

**NOTICE OF**  
**COMPLEMENTARY AND ADDITIONAL RECRUITMENT**  
**TO POZNAŃ UNIVERSITY OF LIFE SCIENCES DOCTORAL SCHOOL**

**Rules of recruitment to the 1<sup>st</sup> year of education**  
**academic year 2023/2024**

1. In the academic year 2023/2024 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 be enrolled 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 enroll 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 2023/2024 we announce:
  - 1) complementary recruitment in the disciplines mentioned below, taking into account the following limits:

1.1. forestry sciences	1
1.2. veterinary medicine	2
1.3. mechanical engineering	2
1.4. environmental engineering, mining eng. and power eng.	1
1.5. biological sciences	1
1.6. economics and finance	2
  - 2) Additional recruitment under the "implementation doctorate" programme – in the discipline animal science and aquaculture – 1 candidate selected in the I<sup>st</sup> stage of the ministerial qualification procedure.
7. The limits of admission, specified in point 6, may be increased in the case of sufficient funds in the budget.
8. No fees are charged in relation to the recruitment procedure.
9. No fees are charged for the education of PhD students. Each PhD student not having a PhD degree will receive a PhD scholarship in the net amount of 3,194.64 PLN a month until they receive a positive mid-term evaluation and a minimum net amount of 4,082.04 PLN a month after receiving a positive mid-term evaluation. The amount of the scholarship of PhD students accepted for "implementation doctorate" programme 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 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% of the amount mentioned in art. 209.4 (1) of the Act.

10. Recruitment to *the School* takes place in two stages:

- 1) oral English exam;
- 2) interview.

The English exam held as a part of the recruitment process is conducted by a language instructor appointed by the Director of *the School* and may be taken via an Internet communicator, e.g. Skype. The exam will assess the content of the message, language correctness, language richness (vocabulary), pronunciation and intonation.

11. The score is awarded on the basis of:

- 1) the presented documents,
- 2) an interview.

The following principles of the recruitment procedure apply:

- 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 point 2 or 3 of this Notice – the arithmetic mean score

– max. 20 points

- |                            |                   |
|----------------------------|-------------------|
| • 3.0 and below – 0 points |                   |
| • 3.1 – 1 point            | • 4.1 – 11 points |
| • 3.2 – 2 points           | • 4.2 – 12 points |
| • 3.3 – 3 points           | • 4.3 – 13 points |
| • 3.4 – 4 points           | • 4.4 – 14 points |
| • 3.5 – 5 points           | • 4.5 – 15 points |
| • 3.6 – 6 points           | • 4.6 – 16 points |
| • 3.7 – 7 points           | • 4.7 – 17 points |
| • 3.8 – 8 points           | • 4.8 – 18 points |
| • 3.9 – 9 points           | • 4.9 – 19 points |
| • 4.0 – 10 points          | • 5.0 – 20 points |

- 2) scientific activity – evaluated based on a 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. 30 points

- 3) the interview – concerning the represented discipline and the concept of the future PhD dissertation, will be held in Polish or English and may be carried out using an Internet communicator, e.g. Skype

– max. 50 points

- evaluation of the presented concept of the future PhD dissertation – max. 30 points,

- evaluation of the general knowledge in the represented scientific discipline – max. 20 points

– Total: 100 points

12. The recruitment process is conducted online <https://wu.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, [template](#)
- 2) a CV;
- 3) 2 photographs (see section 20 of this Notice);
- 4) a copy of a university graduation diploma together with the diploma supplement or a document specified in point 2 or 3 of this Notice together with the respective supplement; in the case of individuals mentioned in Art. 186.2 of the *Act*, a copy of a first-cycle study graduation diploma;
- 5) a reference from the candidate's 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 mentioned in Art. 186.2 of the *Act*;
- 6) a medical certificate, stating that a candidate is able to undertake the study course at *the School* within a given discipline, [template](#)
- 7) a description and documentation of scientific activity – max. 3 accomplishments indicated by the candidate;
- 8) a description of the research concept and plans, which will be carried within the prospective PhD dissertation (maximum length 6000 characters), [template](#)
- 9) an application for the appointment of a PhD supervisor or supervisors, or a scientific supervisor and an auxiliary supervisor, [template](#)
- 10) 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, [template](#)
- 11) a medical certificate on disability – if applicable;
- 12) an application for accommodation at the student hall of residence – if applicable [template](#)

13. Deadlines:

1.	Submission of documents by candidates <a href="#">on-line recruitment</a>	from 21 <sup>st</sup> to 31 <sup>st</sup> of August 2023
2.	Document verification and admission of the candidate to the recruitment procedure	until 4 <sup>th</sup> of September 2023
3.	Oral English language exam and admission of the candidate to the further recruitment process	6 <sup>th</sup> or 7 <sup>th</sup> of September 2023, 9:00 am

4.	Interview in Polish or English together with the assessment of the points scored	6 <sup>th</sup> or 7 <sup>th</sup> of September 2023, 9.30 am.
5.	Announcement of the recruitment results on the website of the Poznań University of Life Sciences under the tab "Doctoral School"	by 15 <sup>th</sup> of September 2023
6.	Completion of additional recruitment procedure	by 30 <sup>th</sup> of September 2023

14. The candidate will be admitted to the recruitment procedure provided they have submitted all the appropriately compiled documents, within the deadline specified in this Notice of recruitment.

15. Failure to pass the language examination excludes the candidate from any further participation in the subsequent stages of the recruitment procedure.

16. The candidate admitted to the recruitment procedure will be informed by e-mail on the date, time and venue/form of the oral examination of proficiency in English and the interview.

17. The candidate 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 the candidate with disabilities following evaluation of his/her respective application submitted to the Recruitment Committee together with the documents specified in point 12.

18. In the case of supplementary recruitment, upon the completion of the recruitment procedure a ranking list of candidates will be prepared based on the number of points received in the recruitment procedure. Candidates may be enrolled at the School if they have received min. 60% of the total score. Admission to the School depends on the position of the candidate on the ranking list for the respective discipline within the limit of admissions mentioned in point 6 and considering point 7.

In the case of additional recruitment, candidates may be admitted to *the School* if they have received min. 60% of the total score.

19. Admission to *the School* is executed by enrolment of the PhD students by the Director of *the School*. The candidate receives a PhD student status at the moment of taking the oath.

20. The candidate admitted to *the School* are obliged to submit the originals of application documents to *the School* office by 30<sup>th</sup> of September 2023.

21. 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.

22. The candidate has the right to appeal from the administrative decision on the refusal of admission and request its reconsideration.

23. Contact details:

The Poznań University of Life Sciences Doctoral School  
Collegium Maximum, Main Hall

ul. Wojska Polskiego 28, 60-637 Poznań, Poland  
tel. +48618466195  
tel. kom. +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, MSc.  
joanna.cybulska@up.poznan.pl  
Magdalena Mądrzak, BA  
magdalena.madrzak@up.poznan.pl

24. Information for the candidate to the Doctoral School on processing of personal data at the Poznań University of Life Sciences:
- 1) The Poznań University of Life Sciences, ulica Wojska Polskiego 28, 60-637 Poznań, represented by the PULS Rector, is the data controller of your personal data. The Data Controller performs data processing operations concerning your personal data.
  - 2) The Data Controller has appointed the Data Protection Officer.  
The Data Protection Officer may be contacted at: 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 6.1.a 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;
    - b) in order to fulfill 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 data controller;
    - d) in the case of recording the image (visual and auditory):  
- in the course of on-line classes and examinations conducted on-line using e-learning tools the data will be processed in order to ensure the safety and integrity of the teaching process,  
- using visual monitoring in the premises and facilities of the Poznań University of Life Sciences 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 Data Controller. This refers particularly to the company implementing the IT system for University management processes:
    - a) KALASOFT Sp. z o.o.  
ul. Władysława Nehringa 3  
60-247 Poznań
    - b) Providers of visual monitoring and video conferencing tools.
  - 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, education at the Doctoral School, a contract, recruitment, monitoring, e-learning,

accommodation at the Residence Hall) as well as the period of time imposed on the Data Controller by other legal acts.

- 7) You have the right to:
  - demand from the Data Controller 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, education at the Doctoral School, 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. Recordings from the e-learning process will be archived at the Poznań University of Life Sciences for a period required by the provisions of other legal acts. Your personal data is not subject to automated individual decision making.