

Recruitment Policy of the Warsaw PhD School in Natural and BioMedical Sciences [Warsaw-4-PhD]

§ 1

This document sets out the rules for recruitment 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 National Institute of Oncology - State Research Institute, 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, with the exception of cases described in § 13 section 2.

§ 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*) 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. More than one recruitment may be carried out per academic year. The precise schedule and scope of each recruitment, including the date of commencement thereof, and the procedure and deadline for submission of applications, shall be determined by 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.
3. The documents required for the purposes of recruitment referred to in § 6 section 3 of the Recruitment Policy may be submitted in Polish or English. Similarly, an interview referred to in § 8 section 4 of the Recruitment Policy may be conducted in English.
4. Candidates with disabilities or chronic illness are subject to the same recruitment procedure as other candidates applying for admission to the Doctoral School.
5. In justified cases, the recruitment procedure may be conducted in whole or in part by electronic communication means transmitting sound and image.
6. The recruitment procedure consists of two parts: an initial assessment and an interview.

§ 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 specializations, with the provision that the candidate may indicate no more than three projects, prioritizing 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 of Recruitment Policy.
2. Persons who do not have the professional title referred to in § 4 section 1, but will obtain it by the date of recruitment completion, are allowed to apply to the School.

In such a case, a diploma or written declaration confirming graduation with a master's degree or equivalent is required by the date of completion of the recruitment process.

3. The following attachments are to be enclosed with the application referred to in section 1:
 - 1) cover letter;
 - 2) a copy of the relevant diploma or diplomas of completion of a degree programme - in the case of persons referred to in § 4, section 1 of the Recruitment Policy. In the case of persons referred to in 4 section 2 of the Recruitment Policy, 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 education, including a description of scientific and professional achievements and a list of publications;
 - 5) copies of documents confirming the scientific or professional achievements;
 - 6) consent to the processing of personal data for the purpose of recruitment.
4. 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 candidate must arrange for this opinion to be sent in by its author to the Recruitment Committee in time for said opinion to be used for the recruitment process.
5. 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 conduct an initial assessment of the candidates.
2. When initially assessing 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 (0-20 points);

- 3) assessment by the supervisor of the project under which the candidate's doctoral dissertation is to be prepared (0-30 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 of Recruitment Policy (0-15 points);
- 5) the cover letter (0-10 points).

§ 8

1. After the initial assessment referred to in § 7 of Recruitment Policy, the Recruitment Committee ranks the candidates based on the total number of points obtained.
2. The Recruitment Committee invites to the interview persons who obtained at least 70 points aforementioned in § 7 section 2 of Recruitment Policy.
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, taking into account the subject matter of projects chosen by the candidate.
 - 3) assessment of the candidate's knowledge of the English language.
5. After the interview, the Recruitment Committee evaluates the candidate on a scale of 0-100 points. On the basis of these assessments the Committees draw up ranking lists. On the basis of the ranking lists, the Committees draw up a list of persons proposed for admission, specifying to which project they are assigned. The Recruitment Committee has the option of creating one list to the School or one list per project.
6. A candidate who has obtained at least 70 points in the second stage of recruitment, but is not on the list of those proposed for admission, may be offered by the Commission an assignment to a project outside their previously declared preferences. Such a proposal shall be made in consultation with the project supervisor.
7. Within 14 days of completion of all interviews, the Schools' Recruitment Committees shall agree on a list of persons to be admitted to each institute, containing a maximum of one candidate for each of the places offered. In the case of a candidate who has met the eligibility requirements for more than one project, the candidate's preference shall be decisive.
8. The Recruitment Committee may create reserve lists for individual places within the offered projects. Candidates are listed in the order of the relevant ranking lists. A minimum of 70 points in the second stage of recruitment is required for a place on the reserve list.

§ 9

1. The Recruitment Committees shall provide institute directors with ranking lists together with an indication of persons recommended for admission.
2. On the basis of the ranking lists and within the limit of places, the directors admit or refuse to admit candidates to the School (those 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 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. In cases where recruitment is carried out for projects financed or co-financed by foreign institutions the further specification and extension of the rules of recruitment is permissible with the approval of the Programme Board. In such cases:
 - 1) before submitting a grant application, the applying institute should turn to the Programme Board for the approval of the proposed changes to the rules,
 - 2) the Programme Board should pass the appropriate resolution,
 - 3) if financing is granted and the approval of the Programme Board is given, recruitment may commence according to the rules stated in the grant agreement.
2. The Institute implementing the project mentioned in section 2 should deliver a written proposal of additional dates for the recruitment process to the Chairman of the Board of Directors.

§ 14

1. The above recruitment rules shall enter into force on 1 August 2021.
2. Recruitment processes started but not completed on the date mentioned in section 1 shall be conducted on the basis of the recruitment rules currently in force, until the date of their completion.