

**CUT Doctoral School Recruitment Regulations**  
**DRAFT – uniform text**

**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.
2. Persons with disabilities intending to participate in the recruitment process may apply to the Head of CUT Doctoral School to ensure adequate conditions addressing the degree of their disability.
3. Recruitment to the CUT Doctoral School takes place on the dates specified in the time schedule. The 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 by the 30<sup>th</sup> January of each calendar year.
4. 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 date, 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.
5. 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.
6. In certain cases justified by particularly important considerations (obtaining financed research projects, pursuing a double doctorate *inter alia*), additional recruitment is possible. The Head of the CUT Doctoral School applies to the Rector of CUT for approval

of the additional recruitment time schedule containing the information referred to in para. 4.

7. Recruitment to the CUT Doctoral School entails payment of a one-time, non-refundable recruitment fee.
8. In the process of 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 DS internet website within the time limit specified in the recruitment time schedule:
  - 1) Curriculum Vitae;
  - 2) a copy of the diploma of the second-cycle study programme or uniform Master's degree programme completion; if the candidate is a this year's graduate and they do not possess a certified copy of their diploma, they are to submit a certificate of the passed diploma examination. In such a situation, the candidate is required to submit the diploma by the 31<sup>st</sup> October of the year in which the recruitment procedure took place. Candidates who have completed their study programmes outside Poland are to submit a diploma entitling them to apply for 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(11-12);
  - 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 – certified to be a true copy of the original document. Laureates of the "Pearls of Science" programme who do not have the qualification of the second-cycle study programme are to submit a copy of the first-cycle study programme diploma supplement;
  - 4) a document confirming their proficiency in English at a level no less than B2 in the form of one of the documents listed below:
    - a) a copy of a certificate;
    - b) a copy of the documents listed in points 2) or 3) for candidates who commenced their first-cycle or uniform Master's degree study programmes in 2007 or later, or if the required level of proficiency in English has been specified in the aforementioned document.
    - c) a document certifying that English is the candidate's official language or it was the language of instruction in their previous 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 area and the concept of the individual research plan;
  - 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 (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 a 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 with the resolution of 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 by 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 time schedule is a condition for being allowed to continue with the recruitment process.
  10. Documents referred to in Art. 1(8) 1 – 9 are to be submitted directly to the Recruitment Committee in the paper version in compliance with the 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 at the recruitment stage 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 the Polish legal system by the 30<sup>th</sup> November of the year in which they commenced their education at the CUT DS.
  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 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 which is an equivalent of the Ministry of Education and Science 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 included in the Qualifier, the IRO applies to NAWA, at the address: [dypлом@nawa.gov.pl](mailto:dypлом@nawa.gov.pl), for an opinion on 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 by the end of February of the year in which education at the CUT Doctoral School 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.
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. The candidate is required to submit a certificate issued by a physician – a specialist in occupational medicine – to the CUT Doctoral School Office within 90 days of the date of receiving the referral. Referrals for medical examination are issued by the CUT Doctoral School Office on the day when the commencement of education at the CUT Doctoral School is confirmed. Failure to submit the doctor’s certificate within the specified time limit results in being refused participation in classes.

## **Art. 2 The Recruitment Process**

1. Provisions of this article refer to candidates who have obtained their uniform Master’s degree or the second-cycle study programme qualifications 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
  - 1) have the second-cycle study programme qualification and satisfy the detailed conditions of the recruitment to the CUT Doctoral School laid down individually for each discipline of education (by a resolution of the scientific council for the relevant discipline) ([www.szkoladoktorska.pk.edu.pl](http://www.szkoladoktorska.pk.edu.pl)).
  - 2) be a laureate of the “Pearls of Science” and satisfy the detailed conditions of the recruitment to the CUT Doctoral School laid down individually for each discipline of education (by a resolution of the scientific council for the relevant discipline) ([www.szkoladoktorska.pk.edu.pl](http://www.szkoladoktorska.pk.edu.pl)).
3. Timely electronic registration, timely submission of the complete set of the required documents, as well as timely payment of the recruitment fee are the conditions 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 (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 (scoring at least 20 out of 40 possible points);
  - 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 of conducting scientific research and its financing;The evaluation of the above areas is the arithmetic average of grades, on a scale from 1 to 5, given by individual members of the recruitment committee. The final outcome of the candidate interview is the sum of grades obtained in all the areas.  
Only the persons who have obtained the required number of points in the examination referred to in point 1 of this paragraph will be admitted to the candidate interview;
  - 3) points scored for academic accomplishments (maximum 20 points);
    - a) abstract, poster, conference of students' research clubs, etc.;
    - b) academic publications in Polish in post-conference materials or a journal;
    - c) academic publications in English in post-conference materials or a journal;
    - d) academic publications in a journal featured on the Ministry of Education and Science list;
    - e) a chapter in a monograph;
    - f) a monograph;
  - 4) the grades 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).  
In the case of laureates of the "Pearls of Science" programme, who do not have the second-cycle study programme qualification, the average grade obtained throughout the first-cycle study programme is taken into account;
  - 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 Doctoral School may grant permission for conducting the examination and candidate interview in the remote mode.

7. Within the recruitment process, laureates of the “Pearls of Science” programme, the *Preludium Bis* contest or the Implementation Doctorate project participate in the candidate interview (comprising the concept of the individual research plan) without taking the examination. In such cases, the maximum number of points (40 pts) is awarded for the examination.
8. 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.
9. Admission to the CUT Doctoral School of a foreign national who has obtained the uniform Master’s degree or the second-cycle study programme qualification in Poland takes place on the basis of the ranking lists referred to in para. 5 of this article by way of the administrative decision of the Rector of CUT. The Rector may authorise the person acting as the Head of the CUT Doctoral School to issue administrative decisions referred to in the first sentence of this paragraph on their behalf. This paragraph is not applicable to foreign nationals who pursue and receive education at the CUT Doctoral School on one of the grounds specified in Art. 323(1) pts 1 – 6 of the act Law on Higher Education and Science.

### **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 Education and Science 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 “Implementation Doctorate” 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 MoE&S.
4. Candidates participating in the recruitment process within the framework of the “Implementation Doctorate” 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 of conducting scientific research and its financing;

Evaluation of each of the above areas is the arithmetic average of the grades, on a 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) abstract, poster, conference of students' research clubs, etc.;
    - b) academic publications in Polish in post-conference materials or a journal from outside the list of journals prepared by the MoS&E;
    - c) academic publications in English in post-conference materials or a journal from outside the list of journals prepared by the MoS&E;
    - d) academic publications in a journal featured on the Ministry of Education and Science 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).  
In the case of laureates of the "Pearls of Science" programme, who do not have the second-cycle study programme qualification, the average grade obtained throughout the first-cycle study programme is taken into account.
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 MoE&S, 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**

Foreign nationals may pursue education in doctoral schools pursuant to Art. 323 of the act Law on Higher Education and Science, following having obtained the relevant administrative decision of the Rector of CUT. Foreign nationals are subject to the provisions of Art. 2(2 – 6).

1. In reasonably justified cases, the Head of the Doctoral School may grant permission to conduct the examination and candidate interview in the remote mode.
2. 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 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 which is an equivalent of the Ministry of Education and Science 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. 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;
  - 5) 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 which is an equivalent of the Ministry of Education and Science in Poland;

4. 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 included in the Qualifier, the IRO applies to NAWA, at the address: [dypлом@nawa.gov.pl](mailto:dypлом@nawa.gov.pl), for an opinion on whether the diploma in question entitles the candidate to pursue education at the CUT Doctoral School.
5. In order to receive the letter of acceptance, the candidate is required to enter the documents referred to in Art. 1(8) 1-9 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 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](http://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 possessing/not possessing the degree of doctor;
  - 3) information on receiving/not receiving a doctoral scholarship in other doctoral schools, meeting/not meeting the requirements for receiving the doctoral scholarship, pursuant to art. 209(10) of the act Law on Higher Education and Science (Journal of Laws of 2018, as amended).
3. The Head of the CUT Doctoral School confirms 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 or failure to take the oath referred to in the CUT Doctoral School Regulations – art. 10(1) – within 14 calendar days of the academic year commencement.
4. In the situation referred to in para. 3, the vacated place may be taken by the candidate from the next place on the ranking list.

Places that have remained unused within the limit for one discipline may increase the limit in another discipline.

5. The decision to transfer a number of places between disciplines is taken by the Head of the CUT Doctoral School, with the consent of the head of the scientific council of the discipline in which the limit is to be extended.
6. Candidates who have not been admitted due to the exhaustion of the limit of places constitute the reserve group. In the cases specified in paragraphs 3, 4 and 5 of this article, 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 reserve group occupying the next place on the ranking list, with the observance of the order resulting from the obtained number of points. The candidate from the reserve group taking the vacated or additional place referred to in the previous sentence is to be informed immediately of this fact. The provisions of paragraphs 2 and 3 of this article are to be applied accordingly. However, the candidate is required to submit the declaration referred to in para. 2 within 3 working days of the date when the information referred to in the previous sentence of this point was passed on to them.
7. 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 person acting as the Head of the CUT Doctoral School to issue administrative decisions referred to in the first sentence of this paragraph on their behalf.
8. The decision referred to in para. 7 of this article 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.
9. 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.