

Rules for admissions to the Doctoral School of Natural and Agricultural Sciences

§ 1

1. The Doctoral School admissions shall be managed by an Admissions Committee (hereinafter referred to as the Committee) appointed by the Director of the W. Szafer Institute of Botany of the Polish Academy of Sciences (hereinafter referred to as "IBPAS"), with the reservation to § 5 item 3.
2. Results of the admissions procedure shall be publicly available.
3. The limit for admissions to the Doctoral School shall be announced by the Director of IB PAS upon prior consultations with the Council of the Doctoral School one month before the start of the admissions procedure. The limit for admissions shall depend on the number of the framework research themes submitted by the relevant Units in Charge. In case of admission conducted in accordance with § 5, the Director of IB PAS, at the request of the Director of the Managing Unit being the project beneficiary, may increase the admission limit by the number of places required for the recruitment for the project.
4. The announcement about admissions procedure in a given academic year, including the deadline for the submission of documents and the framework research themes, shall be announced on the Doctoral School's website (admissions announcement).
5. The template for the description of the research topic is set out by the head of the Doctoral School.

§ 2

1. The admissions procedure shall be carried out in the form of a competition.
2. The necessary entry requirement shall be submission by a candidate of a complete set of the required documents as specified in Appendix No. 1 to these Rules for Admissions.
3. The admissions procedure shall consist in the candidate being awarded points by the Committee for the particular stages of the procedure and, subsequently, summing up of the points and composing a ranking list for a given research theme.
4. As a necessary condition for admission to the Doctoral School:
 - a. the candidate holds the professional title of master of science (MSc), MSc in Engineering or equivalent, or - in exceptional cases, justified by the highest quality

- of scientific achievements – completed the first degree of studies (BSc) or the third-year of Master's studies;
 - b. the candidate hold a certificate or a diploma certifying completion of studies, confirming English language competencies at no less than B2 level;
 - c. the candidate should be awarded at least 11 points in the second stage of admissions procedure.
5. The candidate with a foreign diploma may also apply for admission to the Doctoral School, if the diploma:
- a. entitles to apply for a doctoral degree in the issuing country;
 - b. or has been recognized as equivalent to its Polish counterpart on the basis of international agreements;
 - c. or has been recognized as equivalent to its Polish counterpart by way of nostrification.
6. Diplomas obtained abroad do not entitle to continue education in Poland if:
- a. the institutions that issued them or the institutions in which the education was provided:
 - i. were were not accredited universities on the date of issuing the diploma or pursued a study program without accreditation on the date of issuing the diploma;
 - ii. do not operate in any country's higher education system;
 - b. the higher education program or its part was implemented contrary to the regulations of the state in which the education was conducted.
7. In case of doubts as to whether a foreign diploma entitles to admission to a Doctoral School, written information about its recognition issued by the Polish National Agency for Academic Exchange (NAWA) is required.
8. The admissions procedure shall consist of two stages:
- a. at the first stage, the Committee shall evaluate the documentation submitted in terms of compliance with formal requirements as well as adequacy of the candidate's research profile for the research theme concerned giving between 0 to 5 points; the candidates who scored highest at the first stage shall be invited to take part in the second-stage procedure, however the limit of persons per research theme shall be four;
 - b. at the second stage Committee shall conduct an interview with the candidate, intended to demonstrate the candidate's knowledge within the scope of the programme of the higher-education studies in connection with the candidate's Master's thesis giving between 0 to 5 points as well as evaluate the research interests and plans of the candidate related to the framework research theme referred to in § 1 Section 3, the candidate's knowledge of the scientific discipline represented by the Unit in Charge concerned, or the subject matter of the research covered by the project, giving between 0 and 10 points.
9. The admissions procedure shall be carried out in Polish. The interview referred to in item 9 b. may be held in English subject to prior arrangement with the Committee.

10. The admissions procedure may be carried out online with the use of electronic communications means allowing control over and recording of the course of the procedure as well as ensuring secret voting. Decision in this respect shall be taken by the Committee.

§ 3

1. The Committee shall be composed of: members of the Council of the Doctoral School and Head or Deputy Head of the Doctoral School acting as the chairperson of the Committee.
2. Names of the Committee members shall be announced to the public prior to the start of the admissions procedure.
3. Decisions of the Committee shall be taken by a simple majority of votes with at least one-half of the number of the Committee members present.
4. The Committee shall carry out the following tasks involved in the admissions procedure:
 - a. award points for the 1st and 2nd stage of the admissions procedure;
 - b. compile a ranking list of persons who scored highest up to the limit of admissions to the Doctoral School;
 - c. take decisions on whether a candidate is to be admitted or refused admission to the Doctoral School;
 - d. notify a candidate of admission to the Doctoral School;
 - e. communicate a decision to a candidate, in writing, on a refusal to admit to the Doctoral School; delivery of the decision by ordinary mail shall require confirmation of receipt.
5. Admission to the Doctoral School shall consist in enrolment in a list of doctoral students.
6. A refusal to admit to the Doctoral School shall be in the form of an administrative decision of the Admissions Committee. The decision shall be signed by the chairperson of the Admissions Committee.
7. The decision of the Admissions Committee may be appealed against to the Director of IB PAS within fourteen days of receipt thereof. The decision of the Director of IB PAS shall be final.

§ 4

1. Meetings of the Committee shall be reports.
2. The reports shall be signed by the reporting clerk and the chairperson of the Committee. A list of attendance at the Committee meeting shall be attached to the report.
3. A model form of decision on a refusal of admission to the Doctoral School.

§ 5

1. The Head of the Doctoral School may agree to conduct additional recruitment to the Doctoral School carried out along with admissions of candidates for doctoral students to a project financed by external institutions (The Ministry of Science and Higher Education, The National Science Centre, The National Centre for Research and Development, The

Foundation for Polish Science, etc.), where one of the Doctoral School's Managing Units is a beneficiary.

2. In the event of admission process mentioned in item 1., formal requirements to be satisfied by a candidate to the Doctoral School shall be extended, should such a need arise, to include the requirements set forth in the rules for the project concerned.
3. Admission, referred to item 1, may be conducted by the Committee in accordance with the rules applicable in the project, appointed in the Managing Unit being the project beneficiary, after increasing the admission limit by the Director of IB PAS. The Head of the Doctoral School or his/her deputy is a member of the Committee.
4. The announcement of the admission to a project should contain information about the simultaneous admission to the Doctoral School, and the candidate should also submit a set of documents specified in Appendix No. 2 to the to these Rules for Admission.
5. After conducting the admission referred to in item 1, the director of the Managing Unit being the project beneficiary informs the head of the Doctoral School about the result of the recruitment and provides him/her with the relevant documentation of the admitted person.
6. The person admitted to the project is enrolled on the list of doctoral students after the head of the Doctoral School positively verifies that the person meets the requirements for admission to the Doctoral School.
7. The other admission rules specified in paragraphs 2 to 4 shall apply to admission referred to item 1, accordingly.

§ 6

1. The Doctoral School shall provide conditions for persons with special needs due to health conditions, including persons with disabilities, to fully participate in the admission process to the Doctoral School, in particular by ensuring accessibility to the admission process.
2. Applications of a candidate with special needs, shall be submitted to the Head of the Doctoral School through the Commission.
3. The candidate's medical records going to the Head of the Doctoral School for consideration of a given application shall be returned to the candidate after the decision is made, unless special regulations require them to remain on file. The Head shall make a note of the return of the medical records and attach it to the recruitment file.

§ 7

1. Protection from harmful, arduous, and hazardous to health factors during scientific research shall be provided to doctoral students by the respective Managing Units according to the rules applicable to the employees of these Units.
2. At the request of the Director of the Managing Unit, the Head of the Doctoral School shall issue a referral to a person recruited to the Doctoral School for an appropriate medical examination.

§ 8

1. Unless otherwise stipulated in these Recruitment Rules, candidates' applications shall be submitted in writing, in electronic form (with qualified electronic signature), in electronic form with trusted or personal signature.
2. Unless otherwise stipulated in these Recruitment Rules, the deadlines established therein may be postponed or restored at the justified request of the candidate, in particular caused by health reasons.