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**RECRUITMENT RULES  
for the Doctoral School of ILT&SR PAS**

**Adopted by the Resolution of the Scientific Council of the Włodzimierz Trzebiatowski Institute of Low Temperature and Structure Research of the Polish Academy of Sciences dated April 29, 2025.**

Date of entry into force: from October 1, 2025.

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The Włodzimierz Trzebiatowski Institute of Low Temperature and Structure Research of the Polish Academy of Sciences (hereinafter referred to as the Institute) runs a doctoral school (hereinafter referred to as the School) implementing an education program in the disciplines of physical and chemical sciences. Recruitment to the School takes place through standard recruitment or special recruitment.

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**§ 1 (Standard Recruitment)**

1. Standard recruitment to the School may be announced twice a year:
  - a. for the winter semester – to commence the four-year doctoral education program from the winter semester (i.e., from October 1);
  - b. for the summer semester – to commence the program in the summer semester (i.e., at the turn of February and March).
2. Persons holding the professional title of magister (Master of Science), magister inżynier (Master of Science in Engineering), or an equivalent title (as well as persons who will obtain such a title before the commencement of education) in physics, chemistry, materials engineering, or related fields may apply for admission to the School.
3. In exceptional cases, justified by the highest quality of scientific achievements, persons not meeting the above requirements but being graduates of first-cycle studies or having completed the third year of long-cycle Master's studies in the fields listed in sec. 2 may apply for admission to the School. The admission of a candidate to the recruitment process occurs upon their request after obtaining the consent of the School Council.
4. Recruitment to the School is conducted by means of a competition by the Recruitment Committee appointed by the School Council. The decisive criterion for admitting a candidate is their position on the ranking list, established on the basis of the number of recruitment points obtained. The number of candidates admitted to the School is limited by the number of available places, determined by the Director

of the Institute, and the minimum required number of recruitment points, established by the Committee.

5. Recruitment commences at the moment the Head of the School publishes an announcement regarding the recruitment dates (no shorter than 60 days) on the School's website. The announcement specifies the place for submitting applications and the schedule of interviews.
6. No later than 30 days before the deadline for submitting applications, a list of proposed supervisors along with the topics of doctoral dissertations is announced. In the case of research projects providing for the coverage of doctoral scholarship costs, additional requirements may be specified, e.g., participation in an additional recruitment competition.
7. Candidates' applications must be submitted in accordance with the established deadline in the following form:
  - a. electronic – to the address [phd@intibs.pl](mailto:phd@intibs.pl) (preferred method),
  - b. in person – at the School Secretariat at the Institute of Low Temperature and Structure Research PAS, at ul. Okólna 2 in Wrocław, between 9:00 AM and 3:00 PM.
8. The application should contain a completed application form (available on the School's website: [website address]) and the following documents, presented in Polish or English:
  - a. Diplomas: secondary school-leaving certificate or certificate of completion of second-degree secondary school, diploma of completion of Bachelor's (engineering) and Master's studies (if the Master's diploma has already been issued) – with additional conditions indicated in sec. 9,
  - b. In the case of candidates who do not meet the standard requirements (sec. 3):
    - i. a copy of the diploma of completion of first-cycle studies or confirmation of completion of the third year of long-cycle Master's studies,
    - ii. an application to the School Council for admission to recruitment, containing a description of the scientific achievement of the highest quality.
  - c. A copy or transcript of the entire student record book (indeks) for first and second-cycle studies (or long-cycle Master's studies), or a diploma supplement with grades from the entire course of studies, or student grade cards from all years of study confirmed by the dean's office, together with the calculated grade point average from the studies,
  - d. Certificate of English language proficiency at level B2 or higher in the form of a certificate or information in the diploma supplement stating that the English language course completed during the studies was at the required level, or a certificate stating that English was the language of instruction during the study program (Bachelor's, Master's, or long-cycle); this certification is not required from citizens of countries where English is an official language,
  - e. A cover letter in which the candidate indicates 2–3 research topics from the list indicated in sec. 6,

- f. Additional documents demonstrating predispositions for scientific work (list of publications and conference presentations, list of completed courses and postgraduate studies, obtained language certificates, activity in scientific circles, science popularization activities, etc.),
  - g. in the case of indicating a topic implemented under research projects referred to in sec. 6, an application for recruitment to the given project(s) and any possibly required additional documents.
- 9. In the case of candidates who obtained a Master's degree from a university outside the European Union, legalization of documents (diploma and supplement) by the appropriate consular post of the Republic of Poland in the country where the title was obtained or an apostille is required.
- 10. Upon receipt of the documents, the Head of the School checks their compliance with formal requirements and forwards them to the Recruitment Committee.
- 11. Interviews with candidates take place at the premises of ILT&SR PAS or, if this is not possible due to the candidate's location, remotely. The schedule of interviews and the list of applications failing to meet formal requirements are announced on the School's website no later than 7 days before their commencement.
- 12. The interview consists of:
  - a. a 10-minute presentation in English, in which the candidate presents their Master's thesis and hitherto scientific achievements, motivation, and interests,
  - b. a conversation in Polish or English, verifying knowledge of the selected discipline (physics or chemistry).
- 13. After conducting the interview, the Recruitment Committee prepares a ranking list based on the recruitment points awarded to candidates (from 0 to 20 points), according to the following scale:
  - a. Evaluation of the course of education and achievements to date (from 0 to 5 points),
  - b. Evaluation of the candidate's presentation (from 0 to 5 points),
  - c. Evaluation of the candidate's knowledge in the selected discipline (from 0 to 10 points).
- 14. The Recruitment Committee establishes the minimum number of recruitment points entitling admission to the School. Ranking lists along with thresholds and the list of admitted candidates are public and published on the School's website and in the Public Information Bulletin (BIP) of ILT&SR PAS no later than 7 days after the conclusion of interviews.
- 15. Candidates are notified of admission or refusal of admission to the School by the Head of the School.
- 16. Admission to the School occurs through entry onto the list of doctoral students by the Head of the School. In the case of foreign candidates, an administrative decision is additionally issued by the Director of ILT&SR PAS.
- 17. Refusal of admission to the School occurs by way of an administrative decision issued by the Head of the School, against which there is a right to submit an

application for reconsideration of the case within 14 days of the delivery of the decision.

18. The Recruitment Committee recommends a supervisor for each admitted candidate to the School Council.
19. Admitted persons who did not possess a Master's degree diploma at the time of recruitment are obliged to submit this diploma (or a certificate of obtaining the title) before taking the solemn oath, subject to the reservations of sec. 9. Failure to fulfill this requirement results in removal from the list of doctoral students.
20. In the event of a vacancy on the list of admitted candidates before the commencement of education, the Head of the School may propose entering the next candidate from the ranking list who obtained at least the minimum number of recruitment points.
21. In the event of failure to fill the available number of places, it is possible to conduct supplementary recruitment, which takes place on the same principles as standard recruitment, except that the announcement of supplementary recruitment occurs no later than 20 days before the deadline for submitting applications.

## **§ 2 (Special Recruitment)**

1. Special recruitment is announced by the Head of the School in the event of circumstances and needs arising outside the standard recruitment calendar, in particular:
  - a. Possession by the Institute of financial resources in a research project to finance a doctoral scholarship;
  - b. Necessity to commence education at a time other than the beginning of a semester;
  - c. Conducting multi-stage recruitment, within which a preliminary selection of candidates is made, e.g., within a network of doctoral schools or institutions jointly implementing an initiative related to doctoral education, including within a joint project financed from external funds.
2. Special recruitment takes place on the principles specified in § 1, taking into account the changes introduced in § 2. Furthermore, the candidate's application must include a diploma of completion of Master's studies, subject to § 1 sec. 9.
3. The recruitment announcement specifies the deadline for submitting documents (no shorter than 20 days) and the proposed topics of doctoral dissertations, as well as special requirements that candidates must meet.
4. In the absence of applications meeting formal requirements, the deadline for submitting documents may be extended, of which the Head of the School informs on the School's website.
5. Interviews take place no later than 60 days after the deadline for submitting documents, and the interview schedule is presented no later than 7 days before their commencement.
6. The results of special recruitment will be announced within 7 days after the conclusion of interviews.

7. The composition of the Recruitment Committee or the scoring rules may be modified with the consent of the Head of the School in order to align with the rules of the financing institution from whose funds the doctoral scholarship will be paid. The Head of the School may consent to the inclusion of a person indicated by the financing institution as an observer in the committee's deliberations if this is a condition for financing.
8. The project manager (the person responsible for the implementation of the project) or a person authorized by them joins the composition of the Recruitment Committee under special recruitment. After conducting the interview, the Committee awards the candidate recruitment points (from 0 to 24 points), according to an established scale which includes the evaluations from § 1 sec. 13 and additional points (from 0 to 4 points) awarded by the project manager or authorized person resulting from the assessment of the candidate's suitability for implementing tasks in the project.
9. A person admitted under special recruitment may be required to sign a scholarship agreement if the institution financing the project so requires.
10. The appeal procedure under special recruitment may be limited if the conditions for granting financial resources by the external institution do not provide for the possibility of an appeal.
11. The Recruitment Committee recommends a supervisor for each admitted candidate to the School Council, taking into account the specific nature of the implemented project or initiative and the candidate's application.