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

adopted by a resolution of the Scientific Council of the Włodzimierz Trzebiatowski
Institute of Low Temperature and Structural Research of the Polish Academy of Sciences
on December 19, 2025

Effective date: May 19, 2026

The Institute of Low Temperature and Structural Research of the Polish Academy of Sciences (hereinafter referred to as the Institute) runs a doctoral school (hereinafter referred to as the School) that offers a Curriculum in the physical and chemical sciences. Admission to the School is granted through either the general or special recruitment process.

§ 1 (General recruitment)

1. General recruitment to the School may be announced twice a year:
 - a) for the winter semester – to begin the four-year doctoral program in the winter semester (i.e., starting on October 1);
 - b) for the summer semester – to begin the program in the summer semester (i.e., in late February or early March).
2. Admission to the School is open to individuals (hereinafter referred to as “candidates”) who hold a master’s degree, a master of engineering degree, or an equivalent degree (as well as those who will obtain such a degree before the start of the program) in physics, chemistry, materials engineering, or related fields.
3. In exceptional cases, justified by outstanding academic achievements, individuals who do not meet the above requirements but who have completed a bachelor’s degree or the third year of a single-cycle master’s program in the fields listed in paragraph 2 may apply for admission to the School. A candidate is admitted to the admissions process upon their request after obtaining the approval of the School Council.
4. Recruitment to the School is conducted through a competitive process by the Recruitment Committee appointed by the School Council. The Committee applies a uniform scoring system for all candidates within a given recruitment process. The Committee makes decisions with a minimum of five members, including — mandatory — the Head of School or Deputy Head of School, who serve as the Chair or Deputy Chair of the Committee.
5. The Head of School or Deputy Head of School publishes a recruitment announcement on the School's website. The announcement specifies the location and date for the recruitment process and the deadline for submitting applications (no less than 20 days), as well as the planned interview schedule.
6. No later than 30 days before the application deadline, a list of proposed supervisors is published, along with the topics of the doctoral dissertations that may be completed under their supervision. In the case of research projects that involve coverage of

doctoral scholarship (or employment), the list may include additional requirements, such as participation in a special recruitment competition.

7. To apply, the candidate completes the registration form available on the School's website indicated in the recruitment announcement, and then submits the application along with the supporting documentation within the specified deadline in the following forms:
 - a) electronically – to the e-mail address specified in the recruitment announcement (preferred method), or
 - b) in person – to the School Office at the Institute of Low Temperatures and Structural Research of the Polish Academy of Sciences, at Okólna 2 in Wrocław, between 9:00 a.m. and 3:00 p.m.
8. The documentation submitted by the candidate to the School includes a completed application form available on the School's website and attachments, which include the following documents presented in Polish or English:
 - a) Matriculation or upper secondary school leaving certificate,
 - b) Bachelor's (engineering) diploma, unless the candidate has completed a long-cycle master's program,
 - c) Master's degree diploma, considering the conditions specified in item 9. Foreigners are required to submit an original or a copy of the diploma at the recruitment stage. Polish citizens may submit a certificate of professional title, provided the diploma is submitted before the start of their studies.
 - d) For candidates who do not meet the standard requirements (item 3):
 - i) a copy of the first-cycle diploma or confirmation of completion of the third year of a long-cycle master's program,
 - ii) an application to the School Council for admission to recruitment, including a description of the highest-quality academic achievement.
 - e) A copy of the entire first-cycle and second-cycle (or long-cycle) master's degree course record book, or a diploma supplement with grades from the entire course of study, or grade cards from all years of study, certified by the Dean's Office, along with the calculated grade point average and information on the grading scale adopted by the university.
 - f) Proof of English language proficiency at level B2 or higher in the form of a certificate or information in a diploma supplement stating that the English language course completed during the studies was at the required level, or a certificate that English was the language of instruction during the study program (Bachelor's, Master's, or long-cycle); this proof is not required for citizens of countries where English is an official language.
 - g) A cover letter in which the candidate indicates 2-3 research topics from the list indicated in item 6,
 - h) Additional documents demonstrating aptitude for research (list of publications and conference presentations, list of completed courses and postgraduate studies, language certificates obtained, activity in research groups, science promotion activities, etc.),
 - i) If the candidate indicates topics covered by research projects referred to in item 6, an application for recruitment for the given project (for specific projects – separately) and any additional documents required,
 - j) A letter of recommendation from a researcher of ILT&SR PAS (optional document).

9. For candidates who earned their Master's degree from a university outside the European Union, legalization of the documents (diploma and supplement) by the appropriate Polish consular office in the country where the degree was awarded or an apostille is required.
10. Upon receipt of the documents, the Head of School or an authorized member of the Recruitment Committee will verify their compliance with formal requirements and forward them to the Recruitment Committee.
11. Interviews with candidates will be held at the premises of ILT&SR PAS. Interviews may be conducted remotely only for candidates who have directly agreed on this format with their potential supervisor, obtained their written support, and selected the appropriate option on the application form.
12. The interview schedule and the list of applications that do not meet the formal requirements will be announced on the School's website no later than 7 days before the interview.
13. The interview consists of:
 - a) a 10-minute presentation in English, in which the candidate presents his/her master's thesis and previous scientific achievements, motivation, and interests,
 - b) an interview in Polish or English, verifying knowledge of the selected discipline (physics or chemistry).
14. After the interview, the Admissions Committee prepares a ranking list based on the recruitment points awarded to the candidates (from 0 to 20 points), according to the following scale:
 - a) Assessment of previous education and achievements (from 0 to 5 points),
 - b) Assessment of the candidate's presentation (from 0 to 5 points),
 - c) Assessment of the candidate's knowledge in the selected discipline (from 0 to 10 points).
15. The Admissions Committee determines the minimum number of recruitment points required for admission to the School in a given recruitment process, and the Director of ILT&SR PAS determines the number of available places.
16. The candidate's position on the ranking list determines whether to accept or reject the admission. The ranking lists with thresholds and the list of accepted candidates are public and published on the School's website and in the Public Information Bulletin of ILT&SR PAS no later than 7 days after the end of the interviews.
17. Candidates are notified of their acceptance or denial of admission to the School by the Head of the School or the Deputy Head.
18. Admission to the School takes place through entry on the list of doctoral students by the Head of the School or the Deputy Head. In the case of international candidates, an administrative decision is also issued simultaneously by the Director of ILT&SR PAS.
19. Admission to the School is denied by an administrative decision issued by the Head of the School, subject to the right to submit a request for reconsideration within 14 days of receipt of the decision.
20. The Admissions Committee recommends a supervisor for each admitted candidate to the School Council.
21. Admitted candidates who did not hold a Master's degree diploma at the time of admission are required to submit this diploma (or a certificate of degree) before

taking the oath, subject to the provisions of item 3. Failure to comply with this requirement will result in removal from the list of doctoral students.

22. If a vacant place becomes available on the list of accepted candidates before the start of PhD studies, the Head of School may propose the inclusion of the next candidate from the ranking list who has obtained at least the minimum number of recruitment points.

23. If the available number of spots is not filled, supplementary recruitment may be conducted, which will be conducted under the same rules as the standard recruitment.

§ 2 (Special recruitment)

1. Special recruitment is announced by the Head of the School when circumstances and needs arise that exceed the general recruitment calendar, in particular:

a) The Institute's availability of funds in a research project to finance a doctoral scholarship (or employment);

b) The need to begin PhD studies at a date other than the beginning of the semester;

c) Multi-stage recruitment, which involves a preliminary selection of candidates, e.g., within a network of doctoral schools or institutions jointly implementing an initiative related to doctoral education, including as part of a joint project financed by external institutions.

2. Special recruitment is conducted according to the principles set in § 1, taking into account the changes introduced in § 2.

3. The recruitment announcement specifies the start and end dates for submitting documents (no less than 20 days) and the proposed topics for doctoral dissertations, as well as any special requirements that candidates must meet.

4. In the absence of applications that meet the formal requirements, the deadline for submitting documents may be extended, as announced by the School Head on the School website.

5. Interviews will be held no later than 60 days after the deadline for submitting documents, and the interview schedule will be announced no later than 7 days before the interview begins.

6. The results of the special recruitment process will be announced no later than 7 days after the completion of the interviews.

7. The composition of the Recruitment Committee or the scoring system may be modified with the consent of the Head of School to adapt to the policies of the funding institution that will fund the doctoral scholarship (or employment). The Head of School may consent to additional individuals joining the Committee as observers.

8. As part of the special recruitment process, the person managing the project at ILT&SR PAS (e.g., the project manager, coordinator, or principal investigator) or their representative will be added to the Recruitment Committee.

9. After conducting the interview, the Committee awards the candidate recruitment points (from 0 to 24 points), including the points indicated in § 1, item 15, and additional points (from 0 to 4 points) awarded by the project manager at ILT&SR PAS or his/her representative based on the assessment of the candidate's suitability for the project.

10. A person accepted through special recruitment may be required to sign a scholarship agreement (or employment contract) if required by the project funding institution.
11. The Committee recommends a supervisor for each accepted candidate to the School Council, considering the specific nature of the project or initiative being implemented and the candidate's application.