



WROCŁAW DOCTORAL SCHOOL OF INSTITUTES  
OF POLISH ACADEMY OF SCIENCES

# Recruitment rules

to the Wrocław Doctoral School  
of Institutes of Polish Academy of Sciences



Document adopted by resolution of the Scientific Council of the Institute of Low Temperature and Structure Research PAS on January 27, 2021, and by resolution of the Scientific Council of the Ludwik Hirsztfeld Institute of Immunology and Experimental Therapy PAS on December 10, 2020.



**Recruitment rules for the Wrocław Doctoral School of Institutes of Polish Academy of Sciences  
(English version, the Polish version is legally binding)**

The Wrocław Doctoral School of Institutes of Polish Academy of Sciences (hereinafter referred to as the School), run jointly by the Institute of Low Temperature and Structure Research of the Polish Academy of Sciences in Wrocław and the Ludwik Hirsfeld Institute of Immunology and Experimental Therapy of the Polish Academy of Sciences in Wrocław (hereinafter referred to as the Doctoral Entities) trains doctoral students in disciplines in which the Doctoral Entities are authorized to confer doctoral degrees.

**I Regular recruitment**

1. Recruitment to the School may be announced twice a year, taking into account the commencement of the four-year doctoral programme from the winter semester (i.e. 1 October) or from the summer semester (i.e. late February/early March). The recruitment announcement shall indicate the disciplines of study in which the recruitment is conducted.
2. Individuals with a master's degree, a master's of engineering degree, or an equivalent degree (and those who will obtain such a title before they begin their studies, i.e., before October 1) may apply for admission to the School:
  - a) in physics, chemistry, materials science, or related fields—for disciplines of the physical and chemical sciencesor
  - b) in biology, biotechnology, medicine, pharmacology, chemistry, or related fields—for the disciplines of the biological and medical sciences.
3. In exceptional cases—justified by the highest quality of scientific achievements—individuals who do not meet the above-mentioned requirements, but who hold a university degree or who have completed the third year of a full-cycle Master's program in the fields listed in Paragraph 2 may apply for admission to the School. In this case, a candidate will be admitted for recruitment at his or her request after obtaining the consent of the School Council.
4. Recruitment to the School is carried out through a competition by the Recruitment Committees at the Doctoral Entities appointed by the School Council. Candidates shall be admitted to the School based on their ranking as determined by the number of recruitment points they have earned. The number of candidates admitted to the School is limited by the number of places available in the Doctoral Entities as specified by the Directors and by the minimum number of recruitment points required by each Committee.
5. Recruitment begins when the School Council announces on the School's website that candidates may submit their applications. This announcement shall specify the date and place for submitting the applications and the date of the interviews. Regular recruitment will be announced at least 60 days before the application deadline.
6. No later than 30 days before the deadline for submitting applications, a list of suggested supervisors and the topics of doctoral dissertations will be announced. In the case of the topic



carried out within the framework of a research project providing for covering the costs of a doctoral scholarship for a doctoral student participating in the project, additional requirements for candidates may be presented, in particular the need to undergo additional recruitment (e.g. participation in a competition) related to the rules of implementation of a given project.

7. Applications for admission to the School should be submitted within the time limit specified in Paragraph 5

a) in person at the School's Secretariat Office at the Institute of Low Temperature and Structure Research of the Polish Academy of Sciences, 2 Okólna St. in Wrocław, from 9 am to 3 pm

or

b) by registered mail or courier (the date on which the Secretariat Office received the documents is considered to be the delivery date) to the following address: WSD IPAN, ul. Okólna 2, 50-422 Wrocław

or

c) by email to the address [wsdipan@intibs.pl](mailto:wsdipan@intibs.pl); however, the original documents should be delivered before the studies start (a failure to meet this requirement will result in the candidate's name being removed from the list of doctoral students).

8. The application should include a completed application form (available on the School's website) and a Polish or English version of:

a) degrees—Bachelor's (or Engineer's) and Master's degrees (if the latter has already been issued);

b) in the case of candidates described in Paragraph 3:

i) a copy of the graduation certificate from a first-cycle degree program or the third year of a full-cycle Master's degree program and

ii) an application to the School Council for admission to the recruitment process, containing a description of documented scientific achievement of the highest quality;

c) a duplicate (certified copy) of the entire grade book/Transcript of Records of the first- and second-cycle program (or full-cycle Master's degree program), or a supplement to the degree with grades from the entire course of study, or a student's grading report from all years of their studies confirmed by the Dean's Office, together with the calculated average grade from their studies;

d) a certificate of English-language skills at B2 level or higher or information in the diploma supplement that the candidate completed an English course at the required level as part of the university program (if the supplement does not describe the level of the course, a certificate from the Dean's Office is required);

e) a cover letter listing the preferred research topics (2 or 3 choices from the list of topics referred to in Paragraph 6);

f) additional documents which prove the candidate's suitability for scientific work (a list of publications and conference presentations, a list of completed courses and post-graduate studies, language certificates, activity in scientific research groups, activities popularizing science, etc.);

g) in the case of indicating the topics carried out within the framework of research projects referred to in paragraph 6, the application for recruitment to the given project(s) and possibly required additional documents.



9. Foreigners who obtained a professional title at a university outside the European Union are additionally required to submit documents authenticating this title in the diplomatic representation of the Republic of Poland.
10. After receiving the documents, the Head of the School shall verify that they comply with the formal requirements and shall pass them on (subject to Paragraph 3) to the Recruitment Committee of the given discipline.
11. Interviews with candidates for the School take place at the offices of the Doctoral Entities. The exact schedule of the interviews and the list of applications that do not meet the formal requirements shall be announced on the School's website at least 7 days before the interviews commence.
12. The Recruitment Committee conducts interviews with candidates consisting of
  - a) a 10-minute presentation in English of the candidate's scientific achievements to date, their motivation for taking up scientific work, and their research interests. The Committee will provide the candidate with a multimedia projector and a computer with software for displaying files in PPTX and PDF file formats and
  - b) conversations in Polish or English to verify the candidate's knowledge of the selected science discipline, in particular
    - i) for a discipline in the physical sciences—knowledge of physics (particularly solid-state physics),
    - ii) for a discipline in the chemical sciences—knowledge of chemistry (particularly in physical chemistry),
    - iii) for a discipline in the biological sciences—knowledge of biology (particularly in immunology, molecular biology, and microbiology), and
    - iv) for a discipline in the medical sciences—knowledge of medical biology (particularly in immunology, genetics, and microbiology).
13. After the interview, the Recruitment Committees shall award candidates recruitment points (from 0 to 20 points), which include
  - a) an assessment of the candidate's previous education achievements and predisposition for scientific work based on the documentation submitted (from 0 to 5 points),
  - b) an assessment of the candidate's presentation (from 0 to 5 points), and
  - c) an assessment of the candidate's knowledge in the selected discipline (from 0 to 10 points),and shall then draw up rankings for each discipline separately.
14. The Recruitment Committees set the minimum number of recruitment points referred to in Paragraph 4. The rankings specifying the minimum number of recruitment points needed and the individuals who have been admitted shall be public and shall be announced on the School's website and in the Bulletins of Public Information of the Doctoral Entities 7 days after the end of the interviews at the latest.
15. Candidates are notified in writing by the Head of the School whether their application to the School has been accepted or rejected.



16. Admission to the School shall take place by means of entry on the list of doctoral students by the Head of the School. In the case of foreigners, admission to the School is additionally carried out by means of an administrative decision of the Director of the relevant Doctoral Entity.
17. A refusal of admission to the School takes place by means of an administrative decision of the Recruitment Committee signed by the Head of the School. The decision is subject to a request for re-examination of the case, submitted to the Head of the School within 14 days of delivering the decision to the candidate.
18. The Recruitment Committee designates a supervisor to the School Council for each accepted candidate.
19. Individuals who are admitted to the School and who do not have a Master's degree at the time of recruitment and who are not covered by Paragraph 3 are required to provide this degree (or a university certificate of a master's degree or equivalent) before taking the oath (failure to meet this requirement will result in removal of the candidate's name from the list of doctoral students).
20. In the case of a vacancy on the list of people admitted before the start of education (e.g., as a result of a candidate's deletion or resignation), the School Head may recommend that the next person in the rankings who has obtained at least the minimum number of recruitment points be entered on the list of doctoral students.
21. If the available vacancies are not filled, the School reserves the right to carry out an additional recruitment under the same conditions, except that the dates of the next stages of recruitment will be given in a separate announcement published on the School's website.

## **II Special recruitment**

22. In the case of the appearance of funds from projects of external institutions intended to finance a doctoral scholarship for a doctoral student taking part in the project, at the request of the Director of the Doctoral Entity and the project leader, addressed to the Head of the School, special recruitment may be announced, with training commencing at the beginning of the month following enrolment on the list of doctoral students. It will take place in accordance with the principles described in paragraphs 1-20, subject to the changes specified in paragraphs 23-30.
23. The Head of the School announces the recruitment;
24. The deadline for submitting documents and proposed topics of the doctoral dissertation, in accordance with the provisions of the project, will be announced at least 30 days in advance;
25. The interviews will take place up to 60 days after the deadline for submitting documents, and their schedule will be presented no later than 7 days before the start of the interviews;
26. The results of the recruitment will be announced up to 7 days after the end of the interviews;
27. The Recruitment Committee includes the project manager. After the interview, the Committee awards the candidate with recruitment points (from 0 to 24 points), which consist of points listed in paragraph 13 (from 0 to 20 points) and the assessment of the candidate's suitability to perform the tasks provided for in the project, awarded by the project manager (from 0 to 4 points).
28. The composition of the Recruitment Committee and the score adopted may be modified with the consent of the Head of School or his/her Deputy in a situation where this is a condition for financing a doctoral scholarship from funds originating from projects of external institutions.



29. A person admitted to the School under special recruitment shall sign a scholarship agreement, if required by the institution financing the project;
30. The appeal procedure may be limited if an external institution's terms for awarding funds do not provide for the possibility of appeal.