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

§ 1

This document sets out the admission rules 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.
4. Recruitment for the Ministry of Science and Higher Education's Implementation Doctorate Program shall be conducted according to separate rules set forth in Appendix 1.

§ 3

1. Recruitment for projects implemented within a given Institute is carried out by the Director of that Institute.
2. The Board of Directors shall appoint a Recruitment Committee (*Komisja Rekrutacyjna*) in each individual Institute. The Recruitment Committee shall carry out activities in the course of recruitment for projects implemented within a given Institute, with the exception of adopting resolutions or performing activities ending the recruitment procedure.
3. The Recruitment Committee shall consist of at least three persons holding the degree of *doktor 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 the recruitment process.
5. The PhD students' council (*samorząd doktorantów*) may nominate a 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 long-cycle 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 its date of commencement, 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 these 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 offered and a list of proposed research projects within the Institute.
3. The documents required for the purposes of recruitment referred to in § 6 section 3 may be submitted in Polish or English. Similarly, the interview referred to in § 8 section 4 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 means of electronic communications that transmit both 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 online ICT system. The application shall indicate, in particular, the list of research projects that they are interested in, which unambiguously designate the corresponding 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.
2. Persons who do not have the professional title referred to in § 4 section 1, but will obtain it by the date of completion of the recruitment, are allowed to participate in the recruitment. In such a case, a diploma or written declaration confirming graduation with a master's or equivalent degree 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 (motivation) letter;
   2) a copy of the relevant diploma or diplomas of completion of the degree programme - in the case of persons referred to in § 4, section 1. 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 long-cycle

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 long-cycle master's studies programme;
4) a curriculum vitae containing, in particular, information on the course of previous education, along with a description of scientific and professional achievements and a list of publications;
5) copies of documents confirming 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 concerning the candidate and their scientific activity to date given by a researcher or academic teacher holding at least the academic degree of PhD (*doktor*). 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 PhD degree, from whom the Recruitment Committee may obtain such an opinion. 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 it to be included in the recruitment process.
5. If the application does not meet the formal requirements, the applicant will be requested to correct the deficiencies within a specified period of not less than seven days, with the instruction that failure to remedy them 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(s) of the future doctoral dissertation (0-25 points);
   2) scientific activity to date, including internships, activities in student research groups, talks at scientific conferences, publications (0-20 points)
   3) an assessment by the supervisor of the project under which the candidate's doctoral dissertation is to be prepared (0-30 points); with the provision that the assessment in this regard 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 initial assessment referred to in § 7, the Recruitment Committee ranks the candidates based on the total number of points obtained.
2. The Recruitment Committee invites to the interview the candidates who obtained at least 70 points in total from the criteria listed in § 7 section 2.
3. The Recruitment Committee may invite third parties to the interview 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 by the candidate covering the results of their research to date (approx. 5 minutes, without supporting materials);

2) a check of the candidate's knowledge at master level in the scientific discipline in which research is carried out in a given Institute, taking into account the subject of the projects chosen by the candidate;
3) an 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 either a single list merging all the projects or separate lists, one 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 Committee 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 School's 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 determines the project to which they will be allocated.
8. The Recruitment Committee may create reserve lists for individual places within the offered projects. Candidates are listed on those lists in the same order as on the relevant ranking lists. A minimum of 70 points in the second stage of recruitment is required for inclusion in a reserve list.

§ 9

1. The Recruitment Committees shall provide institute directors with ranking lists together with the lists of persons recommended for admission.
2. On the basis of the provided lists, and within the limit of places, the directors admit or refuse to admit candidates to the School (for the projects proposed by the Institutes represented by the said directors).
3. The director of the Institute within which the projects concerned are to be carried out shall, immediately after accepting or refusing to admit candidates to the School, communicate the results of the recruitment process within that Institute to the director of the Institute of Physics 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 their Institutes. The director of the Institute of Physics of the Polish Academy of Sciences publishes the results of recruitment to the School, which completes the recruitment process.
5. Admission to the School takes place via inscription onto the list of PhD students.
6. The relevant Institute director shall inform candidates for the School about their inscription onto the list of PhD students immediately after it has been made and shall at the same time inform the candidate to which of the indicated projects they have 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 the recruitment process, candidates shall immediately inform the director of the relevant 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 a researcher in a capacity that does not allow combining such employment with education at a doctoral school.

§ 11

1. A person admitted to the School starts education and acquires the rights of a PhD student upon taking the oath.
2. The procedure for commencement of education and taking the oath is set out in the Warsaw-4-PhD Regulations.

§ 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 inscription onto the list of PhD students.

§ 13

1. In cases where recruitment is carried out for projects financed or co-financed by foreign institutions, 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 approval of the proposed changes to the rules,
   2) the Programme Board should pass an 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 admission rules, adopted by the respective authorities of all the institutes operating the School, shall enter into force on 1 October 2026.
2. Recruitments commenced and not completed by the date referred to in section 1 shall be carried out on the basis of the recruitment rules in force until the date of their termination.