

# **The Regulations of the Recruitment to the GeoPlanet Doctoral School**

## **§ 1**

1. The recruitment to the GeoPlanet Doctoral School, hereinafter referred to as the „Doctoral School” is organized in the form of the open international competition.
2. The recruitment is announced in the case when vacancies appear, based on the advertisement published by the director of the institute on the opening of the competition. Each entity forming the Doctoral School, hereinafter referred to as the institute, organizes the recruitment for its purposes in the discipline that it represents.
3. A person can be enrolled in the Doctoral School provided that she/she holds the professional title of M.A./M.Sc., MSc. Eng. or the equivalent.
4. A person who does not hold the qualifications described in paragraph 3 can participate in the competition, however, he/she must obtain the a/m qualifications before starting the education in the Doctoral School.
5. In exceptional cases, a person referred to in Article 186 paragraph 2 of the Law dated 20th July 2018 – The Law on higher education and science, hereinafter referred to as the „Law” can be enrolled in the Doctoral School.
6. The candidatures to the Doctoral School are received by specific institutes in the procedure described in the announcement about the recruitment.

## **§ 2**

1. The following documents are required in the recruitment procedure:
  - a) The motion to enroll in the Doctoral School along with the consent for processing personal data for the recruitment purposes and the declaration about familiarizing with the present Regulations. The specimen of the motion is included in the Attachment 1 to the present Regulations.
  - b) A copy of the diploma certifying the completion of studies or a certificate confirming the completion of studies. In the case when the candidate is not in the possession of the above mentioned documents, he/she is obliged to deliver them

before the start of the education in the Doctoral School. The documents are not required from the person referred to in Article 186 paragraph 2 of the Law.

- c) The list of grades obtained during the first-cycle (B.A., B.Sc.) and second-cycle studies (M.A., M.Sc.) or the list of grades obtained during the long-cycle Master Degree studies.
- d) The curriculum vitae containing the course of the existing education and employment, the list of publications, information on the involvement in scientific activity (membership in student research groups, participation in scientific conferences, internships and trainings, obtained awards and distinctions).
- e) A letter of motivation containing a short description of interests and scientific achievements and the justification why the candidate intends to undertake the education in the Doctoral School.
- f) Certificates or other documents stating the level of command of English language if the candidate is in possession of such documents.
- g) At least one letter of recommendation from the current research supervisor, academic teacher or research worker describing the candidate and his/her scientific activity that has been carried out by him/her so far. The letter can be sent by the candidate or directly by the person who wrote the letter. It is also possible that the candidate indicates a person who is a research worker or an academic teacher and holds the scientific degree from whom the recruitment commission may independently obtain such an opinion. In such a case the recruitment commission asks for such an opinion within the term that allows for taking it into consideration during the recruitment time. The possible ways to deliver the letter are included in the recruitment announcement.

### **§ 3**

1. The recruitment commission is appointed by the director of the institute conducting the recruitment, separately for each competition. The role of the Chairman of the recruitment commission is held by the coordinator managing the Doctoral School in a given institute. The recruitment commission includes at least three persons, and two

of them must hold the scientific degree of dr hab. (DSc, habilitation) or the scientific title of the profesor. The Commission may invite the potential supervisor as the member of the commission.

2. If the coordinator of the School is the potential supervisor of the Doctoral School, he/she cannot assume the role of the chairman of the commission. In such a case, the chairman is appointed by the director of the institute.
3. The commission takes decisions via open ballots, by an ordinary majority of votes. If there is an equal number of votes, the chairman of the commission shall have the casting vote.
4. The commission meetings are recorded in the minutes.
5. The announcements about the conducted recruitment are made public by publishing them on the website of the given institute and on the website of the Doctoral School, at least 14 days before the starting date for submitting applications to be enrolled in the Doctoral School.
6. The recruitment announcement contains at least:
  - a) the starting date of the recruitment;
  - b) information on the proposed subject-matter and potential supervisors of the doctoral dissertation;
  - c) the final date for submitting applications;
  - d) information on the procedure for registering candidates;
  - e) the list of required documents;
  - f) the date of announcing the results of the competition.
7. Before submitting the application for enrollment in the Doctoral School, the candidate should contact the potential supervisor/supervisors.
8. The language in which the documents for the purposes of the application are prepared/submitted can be Polish or English.
9. The communication with the candidate can be electronic, via the email address provided by the candidate in the application for enrollment in the Doctoral School.

## **§ 4**

1. The recruitment is conducted in two stages. In the first stage the recruitment commission makes the assessment of the documents submitted by candidates as described in Article 2 and the letter of recommendation. In the second stage the recruitment commission conducts recruitment interviews which can be held in English.
2. If the applications are incomplete, the candidates are requested to remedy the defects and bring the missing documents within 7 days from the date the notification is sent. After the expiry of this term, the incomplete applications are not considered, of which the candidates are informed. In the case when complete applications are missing, the deadline for receiving application can be extended.
3. In the first stage, the recruitment commission makes an initial ranking of candidates by assessing the submitted applications, taking into consideration:
  - a) the candidate's scientific achievement (0-5 points) based on the grades obtained during studies, the scientific publications, patent applications, awards and distinctions resulting from conducting scientific research or the student activity, scholarships;
  - b) scientific experience and professional experience of the candidate (0-3 points) based on the participation in conferences, workshops, trainings and internships, participation in research projects and commercial projects, involvement in scientific associations and scientific clubs and student research groups;
  - c) motivation and aptitude to undertake research work (0-2 points) based on the candidate's letter of motivation and the opinion provided in the letter of recommendation.
4. The recruitment commission establishes the minimum number of points qualifying to the second stage of the recruitment on the basis of the initial ranking of candidates. The number of points that qualify to the second stage cannot be lower than 5. In the case when none of the candidates is eligible for the second stage, the term stipulated for receiving the applications can be extended.
5. During the recruitment interview the recruitment commission evaluates:
  - a) the candidate's knowledge at the master's level, with regard to the discipline in which the candidate wants to undertake education (0-3 points);

- b) the candidate's presentation covering the results of the research conducted so far The form of the presentation (e.g. discussion, short presentation) identical for all candidates shall be decided by the commission, in the invitation to take part in the recruitment interview. (0-3 points);
  - c) motivation and aptitude for research work within the framework of the selected subject-matter of the doctoral dissertation (0-4 points).
6. By way of the decision of the commission or upon the request of the candidate the recruitment interview can be held via the means of remote communications. The recruitment interview can be organized with the use of the speech synthesizer (text-to-speech) or in the presence of the assistant of the person with disability, in the case of candidates holding a disability certificate that justifies such a necessity.
  7. The final ranking list of the candidates is created on the basis of the total of points obtained in the first and second stage.
  8. The persons who received in total not more than 10 points cannot be enrolled in the Doctoral School. In the case when none of the candidates received in total more than 10 points, the deadline to receive applications can be extended.
  9. The decisions on the enrollment in the Doctoral School are taken by the director of the institute which conducts the recruitment on the basis of the final ranking list and the recommendation of the recruitment commission and the financial possibilities of the institute. In particular, the director of the institute determines the minimum number of points that allows for enrolling the candidate in the School.
  10. The results of the recruitment procedure are open and announced on the website of the institute that carries out the recruitment or in its Public Information Bulletin.
  11. The institute informs the candidates about the results of the recruitment within 21 days from the last recruitment interview.
  12. Upon receiving the negative decision (denial) on the enrollment in the Doctoral School, the interested party shall have the right to submit a motion to consider his/her application again to the director of the institute within 14 days from the date of delivering the negative decision.

**APPLICATION FOR ENROLLMENT  
in the GeoPlanet Doctoral School**

1. Given name of the candidate:
2. Surname of the candidate:
3. Indicating the main research topic/theme and additional topics/themes - not more than 2 (if applicable):
4. E-mail address:
5. Correspondence address:
6. Subject of the Master's Thesis, the supervisor:
7. Level of English:

Hereby I move for my enrollment in the GeoPlanet Doctoral School in .....

I declare that I read the Regulations on the Recruitment to the GeoPlanet Doctoral School,

I agree to the processing of my personal data by .....  
..... *(please provide the name of the Institute)* for realizing the recruitment process (pursuant with the 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 (General Data Protection Regulation) (Journal of Laws, EU.L as of 2016 No 119, page 1) – hereinafter: GDPR, and the domestic laws issued on its basis in the scope of personal data protection.

Date: .....

.....  
(signature)