

The Terms and Conditions of Admission to the BioPlanet Doctoral School

Article 1

1. Admissions to the BioPlanet Doctoral School (hereinafter: the “Doctoral School”) shall be by way of competition. The terms and conditions of admission contained in these regulations are established by the Scientific Councils of the Institutes that constitute the Doctoral School (hereinafter: the “Institutes”).
2. Lists of prospective supervisors and description of proposed research topics are available on the web pages of the Institutes and Doctoral School. An applicant should contact prospective supervisor before applying.
3. Admission shall start with the call for competition for applicants to the Doctoral School. Each Institute runs admission independently, in the discipline being that Institute specialty.
4. The applicant to the Doctoral school should hold a professional title of *magister*, *magister inżynier* or equivalent, or a diploma referred to in Art. 326.2.2 or Art. 327.2 of the Law on Higher Education and Science of 20 July 2018 (hereinafter: the „Act”) giving the right of admission to the doctoral program in the state, in which the issuing institution of higher education is accredited.
5. In exceptional circumstances, a person referred to in Art. 186.2 of the Act or a recipient of the *Diaamentowy Grant* scheme may be admitted to the Doctoral School.
6. A person who is not in possession of the required qualification listed in Art. 1. may apply on condition that that such an applicant obtains qualification before the Doctoral School program starts.
7. Applications to the Doctoral School are accepted by the respective Institutes as indicated in the call for competition for applicants to the Doctoral School.

Article 2

The following documents are required to apply for admission:

1. Application for admission to the Doctoral School along with consent for the personal data to be processed for the purpose of recruitment, and declaration of reading the terms and conditions of admission. A template of the application is to be found in Annex 1 to the terms and conditions of application to the Doctoral School.
2. Certified copy of diploma or certificate of completion of studies. If the applicant does not have proof of the qualifications, s/he is obliged to provide them before the Doctoral School program begins.
3. CV including education, employment and research experience with list of publications and a short description of scientific achievements, particularly information on participation in scientific conferences, workshops, training and internships, participation in research projects, involvement in learned societies and students' scientific associations, and awarded distinctions and scholarships.
4. Certificates or other documents confirming knowledge of English, if the applicant has them at his/her disposal.

Article 3

1. Decision on applicant's admission to the Doctoral School is made by the Director of the Institute to which the application was submitted, on the basis of Admission Panel's recommendation.
2. Admission panels are appointed by directors of the Institutes. Admission panel is chaired by the Doctoral School Coordinator of each Institute. In justified cases, the panel may be chaired by other person appointed by the Institute Director. Apart from the Chair, the panel consists of two senior research staff members employed in the respective Institute.
3. Announcements on application for admission to the Doctoral School are made public by being put on the bulletin board and by publication on the web page of each Institute and the Doctoral School, at least one month before submission of the applications begins.
4. Such an announcement includes at least:
 - a) information on proposed research topics and prospective supervisors;
 - b) information on the number of available places;

- c) information on the possibility of proposing a research topic of applicant's choice after it has been agreed upon with a prospective supervisor;
- d) the starting and end dates for applying;
- e) information on the place and manner of registration/application for the admission;
- f) formal requirements for the applicants;
- g) description of the qualification criteria used by the Admission Panel during the admission procedure;
- h) deadline for the results of admission procedure;
- i) information on the appeal procedure during the admission process.

Article 4

1. The procedure of admission is two-stage. At the first stage the Coordinator assesses applications formally. In the case of applications that do not meet formal criteria listed in Article 2, the applicants are requested to submit any missing information within seven (7) days. In the event of a failure to do so, such applications are rejected and the applicants shall be notified.
2. At the second stage the panel assesses applications taking the scientific achievements and research experience of the applicant into consideration. Integral part of the second stage is a structured interview with the applicant, which may be held in English. Applicants should prepare two short presentations (5–8 slides) concerning their Master's thesis and proposed topic of doctoral dissertation.
3. During the interview the admission panel assesses:
 - a) applicant's scientific achievements and research experience, on the basis of scientific/popular science publications, awards and distinctions obtained due to research or student activity, scholarships, participation in scientific conferences, workshops, training and internships, participation in research projects, involvement in learned societies and students' scientific associations **(0-10 pts.)**;
 - b) applicant's knowledge of the discipline represented by the Institute of applicant's choice **(0-3 pts.)**;
 - c) applicant's familiarity with research scope of a prospective Ph.D. dissertation **(0-4 pts.)**;

- d) applicant's commitment and predisposition to carry out scientific research, particularly on the basis of presentations of their Master's thesis and proposed topic of doctoral dissertation, good communication skills, ability to speak precisely on the topic and to formulate logically valid statements (sound reasoning and correct use of scientific concepts within the discipline of applicant's choice) **(0-3 pts.)**.
4. Knowledge of English confirmed by a certificate or demonstrated during the interview is a necessary condition for admission to the Doctoral School.
 5. Admission panel invites applicant's prospective supervisor to a structured interview.
 6. Admission panel meetings shall be recorded in the form of minutes.
 7. A ranking list of applicants is drawn up on the basis of the total number of points scored at the second stage of admission procedure.
 8. Applicants with the total score not exceeding 10 points cannot be admitted to the Doctoral School. When no applicant passed the threshold of 10 pts., the deadline for application may be extended.
 9. The results of the admission procedure are non-confidential.
 10. Each Institute informs respective applicants of the results of admission procedure within 14 days of the interview date by announcing this information in the Public Information Bulletin (*BIP*) of the Institute and on the web page of the BioPlanet Doctoral School.
 11. Admission panel's decision denying admission may be appealed by the applicant to the Director of respective Institute within seven (7) days of its service. The sole basis for appeal may be a breach of terms and conditions of the admission procedure contained in these regulations. Director's decision is final.

APPLICATION
to the BioPlanet Doctoral School

1. Family name and given name	
2. Date and place of birth	
3. Address, telephone number, email	
4. Identity card/Passport (series, number, issuing authority)	PESEL*
5. Higher education: institution, department, major, completion year, degree, final grade	
6. Master's thesis subject, supervisor(s)	
7. Additional courses and training	
8. Knowledge of languages	
spoken	written
9. Current employment (if applicable)	
10. Proposed supervisor, institution, and research topic	

I hereby apply for admission to the BioPlanet Doctoral School in
.....(*name of the Institute*).

I declare that I have read the terms and conditions of admission to the BioPlanet Doctoral School.

I hereby give consent for my personal data to be processed for the purpose of recruitment, in compliance with the Data Protection Act of 29 September 1997 (Journal of Laws 2002, No. 101, item 926, as amended). I acknowledge my right to access and correct my personal data.

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(Place and date)

(Signature)

PLEASE attach two passport photographs in color

* if applicable