

Recruitment Policy of the Warsaw PhD School in Natural and BioMedical Sciences
[Warsaw-4-PhD] for the academic year 2020/2021

§ 1

This document sets out the rules for recruitment for the academic year 2020/2021 to the Warsaw PhD School in Natural and BioMedical Sciences [Warsaw-4-PhD] (*Warszawska Szkoła Doktorska Nauk Ścisłych i BioMedycznych*) (hereinafter: The School) operated jointly by the Nencki Institute of Experimental Biology of the Polish Academy of Sciences, the Institute of Organic Chemistry of the Polish Academy of Sciences, the Institute of Physical Chemistry of the Polish Academy of Sciences, the Institute of Physics of the Polish Academy of Sciences, the Center for Theoretical Physics of the Polish Academy of Sciences, the Institute of High Pressure Physics of the Polish Academy of Sciences, the Maria Skłodowska-Curie Institute — Oncology Center, the Institute of Psychiatry and Neurology and the International Institute of Molecular and Cell Biology in Warsaw (hereinafter: Institutes).

§ 2

1. Recruitment shall be carried out through an open international competition.
2. Recruitment shall be carried out for projects implemented within the framework of individual Institutes in accordance with the schedule determined by the Board of Directors (*Rada Dyrektorów*) acting in accordance with the agreement concluded on 02.04.2019 on the basis of Article 198(5) of the Act of 20 July 2018 — Law on Higher Education and Science.
3. Recruitment shall be carried out simultaneously for all Institutes.

§ 3

1. Recruitment for projects implemented within an Institute shall be carried out by the Director of the Institute where the projects will be implemented.
2. The Board of Directors shall appoint a Recruitment Committee (*Komisja Rekrutacyjna*) in each individual Institute. The Recruitment Committee shall carry out individual activities in the course of recruitment for projects implemented within a given Institute, with the exception of taking an act or performing activities ending the recruitment procedure.
3. The Recruitment Committee shall consist of at least three persons holding the degree of *doctor habilitowany* or the title of professor.
4. The Recruitment Committee shall invite the supervisors of projects for which a given candidate applies to participate in recruitment.

5. The PhD students' council (*samorząd doktorantów*) which operates in a given Institute may propose its representative to the relevant Recruitment Committee.
6. The Recruitment Committee shall make decisions related to recruitment activities by a simple majority of votes cast in an open vote.

§ 4

1. A person holding the professional title of *magister*, *magister inżynier* or equivalent may be admitted to the School.
2. In exceptional cases, justified by the highest quality of scientific achievements, a person who is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies may be admitted to the School.

§ 5

1. The precise schedule and scope of recruitment, including the date of commencement thereof, shall be determined by a resolution of the Board of Directors.
2. Notwithstanding the obligation to publish this Recruitment Policy rules, the Directors of each Institute shall, no later than 14 days before the start of recruitment, publish a recruitment notice on the website of the Institute concerned and on the website of the School, including in particular the number of places and a list of proposed research projects within the Institute concerned.

§ 6

1. Candidates shall submit an application for admission to the School via the ICT system.
The application shall indicate, in particular, the list of research projects which a given candidate is interested in and which unambiguously designate specialisations, with the provision that the candidate may indicate no more than three projects, prioritising them with the indication of the first, second and third choice, as well as other information indicated in the ICT system or in the recruitment notice referred to in § 5 section 2.
2. The following attachments are to be enclosed with the application referred to in section 1:
 - 1) cover letter;
 - 2) copies of diplomas and, in the case of persons referred to in § 4 section 2, a copy of the first-cycle diploma or a certificate of completion of the third year of a uniform master's studies programme;
 - 3) copies of documents confirming the course of studies and, in the case of persons referred to in § 4 section 2, copies of the documents confirming the course of first-cycle studies or the copies of documents confirming the course of the three years of a uniform master's studies programme;
 - 4) a curriculum vitae containing, in particular, the information on the course of previous
 - 5) education, including a description of scientific and professional achievements and a list of publications;

- 6) copies of documents confirming the scientific or professional achievements;
 - 7) consent to the processing of personal data for the purpose of recruitment.
3. The application referred to in section 1 may be accompanied by an opinion of a researcher or academic teacher holding at least the academic degree of PhD (*doktor*) concerning the candidate and his/her scientific activity to date. Instead of attaching a letter of opinion it is possible to indicate a person who is a researcher or academic teacher and holds at least the academic degree of PhD, from whom the Recruitment Committee may obtain such an opinion at their own initiative. In the case referred to in the previous sentence, the Recruitment Committee shall request this opinion in time so that it could be taken into account in the recruitment process.
 4. If the application does not meet the formal requirements, the applicant will be requested to remedy the deficiencies within a specified period of not less than seven days, with the instruction that failure to remedy the deficiencies will result in the application not being processed.

§ 7

1. The Recruitment Committee shall evaluate the candidates.
2. When evaluating the candidates, the Recruitment Committee shall take into account:
 - 1) the course of studies, with particular emphasis on grades obtained from classes related to the subject of a future doctoral dissertation (0-25 points);
 - 2) scientific activity to date, including internships, activities in student research group, talks at scientific conferences, publications (0-25 points);
 - 3) assessment by the supervisor of the project under which the candidate's doctoral dissertation is to be prepared (0-25 points); however, the assessment of a candidate applying for two or three projects shall be made separately for each project;
 - 4) the opinion of the researcher or academic teacher, referred to in § 6 section 3 (0-15 points);
 - 5) the cover letter (0-10 points).

§ 8

1. After the evaluation referred to in § 7, the Recruitment Committee ranks the candidates based on the number of points obtained.
2. The Recruitment Committee invites to the interview persons who obtained a high number of points referred to in paragraph 1, with the provision that the number of persons invited to the interview may not be more than twice the number of places.
3. To the interview the Recruitment Committee may invite third parties to provide an advisory voice.
4. The interview verifies the candidate's predisposition for scientific research work and shall include in particular:
 - 1) a presentation of the candidate including the results of their research to date (approx. 5 minutes, without any supporting materials);

- 2) checking the candidate's knowledge base at master level in the scientific discipline in which research is carried out in a given Institute, with particular emphasis on the subject of potential projects under which the candidate is to pursue their doctoral thesis;
 - 3) assessment of the candidate's knowledge of the English language.
5. After an interview, the Recruitment Committee draws up and approves the final ranking list.
 6. In the case of a candidate who fulfils the eligibility conditions for more than one project, the candidate shall be qualified on the final ranking list according to the order of selection of projects in the first stage of recruitment.

§ 9

1. The Recruitment Committee submits the final ranking list of candidates to the Board of Directors.
2. Individual Directors, on the basis of the final ranking list of candidates and within the limit of places, accept or refuse to accept candidates to the School, recruited for projects implemented within those Institutes which the Directors represent.
3. The Director of the Institute within which the projects in question are carried out shall immediately after accepting or refusing to admit candidates to the School communicate the results of the recruitment process within his/her Institute to the Director of the Nencki Institute of Experimental Biology of the Polish Academy of Sciences.
4. The results of recruitment to the School are public. The Directors of individual Institutes shall make public the results of the recruitment for projects carried out at these Institutes.

The Director of the Nencki Institute of Experimental Biology of the Polish Academy of Sciences shall publish the results of recruitment to the School.

5. Admission to the School shall take place upon being entered on the list of PhD students.
6. The relevant Director shall inform the candidate for the School about the entry immediately after it's been made. When notifying the candidate of their enrollment, the competent Director shall at the same time inform the candidate to which of the indicated projects the candidate has been selected.
7. Admission of a foreign national to the School shall take place by way of an administrative decision.
8. Refusal of admission to the School shall take place by way of an administrative decision.
9. The administrative decisions referred to in the preceding sections may be appealed against by way of a request for reconsideration.

§ 10

Throughout their recruitment, candidates shall immediately inform the relevant Director of the Institute of any legal circumstance preventing them from being admitted to the School, in particular of:

- 1) taking up education at another doctoral school;

- 2) taking up employment as an academic teacher or researcher in a capacity which does not allow combining such employment with education at a doctoral school.

§ 11

A person admitted to the School starts education and acquires the rights of a PhD student upon taking the oath.

§ 12

Provisions of Article 73 of the Act of 14 June 1960 — the Code of Administrative Procedure shall accordingly apply to persons admitted to the School by way of an entry on the list of PhD students.

§ 13

1. These Recruitment Policy rules are binding for all the candidates applying to the Warsaw PhD School of Natural and BioMedical Sciences [Warsaw-4-PhD].
2. These Recruitment Policy rules have been adopted by the relevant bodies of all the Institutes operating the School. |
3. Starting from the academic year 2019/2020, any changes in the recruitment rules shall be initiated by a resolution of the Programme Board (*Rada Programowa*) and must be adopted by the appropriate bodies of all Institutes operating the School.