

**Terms and conditions for admission to the Doctoral School of the John Paul II Catholic
University of Lublin for the academic year 2026/2027**

§ 1

1. Any person may apply for admission to the Doctoral School at KUL if they:
 - 1) hold a Master's degree or an equivalent, subject to section 2;
 - 2) demonstrate the necessary academic qualifications to undertake doctoral training, as evidenced by meeting at least one of the additional criteria set out in Annex 2;
 - 3) meet any additional requirements set out in sections 3 to 10, 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 open for the following 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) Art Studies,
 - 12) Law,
 - 13) Sociology,
 - 14) Theology,
 - 15) Pedagogy,
 - 16) Canon Law,
 - 17) Psychology.
4. If a candidate holds a master's degree in a discipline other than that in which the doctoral programme is to be undertaken, the consent of the director of the relevant institute — in accordance with the discipline of training and the rules adopted by the institute's council — must be obtained prior to commencing the admissions process.
5. The requirement to obtain the consent referred to in section 4 does not apply to candidates in the following discipline:
 - 1) Linguistics, who hold a Master's degree in Philology or Applied Linguistics;
 - 2) Literary Studies, who hold a Master's degree in Philology or Digital Humanities;
 - 3) Art Studies, who hold a Master's degree in Art History or Musicology;
 - 4) Economics and Finance, holding a Master's degree in Economics, Finance and Accounting, or International Economic Relations;
 - 5) Political Science and Public Administration, who hold a Master's degree in Political Science, International Relations, National Security or Internal Security;
 - 6) Medical Biology, who hold a Master's degree or equivalent in Medical Sciences and Health Sciences or in Biological Sciences and Biotechnology;

- 7) Biological Sciences, who hold a Master's degree in Biology, Biotechnology, Medical Biotechnology or Biomedicine.
5. Candidates intending to pursue a doctoral training in Theology and Biblical Studies, candidates 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.
6. To undertake a doctoral training in Psychology, candidates must hold a Master's degree in Psychology, obtained upon completion of: (a) a single-cycle Master's degree programme in Psychology, or (b) a first-cycle degree programme in Psychology followed by a second-cycle degree programme in Psychology.
7. To undertake a doctoral training in Canon Law, candidates must hold an Ecclesiastical licentiate's degree, obtained in accordance with the Apostolic Constitution on Ecclesiastical Universities and Faculties, "Veritatis Gaudium", dated 8 December 2017.
8. In case of a doctoral training in an English-language programme, candidates must have a command of English at least at level B2 of the Common European Framework of Reference for Languages, as evidenced by a diploma or certificate.
9. Where the proposed doctoral research requires access to specialized research infrastructure, the consent of the head of the unit (or person) responsible for the use and provision of that infrastructure is required.

§ 2

1. Admission to the KUL Doctoral School takes place in two modes:
 - 1) Ordinary admission for places financed by institutional subsidy – take place on the dates specified in Annex 1,
 - 2) Special admission for places funded by external sources – take place on a date set by the Rector, in line with the decision to award funding.
2. The quota of places available for the first year of doctoral training is determined by the Rector at the request of the Director of the Doctoral School.
3. The quota of places in the special admission process for the doctoral school is determined by the Rector, irrespective of the quota referred to in section 2.
4. Admission to the Doctoral School is restricted by the number of places available.
5. The quota of places in the ordinary admissions process is allocated as follows:
 - 1) Two places are designated for each discipline in which admission is taking place via the Polish-language track;
 - 2) Two places are designated for each discipline in which admission is being conducted via the English-language track, provided that the Rector has given consent to open this track in the respective discipline;
 - 3) In addition, the Rector determines the number of additional places to be filled in accordance with the ranking list of candidates, regardless of the discipline or language of instruction.

§ 3

1. The admission process for the KUL Doctoral School is conducted by a Selection Committee.
2. The Selection Committee comprises:
 - 1) the Director of the Doctoral School at the Catholic University of Lublin, who serves as Chair;

- 2) members of the Doctoral School Council representing the disciplines in which admission is currently taking place.
3. The Chair of the Committee shall appoint a Secretary to the Committee, who shall not be a member of the Committee and shall have no voting rights.
4. Resolutions of the Committee are adopted by a simple majority of votes, provided that at least half of the Committee members are present. In the event of a tie, the Chair has the casting vote.
5. Committee meetings may be held via electronic means of communication.
6. Committee resolutions may be adopted by means of electronic communication during a meeting or by circulation.
7. Minutes of committee meetings are signed by the Chair of the committee.
8. Administrative support for the Committee is provided by the Secretariat of the KUL Doctoral School.

§ 4

1. Subcommittees are appointed by the Council of the Doctoral School at the Catholic University of Lublin to undertake the substantive evaluation of research projects, candidates' academic achievements, and to conduct interviews.
2. Subcommittees are appointed for each discipline in which the KUL Doctoral School conducts admissions.
3. The composition of the subcommittee shall be proposed by the relevant institute council, at the request of the Director of the KUL Doctoral School, from among representatives of the relevant discipline, subject to section 6.
4. If a discipline is offered in two language tracks, the chair of the committee may, at the request of the director of the relevant institute, decide to appoint a separate subcommittee for each track.
5. When appointing members of the sub-committee, the relevant institute council should take their language skills into account if the interview is to be conducted in English or if the candidate's academic specialisation relates to foreign languages in the fields of Linguistics and Literary Studies.
6. The subcommittee comprises:
 - 1) a chairperson holding at least a postdoctoral degree;
 - 2) two academic staff members holding at least a PhD.
7. A person is not eligible to be appointed to a subcommittee if they:
 - 1) supervised the candidate's Master's or Bachelor's thesis;
 - 2) has agreed to act as the supervisor for the candidate(s) should they be admitted to the KUL Doctoral School;
 - 3) is the candidate's/candidates' academic supervisor/superior;
 - 4) is the spouse, a relative or a relative by marriage of the candidate(s);or in respect of whom there are other reasons that could give rise to concerns regarding impartiality in the assessment of the candidate(s).
8. Employees of the Science Department specialising in the relevant discipline are appointed as Secretaries to the subcommittees. The Secretary participates in the subcommittee's work without the right to vote. The Secretary provides administrative support to the subcommittee, draws up minutes of meetings, and oversees the technical aspects of the subcommittee's remote working and ensures that reviews are completed on time.

9. Members of the selection subcommittees are required to remain impartial and objective when assessing candidates for the KUL Doctoral School, and to maintain the confidentiality of the admissions process. The Secretaries of the selection subcommittees are required to maintain the confidentiality of the admissions process. Members of the selection subcommittees and the Secretaries of the subcommittees are required to submit declarations in accordance with the template set out in Annexes 3a and 3b.
10. Subcommittee meetings are held in person, but may be held via electronic means with the consent of the chair of the selection committee. A written request for a subcommittee meeting to be held remotely must be submitted by the Chair of that subcommittee no later than two days before the scheduled meeting.
11. Resolutions of the subcommittee may be adopted by means of electronic communication during a meeting or by circulation.
12. Where justified on substantive reasons, the subcommittee may appoint other academic staff, holding at least a PhD and having a track record of research in the relevant discipline, as reviewers for the substantive evaluation of research projects and candidates' achievements. Reviewers are required to submit declarations of impartiality and confidentiality (Annex 3c).
13. Each application is independently reviewed by at least two members of the subcommittee or reviewers designated in section 12.
14. Resolutions of the subcommittee are adopted by a simple majority of votes, provided that at least half of the subcommittee's members are present. In the event of a tie, the chairperson has the casting vote.
15. The subcommittee conducts interviews with candidates for the KUL Doctoral School in person. With the consent of the chair of the selection committee, interviews may be conducted via electronic means of communication. A written request for this option must be submitted by the chair of the selection subcommittee no later than two days before the scheduled date of the interview.
16. The PhD student's Council nominates one representative from each discipline to the second stage (interviews), in a non-voting capacity. PhD students are required to sign a confidentiality agreement (Annex 3d).
17. Where interviews are conducted via Microsoft Teams, the subcommittee Secretary will set up meetings for the interviews with candidates. In addition to the selection subcommittee and the candidate, the following will also be added as participants: the Chair of the selection committee and the Secretary of the selection committee. The subcommittee secretaries will provide the invitation links.
18. The subcommittee submits to the selection committee its assessment of the candidate's research proposal and academic record, as well as its evaluation of the interview. The subcommittee recommends the admission of candidates to the KUL Doctoral School. The proposed list of candidates is approved by the selection committee.
19. The Chair of the subcommittee is responsible for ensuring that the subcommittee's work is carried out thoroughly and on time.

§ 5

1. Applicants may apply for admission to the KUL Doctoral School in a single discipline of their choice in which they intend to pursue their training.

2. No later than the day before the start of the admissions process, as specified in Annex 1, the KUL Doctoral School shall publish on its website a list of disciplines in which training will be delivered in Polish and English during the academic year 2026/2027.
3. When registering, the applicant must select the language track in which they intend to pursue their training, provided that such a choice is available in accordance with the list referred to in section 2.
4. Choosing a language track also means choosing the language in which the interview will be conducted.

§ 6

1. Applicants to the Doctoral School at the Catholic University of Lublin must register online via their application account on the website <http://rekrut.kul.lublin.pl> (e-Rekrut) and pay a non-refundable application fee by the deadline specified in Annex 1 to the resolution.
2. By creating a recruitment account, the candidate agrees to:
 - 1) electronic delivery of decisions via e-Rekrut; information and decisions sent electronically are deemed to have been effectively served within the meaning of the Code of Administrative Procedure
 - 2) the processing of personal data for the purposes of the recruitment process and for the purposes of documenting the course of study. Failure to consent to the processing of personal data will prevent you from taking part in the recruitment process.
3. For a candidate's electronic registration to be valid, all the documents listed in section 4, which entitle the candidate to undertake studies at the KUL Doctoral School, must be uploaded via their individual admissions account. Failure to provide any of the required documents will result in exclusion from the admissions process.
4. Applicants to the KUL Doctoral School must submit the following documents in electronic form via their individual application account by the deadline specified in Annex 1 to the resolution:
 - 1) a degree certifying completion of a single-cycle Master's programme or a second-cycle degree, or an equivalent qualification; if the degree was obtained outside Poland, it must be recognised or bear an apostille;
 - 2) in the case of the discipline of canon law – the diploma referred to in § 1(8) in Polish or Latin;
 - 3) clear confirmation that at least one of the conditions set out in Annex 2 is met;
 - 4) an academic CV, containing information on:
 - a) scientific publications – evidenced by the submission of electronic versions of no more than three publications;
 - b) other significant activities demonstrating the candidate's readiness to undertake the programme, such as participation in research or teaching projects, active involvement in academic conferences, documented involvement in academic organisations, including student organisations, and activities aimed at popularising science – documented in a manner that leaves no room for doubt; the chair of the selection committee decides whether this requirement has been met
 - 5) a description of the proposed research project (a preliminary outline of the doctoral thesis), not exceeding 40,000 characters including spaces, which must include:
 - a) project title;
 - b) the research objective of the project (a description of the problem to be addressed, the research questions or hypotheses);

- c) the significance of the project (current state of knowledge, justification for addressing the research problem, justification for the innovative nature of the research, significance of the project's results for the development of the relevant field and scientific discipline);
 - d) research concept and plan (overall research plan, specific research objectives, results of preliminary studies, risk analysis);
 - e) research methodology (the approach to conducting the research, research methods, techniques and tools, methods of analysing and interpreting results, and the equipment and apparatus used in the research);
 - f) a preliminary outline of the doctoral thesis, which may take the form of a monograph or a collection of articles;
 - g) a bibliography relating to the project's subject matter (a list of references cited in the project description, including full bibliographic details);
- 6) the consent of the proposed supervisor to act as supervisor in the event of admission to the KUL Doctoral School, in accordance with the template set out in Annex 4;
 - 7) if the English language track is chosen – a document certifying proficiency in English at a minimum B2 level, issued by an authorised certifying body listed in Annex 5 or by the KUL Centre for Foreign Languages, or a degree certificate at Master's or Bachelor's level in English, or a degree certificate accompanied by a supplement certifying proficiency in English at a level of at least B2, or a document confirming completion of secondary education at a school where instruction was conducted exclusively in English;
 - 8) a declaration of respect for the Catholic character of the university;
 - 9) a declaration that the applicant has not been subject to any disciplinary sanctions as defined in Article 308 of the Law on Higher Education and Science;
 - 10) a photograph with a minimum resolution of 492 x 633 pixels, in accordance with the requirements for the issue of identity cards;
 - 11) in the case of diocesan clergy and members of religious orders – permission from their own Ordinary or Major Superior to undertake the course;
 - 12) consent to participate in the recruitment process in the cases specified in § 1(4) and (9);
 - 13) in the case of educational programmes that require access to specialized research infrastructure – the consent of the head of the unit or the person responsible for the use and provision of that infrastructure;
 - 14) certified translation into Polish of documents drawn up in a foreign language (diploma and diploma supplement, apostille).
5. Foreign candidates must also submit:
- 1) a copy of the passport or national ID card (for EU citizens);
 - 2) a copy of the insurance policy or a declaration of registration with the National Health Service;
 - 3) if you choose the Polish language track – a document confirming your knowledge of Polish:
 - a) a certificate confirming completion of a preparatory course for studying in Polish at institutions designated by the minister responsible for education, at a language proficiency level of at least B2, or
 - b) a certificate confirming proficiency in Polish at least at B2 level, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or
 - c) a school-leaving certificate or a higher education diploma awarded within the Polish education system, or

- d) a document confirming completion of secondary education abroad, where lessons were taught in Polish.
6. The right to submit or supplement documents expires on the date on which the deadline for the submission of documents, as set out in Annex 1, expires.
 7. The secretariat of the KUL Doctoral School is responsible for the online registration of candidates for the doctoral programme and for verifying the accuracy and completeness of the documents submitted. Should any errors or omissions be found in the submitted documents, the director of the doctoral school shall request the candidate to correct or supplement them without delay, subject to section 6.

§ 7

1. The application fee is 200 PLN.
2. The application fee must be paid within the period for online registration of candidates specified in Annex 1. Payment of the fee is deemed to have been made once the amount has been credited to KUL's bank account.

§ 8

1. A person may be admitted to the selection process if they
 - 1) meets the conditions set out in § 1;
 - 2) registered on the website <https://rekrut.kul.lublin.pl>
 - 3) has submitted all the documents specified in § 6;
 - 4) paid the application fee.
2. The admission process for the Doctoral School at the Catholic University of Lublin is competitive.
3. The selection process consists of two stages:
 - 1) Stage one – assessment of the candidate's project and achievements;
 - 2) Stage two – the interview.

§ 9

1. The assessment of the candidate's project and achievements comprises the following elements:
 - 1) an assessment of the research project submitted by the candidate – accounting for 50% of the final score;
 - 2) assessment of the candidate's publications – this accounts for 30% of the final score; the assessment covers academic articles, academic monographs and chapters in multi-authored academic monographs, provided they are substantively related to the academic discipline in which the candidate is applying for a doctoral degree;
 - 3) an assessment of other significant activities demonstrating the candidate's readiness to undertake the programme, such as participation in research or teaching projects, active involvement in academic conferences, documented involvement in academic organisations (including student organisations), and activities aimed at popularising science – this accounts for 20% of the final score.
2. The individual elements of the assessment of the candidate's project and achievements listed in section 1 are awarded a score on a scale of 1 to 100. The detailed rules for awarding points are set out in Annex 6a.
3. The final result of the first stage is determined by the marks awarded for the elements listed in section 1, taking into account their respective weightings.

4. The selection subcommittee draws up a ranking list of candidates who have taken part in the first stage of the selection process and recommends the number of candidates who may be admitted to the second stage, together with a justification.
5. The selection committee, taking into account the recommendations of the subcommittees referred to in section 4, shall determine, for each discipline and language track, the number of candidates admitted to the second stage of the selection process. Admission of candidates shall be determined by their position on the ranking list referred to in section 4.
6. Immediately after the selection committee has taken the decision referred to in section 5, candidates shall be notified by the secretary of the selection subcommittee as to whether they have been admitted to or excluded from the second stage of the selection process.

§ 10

1. The interview involves a discussion with the candidate about their research project, research interests and aptitude for academic work.
2. Depending on the language track chosen, the interview takes place:
 - 1) in English – if the candidate chooses the English language track;
 - 2) in Polish – if the candidate chooses the Polish language track.
3. Interviews will take place in accordance with the schedule set out in Annex 1. The secretary of the selection subcommittee shall notify the candidate of the time, place and format of the interview at least two days before the scheduled date of the interview.
4. If the interview takes place via Microsoft Teams at the scheduled time, the selection subcommittee and the candidate join the meeting using the link sent by the subcommittee's secretary.
5. At the start of the interview, the chairperson verifies the candidate's identity; the candidate must have their ID card or another form of document with a photo with them.
6. The Chair of the subcommittee shall open the meeting via the Microsoft Teams platform and conduct it in accordance with the following rules:
 - 1) Before the interview begins, the chair of the selection subcommittee will outline the procedure; if necessary, committee members may explain technical matters (how to share your screen, and camera and microphone settings);
 - 2) During the interview, the cameras and microphones of all participants – the candidate and the members of the subcommittee – must be switched on;
 - 3) If a candidate fails to switch on their camera or microphone, they will not be admitted to the interview;
 - 4) the Chair of the subcommittee explains the consequences of the connection being lost before the end of the interview; if, during the interview, the connection is lost between members of the subcommittee or between the subcommittee and the candidate, the Chair of the subcommittee, in consultation with the members of the subcommittee, shall decide whether the course of the interview up to the point of the disconnection allows the subcommittee to assess the interview, and shall determine:
 - a) concluding the interview and issuing a mark, or
 - b) attempting to merge, or
 - c) the need to repeat the conversation;
 - 5) The subcommittee secretary shall inform the candidate by email of any decisions made by the subcommittee that cannot be communicated via Microsoft Teams;

- 6) Any loss of connection, interruption of the call, and decisions made by the subcommittee shall be recorded in the minutes.
7. The interview is marked on a scale of 0 to 100. The interview is assessed in accordance with the rules and criteria set out in Annex 6b.
8. The selection sub-committee draws up a ranking list of candidates who have progressed to the second stage of the admission process.

§ 11

1. The final result of the admission process is expressed on a scale of 0 to 100 points. It is the sum of the result of the first stage of the recruitment process, which is weighted at 40%, and the result of the second stage of the recruitment process, which is weighted at 60%.
2. The minimum number of points required for admission to the KUL Doctoral School is set at 50% of the maximum number of points.
3. All calculations are carried out to two decimal places. The results of each stage of the selection process and their constituent parts are determined to the same level of accuracy.

§ 12

1. The selection committee draws up a ranking list of candidates for the KUL Doctoral School in order of their final scores obtained in the first and second stages of the selection process combined, applying the weightings specified in § 11(1), from highest to lowest. The ranking list is common to all disciplines.
2. The ranking list includes:
 - 1) cardinal number;
 - 2) the candidate's first name and surname;
 - 3) discipline;
 - 4) education track (language);
 - 5) the number of points awarded in the first and second stages of the selection process, after taking their weightings into account;
 - 6) final result;
 - 7) an indication of whether the candidate has been recommended by the relevant subcommittee and approved for inclusion on the list of PhD students.
3. The selection panel shall, on the basis of the ranking list, draw up a list of candidates eligible for inclusion on the list of doctoral students, in accordance with the allocation of places set out in § 2(5).
4. In the event of a tie in the final score, the higher score in the interview will determine the candidate's position on the ranking list.
5. The ranking list, signed by the Chair of the selection committee, is attached to the minutes of the panel's meeting.
6. Candidates will be notified of the outcome of the recruitment process via their recruitment account in the online candidate registration system.
7. The number of points awarded to a candidate for each component of the selection process and their final score are made public.
8. With the consent of the Director of the KUL Doctoral School and in accordance with the procedure laid down by him, candidates may view their detailed admission results once the admissions process has been completed, subject to the confidentiality of the reviewers' personal data.

§ 13

1. The secretary of the selection committee shall draw up a list of those admitted to the doctoral school and notify candidates of their admission or rejection in accordance with the deadline set out in Annex 1. The list shall be signed by the Chair of the committee.
2. A candidate eligible for inclusion on the list of doctoral students shall be entered on that list provided that they confirm electronically that they have commenced their studies and present, for inspection, no later than the date specified in Annex 1, the original diploma entitling them to undertake the programme. If the diploma was issued in a language other than Polish, a certified translation must also be presented.
3. In justified and exceptional cases, a candidate may apply to the Director of the KUL Doctoral School for an extension of the deadline for submitting the original document referred to in section 2.
4. Failure to comply with the obligation set out in section 2 will result in removal from the list of eligible candidates.
5. Once the selection panel has verified that the documents specified in section 2 are complete, it shall enter the candidate on the list of doctoral students.
6. A place that has become vacant following a candidate's withdrawal may be filled by the next person on the ranking list, subject to the allocation of places specified in § 2(5). The decision to admit the next person on the ranking list is taken by the chair of the admissions committee.
7. The rules set out in section 2 apply to candidates filling the remaining places; such candidates are required to submit the necessary documents within two working days of being notified of this requirement.

§ 14

1. In the event of a refusal to admit a candidate to the doctoral school, an administrative decision is issued, signed by the chair of the selection committee on behalf of the committee.
2. Following a decision to refuse admission to the KUL Doctoral School, candidates have the right to submit a request for the case to be reconsidered within 14 days of the decision being delivered.
3. The application referred to in section 2 shall be considered by the selection panel. The chair of the committee may request an opinion from the relevant sub-panel.
4. The selection committee's decision regarding the response to the request referred to in paragraph 2 is final.

§ 15

1. Admission under the special procedure takes place following the Rector's approval.
2. Admission under the special procedure is competitive. The selection process is conducted separately for each application.
3. The rules for the special-track competition, the competition requirements, the deadline and the procedure for submitting applications are determined by the Doctoral School Council, taking into account the proposals of research project leaders and the requirements of the institutions funding education at the KUL Doctoral School.

4. An applicant to the KUL Doctoral School admitted under the special procedure must meet the conditions set out in § 1. The terms and conditions of the special procedure may specify additional requirements for applicants.
5. The competition is conducted under special procedures by the Council of the Doctoral School at the Catholic University of Lublin.

§ 16

1. Members and secretaries of the selection committee and subcommittees are entitled to remuneration for their work in accordance with the rules laid down by the Rector.
2. In situations not covered by these regulations, decisions shall be taken by the Director of the KUL Doctoral School.

Rector of the John Paul II Catholic University of Lublin:

Rev. Prof. Dr. Mirosław Kalinowski