

**Rules and regulations
of recruitment for the doctoral studies in geophysics
at the Institute of Geophysics
of the Polish Academy of Sciences**

§ 1

The present Rules and Regulations determine the terms and manner of recruitment for doctoral studies at the Institute of Geophysics of the Polish Academy of Sciences, hereinafter referred to as “the Institute”.

§ 2

1. An application for admission to doctoral studies may be submitted by a person who possesses the second degree qualification (e.g. Master Degree) or is a beneficiary of the “Diamond Grant” program.
2. During admission to the doctoral studies at the Institute, preference will be given to candidates who have higher education in: geophysical sciences, physical, mathematical sciences, computer science, geographical sciences, hydrological sciences, geological sciences, environmental protection and related fields.
3. The students of the final year (V) who have completed the studies without defending the degree may participate in the recruitment process and deliver the diploma at a later stage.

§ 3

1. Candidates for doctoral studies are registered by the Scientific Secretariat of the Institute. A person who submits an application for the studies is entered into the list of candidates.
2. The application for the studies is submitted in writing. Candidates may submit their applications for doctoral studies and send their documents by e-mail at: sn@igf.edu.pl

§ 4

1. An applicant for the doctoral studies files the following documents with the Scientific Secretariat of the Institute, subject to § 3 Section 2:
 - a. an application form for the doctoral studies;
 - b. a covering letter, containing the outline of the candidate’s scientific interest, with justification of the reason for which the candidate intends to undertake doctoral studies;
 - c. a curriculum vitae
 - d. a copy of the diploma of completion of uniform Master’s studies or graduate studies, or the candidate’s statement on the expected completion of the studies, by the end of the recruitment or documentation certifying about being a beneficiary of the “Diamond Grant”;
 - e. documented academic performance from the period of study (e.g. photocopy of a student’s course record or examination forms);

- f. certificates or other diplomas confirming the knowledge of foreign languages,
 - g. information on scientific activities, particularly about publications, works in academic groups, participation in research conferences, awards, recognitions, apprenticeship;
 - h. a master's thesis in its current status, in electronic or printed version;
 - i. a declaration showing that the applicant has become familiar with the rules and regulations of recruitment for the doctoral studies.
 - j. three (3) photographs sized 35 x 45 mm.
2. Templates of the application forms for admission to studies as well as of the statement that a candidate has become familiar with the recruitment rules and regulations constitute Appendix No. 1 and No. 2 to the present Rules and Regulations.

§ 5

1. In order to ensure proper conduct of the recruitment procedure, a candidate is obliged to provide the necessary personal details, which are processed and stored for the purposes of registration in accordance with the applicable provisions.
2. Where a candidate is admitted to doctoral studies, the data used at the recruitment stage will be processed in the future by the Institute in accordance with other applicable provisions for the purposes of organising and ensuring proper conduct of the studies, **as well as for information and statistical purposes.**

§ 6

1. Recruitment for the doctoral studies is conducted by the Recruitment Committee through a competitive process.
2. The Recruitment Committee is appointed by the Director of the Institute.
3. The chair of the Committee is the Institute's Head of Doctoral Studies.
4. The Recruitment Committee initiates the recruitment procedure by posting an announcement on the recruitment in a publicly available place at the head office of the Institute and on the Institute's website.
5. The recruitment notice shall contain at least:
 - a. the information on the specialities developed at the Institute;
 - b. the start date and end date of recruitment process;
 - c. the information on the manner of registering candidates;
 - d. the formal requirements for candidates;
 - e. the description of the criteria, on the basis of which the Recruitment Committee will determine the ranking list of candidates, including the preferences applied in the selection of candidates;
 - f. the date of announcing the ranking list;
 - g. the information on the appeal procedure in the recruitment process.

§ 7

1. A candidate for the doctoral studies is obliged to undergo an interview conducted by the Recruitment Committee.
2. A candidate may obtain the maximum number of 100 points in the recruitment procedure, divided into the following 4 aspects
 - a. the result of the interview with a candidate – 50 points;
 - b. the candidate's scientific activity – 30 points;
 - c. an average grade of a candidate from undergraduate and graduate studies or an average grade from uniform Master's studies – 10 points;
 - d. knowledge of foreign languages – 10 points.
3. A candidate may be admitted to doctoral studies if he/she obtains at least 40 points in the recruitment procedure.

§ 8

1. Decision on the admission of a candidate to doctoral studies is taken by the Recruitment Committee.
2. The party concerned is entitled to appeal to the Director against the committee's decision. Appeals shall be lodged at the Scientific Secretariat within 14 days of the receipt of the decision. Only infringement of the conditions and manner of recruitment may be indicated as the basis for an appeal. The Director's decision is final.

§ 9

1. The results of the recruitment process are public.
2. The Scientific Secretariat of the Institute of Geophysics of the Polish Academy of Sciences will inform the candidates about the results of the recruitment process within seven (7) days of the completion of the process.