

**Terms and Conditions for Admission
to the Doctoral School of the John Paul II Catholic University of Lublin
for the Academic Year 2025/2026**

§ 1

1. An individual may apply for admission to the Doctoral School if they:
 - 1) hold a Master's degree or an equivalent qualification, subject to paragraph 2;
 - 2) demonstrate substantive qualifications to undertake doctoral training, evidenced by fulfilling at least one of the additional conditions set out in Appendix 2;
 - 3) meet any additional requirements specified in paragraphs 3–12, where applicable.
2. In the case of diocesan clergy and members of religious orders, the consent of their Ordinary or Major Superior is required.
3. Recruitment is conducted in the following academic disciplines:
 - 1) Medical Biology;
 - 2) Economics and Finance;
 - 3) Philosophy;
 - 4) History;
 - 5) Linguistics;
 - 6) Literary Studies;
 - 7) Biblical Studies;
 - 8) Biological Sciences;
 - 9) Political Science and Public Administration;
 - 10) Family Studies;
 - 11) Arts Studies;
 - 12) Law;
 - 13) Sociology;
 - 14) Theology;
 - 15) Education;
 - 16) Canon Law;
 - 17) Psychology.
4. If a candidate's Master's degree is in a field different from the discipline of the intended doctoral training, approval must be obtained from the director of the relevant Institute.
5. The requirement stated in paragraph 4 does not apply to:
 - 1) candidates in Linguistics with a Master's degree in Philology or Applied Linguistics;
 - 2) candidates in Literary Studies with a Master's degree in Philology;
 - 3) candidates in Arts Studies with a Master's degree in Art History or Musicology.

6. Candidates intending to pursue a degree in Theology or Biblical Studies must hold a Master's degree in Theology or an equivalent qualification obtained in accordance with the *Apostolic Constitution on Ecclesiastical Universities and Faculties, Veritatis Gaudium*, dated 8 December 2017.
7. A Master's degree in Psychology is required for admission to the discipline of Psychology.
8. Candidates intending to pursue Canon Law must possess an ecclesiastical licentiate's degree obtained pursuant to the provisions of *Veritatis Gaudium*.
9. Candidates applying for Law must hold a Master's degree in Law. Those with a degree in a related legal discipline require the prior approval of the Director of the Institute of Law.
10. For candidates choosing the English-language track, evidence of English language proficiency at a minimum B2 level of the Common European Framework of Reference for Languages (CEFR) is required.
11. Where the proposed doctoral research requires access to specialised research infrastructure, the consent of the relevant unit head responsible for that infrastructure must be obtained.

§ 2

1. Recruitment to the Doctoral School is conducted in two modes:
 - 1) Ordinary recruitment, for places financed by institutional subsidy, held on the date specified in Appendix 1;
 - 2) Special recruitment, for places financed by external sources, held on a date determined by the Rector and aligned with the funding decision.
2. The quota of places for the first year of training at the Doctoral School is determined by the Rector, following a proposal by the Director of the Doctoral School.
3. The quota of places under special recruitment is determined independently by the Rector and does not affect the quota referred to in paragraph 2.
4. Admission to the Doctoral School is granted within the limits of available places.
5. The allocation of places under ordinary recruitment shall be as follows:
 - 1) Two places are designated for each discipline in which recruitment is conducted via the Polish-language track;
 - 2) Two places are designated for each discipline in which recruitment is conducted via the English-language track, provided the Rector has approved the opening of such a track in the respective discipline;
 - 3) Additionally, the Rector may allocate further places to be filled according to the ranking list, regardless of discipline or language track.

§ 3

1. The recruitment procedure for the Doctoral School is conducted by a Selection Committee.
2. The Committee comprises:
 - 1) the Director of the Doctoral School, who serves as Chair;
 - 2) members of the Doctoral School Council representing the disciplines in which recruitment is taking place.
3. The Chair of the Committee appoints a non-voting Secretary.
4. Resolutions of the Committee shall be adopted by a simple majority of votes, provided at least half of the members are present. In the event of a tie, the Chair shall have the casting vote.
5. Meetings of the Committee may be conducted via electronic means of communication.
6. Resolutions may also be adopted remotely either during such meetings or by circulation.
7. Minutes of Committee meetings shall be signed by the Chair.
8. Administrative support for the Committee is provided by the Secretariat of the Doctoral School.

§ 4

1. Recruitment subcommittees shall be appointed by the Chair of the Selection Committee to undertake the substantive evaluation of candidates' research projects and academic achievements, as well as to conduct interviews.
2. Subcommittees shall be established for each discipline in which recruitment is taking place.
3. If a discipline offers both Polish and English language tracks, the Chair of the Committee may, upon the proposal of the Director of the relevant Institute, establish separate subcommittees for each track.
4. Members of a subcommittee shall be appointed by the relevant Institute Council upon the proposal of the Chair of the Selection Committee.
5. Each subcommittee shall comprise:
 - 1) a member of the Selection Committee, serving as Chair;
 - 2) two academic staff members who are not members of the Selection Committee and who hold at least a doctoral degree, as designated by the relevant Institute Council.

6. When appointing subcommittee members, the Institute Council must consider their linguistic competence if the interview is to be conducted in English or if the candidate's specialisation pertains to foreign philology within Linguistics or Literary Studies.
7. Subcommittee meetings may be held via electronic means. Resolutions may be adopted during such meetings or by circulation.
8. Where necessary, the subcommittee may appoint external reviewers, holding at least a doctoral degree, to evaluate candidates' research projects and academic achievements.
9. Each application shall be independently assessed by at least two subcommittee members or reviewers.
10. Resolutions of the subcommittee shall be adopted by a simple majority of votes in the presence of at least half its members. In the event of a tie, the Chair's vote shall be decisive.
11. The subcommittee is responsible for interviewing candidates for the Doctoral School. Interviews may be conducted using electronic means of communication.
12. The Chair of the subcommittee is responsible for the thorough and timely execution of the subcommittee's duties.
13. The Chair of the Selection Committee, in agreement with the Directors of the relevant Institutes, shall appoint secretaries for the subcommittees from among the administrative staff. The secretary shall participate without voting rights, provide administrative support, record meeting minutes, manage the technical aspects of remote work, and ensure the timely preparation of evaluations.
14. The subcommittee shall submit to the Selection Committee its assessment of the candidate's research project, academic achievements, and interview performance. The Selection Committee shall formally approve these assessments.
15. Administrative support for the subcommittees is provided by the relevant Institutes.

§ 5

1. Members of the Selection Committee are obliged to maintain impartiality and objectivity in the evaluation of candidates, as well as to uphold the confidentiality of the recruitment process. Members and Secretaries of the Committee shall submit a declaration to this effect in accordance with the templates provided in Appendices 3a and 3b.
2. A Committee member shall be excluded from participating in the evaluation of a candidate if they:
 - 1) Supervised the candidate's Master's or Bachelor's thesis;
 - 2) Have agreed to act as the candidate's doctoral supervisor, should the candidate be admitted;

- 3) Are currently the candidate's academic supervisor;
- 4) Are related to the candidate by marriage or kinship;
- 5) Have any other conflict of interest that may compromise impartiality.

3. Committee members are obliged to disclose any circumstances that may affect their impartiality.

4. In the cases outlined in paragraph 2, the Chair of the Committee shall decide on the exclusion of the concerned member from evaluating the relevant candidate and shall appoint a replacement member.

5. The provisions of paragraphs 1 to 3 shall apply mutatis mutandis to members of the recruitment subcommittees. The exclusion of a subcommittee member shall be decided by the Chair of the Selection Committee. If more than one subcommittee member is excluded, the Chair shall appoint a replacement from among members of other subcommittees to evaluate the candidate.

§ 6

1. A candidate may apply for admission to the Doctoral School in one selected discipline in which they intend to pursue their studies.

2. By no later than the day preceding the start of the recruitment procedure, as specified in Appendix 1, the University shall publish on its website a list of disciplines in which programmes will be offered in Polish and English during the academic year 2025/2026.

3. During the registration process, the candidate shall select the language track in which they intend to study, provided such a choice is available according to the list referred to in paragraph 2.

4. The choice of language track shall also determine the language in which the interview will be conducted

§ 7

1. Candidates shall register electronically for admission to the Doctoral School via the recruitment platform at <http://rekrut.kul.lublin.pl> and pay the recruitment fee by the deadline specified in Appendix 1.

2. By creating an account on the recruitment platform, the candidate consents to the processing of personal data for the purposes of the admission procedure and the documentation of the course of study. Failure to provide such consent renders participation in the recruitment procedure impossible.

3. To complete electronic registration properly, candidates must upload the required documents to their individual registration account.

4. The following documents must be submitted electronically via the candidate's individual registration account by the deadline specified in Appendix 1:

- 1) A diploma confirming completion of a long-cycle Master's programme, a second-cycle degree, or an equivalent qualification. Diplomas issued outside Poland must be either notarised or bear an apostille;
- 2) For the discipline of Canon Law, the diploma referred to in §1(8), in Polish or Latin;
- 3) A clear declaration confirming the fulfilment of at least one of the conditions set out in Appendix 2;
- 4) A scientific curriculum vitae, including: a) A list of scientific publications, documented by attaching electronic versions of up to three publications; b) Other notable academic activities demonstrating the candidate's preparedness for doctoral study, including participation in research or teaching projects, active involvement in academic conferences, documented engagement in scholarly organisations (including student groups), and science outreach activities. All claims must be clearly documented. The Chair of the Admissions Committee shall determine whether this requirement is fulfilled;
- 5) A description of the proposed research project (preliminary dissertation concept), not exceeding 40,000 characters with spaces, and including: a) Project title; b) Scientific objective (including the problem to be addressed, research questions or hypotheses); c) Significance of the project (state of current knowledge, justification for the research problem and its novelty, and the potential impact of the results on the discipline); d) Research design and plan (general structure, specific goals, preliminary findings, and risk analysis); e) Research methodology (methods, techniques, and tools; approaches to data analysis and interpretation; equipment or facilities to be used); f) A preliminary structure of the doctoral dissertation, indicating whether it will take the form of a monograph or a collection of articles; g) A bibliography relating to the research problem, including full bibliographic references for all cited sources;
- 6) A letter of intent from the prospective supervisor, confirming willingness to supervise the candidate's doctoral research if admitted, using the template provided in Appendix 4;
- 7) For candidates choosing the English-language track: a document certifying knowledge of English at CEFR level B2 or higher, issued by a recognised certification authority listed in Appendix 5, or a diploma confirming graduation from a degree programme taught in English, or completion of secondary education in English;
- 8) A statement affirming respect for the Catholic character of the University;
- 9) A declaration confirming no disciplinary penalties as defined in Article 308 of the Law on Higher Education and Science have been imposed;
- 10) A photograph (35x45 mm) meeting the requirements for official identity documents;
- 11) For diocesan clergy and members of religious orders, a written authorisation from their Ordinary or Major Superior to undertake doctoral studies;
- 12) Where applicable, the consents specified in §1(4) and §1(9);
- 13) If the research involves access to specialised infrastructure, approval from the head of the relevant unit is required;
- 14) A sworn translation into Polish of any documents originally issued in a foreign language.

5. In addition, foreign candidates must submit:

- 1) A copy of their passport;
- 2) A copy of their health insurance policy or a declaration of registration with the National Health Fund (NFZ);
- 3) For those applying to the Polish-language track, a document confirming proficiency in Polish: a) A certificate of completion of a preparatory Polish language course at a unit designated by the Minister of Education, at least at the B2 level, or b) A certificate of Polish language proficiency at the B2 level or higher, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or c) A secondary school or university diploma issued within the Polish education system, or d) A certificate of graduation from a secondary school abroad in which the language of instruction was Polish.

6. The right to submit or supplement documents expires on the deadline for the submission of documents, as specified in Appendix 1.

7. The Doctoral School Secretariat shall oversee the electronic registration process and verify the completeness and accuracy of submitted documents. If any discrepancies or deficiencies are identified, the Director of the Doctoral School shall instruct the candidate to make the necessary corrections or additions without delay, subject to paragraph 6.

§ 8

1. The recruitment fee is PLN 200.

2. The recruitment fee must be paid by the deadline for electronic registration specified in Appendix 1. Payment is considered completed once the required amount is credited to the bank account of the John Paul II Catholic University of Lublin.

§ 9

1. A candidate may be admitted to the qualification procedure if they:

- 1) Meet the conditions specified in §1;
- 2) Have registered via the platform at <https://rekrut.kul.lublin.pl>;
- 3) Have submitted all documents listed in §7;
- 4) Have paid the recruitment fee.

2. The qualification procedure for the Doctoral School is competitive in nature.

3. The qualification procedure consists of two stages:

- 1) Stage one – evaluation of the candidate’s research project and academic achievements;
- 2) Stage two – an interview with the candidate.

§ 10

1. The evaluation of the candidate’s research project and academic achievements shall include:

- 1) Assessment of the research project submitted by the candidate – accounting for 50% of the final score;
- 2) Assessment of publication output – accounting for 30% of the final score. This includes peer-reviewed scientific articles, monographs, and chapters in scholarly monographs, provided they are substantively related to the discipline in which the candidate is applying;
- 3) Evaluation of other significant academic activities that demonstrate the candidate's preparedness for doctoral study. These may include participation in research or teaching projects, active involvement in academic conferences, documented membership in scholarly organisations (including student groups), and activities related to the popularisation of science – accounting for 20% of the final score.

2. Each element listed in paragraph 1 shall be scored on a scale from 1 to 100. Detailed criteria for awarding points are provided in Appendix 6a.

3. The final result of stage one shall be calculated by applying the relevant weightings to each component listed in paragraph 1.

4. The recruitment subcommittee shall compile a ranking list of candidates who have passed the first stage and recommend the number of candidates to be admitted to the second stage, providing appropriate justification.

5. Based on the subcommittees' recommendations, the Selection Committee shall determine the number of candidates advancing to the second stage for each discipline and language track. Admission shall be based on the order of ranking.

6. Immediately following the decision of the Selection Committee as outlined in paragraph 5, candidates shall be informed of their admission or non-admission to the second stage of the qualification procedure.

§ 11

1. The interview shall comprise a discussion with the candidate regarding their research project, academic interests, and aptitude for conducting scientific research.

2. The interview shall be conducted in the language corresponding to the candidate's chosen track:

- 1) In English, for those who selected the English-language track;
- 2) In Polish, for those who selected the Polish-language track.

3. Interviews shall be held according to the schedule specified in Appendix 1. The recruitment subcommittee shall notify candidates of the date, time, and format of the interview at least three days in advance.

4. The interview shall be conducted via the Microsoft Teams platform, unless otherwise stipulated in paragraph 6. Subcommittee members and the candidate shall join the session using a link provided by the subcommittee secretary.

5. The procedure for the interview is as follows:

- 1) Upon all participants joining the meeting, the Chair shall verify the candidate's identity using the Microsoft Teams platform. The candidate must present an identity document with a photograph;
- 2) Prior to the interview, the Chair shall outline the procedure, and subcommittee members may clarify technical matters such as screen sharing or microphone settings;
- 3) All participants – both the candidate and the subcommittee members – must have their cameras and microphones activated throughout the interview;
- 4) Failure by the candidate to activate their camera or microphone shall result in exclusion from the interview;
- 5) In the event of a connection failure during the interview, the Chair, in consultation with the subcommittee, shall determine whether the portion of the interview completed allows for evaluation. Based on this assessment, the Chair shall decide whether: a) The interview may be considered complete and scored; b) An attempt to reconnect should be made; c) The interview must be rescheduled;
- 6) If decisions arising from the interview cannot be communicated via the Microsoft Teams platform, the Chair shall relay this information to the candidate via email;
- 7) Any disconnection or technical issues, along with the subcommittee's conclusions, shall be documented in the interview record.

6. At the request of the Chair of the subcommittee, the candidate, or on their own initiative, the Chair of the Selection Committee may authorise an in-person interview at the University. Identity verification procedures as outlined in paragraph 5(1) shall apply.

7. The interview shall be scored on a scale from 0 to 100 points. Evaluation shall follow the criteria specified in Appendix 6b.

8. The recruitment subcommittee shall compile a ranking list of candidates who participated in the second stage of the qualification procedure.

§ 11a

1. The final result of the recruitment process shall be expressed on a scale from 0 to 100 points. It comprises the weighted sum of the scores obtained in the two stages of the recruitment procedure: 40% from the first stage and 60% from the second stage.

2. The minimum number of points required for admission to the Doctoral School shall be determined by the selection committee upon the proposal of its Chair.

3. All calculations shall be carried out to two decimal places. The results of each stage of the qualification procedure, as well as their constituent components, shall be presented with the same level of precision.
4. A candidate who is not admitted to the second stage of the qualification procedure shall not be eligible for admission to the Doctoral School.

§ 12

1. The selection committee shall compile a ranking list of candidates to the Doctoral School based on the final results obtained in the first and second stages of the qualification procedure. The list shall be arranged in descending order, from the highest to the lowest score, using the weightings specified in § 11(1). The ranking list is common to all disciplines.
2. The ranking list shall include the following information:
 - 1) Serial number;
 - 2) Candidate's name and surname;
 - 3) Discipline;
 - 4) Language track of education;
 - 5) Number of points awarded in the first and second stages of the qualification procedure, after applying the relevant weightings;
 - 6) Final result;
 - 7) Indication of whether the candidate has been qualified for inclusion on the list of doctoral students.
3. Based on the ranking list, the selection committee shall determine the list of individuals qualified for inclusion on the list of doctoral students, in accordance with the distribution of places specified in § 2(5).
4. In the case of candidates who achieve an equal number of points in their final result, the higher score obtained in the interview shall determine their position on the ranking list.
5. The ranking list, signed by the Chair of the selection committee, shall be appended to the minutes of the committee meeting.
6. A copy of the minutes, together with the ranking list, shall be submitted by the Chair of the selection committee to the Rector.
7. Candidates shall be notified of the results of the recruitment process via their individual account on the electronic candidate registration system.
8. The number of points awarded to each candidate in the various components of the qualification procedure, as well as the final score, shall be made publicly available.

9. With the approval of the Director of the Doctoral School, and in accordance with the procedure defined by them, candidates may request access to their detailed recruitment results, subject to the protection of personal data of reviewers.

§ 13

1. A candidate who has been qualified for inclusion on the list of doctoral students shall be enrolled on the condition that they electronically confirm their intention to undertake studies and present, no later than the date specified in Appendix 1, the original diploma entitling them to commence doctoral education. If the diploma was issued in a language other than Polish, a sworn translation must also be submitted.

2. Candidates may apply to the Director of the Doctoral School for an extension of the deadline for submission of the original diploma referred to in paragraph 1.

3. Failure to comply with the obligation specified in paragraph 1 shall result in removal from the list of qualified candidates.

4. Upon verification of the completeness of the documentation referred to in paragraph 1, the selection committee shall formally enrol the candidate on the list of doctoral students.

5. In the case of candidates who are not Polish citizens, enrolment on the list of doctoral students shall take place on the basis of an administrative decision issued by the Rector, upon the request of the selection committee, after submission of the documents specified in paragraph 1.

6. The selection committee shall draw up a list of candidates admitted to the Doctoral School and inform all candidates of the outcome of the recruitment process no later than 30 September 2025. The list shall be signed by the Chair of the committee.

7. If a candidate withdraws, the resulting vacancy may be offered to the next person on the ranking list, in accordance with the distribution of places specified in § 2(5). The decision to admit the next candidate from the ranking list shall be made by the Chair of the selection committee.

8. In the case of a candidate admitted as a result of filling a vacated place, the provisions of paragraph 1 shall apply; however, the candidate shall be obliged to submit the required documents within three days of being informed of this obligation.

§ 14

1. In the event of refusal of admission to the Doctoral School, an administrative decision shall be issued. This decision shall be signed, on behalf of the selection committee, by its Chair.

2. A candidate has the right to request reconsideration of the decision refusing admission to the Doctoral School within 14 days of receiving the decision.

§ 15

Decisions and administrative notifications concerning matters related to the recruitment process shall be delivered to candidates via the e-Recruitment system.

§ 16

1. Special-mode recruitment shall be conducted following approval by the Rector.
2. Special-mode recruitment shall be competitive in nature. Each competition shall be carried out separately for the corresponding application.
3. The rules governing special-mode competitions, including the competition requirements, deadlines, and application procedures, shall be determined by the Council of the Doctoral School, taking into account the proposals of research project leaders and the requirements of the institutions funding the doctoral education.
4. A candidate applying for admission to the Doctoral School under the special mode must meet the conditions specified in § 1. Additional requirements may be stipulated in the rules of the specific special-mode competition.
5. The special-mode competition shall be conducted by the Council of the Doctoral School.

§ 17

1. Participation in the work of the selection committee and its subcommittees shall be remunerated in accordance with the rules established by the Rector.
2. In matters not provided for in these regulations, decisions shall be made by the Director of the Doctoral School.

Rector of the John Paul II Catholic University of Lublin:
Rev. Prof. Dr. Mirosław Kalinowski

Schedule of Admission Procedures to the Doctoral School of the John Paul II Catholic University of Lublin for the Academic Year 2025/2026

- **June 2025** – Determination of disciplines and language tracks in which recruitment will be conducted
- **June 2025** – Appointment of the selection committee and subcommittees; plenary meeting of the selection committee and subcommittees
- **1 August 2025** – Commencement of the recruitment procedure
- **1–29 August 2025** – Electronic registration of candidates
- **2 August – 10 September 2025** – First stage of the recruitment procedure
- **11 September 2025** – Meeting of the selection committee and determination of the number of candidates per discipline to be admitted to the second stage
- **12 September 2025** – Notification to candidates regarding admission or non-admission to the second stage of the recruitment procedure
- **15–18 September 2025** – Second stage of the recruitment procedure (interviews)
- **22 September 2025** – Meeting of the selection committee and announcement of recruitment results
- **23–24 September 2025** – Electronic confirmation of enrolment by admitted candidates and submission of required documentation (as per § 13(1))
- **25–26 September 2025** – Admission of additional candidates from the ranking list in the event of vacancies
- **29 September 2025** – Final confirmation of enrolment and submission of documentation by reserve list candidates (as per § 13(1))

Appendix 2

Additional Requirements for Admission to the Doctoral School of the John Paul II Catholic University of Lublin

In addition to fulfilling the conditions specified in § 1 of the Terms and Conditions of Admission to the Doctoral School of the John Paul II Catholic University of Lublin for the academic year 2025/2026, candidates must meet at least one of the following additional criteria:

1. Authorship or co-authorship of a scholarly article published in a journal included in the ministerial list at the time of publication;
2. Authorship or co-authorship of a scholarly monograph or a chapter in a scholarly monograph, or editorial work on such a monograph, published by a press included in the ministerial list of peer-reviewed academic publications at the time of publication;
3. Participation in the implementation of research, teaching, or science popularisation projects;
4. Active participation in national or international academic conferences, including student conferences, or documented involvement in the organisation of such conferences;
5. Involvement in a student research society, student government, or other student organisation;
6. Participation in the 'Diamond' programme of the Doctoral School of the Catholic University of America;
7. Receipt of the Rector's Award for academic excellence or other forms of student recognition;
8. Award of a prize, honourable mention, or title of laureate in a student academic competition;
9. Receipt of a scholarship from the Minister of Science and Higher Education or another academic scholarship for students;
10. Participation in international academic exchange programmes;
11. Completion of a second-cycle or single long-cycle Master's programme with distinction;
12. Other significant activity, such as volunteering, charitable work, or engagement in civic or community organisations.

Appendix 3a

.....
Academic degree/title, name

Declaration of Impartiality

I, the undersigned, in connection with my appointment as a member of the selection committee/subcommittee for the Doctoral School of the John Paul II Catholic University of Lublin, hereby declare that:

1. I have familiarised myself with the Terms and Conditions and Procedures for Admission to the Doctoral School of the John Paul II Catholic University of Lublin for the academic year 2025/2026 and undertake to comply with them;
2. I shall maintain independence and impartiality in formulating my assessments;
3. I undertake to inform the Chair of the committee/subcommittee of any circumstances that may affect the impartiality and reliability of my assessments;
4. I shall maintain the confidentiality of all information acquired during the candidate evaluation process;
5. I undertake to attend meetings of the committee/subcommittee and to complete any assigned evaluations in a timely manner.

Date and signature

Appendix 3b

.....

Name

Declaration of Impartiality for the Secretary of the Selection Committee / Subcommittee

I, the undersigned, in connection with my appointment as Secretary of the selection committee/subcommittee for the Doctoral School of the John Paul II Catholic University of Lublin, hereby declare that:

1. I have familiarised myself with the Terms and Conditions and Procedures for Admission to the Doctoral School of the John Paul II Catholic University of Lublin for the academic year 2025/2026 and undertake to comply with them;
2. I undertake to maintain the confidentiality of all information acquired during the candidate evaluation process;
3. I undertake to attend meetings of the committee/subcommittee and to complete all assigned duties in a timely manner.

Date and signature

Appendix 4

Academic degree/title, name

Scientific discipline

Consent to Act as Academic Supervisor

I hereby declare my consent to serve as academic supervisor of the doctoral dissertation of Mr/Ms, to be prepared within the discipline of, in the event that the candidate is admitted to the Doctoral School of the John Paul II Catholic University of Lublin.

I confirm that I have familiarised myself with the Regulations of the Doctoral School of the John Paul II Catholic University of Lublin and declare that I meet all eligibility requirements to act as an academic supervisor. I also undertake to provide academic supervision in accordance with the provisions of said Regulations.

I acknowledge that the quality of supervisory care provided will be subject to evaluation.

Date and signature

Appendix 5

List of Certificates Confirming Proficiency in English

The following certificates are recognised as confirmation of English language proficiency for candidates applying to the English-language track of the Doctoral School:

- *First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT)* – issued by the University of Cambridge Local Examinations Syndicate / Cambridge ESOL Examinations;
- *International English Language Testing System (IELTS)* – minimum score: 6.0 – issued by the University of Cambridge Local Examinations Syndicate, the British Council, and IDP: IELTS Australia;
- *Test of English as a Foreign Language (TOEFL)* – minimum 500 points (paper-based), or 173 points (computer-based), plus a minimum score of 3.5 in the Test of Written English (TWE) – issued by Educational Testing Service (ETS), Princeton, USA;
- *English for Speakers of Other Languages (ESOL)* – First Class Pass at Intermediate, Higher Intermediate, or Advanced Level – issued by City & Guilds (Pitman Qualifications Institute);
- *International ESOL (IESOL)* – "Communicator", "Expert", or "Mastery" Level – issued by City & Guilds;
- *Spoken English Test (SET) for Business* – Stage B "Communicator", Stage C "Expert" or "Mastery" Level – issued by City & Guilds;
- *English for Business Communications (EBC)* – Level 2 or Level 3 – issued by City & Guilds;
- *English for Office Skills (EOS)* – Level 2 – issued by City & Guilds;
- *Test of English for International Communication (TOEIC)* – minimum score: 750 – issued by Educational Testing Service (ETS), Princeton, USA;
- *London Chamber of Commerce and Industry (LCCI): English for Business* – Level 2, 3 or 4 – issued by the LCCI Examinations Board;
- *LCCI Foundation Certificate for Teachers of Business English (FTBE)* – issued by the LCCI Examinations Board;
- *B2 Certificate in English – adVantage, B2 Certificate in English for Business Purposes – adVantage, and Certificate in English for Technical Purposes (B2)* – TELC exams (The European Language Certificates) administered by WBT (Weiterbildungs-Testsysteme GmbH).

Appendix 6a

Detailed Criteria for the Evaluation of Candidates in the First Stage of the Selection Procedure

Each element of the candidate's application will be assessed individually. The overall score for this stage comprises three components, weighted as follows:

A. Evaluation of the Research Project (50% of the final score, 0–100 points)

The research project must include a preliminary concept of the doctoral dissertation and clearly present the candidate's research interests. The following aspects will be evaluated:

A1. Scientific Objective (0–40 points)

- 40 – *Outstanding*: Highly original and of significant relevance to global academic discourse; the results are likely to be published in leading journals or academic presses in the discipline.
- 30 – *Very Good*: Well-developed and clearly articulated; addresses current scholarly debates and engages with international trends; publication in reputable venues is likely.
- 20 – *Good*: Competently presented; relevant to contemporary issues in the discipline; potential for publication in specialised outlets.
- 15 – *Fair*: Limited relevance to broader disciplinary discourse; likely suitable for lower-tier publications.
- 10 – *Weak*: Minimal relevance or conceptual clarity.
- 0 – *Very Weak*: No discernible academic merit.

A2. Research Methodology (0–20 points)

- 20 – *Very Good*: Clearly defined and appropriate to the research problem, aligned with current disciplinary standards.
- 15 – *Good*: Appropriate and methodologically sound.
- 10 – *Average*: Acceptable but lacks rigour or contemporary relevance.
- 5 – *Weak*: Methodological flaws or lack of clarity.
- 0 – *Very Weak*: No identifiable methodology.

A3. Knowledge of the State of Research and Literature (0–20 points)

- 20 – *Very Good*: Demonstrates excellent familiarity with relevant global and domestic academic literature and theoretical frameworks.
- 15 – *Good*: Solid grasp of core literature and theories.
- 10 – *Average*: Limited but acceptable scope of knowledge.
- 5 – *Weak*: Insufficient knowledge of the field.
- 0 – *Very Weak*: Lacks familiarity with existing research.

A4. Originality of the Project (0–20 points)

- 20 – *Excellent*: Clearly innovative and original contribution to the field.
- 15 – *Very Good*: Contains significant novel elements.
- 10 – *Moderate*: Limited innovation.
- 0 – *None*: No identifiable originality.

B. Evaluation of Scholarly Output (30% of the final score, 0–100 points)

Only publications directly relevant to the declared discipline will be evaluated:

- 100 – *Outstanding*: Multiple publications, including articles indexed in Scopus/Web of Science, or monographs/chapters from Level II publishers on the ministerial list.
- 80 – *Very Good*: One high-level publication (as described above).

- 60 – *Good*: Multiple publications in journals or from Level I publishers on the ministerial list.
- 40 – *Moderate*: One publication in a journal or press on the ministerial list.
- 20 – *Average*: More than one popular science publication.
- 10 – *Weak*: One popular science publication.
- 0 – *None*: No publications.

C. Evaluation of Other Significant Academic Activity (20% of the final score, 0–100 points)

This category includes indicators of research preparedness, such as:

- 100 – *Outstanding*: Multiple activities including participation in international conferences/projects, international scientific organisations, and high-impact science popularisation.
- 80 – *Very High*: One significant international academic activity or project.
- 60 – *High*: Multiple national academic engagements, including conferences and research projects.
- 40 – *Moderate*: One national academic activity or project.
- 20 – *Average*: Multiple local academic or outreach activities.
- 10 – *Poor*: One local activity.
- 0 – *None*: No discernible activity.

Appendix 6b

Detailed Criteria for the Evaluation of Candidates in the Second Stage of the Selection Procedure (Interview)

The second stage of the qualification procedure involves an academic interview. The interview must not consist of a repetition of the submitted project content or a multimedia presentation. Rather, it is intended to assess the candidate's research competence, preparedness for scholarly work, and career development plans. The interview is assessed on a scale of 0 to 100 points, based on the following criteria:

1. Discussion of the Research Project and Research Interests (0–50 points)

- **50 – Excellent:** The candidate provides precise, logical, and insightful responses to all questions.
- **40 – Very Good:** Responses are clear, coherent, and well-structured.
- **20 – Good:** Responses are generally logical but may lack precision.
- **10 – Weak:** Responses are vague and inconsistent.
- **0 – Very Weak:** Responses are incoherent, absent, or entirely off-topic.

2. Knowledge of the Scientific Discipline (0–20 points)

- **20 – Excellent:** Demonstrates strong awareness of contemporary issues within the discipline.
- **15 – Very Good:** Demonstrates good familiarity with current academic debates.
- **10 – Fairly Good:** Shows some knowledge of the field.
- **5 – Weak:** Knowledge is limited to narrow or isolated topics.
- **0 – Very Weak:** Shows little or no familiarity with the discipline.

3. Predisposition for Scholarly Work (Substantive Aptitude and Argumentative Precision) (0–20 points)

- **20 – Excellent:** Displays exceptional analytical ability, clarity, and potential for academic research.
- **15 – Very Good:** Shows strong potential for conducting independent research.
- **10 – Good:** Demonstrates a reasonable aptitude for academic work.
- **5 – Weak:** Limited capacity for scholarly reasoning.
- **0 – Very Weak:** Displays no discernible aptitude for academic research.

4. Research Career Development Plans (0–10 points)

- **10 – Excellent:** Presents well-defined, realistic, and well-argued academic career plans.
- **5 – Partial:** Some elements of a career plan are identifiable.
- **0 – Absent:** No coherent or articulated research career plans.