

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.