

**RULES OF THE RECRUITMENT TO
THE TRICITY DOCTORAL SCHOOL, POLISH ACADEMY OF SCIENCES
FOR THE ACADEMIC YEAR 2024/2025**

1. The rules of the recruitment to the Tricity Doctoral School, Polish Academy of Sciences (hereinafter referred to as the "Doctoral School") are determined on the basis of the Rules of the Doctoral School.
2. Candidates for the Doctoral School must meet the requirements specified in the Act of July 20, 2018 "The Law on Higher Education and Science" (Journal of Laws of the Republic of Poland 2018, item 1668, as amended), hereinafter referred to as the "Act".
3. The recruitment to the Doctoral School is performed through a competition, separately for each of the disciplines.
4. Candidates for the Doctoral School may be recruited during a standard recruitment (pursuant to the Act) and, additionally, during a special recruitment, under the conditions specified in the Rules of the Recruitment.
5. On the list of doctoral students of the Doctoral School, may be admitted a person who:
 - a) holds the professional title of master of science, master of engineering or equivalent, or holds an university diploma giving the right to apply for the a doctoral degree, according to the rules of the higher education system in the country where the person received her/ his diploma;
 - b) obtained permission from an employee, of any of the Institutes participating in the Doctoral School, with the title of professor or the academic degree of habilitated doctor to become a supervisor of her/ his doctoral dissertation with a pre-defined topic;
 - c) has been approved by the Recruitment Committee;
 - d) in exceptional cases, a person referred to in art. 186 paragraph 2 of the Act and a person who is a beneficiary of the "Diamond Grant" program.
6. Documents required from applying candidates:
 - a) application for admission to the Doctoral School;
 - b) curriculum vitae containing the course of previous education and employment;
 - c) 1 photo in electronic version;
 - d) average grade for graduation from master's studies (the so-called diploma supplement or an equivalent document);
 - e) a copy of the diploma (or an equivalent document) of graduating from Master's degree or equivalent studies;
 - f) written opinion of a potential supervisor of the doctoral dissertation;
 - g) documents relating to the scientific achievements to date (i.e. a list of: publications, participation in scientific conferences, internships and trainings, awards, scientific scholarships, activity in scientific circles).
 - h) written information about the disability and any changes requested in the recruitment process, related to the needs of a given person (optional document)

7. Candidates for the Doctoral School shall pay the recruitment fee. The recruitment fee is determined annually by the Director of IMP PAN.
8. The recruitment procedure is carried out by separated Recruitment Committees, separate for each discipline. Each committee consists of at least three members appointed by the Director of the Institute co-creating the Doctoral School having the right to confer doctoral degrees in the discipline. Each recruitment committee also includes a representative of doctoral students appointed by the appropriate body of the council of the doctoral students'.
9. The Recruitment Committees establish the list of candidates recommended for admission to the Doctoral School. During the evaluation process of the candidates, the Recruitment Committees take into consideration:
 - a) average grade in the course of master's studies and the grade on the master's diploma;
 - b) previous scientific achievements;
 - c) knowledge and skills presented during the interview with the Recruitment Committee.
 - d) The decision about admission to the Doctoral School is made by the Director of the IMP PAN.
10. The results of the recruitment procedure are public and published on the website of the IMP PAN or the relevant Institute, conducting the recruitment procedure.
11. The decision of the Recruitment Committee may be appealed to the Director of the IMP PAN within 14 days from the date of the receipt of the decision. The application for reconsideration may only be based on an indication of a violation of the rules of recruitment to the Doctoral School. The decision of the Director of IMP PAN is final.
12. The date of standard recruitment to the Doctoral School, for a given academic year, is announced by the Director of the IMP PAN.
13. The terms and dates of recruitment to the Doctoral School are made public in the form of announcements on the website of the IMP PAN or the relevant Institute conducting the recruitment procedure.
14. In justified cases, regarding foreigners applying for admission to the Doctoral School, the terms specified in the recruitment process may be extended or changed to enable the completion of visa procedures related to the arrival to Poland.
15. In justified cases, concerning persons with disabilities applying for admission to the Doctoral School, the terms specified in the recruitment process may be extended or changed and appropriate procedures will be introduced: adapting tools used during the recruitment process, ensuring friendly architectural and local conditions and providing solutions that facilitate communication.
16. Special recruitment is announced in relation with competitions for doctoral scholarships, in which a source of funding other than the subvention is indicated, in particular it can be a research project or other project.
17. Special recruitment is conducted beyond the limit of places determined for standard recruitment.

18. The decision to announce a special recruitment is performed by the Director of the Doctoral School, at the request of the institution financing the scholarship or the person who is the administrator of the funds.
19. Special recruitment is conducted in accordance with the regulations of the funding institution. The recruitment procedure (as part of competitions for doctoral scholarships, in which a source of funding is other than the subvention) is performed in front of a Recruitment Commission consisting of at least three people, including the principal investigator or the funds administrator. The meeting of the Recruitment Commission is finished with the preparation of a protocol clearly defining the recruitment result.
20. Candidates to the Doctoral School, under the special recruitment, are required to provide the documents required for standard recruitment and, additionally, a declaration of the potential supervisor containing information on the selection of the 6-semester or 8-semester period of doctoral education at the Doctoral School and indicating the source of financing of the doctoral scholarship for the entire period of student education at the Doctoral School.
21. The documents required for admission to the Doctoral School shall be submitted to the office of the Doctoral School or sent via e-mail of the Doctoral School, in accordance with the conditions described in the recruitment announcement.
22. In matters not covered by these rules, the Rules of the Doctoral School, the Act and other generally applicable acts shall be applied accordingly.
23. In case of any doubts regarding interpretation, the Polish language version of the Rules is decisive.