

## NOTICE OF

### COMPLEMENTARY AND ADDITIONAL RECRUITMENT

#### TO THE POZNAŃ UNIVERSITY OF LIFE SCIENCES DOCTORAL SCHOOL

##### Rules of recruitment to the 1<sup>st</sup> year of education academic year 2021/2022

1. In the academic year 2021/2022 the Poznań University of Life Sciences will run a doctoral school open to Polish citizens and foreigners.
2. Candidates for admission to *the School* need to be holders of a Master's degree [magister], a Master's degree following the Bachelor of Science (B.Sc.) degree [magister inżynier] or equivalent, or be a person specified in art. 186.2 of the *Act on higher education and science* (hereinafter referred to as the Act) confirmed by a respective diploma and meet the recruitment conditions.
3. Foreigners may enrol at *the School* when they have qualifications specified in point 2 or an *apostille* stamped diploma or another document confirming their graduation from a university abroad, considered, in accordance with the regulations concerning validation of diplomas confirming the completion of higher education studies obtained abroad or on the basis of an international agreement, as equivalent to a respective Polish diploma confirming the completion of second-cycle (graduate) studies or long-term Master's degree studies.
4. Foreigners may enrol and be educated at *the School* based on stipulations of art. 323-327 of the Act.
5. Candidates for enrolment at *the School* may not be PhD students in another doctoral school.
6. To the academic year 2021/2022 we announce:
  - 1) Complementary recruitment in the disciplines:

1.1. animal science and aquaculture	admission limit 1
1.2. environmental eng., mining eng. and power eng.	admission limit 2
1.3. economics and finance	admission limit 2
  - 2) Additional recruitment to the projects:
    - in the discipline food technology and nutrition, NCN project, OPUS, *Comparative peptidomic and genetic analysis of the authenticity of food of animal origin* - 1 person selected in the competition;
    - in the discipline environmental eng., mining eng. and power eng., NCN project, OPUS, *Assessment of the influence of warming and drying on photosynthetic efficiency, productivity, spectral characteristics and morphology of fen vegetation in the conditions of in-situ controlled climate manipulation experiment* - 1 person selected in the competition;
  - 3) Additional recruitment under the "implementation doctorate" programme - in the discipline food technology and nutrition (1 person), in the discipline animal science

and aquaculture (1 person) and in the discipline forestry sciences (2 people) - selected through the ministerial qualification procedure.

7. No fees are charged in relation to the recruitment procedure.
8. No fees are charged for the education of PhD students. Each PhD student admitted within the limits set by the Rector, not having a PhD degree will receive a PhD scholarship in the minimum net amount of 2104 PLN a month until they receive a positive mid-term evaluation and a minimum net amount of 3242 PLN a month after receiving a positive mid-term evaluation. The amount of the scholarship of PhD students accepted for projects and 'implementation doctorates' is determined in accordance with the financing rules indicated in these projects. The PhD scholarship will be paid for the maximum total period of 4 years. This period excludes the period of suspension and the period of education at the Doctoral School in the case specified in art. 206.2 of the Act. PhD students with a medical disability certificate, a medical certificate stating the degree of disability or a certificate mentioned in art. 5 and art. 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities receive a PhD scholarship in the amount increased by 30%.

9. Recruitment to *the School* is conducted based on:

- 1) presented documents,
- 2) an oral examination of proficiency in the English language, conducted in the case of a lack of a respective certificate of language proficiency,
- 3) an interview.

10. The following principles of the recruitment procedure will be followed:

- 1) the candidate's accomplishments in studies – evaluated based on the supplement to the second-cycle or long-term Master's studies graduation diploma or a document specified in section 3 of this Notice; in the case of individuals specified in Article 186(2) of the Act accomplishments in studies are evaluated based on the first-cycle study graduation diploma supplement – arithmetic mean score

- max. 10 points

• below 4.0 – 0 points

• 4.0 – 1 points

• 4.1 – 2 points

• 4.2 – 3 points

• 4.3 – 4 points

• 4.4 – 5 points

• 4.5 – 6 points

• 4.6 – 7 points

• 4.7 – 8 points

• 4.8 – 9 points

• 4.9 and 5.0 – 10 points

- 2) scientific activity – evaluated based on documented activity in scientific associations and clubs, authorship of scientific papers and communications, taken courses, internships, scientific stays and placements as well as other accomplishments – maximum 3 accomplishments indicated by the candidate

- max. 20 points

- 3) the interview – concerning the represented discipline and the concept of the future PhD dissertation, it is held in Polish or English and may be conducted using a communicator, e.g. Skype

- max. 50 points

- evaluation of the presented concept for the future PhD dissertation – max. 30 points
- evaluation of general knowledge in the represented scientific discipline – max. 20 points

- 4) proficiency in English – Candidates take an oral examination of proficiency in English (the examination may be taken via a communicator, e.g. Skype) or submit an international exam-based certificate of proficiency in that language. The certificate should document the level of proficiency of the candidate as minimum B2 according to the Common European Framework of Reference for Languages. The documented language proficiency of the candidate at the B2 level is granted a score of 10 points, while at C1 it is 15 points and C2 it is 20 points..

- max. 20 points

- grade 5.0 - 20 points
- grade 4.5 - 16 points
- grade 4.0 - 12 points
- grade 3.5 - 8 points
- grade 3.0 - 4 points

- Total: 100 points

11. The recruitment process is conducted on-line <https://budgie.up.poznan.pl/rekrutacja-eng/>  
The required documents to be submitted by the candidates include:

- 1) an application for admission to *the School* together with the personal data questionnaire, *specimen*
- 2) a CV,
- 3) 2 photographs (see section 19 of this Notice),
- 4) a copy of a university graduation diploma together with the diploma supplement or a document specified in section 3 of this Notice together with the respective supplement; in the case of individuals specified in Article 186(2) of *the Act* it is a copy of a university graduation diploma for first-cycle studies,
- 5) a certificate of English language proficiency (if applicable),
- 6) an opinion of their Master's thesis dissertation supervisor (if the studies were completed based on a Master's thesis) or an opinion of the scientific supervisor in the case of individuals specified in Article 186(2) of *the Act*,
- 7) a medical examination certificate, stating a lack of objections to undertake studies at *the School* within a given discipline,
- 8) a description and documentation of scientific activity – max. 3 accomplishments indicated by the candidate,
- 9) a description of research plans, which will be realised within the prospective PhD dissertation (maximum length 6000 characters),
- 10) an application for the appointment of a dissertation supervisor or supervisors, or a scientific supervisor and an auxiliary supervisor, *specimen*

- 11) a declaration of the scientific supervisor candidate on securing funds for the preparation of the PhD dissertation confirmed by the head of the organisational unit, *specimen*
- 12) a medical certificate on disability – if applicable,
- 13) an application for accommodation at the student hall of residence – if applicable, *specimen*

12. Deadlines:

1.	On-line recruitment	from 23 August to 8 September 2021
2.	Verification of documents and admission of the candidate to the recruitment procedure	by 14 September 2021
3.	Oral examination of proficiency in English	16 or 17 September 2021 starting from 09.00
4.	Interview	16 or 17 September 2021 starting from 09.00
5.	Announcement of recruitment results on the website of the Poznan University of Life Sciences under the tab "Doctoral School"	by 30 September 2021

13. Only candidates who have submitted all the appropriately compiled documents within the deadline specified in this Notice will be admitted to the recruitment procedure.

14. Failure to pass the language examination excludes candidates from any further participation in the successive stages of the recruitment procedure.

15. Candidates admitted to the next stage of the recruitment procedure will be informed by e-mail on the date, time and place/form of the oral examination of proficiency in English (if applicable) and the interview.

16. Candidates to *the School*, who will submit a medical certificate stating the degree of disability, will be recruited following regulations specified in this Notice of Recruitment. Conditions of the oral examination of proficiency in English and the interview conducted in the recruitment procedure to *the School* will be adapted to the needs of candidates with disabilities following evaluation of their respective applications submitted to the Recruitment Committee together with their documents specified in section 11.

17. In the case of supplementary recruitment, candidates may be admitted to *the School*, provided they obtained at least 60% of the sum of points possible to be obtained in the scoring, specified in section 10 and admission to *the School* is determined by the candidate's place on the ranking list of a given discipline within the limit of places referred to in section 6, point 1 of this announcement. In the case of additional

recruitment, candidates may be admitted to *the School* if they obtained at least 60% of the sum of points possible to be obtained in the scoring referred to in section 10.

18. Admission to *the School* is executed by enrolment of the PhD students by the Director of *the School*.
19. Candidates admitted to *the School* are obliged to submit the originals of application documents to *the School* office by 30 September 2021.
20. Refusal of admission to *the School* is based on an administrative decision issued by the Director of *the School*, based on the power of attorney granted by the Rector.
21. The candidate has the right to appeal from the administrative decision on the refusal of admission and request its reconsideration.
22. An additional recruitment is held in order to realise a research project, within which funds have been allocated towards payment of a PhD scholarship mentioned in the Act *Law on Higher Education*, planned for a period of minimum of 36 months, and in order to execute programmes announced by the Minister of Science and Higher Education. Additional recruitment may be held at any time during a given academic year and its date is specified by the Director of the Doctoral School in coordination with the head of the research project. The head of the research project or his/her appointed representative participates in the additional recruitment proceedings in an advisory role.
23. Contact details:

Poznań University of Life Sciences Doctoral School  
Collegium Maximum, Main Hall  
Wojska Polskiego 28, 60-637 Poznań, Poland  
tel. +48618466195  
mobile +48504498812  
e-mail: puls.doctoral.school@up.poznan.pl

Director of the PULS Doctoral School – prof. Janusz Olejnik  
janusz.olejnik@up.poznan.pl

*The School* office – Joanna Cybulska, M.Sc.  
joanna.cybulska@up.poznan.pl

24. Information clause on the processing of personal data at the Poznań University of Life Sciences:
  1. The Poznań University of Life Sciences, with its seat at Wojska Polskiego 28, 60-637 Poznań, Poland, represented by its Rector, is the administrator of your personal data. The Administrator performs data processing operations concerning your personal data.
  2. There is the data protection officer appointed by the Administrator.  
The Data Protection Officer may be contacted by e-mail: iod@up.poznan.pl
  3. Your personal data will be processed for the purposes given below and based on the following regulations:
    - a) in the case of recruitment, accommodation at the Resident Hall

Article 6.1a GDPR:

The person whose data are to be processed gave consent for the processing of his/her personal data for one or more specified purposes;

b) in the case the agreement is concluded

Article 6.1.b GDPR:

Processing is required to execute the contract, the parties to which include the person whose data are to be processed, or processing of data is required in order to undertake actions on behalf of the person whose data are to be processed, prior to the conclusion of the contract;

c) in order to fulfil the regulations of other legal acts (e.g. the Act on Higher Education and Science)

Article 6.1.c GDPR:

Processing of data is required in order to fulfill the legal obligation imposed on the administrator;

d) in the case of recording the image using visual monitoring the data will be processed to ensure safety of individuals in the premises of the Poznań University of Life Sciences and protection of property based on

Article 6.1.f GDPR:

processing is necessary for the purposes of the legitimate interests pursued by the administrator or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the person being the data subject which require protection of personal data, in particular where the data subject is a child.

4. Your personal data may be made available to other recipients - companies providing IT services and property protection services for the Administrator. This refers particularly to the company implementing the IT system for University management processes: KALASOFT Sp. z o.o., ul. Władysława Nehringa 3, 60-247 Poznań
5. Your personal data may be made available to a third country e.g. within the Erasmus+ or other programmes for students, employees or projects.
6. Your personal data will be processed for the time period required to realise the intended objective (studies, the contract, recruitment, monitoring, accommodation at the Residence Hall) as well as the period of time imposed on the Administrator by other legal acts.
7. You have the right to:
  - demand from the Administrator access to your personal data, to rectify your personal data, to remove them or restrict the scope of your personal data processing,
  - object to such processing,
  - transfer data,
  - retract your consent to have your personal data processed (if processing is performed based on Article 6.1.a or Article 9.2.a).
8. You have the right to lodge a complaint to a supervisory body when you decide that processing of your personal data infringes the Regulation on the protection of natural persons with regard to the processing of personal data of 27 April 2016.
9. Submitting your personal data is required for you to participate in the recruitment process, conclusion of the contract, the studies, accommodation at the Residence Hall. Not submitting your personal data will prevent the execution of the above-mentioned purpose.

10. Your image data will be processed automatically – with continuous image recording by monitoring cameras and after 30 days the recording is automatically overwritten. Your personal data is not subject to automated individual decision making.