

**Conditions and Procedure of Recruitment for PhD studies at IA, PAS**  
**The Resolution of the Scientific Board of April 24, 2017**

**Recruitment Procedure for full-time PhD studies (“the recruitment”)**

1. The recruitment is conducted through a competitive process.
2. The decision on initiating official procedures for the recruitment is announced by the Director of the Institute.
3. The recruitment notice shall be made public on the Institute’s website no later than April 30<sup>th</sup>.
4. The recruitment notice shall specify the date and place of the documents submission.
5. The list of proposed research topics for the applicants for PhD studies shall be published on the website of the Institute and on the EURAXESS portal.
6. In order to be admitted as a PhD student at the Institute, the candidate shall have the second degree qualifications or be a beneficiary of the “Diamond Grant” programme, meet the requirements crucial for the implementation of a research topic (see point 5), and have a good command of English.
7. An applicant for PhD studies shall submit the following documents at the time and place specified in the recruitment notice:
  - a) a cover letter addressed to the Director of the Institute;
  - b) information indicating the preferred research topic, chosen from the list published on the Institute’s website;
  - c) curriculum vitae;
  - d) a copy of the second degree qualifications diploma, a university certificate indicating the scheduled date of the master’s defence or a certificate of participation in the “Diamond Grant” programme. The submitted document shall be certified by the Institute’s worker;
  - e) the diploma supplement;
  - f) a certified by the appropriate Dean’s Office transcript of grades (including a grade point average). Moreover, the candidate shall present the Recruitment Committee (“the Committee”) his/her master’s thesis during the interview;
  - g) information on the awarded research scholarships;
  - h) a list of scientific achievements;
  - i) obtained foreign language certificates;
  - j) opinion of an independent academic or employer who is familiar with the academic activity of the candidate;
  - k) personal data form, four ID size photographs;
  - l) the candidate may submit other documents, which are important for the recruitment process;
  - m) in the case of foreigners who graduated abroad, separate regulations shall apply;
  - n) holders of a valid Polish Charter are entitled to apply for the PhD studies on the same conditions as the Polish citizens.
8. The documents listed in point 7 may be submitted by post or via email to the address indicated in the recruitment notice.
9. The recruitment procedure is carried out by a Committee appointed by the Director of the Institute.

10. The Committee, appointed by the Director of the Institute, carries out the recruitment procedure and decides on the admission to the PhD studies. The procedure of appointing the Committee is described in Appendix 1.
11. The admission to PhD studies is made based on the recruitment procedure, consisting of the assessment of the documents submitted by the candidate and the valuation of the conducted interview. The applicants shall be individually informed in writing to the address or e-mail indicated in their personal questionnaire about the date of the interview.
12. In the first stage, the Committee assesses the submitted documents in terms of their form and content. The following criteria will be taken into account: a grade point average, the diploma grade, a diploma with honours, scientific and popular publications, participation in the “Diamond Grant” programme, attendance at academic conferences, participation in student science circles, organization of science and popular science events, obtained foreign language certificates, other documents certifying skills that may be useful during the PhD studies, and undergraduate research internships, especially if conducted abroad.
13. In the second stage, the Committee interviews prospective students. The Interviews might be conducted in English.
14. The Committee submits to the Director of the Institute a prepared ranking list of the candidates in reference to the list of proposed research topics (see point 5).
15. Only one PhD student may be recruited for each research topic referred to in point 5.
16. The results of the recruitment procedure are open.
17. A candidate who attends the interview before the official date of graduating can be admitted to PhD studies, provided that they graduate before September 15<sup>th</sup>.
18. The candidate has the right to file an appeal against the decision of the Recruitment Committee to the Director of the Institute within 14 days of the day of the decision receipt. Only the violation of the Conditions and Procedure of Recruitment may be the ground of the appeal. The decision of the Director of the Institute is final.
19. A PhD student may apply for a competitive scholarship and a scholarship for post PhD students. The number of scholarships awarded in a given year depends on the decision of the Director.
20. The list of admitted PhD students shall be announced on the Institute’s website.
21. A recruited candidate becomes a PhD student on the moment of making the Student Pledge, the content of which is defined in the Statute of the Institute.
22. The PhD studies recruitment procedure for the 2017/2018 academic year will be held according to the following agenda:
  - **19.06.2017 - 31.08.2017** – submission of the required documents to the Institute’s office;
  - **04.09.2017 - 15.09.2017** – interviews. Every candidate will be individually notified of the date and place;
  - **20.09.2017** – publishing the Director’s decision on the list of admitted candidates.
23. The academic year shall begin on October 1<sup>st</sup>.