

Recruitment rules for the International Doctoral School in Biological Sciences and Translational Medicine [Bio4Med]

§ 1

This document sets out the admission rules for the International Doctoral School in Biological Sciences and Translational Medicine [Bio4Med] (hereinafter: the School) jointly run by:

1. Instytut Biologii Doświadczalnej im. Marcelego Neckiego PAN – Nencki Institute of Experimental Biology of the Polish Academy of Sciences (Nencki Institute of the Polish Academy of Sciences) with its registered office at Pasteura 3, 02-093 Warsaw, NIP 5250009269, REGON 000325825
2. Instytut Psychiatrii i Neurologii - Institute of Psychiatry and Neurology with its registered office at Jana III Sobieskiego, 02-957 Warsaw, NIP: 5250009387, REGON: 000288509 (hereinafter referred to as: the Institutes).

§ 2

1. Recruitment takes place through an open international competition.
2. Recruitment is carried out for projects implemented within individual institutes in accordance with the schedule set by the Programme Council, Director of the Leading Unit.
3. Recruitment is carried out at the same time for each institute.
4. Recruitment for the Ministry of Science and Higher Education's implementation-based PhD programme is conducted according to separate rules set out in Appendix 1.

§ 3

1. Recruitment for projects carried out within a given institute is conducted by the director of the institute where the projects will be carried out.
2. The director of a given institute shall appoint a Recruitment Committee. The Recruitment Committee shall perform specific activities in the course of recruitment for projects implemented within a given institute, with the exception of taking action or performing activities that conclude the recruitment process.
3. The Recruitment Committee shall consist of at least three persons holding a postdoctoral degree of habilitated doctor or the title of professor.
4. The Recruitment Committee shall invite the supervisors of the projects for which a given candidate is applying to participate in the recruitment process.
5. The doctoral student council may nominate its representative to work in the relevant Recruitment Committee.
6. The Recruitment Committee shall make decisions related to the recruitment process by open vote, by a simple majority of votes.
7. The Recruitment Committees shall continuously analyse the course of the recruitment process and submit proposals to the directors of the Institutes for possible measures to improve the recruitment process.

§ 4

1. A person who holds a master degree (magister), a master in engineering degree (magister inżynier) or an equivalent degree may be admitted to the School.
2. In exceptional cases, justified by the highest quality of academic achievements, a person who is a graduate of first-cycle studies or a student who has completed the third year of uniform long-cycle master's studies may be admitted to the School.

§ 5

1. More than one recruitment process may be conducted for a given academic year and during its course. The exact schedule and scope of each recruitment process, including its start date and the procedure and deadline for submitting applications, shall be determined by the Director of the Leading Unit at the request of the Programme Council.
2. Regardless of the obligation to publish these recruitment rules, the directors of individual institutes shall, no later than 14 days before the start of recruitment, post a recruitment announcement on the website of the institute concerned, including in particular the number of places and a list of proposed research projects within the institute.
3. The documents required for recruitment, referred to in § 6(3) of the Recruitment Rules, may be submitted in Polish or English. Similarly, the interview referred to in § 8(4) of the Recruitment Rules may be conducted in English.

4. Candidates with disabilities or chronic illnesses are subject to the same recruitment procedure as other candidates applying for admission to the Doctoral School. At the candidate's request, the recruitment committees may provide for adjustments in the recruitment process, justified by the candidate's disability or health condition, in particular the possibility of conducting the interview in the presence of a third party (e.g. a personal assistant, another specialist in the field of the disability in question, or a carer) or the use of appropriate specialist equipment, or an extension of the time allocated during the interview for the candidate's presentation of their research results to date. The adjustments referred to in the previous sentence may not lead to a reduction in the substantive requirements for such candidates or to their preferential treatment.
5. In justified cases, the recruitment process may be conducted in whole or in part remotely using electronic means of communication transmitting sound and image.
6. The recruitment process consists of two parts: preliminary assessment and interview.

§ 6

1. Candidates submit their applications for admission to the Doctoral School via the ICT system. The application shall include, in particular, a list of research projects in which the candidate is interested, with the proviso that the candidate may indicate no more than three projects, ranking them as first, second and third choice, as well as other information indicated in the ICT system or in the announcement referred to in § 5(2) of the Recruitment Rules.
2. Persons who do not hold the degrees referred to in § 4(1) but will obtain it by the end of the recruitment process may apply to the School. In such a case, a diploma or a written statement confirming the award of a master degree (magister), master of engineering (magister inżynier) or equivalent must be submitted by the end of the recruitment process.
3. The application referred to in section 1 shall be accompanied by:
 - 1) a cover letter; max. 400 words containing, among other things, information about the candidate's professional experience to date and their activities related to the subject of their doctoral dissertation;
 - 2) copies of the relevant diploma or diplomas of completion of studies – in the case of persons referred to in § 4(1) of the Recruitment Rules, or a copy of the diploma of completion of first-cycle studies or a certificate of completion of the third year of uniform long-form master's studies – in the case of persons referred to in § 4(2) of the Recruitment Rules;
 - 3) copies of documents confirming the course of studies, and in the case of persons referred to in § 4(2), copies of documents confirming the course of first-cycle studies or the course of three years of uniform long-form master's studies;
 - 4) a curriculum vitae, including in particular the course of education to date, together with a description of academic and professional achievements and a list of publications;
 - 5) copies of documents confirming academic or professional achievements;
 - 6) consent to the processing of personal data for the purpose of recruitment.
4. The application referred to in 1 above may be accompanied by an opinion of a researcher or academic teacher with at least a PhD degree on the candidate and their academic activity to date. Instead of attaching an opinion, a researcher or academic teacher with at least a PhD degree may be indicated from whom the Recruitment Committee may obtain such an opinion. In the case referred to in the previous sentence, the candidate shall arrange for the opinion to be sent directly by the recommending person to the Recruitment Committee within a time limit that allows it to be taken into account in the recruitment process.
5. If the application does not meet the formal requirements, the candidate shall be requested to remedy the deficiencies within a specified period of not less than 7 days, with the instruction that failure to remedy these deficiencies will result in the application not being considered.
6. In the case of documents certifying completion of higher education abroad, drawn up in a language other than English or Polish, the candidate is additionally required to submit a translation of the document into Polish or English.

§ 7

1. The Recruitment Committee shall conduct a preliminary assessment of candidates.
2. When making the preliminary assessment, the Recruitment Committee takes into account:
 - 1) the course of study, with particular emphasis on grades obtained in classes related to the subject of the future doctoral dissertation (0-25 points);
 - 2) previous academic activity, including internships, activity in student research clubs, presentations at academic conferences, publications (0-20 points);

- 3) the assessment of the supervisor of the project within which the candidate's doctoral dissertation is to be developed (0-30 points), with the proviso that the assessment of a candidate applying for two or three projects is made separately for each project;
- 4) the opinion of a researcher or academic teacher referred to in § 6(4) of the Recruitment Rules (0-15 points);
- 5) a cover letter (0-10 points).

§ 8

1. After the preliminary assessment referred to in § 7 of the Recruitment Rules, the Recruitment Committee ranks the candidates based on the total number of points obtained.
2. The Recruitment Committee invites persons who have obtained at least 70 points, as referred to in § 7(2) of the Recruitment Rules, to an interview.
3. The Recruitment Committee may invite third parties to participate in the interview in an advisory capacity.
4. The interview assesses the candidate's aptitude for academic work and includes, in particular:
 - 1) a presentation by the candidate covering their research results to date (approx. 5 minutes, without supporting materials);
 - 2) assessment of the candidate's knowledge at the master's level in the scientific discipline in which research is conducted at the institute, taking into account the topics of the projects selected by the candidate;
 - 3) assessment of the candidate's knowledge of English.
5. After the interview, the Recruitment Committee assesses the candidate on a scale of 0-100 points. Based on these assessments, the Committees draw up ranking lists. Based on the ranking lists, the Committees draw up a list of persons proposed for admission, specifying which project they have been assigned to. The Recruitment Committee has the option of creating one list per school or one list per project.
6. A candidate who has obtained at least 70 points in the second stage of recruitment but is not on the list of persons proposed for admission may receive a proposal from the Committee to be assigned to a project outside their previously declared preferences. Such a proposal is made in consultation with the supervisor of the project in question.
7. Within 14 days of the completion of all interviews, the School Programme Council agrees on the lists of persons proposed for admission to individual institutes, containing no more than one candidate for each of the places offered. In the case of a candidate who has met the eligibility criteria for more than one project, the candidate's preferences shall determine the assignment to a project.
8. The Recruitment Committee may create reserve lists for individual places within the offered projects. Candidates are ranked on these lists according to the order of the relevant ranking lists, with the condition that they must obtain a minimum of 70 points in the second stage of the recruitment process in order to be included on the reserve list.

§ 9

1. Heads of disciplines shall provide institute directors with ranking lists indicating the persons recommended for admission.
2. On the basis of the lists received and within the limits of available places, directors shall admit or refuse to admit candidates to the Doctoral School who are applying for projects carried out within the institutes they represent.
3. The director of the institute within which the projects are carried out shall, immediately after accepting or refusing to accept candidates to the School, forward the results of the recruitment process within their institute to the director of Nencki Institute of Experimental Biology of the Polish Academy of Sciences.
4. The directors of individual institutes shall publish the results of recruitment for projects carried out at those institutes. The director of Nencki Institute of Experimental Biology of the Polish Academy of Sciences shall publish the results of recruitment to the Doctoral School.
5. Admission to the Doctoral School shall take place by means of entry on the list of doctoral students.
6. The relevant director shall inform the candidate for the Doctoral School of the entry immediately after it has been made. When notifying the candidate of the entry, the relevant director shall also inform the candidate to which of the indicated projects they have been assigned.
7. Admission of a foreigner to the Doctoral School shall be made by way of an administrative decision.
8. Refusal of admission to the Doctoral School is made by way of an administrative decision.
9. The administrative decisions referred to in the preceding points may be appealed for reconsideration.

§ 10

Throughout the recruitment process, candidates are required to immediately inform the relevant director of the institute of any legal circumstances preventing their admission to the Doctoral School, in particular if they have commenced education at another doctoral school.

§ 11

1. A person admitted to the Doctoral School shall commence their education and acquire the rights of a doctoral student upon taking the oath.
2. The procedure for commencing education and taking the oath is specified in the Doctoral School Regulations.

§ 12

The provisions of Article 73 of the Act of 14 June 1960 – Code of Administrative Procedure shall apply accordingly to persons admitted to the Doctoral School by way of entry on the list of doctoral students.

§ 13

The above recruitment rules, adopted by the relevant bodies of all institutes running the School, shall enter into force on 14 December 2025.