

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. Recruitment Committee verifies the submitted documents.
7. 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) presentation of research interests and plans related to the topic of proposed research

c) interview including: presentation of research interests and plans related to the topic of proposed research, 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; assessment of candidate's knowledge in the discipline, in which she/he intends to prepare a doctoral dissertation. 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. Candidates who were accepted as part of an external project or program financed from European Union funds, may apply for admission to the Doctoral School provided that they have obtained a scholarship in an amount equal or higher than the doctoral scholarship, awarded for a period of not less than 3 years from the date of taking up education at the School. Recruitment of such candidates may take place both within and beyond the dates set for a given academic year, in particular when it is justified by the guidelines of the project or program under which a given person is a candidate for the Doctoral School.

2. Recruitment of candidates from external projects to the Doctoral School is competitive. Therefore, regardless of the previous fulfillment of the requirements necessary to qualify for a given project, it is necessary for the Candidate to meet the minimum requirements specified in the recruitment regulations, necessary for admission to the Doctoral School. The competition procedure is conducted by the Recruitment Committee for a given scientific discipline in accordance with Recruitment Rules.

3. The condition for participation of a candidate funded by external project in recruitment procedure is the submission of proof of qualification for the project (e.g. in the form of a protocol from the competition procedure organized for the purposes of the project or a decision on qualifying for the project).

§ 4

1. The Recruitment Committee consists of:

- a) Director / Manager of Doctoral School 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) Project PI within which the recruitment is carried out
- d) 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. verifies the submitted documents;
 - b. awards points for individual stages of the recruitment procedure;
 - c. creates ranking lists of candidates with the best results in relation to the research topics;
 - d. informs the candidate that she/he fulfilled the requirements for admission to the Doctoral School;
 - e. 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.

§ 5

1. The rules for foreigners taking up and pursuing education at a Doctoral School are specified in Art. 323 in connection with Art. 326, 327, 328, subject to Art. 198 section 8 of the Act.
2. Foreigners may undertake education conducted in Polish language if they demonstrate sufficient Polish language proficiency, i.e.:
 - a) complete a one-year preparatory course for undertaking studies in Polish in dedicated units designated by the minister responsible for higher education in Poland, or
 - b) have a certificate of proficiency in Polish language issued by the State Commission for Certification in Polish as a Foreign Language, or

- c) graduated from a secondary school abroad where classes were conducted in Polish language, or
- d) graduated from secondary school in Poland, or
- e) have completed higher education in Poland in a field of study taught in Polish, or
- f) Recruitment Committee will confirm during the interview that their preparation and the level of the Polish language proficiency allow them to undertake studies in Polish.

3. Foreigners may undertake studies conducted in English if:

- a) they have one of the documents confirming English proficiency, listed in Annex No. 9 to this Regulation. Disclaimer: documents confirming English proficiency also include certificates, diplomas or other documents confirming completion of a secondary school abroad in which classes were conducted in the English language, as well as a diploma of completion of higher education studies in Poland conducted in English or;
- b) Recruitment Committee will confirm during the interview that their preparation and the level of the English language proficiency allow them to undertake studies in English.

§ 6

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.