

**Detailed principles and conditions of recruitment and admission to the Doctoral School of
Molecular Biology and Biological Chemistry, effective from the academic year 2022/2023**

§ 1

General provisions

1. For a person to be admitted to the Doctoral School of Molecular Biology and Biological Chemistry at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter: “the Doctoral School”), it is necessary to:

- a) hold a degree of Master of Science [*Magister*], Master of Engineering [*Magister Inżynier*], medical doctor or equivalent in the field of: exact sciences, natural sciences, medical sciences or related disciplines, granted by a Polish or foreign university;
- (b) successfully pass the recruitment procedure.

2. In exceptional cases, given the top quality of scientific achievements, the person referred to in Article 186(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478, consolidated text) (hereinafter: “the Act”), who does not hold a Master’s degree, is a graduate of first-cycle studies or a student who has completed the third year of long-cycle graduate studies but holds the status of a student in the field of study indicated above, or has completed a field of study from among those indicated above, may also apply for admission to the Doctoral School. In the recruitment process, apart from the documents listed in § 2(1), such a person shall attach:

- i. two opinions confirming the high quality of the research work carried out and the high level of advancement of such work, issued by academic advisers holding at least a post-doctoral degree or being employees of a foreign university or scientific institution, who have significant achievements in the field of scientific issues related to the curriculum, or
- ii. a certificate of being a beneficiary of the Ministry of Science and Higher Education “Diamond Grant” Programme or an equivalent programme.

3. A person who does not possess the qualifications described in sec. 1(a) above may take part in the competition, but must obtain the qualifications in question and provide the relevant documents before the start of the programme at the Doctoral School.

4. Recruitment has the form of an open competition of international range for the PhD programmes indicated in the recruitment announcement, approved by the Director of the Institute, referred to as recruitment to a PhD programme. The admission limit for a given PhD programme is determined by the Director of the Institute.

5. It is forbidden to participate simultaneously in more than one of the ongoing recruitment processes to the Doctoral School.

6. More than one recruitment process may be conducted for and during a given academic year. The exact schedule and scope of each recruitment is published on the website of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter: “IBB PAN”).

7. Recruitment announcements are made public by publishing a bilingual version on the IBB PAN website and by publishing an English-language version of the announcement on the Euraxess portal, with at least 14-day period for the submission of documents.

8. The recruitment announcement template will be determined by the Director of IBB PAN, but in each case it must include at least:

- a) title of the PhD programme and description of the planned research;
- b) information about the organisational unit in which the doctoral dissertation will be developed;
- c) information on the supervisor and subsidiary supervisor (if any);
- d) information on the field of study in which the programme will be conducted;
- e) description of the knowledge and qualifications required, as well as description of the formal requirements for candidates;
- f) information on the level of the scholarship;
- g) information on the recruitment process, registration method and criteria for selecting candidates;
- h) information on the number of available vacancies;
- i) information on the opening and closing dates for the collection of documents;
- j) information on the date of announcing the competition results;
- k) identifying and contacting the Institute's unit responsible for the collection of documents.

9. In the absence of applications, the deadline for submission may be extended.

§ 2

Documents required in the recruitment process

1. Persons applying for admission to the Doctoral School shall submit the required documents in document form:

- a) an application for admission to the Doctoral School, together with consent to the processing of personal data for the purposes of the recruitment procedure and a statement on familiarising oneself with these recruitment rules and conditions.
- b) a copy of the diploma from a university or the candidate's statement on the estimated graduation;
- c) a scientific curriculum vitae including information on the candidate's participation in scientific projects and other activities related to academic activity, such as publications, work in academic circles, participation in academic conferences with a paper, poster, national and international internships, prizes and awards, participation in grants;
- d) a list of completed university courses with marks;
- e) a covering letter;
- f) contact details of at least one previous academic adviser or other academic staff member holding at least a doctor's degree, who has previously agreed to give an opinion on the applicant. The opinion should not be attached to the application;
- g) in the event of having a disability certificate or a certificate on the degree of disability, or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Vocational

and Social Rehabilitation and Employment of Persons with Disabilities – a statement of holding such certificate.

2. The documents required for the recruitment process, as referred to in sec. 1, may be submitted in Polish or English. The interview referred to in § 7 may also be conducted in English.

3. Candidates holding a diploma of completing studies abroad:

1) shall additionally submit a certified translation of the diploma, including the supplement, into Polish or English, unless the diploma or an official copy thereof, including the supplement, has been issued in English;

2) may be requested to submit additional documents, including documents confirming:

- a) authenticity of the diploma,
- b) legal status (and in particular the accreditation) of the university which awarded the diploma,
- c) equivalence of the diploma with the Polish diploma of graduation from a second-cycle studies or from long-cycle graduate studies,
- d) equivalence of the degree obtained with the Polish Master's degree or Master of Engineering degree or equivalent,
- e) entitlement to continue education in the country in which the diploma was awarded,
- f) recognition of the diploma in the Republic of Poland.

4. Candidates holding a diploma of completing studies abroad shall be informed about the necessity of and deadline for submitting additional documents within 7 days of the expiration of the deadline for submitting the documents.

5. The Head of the Doctoral School has the right to find the documents presented by a candidate holding a diploma of completing studies abroad unsatisfactory to qualify him/her for further recruitment procedure, of which the candidate shall be informed forthwith.

6. In order to be enrolled as a doctoral student in the Doctoral School, it is necessary to submit the original versions of all required documents at the time of enrolment at the latest. In justified cases, the Head of the Doctoral School may agree to submit the original documents on other specified date.

§ 3

Processing of personal data

1. In order to ensure that the recruitment process runs smoothly, candidates are required to provide the necessary personal data, which will be processed and stored for registration purposes in accordance with the laws in force.

2. If a candidate is admitted to the Doctoral School, the data used in the recruitment process will be processed in the future by the Institute in accordance with other laws in force for the purposes of organising and ensuring the proper course of the PhD programme, as well as for information and statistical purposes.

§ 4

Recruitment Committee

1. The recruitment procedure shall be conducted by the Recruitment Committee (hereinafter: "the Committee") appointed for the purpose of settling a given competition.
2. The Committee is appointed by the Director of IBB PAN.
3. The Committee consists of the proposed supervisor, the proposed subsidiary supervisor (if any), up to two members indicated by the proposed supervisor, and a representative of the Committee responsible for Doctoral Students of the Scientific Council of IBB PAN, as indicated by the Director. The Committee may be extended by up to two members indicated by the Director from among the staff of the Institute.
4. The chairperson and the secretary of the Committee shall be appointed by the Director of IBB PAN.
5. The proposed supervisor, the proposed subsidiary supervisor or members of the Committee indicated by the proposed supervisor are not required to be staff members of the Institute.
6. A member of the Committee shall inform the chairperson of any circumstances that might affect his/her impartiality or that of other members of the Committee in assessing the candidates. This applies in particular if they are related.
7. In the aforementioned situation, the chairperson of the Committee shall decide whether to exclude the member concerned from the Committee or to let him/her stay in the Committee carrying out the evaluation of the selected candidates. The exclusion of a member of the Committee shall be recorded in the minutes of the meeting of the Committee. The Committee may not deliberate if there are fewer than three members.
8. The Committee shall carry out recruitment activities. In particular, the Committee:
 - 1) makes a preliminary qualification of candidates on the basis of the documents submitted and makes a list of persons qualified for the next stage;
 - 2) calculates the score achieved in the recruitment process of the applicants, in accordance with the recruitment conditions and procedure, and internal legal acts binding in IBB PAN,
 - 3) makes lists of non-admitted candidates, whereby the Committee may make a reserve list from the list of non-admitted candidates whose score achieved in the recruitment process was above the minimum qualification score required for admission but their position on the ranking list was beyond the established upper limit of admission,
 - 4) decides whether to admit or refuse to admit, along with providing the reasons for such decisions,
 - 5) processes letters and gives opinions on candidates' applications submitted in connection with the recruitment procedure.
9. The Committee shall take its decisions by an absolute majority of votes in the presence of at least half of its members. In the event of an equal number of votes for and against, the chairperson shall have the casting vote.
10. The Committee shall document the course of each stage of the recruitment procedure by drawing up appropriate protocol, which shall be signed by all members of the Committee taking part in a given activity under the procedure.

11. Meetings of the Committee may be held using the means of distance communication. In such a situation, documents, including reports, can be accepted by the members in electronic form. Appropriate printouts, together with confirmations of acceptance of the contents, should be included in the recruitment documentation.

12. Once the qualification results of the persons participating in the recruitment process have been determined, the chairperson of the committee shall submit to the Director a report of the recruitment process containing a list of candidates recommended for admission, together with a reserve list of candidates who have obtained a positive result in the qualification procedure for the PhD programme concerned but cannot be qualified for admission to the Doctoral School due to the lack of vacancies, as well as a list of persons not recommended for admission.

13. The reports are archived by the School in the recruitment documentation. The report template will be introduced by the Director of IBB PAN by way of an ordinance.

§ 5

Information on the recruitment procedure

1. Candidates who have fulfilled the required conditions and performed the required actions in a timely manner and in accordance with the information contained in the recruitment announcement, and who have in particular delivered to the School a complete set of required documents by the dates and in the manner specified by the School, shall be considered for admission under the recruitment procedure. In the case of documents sent by post, the date of their delivery to the School shall be decisive for meeting the deadline. The fact that a candidate provided data or documents in the past as part of their participation in the recruitment process carried out by the Institute does not release them from the obligation to provide the data or documents required as part of their application for admission under the recruitment procedure carried out for a given competition.

2. The recruitment process may be carried out with the use of electronic means of communication allowing real-time transmission. The decision to carry out the recruitment process using the means of distance communication shall be taken by the Committee.

3. Information on the recruitment procedure shall be provided to candidates by electronic means and tools or through the websites indicated for that purpose, in particular the website containing information on recruitment to the Doctoral School. Candidates are obliged to read, on an ongoing basis, the information provided by electronic mail and through the websites, and shall be liable for any consequences of failing to fulfil this obligation.

4. Information about the qualification for admission, and about the place of and date by which it is necessary to make an entry in the list of doctoral students by taking the doctoral oath (hereinafter referred to as the entry), shall be communicated to candidates via the electronic mailbox indicated in the recruitment process. Upon receipt of a communication about qualification for admission, candidates shall be required to make their entry within the deadline specified in the communication. Failing to make the entry within the deadline shall be tantamount to resignation and shall result in issuing a decision refusing to admit. In justified cases, the director may set a new individual deadline for a given candidate to make the entry.

5. Candidates shall be referred for medical examination by an occupational physician at a unit designated by the Institute before making the entry. Candidates are required to provide a medical certificate stating that there are no contraindications to participate in the PhD programme before it starts.

6. In the activities described in § 8 (5) – (8) and those related to the entry, the candidate or the person qualified for admission may be represented by an agent who, when performing these activities, shall submit his/her signed power of attorney and present his/her identity card or passport. When performing the activities described in § 8 (5) – (8) or when making the entry, the agent shall present a copy of the identity card or passport of the person qualified for admission (consistent with the document mentioned in the power of attorney).

§ 6

Adjusting the recruitment process to the needs of people with disabilities

1. People with disabilities may apply for adjustment of the form of the exam to their needs resulting from their disability. For this purpose, no later than three days before the relevant deadline for submission of recruitment applications in a given admission process, a person with disabilities shall submit a written request to the contact unit indicated in the recruitment announcement. If the procedure is not followed, the request shall not be considered.
2. The adaptation of the form of the exam is determined individually in consultation with the appointed examination board, on the basis of an interview and the provided valid documentation confirming the specificity of the disability, if the board asks the candidate to provide it.
3. The decision on how to adapt the form of the exam is taken by the chairperson of the Committee in consultation with the Head of the Doctoral School.

§ 7

Stages of the recruitment process

1. The recruitment process consists of two stages:
 - a) selection of candidates by the Committee on the basis of their previous achievements and academic performance presented in the documents submitted, referred to in § 2;
 - b) an interview conducted by the Committee.
2. Stage One:
 - 1) Members of the Committee evaluate the candidates' achievements to date and their academic performance on the basis of the documents submitted. No more than 4 applicants who have achieved the highest scores, but no less than 60% of the maximum points, shall be qualified for the next stage.
 - 2) Evaluation criteria:
 - a) Learning outcomes (a scale of the evaluation: 0.0 – 6.0 points)
 - b) Participation in a scientific project or an academic conference (a poster or oral presentation) (a scale of the evaluation: 0.0 – 1.0 points)
 - c) Co-authorship of a research paper (depending on the role in the publication) (a scale of the evaluation: 0.0 – 1.0 points)
 - d) Work in an academic circle (a scale of the evaluation: 0.0 or 0.5 point)
 - e) Other achievements, e.g., awards, honours, scholarships, domestic and foreign internships, voluntary work, popularisation of science (a scale of the evaluation: 0.5 – 1.5 points)

- 3) A scale of 0.5 point increments is used for each criterion. The total maximum number of points is 10.
- 4) The evaluation result obtained in Stage One shall not be included in the final numerical score achieved in the qualification procedure.
- 5) Candidates shortlisted for Stage Two shall be informed of its date at least 7 days in advance.

3. Stage Two:

1) The purpose of the interview is to check the candidate's suitability for academic work and involves in particular:

- a) delivering a presentation during which the candidate describes the outcomes of his/her research (a Master's thesis or other research work carried out by the candidate); the presentation may last no longer than 10 minutes;
- b) asking questions by members of the Committee to verify the candidate's knowledge of the subject matter presented, the methods used and the ability to interpret the results obtained;
- c) asking questions by members of the Committee to verify the knowledge of the subject matter listed in the recruitment announcement;
- d) verifying the candidate's motivation for scientific work.

2) In determining the result of the interview, consideration shall be given to:

- a) the degree of understanding of one's own work; the ability to interpret the results obtained; the understanding of the methods used, knowledge in the field related to the topic of the submitted work (a scale of the evaluation: 0-10 points),
- b) knowledge in the subject matter listed in the recruitment announcement (a scale of the evaluation: 0-10 points),
- c) the form of presentation of the candidate's own results (a scale of the evaluation: 0-3 points).

3) A scale of 1 point increments is used for the individual criteria. The maximum score for the interview is 23 points.

4) The recruitment announcement shall state whether the interview will be conducted in English or Polish.

5) The result of the interview is the arithmetic mean of the scores given by members of the Committee taking part in the interview, rounded up to one decimal place.

4. The result of the interview is the final numerical score of the qualification procedure, which is a number from 0 to 23. A ranking list of candidates is created on the basis of the scores obtained in the qualification procedure. The decision on admission will be made on the basis of the position on the ranking list, subject to the limit of vacancies.

§ 8

Recruitment results

1. Candidates who have obtained at least 16 points in the final numerical score under the admission procedure can be admitted to the Doctoral School.

2. At the end of the recruitment process, all candidates shall be notified of the outcome of the recruitment process by posting the recruitment results on the website dedicated to recruitment.
3. If the candidates qualified for admission to the Doctoral School resign from participation in the PhD programme at the Doctoral School, the places vacated by them shall be filled by candidates from the reserve list in the order of the final numerical score achieved under the recruitment procedure.
4. On the basis of the protocol referred to in § 4 (12) – (13), the Director of IBB PAN shall approve the list of persons admitted to the Doctoral School and shall issue decisions refusing to admit to the Doctoral School.
5. The decision referred to in sec. 4 shall be delivered in writing to the registered office of IBB PAN, by registered mail with acknowledgement of receipt or in the form of an electronic document within the meaning of the provisions of the Act of 17 February 2005 on Digitalisation of Operations of Entities Performing Public Tasks, delivered through the means of electronic communication.
6. The decision referred to in sec. 4 shall be issued with an instruction about the right to file an application for reconsideration of the matter within 14 days of receipt, the right to waive the means of appeal and its consequences in the form of a decision becoming final.
7. With regard to the decision refusing to admit to the Doctoral School the candidates are entitled to file an application for reconsideration of the matter. The request should be submitted to the Director of IBB PAN within 14 days of receiving the decision.
8. The application referred to in sec. 7 may only be based on an indication of a violation of the rules of recruitment to the school. The application shall indicate precisely the provisions laying down the conditions or procedure for recruitment to the school, which, in the opinion of the party, have been breached, and a brief explanation of the alleged breach.

§ 9

Information obligation

1. Throughout the recruitment process, candidates are obliged to immediately inform the Director of IBB PAN about the occurrence of any legal circumstances making the admission to the Doctoral School impossible, in particular about:
 - (a) undertaking training in another doctoral school;
 - (b) taking up employment as an academic teacher or researcher in a capacity which does not allow such employment to be combined with study at the Doctoral School.
2. A person admitted to the School shall commence his/her training and shall acquire the rights of a doctoral student upon taking the oath.

§ 10

Final provisions

1. Based on the agreements concluded by IBB PAN with other entities, the provisions of this resolution regarding the recruitment of candidates from those entities shall apply accordingly, subject to the provisions resulting from those agreements.
2. In cases of recruitment to a PhD programme financed or co-financed by foreign institutions, the recruitment rules and conditions shall be adjusted to the requirements of the financing institutions.

3. All matters not regulated by these detailed recruitment rules and criteria are decided by the Director of IBB PAN.