

**Resolution No. 52/2025**  
**of the Scientific Council of the Institute of Biochemistry and Biophysics of the**  
**Polish Academy of Sciences [PAS] of 27 May 2025**  
**on amending the principles of recruitment to the Doctoral School of Molecular**  
**Biology and Biological Chemistry, effective from academic year 2025/2026**

**§ 1**

Pursuant to Article 200 (2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) the Scientific Council of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences adopted a resolution by secret ballot **on approving changes to the principles of recruitment to the Doctoral School of Molecular Biology and Biological Chemistry effective from academic year 2025/2026.**

**§ 2**

The secret ballot was attended by 30 of 49 authorised person (27 in favour, 1 against, 2 abstentions).

**§ 3**

The amended principles of recruitment to the Doctoral School of Molecular Biology and Biological Chemistry, effective from academic year 2025/2026 are appended to this Resolution.

**§ 4**

This Resolution shall become effective immediately upon its adoption.

**STATEMENT OF REASONS**

Pursuant to Article 107 § 4 of the Act of 14 June 1960 – Code of Administrative Procedure, a decision was made to withdraw from providing statement of reasons, as this resolutions satisfies the Party's demand in full.

*[IBB logo]*

Signed by:

Wojciech Bal, the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences

Date: 2025-05-29 10:51

**PRINCIPLES OF RECRUITMENT TO THE DOCTORAL SCHOOL  
“DOCTORAL SCHOOL OF MOLECULAR BIOLOGY AND BIOLOGICAL  
CHEMISTRY”  
EFFECTIVE FROM ACADEMIC YEAR 2025/2026**

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[I. General provisions](#)  
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§ 1

1. Whenever these Principles refer to:

- 1) Institute, it should be understood as the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences;
- 2) Director, it should be understood as a person acting in the capacity of the Director of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences;

- 3) Manager, it should be understood as a person acting in the capacity of the Manager of the Doctoral School of Molecular Biology and Biological Chemistry;
  - 4) Doctoral School, it should be understood as the Doctoral School of Molecular Biology and Biological Chemistry;
  - 5) Act, it should be understood as the Act of 20 July 2018 – Law on Higher Education and Science;
  - 6) Recruitment/Recruitment Process, it should be understood as all activities aimed at selecting the best candidate;
  - 7) Recruitment Programme, it should be understood as a single recruitment process;
  - 8) Candidate, it should be understood as a person who has made a submission for the selected recruitment programme;
  - 9) Person qualified for admission, it should be understood as a person who has obtained the highest score in Stage Three of the recruitment procedure in a given programme, has confirmed their intention to study and has submitted the documents required under § 2(1) and (2);
  - 10) Doctoral Student, it should be understood as a person who has completed the activities required to be enrolled on the list of doctoral students;
  - 11) Apostille, it should be understood as an official certification of a document intended for use outside the country that is a party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents signed in The Hague on 5 October 1961;
  - 12) Legalisation of a document, it should be understood as an official certification of a document intended for use outside the country that is not a party to the Convention referred to in item 11 above;
  - 13) Doctoral Committee, it should be understood as a body appointed by the Scientific Council of IBB PAS pursuant to a resolution;
  - 14) Doctoral School Council, it should be understood as a body appointed by the Director by way of an order.
2. Persons who meet the following conditions may be admitted to the Doctoral School:
- 1) hold a degree of Master of Science [*Magister*], Master of Engineering [*Magister Inżynier*], medical doctor [*lekarz*] or equivalent in the field of: exact sciences, natural sciences, medical sciences or related disciplines, granted by a Polish or

foreign university;

2) successfully pass the recruitment procedure.

3. In exceptional circumstances, taking into consideration the highest quality of academic achievements, a person referred to in Article 186 (2) of 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, may also apply for admission to the Doctoral School.

4. In the recruitment process, apart from the documents listed in § 2(1), such a person shall attach:

1) 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 educational programme, or

2) a certificate of being a beneficiary of the Ministry of Science and Higher Education "Pearls of Science" Programme, the "Diamond Grant" Programme or an equivalent programme.

5. A person who does not have the qualifications described in 3 above may take part in the recruitment, but must obtain the qualifications in question and provide the relevant documents before the start of the programme at the Doctoral School.

6. Recruitment for each recruitment programme has the form of an international open competition.

7. It is permissible to participate simultaneously in only one of the ongoing recruitment programmes for the Doctoral School.

8. Recruitment process for more than one programme may be conducted for and during a given academic year. The detailed schedule and scope of each recruitment programme is published on a dedicated recruitment website of the Doctoral School.

9. Recruitment announcements are made public by publishing the recruitment programme on the dedicated recruitment website of the Doctoral School and on the Euraxess website, with at least 14-day period for the submission of documents.

10. The recruitment programme template shall be determined by the Director. The recruitment programme shall be presented to the Director by the proposed Doctoral

Advisor or Doctoral Advisors, or a Doctoral Advisor and Associate Advisor, and must contain at least:

- 1) the title of the PhD programme and description of the planned research;
  - 2) information about the organisational unit in which a doctoral dissertation will be prepared;
  - 3) information on the doctoral advisor and associate advisor (if any);
  - 4) information on the discipline in which the programme will be conducted;
  - 5) description of the knowledge and qualifications required, as well as description of the formal requirements for candidates;
  - 6) information on the scholarship amount;
  - 7) information on the recruitment process, registration method and criteria for selecting candidates;
  - 8) information on the number of available vacancies;
  - 9) information on the closing dates for the collection of documents;
  - 10) information on the date of announcing the recruitment programme results;
  - 11) identification and contact details of the Institute's unit responsible for the collection of documents.
11. At the request of the proposed doctoral advisor, the Director may extend the time limit for the submission of documents in a given recruitment programme or relaunch a given recruitment programme.

## II. Documents required in the recruitment process

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### § 2

1. Candidates applying for admission to the Doctoral School shall submit the required documents in document form:
  - 1) 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;
  - 2) diploma of graduation from a university or the candidate's statement on the estimated date of defending the diploma thesis;
  - 3) 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 clubs, participation in academic conferences with a paper, poster, national and international internships, prizes and awards, participation in grants;

- 4) a list of completed university courses with marks;
  - 5) a covering letter;
  - 6) contact details of at least one previous academic advisor 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;
  - 7) 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. Information about the language of documents to be submitted and the language of the interview shall be provided in the recruitment programme. The candidate is responsible for the accuracy of the submitted documents. Incomplete application shall not be considered.
  3. A candidate may be requested to correct or supplement the submitted documents. Corrected or supplemented documents should take place within a maximum of 5 days of the request for the submission of documents. Documents supplemented past the aforementioned time limit shall not be considered.
  4. Candidates holding a diploma of completing a degree programme abroad:
    - 1) shall present a diploma of graduation from a university;
    - 2) 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;
    - 3) may be requested to submit additional documents, including documents confirming
      - a) the authenticity of the diploma,
      - b) the legal status (and in particular the accreditation) of the university which awarded the diploma,
      - c) the equivalence of the diploma from university abroad with the Polish diploma of graduation and the conferred degree, i.e. recognition of the diploma in the Republic of Poland,

- d) the entitlement to continue education in the country in which the diploma was awarded,
  - e) information on the foreign diploma issued by the Polish National Agency for Academic Exchange.
5. The Head of the Doctoral School has the right to find the documents presented by a candidate holding a diploma of completing a degree programme 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.
  7. In the case of candidates holding a diploma of completing a degree programme abroad, an additional condition for being entered on the list of doctoral students of the Doctoral School is the submission of a diploma of graduation from a higher education institution with an apostille clause or having undergone the legalisation procedure, no later than at the time of enrolment.
  8. In justified cases, the Head of the Doctoral School may agree to submit the original documents on other specified date.

### III. Processing of personal data

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#### § 3

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 Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter “**GDPR**”) and the Act of 10 May 2018 on Personal Data Protection (hereinafter the “**Act**”), and the Personal Data Protection Policy applicable at the Institute.
2. The submission of documents in the recruitment procedure implies the processing of personal data by the Institute, in accordance with the information clause attached to

each recruitment programme.

## IV. Recruitment Committee

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### § 4

1. The recruitment procedure shall be conducted by the Recruitment Committee (hereinafter the “**Committee**”) appointed for the purpose of settling a given recruitment programme.
  - 1) The Committee is appointed by the Director upon the request of the proposed doctoral advisor.
  - 2) The Committee shall consist of at least three persons, including:
    - a) – the proposed doctoral advisor,
    - b) – the proposed associate advisor (if the given programme provides for such participation),
    - c) – no more than two members indicated by the proposed doctoral advisor,
    - d) – a representative of the Doctoral Committee of the Scientific Council or of the Doctoral School Council, indicated by the Director.
  - e) The Director may additionally appoint no more than two employees of the Institute to the Committee.
2. The chairperson and deputy chairperson of the Committee are appointed by the Director.
3. The members of the Committee referred to in § 4(2)(a)–(d) are not required to be employees of the Institute.
4. The chairperson shall manage the work of the Committee. If the chairperson is temporarily unable to perform his/her function, the chairperson’s obligations shall be taken over by the deputy chairperson.
5. 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.
6. 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 Committee meeting.
7. The Committee shall hold sessions in the presence of at least three persons, including: the Chairperson or Deputy Chairperson.
  8. The Committee shall carry out recruitment activities. In particular, the Committee:
    - 1) selects candidates on the basis of the documents submitted and makes a list of persons qualified for the next stage;
    - 2) calculates the score achieved by applicants in the recruitment process;
    - 3) makes lists of non-admitted candidates, whereby the Committee may make a reserve list of candidates whose score achieved in the recruitment procedure was above the minimum score required for admission but their position on the ranking list was beyond the established limit of admission,
    - 4) decides whether to admit or refuse to admit a candidate, 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 by open ballot in the presence of at least half of its members. In the event of an equal number of votes, the person presiding over a given meeting shall have the casting vote.
  10. Meetings of the Committee may be held using the means of distance communication.
  11. The Committee shall document the course of the recruitment procedure by drawing up an appropriate report, which shall be signed by the person presiding over the Committee meeting.
  12. Once the qualification results of the persons participating in the recruitment process have been determined, a report of the recruitment procedure 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 is submitted to the Director.
  13. The reports are archived by the Doctoral School in the recruitment programme documentation.

## V. Information on the recruitment procedure

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### § 5

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 programme, in particular those who have in particular delivered to the School a complete set of required documents by the dates and in the manner specified by the Doctoral School, shall be considered for admission under the recruitment procedure. 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 programme enrolment procedure.
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 or an electronic candidate registration system. Candidates are obliged to read, on an ongoing basis, the information provided by electronic mail, electronic candidate registration system 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 or the electronic candidate registration system. Upon receipt of a communication about qualification for admission, candidates shall be required to make their entry within the deadline specified in the communication, whereas failing to make the entry within the deadline shall be tantamount to resignation and shall result in issuing a decision

refusing admission. In justified cases, the Director may set a new individual deadline for a given candidate to make the entry.

5. 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 to the Doctoral School, 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. Any activities related to the recruitment procedure, including submission, storage and archiving of documents and the data of the candidate and the Committee and communication with candidates may be performed via an electronic candidate registration system.

## VI. Adjusting the recruitment process to the needs of people with disabilities

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### § 6

1. People with disabilities may apply for adjustment of the form of the interview 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 recruitment programme, a person with disabilities shall submit a written request to the contact unit indicated in the recruitment announcement. The request may be filed via the electronic candidate registration system. If the procedure is not followed, the request shall not be considered.
2. The adaptation of the form of the interview is determined individually in consultation with the Committee, on the basis of an interview and the provided valid documentation confirming the specificity of the disability, if the Committee asks the candidate to provide it.
3. The decision on how to adapt the form of the interview is taken by the chairperson of the Committee in consultation with the Manager of the Doctoral School.

## VII. Stages of the recruitment process

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### § 7

1. The recruitment process consists of three stages:
  - 1) selection of candidates on the basis of compliance of their competencies with the requirements specified in the recruitment programme;
  - 2) 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;
  - 3) an interview conducted by the Committee.
2. Scores from the respective recruitment stages do not add up.
3. Stage One:
  - 1) The Committee analyses the application documents in terms of compliance of the candidate's competencies with the requirements specified in the recruitment programme,
  - 2) Evaluation criteria:
    - a) education in the field mentioned in the recruitment programme;  
(evaluation scale: 0.0–2.0 points)
    - b) experience in the field mentioned in the recruitment programme;  
(evaluation scale: 0.0–2.0 points)
    - c) other competencies specified in the recruitment programme (evaluation scale: 0.0–1.0 point)
  - 3) A scale of 0.5 point increments is used for each criterion. The total maximum number of points is 5.
  - 4) The result of stage one is the arithmetic mean of the scores given by members of the Committee taking part in this recruitment stage, rounded up to one decimal place.
  - 5) Candidates who obtained at least 40% of the maximum score are qualified for stage two of the recruitment.
4. Stage Two:

- 1) The Committee evaluates the candidates' achievements to date and their academic performance on the basis of the documents submitted. Candidates who in stage two of the recruitment obtained 5 best scores, at least 60% of the maximum score, are qualified for stage three of the recruitment.
- 2) Evaluation criteria:
  - a) Learning outcomes (a scale of the evaluation: 0.0 – 4.0 points)
  - b) Competencies specified in the recruitment programme (evaluation scale: 0.0–3.0 point)
  - c) Co-authorship of research papers (depending on the role in the publication) (a scale of the evaluation: 0.0 – 1.0 points)
  - d) Other achievements, e.g., awards, active conference attendance, honourable mentions, scholarships, domestic and foreign internships, voluntary work, popularisation of science (a scale of the evaluation: 0.0 – 2.0 points)
- 3) A scale of 0.5 point increments is used for each criterion. The total maximum number of points is 10.
- 4) The result of stage two is the arithmetic mean of the scores given by members of the Committee taking part in this recruitment stage, rounded up to one decimal place.
- 5) The admission of a candidate referred to in §1 (2) to stage two of the recruitment procedure is subject to the consent from the Manager.
5. Stage three:
  - 1) The interview carried out by the Committee has the objective of checking 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 each criterion. 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.
6. The result of the interview is the final score of the recruitment procedure, which is a number from 0 to 23.
7. 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. In the event that an equal score qualifies a greater number of candidates for admission than the number of places available in a given programme, the Committee shall conduct an additional interview with those candidates. During the interview, the Committee shall ask new questions verifying the knowledge of the subject matter specified in the recruitment announcement.

## VIII. Recruitment results

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### § 8

1. A candidate who has obtained fewer than 16 points in stage three of the recruitment process cannot be admitted to the Doctoral School.
2. Based on the report referred to in § 4 (10)–(12), the Director shall approve the list of candidates admitted to the Doctoral School and issue decisions on the refusal of

admission to the Doctoral School.

3. 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 dedicated recruitment website.
4. 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.
5. The decision referred to in para. 2 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.
6. 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 within 14 days of receiving the decision.
7. The request should specify which recruitment rules were violated.
8. A person qualified for admission shall commence his/her education and acquire the rights of a Doctoral Student upon taking the oath.

## IX. Information obligation

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### § 9

1. Throughout the recruitment process, candidates are obliged to immediately inform the Director about the occurrence of any legal circumstances making the admission to the Doctoral School impossible, in particular about:
  - 1) undertaking training in another doctoral school;
  - 2) taking up employment as an academic teacher or researcher in a capacity which does not allow such employment to be combined with education at the Doctoral School.

## X. Final provisions

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### § 10

1. Based on the agreements concluded by the Institute with other entities, the provisions of these Principles 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 shall be adjusted to the requirements of the financing institutions.
3. All matters that are not regulated by these detailed recruitment rules and criteria shall be decided by the Director.
4. The principles of recruitment to the Doctoral School of Molecular Biology and Biological Chemistry shall apply from 1 April 2026.