

**Rules of recruitment to the 'Implementation-based Doctorate' programme offered
by the International Doctoral School in Biological Sciences and Translational Medicine
[Bio4Med]**

§ 1

These regulations set out the rules of recruitment to the 'Implementation-based Doctorate' programme (hereinafter: the Programme) of the Ministry of Science and Higher Education applicable at the International Doctoral School in Biological Sciences and Translational Medicine [Bio4Med] (hereinafter: School) operated jointly

by:

1. Instytut Biologii Doświadczalnej im. Marceliego Neckiego PAN - Nencki Institute of Experimental Biology of the Polish Academy of Sciences (Nencki Institute of Experimental Biology 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.

§ 2

1. Recruitment to the Programme is conducted as a separate procedure, independent of recruitment to the Doctoral School on general terms, related to the implementation of a specific doctoral project in cooperation with a specific entity interested in implementing the results of scientific activity to be conducted as part of this project. Recruitment is organised by the Institute running the Doctoral School (hereinafter: the Applicant), which employs the person indicated in the project as a candidate for the supervisor of the implementation-based doctoral dissertation.
2. The Recruitment Committee (hereinafter: the Committee) appointed by the director of the Applicant (hereinafter: the Director) performs specific activities in the course of recruitment, with the exception of activities concluding the procedure.
3. The Committee shall consist of at least three members, including at least one person holding a postdoctoral degree of doktor habilitowany or the title of profesor.
4. The Committee shall invite the person designated as the supervisor of the implementation-based doctoral programme and the person referred to in § 5(2)(3)(b) to participate in the work of the Committee in an advisory capacity; it is also possible to invite additional persons as experts in an advisory capacity.
5. The doctoral students union may nominate its representative as an observer of the Commission's work.
6. The Committee shall take decisions by open vote by a simple majority.

§ 3

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

§ 4

1. The documents required for the recruitment process referred to in § 5(2) may be drawn up in Polish or English. Similarly, the interview referred to in § 7 may be conducted in Polish or English.
2. The Candidate's disability or chronic illness does not affect the recruitment procedure. 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 an interview in the presence of a third party (e.g. a person providing personal assistance services, another specialist in the field of the given type of disability or a carer) or with the use of appropriate specialist equipment or an extension of the time allocated during the interview for the candidate's presentation covering the results of tests 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.

3. In justified cases, the recruitment procedure may be conducted in whole or in part remotely using electronic means of communication transmitting sound and image.

§ 5

1. The recruitment procedure shall be opened by posting on the website of the relevant Institute an announcement containing the dates of individual activities related to recruitment to the Programme established by the Ministry of Science and Higher Education.

2. Within the time limit specified in the announcement referred to in 1 above, the Candidate shall submit the following documents to the secretariat of the Applicant:

1) a concise description of the implementation-based doctoral project (hereinafter: Project) covering the planned research, implementation work and the expected significance of the completed implementation;

2) a statement from the person designated as the supervisor of the implementation-based doctoral dissertation confirming their readiness to provide substantive supervision of the Project;

3) a statement from the legal representative of the entity interested in the implementation (hereinafter: Company), containing :

a) a statement that the Candidate is employed by the Company/Enterprise on a full-time basis or will be – in the event of a positive recruitment outcome – employed on such terms no later than 1 October of the year in which the recruitment is conducted;

b) the name of the Company/Enterprise employee who will be responsible for monitoring the progress of the doctoral student in the implementation of the project;

4) a concise description of the Company/Enterprise activities, prepared by the Company/Enterprise, including a description of the implementation work carried out to date;

5) a proposal prepared by the Company/Enterprise for the management of copyright and related rights, industrial property rights and a proposal for the rules for the possible commercialisation of the results of scientific research and/or implementation work;

6) copies of the diploma or diplomas of completion of studies – in the case of persons referred to in § 3(1) 1, or a copy of the first-cycle degree diploma or a certificate of completion of the third year of uniform long-term master's studies – in the case of persons referred to in § 3(2);

7) copies of documents confirming the course of studies, and in the case of persons referred to in § 3 (2), copies of documents confirming the course of first-cycle studies or the course of three years of uniform long-cycle master's studies;

8) a cover letter;

9) a curriculum vitae, containing in particular information about the Candidate's education and professional experience to date, as well as a list of patents and publications;

10) copies of documents confirming scientific or professional achievements, in particular awards and distinctions;

11) consent to the processing of personal data for the purpose of recruitment.

3. The Candidate may attach to the documents referred to in 2 above an opinion of a researcher or academic teacher with at least a doctoral degree on the Candidate and their scientific activity to date. Instead of attaching an opinion, the Candidate may indicate a person who is a researcher or academic teacher and holds at least a doctoral degree, from whom the 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 to the Committee directly by the person providing the opinion.

4. If the application does not meet the formal requirements, the Candidate is requested to remedy the deficiencies within a specified period of time, not shorter than 7 days, with the instruction that failure to remedy these deficiencies will result in the application being left not considered.

5. A person applying for the Programme may not simultaneously apply to the Doctoral School under the general procedure set out in the document "Recruitment Rules for the International Doctoral School in Biological Sciences and Translational Medicine [Bio4Med]".

6. The proposal submitted by the Company for the management of copyright and related rights, industrial property rights and the proposal for the rules for the possible commercialisation of research results and/or implementation work referred to in section 2(5) shall be immediately assessed by the Applicant and, if necessary, subject to negotiation. The achieved arrangements shall be forwarded to the Committee.

§ 6

1. The Commission shall evaluate the documentation provided by the Candidate, taking into account:

1) the substantive value of the Project (0-35 points)

2) the Candidate's education and scientific/professional achievements to date (0-20 points);

- 3) the assessment of the Company/Enterprise as a partner in the implementation work specified in the Project (0-35 points);
 - 4) the opinion of a researcher or academic teacher referred to in § 5(3) (0-5 points);
 - 5) the cover letter (0-5 points).
2. The Director or a person delegated by him/her shall participate in the meeting of the Committee devoted to the preliminary assessment of the documentation, with the right to vote.

§ 7

1. Within the time limit specified in the announcement referred to in § 5(1), the Committee shall invite the Candidate to an interview if the submitted documentation has obtained at least 70 points in the preliminary assessment. A score lower than 70 points shall mean a negative result and the end of the proceedings conducted by the Committee.
2. The interview assesses the Candidate's aptitude for academic work and includes in particular:
 - 1) presentation of the Project by the Candidate (oral presentation, approx. 15 minutes);
 - 2) verification of the Candidate's knowledge at the master's level, within the scope of the research topics and methods provided for in the Project;
 - 3) assessment of the Candidate's knowledge of English.
3. The Committee shall immediately inform the Candidate of the positive or negative result of the interview

§ 8

1. If the interview is successful, the person designated as the doctoral supervisor shall prepare, in cooperation with the Candidate, and submit to the Ministry of Science and Higher Education, on behalf of and with the authorisation of the Applicant, an application for admission to the Programme.
2. In the event of the Applicant's preliminary acceptance for participation in the Programme, the Director shall make a conditional decision to admit the Candidate to the School; the condition is the final positive acceptance of the Applicant by the Ministry of Science and Higher Education and the conclusion of the agreement referred to in section 3.
3. Before making a decision on the admission of the Candidate to the Doctoral School, the Applicant concludes an agreement with the Company/Enterprise concerning, in particular, intellectual property rights and the rules of commercialisation.
4. After making a decision to admit the Candidate to the Doctoral School, the Director shall forward the relevant information to the Director of Nencki Institute of Experimental Biology of the Polish Academy of Sciences.
5. The Director of Nencki Institute of Experimental Biology of the Polish Academy of Sciences shall make the recruitment results public.
6. Admission of a Candidate to the Doctoral School shall take place by means of entry on the list of doctoral students.
7. The Director of the Applicant shall inform the Candidate of the entry immediately after it has been made.
8. Admission of a foreigner to the School shall take place by means of an administrative decision.
9. Refusal of admission to the Doctoral School – based on a negative assessment of the documentation referred to in § 6, or a negative result of the interview conducted with the Candidate, or the Applicant's failure to qualify for participation in the Programme – is made by way of an administrative decision.
10. The administrative decisions referred to in the preceding paragraphs may be appealed for reconsideration in accordance with the provisions of the Code of Administrative Procedure.

§ 9

Throughout the recruitment process, the Candidate is obliged to immediately inform the Director of any legal circumstances preventing admission to the School, in particular of commencing education at another doctoral school.

§ 10

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 School Regulations.

§ 11

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