

RECRUITMENT RULES

for the Doctoral School of
Nicolaus Copernicus Superior School,
for the academic year 2023/2024

Chapter 1

General Provisions

§ 1.

1. This document specifies the rules of the recruitment procedure (hereinafter referred to as the "Recruitment Rules") for the Doctoral School of Nicolaus Copernicus Superior School (hereinafter referred to as the "Doctoral School" or "Doctoral School of SGMK"), in the field of natural sciences, in the discipline of astronomy, in the academic year 2023/2024.
2. Recruitment to the Doctoral School in the academic year 2023/2024 is conducted in the field of scientific discipline: astronomy
3. The aim of the recruitment procedure is to select the best candidates for education in the Doctoral School, in the field of natural sciences, in the discipline of astronomy.
4. Recruitment of foreigners to the Doctoral School is conducted on the same principles as for Polish citizens, taking into account the provisions of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742), hereinafter referred to as the "Act".
5. Candidates with disabilities are subject to the same recruitment rules as other candidates applying for admission to the Doctoral School.

Chapter 2

Recruitment Committee and Qualification Teams

§ 2.

1. The recruitment to the Doctoral School is conducted by:
 - 1) the Recruitment Committee of the Doctoral School, hereinafter referred to as the "Recruitment Committee",
 - 2) the Qualification Team for the scientific discipline referred to in § 1 paragraph 2, hereinafter referred to as the "Qualification Team"
2. The Recruitment Committee, including its chairman and the Qualification Team, are appointed by the Rector.

§ 3.

1. The Qualification Team shall consist of at least four persons representing the discipline in which the recruitment is conducted, holding at least a doctor's degree (Ph.D). The qualification interview may be conducted if at least 3 members of the Qualification Team are present.
2. The Qualification Team is chaired by a member of the Recruitment Committee or a representative of the discipline, approved by the chairman of the Recruitment Committee.
3. The Rector, the chairman of the Recruitment Committee and the person responsible for the administrative service of the given Team, appointed by its chairman, have the right to participate in the work of the Qualification Team (without the right to vote).

4. A member of the Qualification Team is excluded from the assessment of a candidate if:
 - 1) is the planned supervisor of the candidate;
 - 2) is the candidate's superior or is in another service related with him/her;
 - 3) is a member of the candidate's family;
 - 4) there are other circumstances that may affect the impartiality and objectivity of the candidate's assessment, including direct service relationship.
5. A member of the Qualification Team is obliged to notify the chairman of the Team, in the form of a written statement, of the occurrence of the circumstances referred to in paragraph 4, which are the basis for excluding him/her from the assessment of the candidate.
6. Members of the Qualification Team are obliged to maintain objectivity and impartiality in the assessment of candidates.

§ 4.

1. Meetings of the Recruitment Committee may be held remotely. The decision on the form of the meeting is taken by the chairman of the Recruitment Committee.
2. Meetings of the Recruitment Committee are minuted. The minutes are signed by the chairman and members of the Committee participating in the meeting, subject to paragraph 3.
3. In the case of a meeting of the Committee conducted remotely, the minutes are signed only by the chairman.
4. In the case of the absence of the chairman, the meeting of the Recruitment Committee is convened and chaired by a member of the Committee authorized by the chairman.

§ 5.

The tasks of the Recruitment Committee include:

1. supervision of the recruitment process,
2. preparation and transfer to the Qualification Teams of the template of the protocol and individual candidate assessment cards for the Qualification Teams,
3. preparation of candidate documents for the Qualification Teams,
4. setting individual dates for qualification interviews and notifying candidates,
5. establishing, on the basis of the minutes of the Qualification Teams, ranking lists in individual scientific disciplines and a list of persons preliminarily qualified for inclusion on the list of doctoral students,
6. preparation of the list of pre-qualified candidates and the list of those admitted to the Doctoral School,
7. preparation of the draft decision on refusal of admission to the Doctoral School.

§ 6.

1. The tasks of the Qualification Committees include:

- 1) Analyzing the documents of candidates submitted by the Recruitment Committee.
- 2) Analyzing and assessing the relationship between the candidate's completed master's degree program, other forms of education, and scientific achievements, and the chosen scientific discipline.
- 3) Analyzing the qualifications, competencies, and scientific achievements of candidates and awarding ranking points, according to the scoring system established in Appendix No. 1 of the Recruitment Rules.

- 4) Analyzing the candidates' doctoral dissertation concepts and awarding ranking points, according to the scoring system established in Appendix No. 1 of the Recruitment Rules.
 - 5) Conducting a qualification interview and awarding ranking points according to the scoring system established in Appendix No. 1 to the Recruitment Rules.
 - 6) Determining the total number of ranking points obtained by the candidate from all criteria, as specified in Appendix No. 1 of the Recruitment Rules.
 - 7) Submitting the minutes to the Recruitment Committee along with individual candidate's evaluation cards and recommendations for the Recruitment Committee regarding:
 - a) Preliminary qualification of candidates for inclusion on the doctoral students list.
 - b) Establishing a reserve list.
 - 8) Preparing information for the Recruitment Committee on the course of the qualification procedure in the event of a candidate's request for reconsideration of the case.
2. The meetings of the Qualification Committee are recorded in minutes. The minutes are signed by the Chairperson and the members of the Qualification Committee participating in the meeting, with the exception of Section 3.
3. In the case of a meeting conducted remotely, the minutes are signed only by the Chairperson of the Qualification Committee.

§ 7

1. A member of the Qualification Committee is obliged to maintain impartiality and objectivity in the assessment of candidates for the Doctoral School.
2. A member of the Qualification Committee shall inform the Chairperson of the Qualification Committee of any circumstances that may affect their impartiality and objectivity in the assessment of candidates for the Doctoral School.
3. A member of the Qualification Committee shall be excluded from the assessment of a candidate in particular if:
 - 1) They have submitted a declaration referred to in Section 3, Paragraph 5.
 - 2) They were the supervisor of the candidate's master's thesis.
 - 3) They are the candidate's superior or are in another employment relationship with them.
 - 4) The candidate is or was their spouse, relative or in-law up to the second degree, or is or was in a common-law relationship with a member of the Recruitment Committee.
 - 5) The candidate is or was a person related to a member of the Committee by adoption, guardianship or curatorship.
 - 6) There are other objective circumstances that may give rise to justified concerns about maintaining impartiality and objectivity in the assessment of the candidate.
4. The Chairperson may exclude himself/herself from the assessment of a candidate in the cases referred to in Paragraph 3.
5. The exclusion of a member of the Qualification Committee from the assessment of a given candidate shall be noted in the minutes of the meeting of the Qualification Committee.

Chapter 3.

Recruitment Procedure:

Formal Criteria

§ 8

1. The following candidates may apply for admission to the Doctoral School in the scientific discipline specified in Section 1, Paragraph 2:

- 1) Holders of a master's degree, Master of Engineering degree, or equivalent degree.
- 2) Those who have submitted a declaration of English language proficiency at a level that allows them to participate in classes - according to the template contained in Appendix No. 6 to the Recruitment Rules.

2. In the case of a lack of a master's degree diploma due to waiting for its issuance, the candidate is obliged to submit a certificate from the university confirming the conferral of the master's degree.

3. Foreigners may undertake education in the Doctoral School conducted in Polish if, in addition to English language proficiency at a level that allows them to participate in classes, they demonstrate Polish language proficiency, i.e. obtain confirmation during the qualification interview that their preparation and level of Polish language proficiency allow them to undertake education in Polish.

4. In the case of a master's degree diploma issued in a language other than Polish or English, the candidate shall attach a certified translation.

§ 9

1. The recruitment procedure schedule includes:

- 1) sending the electronic version of the required documents along with attachments, with payment of the recruitment fee: 5th – 7th of February 2024.
- 2) qualification procedure: 8th – 20th February 2024, including: interviews: 12th – 16th of February 2024.
- 3) announcement of the list of candidates preliminarily qualified for entry on the list of doctoral students: 21st of February 2024.
- 4) issuing an administrative decision on refusal of admission to the Doctoral School to candidates not qualified for entry on the list of doctoral students: 22nd of February 2024.
- 5) submission by candidates preliminarily qualified for entry on the list of doctoral students of the documents referred to in § 16 (1): 22nd – 27th of February 2024.
- 6) announcement of the list of accepted candidates to the Doctoral School: 29th of February 2024.

2. In justified cases, the Recruitment Commission may make changes to the schedule referred to in paragraph 1, providing information on this matter on the website of the Doctoral School.

3. Lists of candidates and accepted, referred to in paragraph 1 point 3 and 6 are published in a paper version and made available at the College's premises.

Upon written request, the candidate may receive lists of accepted candidates, referred to in paragraph 1 point 3 and 6 in the electronic version, to the email address indicated by the candidate in the documents in Annex No. 7 to the Rules of recruitment to the Doctoral School SGMK for the academic year 2023/2024.

§ 10.

1. Before submitting the required documents, the candidate is obliged to:

- 1) familiarize themselves with these Recruitment Rules,
- 2) prepare electronic versions of the documents, referred to in paragraph 4,

2. Submitting documents by candidates to the Doctoral School is done electronically via e-mail to the address: sekretariat@sgmk.edu.pl. It is possible to submit documents directly at the office of the College of Astronomy and Natural Sciences in Toruń.

3. The candidate in the recruitment process can choose only the scientific discipline, referred to in § 1 paragraph 2.

4. The candidate submits in electronic version (pdf format), via e-mail, or delivers to the office of the College of Astronomy and Natural Sciences in Toruń the following completed forms:
 - 1) signed application for admission to the Doctoral School - according to the template contained in Annex No. 7 to the Recruitment Rules,
 - 2) diploma confirming the acquisition of the professional title of master, master engineer or an equivalent title,
 - 3) supplement to the master's degree diploma or another document confirming the course of studies,
 - 4) concept of the doctoral dissertation - according to the template contained in Annex No. 2 to the Recruitment Rules,
 - 5) signed information questionnaire with attachments - according to the template contained in Annex No. 3 to the Recruitment Rules,
 - 6) statement of knowledge of English at a level enabling participation in classes - according to the template contained in Annex No. 6 to the Recruitment Rules,
 - 7) curriculum vitae (CV),
 - 8) signed information clause regarding the processing of personal data - according to the template contained in Annex No. 4 to the Recruitment Rules.
5. The candidate, who holds a diploma confirming the acquisition of the second degree qualification outside Poland, additionally submits a sworn translation of the diploma in Polish. To recognize the diploma, as entitling to undertaking education in the Doctoral School, the provisions of art. 326 and 327 of the Act.
6. In the case of submitting incomplete documents in the recruitment procedure, preventing the assessment of the candidate's compliance with the formal criteria, referred to in § 8 The recruitment commission calls on the candidate to complete them immediately, within 3 days from the date of the summons. Failure to fulfill this obligation within the specified deadline, results in leaving the candidate's application without recognition, and thus disqualifying the candidate.
7. In the case of a person holding a diploma of studies completed outside Poland, the Recruitment Commission may call on the candidate to submit additional documents.

§ 11.

1. The recruitment fee for the Doctoral School is 200 PLN.
2. The candidate makes the payment to the indicated bank account no later than February 7th, 2024.
3. In the event of a lack of payment within the deadline referred to in paragraph 2, the candidate may be excluded from the qualification procedure. The candidate is informed about the exclusion from the qualification procedure electronically, via the email address indicated by the candidate in Annex 7 to the Rules of recruitment to the Doctoral School of SGMK for the academic year 2023/2024.
4. The candidate is entitled - at his request - to a refund of the recruitment fee in the case of:
 - 1) resignation from participation in the qualification procedure before its commencement, i.e. before February 8th, 2024;
 - 2) refusal to initiate the qualification procedure in relation to the candidate due to the failure to pay the recruitment fee within the deadline;
 - 3) overpayment.
5. In the case of submitting incomplete documents in the recruitment procedure, preventing the assessment of the candidate's compliance with the formal criteria, referred to in § 8, the Recruitment Commission calls on the candidate to complete them immediately, within 3 days

from the date of the call. Failure to fulfill this obligation within the specified deadline results in leaving the candidate's application without recognition, and thus excluding the candidate from the qualification procedure.

Chapter 4.

Qualification process

§ 12.

1. The qualification procedure is conducted by the Qualification Team and includes:
 - 1) analysis and evaluation of the relation between the candidate's completed master's degree program, other forms of education and scientific achievements, with the discipline scientific and the topic of the doctoral dissertation concept proposed by the candidate.
 - 2) awarding ranking points in the following criteria:
 - a) previous achievements and scientific output of the candidate,
 - b) concept of the doctoral dissertation,
 - c) qualification interview, including the candidate's potential for scientific work.
2. The Qualification Team awards candidates ranking points in individual criteria according to the principles specified in Annex 1 to the Recruitment Rules.
3. The Qualification Team, in the scope referred to in paragraph 1 point 1, recommends to the Recruitment Commission a positive or negative assessment. In the case of a negative assessment, the Qualification Team prepares a justification.
4. The Qualification Team indicates the persons with the highest score in the ranking in accordance with the established limit of places in a given discipline.
5. The maximum number of ranking points that can be awarded by the Qualification Team criteria referred to in paragraph 1 point 2 is 140 points.
6. After the completion of the qualification procedure, the Qualification Team immediately submits to the Recruitment Commission the completed and signed documents referred to in § 4 paragraph 2.

§ 13.

1. The purpose of the qualification interview is to check the candidate's predisposition to conducting research work, his scientific interests and motivation, as well as assessment of the correctness of preparation and possibility of realization of the research project based on the documentation submitted during the recruitment procedure and candidate's general knowledge from the scientific discipline.
2. Information on the date and place or form of the qualification interview for candidates is communicated to candidates electronically via the e-mail address indicated in the application for admission to the doctoral school and is available at the office of the College of Astronomy and Natural Sciences in Toruń.
3. The qualification interview can be conducted in a stationary or remote form, by using the MS Teams communicator or another generally available communicator.
4. Before the start of the qualification interview, the chairman or secretary of the Qualification Team is obliged to verify the identity of the candidate.
5. The qualification interview consists of two parts:
 - 1) the first part - presentation by the candidate of the preliminary concept of the doctoral dissertation - max. 20 min.,

- 2) the second part - questions from the members of the Qualification Team aimed at checking the ability to justify/defend the presented concept of the doctoral dissertation, conducting a scientific discussion and motivation for research work and general knowledge of the candidate in the chosen field of scientific discipline.
6. The candidate's presentation should cover the following issues:
 - 1) preliminary topic of the doctoral dissertation,
 - 2) justification of the choice of the topic, results of the analysis of the state of knowledge in the field of the selected research problem, literature review,
 - 3) preliminary definition of the research problem (aim, research questions, hypotheses),
 - 4) proposed methodology,
 - 5) expected results.

§ 14.

1. The recruitment commission may order the Qualification Team to re-analyze the documents and the method of awarding ranking points before accepting the protocols of the Qualification Teams. This does not apply to points awarded for the interview.
2. A candidate may be considered within the limit of places for the scientific discipline to be entered on the list of doctoral students only if:
 - 1) the candidate fulfills the formal requirements outlined in § 8 section 1,
 - 2) completes the payment of the recruitment fee in accordance with the conditions specified in § 11,
 - 3) receives a positive assessment as outlined in § 12 section 1 point 1 and section 3,
 - 4) fulfills the criterion as referred to in § 10.

§ 15.

1. The results of the recruitment process are public.
2. The recruitment committee prepares a protocol documenting the course of the recruitment, to which it attaches a document known as the ranking list of candidates, containing information about candidates preliminarily qualified for enrollment in the doctoral program.
3. The order of placing candidates on the ranking list is determined by the total ranking points and the fulfillment of requirements mentioned in § 14(2).
4. In the event of candidates obtaining the same overall number of ranking points, admission to the Doctoral School is determined by the number of points awarded primarily for:
 - 1) the candidate's potential for scientific work, as mentioned in § 12(1) point 2 subsection C,
 - 2) scientific achievements, as mentioned in § 12(1) point 2 subsection A.
5. If no decision can be reached based on the conditions in paragraph 4, the decision regarding admission to the Doctoral School is made by the recruitment committee.
6. Following the analysis of preliminary results of the recruitment process, the recruitment committee may propose to the Rector an increase in the limit of places in the Doctoral School for the academic year 2023/2024.
7. Candidates who do not meet the conditions mentioned in § 14(2) are placed on the ranking list in a separate group below the candidates meeting these conditions.
8. The ranking list includes:
 - 1) candidate's first and last name,
 - 2) final result – the sum of ranking points,
 - 3) indication of whether the candidate has been preliminarily qualified for enrollment on the list of doctoral students in the Doctoral School.
9. The ranking list is signed by the chairperson of the Recruitment Committee.

10. Any deletions and modifications made on the ranking list after its signing should include an explanation and be confirmed by the signature of the chairperson of the recruitment committee.

Chapter 5

Acceptance and refusal of admission to the Doctoral School

§ 16.

1. A candidate preliminarily qualified for entry on the list of doctoral students is admitted to the Doctoral School after submitting his/her credentials to the Dean's Office of the College no later than 27th of February 2024:
 - 1) a declaration in accordance with the template specified in Annex 5 to the Recruitment Rules,
 - 2) a diploma of completion of second-cycle studies, uniform master's studies or equivalent obtained on the basis of separate regulations or a certificate of obtaining the professional title of master.
2. In special cases, the chairman of the Recruitment Commission may set the candidate a different deadline for submitting the documents referred to in paragraph 1.
3. Failure to meet the requirements specified in paragraph 1 results in the deletion of the candidate from the list of those preliminarily qualified for entry on the doctoral students list.
4. Candidates who meet the conditions referred to in § 14 paragraph 2, and who have not been admitted due to exhaustion of the limit of places specified for the scientific discipline, constitute a reserve group. In the event of vacancies on the list of candidates preliminarily qualified to the Doctoral School for the academic year 2023/2024 in the discipline chosen by the candidate, these persons may be admitted to the Doctoral School by the decision of the Rector with respect to the order resulting from the number of points obtained.
5. The Recruitment Commission immediately informs the candidate about the acceptance in this mode. The provision paragraphs 1 and 2 apply accordingly, provided that the declaration referred to in paragraph 1, the candidate is obliged to submit it within seven days from the date of providing information about this obligation, otherwise the qualification will expire by operation of law.