

Resolution
concerning rules for recruitment
to the PULS Doctoral School

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, 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 (the Act on Higher Education and Science (unified text in the Journal of Laws Dziennik Ustaw of 2018, item 1668 with later amendments).
4. Candidates for enrolment at *the School* may not be PhD students in another doctoral school.

Article 2

1. Recruitment for the 1st 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.

4. Education at *the School* is provided within the full-time programme, lasts 8 semesters and follows the study programme at *the School* specified in the Resolution of the Senate of the Poznań University of Life Sciences of 29 January 2020 and the individual research plan prepared in accordance with Art. 202.1 of the Act.
5. The study programme at the *School*, mentioned in Article 2.4, includes a placement programme consisting in teaching classes by the PhD student in the total load of 60 class periods in a given academic year and comprises jointly 240 class periods taught during the study period at *the School*.
6. Studies at *the School* are free of charge and are completed at the submission of a PhD dissertation.

Article 3

1. The recruitment procedure to *the School* is executed by the PULS Doctoral School Council constituting *the Recruitment Committee*, with the Director of the Doctoral School as its Chairman. *The Recruitment Committee* members are listed on the Poznań University of Life Sciences website under the tab “Doctoral School”. A representative of the PULS Self-government of PhD Students participates in meetings of *the Recruitment Committee* in an advisory role.
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 next stage of the recruitment procedure	July
3.	Oral examination in a modern foreign language and an interview together with the score point assessment	July
4.	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* is conducted based on:
 - 1) presented documents,
 - 2) an oral examination in a modern language, conducted in the case of a lack of a respective certificate of language proficiency specified in Article 4.10 of this Resolution,
 - 3) an interview.
3. 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,
 - 5) a declaration of their choice of a modern language or language certificates,
 - 6) an opinion of their Master's thesis dissertation supervisor (if the studies were completed based on a Master's thesis),
 - 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 – maximum 3 accomplishments indicated by the candidate,
 - 9) a description of research plans, which will be realised within the prospective PhD dissertation (max. 6000 characters),
 - 10) an application for the appointment of a scientific supervisor or supervisors, or a scientific supervisor and an auxiliary supervisor,
 - 11) a declaration by the candidate supervisor on allocation of funds for the execution of the PhD research,
 - 12) a declaration of consent to processing of one's personal data for the purpose of recruitment and education at *the School*.

4. 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.
5. Failure to pass the language examination excludes the candidate from further stages of the recruitment process.
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. 10 points,
 - 2) documented scientific activity – max. 20 points,
 - 3) an interview – max. 50 points,
 - 4) proficiency in a modern foreign language – max. 20 points.
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.
8. Scientific activity of the candidate is 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.
9. Candidates take an examination in a modern foreign language or submit an international exam-based certificate of proficiency in that language. The language examination in the recruitment process is conducted by a language instructor appointed by the Director of *the School*.
10. The language proficiency 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 15 points, while at C1 and C2 it is 20 points.
11. The interview concerns the represented discipline and the future PhD dissertation. It is held in Polish or English and may be conducted using a communicator, e.g. Skype.
12. 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. 50% 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*.
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. Such an appeal may only be submitted on the grounds of infringement of recruitment regulations specified in this Resolution.

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. Upon the consent of *the Recruitment Committee* the head of the research project has the right to establish additional preferential criteria for this recruitment.
5. The head of the research project or his/her appointed representative participates in the proceedings of *the Recruitment Committee*, particularly the interview, and takes part in the process of candidate evaluation following the same regulations as those concerning *the Recruitment Committee* members.

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 examination in a modern foreign language 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.