

## **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.

**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 PAS Institute of Molecular Physics.

**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 for purposes necessary for the recruitment procedure, including publication of my forename and surname in the information on the results of the recruitment procedure on a website by Institute of Molecular Physics PAS (hereafter "the Institute"). I understand that the Institute hereby becomes the administrator of my data. I have been informed of all consequences of this, in particular that:

1. I may consult the Data Protection Inspector regarding the processing of my personal data: [iod@ifmpan.poznan.pl](mailto:iod@ifmpan.poznan.pl)
2. My personal data are processed for the purpose of the recruitment procedure.
3. The persons receiving my personal data are the members of the recruitment committee and persons responsible for the conduct of competition procedures at the Institute.
4. My personal data will not be conveyed to a third country.
5. If my candidacy is successful, my personal data may be conveyed to the Institute's administration and the administration of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences, and also to public bodies keeping registers of doctoral competitions.
6. If my candidacy in the aforementioned competition is not successful, my personal data will be processed for a maximum of 10 years from the time of the resolution of this competition. After that period it will be irreversibly and effectively destroyed, meaning that there will be no access to it of any kind nor any possibility of restoring it.

I am also aware that I have the right to demand access to my personal data from the Institute and to correct the data.

I further declare that I have been informed of the right to submit a complaint to the supervisory body, i.e. to the Chairman of the Personal Data Protection Office, if the Institute breaches the rules applicable to the processing of my personal data laid down in Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.\*

date.....

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(signature)

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\* Please be informed that:

- The administrator of the personal data collected is Institute of Molecular Physics PAS, Mariana Smoluchowskiego 17, PL-60179 Poznań, Poland, REGON: 000557990, tax identification number: 777-00-20-870 (hereafter “the Institute”). For consultation regarding the processing of personal data, the address of the data protection inspector is [iod@ifmpan.poznan.pl](mailto:iod@ifmpan.poznan.pl).
- Personal data of candidates are processed for the purpose of the recruitment procedure.
- The persons receiving the personal data are the members of the recruitment committee and persons responsible for the conduct of competition procedures at the Institute.
- Candidates’ personal data will not be conveyed to a third country.
- Personal data of successful candidates in the aforementioned competition will be conveyed to the Institute’s administration and the administration of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences.
- Personal data of unsuccessful candidates in the aforementioned competition will be processed for a maximum of 10 years from the time of the resolution of this competition. After that period it will be irreversibly and effectively destroyed, meaning that there will be no access to it of any kind nor any possibility of restoring it.
- Candidates have the right to demand access to their personal data from the Institute and to correct the data.
- A candidate may withdraw consent for the processing of his or her personal data at any time. The data will then be irreversibly and effectively destroyed, meaning that there will be no access of any kind to the data nor any possibility of restoring it, and the candidate will not be considered further in the recruitment procedure.
- In all cases a candidate is entitled to submit a complaint to the supervisory body, i.e. to the Chairman of the Personal Data Protection Office.