

Recruitment Rules
of the Doctoral School of Humanities
of the University of Lodz
for the academic year 2024/2025

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Section 1

General provisions

1. The terms used in this Act shall mean:
 - a) RP - the Republic of Poland;
 - b) UL - University of Lodz;
 - c) Recruitment Rules – Rules of Recruitment to the Doctoral School of Humanities of the UL for the academic year 2024/2025;
 - d) SDNH - UL Doctoral School of Humanities (*Szkoła Doktorska Nauk Humanistycznych UL*);
 - e) PSWiN - the Act of 20 July 2018 Law on higher education and science [*Prawo o szkolnictwie wyższym i nauce*] (consolidated text Dz.U. – Journal of Laws of 2023 item 742 as amended);
 - f) IRK - Online Registration of Candidates of the University of Lodz;
 - g) MEiN - Ministry of Education and Science [*Ministerstwo Edukacji i Nauki*]¹;
 - h) NCN - National Science Centre [*Narodowe Centrum Nauki*];
 - i) NCBiR - National Centre for Research and Development [*Narodowe Centrum Badań i Rozwoju*];
 - j) Grant - funds awarded for a scientific or research project;
 - k) Scientific project - an activity financed (in whole or in part) by a grant which includes the implementation of scientific research (within the meaning of Article 4(2) of the PSWiN);
 - l) BIP - Public Information Bulletin [*Biuletyn Informacji Publicznej*];
 - m) BWZ - UL International Relations Office [*Biuro Współpracy z Zagranicą*];
 - n) External institution - an institution not subordinate to the Rector of the UL;
 - o) NAWA - National Agency for Academic Exchange [*Narodowa Agencja Wymiany Akademickiej*];
 - r) remote mode - a meeting held by means of electronic communication, ensuring, in particular, real-time transmission between the participants and multilateral real-time communication.

Section 2

Conditions of admission to the doctoral school

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

¹ Government ministry responsible for science (formerly MEiN, recently MNiSW)

- a) beneficiaries of the *Diamentowy Grant* ["Diamond Grant"],
 - b) first authors of a publication in a journal listed in the Journal Citation Reports,
 - c) sole authors of monographs published by publishers listed in all *Lists of publishers publishing peer-reviewed scientific monographs* specified in the MEiN Communication, published within 5 years preceding the recruitment procedure (until the end of the online registration);
 - d) managers of scientific projects financed by grants awarded under the national or international competitions organised by NCN, NCBiR or MEiN,
 - e) project managers of the *Perty nauki* ["Pearls of Science"] programme.
4. At the same time, one can be a doctoral student at only one doctoral school.
 5. A prerequisite for admission to SDNH is the originality of the proposed doctoral dissertation. The candidate should propose a topic in which he/she has not previously carried out a doctoral dissertation, excluding situations of transfer from another doctoral school, and persons who will be studying under a cotutelle agreement and are already studying at a foreign university at the time of recruitment to SDNH. The conditions for transfer from another doctoral school are set out in the Regulations of SDNH, adopted by Resolution No. 438 of the Senate of the UL of 27 May 2019 (as amended).
 6. The recruitment procedure shall be initiated on the day on which the following two conditions are fulfilled jointly: receipt by the SDNH of a signed application for admission to the doctoral school in paper form (hereinafter: application), printed on a form generated from the IRK system, and payment of the fee provided for in Section 4 of the Recruitment Rules and its assignment to SDNH. Online registration shall not constitute an action initiating the recruitment procedure. If the application for admission to SDNH is not submitted in paper form or if the aforementioned fee assigned to SDNH is not paid, no procedural action shall be taken.
 7. The minimum number of points qualifying a candidate for admission to SDNH is 50% of the number of points possible to be obtained in the recruitment procedure (50 points), subject to the provision of Section 10(4) and Section 11(8) of the Recruitment Rules.
 8. A candidate may enter the recruitment procedure for the academic year 2024/25, announced on the basis of these Recruitment Rules, only once, regardless of the number of additional admissions announced in connection with Section 3(6) of the Recruitment Rules.
 9. The form of assistance for persons with special needs or disabilities during the recruitment procedure may be arranged with the chairperson of the Recruitment Committee through the Academic Support Centre after the candidate has previously applied to the Academic Support Centre. The University provides conditions for persons with special needs or disabilities to participate fully in the recruitment process, including by providing a sign language interpreter or an assistant during the interview, but the candidate should report such a need during the IRK registration process.
 10. The provisions of the Resolution shall also apply to foreigners - regardless of the legal basis of admission referred to in Article 323(1) of the PSWiN, subject to Section 13 of the Recruitment Rules.

Section 3

Recruitment schedule and admission limits

1. The UL Rector, in consultation with the Director of SDNH, shall establish the recruitment schedule.
2. Recruitment procedure should be completed by 30 September at the latest. In justified cases, a candidate may be admitted to SDNH at a later date, but no later than 31 October of a given academic year.
3. Recruitment at a different date is possible for candidates whose doctoral scholarship, if admitted to SDNH, will be financed in whole or in part from external funds in the manner described in Section 14 of the Recruitment Rules. Additional recruitment procedures may

also be conducted jointly for the individual categories of persons listed in Section 14(1) (with a common ranking list and a common schedule).

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

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

Section 4 Payment

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

Section 5 Recruitment Committee

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

candidate for whom he/she has declared his/her willingness to undertake the supervisorship.

Section 6

Stages of the recruitment procedure

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

Section 7

Online registration in the IRK system

1. An applicant for admission to SDNH is obliged to register in IRK. Two recruitment paths shall be opened in IRK - for candidates whose doctoral scholarship will be financed by the UL and for candidates whose doctoral scholarship will be financed from external sources (on the basis of Section 14 of the Recruitment Rules), i.e. in particular persons qualified for scientific projects or the industrial doctoral programme (participation in the project or the above-mentioned programme is the condition for registration in this recruitment procedure). It is acceptable if a candidate registers for both aforementioned recruitment paths or have their profile data moved from one path to another. The candidate's responsibilities shall include in particular:
 - a) selecting a doctoral school and identifying the discipline(s) in which the doctoral dissertation will be prepared. If the doctoral dissertation is to be prepared in more than one discipline, the candidate shall indicate the lead discipline,
 - b) filling in the registration form,
 - c) entering the grade point average obtained in the course of the Bachelor's and Master's degree studies or the Uniform Master's Studies or equivalent; the data shall be entered on the basis of the diploma supplement referred to in Section 8(2)(1) or the certificate referred to in Section 8(2)(3) of the Recruitment Rules. In the case of candidates who have completed their studies outside the Republic of Poland, the above results shall be converted by the doctoral school into the system applicable in the Republic of Poland proportionally, according to a percentage of the maximum possible number of points. The data entered by the candidate shall be verified on the basis of the documents provided,
 - d) uploading to the system the current photograph taken in a format meeting the requirements specified for ID cards in case of citizens of the Republic of Poland or for passports in case of foreign nationals,
 - e) making legible scans in PDF format of all the paper documentation (and the photograph that has been uploaded to the IRK system) that the candidate submits as part of the recruitment procedure, and then uploading them to IRK within the timeframe provided in the recruitment schedule for online registration. Each scanned file name should include the candidate's full name and an indication of the document scanned, as follows: *Surname_Forename_name of scanned document*,
 - f) attributing one's academic record to the discipline(s) to which the candidate's research and publication activities pertain, by submitting a statement to this effect in the IRK,

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

Section 8

Documents required from candidates

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

Master's degree studies or the Uniform Master's Studies or equivalent, as well as a letter of commitment to provide a certificate of having passed the diploma examination and having been awarded the Master's degree within the time limit consistent with the recruitment schedule (a template of the commitment is set out in Annex 3 to the Recruitment Rules); the aforementioned persons shall provide a copy of the diploma confirming the obtaining of the degree referred to in Section 2(1) of the Recruitment Rules, before commencing curriculum at SDNH,

- 4) an outline of the proposed doctoral dissertation with a statement confirming that the candidate has never previously prepared or defended a doctoral dissertation in the proposed topic (the obligation to submit the aforementioned statement does not apply to cases of transfer from another doctoral school and to persons who will be studying under a cotutelle agreement and are already studying at a foreign university at the time of recruitment). The outline, including the bibliography, must not exceed 5 pages in A4 format; font - Times New Roman 12, spacing 1.5; margins 2.5. 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 the science that the candidate intends to fill,
 - d) indication of research methods to address the problem posed,
 - e) bibliography outlining the state of the research (maximum 20 items),In the case of candidates referred to in Section 11 clause 5 of the present Rules, the English language is acceptable for the outline.
- 5) a statement of an UL employee on his/her readiness to act as a supervisor (if the candidate has such a consent) - according to the template available in the IRK system or an application for the appointment of a selected person, who is qualified to act as a supervisor, as a supervisor of one's doctoral dissertation (Annex 4 to the Recruitment Rules). SDNH shall make available on its website a list of potential supervisors with an indication of their area of research interest, at the latest one month before the start of the recruitment procedure. The list shall be drawn up by the Director of SDNH in consultation with the persons he/she intends to include in the list. A written consent of a person concerned shall be a condition for inclusion in the above list. The Director of SDNH may, before drawing up a list of potential supervisors, consult its shape with Coordinators for scientific disciplines appointed by the Rector.
- 6) a questionnaire for evaluation of the candidate's documentation (Annex 5 to the Recruitment Rules), which is the candidate's declaration of achievements to be evaluated,
- 7) a document confirming the candidate's knowledge of a foreign language (applies to foreign languages referred to in Section 9 of the Recruitment Rules) of at least B2 level (in the case of a certificate or diploma - a copy - an original for inspection, in the case of certificates - an original) in accordance with the List of Documents Confirming the Knowledge of a Modern Foreign Language (Annex 6 to the Recruitment Rules), if the candidate does not have the aforementioned document, he/she shall take the foreign language examination under the principles laid down in Section 9 of the Recruitment Rules,
- 8) confirmation of previous research activities (during the recruitment procedure, an account shall be taken of the candidate's documented research and organisational activity corresponding to the disciplines in which SDNH is conducted, from the last 5 full years preceding the recruitment, and in the case of the industrial doctoral programme - 10 years - until the end of the online registration):
 - a) publications (up to 5 selected items) - 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 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,
- b) participation in scientific conferences with an oral presentation (3 conferences may be listed) - a certificate from the organisers confirming that the oral presentation has been conducted or attached official conference programme with own presentation marked,
 - c) scientific and research projects - appropriate certification must be attached,
 - d) a certificate (copy - original for inspection) confirming knowledge of languages other than the language declared for the examination referred to in Section 9 of the Recruitment Rules or exempting from the abovementioned examination (from the list specified in Annex 6 to the Recruitment Rules),
 - e) attestation of other achievements, in particular: a certificate of having won a prize / honourable mention in a competition for the best Master's thesis, a copy of the diploma(s) of completion of additional study programme (or graduation certificates), attestation of a study visit abroad (for a period of at least 3 months), attestation of social, organisational and popularisation activities (attestation of the type of activity and its duration),
- 9) a candidate with a certificate of disability / degree of disability issued based on the provisions of the Act on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (consolidated text Journal of Laws of 2023, item 100 as amended) shall submit a copy of the certificate with other recruitment documents if he/she intends to exercise additional rights under the law,
- 10) candidates of foreign nationalities shall also submit:
- (a) a document confirming the legality of their residence in the territory of the Republic of Poland in the form of a copy of a current visa or residence card immediately after obtaining one of the aforementioned documents, at the latest by the end of the first semester of study at SDNH,
 - (b) for candidates who do not have their domicile or habitual residence or registered office in the Republic of Poland, another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area - a written designation of an address for service in the territory of the Republic of Poland or appointment of a representative ad litem (for the purposes of service of letters and administrative decisions).
- If the above obligation is not fulfilled, decisions and letters shall be left in the candidate's file with effect of having been served.
3. Templates of forms used for recruitment procedure (Annexes to Recruitment Rules) are available at the SDNH website as well as at the IRK platform. All documents required in the recruitment process must be submitted in the form of originals, unless the specific provisions set out in Section 8(2) provide otherwise. A candidate residing abroad may send by e-mail a request to the Director of SDNH for the possibility to submit the documentation in paper form after the deadline resulting from the recruitment schedule, with a simultaneous commitment to deliver the original documents before the date of signing the oath act. In case of failure to provide a set of original documents, an administrative decision to refuse admission to SDNH shall be issued.
4. Verification of the diploma referred to in Section 8(2)(2) and conversion of the results into the system in force in the Republic of Poland, as referred to in Section 7(1)(c), shall be carried out in cooperation with BWZ.
5. The documents may be delivered via a postal operator. The date of delivery of the documents is considered to be the date of their receipt at SDNH.
6. If a candidate provides an incomplete set of documents, he/she shall be requested, via a message in the IRK system, to complete them. Such message shall be deemed delivered one day after it has been posted in the system. From this moment, the candidate shall have seven days to complete the documentation. If a candidate fails to provide the documents referred to in Section 8(2) (1)-(3) in the manner indicated in the message

delivered by IRK, within seven days of its delivery, he/she shall not be admitted to further stages of the recruitment procedure.

7. The University shall return the original documents, retaining the copies certified as true copies. If a candidate is not admitted, all case files and personal data of the candidate shall be kept by SDNH for two years after the end of the recruitment procedure.

Section 9 Foreign language examination

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

Section 10 Evaluation of candidate's documentation

1. The Recruitment Committee shall verify whether the candidate's planned doctoral dissertation will be written in the discipline(s) indicated by the candidate. If more than one discipline is indicated, the Committee shall verify whether the discipline indicated by the candidate as leading will play a leading role in the planned doctoral dissertation. In the event of a discrepancy between the candidate's declaration and the facts, the Committee shall assign the candidate to the discipline within SDNH to which the planned doctoral dissertation corresponds in the largest part or in its entirety.
2. The Recruitment Committee shall evaluate the preliminary outline of the dissertation, which should show the structure of the planned work and research, including synthetic descriptions of the different parts of the projected research work. The Committee may commission an expert outside the Committee to provide an opinion on the outline.
3. 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 academic record and achievements shall not be counted towards the candidate's score. The requirement for a translation may be waived if the documentation has been issued in German, French, Italian, Spanish or Russian.
4. The Recruitment Committee shall review the candidate's documentation, evaluate his/her scientific record and achievements, as well as the dissertation outline. A maximum of **60 points** can be obtained for this stage. A minimum of **25 points** are required from evaluation of the documentation, including at least **4 points** from evaluation of the outline.
5. Detailed scoring of the candidate's evaluation based on the documentation submitted:

1) Grade average from the Uniform Master's Studies or an average of grade averages from first-cycle (Bachelor's) and second-cycle (Master's) degree studies (in the case of a candidate who completed multiple degree programmes at the same degree level, applicable is the grade point average that the candidate enters in the electronic system during registration); for candidates referred to in Section 2(3) of the Recruitment Rules, 5 points are awarded:

- 5 - 5 points
- 4.75 - 4 points
- 4.5 - 3 points
- 4.25 - 2 points
- 4.0 - 1 points
- 3.75 and less - 0 points.

2) Prize/honourable mention in the competition for the best Master's thesis– max. 3 points

- (a) in a non-academic competition:
 - 1st – 3rd place – 3 points
 - honourable mention – 2 points
- (b) in a non-academic competition:
 - 1st place – 2 points
 - further places or honourable mention – 1 point

3) Completion of an additional study programme – max. 5 points

- Bachelor's degree – 3 points
- Master's degree – 2 points
- Uniform Master's degree – 5 points
- non-degree postgraduate studies (min. 2 semesters) – 1 point

4) Knowledge of foreign languages - max. 3 points (concerns languages other than the language declared for the examination or exempting from taking the examination)

- B 2 -1 point, C1 – 2 points, C2 – 3 points

5) Scientific activity – max. 30 points:

A. Scientific publications in the humanities (up to 5 items)

Single-author monograph published by the publisher from the *List of publishers publishing peer- reviewed scientific monographs* specified in the MEiN Communication of 22 July 2021 (hereinafter: MEiN list of publishers) – 30 points.

Single-author monograph published by the publisher from outside MEiN list – 10 points

Article in a journal from the MEiN list (according to: MEiN Communication on the list of scientific journals and reviewed materials from international conferences with the assigned number of points, being in force within 5 full calendar years preceding the recruitment procedure) – 15 points

Article in a journal from outside MEiN list – 5 points

Chapter in a multi-author monograph published by the publisher from the MEiN list of publishers – 10 points

Chapter in a multi-author monograph published by the publisher from outside MEiN list – 5 points

Other publications of a scientific nature (review, research report) – 1 point

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

In the case of the industrial doctoral programmes, industry publications may be taken into account:

Monograph – 10 points

Article in a journal – 3 points

In the case of publications in a foreign language, 1 point shall be added.

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

B. Participation in scientific conferences with an oral presentation (up to 3 events)

Presentation at an international conference – 3 points

Presentation at a national conference – 2 points

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

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 points

In the case of the industrial doctoral programmes - presentation at an industry conference:

- international – 2 points
- national – 1 point

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

C. Participation in research or industrial projects

Student Research Grant – 5 points

Contractor in a project financed from central funds (NCN, NPRH, etc.) – 5 points

Contractor in an international project – 7 points

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

Application to industrial doctoral programme (*doktorat wdrożeniowy*) – 10 points

Participation in scientific and research projects carried out by foreigners outside Poland – 5 points

6) Study visit abroad (for a period of min. 3 months) – 1 point

7) Popularisation, social and organisational activities - 3 points

(a) 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,

(b) for candidates in the industrial doctoral programme – active participation in the represented industry (presentations at industry meetings, conducting industry training, publications in industry portals, authorship of texts in industry magazines, participation in internal projects of the employer), Refers to activities that are not shown under 5).

For each activity certified, 1 point is awarded.

8) Preliminary dissertation outline - max. 10 points

6. The candidate's achievements and activities pertaining to the industrial doctoral programme (*Doktorat wdrożeniowy*) application will only be considered scorable for candidates whose doctoral scholarship would be funded from external sources (pursuant to Section 14 of Recruitment Rules).

Section 11

Interview with the candidate

1. In order to be admitted to the interview, a candidate must obtain from the documentation assessment a number of points enabling him/her to reach the limits referred to in Section 10(1) of the Recruitment Rules. If the aforementioned condition is not met, the Committee shall inform the candidate via IRK that he/she has not been admitted to the interview.
2. At the beginning of the interview, a candidate is obliged to present an identity document to the Committee.
3. The interview may be conducted remotely. The decision on the form of the interview shall be taken by the chairperson of the Recruitment Committee. A candidate who is to be interviewed remotely shall be notified via the IRK system at least three days before the scheduled interview.

At the candidate's request, the chairperson of the Recruitment Committee may change the decision on the form of the interview also at a later date if this is possible.

4. The detailed conditions and procedure for conducting remote recruitment (including instructions for the conduct of the remote interview) may be specified in separate regulations applicable at the UL and applied accordingly to SDNH candidates
5. Candidate of foreign nationality may take part in an interview in English after making an appropriate entry in the IRK system.
6. The maximum number of points possible from the interview is **40**.
7. The interview is assessed against the following criteria:
 - a) assessment of the doctoral dissertation project - its substantive value and scientific innovation, and in the case of the industrial doctoral programme the practical usefulness of the solutions: **0-15 points (grade scale: 0-5-10-15)**
 - 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 (grade scale: 0-5-10-15)**
 - c) evaluation of the ability to present the project (language skills, composition of the speech, discipline of the speech: **0-10 points (grade scale: 0-5-10-15)**)
8. Assessment criteria related to application interview for the industrial doctoral programme (*Doktorat wdrożeniowy*) shall only be applicable to candidates who registered for the admission path intended for candidates whose scholarship would be financed from external sources (pursuant to §14 of Recruitment Rules).
9. Subject to Section 2(6) of the Recruitment Rules, admission within the fixed limit of places for the discipline is conditional on obtaining 50% of the possible points in the interview (at least **20 points**).

Section 12

Completion of the recruitment procedure

1. The minutes of the recruitment procedure of each candidate - with his/her individual score - shall be drawn up. The minutes shall be signed by the chairperson of the Recruitment Committee.
2. The total number of points which may be obtained in all stages of the recruitment procedure is **100**. The minimum number of points qualifying a candidate for admission to SDNH is **50**, subject to the provision of Section 10(4) and Section 11(8) of the Recruitment Rules.
3. At the end of the recruitment procedure, the Recruitment Committee shall draw up separate ranking lists for candidates assigned to individual scientific disciplines within SDNH.
4. Within the limit of places for candidates assigned to a particular discipline, admission to SDNH shall be decided according to the number of points obtained by the candidate, determined on the basis of the individual minutes referred to in Section 12(1).
5. The Recruitment Committee shall recommend a supervisor for each candidate admitted to SDNH. Information about the Committee's recommendations shall be included in the recruitment minutes. The recommended supervisors shall be selected from the list of potential supervisors referred to in Section 8(2)(4) of the Recruitment Rules. When making its decision to recommend a supervisor for a given candidate, the Recruitment Committee shall use statements or applications referred to in Section 8(2)(4) of the Recruitment Rules.
6. If the limit of places provided for SDNH is not filled:
 - a) the Recruitment Committee may draw up a uniform ranking list for all candidates to SDNH who have not fit into the admission limits for the disciplines to which they are assigned,
 - b) based on the above list, the Committee may qualify candidates for admission to SDNH according to the number of points obtained, while increasing the admission limit(s) for the disciplines to which the recruited candidates are assigned, so as to

- meet the admission limit for SDNH,
- c) if at least two candidates from the aforementioned list obtain an equal number of points entitling them to take up the only remaining place filling the admission limits for SDNH, the Recruitment Committee shall decide which of them to admit, based on the points awarded for the criterion: the candidate's academic record. If it is not possible to take a decision based on this criterion, the Committee shall make its selection on the basis of the number of points awarded for the interview. If this criterion is also inconclusive and the UL Rector does not make a decision to extend the admission limits for SDNH, all candidates who have received an equal number of points shall not be admitted,
 - d) the Recruitment Committee may decide to transfer the places not used in the recruitment procedure within a given discipline to the other SDNH disciplines,
 - e) the Recruitment Committee may refrain from filling the limit of places provided for SDNH; this applies in particular when the limit within a given discipline has been filled and subsequent candidates from the ranking list would increase the limit for that discipline.
7. The Recruitment Committee shall draw up the recruitment minutes, with the ranking lists mentioned in Section 12(3) and the scores as an attachment thereto, and a list of candidates qualified for SDNH (specifying the fact of assigning particular persons to appropriate disciplines) and a list of persons not qualified. The minutes and the aforementioned lists shall be signed by the chairperson of the Recruitment Committee and all its members with a handwritten signature or a signature in a trusted profile or with a qualified electronic signature.
 8. Any deletions or amendments to the minutes should be attested by the signature of the chairperson of the Recruitment Committee.
 9. Admission to SDNH shall take place through entry into the list of doctoral students by the Director of SDNH. Without prejudice to generally applicable legislation, in the case of foreign nationals, admission to SDNH shall take place through an administrative decision signed by the chairperson of the Recruitment Committee on the basis of the authorisation from the UL Rector.
 10. The Director of SDNH shall verify persons qualified for admission to SDNH prior to entering them to the list of persons admitted. Candidates referred to in Section 2(2) of the Recruitment Rules, who have not fulfilled the obligation to complete the documentation by the date specified in the recruitment schedule, in accordance with the statement referred to in Section 8(2)(3) of the Recruitment Rules, shall not be admitted to SDNH. Candidates who have fulfilled the recruitment conditions, but have not qualified for admission due to the filled limit of places, may be enrolled in the vacant places.
 11. The Director of SDNH shall verify candidates entering the recruitment procedure for SDNH on the basis of the provisions of Section 14(1)(a), (b), (c) of these Rules, qualified for admission to the school. In case of non-receipt of funding, the above-mentioned candidates shall not be admitted to SDNH, even if the result of the recruitment procedure is positive.
 12. Refusal of admission to SDNH shall take the form of an administrative decision signed by the chairperson of the Recruitment Committee on the basis of the appropriate authorisation from the UL Rector.
 13. A candidate may request a reconsideration of the decision to refuse admission to SDNH. Such a request shall be submitted to the Recruitment Committee within 14 days of the date of delivery of the decision. The Recruitment Committee shall reconsider the case. The case shall be resolved by means of an administrative decision signed by the chairperson of the Recruitment Committee on the basis of the appropriate authorisation from the UL Rector. The Committee shall notify the UL Rector of the request for reconsideration of the case and of the contents of the decision.
 14. The decision to refuse admission to SDNH shall be delivered according to the specifications given by the Act of 14 June 1960 - Code of Administrative Procedure

- (Dz.U. – Journal of Laws 2023 item 775, with amendments) that is by electronic delivery address, public hybrid delivery service, or by registered mail with a return acknowledgement of receipt to the correspondence address provided by the candidate in the IRK system. Also, the candidate may collect the decision in person.
15. If, at the end of the recruitment procedure, the number of candidates to SDNH exceeds the limits assigned to that school, a reserve ranking list of candidates shall be created - a uniform list of candidates who have not been admitted to SDNH, together with the assigned scores. The reserve ranking list shall include persons who have fulfilled the admission requirements but have not been admitted due to filling the limit of places.
 16. If a person admitted to SDNH resigns from the doctoral school before 31 October of the year in which he/she was admitted, the Director of SDNH may admit a person from the reserve list to SDNH in his/her place, at the same time increasing the limit of places assigned to the discipline to which this person has been assigned in the recruitment process.
 17. In the case referred to in Section 12(15) and Section 3(5) of the Recruitment Rules, priority admission shall be given to persons who plan to carry out their doctoral dissertation under a cotutelle agreement (regardless of the score they have obtained in the recruitment process), and who present, together with the recruitment documentation, the consent of two supervisors to undertake supervision of the candidate, including a supervisor from a foreign university.
 18. In the case of candidates who registered at both admission paths referred to in Section 7(1) of Recruitment Rules, and whose recruitment procedure yields a positive outcome, their inclusion on the admission lists will be part of the admission limit for candidates whose doctoral scholarship would be financed from external sources (pursuant to Section 14 of Recruitment Rules).

Section 13

Recruitment of persons with a cotutelle agreement

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

Section 14

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

1. Recruitment for persons whose doctoral scholarship, if admitted to SDNH, will be financed in whole or in part from external funds shall cover the following categories of persons:
 - a) persons whose doctoral scholarship, if admitted to SDNH, will be financed in whole or in part by grants for the implementation of scientific projects obtained by the UL,
 - b) persons whose doctoral scholarship, if admitted to SDNH, will be financed in whole or in part from funds provided by external institutions (e.g. institutes of the Polish Academy of Sciences) from their own funds or from grants obtained by these units,
 - c) persons who have applied to industrial doctoral programme (*Doktorat wdrożeniowy*) and will obtain funding within its framework,
 - d) foreign nationals undergoing training on the basis of the provisions of Article 323(1) (1-5) of the PSWiN Act and having external resources granted under the provisions of Article 323(2) of the PSWiN Act.
2. External funds are funds raised for the payment of the doctoral scholarship from financial resources:
 - (a) derived from project grants obtained by the UL,
 - (b) obtained from external institutions, e.g. Institutes of the Polish Academy of Sciences, from own funds or from grants obtained by these units,
 - (c) awarded under the industrial doctoral programme,
 - (d) granted under the provisions of Article 323(2) of the PSWiN Act.
3. The own contribution includes funds that the UL must provide in order to be able to pay the doctoral scholarship during the full period of curriculum.
4. In the cases referred to in Section 14(2)(a) and (b) of these Rules, the project manager or a representative of an external institution (in particular the Director of the Institute of the Polish Academy of Sciences), shall apply to the Director of SDNH with a written request to initiate additional recruitment procedure or to admit to the planned recruitment to SDNH for persons whose names are included in the list attached to the letter. The letter should also include the following information:
 - a) a declaration of the project manager or a representative of an external institution that he/she is willing to finance, in whole or in part, a doctoral scholarship for the persons listed, either from a grant awarded or from funds allocated or raised by the institution he/she represents, with specific amounts broken down for each year of curriculum for individual candidates,
 - b) in the case referred to in Section 14(2)(a) - a statement by the project manager that the allocation of funds for the payment of a doctoral scholarship from a given grant for the implementation of scientific projects carried out at the UL is in accordance with the call for proposals or competition documentation of a given project, which provides for the possibility of financing a doctoral scholarship from the funds for the implementation of the project,
 - c) in the case referred to in Section 14(2)(a) (when dealing with a project financed through an international grant) - a statement by the project manager that the allocation of funds for the payment of a doctoral scholarship from a given grant is not contrary to the law and regulations of a given grant,
 - d) in the case referred to in Section 14(2)(b) – a declaration of the representative of the external institution on the conformity of the financing of the doctoral scholarship from a given grant with applicable regulations and with the call for proposals or competition documentation for a given grant and a declaration that, if it is not possible to cover the costs of the doctoral scholarship in the declared scope from the funds coming from the grant, the institution represented thereby shall pay the entire declared amount in due time from its own funds.

5. The Director of SDNH shall request the Rector to initiate additional recruitment procedure for candidates whose doctoral scholarship, if admitted to SDNH, will be financed in whole or in part from external funds, together with a proposal for the date of recruitment procedure and the admissions limits, if such recruitment at a given date has not been previously envisaged. The limit of persons foreseen for admission in a given recruitment procedure shall not be less than the number of persons on the list referred to in Section 14(4).
6. The Director of SDNH shall provide the UL Rector with information on the number of persons whose scholarship, in the event of admission to SDNH, will be financed in whole or in part from external funds, together with an indication of the amount of the doctoral scholarship that will be covered from the funds referred to in Section 14(2)(a) and (b).
7. In the case referred to in Section 14(2)(b), if the candidate successfully passes the recruitment procedure, after the person admitted has taken the oath, UL and the external institution shall conclude an agreement on the financing of the doctoral scholarship, the template of which is determined by separate regulations in force at UL.
8. Recruitment procedure launched for persons whose doctoral scholarship, in the event of admission to SDNH, will be financed in whole or in part from external funds, may be entered by persons on the list referred to in Section 14(4) and by persons referred to in Section 14(1)(c) and (d).
9. If the cost of a doctoral scholarship for persons included in the personal list referred to in Section 14(4) is not to be covered in its entirety by external funds, the Director of SDNH shall request the Rector of UL to allocate own contribution necessary to pay the doctoral scholarship to all persons on the list, while providing the following data:
 - the total estimated cost of financing the doctoral scholarships for all candidates likely to be admitted under a given recruitment procedure,
 - the amount of external funding to be raised for the payment of a doctoral scholarship for the full period of curriculum to all candidates who may be admitted under a given recruitment procedure,
 - the estimated total amount of own contribution for all candidates who may be admitted under a given recruitment procedure.

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

10. A prerequisite for the admission to SDNH of a candidate whose doctoral scholarship is to be paid from a grant for the implementation of a scientific project shall be a declaration by the project manager that the tasks envisaged in the project are consistent with the outline of the doctoral dissertation presented by the candidate, attached to the recruitment documentation submitted by the candidate.
11. The own contribution may come from the central funds of the university or, at the request of the dean, from the funds of the faculty participating in the training of doctoral students at SDNH.
12. The provisions of Section 14 shall also apply to candidates whose doctoral scholarship, if admitted to SDNH, will be financed in whole or in part from the funds of the UL faculty(s) specially allocated for this purpose. In such a case, the procedure to be followed shall comply with that for candidates referred to in Section 14(1)(a). The letter referred to in Section 14(4) shall be submitted by the dean of the faculty declaring the financing of the doctoral scholarship.
13. The research scholarship provided for a doctoral student in a project implemented at the UL and the doctoral scholarship may be paid independently of each other.
14. In the course of the project, the entire doctoral scholarship, including the amounts paid for social insurance and the amount allocated for the disability allowance, may be financed from external funds. As far as the project allows, as much of the doctoral scholarship as possible should be financed from external funds.
15. The amount paid to a doctoral student from external funds as a doctoral scholarship shall not be refunded.