

## **GeoPlanet Doctoral School Enrolment – Rules and Regulations**

### **§ 1**

1. Enrolment in GeoPlanet Doctoral School, hereinafter referred to as the “doctoral school”, takes place by means of a competition.
2. The enrolment is held for the available vacancies basing on the advertisement on the inauguration of competition. Each of the units of the Polish Academy of Science (PAN) forming a doctoral school, hereinafter referred to as the institute, conducts their own enrolment process within a discipline that it represents.
3. Candidates accepted for the doctoral school need to hold M.A. degree, M.Sc. degree or an equivalent degree.
4. Candidates not holding the qualifications specified in section 3 can take part in the competition, but they need to obtain them before beginning their education at the doctoral school.
5. In exceptional cases, the person enrolled in a doctoral school may be the person referred to in Art. 186 section 2 of the Act on Higher Education and Science as of July 20<sup>th</sup> 2018, hereinafter referred to as the “act” as well as a person being the beneficiary of the “Diamentowy Grant” (Diamond Grant) program.
6. The applications for doctoral schools are accepted by subsequent institutes according to the procedure specified in the advertisement concerning the enrolment.

### **§ 2**

The following documents are required in connection with the enrolment process:

1. Application for enrolment in the doctoral school together with the consent for the processing of personal data for the purposes of the recruitment process and the confirmation of having read the present rules and regulations. Application template constitutes Attachment 1 hereto.
2. Certified copy of university diploma or the certificate of graduation. If a candidate is not in possession of the abovementioned documents, they are obliged to submit them before being enrolled in a doctoral school.

3. The certificate of academic record together with evaluation for undergraduate and graduate studies or the record and evaluation for the long-cycle master's degree program.
4. Curriculum vitae including the course of candidate's education and employment.
5. Covering letter with a short description of the candidate's personal interests, scientific achievements, the list of publications, information on their involvement in scientific activity (membership of science clubs, participation in scientific conferences, completed internships and trainings, obtained awards and distinctions) as well as the justification of the willingness to enroll in the doctoral school.
6. Certificates or other documents confirming the level of English language skills, if applicable.
7. At least one recommendation letter from the current scientific supervisor or other member of academic staff concerning the candidate's previous scientific activity.

### § 3

1. Decisions about being enrolled in a doctoral school are made by institute directors basing on the recommendations of recruitment committees.
2. Recruitment committees are appointed by institute directors separately for each competition. Coordinator managing the doctoral school in a given institute is the head of recruitment committee.
3. Advertisements on the enrolment in progress are made publicly available on the noticeboard and published on the website of a given institute as well as on the website of a doctoral school at least a month before the date for submitting applications.
4. Advertisement on the enrolment includes at least:
  - a) information on the suggested subjects and potential supervisors for the doctoral thesis;
  - b) deadline for receiving applications;
  - c) information on candidate registration method;
  - d) formal requirements for candidates;

- e) final competition date.
5. Before submitting the application, the candidate should contact potential thesis supervisor/supervisors.

#### § 4

1. The enrolment is divided into two stages. Within the first one, the recruitment committee assesses the applications submitted by candidates. The second one includes recruitment interviews conducted by the committee, which may take place in the English language.
2. In the case of applications not complying with formal requirements, the candidates are called to complete the missing elements within 7 days from the notification being sent. Upon the expiry of this period, incomplete applications are rejected and the candidates are informed about this fact. In the case of all applications being rejected, the deadline for accepting applications may be extended.
3. Within the first stage the recruitment committee assesses the submitted applications taking into account:
  - a) scientific achievements of the candidate (0-5 points) basing on their academic record, scientific and popular science publications, patent applications, awards and distinctions resulting from conducting scientific research or student activity, scholarships;
  - b) candidate's scientific and professional experience (0-5 points) basing on their participation in conferences, workshops, trainings and internships, participation in research and commercial projects, membership of scientific associations and clubs.
4. Candidates with the highest number of points obtained for their applications, not lower than 6 points, are qualified to the second stage. When no application receives at least 6 points, the deadline for accepting applications may be extended.
5. During the interview, the recruitment committee evaluates:
  - a) candidate's knowledge in the field of the discipline represented by a given institute, in which the candidate wants to begin their studies (0-3 points);
  - b) knowledge of the subjects presented in the enrolment advertisement (0-3 points);

c) motivation and predispositions to scientific work (0-4 points).

6. The committee may invite a potential thesis supervisor/supervisors to take part in the interview.
7. Basing on the total of points for the evaluation of the application within the first stage and for the interview within the second stage, ranking list of candidates is prepared.
8. Candidates who obtained in total not more than 10 points may not be enrolled in the doctoral school. When no candidate obtains in total more than 10 points, the deadline for accepting applications may be extended.
9. The results of recruitment procedure are public.
10. The institute informs the candidates about the results of recruitment within 14 days from the date of the last interview.
11. The interested party is entitled to apply to the committee for reconsideration of the decision made within 7 days from the date of making recruitment results available to the public.
12. The interested party has the right to appeal against the decision made by institute director and issued according to the mode specified in section 11 within 7 days from the date of making recruitment results available to the public. The basis for appeal may be constituted exclusively by the violation of enrolment conditions or mode specified in the present rules and regulations. Director's decision is final.

**APPLICATION FOR ENROLMENT  
in GeoPlanet Doctoral School**

1. Candidate's name and surname:
2. E-mail address:
3. Correspondence address:
  
4. Course of education:
  
5. Subject of Master's thesis, thesis supervisor:
  
6. Level of English language skills:

I hereby apply for my enrolment in GeoPlanet Doctoral School at the Polish Academy of Science (PAN) .....

I declare to have read GeoPlanet Doctoral School Enrolment – Rules and Regulations.

I declare to be aware of the fact that upon being enrolled in the doctoral school, I may not be employed as an academic teacher or member of scientific staff.

I hereby give consent for my personal data to be processed by .....  
..... (provide the name of the Institute) for the purposes necessary for the realization of the recruitment process (according to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (O.J. EU L as of 2016 No 119, p.1) – hereinafter referred to as GDPR, as well as national regulations on the protection of personal data issued on its basis.

on .....

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(signature)