

CUT Doctoral School Recruitment Regulations for the academic year 2026/2027

Art. 1

General Provisions

1. Recruitment to the Cracow University of Technology Doctoral School (CUT Doctoral School) is done by way of a selective contest procedure. The CUT Doctoral School ensures accessibility in the recruitment process in compliance with Art. 5 of this document.
2. Recruitment to the CUT Doctoral School takes place on the dates specified in the time schedule. Detailed time schedule and admissions limits in individual disciplines as well as the amount of the recruitment fee are communicated to the general public at the Cracow University of Technology website by a separate Regulation of the Rector of CUT at least two months before the recruitment procedure commences.
3. The Rector of Cracow University of Technology approves and communicates to the general public the detailed time schedule of the recruitment process comprising:
 - 1) the deadline for electronic registration;
 - 2) the deadline and place for submitting documents;
 - 3) the amount of the recruitment fee and the deadline for its payment;
 - 4) the time and place of the recruitment proceedings consisting in merit-based evaluation (examination and candidate interview);
 - 5) the deadline for announcing the recruitment results and the method of informing candidates thereof;
 - 6) the deadline for candidates to confirm their commencement of education at the CUT Doctoral School and the method of doing so.
4. In extraordinary situations, where – due to reasons beyond the control of Cracow University of Technology Authorities – it is impossible to conduct the recruitment process within the time limit specified in para. 3, the Rector of CUT – in concert with the CUT Doctoral School Council and the University Doctoral Students' Association Council – may establish a time schedule setting forth a different time for conducting the recruitment process.
5. In certain cases justified by particularly important considerations (*inter alia*, obtaining financed research projects), additional recruitment is possible, beyond the limit of admissions. In such a case, the person responsible for the doctoral student's external funding submits a declaration confirming the provision of financial resources for the doctoral scholarship for the entire duration of the doctoral student's education. The Head of the CUT Doctoral School applies to the Rector of CUT for an approval of the additional

recruitment time schedule containing the information referred to in para. 3. The recruitment proceedings in such a case takes place in accordance with the provisions of Art. 3(2,4&5) and these recruitment regulations.

6. Recruitment to the CUT Doctoral School entails payment of one-time, non-refundable recruitment fee.
7. Before registering in the university's recruitment system, and sufficiently in advance to meet the deadlines specified in the recruitment schedule, the candidate is obliged to:
 - 1) select a potential supervisor from the list of supervisors for the given discipline and hold an initial discussion with them regarding the research topic planned for the doctoral dissertation;
 - 2) obtain the potential supervisor's consent to take on the role of supervisor in the given discipline, as well as obtain confirmation from the potential supervisor of their ability to provide a place for conducting research work, the financial resources necessary to cover the costs of materials and participation in academic conferences, and—if experimental work is required—access to the necessary research equipment.
8. In the process of the electronic registration, the candidate to the CUT Doctoral School fills in a personal questionnaire and attaches thereto the electronic versions of the documents listed below drawn up in compliance with the templates available at the CUT Doctoral School internet website within the time limit specified in the recruitment time schedule:
 - 1) Curriculum Vitae (CV);
 - 2) a copy of the diploma of the second-cycle study programme or uniform Master's degree programme completion – the original document for inspection when submitting the paper version of the documents. Candidates who are this year's graduates and do not possess a diploma are to submit a certificate of the passed diploma examination. In such a case, the candidate is required to submit the diploma by 31 October of the year in which the recruitment took place. Candidates who have completed their study programmes outside Poland are to submit a diploma entitling them to pursue being awarded the doctor's degree in the country where it has been issued, alongside a confirmation of its legality, pursuant to the provisions of Art. 1(13-14);
 - 3) a copy of the diploma supplement or a copy of the academic transcript of the completed second-cycle study programme or the uniform Master's degree programme – the original document for inspection when submitting the paper version of the documents;
 - 4) a certification of proficiency in English at the minimum B2 level in the form of one of the documents listed below:
 - a) a copy of a certificate;

- b) a copy of the diploma supplement of the first-cycle study programme or a uniform Master's degree programme – applicable to candidates who commenced their studies on 1 October 2007 or later, or if the required level of proficiency in English has been specified in the afore-mentioned document.
 - c) a document certifying that English is the official language in the candidate's country of origin, or it was the language of instruction in their higher education study programme;
 - 5) a concept of the individual research plan agreed upon with the prospective supervisor featured on the list of supervisors of a given discipline;
 - 6) a written recommendation of the candidate issued by their prospective supervisor containing the following:
 - a) a statement of reasons justifying the soundness of the decision to admit the doctoral candidate to the CUT Doctoral School;
 - b) declaration of securing adequate conditions for scientific work and research (information on financial resources);
 - c) declaration of securing scientific supervision over the doctoral candidate and approval of the suggested research topic and the concept of the individual research plan, declaration of maintaining the substantive alignment of the doctoral dissertation topic with the appropriate discipline;
 - d) approval of the above information by the head of the scientific council for the discipline and the head of the organizational unit employing the prospective supervisor;
 - 7) documented hitherto achieved academic accomplishments, not older than 5 years (publications, papers delivered at international and national conferences, other academic papers);
 - 8) certification of a completed professional internship, at least 6 months long, on a mandatory form (refers only to candidates to the CUT Doctoral School in the discipline of architecture and urban sciences). Candidates who have the builder's licence in the architectural specialisation are not required to submit the certification, but they need to submit a copy of their licence
 - 9) confirmation of the recruitment fee payment;
 - 10) a colour photograph – a file in the .jpg format: sized 236x295 pixels +/- 3 pixels (the photo should conform to the requirements applicable for the issuance of personal identification cards).
9. If the submitted documents are found incomplete, the candidate is informed through the recruitment system of the necessity to submit the missing documents. Submission of the complete set of documents within the time limit specified in the schedule is a condition for being allowed to continue with the recruitment process.

10. Documents referred to in Art. 1(8) pts 1 – 9 are to be submitted in the paper version to the Recruitment Committee in compliance with the valid recruitment time schedule. The documents are to be accompanied by the signed personal questionnaire printed out from the electronic registration system.
11. The documents submitted during the recruitment process may be in Polish or in English. Candidates admitted to the CUT Doctoral School are required to submit a sworn translation of the above-mentioned documents into Polish done by a sworn translator accredited in accordance with the Polish legal system by the 30th November of the year in which they commenced their education in the CUT Doctoral School.
12. Verification of the diploma obtained by a candidate applying for admission to the CUT Doctoral School outside Poland is done by the International Relations Office (IRO) of Cracow University of Technology upon a motion from the head of the recruitment committee competent for the given candidate. For this purpose, the head of the committee sends to the IRO scans of the candidate's following documents, together with the translation thereof into English:
 - 1) diploma;
 - 2) supplement;
 - 3) grading scale;
 - 4) a certification that the diploma entitles the candidate to pursue education in a doctoral school in the country where it has been issued – the document may be issued by the university the candidate graduated from or by an institution in the country where the diploma has been issued corresponding to the Ministry of Science and Higher Education in Poland;
13. Verification of a foreign diploma is based on the information available in the Qualifier of the Polish National Agency for Academic Exchange /*Kwalifikator Narodowej Agencji Wymiany Akademickiej (NAWA)*/ acting as the ENIC-NARIC centre competent for matters related to recognition of higher education diplomas and academic degrees in Poland. The Qualifier is to be found at the following link: <https://kwalifikator.nawa.gov.pl/>. If a given diploma has not been described in the Qualifier, the IRO applies to NAWA for an opinion whether the diploma in question entitles the candidate to pursue education at the CUT Doctoral School.
14. Recruitment to the CUT Doctoral School is conducted by recruitment committees. Recruitment committees for individual scientific disciplines are appointed by the Head of the CUT Doctoral School no later than a month before the recruitment commences.
15. Each recruitment committee is composed of:
 - 1) a representative of the relevant discipline in the CUT Doctoral School Council, who acts as the head of the committee; in unforeseen emergency situations, the role of the head may be taken over by a different person selected by the head of the relevant

scientific council from among the members of the scientific council, or the Head of the CUT Doctoral School;

- 2) at least two representatives of the scientific council of the relevant discipline;
 - 3) a secretary;
 - 4) a representative of the doctoral students' association – as an observer.
16. Representatives of the discipline's scientific council and the secretary are appointed by the head of the scientific council of the relevant discipline.
 17. The representative of the doctoral students' association is appointed by the University Doctoral Students' Association Council.
 18. Candidates are required to submit to the CUT Doctoral School Office a certificate issued by an occupational medicine physician within 60 days of receiving the referral. Referrals for medical examinations are issued by the CUT Doctoral School Office on the day the candidate confirms their commencement of education at the CUT Doctoral School. Failure to provide the medical certificate within the specified deadline will result in being barred from attending classes.

Art. 2

The Recruitment Process

1. Provisions of this article refer to candidates who have obtained their second-cycle study programme qualifications or their uniform Master's degree programme qualifications at universities in Poland. Matters referring to persons who have obtained their second-cycle study programme qualifications outside Poland are regulated by the provisions of Art. 4.
2. In order to be admitted to the recruitment process to the CUT Doctoral School, a person must: have the professional title of Master, Master of Engineering or equivalent degree, or a diploma enabling its holder to pursue being awarded the doctor's degree in the country whose system of higher education includes the institution that has issued it, and satisfy the detailed conditions of the recruitment to the CUT Doctoral School laid down individually for each discipline of education (passed by a resolution of the scientific council for the relevant discipline).
3. Timely electronic registration and timely submission of the complete set of the required documents as well as timely payment of the recruitment fee are the condition to be admitted to the recruitment process.
4. If a candidate:
 - 1) fails to satisfy the detailed conditions of the recruitment to the CUT Doctoral School laid down for a given discipline of education (passed by a resolution of the scientific council for the relevant discipline), or

- 2) fails to complete the electronic registration within the time limit specified in the recruitment time schedule, or
 - 3) fails to submit the complete set of the required documents within the time limit specified in the recruitment time schedule, or
 - 4) fails to pay the total of the recruitment fee within the time limit specified in the recruitment time schedule,
- the application of the candidate will not be considered.
5. Admission to the CUT Doctoral School is decided by the place on the ranking list determined on the basis of:
 - 1) the positive outcome of the examination on the problem areas specified by the head of the scientific council of the relevant discipline published at the website of the CUT Doctoral School in the section on detailed recruitment conditions (scoring at least 20 out of 40 possible points), with the provision that only the persons who have successfully passed the examination will be admitted to the candidate interview;
 - 2) the outcome of the candidate interview (scoring at least 15 out of 30 possible points) containing the evaluation of the following areas:
 - a) methodology and scope of the planned doctoral dissertation;
 - b) relevance and innovativeness of the topic;
 - c) professional experience and academic activity of the candidate;
 - d) self-presentation;
 - e) motivation for pursuing education at the doctoral school;
 - f) the possibility to conduct scientific research and its financing.

Evaluation of each of the above areas is the arithmetic average of the grades in the scale from 1 to 5 given by individual members of the recruitment committee. The final result of the candidate interview is the sum of the grades in all the areas;
 - 3) points scored for academic accomplishments (maximum 20 points);
 - a) an abstract, poster, conference of students' research clubs, etc.;
 - b) an academic publication in Polish in post-conference materials or a journal not featured on the journal list of the Ministry of Science and Higher Education;
 - c) an academic publication in English in post-conference materials or a journal not featured on the journal list of the Ministry of Science and Higher Education;
 - d) an academic publication in a journal featured on the Ministry of Education and Science list;
 - e) a chapter in a monograph;
 - f) a Monograph;
 - 4) the grade entered onto the second-cycle or the uniform Master's degree study programme diploma (5.0 – 10 pts; 4.5 – 8 pts; 4.0 – 6 pts; 3.5 – 4 pts; 3.0 – 2 pts);

- 5) the points which are the basis for placing a candidate on the ranking list are calculated with the accuracy to one decimal place.
6. In reasonably justified cases, upon the motion of the relevant recruitment committee, the Head of the CUT Doctoral School may grant permission for conducting the examination and candidate interview in the remote mode.
7. Admission to the CUT Doctoral School takes place by way of entering a candidate onto the list of doctoral students on the basis of the ranking lists drawn up by recruitment committees separately for each discipline.
8. Admission to the CUT Doctoral School of a foreign national takes place by way of an administrative decision of the Rector of CUT issued under Art. 323(1)(6) of the act Law on Higher Education and Science.
9. The Rector may authorise the Head of the CUT Doctoral School to issue administrative decisions referred to in Art. 2(8) on their behalf.

Art. 3

The recruitment process within the framework of the “Implementation Doctorate” programme

1. The procedure of preparing the application for having the research works realised within the framework of the “Implementation Doctorate” programme financed by the Ministry of Science and Higher Education is presented at the CUT Doctoral School website in the “Implementation Doctorate” tab.
2. The provisions laid down in Art. 2(1 – 4) are applicable in the recruitment process within the programme.
3. Only such person is to be admitted to the recruitment process to the CUT Doctoral School within the framework of the “Implementation Doctorate” programme whose research task, submitted in the application of Cracow University of Technology, has obtained recommendation for funding from the MS&HE.
4. Candidates participating in the recruitment process within the framework of the programme are admitted to the candidate interview without the need to take the examination. Hence, they obtain the maximum number of points for the examination (40 pts).
5. Admission to the CUT Doctoral School is decided by:
 - 1) the outcome of the examination (40 pts)
 - 2) the outcome of the candidate interview (scoring at least 15 out of 30 possible points) containing the evaluation of the following areas:
 - a) methodology and scope of the planned doctoral dissertation;
 - b) relevance and innovativeness of the topic;

- c) professional experience and academic activity of the candidate;
- d) self-presentation;
- e) motivation for pursuing education at the Doctoral School;
- f) the possibility to conduct scientific research and its financing;

Evaluation of each of the above areas is the arithmetic average of the grades in the scale from 1 to 5 given by individual members of the recruitment committee. The final result of the candidate interview is the sum of the grades in all the areas;

- 3) points scored for academic accomplishments (maximum 20 points);
 - a) an abstract, poster, conference of students' research clubs, etc.;
 - b) an academic publication in Polish in post-conference materials or a journal not featured on the journal list of the Ministry of Science and Higher Education;
 - c) an academic publication in English in post-conference materials or a journal not featured on the journal list of the Ministry of Science and Higher Education;
 - d) academic publications in a journal featured on the MS&HE list;
 - e) a chapter in a monograph;
 - f) a monograph;
 - 4) the grade on the second-cycle or the uniform Master's degree study programme diploma (5.0 – 10 pts; 4.5 – 8 pts; 4.0 – 6 pts; 3.5 – 4 pts; 3.0 – 2 pts).
6. A candidate will be admitted to the CUT Doctoral School within the framework of the "Implementation Doctorate" programme if they have obtained the minimum of 60 points in the recruitment process.
7. If the research project is refused funding within the framework of the "Implementation Doctorate" programme, the candidate, while submitting an appeal against this decision to the MS&HE, may participate in the recruitment process in compliance with the following rules:
- 1) the recruitment process pursuant to Art. 3(2 – 6), which entitles the candidate to commence education only if the appeal against the decision is successful;
 - 2) the recruitment process pursuant to Art. 2, which – if the appeal against the decision is dismissed – entitles the candidate to commence education in compliance with the general regulations.

Art. 4

The recruitment process for foreign nationals who have obtained their second-cycle study programme qualification outside Poland

- 1. Candidates who have obtained their second-cycle study programme qualification outside Poland are subject to the procedure outlined in Art. 2(2–6) and the principles laid down in this Article.

2. The candidate declares in which language they will pursue their studies, with the choice of Polish or English.
3. The documents referred to in Art. 1(8) are to be accompanied by:
 - 1) a certification that the diploma entitles the candidate to pursue education in a doctoral school in the country where it has been issued – the document may be issued by the university the candidate graduated from or by an institution in the country where the diploma has been issued corresponding to the Ministry of Science and Higher Education in Poland;
 - 2) legal verification on the diploma and supplement – legal verification is a confirmation that the signatures and stamps featured on the documents are legal. Legal verification is issued by the Polish embassy or consulate in the country where the diploma has been issued;
 - 3) confirmation of Polish language proficiency at a minimum B2 level, required only from candidates declaring that they will pursue their studies in Polish, in the form of:
 - a) a copy of a certificate;
 - b) confirmation that Polish is the candidate's native language or was the language of instruction during their higher education studies.
4. Verification of the diploma obtained by a candidate applying for admission to the CUT Doctoral School outside Poland is done by the International Relations Office (IRO) of Cracow University of Technology upon a motion from the head of the recruitment committee competent for the given candidate. For this purpose, the head of the committee sends to the IRO scans of the candidate's following documents, together with the translation thereof into English:
 - 1) diploma;
 - 2) supplement;
 - 3) grading scale;
 - 4) a certification that the diploma entitles the candidate to pursue education at a doctoral school in the country where it has been issued – the document may be issued by the university the candidate graduated from or by an institution in the country where the diploma has been issued corresponding to the Ministry of Science and Higher Education in Poland;
5. Verification of a foreign diploma is based on the information available in the Qualifier of the Polish National Agency for Academic Exchange /*Kwalifikator Narodowej Agencji Wymiany Akademickiej (NAWA)*/ acting as the ENIC-NARIC centre competent for matters related to recognition of higher education diplomas and academic degrees in Poland. The Qualifier is to be found at the following link: <https://kwalifikator.nawa.gov.pl/>. If a given diploma has not been described in the Qualifier, the IRO applies to NAWA for an opinion

whether the diploma in question entitles the candidate to pursue education at the CUT Doctoral School.

6. In order to receive the letter of acceptance, the candidate is required to upload the documents referred to in Art. 1(9)(1-9) and Art. 4(3) into the recruitment system within the time limit specified in the recruitment time schedule, and, following the positive verification of the documents, to apply for a letter of acceptance in an e-mail sent to the competent recruitment committee.

Art. 5

Ensuring accessibility in the recruitment process for candidates with special needs, including disabilities

1. The recruitment rules comply with the Regulations for supporting persons with special needs at Cracow University of Technology.
2. The Doctoral School ensures equal opportunities in the recruitment process for candidates with special needs, including disabilities.
3. Persons involved in the recruitment process are obliged to take actions aimed at offering candidates conditions that allow full participation in the recruitment process, taking into account the candidate's specific need, including the type and degree of disability.
4. A candidate may request that their special needs be taken into account before the starting the recruitment process or during the process. The candidate's documented request must be submitted to the recruitment committee of the relevant discipline or to the Head of the CUT Doctoral School.
5. The Doctoral School provides the candidate with appropriate conditions adapted to their individual needs through:
 - 1) ensuring accessibility of the electronic recruitment system;
 - 2) allowing the candidate to provide information about special needs before and during recruitment;
 - 3) enabling the recruitment process (exam and interview) to be conducted using remote communication methods and techniques, after prior submission of the documents referred to in Art. 2–4 via mail or a third party;
 - 4) allowing the use of an assistant;
 - 5) ensuring architectural accessibility of buildings;
 - 6) allowing the use of assistive technologies and technical aids (induction loops, text scanners, reading assistance software);
 - 7) adapting internal forms and document templates.
6. The Head of the CUT Doctoral School, in cooperation with the CUT Accessibility Centre, verifies the reported needs and creates an individual support plan for the candidate.

7. The Doctoral School ensures accessible forms of communication regarding recruitment information, including:
 - 1) publishing information on recruitment rules in a digitally accessible format (compliant with WCAG 2.1 AA standards);
 - 2) making information about the possibility to report special needs visible and understandable at the recruitment website;
 - 3) providing the possibility to contact a person responsible for accessibility (e.g., the CUT Accessibility Coordinator or a staff member of the CUT Accessibility Centre).
8. Persons participating in the recruitment process (committee members, office staff, interviewers) are acquainted with the principles of equal treatment and accessibility standards, including communication with persons with various types of disabilities.
9. All information regarding candidates' special needs is processed confidentially and in accordance with personal data protection regulations. These data are used solely to ensure the accessibility of the recruitment process.
10. In the event of difficulties in ensuring accessibility, the CUT Doctoral School undertakes immediate remedial actions in consultation with the candidate to enable full participation in the recruitment process.
11. If a candidate considers that accessibility was not provided during the recruitment process or that their special needs were not adequately taken into account, they have the right to submit a complaint to the Head of the CUT Doctoral School. Complaints may be submitted in writing, electronically, or orally for the record. The Head of the CUT Doctoral School, in cooperation with the Head of the CUT Accessibility Centre, reviews the complaint promptly and takes actions to remedy identified irregularities and prevent their recurrence.

Art. 6

Final Provisions

1. The results of the recruitment processes are open to the public.
2. Candidates entered onto the list of the CUT Doctoral School students are required to submit, within the time limit and at the place specified in the recruitment time schedule, a declaration following the template available at www.szkoladoktorska.pk.edu.pl and containing *inter alia*:
 - 1) the number of the personal bank account into which the doctoral scholarship is to be transferred;
 - 2) information on holding/not holding the degree of doctor */doktor/*;
 - 3) information on receiving/not receiving a doctoral scholarship in other doctoral schools.

3. The Head of the CUT Doctoral School acknowledges a candidate's failure to commence education and removes them from the list of doctoral students in the case of unjustified failure to submit the declaration referred to in para. 2 and failure to sign the oath referred to in the CUT Doctoral School Regulations within 14 calendar days of the academic year commencement.
4. In the case referred to in para. 3, the vacated place may be taken by the candidate from the next place on the ranking list of the discipline.
5. If more two or more candidates occupying the last position on the ranking list have an equal number of points, all such candidates will be admitted, even if the number of admitted candidates exceeds the established limit. However, if more than one candidate obtains an equal number of points at earlier positions on the ranking list, the number of admitted candidates will remain within the established limit, which excludes the admission of the next candidate on the list."
6. Places that have remained unused within the limit for one discipline may increase the limit in another discipline. The decision to transfer a number of places between disciplines is made by the Head of the Doctoral School with the consent of the head of the scientific council for the discipline in which the limit is to be increased.
7. Candidates who have not been admitted due to the exhaustion of the limit of places constitute the waiting list. In the cases provided for in Art. 6(3,4,5&6), the vacated place, or the additional place emerging due to the increased limit of places which occurred after candidates had been entered onto the list of doctoral students, is to be taken by the candidate from the waiting list occupying the next place on the ranking list, with the observance of the order resulting from the obtained number of points.
8. The candidate from the waiting list taking the vacated or additional place is to be informed immediately of this fact, and said candidate is required to submit the documents referred to in art. 6(2&3) within 3 working days of the day when they received the information on being entered onto the list of admitted candidates.
9. Refusal of admission to the CUT Doctoral School takes place by way of an administrative decision of the Rector of CUT. The Rector of CUT may authorise the Head of the CUT Doctoral School to issue the above-mentioned decision on their behalf.
10. The decision referred to in Art. 6(9) may be appealed against by applying to the Rector of CUT for a review of the case within 14 days of being served with this decision.
11. Disputes arising from matters which have not been provided for in these regulations are to be settled by the relevant recruitment committee in agreement with the Head of the CUT Doctoral School.