

**Resolution No. 228**  
**of the Senate of the University of Silesia in Katowice of 25<sup>th</sup> January 2022**  
**on recruitment requirements and the mode of recruitment**  
**at the International Environmental Doctoral School (IEDS)**  
**associated with the Centre for Polar Studies**  
**at the University of Silesia in Katowice**  
**in the academic year 2022/2023**

Pursuant to Article 200 (2) (3) of the Act of 20th July 2018 - Law on Higher Education and Science (uniform text, Journal of Laws 2021 item. 478, as amended, hereinafter referred to as the Act) and § 156 of the statute of the University of Silesia in Katowice, the Senate resolves as follows:

**GENERAL PROVISIONS**

**§ 1**

The Resolution concerns the requirements and the mode of recruitment at the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice, hereinafter referred to as IEDS or the Doctoral School.

**§ 2**

1. Recruitment to IEDS concerns candidates who will be preparing doctoral thesis in the following disciplines: mathematics and Earth and related environmental sciences (in the field of natural sciences) and materials science and engineering (in the field of engineering and technology).
2. The University of Silesia in Katowice accepts candidates for the first year of IEDS in the number of no more than 12 persons, subject to § 7(3) and § 10 (3).

**§ 3**

1. Admission to IEDS is available for all candidates holding a title of master, master engineer or equal or in exceptional cases justified by the highest quality of scientific achievements a person not fulfilling the requirements who is a graduate of the 1<sup>st</sup> cycle studies or a student who has completed the third year of long-cycle studies.
2. Partner entities of IEDS may accept candidates who graduated from a study programme compliant or related to the scientific field/scientific discipline mentioned in § 2 (1) in which doctoral thesis will be prepared.

**AUTHORITIES CONDUCTING THE RECRUITMENT PROCEDURE**

**§ 4**

1. The recruitment procedure is conducted by the IEDS Recruitment Committee appointed by the IEDS Council, subject to § 7 (9).
2. Members of IEDS Recruitment Committee must hold a title of professor or a post-doctoral degree subject to sub-s. 6 and 15.

3. Subject to sub-s. 15, the IEDS Recruitment Committee is composed of:

1) three experts in the discipline of Earth and related environmental sciences representing the Institute of Geophysics Polish Academy of Sciences, the Institute of Oceanology Polish Academy of Sciences and the University of Silesia in Katowice;

2) two experts in the discipline of mathematics representing the Institute of Mathematics of the Polish Academy of Sciences;

3) two experts in the discipline of materials engineering representing the University of Silesia in Katowice.

4. The supervisor as defined in § 6 (5) (1), cannot be a member of the Recruitment Committee.

5. The Head of the IEDS Recruitment Committee is appointed by the Dean of IEDS from among the committee members, subject to sub-s. 15 and § 7 (10) (1).

6. The secretary of the committee is appointed by the Dean of IEDS from among the employees of all partner entities forming IEDS, subject to sub-s. 15 and § 7 (10) (4). If the secretary holds a PhD degree or a post-doctoral degree, they participate in the activity of the committee with the right to vote.

7. The IEDS Recruitment Committee works in 3 panels according to the disciplines for which recruitment is conducted, i.e. Earth and related environmental sciences, mathematics and materials engineering. The experts in the panels evaluate the candidates according to their declared scientific discipline in which the dissertation will be conducted.

8. If there are no candidates in the discipline in which recruitment is conducted, the experts of that discipline shall not participate in the IEDS Recruitment Committee, except for the Head of the IEDS Recruitment Committee.

9. A registered candidate for IEDS, the Head or a member of the committee may raise concerns to the IEDS Council regarding the composition of the committee if there are reasonable doubts about the impartiality of its members, no later than one week after the completion of the registration of candidates in the online candidate registration system (hereinafter known as OAS).

10. If the doubts indicated in sub-s. 9 are confirmed or if circumstances occur that prevent a member of IEDS Recruitment Committee from participating in its work, the IEDS Council may decide to dismiss the member and, if necessary for the proper functioning of the IEDS Recruitment Committee, supplement its composition by appointing a new member, pursuant to the rules set forth in sub-s. 2.

11. Members of the Recruitment Committee and the secretary are entitled to remuneration, the amount of which as well as the form are established by the Rector of the University of Silesia in Katowice; in case of recruitment described in § 7, remuneration of members of the Recruitment Committee and the secretary is regulated in the heads of the IEDS partner entities realizing the project or being the holders of external funds.

12. The body of Doctoral Student Government may appoint its representative who participates in the works of IEDS Recruitment Committee as an observer.

13. The Head of IEDS Recruitment Committee invites a supervisor of the candidate to a recruitment interview who can participate in it as observer and expert with no right to vote.

14. Supervision over the works of the IEDS Recruitment Committee is executed by the Dean of IEDS.

15. In case of recruitment procedure specified in § 7, members of the Recruitment Committee must fulfil the conditions compliant with the relevant provisions regulating allocation of external funds for doctoral scholarships.

16. The composition of the Recruitment Committee is published on the website of IEDS.

## **§ 5**

1. The responsibilities of the IEDS Recruitment Committee include:

- 1) receiving candidate applications submitted through the OAS;
- 2) allowing candidates to take part in the recruitment procedure on the basis of submitted documents;
- 3) informing candidates about the time and place of the recruitment procedure;
- 4) conducting the recruitment procedure;
- 5) preparing a collective record from the course of the recruitment procedure, which contains the following: the result of each component of candidate's evaluation, final result of the candidate's grade and the list of candidates qualified and accepted to IEDS with the reserve list; the record is signed by the Head and the members of the IEDS Recruitment Committee who take part in the procedure; any crossing off and amendments in the record ought to be confirmed in writing by the Head of the Recruitment Committee; when the recruitment procedure is completed, the IEDS Recruitment Committee provides the record to the Dean of IEDS;
- 6) compiling ranking lists including persons qualified for admission, persons placed on the reserve list, and persons not qualified for admission, which the Recruitment Committee announces in OAS and on the IEDS website;
- 7) preparing other necessary documents regarding the course and outcome of the recruitment procedure;
- 8) issuing certificates on the recruitment procedure results at the request of the candidate.

2. The IEDS Recruitment Committee acts within the limits set out in the present Resolution.

3. Resolutions of the IEDS Recruitment Committee are passed by a simple majority of votes. In case of a tied vote, the casting vote belongs to the Head of the committee.

## **RECRUITMENT PROCEDURE**

## **§ 6**

1. Admission of candidates for the first year of studies at the Doctoral School occurs on the basis of the recruitment procedure conducted between 1<sup>st</sup> July 2022 and 30<sup>th</sup> September 2022 in accordance with the schedule announced by the Dean of IEDS in the form of regulation, subject to the recruitment procedure based on § 7.

2. The recruitment procedure takes the form of a competition.

3. Lists of potential supervisors and suggested research topics are announced on the Doctoral School's website.

4. Candidates may apply to be accepted to IEDS in terms of the subject from outside of the announced list.

5. The recruitment procedure takes the form of a three-stage procedure and may be held in Polish and English or solely in English:

1) STAGE 1:

Assessment of the outline of a doctoral project. The outline must include information concerning the topic of a doctoral dissertation and the scientific discipline in which the doctoral candidate will realize it, placing the topic of the dissertation in the context of current research issues, research objectives and questions, proposed methods of research and the schedule of preparation of a dissertation. The committee assesses the subject-related level of the proposed doctoral dissertation outline, the selection of research methods, the importance of the doctoral project for the development of the research discipline and the possibility of realizing the doctoral project (maximum 40 points). The summary must include the opinion of a supervisor of a dissertation except for candidates whose admission process takes place in accordance with § 7. The form of the outline will be made available through the website of IEDS. Candidates who have submitted the outline of their dissertation project with an opinion of the supervisor within the deadline in accordance with the schedule and obtained a score above 20 points are allowed to enter the next stage;

2) STAGE 2:

The assessment of the documented scientific achievements of the candidate in the discipline in which the realization of a doctoral dissertation is planned and the international cooperation (maximum 20 points) and, in particular: authorship or co-authorship of the reviewed papers included in the list of scientific journals and reviewed materials from international conferences, other articles, monographs and chapters in monographs; active participation in scientific conferences with a presentation or poster; participation in research projects; other scientific activity and engagement in international cooperation. The form of scientific achievements of the candidate will be made available through the website of IEDS. Candidates who have submitted the form of scientific achievements in accordance with the schedule are allowed to enter the next stage;

3) STAGE 3:

Recruitment interview assesses general candidate qualifications and knowledge in the scope of the discipline in which the doctoral dissertation will be realized, knowledge of English, motivation and aptitude to conduct scientific work (maximum 40 points). During the recruitment interview, the doctoral student is obliged to present the concept of the planned doctoral dissertation. A doctoral student who will not participate in the interview or will receive below 20 points is not eligible for admission.

6. The evaluation shall be performed by experts in panels consistent with the scientific disciplines in which the doctoral dissertation will be prepared, referred to in § 4 (3) and (7).

7. The recruitment procedure may be carried out by means of electronic communication techniques.

8. General conditions of supporting candidates with health-related special educational needs during the process of recruitment for IEDS are stipulated in Appendix no 2 to the Rules and Regulations of IEDS associated with the Centre for Polar Studies at the University of Silesia in Katowice.

## **RECRUITMENT PROCEDURE FOR CANDIDATES WHOSE DOCTORAL SCHOLARSHIPS WILL BE FUNDED OR CO-FUNDED FROM EXTERNAL SOURCES**

### **§ 7**

1. Candidates for the Doctoral School whose doctoral scholarship will be financed or co-financed from external sources (grants), including beneficiaries of programmes and ventures established on the basis of Art. 376 of the Act, are subjected to separate recruitment carried out according to the principles compliant with the relevant provisions, regulating allocation of these means and according to the mode and conditions of the recruitment as specified in the recruitment announcement as defined in sub-s 8.

2. Separate recruitment is announced with respect to the contests for places at IEDS, other than those specified in the standard recruitment procedure under which doctoral scholarships are offered, which are financed from research projects, separate University funds, partner entities co-running the Doctoral School and other external entities.

3. A separate recruitment is held in the form of a contest and takes places outside the limit of positions established for the standard recruitment and outside of its schedule; there is a possibility of admitting students to IEDS during an academic year provided that the unrealized modules that stem from the obligatory educational programme of IEDS will be realized in the next academic year or a doctoral student will follow an individual educational programme.

4. Unless the regulations governing the award of funds to finance a doctoral scholarship provide otherwise, a doctoral student admitted during the academic year shall commence their education:

- 1) on the first day of the month following the announcement of the results of the recruitment;
- 2) in the case of admission from the reserve list, on the first day of the month following the notification of eligibility for admission.

5. Under the separate recruitment procedure at IEDS, the following candidates may be accepted:

- 1) candidates recruited for realization of projects under research projects, subject to ensuring full funding of doctoral scholarships for the period of at least 24 months in the Doctoral School or;
- 2) candidates for whom full funding of doctoral scholarship was provided by an organizational unit of the University of Silesia in Katowice or a partner entity co-running IEDS for the whole period of education at the Doctoral School or;
- 3) candidates for whom full funding of doctoral scholarship was ensured for the whole period of education at IEDS on the basis of agreements between the University of Silesia in Katowice and partner entities co-running IEDS and other entities.

6. The manager of the entity that realizes a given project or has at their disposal funds submits a declaration on the sources of funding of a given doctoral scholarship for the whole period of education at the Doctoral School to the Dean of IEDS.

7. The decision regarding the announcement about recruitment is undertaken by the Dean of IEDS upon a motion submitted by a relevant project manager or a holder of external funds.

8. Announcement of the recruitment, fulfilling the conditions included in the regulations of allocating external funds, is prepared by a project manager or a holder of funds in cooperation with the Dean of IEDS and is published at least on the website of IEDS and includes at least the following:

- 1) summary of a doctoral project;
- 2) requirements for the candidates and task description;
- 3) schedule of the recruitment process;
- 4) conditions and the mode of the recruitment procedure;
- 5) information regarding conditions for granting the scholarship;
- 6) information on the required documents.

9. In relation to the recruitment process specified in sub-s. 2, the Recruitment Committee is appointed by the IEDS Council and the head of the partner entity co-running IEDS who realizes the project or who is a holder of external funds.

10. Unless the provisions regulating allocation of funds for doctoral scholarships state otherwise, the Recruitment Committee is composed of:

- 1) a project manager or a coordinator who performs the function of a Head of the committee, appointed by the head of the partner entity co-running IEDS realizing the project or being a holder of external funds;
- 2) at least two persons specified by a project manager or a coordinator who possess at least a post-doctoral degree and relevant scientific and professional qualifications appointed by the head of the partner entity co-running IEDS realizing the project or being a holder of external funds;
- 3) at least one representative from amongst other partner entities co-running IEDS, possessing at least a post-doctoral degree and appointed by the Council of IEDS;
- 4) committee's secretary, indicated by the Dean of IEDS and appointed by the IEDS Council.

11. The recruitment procedure is carried out on the basis of principles compliant with relevant provisions regulating allocation of external funds given in the admission announcement and, in the case of lack of such regulations, the procedure is compliant with § 6 (5).

12. Recruitment may be carried out by means of electronic communication techniques.

## **CONDITIONS FOR ADMISSION TO THE RECRUITMENT PROCEDURE**

### **§ 8**

1. A person that fulfils conditions specified in § 3 (1) who within the term compliant with the schedule specified in § 6 (1) or § 7 (8) (3) may be allowed to participate in the recruitment procedure at IEDS and

- 1) has opened up an account in the OAS and completed the registration form;
- 2) has paid the recruitment fee in the amount of PLN 240. The recruitment fee is paid by the candidate to the individual bank account generated by the OAS system.

2. In justified cases, the candidate may apply to the Dean of IEDS to be exempt from payment of the recruitment fee. Applications submitted no later than five days before the deadline for the recruitment fee in accordance with the schedule specified in § 6 (1) or § 7 (8) (3) shall be considered.

3. Reimbursement of a part or whole recruitment fee may occur at the request of the candidate when:

- 1) the candidate resigned from participation in the recruitment procedure prior to its commencement;
- 2) the fee was paid after the deadline of accepting application forms or it was paid in an amount lower than that indicated in sub-s. 1 para 2, which led to the rejection of commencing the recruitment procedure with respect to that candidate;
- 3) an overpayment was made when the recruitment fee submitted by the candidate was higher than that specified in sub-s. 1 para 2.
4. The amount of reimbursement for the recruitment fee may be decreased by the costs stemming from conducted procedures.
5. A candidate applying for admission to IEDS must submit:
  - 1) application form — personal questionnaire for admission to IEDS;
  - 2) curriculum vitae;
  - 3) ORCID number;
  - 4) information regarding the scientific discipline or disciplines in the case of interdisciplinary work in which the candidate intends to prepare a doctoral dissertation;
  - 5) consent to personal data processing by the University for the purposes related to the recruitment procedure, and explicit consent to processing personal data concerning candidates with health-related special educational needs;
  - 6) a declaration of the candidate regarding non-obtaining education at another doctoral school and regarding the lack of employment as an academic as of 1<sup>st</sup> October 2022;
  - 7) declaration of the candidate which shows that they have or do not have a scientific degree of doctor or are or are not participants of doctoral studies; a candidate who has a doctoral degree or is a participant of doctoral studies submits also information regarding the discipline, the place and topic as well as the supervisor or an academic mentor of the realized doctoral dissertation or a doctoral dissertation that is currently being realized;
  - 8) copy of the diploma of graduation from master studies with the supplement or, in the case of their lack, a certificate confirmed by an authorized person regarding graduation from master studies with an indication of the final result of studies and a certificate regarding the mean of grades from studies; in the case of completing the university abroad, it is necessary to submit a sworn translation of the document into Polish or English (if the document was issued in another language); the candidate qualified to be admitted is obliged to immediately submit a diploma of graduation abroad in the form of legalization or apostille;
  - 9) in the case of candidates (students) referred to in Article 186 (2) of the Act - a document confirming the mean of grades from at least three years of long-cycle studies rounded to one decimal place;
  - 10) The outline of a doctoral project, the form with scientific achievements of the candidate in a given discipline in which realization of the doctoral dissertation is planned and the documents confirming scientific achievements as well as other documents specifying the criteria for recruitment; documents specified in the this para must be submitted in the forms found on the website of IEDS within the term designated subject to confirmation of receipt: in the office of IEDS, via electronic post to the address: polarknow@us.edu.pl or via the website of IEDS.

6. A candidate is obliged to submit documents specified in sub-s. 5 para 2-9 or their copies through the OAS within the term compliant with the schedule.

7. Candidates who have been qualified to be admitted are obliged to make an entry at IEDS and submit documents in accordance with the internal regulations of the partner entities co-running IEDS necessary for the commencement of education in the Doctoral School.

8. The valid forms of the documents referred to in sub-s. 7 are provided by IEDS via the website or to the email address provided in the OAS registration form of the candidate who was qualified for admission.

9. Candidates who have been qualified for admission to the Doctoral School and have been allowed to participate in the recruitment procedure based on the certificate specified in sub-s. 5 para 8 must submit a copy of a master or master engineer diploma at the time of making an entry on the list of doctoral students.

10. Candidates who graduated abroad may apply for admission to the first year of IEDS if the higher education diploma issued by a foreign university entitles them to undertake doctoral studies by virtue of law or is considered equivalent to a Polish diploma and a professional title on the basis of a relevant international agreement defining equality and if such an agreement does not exist via the procedure related to validation of foreign studies and degrees.

## **ADMISSION TO THE DOCTORAL SCHOOL**

### **§ 9**

1. The results of the recruitment process, including the first name, surname and information about acceptance or non-acceptance to IEDS are public.

2. The results of the recruitment process are published on the IEDS website for a period of 12 months from the date of completion of the recruitment process. After this period, the above mentioned information will be removed from the IEDS website.

3. Information about the results and admission or non-admission to IEDS is posted on candidates' personal registration accounts in the OAS system.

### **§ 10**

1. On the basis of the results obtained by the candidates in the recruitment procedure, the Recruitment Committee creates a ranking list. It determines the order in which candidates are admitted to the Doctoral School within the limit of places, subject to § 7 (3), § 6 (5) (3) and § 10 (5).

2. A smaller number of persons than the limit specified in § 2 (2) may be admitted.

3. When special circumstances justifying the admission of more candidates than the limit of places occur, the Dean of IEDS may apply to the Rector for permission to increase the limit of places. The Rector makes the decision taking into consideration the financial possibilities of the Doctoral School and the necessity of ensuring an appropriate quality of education.

4. The Recruitment Committee of IEDS establishes the minimum number of points from which the persons qualified from the ranking lists may be accepted.

5. The candidates who have obtained the number of points lower than the minimum value, specified in sub-s. 4 are not admitted even if the limit of places defined in § 2 (2) has not been exhausted;



6. The candidates who have obtained the number of points equal or higher than the minimum value, but have not been qualified for admission due to the limit of places defined in § 2 (2) are placed on the reserve list.

7. When a candidate resigns from being accepted to the doctoral school or fails to provide the documents necessary to be entered on the list of doctoral students in the term compliant with the schedule, the person from the reserve list with the largest number of points on the list is admitted; in justified cases, upon the request of the candidate, the Dean of IEDS may decide to prolong the term for acceptance of documents.

8. When more than one candidate has applied for a research topic:

1) the candidate who has obtained the highest number of points shall be qualified for admission provided that it is equal to or higher than the minimum value referred to in sub.s 4;

2) candidates who have obtained a lower number of points than the person qualified for admission, but equal to or higher than the minimum value referred to in sub.s 4, shall be entered in the reserve list;

3) candidates meeting the conditions defined in para 2 may be qualified for admission to IEDS if one of the following conditions is met:

a) the candidate referred to in para 1 resigns from admission to the doctoral school or fails to provide the documents necessary for entry to the list of doctoral students within the time frame in accordance with the schedule referred to in § 6 (1) or § 7 (8) (3);

b) the Recruitment Committee will decide on the qualification for admission if the number of candidates who obtained at least the minimum number of points referred to in sub-s. 4 is lower than the admission limit referred to in § 2 (2); if a qualified candidate makes an entry to the list of doctoral students, the research topic as well as the supervisor or supervisors and an auxiliary supervisor will be appointed within 3 months of commencement of education at IEDS.

4) The order of admission in accordance with para 3 is determined by the number of points obtained by candidates, subject to § 6 (5) (3).

9. If the limit of places has not been exhausted after the recruitment procedure, the IEDS Recruitment Committee may decide to:

1) conclude the recruitment procedure and resign from admitting candidates for the remaining places;

2) conduct next recruitment in the same mode, announcing the schedule of recruitment via the IEDS website.

10. Sub-s. 10 applies accordingly to the recruitment procedure conducted pursuant to § 7.

## **MEANS OF APPEAL**

### **§ 11**

Refusal to admit to the Doctoral School occurs by way of an administrative decision issued by the Dean of the Doctoral School as authorized by the Rector. The candidate is entitled to apply for re-considering their case by the Rector when a decision related to the rejection of admission to the Doctoral School is issued.

## **FINAL PROVISIONS**

### **§ 12**

1. Admission to the Doctoral School occurs by way of an entry on the list of doctoral students subject to the condition of submitting documents to IEDS compliant with the internal regulations of partner entities co-running IEDS necessary for the commencement of education at the doctoral school within the term compliant with the schedule as specified in § 6 (1) or § 7 (8) (3).
2. Admission to the Doctoral School of a foreigner occurs on the basis of a decision made by the Rector of the University of Silesia in Katowice. The provision of § 11 is applicable accordingly.
3. It is not allowed to be a doctoral student at more than one doctoral school.
4. A person admitted to the Doctoral School begins the process of education and gains the rights of a doctoral student once they have made the oath.
5. A doctoral student receives a doctoral student ID card.

### **§ 13**

This Resolution is submitted to public through its announcement on the website of the University of Silesia in Katowice.

### **§ 14**

All matters not provided for in the present Resolution shall be settled according to the Act and internal regulations of partner entities.

### **§ 15**

1. All personal data indicated by the candidates are processed and stored for the purpose of registration in line with the binding provisions of law and are subject to protection in accordance with the Regulation of the European Parliament and Council (EU) 2016/679 of 27<sup>th</sup> April 2016 on personal data protection and on the free flow of such data and repealing the Directive 95/46/EC (RODO) and the Information Safety Policy at the University of Silesia in Katowice introduced by way of Regulation no. 153 of the Rector of the University of Silesia in Katowice of 15<sup>th</sup> October 2018, as amended.
2. If a candidate is placed on the list of doctoral students, their data used at the recruitment process will be transferred to the IT systems of the University, including, in particular, the USOS system, and will be processed according to applicable regulations for the purposes of organisation and providing the appropriate execution of the educational process.

### **§ 16**

The Resolution enters into force on the day of its adoption.