

CUT Doctoral School Recruitment Regulations

§ 1

General Provisions

1. Recruitment to the Doctoral School of Cracow University of Technology (CUT Doctoral School) shall be carried out by way of a contest.
2. Persons with disabilities applying for admission may request the Director of the CUT Doctoral School to provide appropriate conditions taking into account the degree of their disability.
3. Recruitment to the CUT Doctoral School shall be conducted from 26 August to 25 September. The detailed recruitment schedule, admission limits for individual disciplines and the amount of the recruitment fee shall be made publicly available on the website of Cracow University of Technology by a separate regulation of the Rector of CUT by 31 May of each calendar year.
4. The Rector of Cracow University of Technology shall approve and make publicly available a detailed recruitment schedule specifying:
 - 1) the period of electronic registration;
 - 2) the deadline and place for submission of documents;
 - 3) the bank account number, the amount of the recruitment fee and the deadline for its payment;
 - 4) the date, time and place of the qualification procedure concerning the substantive assessment (examination and interview);
 - 5) the date and place of announcement of the recruitment results and the method of informing candidates;
 - 6) the deadline for the candidate's confirmation of undertaking education at the CUT Doctoral School.
5. In exceptional circumstances, when recruitment cannot be conducted within the period specified in point 3 for reasons beyond the control of the Authorities of Cracow University of Technology, the Rector of CUT, in consultation with the CUT Doctoral School Council and the University Council of Doctoral Students' Association, may establish a schedule specifying a different recruitment period.
6. Additional recruitment may be conducted in justified cases. The Director of the CUT Doctoral School shall submit a motion to the Rector of CUT for approval of

the additional recruitment schedule containing the information referred to in point 4.

7. Recruitment to the CUT Doctoral School shall be subject to a one-time, non-refundable recruitment fee.
8. During the electronic registration process, a candidate for the CUT Doctoral School shall complete a personal questionnaire and attach electronic versions of the following documents (in Polish or English) within the deadline specified in the recruitment schedule:
 - 1) curriculum vitae;
 - 2) a copy of the diploma of completion of second-cycle studies or long-cycle Master's degree studies; candidates graduating in the current year who do not yet possess a diploma copy shall submit a certificate confirming that they have passed the diploma examination. Persons who are not Polish citizens and who completed their studies abroad shall submit a diploma entitling them to apply for the award of the doctoral degree in the country in which it was issued, together with confirmation of the legality of that diploma in accordance with point 11;
 - 3) a diploma supplement or a copy of the academic record book from completed second-cycle studies or long-cycle Master's degree studies;
 - 4) a certificate confirming English language proficiency at a minimum level of B2 in the form of a certificate or another equivalent document confirmed by the Foreign Languages Centre of Cracow University of Technology, provided that the documents referred to in clauses 2 and 3 do not contain information confirming English language proficiency. Such certificate shall not be required from persons whose native language is English or for whom English was the language of instruction during their studies;
 - 5) a concept of the individual research plan agreed with a prospective supervisor included on the list of supervisors for the relevant discipline;
 - 6) a written recommendation issued to the candidate by the prospective supervisor, containing:
 - a) justification of the advisability of admitting the doctoral student to the CUT Doctoral School;
 - b) a declaration of providing conditions for scientific work and research (information on financial resources);
 - c) a declaration of providing academic guidance to the doctoral student and acceptance of the proposed research topic and the concept of the individual research plan;
 - d) approval of the above information by the head of the scientific council of

the discipline and the head of the organisational unit of the prospective supervisor;

- 7) documented scientific achievements to date (publications, presentations at international and national conferences, other scientific studies);
 - 8) a certificate issued by a physician specialising in occupational medicine (applicable only to candidates for the CUT Doctoral School in the discipline of Chemical Engineering), which shall be submitted within 30 days from the date of receiving the referral; referrals for medical examinations shall be issued by the competent recruitment committee on the day when paper documents are submitted;
 - 9) a certificate confirming completion of at least six months of professional practice – applicable only to candidates for the CUT Doctoral School in the discipline of Architecture and Urban Planning;
 - 10) confirmation of payment of the recruitment fee;
 - 11) a colour photograph – a .jpg file with dimensions of 236 × 295 pixels, ±3 pixels (the photograph should comply with the requirements applicable to identity card photographs).
9. The documents referred to in point 8 clauses 1–10 shall be submitted in paper form in accordance with the applicable recruitment schedule. The documents shall be accompanied by a signed personal questionnaire printed from the electronic registration system.
10. In the event of deficiencies in the submitted documents, the candidate shall be informed through the recruitment system of the necessity to supplement them. A complete set of documents is a prerequisite for admission to the recruitment procedure.
11. Verification of a diploma obtained abroad by a candidate applying for admission to the CUT Doctoral School shall be carried out by the International Cooperation Office of Cracow University of Technology upon the motion of the chair of the recruitment committee competent for the candidate. For this purpose, a scanned copy of the diploma together with a Polish translation prepared by a sworn translator registered in Poland, and confirmation of the legality of the diploma (an apostille certificate for countries party to the Hague Convention or a certificate confirming the legality of the candidate's diploma issued by the Embassy of the Republic of Poland in the candidate's country or by the embassy of the candidate's country located within the territory of the Republic of Poland for countries not party to the Hague Convention) shall be sent to: szkola.doktorska@pk.edu.pl by the end of March of the year in which recruitment to the CUT Doctoral School takes place.

12. Recruitment to the CUT Doctoral School shall be conducted by recruitment committees. Recruitment committees for individual scientific disciplines shall be appointed by the Director of the CUT Doctoral School by 31 May of the year in which education at the CUT Doctoral School commences.
13. Each recruitment committee shall consist of:
 - 1) a representative of the relevant discipline in the CUT Doctoral School Council, acting as the chair of the committee; in urgent and unforeseen situations, the Director of the CUT Doctoral School may act as the chair;
 - 2) at least two representatives of the scientific council of the relevant discipline;
 - 3) a secretary;
 - 4) a representative of the doctoral students' self-government.
14. The representatives of the scientific council of the discipline and the secretary shall be designated by the head of the scientific council of the relevant discipline.

§ 2

Recruitment Procedure

1. A person holding qualifications of second-cycle studies and fulfilling the detailed admission requirements for the CUT Doctoral School specified separately for each discipline of education (www.szkoladoktorska.pk.edu.pl) shall be eligible for the recruitment procedure to the CUT Doctoral School. In the case of recipients of the Diamond Grant, a person holding first-cycle study qualifications may also be admitted to the recruitment procedure.
2. Timely electronic registration, timely submission of a complete set of required documents and timely payment of the recruitment fee shall constitute prerequisites for admission to the recruitment procedure.
3. In the event of:
 - 1) failure by the candidate to fulfil the detailed admission requirements for the CUT Doctoral School specified for a given discipline of education (www.szkoladoktorska.pk.edu.pl/rekrutacja/szczegolowe warunki), or
 - 2) failure to complete electronic registration within the deadline specified in the recruitment schedule, or
 - 3) failure to submit a complete set of required documents within the deadline specified in the recruitment schedule, or
 - 4) failure to pay the full recruitment fee within the deadline specified in the recruitment schedule,

the candidate's application shall be left without consideration.

4. Admission to the CUT Doctoral School shall be determined by the candidate's position on the ranking list established on the basis of:
 - 1) a positive result of the examination covering issues specified by the head of the scientific council of the relevant discipline (obtaining at least 20 points out of 40 possible points);
 - 2) the result of the interview, including the evaluation of the concept of the individual research plan (obtaining at least 15 points out of 30 possible points); only candidates who have passed the examination referred to in clause 1 shall be admitted to the interview;
 - 3) points awarded for scientific achievements (0–20 points);
 - 4) the grade point average obtained during second-cycle studies or long-cycle Master's degree studies (0–10 points).
5. Recipients of the Diamond Grant and the Preludium Bis competition shall take part in the interview (including the concept of the individual research plan) without taking the examination; recipients of the Diamond Grant and the Preludium Bis competition shall receive the maximum number of points for the examination (40 points).
6. Admission to the CUT Doctoral School shall take place by way of entry onto the list of doctoral students, on the basis of ranking lists prepared by recruitment committees separately for each discipline.
7. Admission of a foreign national to the CUT Doctoral School shall take place, on the basis of the ranking lists referred to in point 4 of this paragraph, by way of an administrative decision of the Rector of CUT. The Rector may authorise the person holding the position of Director of the CUT Doctoral School to issue the above-mentioned administrative decisions on the Rector's behalf. This point shall not apply to foreign nationals who undertake and pursue education at the CUT Doctoral School on one of the grounds specified in Article 323 point 1 clauses 1–5 of the Act on Higher Education and Science.

§ 3

Recruitment Procedure under the “Implementation Doctorate” Programme

1. The procedure concerning the preparation of an application for funding by the Ministry of Education and Science (MEiN) for research work carried out under the “Implementation Doctorate” programme is presented on the website of the CUT Doctoral School under the “Implementation Doctorate” tab.

2. The provisions of § 2 points 1–3 shall apply to the recruitment procedure under the “Implementation Doctorate” programme.
3. A person whose research task, submitted as part of the application of Cracow University of Technology, has received a recommendation for funding from the Ministry of Education and Science (MEiN) shall be eligible for the recruitment procedure to the CUT Doctoral School under the “Implementation Doctorate” programme.
4. Admission to the CUT Doctoral School shall be determined by:
 - 1) the result of the interview, including the evaluation of the concept of the individual research plan (obtaining at least 15 points out of 30 possible points); candidates shall take part in the interview without taking the examination and shall receive the maximum number of points for the examination (40 points);
 - 2) the number of points awarded for scientific achievements (0–20 points);
 - 3) the grade point average obtained during second-cycle studies or long-cycle Master’s degree studies (0–10 points).
5. Admission to the CUT Doctoral School under the “Implementation Doctorate” programme shall take place if the candidate obtains at least 60 points in the qualification procedure.

§ 4

Final Provisions

1. The results of recruitment procedures shall be public.
2. Candidates entered on the list of doctoral students of the CUT Doctoral School shall be obliged to submit, within the deadline and at the place specified in the recruitment schedule, a declaration containing, inter alia:
 - 1) the number of the personal bank account to which the amount of the doctoral scholarship is to be transferred;
 - 2) information on whether they hold or do not hold the degree of doctor;
 - 3) information on whether they receive or do not receive a doctoral scholarship at other doctoral schools and whether they fulfil or do not fulfil the condition for receiving a doctoral scholarship in accordance with Article 209 point 10 of the Act on Higher Education and Science (Journal of Laws of 2020, item 85, as amended).

3. Failure to submit the declaration referred to in point 2 shall be deemed equivalent to resignation from education at the CUT Doctoral School and removal from the list of doctoral students.
4. In the event of resignation referred to in point 3, the vacant place may be filled by a candidate from the next position on the ranking list.
5. Unused places within the admission limit in one discipline may increase the limit in another discipline. Information on changes in admission limits shall be announced by a separate regulation of the Rector of CUT.
6. The decision to transfer places between disciplines shall be taken by the Director of the CUT Doctoral School with the consent of the head of the scientific council of the discipline in which the admission limit is to be increased.
7. Candidates who have not been admitted due to exhaustion of the admission limit shall constitute a reserve group. In the cases described in points 3, 4 and 5 of this paragraph, a vacant place or an additional place created as a result of an increase in the admission limit after entries have been made onto the list of doctoral students shall be filled by a candidate from the reserve group occupying the next position on the ranking list, maintaining the order resulting from the number of points obtained. A candidate from the reserve group filling a vacant or additional place referred to in the preceding sentence shall be informed thereof without delay. The provisions of points 2 and 3 of this paragraph shall apply accordingly; however, the declaration referred to in point 2 shall be submitted by the candidate within 3 working days from the date on which the information referred to in the preceding sentence is communicated.
8. Refusal of admission to the CUT Doctoral School shall take place by way of an administrative decision of the Rector of CUT. The Rector of CUT may authorise the person holding the position of Director of the CUT Doctoral School to issue the above-mentioned administrative decisions on the Rector's behalf.
9. A decision referred to in point 8 of this paragraph may be appealed by filing an application for reconsideration to the Rector of CUT within 14 days from the date of delivery of the decision.
10. In matters not regulated by these Regulations, disputes shall be resolved by the competent recruitment committee in consultation with the Director of the CUT Doctoral School.