

## RECRUITMENT RULES FOR THE INTERDISCIPLINARY DOCTORAL SCHOOL OF AGRICULTURAL SCIENCES

### § 1

1. Recruitment to the Doctoral School is carried out by the Recruitment Committees appointed by the Directors of Participating (or Partner) Institutes.
2. The results of the recruitment procedure are public.
3. The admission limit for the Doctoral School is determined one month before starting the recruitment by the Director of IARFR PAS after approval by the Doctoral School Board/Council. The admission limit results from the number of research topics indicated by the Participating (or Partner) Institutes.
4. In justified cases, upon request of the Director of the Participating (or Partner) Institute, additional recruitment may be permitted.
5. Opening and closing dates for recruitment, including the deadline and place of submitting the documents as well as research topics are announced on the website of the Doctoral School and Participating (or Partner) Institutes (recruitment announcement).

### § 2

1. The recruitment procedure is carried out in a form of a competition.
2. In order to enter the competition candidates must submit a complete set of documents, as specified in Annex 1 to the Recruitment Rules for the Interdisciplinary Doctoral School of Agricultural Sciences (or to this document).
3. Recruitment to the Doctoral School takes place once a year with the possibility of announcing an additional recruitment.
4. In accordance with the principle of equal rights and obligations, candidates with a recognized degree of disability are subject to the same recruitment procedure as other candidates.
5. The recruitment procedure involves awarding points by the Recruitment Committee to individual candidates for each stage of the process, followed by adding up these points. (Annex 4 to the Recruitment Rules for the Interdisciplinary Doctoral School of Agricultural Sciences).
6. The stages in the recruitment procedure for which the candidate obtains points are:
  - a) evaluation of scientific achievements on the basis of the submitted documentation,
  - b) interview including:
    - i. presentation of research interests and plans related to the topic of proposed research

ii. the candidate is expected to demonstrate knowledge within the scope of higher education programme in relation to her/his Master's thesis (if applicable) and the research topic to which she/he is applying,

iii. assessment of candidate's knowledge in the discipline, in which she/he intends to prepare a doctoral dissertation.

7. In special cases, the interview may be conducted using a teleconference system via a web conferencing application.

8. The result of the Recruitment Committee's work is a ranking list presented to the Director of IARFR PAS and Director of the Doctoral School.

9. Recruitment is carried out in Polish and/or English.

### § 3

1. The Recruitment Committee consists of:

- a) Director of IARFR PAS acting as chairman of the Committee
- b) at least two scientific employees representing each of the scientific disciplines in which the recruitment is carried out, possessing at least an academic degree of DSc (Doctor of Science – PL:doktor habilitowany),
- c) representative of PhD students.

2. Other persons with an advisory vote, invited by the chairman of the Recruitment Committee, may also participate in the meeting of the Committee .

3. The decisions of the Recruitment Committee are made by a simple majority in the presence of at least half of the members of the Committee. In the event of an equal number of votes, the chairman of the Committee shall have the casting vote.

4. The Recruitment Committee performs activities related to the recruitment procedure:

- a. awards points for individual stages of the recruitment procedure;
- b. creates ranking lists of candidates with the best results in relation to the research topics;
- c. informs the candidate that she/he fulfilled the requirements for admission to the Doctoral School;
- d. informs the candidate in writing of the decision to refuse her/his admission to the Doctoral School (sending the decision per post requires a return receipt).

5. Admission to the Doctoral School is by means of enrollment on the list of doctoral students.

6. Admission of a foreigner to the Doctoral School occurs by means of an administrative decision.

7. Refusal of the admission to the Doctoral School occurs by means of an administrative decision. Decisions are signed by the chairman of the Recruitment Committee of the IARFR PAS.

8. A candidate is entitled to apply for reconsideration of her/his case to the Recruitment Committee within 14 days from the date of delivery of the decision refusing admission to the Doctoral School.

#### § 4

1. The meetings of the Recruitment Committee shall be recorded in individual and collective reports. The templates of the reports are attached as Annexes 5 and 6 to the Recruitment Rules.
2. The collective report shall be forwarded to the Director of the Doctoral School at the end of the recruitment process.
3. A template of a decision to refuse admission to the Doctoral School is attached as an Appendix 7 to the Recruitment Rules.

## **DOCUMENTS NECESSARY TO APPLY FOR ADMISSION TO DOCTORAL SCHOOL**

Documents required from candidates:

- a) an application for admission to the Doctoral School, together with a an indication and justification of the choice of a research topic announced in the recruitment advertisement, in accordance with the template form found in **Annex 2 to the Recruitment Rules**;
- b) consent to the processing of personal data for the purposes of recruitment in accordance with the template form found in **Annex 3 to the Recruitment Rules**;
- c) a curriculum vitae (CV) listing scientific achievements, employment history and participation in research projects;
- d) a personal questionnaire;
- e) three identity card photographs + one photo in an electronic form;
- f) a university degree (or a certificate from a university confirming specified date of defence of the thesis);
- g) academic transcript/s;
- h) a summary of the thesis in Polish or English; and the original of the thesis for review by the Recruitment Committee during the interview;
- i) the opinion of the academic supervisor (e.g. the thesis supervisor) or the opinion of the employer;
- j) a certificate or diploma confirming knowledge of English language at least on level B2; the list of accepted certificates is included in **Annex 8 to the Recruitment Rules**;
- k) a declaration on previous participation in doctoral studies or completion of doctoral thesis, training in a doctoral school; and information on the doctoral scholarship received at a doctoral school and the duration of such scholarship.

Applicants may attach other documents they consider relevant for the selection process.

*Annex 2*  
*to the Recruitment Policy*

*Conditions and procedure for recruitment to the Interdisciplinary Doctoral School of Agricultural Sciences*

*Template application for admission to the Interdisciplinary Doctoral School of Agricultural Sciences*

1. Candidate's first and last name:
2. E-mail address:
3. Address for correspondence:

To: Director of  
Interdisciplinary Doctoral School of Agricultural Sciences  
Institute name,  
address

I am applying for admission to the Interdisciplinary Doctoral School of Agricultural Sciences for a position in the research project entitled: .....

.....

I declare that I have read the Recruitment Rules and Regulations of the Interdisciplinary Doctoral School of Agricultural Sciences and accept the provisions contained therein.

**PERSONAL STATEMENT**

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*(Date and signature of the candidate)*

**CONSENT TO THE PROCESSING OF PERSONAL DATA  
FOR THE PURPOSES OF RECRUITMENT FOR  
INTERDISCIPLINARY DOCTORAL SCHOOL OF AGRICULTURAL SCIENCES**

I,

Name:

Last name:

in accordance with Article 6(1)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27th, 2016 on the protection of individuals with regard to the processing of personal data and on the free transfer of such data and repealing Directive 95/46/EC (hereinafter referred to as: GDPR - General Data Protection Regulation) of April 27th, 2016. (OJ EU.L No 119, p. 1)

hereby:

consent to the processing by the Institute of Animal Reproduction and Food Research of the Polish Academy of Science in Olsztyn (Administrator) of personal data provided by me within the scope and in accordance with the Rules of Recruitment to the Interdisciplinary School of Agricultural Sciences for the purpose of conducting the recruitment procedure with my participation.

.....

(date and candidate's signature)

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**INFORMATION CLAUSE**

In accordance with Article 13(1) and (2) of the GDPR we inform you that:

- 1) the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences located at Olsztyn, Tuwima 10, (hereinafter referred to as: the Institute or Administrator) is the Administrator of your personal data;
- 2) the person authorised by the Administrator to be contacted in connection with the protection of personal data is:  
Mrs./Mr. Pan Iwona Zakrzewska-Hałuszka, e-mail: [instytut@pan.olsztyn.pl](mailto:instytut@pan.olsztyn.pl) , phone: 89 5234696, address: Tuwima 10, 10-748 Olsztyn ,

- 3) Your personal data will be processed for the purpose of conducting recruitment procedure to the Interdisciplinary Doctoral School of Agricultural Sciences with your participation, and in case you are accepted for the admission procedure;
- 4) Your personal data will be processed on the basis of Article 6(1)(a) of the GPDR in so far as it concerns the recruitment procedure;
- 5) Providing your personal data is voluntary, but failure to do so will result in excluding you from the recruitment procedure for the doctoral school;
- 6) Your personal data will not be transferred to a third country or any international organisation;
- 7) Your personal data will not be transferred to third parties for further processing, with the exception of members of the selection committee, who may be appointed from staff not belonging to the Institute;
- 8) Your personal data will be processed within the time until the end of the recruitment procedure(s) and, with respect to the candidates, who will be selected for the offered positions, until the end of the training at the Doctoral School and for the next 6 years in view of the need to archive it;
- 9) You have the right to access your data, correct them, request their deletion, limit the processing and transfer the data;
- 10) You have the right to file a complaint with the President of the Office for Personal Data Protection if you believe the processing of your personal data violates the provisions of the GDPR;
- 11) Your data will not be processed in an automated way, which includes also data profiling.

I declare that I have read the content and received a written copy:

.....

(date and candidate's signature)

### WORK OF THE RECRUITMENT COMMITTEE

- A. The work is carried out in three stages:  
 I - evaluation of documented achievements  
 II - interview  
 III - cumulative assessment, ranking and recommendation of candidates
- B. The candidate may receive a maximum of 50 points, including:  
 a. for proven track record - up to 10 points  
 b. for an interview - up to 40 points
- C. The Recruitment Committee functions during the selection process for the Doctoral School. The Recruitment Committee may meet at other times, but only in order to admit candidates, who have been funded from outside sources for the whole period of their studies.

#### STAGE I - Assessment of proven track record

Category		Points
<b>A</b> (grade from Master's studies)	Grade average: 4,0 – 4,50	<b>0,5</b>
	Grade average: 4,51 – 4,75	<b>1</b>
	Grade average above 4,76	<b>2</b>
<b>B*</b> (publications and patents)	Publication w/o MNiSW points.	<b>1</b>
	Publication from list B of MNiSW / or filing a patent.	<b>2</b>
	Publication from list A of MNiSW / or patent registration.	<b>3</b>
<b>C*</b> Active participation in a conference	Presentation or co-authorship of a presentation at a session at own institute /university, student conference, local conference.	<b>0,5</b>
	Co-authorship of a congress abstract (at least national level conference).	<b>1</b>
	Oral presentation at a conference of at least national level.	<b>2</b>
<b>D</b> (Employment)	Work (full-time or part-time) or volunteer work in a research institution (apart from the diploma thesis, traineeships and other activities resulting from the study programme), min. 2 months.	<b>1</b>
<b>E</b> (Skills)	Certificate of additional professional skills, internship abroad (e.g. ERASMUS).	<b>1</b>
<b>F</b> (Involvement)	Activity (function) in a scientific society, participation in science communication activities (e.g. science festival) or other documented activity of this type.	<b>1</b>

*\* In each category the candidate should receive one score, the highest score that applies (if in particular category the candidate has more than one achievement, she/he receives points only once, they are not added up).*



## **STAGE II - Assessment of the interview**

1. Each member of the Recruitment Committee evaluates the candidate with a scale from 0 to 40 points.
2. Evaluation of the interview is documented on the Candidate's Evaluation Form, a template of which is attached as Appendix 5 to the Recruitment Rules.
3. A member of the Committee is excluded from the evaluation process if he/she is a potential supervisor or assistant supervisor of the candidate.
4. The average score is calculated.

## **STAGE III - Final assessment and ranking of candidates**

1. The sum of the points for documented achievements and for the interview determines the candidate's final mark.
2. The Recruitment Committee shall determine the minimum number of points, above which candidates are recommended for the admission to the Doctoral School.
3. The Recruitment Committee shall create a ranking list of the candidates.
4. After completion of the recruitment procedures, alphabetical lists of accepted candidates are posted on the Doctoral School website.

### CANDIDATE EVALUATION FORM

**FOR APPLICATION TO:** THE INTERDISCIPLINARY DOCTORAL SCHOOL OF AGRICULTURAL SCIENCES

**INSTITUTE**.....

First Name: .....

Last Name: .....

Level of Education: .....

Grade Average from Master's studies: .....

Final grade on a Diploma: .....

The scientific topic which the candidate is applying for:.....

<i>Nr</i>	<i>Scope of evaluation</i>	<i>Range of points</i>	<i>Number of points awarded</i>
<b>I. STAGE</b>			
1	<i>Achievements</i>	0-10	
<b>II. STAGE</b>			
2	<i>Evaluation of self-presentation and motivation of the candidate for scientific work.</i>	0-10	
3	<i>Familiarity with the research methods used in the relevant scientific field.</i>	0-10	
4	<i>Assessment of the candidate's answers to questions from the members of the Recruitment Committee.</i>	0-10	
5	<i>Assessment of English language skills.</i>	0-10	
<i>Total (I and II STAGE)</i>			

**Remarks regarding the Candidate:**

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.....  
DATE AND SIGNATURE OF THE COMMITTEE MEMBER

**THE CUMULATIVE PROTOCOL OF THE APPLICATIONS TO THE  
 INTERDISCIPLINARY DOCTORAL SCHOOL OF AGRICULTURAL SCIENCES**

INSTITUTE .....

.....

(DATE) .....

<b>No.</b>	<b><i>First and Last Name</i></b>	<b><i>Number of points obtained</i></b>	<b><i>Average score</i></b>	<b><i>Ranking place</i></b>
1				
2				
3				
4				
5				
6				

**Signatures of the members of the Recruitment Committee:**

1. ....

2. ....

3. ....

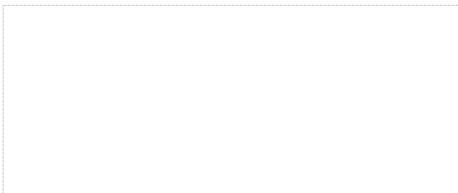
4. ....

5. ....

6. ....

to the Recruitment Rules to the Interdisciplinary Doctoral School of Agricultural Sciences

The seal



Olsztyn,.....  
(date)

Mr./ Ms. ....  
.....

**DECISION..... /SD/.....**

Legal basis: Article 200(5) of the Act of 20 July 2018. Law on higher education and science (i.e. Journal of Laws of 2020, item 85)

Recruitment Committee of the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences in Olsztyn, after conducting the selection procedure in accordance with the terms and conditions of the recruitment to the Interdisciplinary Doctoral School of Agricultural Sciences:

does not accept you for the first year of the Interdisciplinary Doctoral School of Agricultural Sciences 20..../20....

**JUSTIFICATION:**

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.....

**A note:**

*This decision is final, but pursuant to Article 127 § 3 of the Code of Administrative Proceedings a party dissatisfied with its content has the right to file a request for a reconsideration.*

*An application for a reconsideration shall be filed within 14 days of the date of receipt of the decision. The application for a reconsideration of the case should be addressed to the Recruitment Committee of the Institute.....*

*During the time limit for applying for a reconsideration, a party may waive the right to apply for a reconsideration to the authority that issued the decision. From the date on which the authority which issued the decision is notified of the statement waiving the right to make a request for a reconsideration by the latter party to the proceedings, the decision shall become final and binding.*

*According to Article 52(3) of the Law on Proceedings before Administrative Courts, if a party has the right to apply to the authority which issued the decision to reconsider the case, the party may file a complaint against that decision without exercising that right. The complaint shall be submitted within thirty days from the date of notification of the decision to the complainant. The complaint shall be filed with the administrative court through the authority which issued the decision.*

*An entry in the amount of PLN 200 must be paid on the complaint (§ 2(1)(2) of the Regulation of the Council of Ministers of 16 December 2003 on the amount and detailed rules for collecting entries in proceedings before administrative courts). A party may apply for the right to assistance including partial or total exemption from court costs and the appointment of an advocate, legal adviser, tax adviser or patent attorney. An application for the right to assistance should include a statement by the party including precise data on the property and income, and if the application is submitted by a natural person, in addition, precise data on family status and a statement by the party not to be employed by, or not to have another legal relationship with, an advocate, legal adviser, tax adviser or patent attorney. A declaration is made under penalty of criminal liability for making a false declaration. The person filing the declaration is obliged to include the following clause in it: "I am aware of the criminal liability for making a false statement." This clause replaces the court's instruction on criminal liability for making a false statement. The application shall be submitted on an official form according to an agreed template.*

**Committee composition:**

- | First and Last name                | Signature |
|------------------------------------|-----------|
| <b>1. Chairman:</b>                |           |
| <b>2. Member of the committee:</b> |           |
| <b>3. Member of the committee:</b> |           |
| <b>4. Member of the committee:</b> |           |
| <b>5. Member of the committee:</b> |           |
| <b>6. Member of the committee:</b> |           |
| <b>7. Member of the committee:</b> |           |