

Rules on Recruitment to the Poznań Doctoral School of Institutes of the Polish Academy of Sciences

§ 1

1. Recruitment to the Poznań Doctoral School of Institutes of the Polish Academy of Sciences, hereafter "PDS IPAS", takes place by way of a competition that fulfils the requirements of a substantive, open and transparent recruitment procedure, on the principles laid down in these rules.
2. A recruitment procedure is carried out by request of the director of an institute (among the institutes making up PDS IPAS) depending on needs and the availability of funds. The procedure is conducted by the PDS IPAS discipline coordinator (hereafter "coordinator") for the unit making the request, or by the coordinator's deputy.

§ 2

1. A person admitted to PDS IPAS must hold a master's, master of engineering or equivalent degree, or be a person as referred to in Article 186(2) of the Act of July 20, 2018 titled Higher Education and Science Law (Dz.U. 2018 item 1668 as amended), hereafter "the Act".
2. Foreigners may study at PDS IPAS under the terms laid down in the Act and in the rules of PDS IPAS.
3. A person not holding the qualifications described in paragraph 1 may take part in a competition, but must obtain those qualifications before commencing study at PDS IPAS.
4. Candidates' applications to PDS IPAS are accepted by the individual institutes according to the procedure and form indicated in the announcement of the recruitment procedure.

§ 3

The following documents are required in the recruitment process:

1. An application to PDS IPAS, including consent for the processing of personal data for the purposes of the recruitment procedure, and a declaration of familiarity with these rules. The application form constitutes Appendix 1 to these rules.
2. A copy of the degree certificate confirming graduation or a certificate of graduation; in the case of degree certificates issued by foreign higher education institutions, the certificate referred to in Article 326(2)(2) or Article 327(2) of the Act, giving the right to seek to obtain a doctoral degree in the country under whose higher education system the issuing institution operates. A candidate who does not have the aforementioned documents will be obliged to supply them before being admitted to PDS IPAS.
3. A curriculum vitae showing previous education and employment.
4. A motivation letter, containing a short description of interests, scientific accomplishments, a list of publications, information on involvement in scientific activity (membership of student scientific groups, participation in scientific conferences, completed internships and training courses, prizes and distinctions received) and reasons for wishing to study at the doctoral school.
5. Certificates or other documents confirming the candidate's knowledge of English, if the candidate has such.
6. Contact details of at least one previous academic supervisor or other academic employee who has agreed to provide an opinion regarding the candidate.

§ 4

1. Recruitment committees, consisting of at least three people with a representative gender balance, are appointed by the coordinator for each competition separately. The recruitment committee is chaired by the coordinator or deputy, or another person holding at least a habilitation degree appointed by the coordinator or deputy. The committee includes a potential supervisor or supervisors.
2. Announcements of recruitment procedures are made public through display on the noticeboard, through publication in two language versions on the website of the relevant institute, on the PDS IPAS website, and through publication in English on the Euraxess portal, at least one month before the deadline for applications for admission to PDS IPAS.
3. The announcement of an recruitment procedure contains at least:
 - a) information on the proposed subject matter and the research group in which the work will be carried out;
 - b) descriptions of the required knowledge and qualifications and formal requirements for candidates;
 - c) conditions of work and amount of scholarship;
 - d) information on the recruitment process, method of registration and criteria for selection of candidates;
 - e) information on the number of available places;
 - f) information on the deadline for application;
 - g) information on the decision date;
 - h) information that following completion of the procedure, unsuccessful candidates will be provided with feedback regarding the strengths and weaknesses of their applications.
4. In the event of no applications being received, the deadline for application may be extended.

§ 5

1. The recruitment procedure takes place in two stages. In the first stage the recruitment committee assesses the applications submitted by candidates. In the second stage the recruitment committee conducts interviews, which may be in English.
2. In the first stage the recruitment committee assesses the applications submitted, taking account of:
 - a) the candidate's academic accomplishments, based on grades attained during studies, scientific and popular science publications, scholarships, awards and distinctions resulting from research or student activity, and other achievements;
 - b) the candidate's academic and professional experience, based on participation in conferences, workshops, training courses and internships, participation in research and commercial projects, involvement in scientific groups and associations, international and professional mobility, and experience in other fields, including in industry.

The candidate may obtain 0–12 points in total for the aforementioned achievements.
3. Candidates qualifying for the second stage are those whose applications obtained the highest number of points in the first stage, but not less than 6 points. If no application received at least 6 points, the deadline for acceptance of applications may be extended.
4. A candidate will be informed of his or her qualification for the second stage by e-mail not later than 14 days after closure of the competition and at least 7 days before the planned interview. The candidate may be asked to give a presentation on an assigned topic during the interview.

5. During the interview, the recruitment committee assesses:
 - a) the candidate's knowledge in the discipline represented by the institute at which the candidate wishes to study (0–8 points);
 - b) knowledge of the subject matter referred to in the announcement of the recruitment procedure (0–4 points).
6. Based on the sum of points obtained in the first and second stages of the recruitment procedure, a ranking list of candidates is prepared.
7. Candidates who obtain the highest total number of points in the recruitment procedure will be admitted to PDS IPAS, subject to paragraph 8 of this section.
8. Candidates obtaining not more than 12 points in total will not be admitted to PDS IPAS. If none of the candidates obtained more than 12 points in total, the deadline for applications may be extended.
9. The institute informs candidates of the results of the recruitment procedure within 14 days of the date of completion of the procedure as stated in the competition announcement.
10. Individual results of the recruitment procedure are made available to the eligible candidates. The list of persons admitted to PDS IPAS is public information and will be published on the website of the relevant institute and on the PDS IPAS website.
11. The final decision on admission to PDS IPAS is made by the director of the relevant institute based on the recommendations of the recruitment committee.
12. Admission to PDS IPAS takes place by way of entry on the list of doctoral students.
13. Refusal of admission to PDS IPAS takes place by way of an administrative decision. The candidate is entitled to submit a request for reconsideration of the decision to the director of the institute concerned.