

**TERMS OF ADMISSION
TO DOCTORAL SCHOOL
OF CRACOW UNIVERSITY OF TECHNOLOGY**

§ 1

General Provisions

1. Admission to the Doctoral School of CUT shall be carried out by way of a contest.
2. The recruitment procedure and recruitment conditions for candidates to the Doctoral School should consider special needs of candidates with disabilities.
3. Admissions to the Doctoral School shall be carried out from August 26 to September 25. A detailed recruitment schedule and admission limits for individual disciplines shall be announced on the CUT website by the Rector's separate order (§ 1 section 4) before May 31 of each calendar year.
4. The Rector of Cracow University of Technology shall approve and announce a detailed recruitment schedule which contains:
 - 1) a deadline for electronic registration;
 - 2) a date and place of submission of documents;
 - 3) a date, time and place of review of substantive qualifications;
 - 4) a date and place of announcement of the completion of the recruitment process and the method of informing the candidates.
- 4a. In extraordinary situations, where, due to reasons beyond the control of the authorities of Cracow University of Technology, it is impossible to run the recruitment process within the time limits specified in para. 3, the Rector of CUT, acting in concert with the Council of the DS of CUT and the University Council of Doctoral Students' Self-Government, may lay down a schedule providing for a different time limits for the recruitment.
5. In justified cases, an additional recruitment process is possible in the middle of the academic year. The Director of the Doctoral School shall apply to the Rector of CUT for approval of an additional recruitment schedule, which contains the information referred to in section 4.
6. A candidate for the Doctoral School should submit electronically, in Polish or in English, a complete set of the required documents within the dates specified in the recruitment schedule:
 - 1) a personal data questionnaire;
 - 2) a Curriculum vitae;
 - 3) a copy of the diploma of completion of a second-cycle degree programme or a uniform master's degree programme; in the case of this year's candidates who do not have a copy of the diploma, a certificate of passing the diploma examination shall be submitted. Individuals who are not Polish citizens and who have completed a university programme abroad, must submit a university diploma (with an attached sworn translation into Polish) qualifying that individual to apply for being awarded the doctoral degree in the country in which it was issued, alongside some confirmation of the legal validity of this diploma (an apostille for countries which are parties to the Hague Convention, or a certificate confirming the legal validity of the candidate's diploma issued by the Embassy of the Republic of Poland in the candidate's country or the Embassy of the candidate's country situated within the territory of the Republic of Poland for countries who are not parties to the Hague Convention.

- 4) an index book of a completed second-cycle degree programme or a uniform master's degree programme, or a supplement.
- 5) an English language certificate (at least B2 level) or other equivalent document, provided that the documents listed in points 3 and 4 do not contain information confirming the proficiency in English;
- 6) a preliminary Individualised Research Plan approved by a prospective promoter, who is included on the list of promoters of a given discipline;
- 7) a recommendation written by a prospective promoter, who is an independent researcher, approved by the Dean or chairman of the Scientific Council of the Discipline;
- 8) a documented list of scientific accomplishments (publications, papers delivered at international and national conferences, other scientific materials).
- 9) a certificate issued by a physician - occupational medicine specialist (applies to candidates in the discipline of chemical engineering);
- 10) a certificate of completion of professional practice (applies to candidates in the discipline of architecture and urban planning);
- 11) a statement regarding the doctoral scholarship;
- 12) a colour photograph in electronic version (when making electronic registration, candidates are required to attach a file containing the electronic version of a photo for a student ID, in JPG format, of dimensions: 236x295 pixels \pm 3 pixels; the photograph should be taken in accordance with the requirements used for issuing personal ID cards);

7. The self-signed documents referred to in § 1 section 6 clauses 1-11 should be submitted in paper version in accordance with the applicable recruitment schedule. The personal data questionnaire (§ 1 section 6 clause 1) should be printed from the electronic registration system.

8. A written recommendation issued by a prospective promoter should include:

- 1) a statement of advisability of admitting a doctoral student to the Doctoral School;
- 2) a declaration of willingness to provide a scientific supervision to the doctoral student;
- 3) a declaration of ensuring working conditions for scientific work and research;
- 4) an approval of the proposed research topic and the preliminary Individualised Research Plan.

9. Upon the request of the recruitment committee, the International Relations Office of Cracow University of Technology verifies the foreign education documents submitted by the foreign national applying for admission to the CUT Doctoral School.

§ 2

Admission procedure

1. The recruitment process shall apply to the candidates who have completed a second-cycle degree programme and have submitted all the required documents within the prescribed dates.
2. The admission procedure to the Doctoral School shall be carried out by recruitment committees. Recruitment committees for scientific disciplines are appointed by the Director of the Doctoral School before May 1 of the year in which the academic year in the Doctoral School begins.
3. Each recruitment committee shall consist of:

- 1) a representative of the relevant discipline at the Doctoral School Council, acting as the chairperson of the committee,
 - 2) two representatives of the Scientific Council of the relevant Faculty,
 - 3) a secretary,
 - 4) a representative of the doctoral students' self-government.
4. The representatives of the Scientific Council of the Faculty and the secretary are appointed by the Dean of the relevant Faculty.
5. Admission to the Doctoral School is based on the ranking list based on:
- 1) the score of the examination prepared by the Scientific Council of the relevant Faculty (0-40 points);
 - 2) the result of the interview and evaluation of the preliminary Individual Research Plan; the interview is scheduled only for the candidates who have scored at least 50% of the points during the exam referred to in clause 1 above (0-30 points);
 - 3) points for scientific activities (0-20 points);
 - 4) grade point average from the second-cycle degree programme or the uniform master's degree programme (0-10 points).
6. The recruitment procedure for Winners of the Diamond Grant and participants of the Implementation Doctoral Thesis programme is limited to the interview (including the IRP), without the need to take the examination.
7. The results of the recruitment process are made public.
8. Admission to the Doctoral School is made by way of entering a student onto the list of doctoral students, based on the ranking lists prepared by recruitment committees.
9. Admission of a non-Polish citizen to the Doctoral School is made by way of an administrative decision of the Director of the Doctoral School, issued under the authority of the Rector, with the exclusion of non-Polish citizens admitted under Article 323 section 1 clauses 1-4 of the Law on Higher Education and Science.
10. The refusal of admission to the Doctoral School is made by way of an administrative decision of the Director of the Doctoral School, issued under the authority of the Rector.
11. The decision signed by the Director of the Doctoral School under the authority of the Rector of CUT is subject to a request for the re-examination of the case, which may be submitted to the Rector of CUT within 14 days from the date of delivery of the decision.