

## **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. The opinions must not be attached to the application.

#### **§ 4**

1. Recruitment committees, consisting of at least three people with a representative gender balance whenever possible, 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 expires.
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 number of points obtained at given stages of the procedure.
  - i) Information that incomplete applications shall not be processed.
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 6 or more points in the first stage. If no application received at least 6 points, the recruitment procedure may be repeated.
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. The minimum number of points required for enrolment to PDS IPAS is 12. Candidates whose cumulative number of points at both stages falls below 12 cannot be enrolled to PDS IPAS. In the case when none of the candidates receives 12 or more points, the recruitment procedure may be repeated.

9. The institute informs candidates about the results of the recruitment procedure within 30 days of the date of receiving the application documents, as stated in the competition announcement.

10. The results of the recruitment procedure regarding enrolment to PDS IPAS are public and shall be published on the website of a given institute and the website of PDS IPAS, in the form of a ranking list featuring the number of points obtained at both stages as well as the cumulative number of points, and showing the approved candidates.

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.

## **§ 6**

1. Matters not covered by the stipulations of the rules herein, and not covered in the legal regulations mentioned in §2 herein, shall be concluded by the Program Council, Director of a given institute or the Council of Directors.

2. The form entitled "Application for admission to the Poznań Doctoral School of Institutes of the Polish Academy of Sciences" constitutes Appendix 1 to the rules herein.

3. Stipulations of the rules herein shall enter into force as of the beginning of the 2020/2021 academic year.

**APPLICATION FOR ADMISSION**  
**to the Poznań Doctoral School of Institutes of the Polish Academy of Sciences**

1. Candidate's forename and surname:
2. E-mail address:
3. Correspondence address:
4. Education to date:
5. Subject of master's thesis, supervisor:
6. Level of English:

**I hereby apply** for admission to the Poznań Doctoral School of Institutes of the Polish Academy of Sciences at the **[name of the Institute]**.

**I declare** that I am familiar with the Rules on Recruitment to the Poznań Doctoral School of Institutes of the Polish Academy of Sciences.

**I declare** that I am aware of the fact that on admission to the Poznań Doctoral School of Institutes of the Polish Academy of Sciences I cannot be employed as an academic teacher or researcher, and that I cannot be a doctoral student of any other doctoral school.

**I consent** to the processing of my personal data contained in my application by **[name and full address of the Institute, VAT No.]** for purposes and in the scope necessary for the current recruitment procedure, including – in the case of admitting me – publication of my forename and surname in the information on the results of the recruitment procedure on a website **[website of the Institute]** and on a website of Poznań Doctoral School of Institutes of the Polish Academy of Sciences (<http://www.psd-ipan.ibch.poznan.pl/index-en.html>). I have been informed that this consent is voluntary and that I have the right to withdraw this consent at any time, and withdrawal of consent does not affect the lawfulness of the processing that was carried out on its basis before its withdrawal. I have also read the information on data protection (information clause).

date .....

.....  
(signature)

**Information clause:**

According to the content of art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (General Data Protection Regulation ), hereinafter referred to as GDPR, we inform that:

1. The administrator of the collected personal data is **[name of the Institute, full address, VAT No.]** (hereinafter referred to as the Institute).
2. The administrator has appointed a Data Protection Inspector who can be contacted in writing, by traditional mail, writing to the Institute's address: Data Protection Inspector, **[name of the Institute, full address]** or by sending an e-mail to: **[IOD email address in Institute]**.
3. Personal data are processed in order to implement the administrator's tasks related to the recruitment to the Poznań Doctoral School of the Institutes of the Polish Academy of Sciences.
4. The legal basis for data processing is the Act of 26 June 1974 - Labor Code, the Act of 30 April 2010 on the Polish Academy of Sciences, the Act of 20 July 2018 Law on Higher Education and Science and consent of the data subject.
5. Personal data collected in the current recruitment process will be stored for **[the period of storage of personal data set at a given Institute]** from the moment the recruitment process is resolved. After this period, personal data will be effectively destroyed.
6. Personal data will not be conveyed to a third country.
7. Personal data of the candidate selected in the competition may be made available to third parties authorized under the law and the co-administrator - the Institute of Bioorganic Chemistry of the Polish Academy of Sciences - on the basis of an agreement.
8. The person whose data is processed has the right to:
  - access to the content of your personal data, demand their correction or deletion, on the terms set out in art. 15-17 GDPR;
  - set restrictions on data processing, in cases specified in art. 18 GDPR;
  - data transfer, on the principles set out in art. 20 GDPR;
  - withdrawal of consent at any time without affecting the lawfulness of the processing that was carried out on the basis of consent before its withdrawal;
  - lodging a complaint to the President of the Office for Personal Data Protection.

Providing personal data in the scope resulting from art. 22 (1) of the Act of 26 June 1974 - Labor Code, is mandatory, providing data in a broader scope is voluntary and requires consent to their processing. Refusal to provide personal data prevents the application from being considered.