

**Recruitment rules for the "Implementation doctorate" program implemented at the  
Warsaw PhD School in Natural and BioMedical Sciences [Warsaw-4-PhD].**

§ 1

These regulations set forth the rules for recruitment to the "Implementation doctorate" program (hereinafter: Program) of the Ministry of Science and Higher Education applicable to the Warsaw PhD School in Natural and BioMedical Sciences [Warsaw-4-PhD] (hereinafter: School) conducted jointly by the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences, the Institute of Organic Chemistry of the Polish Academy of Sciences, the Institute of Physical Chemistry of the Polish Academy of Sciences, the Institute of Physics of the Polish Academy of Sciences, the Center for Theoretical Physics of the Polish Academy of Sciences, the Institute of High Pressure Physics of the Polish Academy of Sciences, the Maria Skłodowska-Curie National Research Institute of Oncology, the Institute of Psychiatry and Neurology, and the International Institute of Molecular and Cell Biology in Warsaw.

§ 2

1. The recruitment to the Program is conducted as a separate process, independent of recruitment to the School on general principles, related to the implementation of a specific doctoral project in cooperation with a specific entity interested in implementing the results of the scientific activity to be carried out within the framework of this project. The recruitment is organized by the institute running the School (hereinafter: Applicant), in which the person indicated in the project as a candidate for the implementation doctoral thesis supervisor is employed.
2. The Recruitment Committee (hereinafter: Committee) appointed by the Director of the Applicant (hereinafter: Director) shall carry out the individual activities in the course of recruitment, except for the activities concluding the proceedings.
3. The Committee shall be composed of at least three members, including at least 1 person holding a postdoctoral degree (doktor habilitowany) or a professor degree.
4. To participate in the work of the Committee in an advisory capacity, the Committee invites the person foreseen as the implementation doctorate thesis supervisor and the person referred to in § 5(2)(3)(b); it is also possible to invite additional persons as experts in an advisory capacity.
5. The doctoral student government may delegate its representative as an observer of the Committee's work.
6. The Committee shall make decisions in an open vote by simple majority.

§ 3

1. A person (hereinafter: Candidate) who holds a professional degree of Master of Science, Master of Engineering or equivalent may apply for admission to the School under the Program.
2. In exceptional cases, justified by the highest quality of academic achievement, a Candidate may be a graduate of the first degree program or a student who has completed the third year of a uniform master's degree program.

#### § 4

1. The documents required for the recruitment procedure, 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. Disability and/or chronic illness shall not affect the Candidate's recruitment procedure.
3. In justified cases, the recruitment procedure may be wholly or partially conducted remotely using electronic means of communication (audio and video transmission).

#### § 5

1. The recruitment procedure is opened when the School publishes an announcement on its website regarding the dates of specific steps of the admission process to the Program of the Ministry of Science and Higher Education.
2. On the dates specified in the aforementioned announcement, the Candidate shall submit the following documents to the Applicant's secretariat:
  - 1) a concise description of the doctoral implementation project (hereinafter: Project) including the planned scientific research, implementation work and the expected significance of the realized implementation;
  - 2) a statement of the person intended as a candidate for the doctoral implementation project supervisor confirming their readiness to provide substantive supervision of the Project;
  - 3) a statement of the legal representative of the entity interested in the implementation (hereinafter: Enterprise) referred to in Chapter III section 1 (2) of the Announcement, containing
    - a) the Candidate's consent to commence their education at the School, together with a statement that the Candidate is employed by the Enterprise on a full-time basis or will be, in the case of a positive result of the recruitment, employed on such terms no later than October 1 of the year in which the recruitment procedure is conducted;
    - b) the designation of an employee of the Enterprise whose task will be to monitor the PhD student's progress in implementing the project;
  - 4) a brief description of the Enterprise's activities, including a description of the implementation work carried out till now;
  - 5) the proposal drawn up by the Enterprise to manage copyright and related rights, industrial property laws, as well as proposed conditions for the potential commercialization of the results of the research and/or implementation works;
  - 6) copies of the diploma or diplomas of studies completed - in the case of persons referred to in § 3 (1), or a copy of a diploma of first degree studies or a certificate confirming the completion of the third year of a uniform master's degree - in the case of persons referred to in § 3 (2);
  - 7) copies of documents confirming the course of studies (curriculum), or, in the case of persons referred to in § 3 (2), copies of documents confirming the course of their first degree studies or the course of three years of uniform master's studies;
  - 8) cover letter;
  - 9) a resume (curriculum vitae), containing, in particular, information on the Candidate's education and professional career, as well as a list of patents and publications;
  - 10) copies of documents confirming scientific achievements or professional achievements,

in particular, awards and honors;

11) a consent to personal data processing for the recruitment purposes.

3. In addition to the documents referred to in point 2, above, the Candidate may attach a reference on the Candidate and their previous scientific activity prepared by an academic staff member or an academic teacher holding a doctoral degree at the very least. Instead of attaching the reference, a person who is an academic employee or an academic teacher and holds at least a doctoral degree, from whom the Committee may obtain such a reference, may be designated. In the case referred to in the former sentence, the Candidate themselves arranges for the reference to be sent to the Committee directly by the referee.
4. If the application does not meet the formal requirements, the Candidate shall be called to provide the missing documents within a given period of no less than 7 days, with the information that failure to supply these documents will result in leaving the application unprocessed.
5. A Candidate for the Program may not simultaneously be a Candidate to the School according to the procedure provided in the document "The rules of recruitment to the Warsaw PhD School in Natural and BioMedical Sciences".
6. The proposal made by the Enterprise to manage the copyright and related rights, industrial property laws, as well as proposed conditions for the potential commercialization of the results of the research and/or implementation works, as mentioned in point 2(5) shall be evaluated without undue delay by the Applicant and negotiated if needed. The results of the findings shall be handed in to the Committee.

## § 6

1. The Committee performs an initial evaluation of the documentation provided by the Candidate, taking into account:
  - 1) the merits of the Project (0-35 points)
  - 2) the Candidate's education and previous scientific/professional achievements (0-20 points);
  - 3) the evaluation of the credibility of the Enterprise as a partner in the implementation work indicated in the Project (0-35 points);
  - 4) the opinion of the scientific or academic staff member referred to in § 6 (3) (0-5 points);
  - 5) the cover letter (0-5 points).
2. The Committee's meeting devoted to the preliminary evaluation of the documentation shall be attended by the Director or a person delegated by them, with voting rights.

## § 7

1. On the date specified in the announcement mentioned in § 5 (1) The Candidate is invited by the Committee for an interview if the submitted documentation received at least 70 points in the initial evaluation. A score lower than 70 points means a negative result and leads to the termination of the Committee's activities.
2. The interview verifies a Candidate's predisposition for scientific work and includes, in particular:
  - 1) a presentation of the Project by the Candidate (oral presentation, about 15 minutes);
  - 2) a verification of the Candidate's knowledge on par with a Master's degree, within the framework of the issues and research methods predicted in the Project;
  - 3) an evaluation of the Candidate's proficiency in English.
3. The Committee informs the Candidate without undue delay about a positive or negative result

of the interview.

## § 8

1. In the case of a positive result of an interview, the person intended to be the PhD supervisor prepares, along with the Candidate, an application to qualify to participate in the Program and files it with the Ministry of Science and Higher Education on behalf and with the permission of the Applicant.
2. If the Applicant is pre-qualified for participation in the Program, The Director makes a conditional decision on the admission of the Applicant to the School; the condition is the final positive qualification of the Applicant by the Ministry of Science and Higher Education and the conclusion of the agreement mentioned in point 3, below.
3. Before deciding on the admission of the Candidate to the School, the Applicant and the Enterprise shall conclude the agreement regarding copyrights and rules of commercialization.
4. Once the Applicant is admitted to the School, the Director gives the relevant information to the Director of the Nencki Institute of Experimental Biology of the Polish Academy of Sciences.
5. The Director of the Nencki Institute of Experimental Biology of the Polish Academy of Sciences publishes the result of the recruitment, which marks the end of the recruitment process.
6. A Candidate's admission to the School is done by enrolling them as doctoral students.
7. The Director of the Applicant informs the Candidate of their enrollment immediately after the completion of that process.
8. The admission of a foreigner to the School is made by administrative decision.
9. The refusal of admission to the School - made on the basis of a negative result of the initial documentation evaluation referred to in § 6 or a negative result of the interview conducted with the Applicant or a failure to qualify the Applicant to participate in the Program - is made by administrative decision.
10. The administrative decisions mentioned in the preceding sections may be appealed for reconsideration in accordance with the provisions of the Code of Administrative Procedure.

## § 9

In the course of the entire recruitment procedure, the Candidate is obliged to immediately inform the Director about the occurrence of any legal circumstances that prevent their admission to the School, in particular taking up education at another doctoral school.

## § 10

1. A person admitted to the School starts training and acquires the rights of a doctoral student upon taking the oath.
2. The commencement of education and taking the oath is specified in the School Regulations.

## § 11

The provisions of Article 73 of the Act of June 14, 1960, of the Administrative Procedure Code are applied to persons admitted to the School in the course of enrollment as doctoral students.