

**Resolution no. 137/2023**  
**of the Senate of the Poznań University of Life Sciences**  
**of 25 January 2023**

concerning: rules for recruitment to the Doctoral School, the Poznań University of Life Sciences

Based on Article 200 paragraph 2 of the Act of 20 July 2018 - *the Act on Higher Education and Science* (the Journal of Laws Dziennik Ustaw of 2022, item 574 with later amendments), hereinafter referred to as *the Act*, and in relation to § 54.5 of the *Statute of the Poznań University of Life Sciences*, the Senate declares as follows:

Article 1

1. Candidates for admission to the Doctoral School of the Poznań University of Life Sciences, established based on Resolution no. 35/2019 of the Rector of the Poznań University of Life Sciences of 29 April 2019, hereinafter referred to as *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* confirmed by a respective diploma and meet the recruitment conditions specified in this Resolution.
2. Foreigners may enroll at *the School* when they have qualifications specified in Article 1(1) or a 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.
3. Foreigners may enroll and be educated at *the School* based on stipulations of art. 323-327 of *the Act*.
4. Candidates for enrolment at *the School* may not be PhD students in another doctoral school.

Article 2

1. Recruitment for the 1<sup>st</sup> year of *the School* will be conducted annually within the disciplines and the limits of admissions specified by the Rector, as agreed with the respective Deans.
2. Limits of admissions in individual disciplines specified in paragraph 1 are dependent particularly on the available funding for research related to the planned doctoral dissertation of the PhD student and the PhD degree conferral procedure as well as a sufficient number of teaching hours as the required teaching load for the placement of the PhD student at the organisational unit, in which the PhD dissertation will be prepared within the selected discipline.
3. Limits of admissions and a detailed calendar (*Notice of recruitment*) are annually announced by the Director of *the School* on the University website under the tab "Doctoral School" by the end of March in the year, for which the recruitment is announced.

Article 3

1. The recruitment procedure to *the School* is executed by the Recruitment Committee, with the Director of the Doctoral School as its Chairman. In addition to the Director the recruitment committee for a given discipline includes a Chairman and two members of a Committee of the Discipline and a representative of the PULS Self-government of PhD Students participating in meetings of the recruitment committee in an advisory role. The

recruitment committee members are listed on the Poznań University of Life Sciences website under the tab “Doctoral School”.

2. The recruitment committee conducts the recruitment procedure following the schedule given below:

1.	Submission of documents by candidates	June or July
2.	Verification of documents and admission of candidates to the recruitment procedure	July
3.	Oral English examination and admission of candidates to the further recruitment procedure	July
4.	An interview in Polish or English together with the score point assessment	July
5.	Announcement of recruitment results in the form of a ranking list, indicating candidates enrolled to the 1st year, on the website of the Poznan University of Life Sciences under the tab "Doctoral School"	by the end of July

3. The Rector may decide on additional recruitment at the request of the Director of *the School*. The recruitment procedure needs to be completed by 30 September of the academic year, for which the recruitment was announced.

#### Article 4

1. Recruitment to the *School* is based on a competition, which results are public.
2. Recruitment to *the School* takes place in two stages:
  - 1) an oral English examination,
  - 2) an interview.

The English examination in the recruitment process is conducted by a language instructor appointed by the Director of the School. There will be assessed: content of the message, language correctness, language richness, pronunciation and intonation. Failure to pass the language examination excludes the candidate from further recruitment process.
3. The score is awarded on the basis of:
  - 1) presented documents,
  - 2) an interview.
4. Candidates to *the School* submit the following documents at the place, time and in the manner specified in the *Notice of recruitment*:
  - 1) an application for admission to *the School* together with the personal data form,
  - 2) a CV,
  - 3) 2 photographs,
  - 4) a copy of a university graduation diploma together with the diploma supplement or a document specified in Article 1(2) of this Resolution; 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) 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*,
  - 6) a medical certificate, stating a lack of objections to undertake studies at *the School* within a given discipline,
  - 7) a description and documentation of scientific activity – maximum 3 accomplishments indicated by the candidate or a certificate of work experience,
  - 8) a description of the research concept and plans, which will be realised within the prospective PhD dissertation (max. 6000 characters),
  - 9) an application for the appointment of a scientific supervisor or supervisors, or a scientific supervisor and an auxiliary supervisor,
  - 10) a declaration by the candidate supervisor, confirmed by the head of the respective unit, on allocation of funds for the execution of the PhD research.
5. Only candidates who have submitted on time all the documents specified in the *Notice of recruitment* will be admitted to participate in the recruitment procedure.
  6. Admissions to *the School* are based on the score of points (ranking) of candidates, constituting the sum of the following scores:
    - 1) the candidate's accomplishments in studies – max. 20 points,
    - 2) documented scientific activity or certified work experience in case of candidates for the “implementation doctorate” programme – max. 30 points,
    - 3) an interview – max. 50 points, of which max. 30 points for the evaluated concept of the PhD research and max. 20 points in the evaluation of the candidate's general knowledge in a given discipline,
  7. Accomplishments in studies are evaluated based on the second-cycle or long-term Master's studies graduation diploma supplement, or a document specified in Article 1(2) of this Resolution. 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.
  8. Scientific activity of the candidate is evaluated by the recruitment committee of a given discipline 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 or based on a certified work experience.
  9. The interview concerns particularly the concept for the PhD research and the represented discipline. It may be held at *the School* premises or be conducted using electronic communicators facilitating video image and sound transmission.
  10. 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% total number of points, which may be given in the score procedure specified in Article 4(6). 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 Article 2(1) of this Resolution.

#### Article 5

1. 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.
2. 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.
3. The candidate has the right to appeal from the administrative decision on the refusal of admission and request its reconsideration.

## Article 6

1. 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*, planned for a period of minimum of 36 months, and in order to execute programmes announced by the Minister of Science and Higher Education.
2. Additional recruitment may exceed the limit of admissions specified in Article 2(1) of this Resolution.
3. Additional recruitment may be held at any time during a given academic year and its date is specified by the Director of *the School* in coordination with the head of the research project.
4. The head of the research project or his/her appointed representative can participate in the additional recruitment proceedings in an advisory role.

## Article 7

1. Candidates to *the School*, who will submit a medical certificate stating the degree of disability, will be recruited following regulations specified in this Resolution, subject to the provisions of Article 7.2 below.
2. Conditions of the English language examination 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 Article 4(3) of this Resolution.

## Article 8

To ensure proper execution of the recruitment procedure to *the School* candidates are required to present necessary personal data, which will be processed and stored for the purpose of this recruitment and education at *the School*, following binding regulations on the protection of personal data.

## Article 9

The Resolution enters into force upon its adoption and the Rector is appointed to supervise its execution.

R e c t o r

/-/ prof. dr hab. Krzysztof Szoszkiewicz