

**Notice of recruitment to the project financed by the National Science Centre**

**2021/43/B/NZ3/01008**

**and the subsequent recruitment**

**to the Poznań University of Life Sciences Doctoral School**

**The recruitment process consists of two stages:**

Stage I – recruitment to the OPUS 21 project (see: the job offer within the project financed by NSC) – selection of 2 candidates

Stage II – recruitment to the PULS Doctoral School (see: the notice of recruitment to the PULS Doctoral School) – the recruitment procedure involving the selected candidates

**Stage I: The job offer within the project financed by NSC**

Contract number: 2021/43/B/NZ3/01008

Project title: Mechanisms of early embryo development impairment in hyperhomocysteinemia

Name of organizational unit:

Department of Biotechnology and Biochemistry, Faculty of Agriculture, Horticulture and Bioengineering, Poznań University of Life Sciences – 1 candidate

Department of Genetics and Animal Breeding, Faculty of Veterinary Medicine and Animal Science, Poznań University of Life Sciences – 1 candidate

**Position within the project: Ph.D. student**

**Requirements:**

- a) A Master's degree in biology, animal sciences, biotechnology or other related life sciences,
- b) readiness to work with animals; experience will be additional advantage
- c) knowledge and experience in gene expression analysis;
- d) knowledge of and experience in the use of basic molecular biology techniques
- e) good command of the English language enabling efficient communication and preparation of scientific reports and publications;
- f) experience in scientific work confirmed by publications (published/in preparation) and /or conference abstracts and/or the opinion of collaborating persons;
- g) ability to work in a team, creativity, accuracy and reliability in research work, good manners.

**Description of activities:**

- a) participation in experiments planned in the project (participation in animal experiments, diet preparation, pregnancy study, collection of oocytes and embryos for analysis);
- b) performing the analysis of collected biological material (IF, IHC, confocal microscopy, transcriptomics, proteomics)
- c) presentations of research results at international conferences;
- d) statistical analysis of the results;
- e) interpretation of results, writing manuscripts, preparation of a doctoral dissertation.

Type of NSC competition: OPUS 22 NZ3

**Deadline for offer submission: 20.08.2022, 12.00**

**Approximate date of competition results: 24.08.2022, 12.00**

Documents need to be submitted electronically to: [joanna.suszynska-zajczyk@up.poznan.pl](mailto:joanna.suszynska-zajczyk@up.poznan.pl)

**Conditions of employment:**

A Ph.D. scholarship for a period of 4 years starting from 01.10.2022. The Ph.D. student scholarship holders will be admitted to the Poznań University of Life Sciences Doctoral School. The scholarship amount will be 4000 PLN a month gross for the first two years (until the date of the mid-term evaluation) reduced by the social insurance costs, while after a positive mid-term evaluation it will be 5000 PLN a month gross for the next two years (reduced by the social insurance costs).

The scholarship will be paid in accordance with the resolution of the NSC Council no. 25/2019 of 14 March 2019 amending the Regulations for awarding NCN scholarships for NCN-funded research projects.

A scholarship contract will be signed with the selected Ph.D. student scholarship holders.

**Required documents:**

- a) a CV
- b) a motivational letter (with description of qualifications and competences held);

- c) a copy of a Master's degree graduation diploma – if possible a confirmation of the Master's degree thesis defense (for Master's degree studies graduates of 2022);
- d) recommendations from previous scientific supervisor(s);
- e) a list of scientific accomplishments (publications, conference communications, activity in students' science associations)
- f) a declaration: I consent to the processing of my personal data for the purpose of the execution of the recruitment process.

**Selected persons will be individually invited to an interview.** The competition regulations are specified in the Resolution of the NSC Council no. 25/2019 of 14 March 2019.

**Criteria for candidate evaluation:**

- 1) the candidate's research achievements, including publications in prestigious academic press /journals (50% of the final score);
- 2) research-related achievements, scholarships, awards and research experience gained in Poland or abroad, research workshops and training courses, participation in research projects (20% of the final score);
- 3) the candidate's competence to carry out specific tasks in the research project (30% of the final score).

Based on the analysis of the documentation submitted by the candidates the competition committee will organize in person or on-line interviews with selected candidates. The candidates will be informed of the result by e-mail.

The competition committee will evaluate the candidates following the evaluation criteria specified above.

After the interview and evaluation of the candidates the competition committee will prepare a ranking list of the candidates together with their evaluation result, starting from the candidate who was awarded the highest score of points.

**It is definitely stated here that the scholarship contract will be concluded with the selected candidate provided the candidate meets the conditions specified in Stage II and is successfully recruited to the Poznań University of Life Sciences Doctoral School – within Stage II.**

In case of any questions please contact the PI Joanna Suszyńska-Zajczyk, PhD (e-mail: joanna.suszynska-zajczyk@up.poznan.pl)

**Stage II: Notice of recruitment to the Poznań University of Life Sciences Doctoral School**

1. In the academic year 2022/2023 the Poznań University of Life Sciences will run a doctoral school open to Polish citizens and foreigners.

2. This notice concerns the candidate, who was awarded the highest evaluation score and was selected in Stage I of recruitment to the NSC project Mechanisms of early embryo development impairment in hyperhomocysteinemia. – the candidates will be admitted to the School within the financing of this project and the Ph.D. students will be educated at the PULS Doctoral School in the discipline agriculture and horticulture (1 candidate) and animal science and aquaculture (1 candidate).
3. Candidates for admission to *the School* need to be holders of a Master's degree, a Master's degree following the Bachelor of Science (B.Sc.) degree 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.
4. 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.
5. Foreigners may enroll and be educated at *the School* based on stipulations of art. 323-327 of the Act.
6. Candidates for enrolment at *the School* may not be PhD students in another Doctoral School.
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 not having a PhD degree will receive a PhD scholarship. 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 point 3 or 4 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 – the 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://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, *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 point 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 certificate of proficiency in the English language – 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 mentioned in Art. 186.2 of the *Act*,
- 7) a medical examination certificate, stating a lack of objections to undertake education 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 the research concept and plans, which will be carried out 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:

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|----|--|--|
| 1. | Submission of documents by candidates (on-line recruitment)                        | from 15 to 31 August 2022                    |
| 2. | Verification of documents and admission of candidates to the recruitment procedure | by 2 September 2022                          |
| 3. | Oral English language examination  | 5 September 2022<br>starting from 09.00      |
| 4. | Interview in Polish or English   | 5 or 6 September 2022<br>starting from 09.00 |

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| 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 30 September 2022 |
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13. The candidate will be admitted to the recruitment procedure provided he/she has submitted all the appropriately compiled documents within the deadline specified in this Notice of recruitment.
14. Failure to pass the language examination excludes the candidate from any further participation in the successive stages of the recruitment procedure.
15. 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 (if applicable) and the interview.
16. 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 11.
17. The candidate may be enrolled at *the School* if he/she has received min. 60% total score.
18. Admission to *the School* is executed by enrolment of the PhD students by the Director of *the School*.
19. The candidate admitted to *the School* are obliged to submit the originals of application documents to *the School* office by 30 September 2022.
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, 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 capacity.
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  
*School office* – Joanna Cybulska, MSc.  
joanna.cybulska@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.