

REGULATIONS ON RECRUITMENT FOR DOCTORAL STUDIES

§1

1. Doctoral studies are intended for persons with higher education, holding a professional title of “magister”, “magister inżynier” or an equivalent professional title and having an aptitude for scientific and research work.
2. The recruitment shall be carried out by the Recruitment Committee, established by the Director of the IB PAS.
3. The Recruitment Committee shall make decisions on admission to doctoral studies.
4. An appeal against the Recruitment Committee’s decision may be filed with the Director of the IB PAS within fourteen days of the receipt of the decision. The only basis for filing an appeal may be the indication of a breach of the terms of and procedure for the recruitment for doctoral studies. The decision of the Director of the IB PAS shall be final.
5. The results of the recruitment procedure shall be public.
6. In the event that the recruitment does not reach the minimum level of 5 persons, the Director of the IB PAS, in agreement with the Board of the Doctoral Studies, may make a decision not to start doctoral studies in a given year, of which he/she shall immediately notify the candidates.

§2

1. The recruitment procedure shall be performed by way of a competition.
2. The condition of joining the competition shall be the submission by the candidate of a set of the required documents defined in Annexe No. 1 hereto.
3. The time limits for the submission of the documents shall be announced on the website of the doctoral studies.
4. In compliance with the principle of equal rights and obligations, the candidates with a recognised disability degree shall be subject to the same recruitment procedure as other candidates.
5. The recruitment procedure shall consist in granting points to the candidate by the Recruitment Committee for particular procedure stages, totalling the points and calculating the grade obtained by the candidate in the recruitment procedure. The method of the calculation of the score is defined in Annexe No. 2 hereto.
6. The condition of admission to doctoral studies shall be obtaining by the candidate in the recruitment procedure the grade not lower than satisfactory (3.0).
7. The recruitment procedure shall be composed of the following stages, for which the candidate shall obtain points as follows:
 - a. discussion of objectives and results of the master thesis;
 - b. interview, which is to demonstrate the candidate’s knowledge within the scope of higher education in conjunction with the master thesis and of the planned theme of the doctoral dissertation;
 - c. knowledge of English.

§3

1. The Recruitment Committee shall be composed of the Members of the Board of the Doctoral Studies and the Head of Doctoral Studies, who shall be the Chairman of the Committee.
2. The Recruitment Committee's composition shall be made public before the commencement of the recruitment procedure.
3. The Recruitment Committee's decisions shall be adopted with simple majority of votes; in the event of the equal number of votes, the Chairman of the Committee shall have a casting vote.
4. The Recruitment Committee shall perform activities connected with the recruitment procedure:
 - a. grant points for particular stages of the recruitment procedure;
 - b. calculate the grade obtained by the candidate in the recruitment procedure;
 - c. make a decision on admission or non-admission to doctoral studies;
 - d. provide the candidate with the decision on admission or non-admission to doctoral studies in writing; the provision of the decision by post shall be made with acknowledgement of receipt.

§ 4

1. During the meetings of the Recruitment Committee minutes shall be taken in the form of individual and collective minutes. The templates of the minutes constitute Annexes No. 3 and 4 hereto.
2. The minutes shall be signed by the Chairman and Members of the Committee.
3. The collective minutes shall be provided to the Director of the IB PAS following the completion of the recruitment procedure.
4. The template of the decision on admission to doctoral studies constitutes Annexe No. 5 hereto.

Annexe 1 to the Regulations on Recruitment

DOCUMENTS NECESSARY FOR APPLYING FOR ADMISSION TO
DOCTORAL STUDIES:

1. Application (a letter containing a request for admission to doctoral studies).
2. Curriculum vitae (CV).
3. Personal data form (a template placed at www.botany.pl).
4. 3 photographs + one in electronic form (in the ID format).
5. Diploma of higher education.
6. Information on the master thesis grade and the grade point average from Master's degree studies (a photocopy of the student's book with relevant pages).
7. Medical certificate on one's capacity to work (according to the template); referral to medical examination, to be collected from the Secretariat of the Doctoral Studies.
8. Certificates of employment from previous places of employment.
9. Written consent of an independent researcher who will fulfil the function of a research supervisor.
10. In the event that the research supervisor comes from outside the Institutes of PAS (W. Szafer Institute of Botany, the Institute of Systematics and Evolution of Animals, the Institute of Nature Conservation, Franciszek Górski Institute of Plant Physiology), an agreement concluded with an entity that will finance the procedure for a doctoral degree.
11. Written consent of the Director of the Institute in which a doctoral thesis is to be prepared.
12. Information on the scientific achievements of the thesis supervisor-to-be for the last 5 years.
13. NIP (Tax Identification Number) or PESEL (Polish Resident Identification Number), number of the identity card.
14. Declaration on previous commenced doctoral studies or procedure for a doctoral degree.
15. Copy of the abstract of the master thesis in the Polish and English languages.

TEMPLATE OF THE DECISION

Kraków, date.....

The Recruitment Committee's decision
on admission to doctoral studies

Mr/Ms

.....,

Pursuant to Article 196 Sections 3 and 4 and Article 207 Section 1 of the the Higher Education Act of 27 July 2005 (consolidated text, Dz.U. of 2012, item 572, as amended), Article 104 of the Polish Code of Administrative Procedure of 14 June 1960 (consolidated text,Dz. Dz.U. of 2000, No. 98, item 1071, as amended) and under a Resolution of the Scientific Council of the IB PAS and the ISAE PAS in Kraków as of regarding the terms of and procedure for the recruitment for doctoral studies in the academic year.....

you have been admitted/not admitted* to doctoral studies in the academic year.....

JUSTIFICATION

Admission/non-admission* to doctoral studies was effected after having conducted the recruitment procedure and having obtained a positive grade/negative grade.....*

INSTRUCTIONS

An appeal against the Recruitment Committee's decision may be filed with the Director of W. Szafer Institute of Botany of the Polish Academy of Sciences in Kraków within 14 days of the date of the notification of the decision. The only basis for filing an appeal may be the indication of a breach of the terms of and procedure for the recruitment for doctoral studies. The decision of the Director of the IB PAS shall be final.

* Cross off the unnecessary items