

**RULES FOR ADMISSIONS
TO THE DOCTORAL SCHOOL OF NATURAL AND AGRICULTURAL SCIENCES**

§ 1

1. The Doctoral School admissions shall be managed by an Admissions Committee (hereinafter referred to as the Committee) appointed by the Director of the W. Szafer Institute of Botany of the Polish Academy of Sciences (hereinafter referred to as "IBPAS"), with the reservation to § 5 item 3.
2. Results of the admissions procedure shall be publicly available.
3. The limit for admissions to the Doctoral School shall be announced by the Director of IB PAS upon prior consultations with the Council of the Doctoral School one month before the start of the admissions procedure. The limit for admissions shall depend on the number of the framework research themes submitted by the relevant Units in Charge. In case of admission conducted in accordance with § 5, the Director of IB PAS, at the request of the Director of the Managing Unit being the project beneficiary, may increase the admission limit by the number of places required for the recruitment for the project.
4. The announcement about admissions procedure in a given academic year, including the deadline for the submission of documents and the framework research themes, shall be announced on the Doctoral School's website (admissions announcement).
5. The template for the description of the research topic is set out in **Appendix No. 1** to these Rules for Admission.

§ 2

1. The admissions procedure shall be carried out in the form of a competition.
2. The necessary entry requirement shall be submission by a candidate of a complete set of the required documents as specified in **Appendix No. 2** to these Rules for Admissions.
3. Admissions to the Doctoral School may be held twice per year.
4. The admissions procedure shall consist in the candidate being awarded points by the Committee for the particular stages of the procedure and, subsequently, summing up of the points and composing a ranking list for a given research theme.
5. As a necessary condition for admission to the Doctoral School:
 - a. the candidate holds the professional title of master of science (MSc), MSc in Engineering or equivalent, or - in exceptional cases, justified by the highest quality of scientific achievements – completed the first degree of studies (BSc) or the third-year of Master's studies;
 - b. the candidate hold a certificate or a diploma certifying completion of studies, confirming English language competencies at no less than B2 level;
 - c. the candidate should be awarded at least 11 points during the admissions procedure.

6. The candidate with a foreign diploma may also apply for admission to the Doctoral School, if the diploma:
 - d. entitles to apply for a doctoral degree in the issuing country;
 - e. or has been recognized as equivalent to its Polish counterpart on the basis of international agreements;
 - f. or has been recognized as equivalent to its Polish counterpart by way of nostrification.
7. Diplomas obtained abroad do not entitle to continue education in Poland if:
 - a. the institutions that issued them or the institutions in which the education was provided:
 - i. were not accredited universities on the date of issuing the diploma or pursued a study program without accreditation on the date of issuing the diploma;
 - ii. do not operate in any country's higher education system;
 - b. the higher education program or its part was implemented contrary to the regulations of the state in which the education was conducted.
8. In case of doubts as to whether a foreign diploma entitles to admission to a Doctoral School, written information about its recognition issued by the Polish National Agency for Academic Exchange (NAWA) is required.
9. The admissions procedure shall consist of two stages:
 - a. At the first stage, the Committee shall evaluate the documentation submitted in terms of compliance with formal requirements as well as adequacy of the candidate's research profile for the research theme concerned; the candidates who scored highest at the first stage shall be invited to take part in the second-stage procedure, however the limit of persons per research theme shall be four;
 - b. At the second stage Committee shall conduct an interview with the candidate, intended to demonstrate the candidate's knowledge within the scope of the programme of the higher-education studies in connection with the candidate's Master's thesis as well as present the area of research interests and plans related to the framework research theme referred to in § 1 Section 3, the candidate's knowledge of the scientific discipline represented by the Unit in Charge concerned, or the subject matter of the research covered by the project.
10. The admissions procedure shall be carried out in Polish. The interview referred to in item 9 b. may be held in English subject to prior arrangement with the Committee.
11. The admissions procedure may be carried out online with the use of electronic communications means allowing control over and recording of the course of the procedure as well as ensuring secret voting. Decision in this respect shall be taken by the Committee.

§ 3

1. The Committee shall be composed of: members of the Council of the Doctoral School and Head or Deputy Head of the Doctoral School acting as the chairperson of the Committee.

2. Names of the Committee members shall be announced to the public prior to the start of the admissions procedure.
3. Decisions of the Committee shall be taken by a simple majority of votes with at least one-half of the number of the Committee members present.
4. The Committee shall carry out the following tasks involved in the admissions procedure:
 - a. Award points for the 1st and 2nd stage of the admissions procedure;
 - b. Compile a ranking list of persons who scored highest up to the limit of admissions to the Doctoral School;
 - c. Take decisions on whether a candidate is to be admitted or refused admission to the Doctoral School;
 - d. Notify a candidate of admission to the Doctoral School;
 - e. Communicate a decision to a candidate, in writing, on a refusal to admit to the Doctoral School; delivery of the decision by ordinary mail shall require confirmation of receipt.
5. Admission to the Doctoral School shall consist in enrolment in a list of doctoral students.
6. A refusal to admit to the Doctoral School shall be in the form of an administrative decision of the Admissions Committee. The decision shall be signed by the chairperson of the Admissions Committee.
7. The decision of the Admissions Committee may be appealed against to the Director of IBPAS within fourteen days of receipt thereof. The decision of the Director of IBPAS shall be final.

§ 4

1. Meetings of the Committee shall be recorded in individual and summary reports. Model forms of the reports are attached as **Appendices No. 3 and 4** to these Rules for Admissions.
2. The reports shall be signed by the reporting clerk and the chairperson of the Committee. A list of attendance at the Committee meeting shall be attached to the report.
3. After the admissions procedure is closed, a summary report shall be submitted to the Director of IBPAS.
4. A model form of decision on a refusal of admission to the Doctoral School is attached as **Appendix No. 5** to these Rules for Admission.

§ 5

1. In exceptional circumstances, the Head of the Doctoral School may agree to conduct additional recruitment to the Doctoral School carried out along with admissions of candidates for doctoral students to a project financed by external institutions (The National Science Centre, The National Centre for Research and Development, The Foundation for Polish Science, etc.), where one of the Doctoral School's Managing Units is a beneficiary.
2. In the event of admission process mentioned in item 1., formal requirements to be satisfied by a candidate to the Doctoral School shall be extended, should such a need arise, to include the requirements set forth in the rules for the project concerned.

3. Admission, referred to item 1, may be conducted by the Committee in accordance with the rules applicable in the project, appointed in the Managing Unit being the project beneficiary, after increasing the admission limit by the Director of IB PAS. The Head of the Doctoral School or his/her deputy is a member of the Committee.
4. The announcement of the admission to a project should contain information about the simultaneous admission to the Doctoral School, and the candidate should also submit a set of documents specified in **Appendix No. 2** to the to these Rules for Admission.
5. After conducting the admission referred to in item 1, the director of the Managing Unit being the project beneficiary informs the head of the Doctoral School about the result of the recruitment and provides him/her with the relevant documentation of the admitted person.
6. The person admitted to the project is enrolled on the list of doctoral students after the head of the Doctoral School positively verifies that the person meets the requirements for admission to the Doctoral School.
7. The other admission rules specified in paragraphs 2 to 4 shall apply to admission referred to item 1, accordingly.

§ 6

1. The Doctoral School shall provide conditions for persons with special needs due to health conditions, including persons with disabilities, to fully participate in the admission process to the Doctoral School, in particular by ensuring accessibility to the admission process.
2. Applications of a candidate with special needs, shall be submitted to the Head of the Doctoral School through the Commission.
3. The candidate's medical records going to the Head of the Doctoral School for consideration of a given application shall be returned to the candidate after the decision is made, unless special regulations require them to remain on file. The Head shall make a note of the return of the medical records and attach it to the recruitment file.

§ 7

1. Protection from harmful, arduous, and hazardous to health factors during scientific research shall be provided to doctoral students by the respective Managing Units according to the rules applicable to the employees of these Units.
2. At the request of the Director of the Managing Unit, the Head of the Doctoral School shall issue a referral to a person recruited to the Doctoral School for an appropriate medical examination.

§ 8

1. Unless otherwise stipulated in these Recruitment Rules, candidates' applications shall be submitted in writing, in electronic form (with qualified electronic signature), in electronic form with trusted or personal signature.

2. Unless otherwise stipulated in these Recruitment Rules, the deadlines established therein may be postponed or restored at the justified request of the candidate, in particular caused by health reasons.

Description of the research theme

Institute:

Title:

Scientific discipline:

Name of potential supervisor:

Background information (max 200 words*):

The main question to be addressed in the project (max 200 words):

Information on the methods/description of work (max 200 words):

Additional information (e.g., special requirements from the candidate) (200 words):

Place/name of potential collaborator:

References (max. 3):

* If the candidate is to be a doctoral student in a project funded by external institutions, it is necessary to enter data about the project: the number, the name of the head, the name and address of the Managing Unit and the information: "The doctoral fellowship is funded by a research fellowship in the project".

**REQUIRED DOCUMENTS TO BE SUBMITTED
BY PERSONS APPLYING FOR ADMISSION TO THE DOCTORAL SCHOOL:**

- 1) Application for admission to the Doctoral School along with reasons therefor and specification of the framework research theme referred to in the admissions announcement, according to the model form of application attached as **Appendix No. 6** to these Rules for Admission; the candidate may indicate the second research theme (along with the justification of the choice), the implementation of which he/she is interested in if he/she is not accepted for the research theme indicated as the first choice;
- 2) Consent to the processing of personal data for the purposes of the admissions procedure in accordance with the model form thereof attached as **Appendix No. 7** to these Rules for Admissions;
- 3) CV specifying a list of scientific achievements, employment record and participation in scientific projects;
- 4) Personal data form (a model form is available on the website: www.botany.pl);
- 5) 2 photos + one photo in electronic form (passport-sized format);
- 6) Diploma certifying completion of Master studies or a document confirming the fulfilment of the conditions set out in § 2 sec. 6-8 of Recruitment Rules; in the case of a diploma of study abroad, it should be endorsed with an *apostille* clause;
- 7) Certificate or diploma certifying completion of studies, confirming English language competencies at no less than B2 level; the list of certificates is specified in **Appendix No. 8** to these Rules for Admissions,
- 8) Photocopy of the student's record book/diploma supplement containing the relevant entries;
- 9) Statement concerning previously commenced doctoral studies or doctoral programme, or education at another doctoral school;
- 10) Information on the doctoral scholarship received at the doctoral school and the period for which it has been paid,
- 11) A copy of the abstract of the Master's thesis in Polish or English,
- 12) A statement of no health-related contraindications to carry out the tasks provided for under the research theme concerned;
- 13) A statement to the effect that the person can use electronic equipment in order to attend classes held with the use of distance learning methods and techniques.
- 14) Declaration of disability.

ADMISSIONS PROCEDURE REPORT

In the academic year/.....

First name and surname

PESEL (Polish Resident's Personal Identification No.)

No.	Stage	Number of possible points	Number of points awarded
Stage I			
	Evaluation of the documentation submitted ¹	0 – 5	
Stage II			
1.	Discussion of the objectives and findings of the Master's thesis ²	0 – 5	
2.	Interview	0 – 10	

For the Admissions Committee:

Chairperson:

Reporting Clerk:

Kraków, Poland, dated

¹ assessment of the compliance of the candidate's scientific profile with the research topic;

² assessment covering the scope of research interests and plans related to the research framework theme, the candidate's knowledge of the discipline represented by a given Managing Unit.

ADMISSIONS PROCEDURE SUMMARY REPORT

In the academic year/.....

Surname and first name	PESEL (Polish Resident's Personal Identification No.)	Sex		Year of completion of studies	Total points awarded	Admissions procedure result		Framework research theme/ Unit in Charge
		M	F			YES	NO	

*Delete as appropriate

For the Admissions Committee:

Chairperson:

Reporting Clerk:

Kraków, Poland, dated

**Decision on Denial of Admission to the Doctoral School
(template)**

Kraków, date

Decision on Denial of Admission to the Doctoral School

Mr/Mrs
.....
.....

Acting pursuant to Article 200 Section 5 of the Act of 20 July 2018 - Law on Higher Education and Science (*Journal of Laws* [Dz.U.] of 2022, Item 754, as amended), Article 104 of the Act of 14 June 1960 - Code of Administrative Procedure (consolidated text: *Journal of Laws* [Dz.U.] of 2022, Item 2000, as amended) and based on the Resolution of the Scientific Council of the Institute of Botany of the Polish Academy of Sciences No....., Resolution of the Scientific Council of the Institute of Plant Physiology of the Polish Academy of Sciences No....., Resolution of the Scientific Council of the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences No....., Resolution of the Scientific Council of the Institute of Nature Conservation of the Polish Academy of Sciences No....., and Resolution of the Scientific Council of the National Research Institute of Animal Production No., laying down rules for admissions to the Doctoral School of Natural and Agricultural Sciences, the Admissions Committee composed of:

- Chairperson
- Member
- Member
- Member.....
- Member.....
- Member.....
- Member.....
- Member.....
- Member.....
- Member.....
- Member.....
- Member.....

decides that you are hereby denied admission to the Doctoral School of Natural and Agricultural Sciences in the academic year

GROUNDNS

Having conducted the admissions procedure in accordance with the Rules for Admissions to the Doctoral School of Natural and Agricultural Sciences, it has been found that:

- you do not meet the formal conditions for admission to the Doctoral School, and this is: ;
- you were too low on the ranking list for admission to the Doctoral School;
- you did not receive the required number of points for admission to the Doctoral School.

INSTRUCTION

This Decision may be appealed against to the Director of the Institute of Botany of the Polish Academy of Sciences within 14 days of receipt hereof via the Recruitment Committee.

.....
Signature of the Chairperson of the Admissions Committee

Copies to:

1x Addressee

1x copy retained for our file

**Model Form of Application for Admission
to the Doctoral School of Natural and Agricultural Sciences**

1. First name and surname of the Candidate:
2. E-mail address:
3. Address for correspondence:
4. Subject of the Master's thesis, name of the supervisor, place:

To: Head of the Doctoral School
of Natural and Agricultural Sciences
Doctoral School Secretary's Office
ul. Lubicz 46
31-512 Kraków, Poland

I hereby apply for admission to the Doctoral School of Natural and Agricultural Sciences for the following framework research theme:

I hereby represent that I have acquainted myself with the Rules for Admissions to the Doctoral School of Natural and Agricultural Sciences of PAS as well as with the Regulations of the Doctoral School of Natural and Agricultural Sciences of the Polish Academy of Sciences and accept the provisions contained therein.

REASONS

(max 400 words)

.....

date and legible signature of the Candidate

**CONSENT TO THE PROCESSING OF PERSONAL DATA FOR THE PURPOSES
OF THE PROCEDURE FOR ADMISSIONS TO THE DOCTORAL SCHOOL**

I,
first name: _____

surname: _____

pursuant to Article 6(1)(a) of 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 (hereinafter referred to as “GDPR”) (OJ L 119, p. 1)

hereby:

give my consent to the processing by The W. Szafer Institute of Botany of the Polish Academy of Sciences (the Controller) of the personal data provided by me within the scope required by and in accordance with the Rules for Admissions to the Doctoral School of Natural and Agricultural Sciences for the purposes of carrying out the admissions procedure with my participation.

(date and legible signature of the Candidate)

PRIVACY NOTICE

Pursuant to Article 13(1) and (2) of GDPR please be advised that:

- 1) The controller of your personal data shall be The W. Szafer Institute of Botany of the Polish Academy of Sciences with a seat in Kraków, Poland (hereinafter referred to as: the “Institute” or the “Controller”), ul. Lubicz 46, 31-512 Kraków;
- 2) The person authorised to contact you on behalf of the Controller in connection with protection of your personal data shall be Ms Katarzyna Kozielec, M.A., e-mail: k.kozielec@botany.pl, tel.: 12 4241 832, address for correspondence: ul. Lubicz 46, 31-512 Kraków, Poland;
- 3) Your personal data shall be processed for the purposes of your participation in the procedure for admissions to doctoral studies at the Doctoral School of Natural and Agricultural Sciences and, if your candidacy is approved, in the course of the admissions procedure;
- 4) Your personal data shall be processed pursuant to Article 6(1)(a) GDPR to such an extent as is necessary for carrying out the admissions procedure.
- 5) Provision of personal data shall be voluntary, however refusal to provide the same shall result in a refusal to allow you to participate in the procedure for admissions to the Doctoral School;
- 6) Your personal data shall not be transferred to any third country or international organisation;
- 7) Your personal data shall not be transferred to any third parties in order to be further processed, except for members of the Competition Committee who may be appointed from outside the Institute’s staff;
- 8) Your personal data shall be processed until completion of the admissions procedure or, if you become the winner of the competition (of the admissions procedure), until expiration of this agreement and, subsequently, for a period of 6 years as the agreement needs to be archived;

- 9) You have the right to request access to and rectification or erasure of your personal data or restriction of processing as well as the right to data portability;
- 10) You have the right to lodge a complaint with the President of the Personal Data Protection Office should you find that the processing of personal data is in breach of GDPR provisions;
- 11) Your personal data shall not be processed by automated means, including in the form of profiling.

I confirm that I have acquainted myself with the content and received a hard copy hereof:

date and legible signature of the Candidate

**LIST OF CERTIFICATES
CONFIRMING ENGLISH LANGUAGE COMPETENCIES AT THE B2 LEVEL**

Certificates confirming English language competencies at no less than B2 level according to the Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) - Global scale:

1. Certificates issued by institutions associated with the Association of Language Testers in Europe (ALTE) for the following levels: ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage - not lower than Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
2. Certificates issued by the following institutions:
 - a) Educational Testing Service (ETS) - in particular the following certificates: Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test (CBT) version plus at least 50 points for Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test (PBT) version plus at least 3.5 points z Test of Written English (TWE) and at least 50 points for Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points; Test de Français International (TFI) - at least 605 points,
 - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
 - c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute - in particular the following certificates: English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) - the "Communicator" level, the "Expert" level, the "Mastery" level; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business - Stage B the "Communicator" level, Stage C the "Expert" level, Stage C the "Mastery" level; English for Business Communications (EBC) - Level 2, Level 3; English for Office Skills (EOS) - Level 2,
 - d) Edexcel, Pearson Language Tests, Pearson Language Assessments - in particular the following certificates: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of

- English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - in particular the following certificates: London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) - Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - "Pass with Credit" level, "Pass with Distinction" level,
 - f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - in particular the following certificates: International English Language Testing System IELTS - more than 6 points,
 - g) The Coordination Board for Language Proficiency Certification at the Warsaw University;
3. telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - in particular the following certificates: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1.