will be deemed as delivered and read after one day from sending. Since then, the candidate will need to respond with missing documents in three days.

Any documentation that falls short of formal assessment criteria or submitted after the deadline specified in the schedule shall be rejected (and cannot proceed to content-related assessment stage);
  - 2) content-related assessment stage – carried out by the Committee that will make a decision on qualifying the candidate for the competition interview.
5. The following criteria will be employed for content-related assessment:

1) grade average from uniform Master's studies or the average of grade averages from undergraduate and graduate degree studies – **max. 5 points**:

5	– 5 pts
4,75	– 4 pts
4,5	– 3 pts
4,25	– 2 pts
4,0	– 1 pt
3,75 or less	– 0 pts

2) preliminary outline of doctoral dissertation (in the case of candidates specified in §2 clause 1a) or dissertation proposal (in the case of doctoral students of SDNH UL or JLU Giessen): **0-20 points**;

3) scientific/research activity (**0-30 points**);

a) publication activity in the area of humanities (0-30 points):

- an article in a journal relevant to the specific scientific discipline or a chapter in a multi-author monograph issued by a publisher relevant to the discipline – 15 pts;
- an article or chapter issued by another publisher – 5 pts;
- other publications of a scientific nature (review, research report) – 2 pts;
- editing of a multi-author monograph or volume of a scientific journal – 5 pts;

In the case of co-authorship or co-editing, the points will be divided proportionally.

b) participation in scientific conference(s) presenting paper(s) (0-10 pts):

- international event – 5 pts;
- national/domestic event – 2 pts;
- event for (doctoral) students, domestic or international – 1 pts;
- involvement in organizing committee (up to 2 events) – 2 pts.

For a paper presented in a language other than first one extra point is added.

c) participation in scientific and research projects (0-10 pts)

4) Popularization, community and organizational activity (**0 – 5 pts**).

6. **Maximum 60 points** can be granted at the stage of content-related assessment based on the documentation specified in §6 clause 5.

7. Documentation that falls short of the content-related assessment criteria indicated while having received fewer than 25 points in total, shall be rejected (and the candidate cannot proceed to the competition interview stage).

8. After the assessment of documentation is complete, participants of the competition will have access to the results and their justification.
9. The competition interview shall be held by the Committee in the time frame specified by the Competition Schedule available on the website of UL news channel, SDNH UL and UL Faculty of Philology.
10. The competition interview shall be evaluated according to the following criteria:
  - 1) evaluation of the dissertation project – its originality/content and scientific innovation: **0-15 points**;
  - 2) an assessment of your awareness of the literature on the subject, your knowledge of the scientific output on the subjects to be researched, as well as your knowledge of the specialist terminology and methodology of the planned research: 0-15 points;
  - 3) evaluation of the presentation skills (language proficiency, presentation structure, discipline of expression): 0-10 points.
11. Each candidate may receive **up to 40 points** for competition interview (the minimum number of points that the candidate is to gain is 25).
12. The interview may be held in an on-site, remote (online) or hybrid mode.
13. In the case of Project participants being doctoral students of SDNH UL or JLU Giessen, the supervisors included as members in the Committee are excluded from voting.
14. The competition interview may be held in either of three languages: Polish, German or English. The candidate should declare the language in their Application form.
15. The chairperson of the Committee is to decide on the format of the interview.
16. Each candidate intended to participate in the competition interview shall be notified via e-mail.
17. If requested by the candidate, the format of the competition interview may be changed with the decision of the chairperson of the Committee.
18. The results will be published to the deadline specified by the competition schedule.
19. One candidate shall be selected in the competition procedure.
20. If more than one candidate receives the same number of points during the competition procedure, the decision on the selection of the candidate shall be made by the chairperson of the Committee.
21. The selection of the candidate should be made before the start of recruitment to SDNH UL and before integration into JLU Giessen organizational structure.

22. The decision of the Committee shall be final.

23. The Competition shall be announced not later than three month before the start of the recruitment to SDNH UL.

## § 7

### Competition final

1. The selection of a candidate referred to in §2 clause 1a during Competition is not synonymous with admission to SDNH UL or integration into JLU Giessen.
2. A candidate who, in the course of the competition, has been qualified to carry out their dissertation in the co-tutelle mode in the framework of cooperation between the University of Lodz and Justus Liebig University Giessen, shall be obliged to participate in recruitment for admission to SDNH UL unless already a SDNH UL doctoral student.
3. A project participant admitted to SDNH UL has the rights and responsibilities related to their SDNH UL curriculum. Moreover, project grantees at JLU shall during their stay at Giessen be integrated into the academic community of *Graduate Centre for Cultural Studies* (GGK), the Faculty of History and Cultural Studies (Fachbereich 04) and the Faculty of Language, Literature and Culture (Fachbereich 05).

## § 8

### Financing

1. The doctoral scholarship grant for “Cotutelle” PhD students shall be financed by the Faculty of Philology for the entire period of SDNH UL curriculum.
2. The scholarship referred to in clause 1 above shall be paid out on condition that the UL doctoral supervisor is employed at the Faculty of Philology.
3. Rules of financing the „Cotutelle” doctoral mobility:
  - a) the doctoral student undergoes one-year traineeship at JLU Giessen;
  - b) the candidate selected during competition procedure and admitted to SDNH UL and JLU Giessen, respectively, shall receive a mobility allowance in the amount of EUR 1000 per month for 12 months, paid out by JLU Giessen;
  - c) the time frame of doctoral traineeship at JLU Giessen shall be agreed upon by supervisors and Director of SDNH UL;

- d) JLU Giessen shall assist a candidate admitted to both universities (UL and JLU Giessen) with their search for affordable accommodation;
- e) a doctoral student may apply for additional period of stay at JLU Giessen, financed from external funds.

## **§ 9**

### **Personal data protection**

The rules of personal data protection and processing at the University of Lodz are specified by the UL Personal Data Protection Policy, adopted by Regulation No. 65 of UL Rector, dated 22 February 2023.

#### **Attachments to Rules of „Cotutelle” Project:**

1. Competition Application Form – Attachment No. 1