

Resolution No 352
of the Senate of the University of Silesia in Katowice of 24th January 2023
on recruitment 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 (IEDS)
in the academic year 2023/2024

Pursuant to Article 200 (2) (3) of the Act of 20th July 2018 - Law on Higher Education and Science (uniform text, Journal of Laws 2022 item. 574, as amended, hereinafter referred to as the Act) and § 3 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. In the academic year 2023/2024, education in the first year at IEDS will be started provided that at least 3 candidates are qualified for admission no later than September 30, 2023. If a smaller number of candidates are qualified for admission to IEDS, the qualified persons will not be admitted to the doctoral school and will not obtain the rights of doctoral students of the University of Silesia in Katowice.

§ 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 1st 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 § 4 (15).
3. Subject to § 4 (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 of the Polish Academy of Sciences, the Institute of Oceanology of the Polish Academy of Sciences and the University of Silesia in Katowice;
 - 2) three experts in the discipline of mathematics representing the Institute of Mathematics of the Polish Academy of Sciences;
 - 3) three experts in the discipline of materials science and engineering representing the University of Silesia in Katowice.
4. Candidate's advisor, 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 § 4 (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 § 4 (15) and § 7 (10) (4).
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 and science 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 IRK (hereinafter referred to as OCRS).

10. If the doubts indicated in § 4 (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 § 4 (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 an advisor of the candidate 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 the 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 IEDS website.

§ 5

1. The responsibilities of the IEDS Recruitment Committee include:
 - 1) receiving candidate applications submitted through the OCRS;
 - 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 of the IEDS Recruitment Committee; 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 transfers the record to the IEDS archives;
 - 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 OCRS 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 in the standard recruitment mode occurs on the basis of the recruitment procedure conducted between June 27, 2023 and September 30, 2023, in accordance with the schedule announced by the Dean of IEDS in the form of an ordinance, subject to the recruitment procedure conducted on the basis of § 7 and the second recruitment (according to the schedule referred to in § 10 (9) (2)), which should be completed no later than one week before the start of classes in the first year at IEDS in the academic year 2023/2024.
2. The recruitment procedure takes the form of a competition.
3. Lists of potential supervisors and suggested research topics may be announced on the Doctoral School's website.
4. Candidates are required to set up an account in the OCRS system within the time limit announced in the recruitment schedule, fill in the registration form, provide the data and information required during registration and submit the documents referred to in § 8 (5), including: an outline of the doctoral project, containing an indication of the research topic along with the relevant scientific discipline or disciplines, a description of the candidate's scientific achievements and the opinion of the substantive advisor, including the advisor's identification data, i.e. name and surname, academic degree or title, affiliation, business e-mail address. In the application to the IEDS, the candidate may indicate one of the research topics announced on the list referred to in § (3) or, together with the substantive advisor, propose another research topic.
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 summary of a doctoral project. The summary must include information concerning the topic of a doctoral dissertation and the scientific discipline in which the doctoral candidate will implement 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 summary, the selection of research methods, the importance of the doctoral project for the development of the research discipline

and the possibility of implementing the doctoral project (maximum 40 points). The summary must include the opinion of the substantive advisor of a dissertation, except for candidates whose admission process takes place in accordance with § 7. The form of the summary and scientific achievements of the candidate, referred to in § 6 (5) (1) and (2) will be made available through the website of IEDS. Candidates who have submitted the summary of their dissertation project with an opinion of the substantive advisor within the scheduled deadline 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 implementation 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 paper or poster; participation in research projects; other scientific activity and engagement in international cooperation. The form of the summary and scientific achievements of the candidate, referred to in § 6 (5) (1) and (2) will be made available through the website of IEDS. Candidates who have submitted the scientific achievements form within the time limit according to the schedule will be admitted to further proceedings;

3) STAGE 3:

Recruitment interview assesses candidate's general qualifications and knowledge in the scope of the discipline in which the doctoral dissertation will be implemented, knowledge of English, motivation and aptitude to conduct scientific work (maximum 40 points). During the recruitment interview, the candidate is obliged to present the concept of the planned doctoral dissertation. A candidate 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, ensuring in particular:
 - 1) real-time transmission of the committee meeting between its participants,
 - 2) real-time multi-party communication where committee meeting participants can speak during the meeting.
8. General conditions of supporting candidates with health-related special educational needs during the process of recruitment to IEDS are stipulated in Annexe no 2 to the

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 § 7 (8).
2. Separate recruitment is announced with respect to the competitions for places at IEDS, other than those specified in the standard recruitment mode under which doctoral scholarships are offered, which are financed, among others, 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 competition and takes places beyond the limit of places established for the standard recruitment mode and outside its schedule; there is a possibility of admitting students to IEDS during an academic year provided that the uncompleted modules resulting from the obligatory curriculum of IEDS will be completed 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 implementation 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 head of the entity implementing a given project or having funds at its disposal presents the Dean of IEDS with a statement on the sources of funding of a given doctoral scholarship for the whole period of education at the Doctoral School.
7. The decision regarding the announcement of 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 procedure established by an ordinance of the Dean of IEDS
 - 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 § 7 (2), the Recruitment Committee is appointed by the IEDS Council and the head of the partner entity co-running IEDS who implements the project or who is a holder of external funds.
10. Unless the provisions regulating allocation of funds for doctoral scholarships stipulate 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 implementing the project or being a holder of external funds;
 - 2) at least two persons specified by a project manager or a coordinator, having at least a post-doctoral degree and relevant scientific and professional qualifications, appointed by the head of the partner entity co-running IEDS implementing the project or being a holder of external funds;
 - 3) at least one representative from amongst other partner entities co-running IEDS, holding 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 described in the admission announcement and, in the case of lack of such regulations, the procedure is compliant with § 6 (5).

The chairman of the Committee is responsible for the compliance of the recruitment procedure with the regulations.

12. The recruitment procedure may be carried out by means of electronic communication techniques, ensuring in particular:
 - 1) real-time transmission of the committee meeting between its participants,
 - 2) real-time multi-party communication where committee meeting participants can speak during the meeting.

CONDITIONS FOR ADMISSION TO THE RECRUITMENT PROCEDURE

§ 8

1. Participation in the recruitment procedure to IEDS is open to a person who meets the conditions specified in § 3 (1), and who within the period consistent with the schedule specified in § 6 (1) or § 7 (8) (3) or § 10 (9) (2)
 - 1) has opened up an account in the OCRS and completed the registration form;
 - 2) has paid the recruitment fee in the amount of PLN 300. The recruitment fee is paid by the candidate to the bank account provided by the OCRS system or another payment system available in OCRS.
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 payment in accordance with the schedule specified in § 6 (1) or § 7 (8) (3) or § 10 (9) (2) 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 for accepting applications or it was paid in an amount lower than that indicated in § 8 (1) (2), which resulted in the refusal to initiate the recruitment procedure with respect to that candidate;
 - 3) an overpayment occurred when the recruitment fee paid by the candidate was higher than that specified in § 8 (1) (2).
 - 4) education at IEDS was not started in the academic year for which recruitment was carried out, due to too small number of candidates qualified for admission, in accordance with § 2 (3).
4. The amount of the recruitment fee reimbursement may be reduced by the costs resulting from the operation.
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) consents and declarations required in the OCRS system;
 - 6) a copy of the diploma of completion of master's studies entitling to take up education at the doctoral school, together with a supplement, or in the absence of such a certificate, certified by an authorized person, a certificate of completion of master's studies with the final result of studies and a certificate of average grades from studies; in the case of graduating from a higher education institution abroad, a certified translation of the document into Polish or English (if the document was issued in another language) should be submitted; the candidate qualified for admission is obliged to submit a diploma of studies completed abroad in the form of legalization or apostille;
 - 7) in the case of candidates who do not hold a professional degree of master, master of science or equivalent, referred to in § 3 (1) - a copy of the diploma of completion of first-cycle studies with a supplement or a certificate of average grades from at least three years of long-cycle master's studies, rounded to one decimal place;
 - 8) an outline of the doctoral project, a list of the candidate's scientific achievements in a given discipline in which implementation of the doctoral dissertation is planned and the documents confirming scientific achievements as well as other documents specified in the criteria for recruitment; the documents listed in this point must be submitted on the form made available via the IEDS website within the prescribed period with confirmation of receipt: at the IEDS office, by e-mail to the address: polarknow@us.edu.pl, or via the IEDS website.
6. A candidate is obliged to submit documents specified in § 8 (5) (2)-(7) or their copies through the OCRS on within the scheduled period.
 7. A candidate who has been qualified for admission is 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 § 8 (7) are provided by IEDS via the website or to the email address of the candidate who was qualified for admission in the OCRS registration form.
 9. A candidate who has been qualified for admission to the Doctoral School and has been admitted to the recruitment procedure on the basis of a certificate specified in § 8 (5) (6) 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. A candidate who has completed higher education abroad may apply for admission to the first year of education at IEDS if the diploma confirming the completion of studies issued by a foreign university entitles to study by law or is recognized as equivalent to a relevant

Polish diploma and professional title on the basis of an international agreement defining equivalence, and in the absence of such an agreement - via the procedure of validation of foreign studies and degrees.

ADMISSION TO THE INTERNATIONAL ENVIRONMENTAL DOCTORAL SCHOOL (IEDS)

§ 9

1. The results of the recruitment process, including the first name, surname and information about qualifying or not qualifying for admission 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 result of the recruitment procedure for IEDS is posted on candidates' personal registration accounts in the OCRS system.
4. Admission or refusal of admission to the Doctoral School of candidates who are foreigners occurs on the basis of a decision of the Rector of the University of Silesia in Katowice.
5. The decision referred to in § 9 (4) is delivered to the account in the ICT system of the University (OCRS).

§ 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 § 10 (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 admitted to the doctoral school or fails to provide the documents necessary to be entered on the list of doctoral students within the scheduled period, 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 extend the deadline for accepting documents.
8. When more than one candidate has applied for a research topic referred to § 6 (3):
 - 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 § 10 (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 § 10 (4), shall be entered in the reserve list;
 - 3) candidates meeting the conditions defined in § 10 (8) (2) may be qualified for admission to IEDS if one of the following conditions is met:
 - a) the candidate referred to in § 10 (8) (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 scheduled time frame referred to in § 6 (1) or § 7 (8) (3) or § 10 (9) (2);
 - b) the Recruitment Committee decides on the qualification for admission if the number of candidates who obtained at least the minimum number of points referred to in § 10 (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, or supervisor and an auxiliary supervisor are appointed within 3 months of commencement of education at IEDS.
 - 4) The order of admission in accordance with § 10 (8) (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) carry out another recruitment in the same mode; the schedule of additional recruitment is determined by the Dean of IEDS by way of an ordinance and announced via the IEDS website.
10. § 10 (9) applies accordingly to the recruitment procedure conducted pursuant to § 7.

MEANS OF APPEAL

§ 11

1. Refusal to admit to the IEDS occurs by way of an administrative decision issued by the Dean of the Doctoral School as authorized by the Rector. The candidate may apply for reconsideration of the case by the Rector, against the decision to refuse admission to IEDS.
2. The decision referred to in § 11 (1) is delivered to the account in the ICT system of the University (OCRS).

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 scheduled period, as specified in § 6 (1) or § 7 (8) (3) or § 10 (9) (2).
2. At the same time a person can only be a doctoral student at one doctoral school.
3. A person admitted to the Doctoral School begins education and acquires doctoral student rights upon taking the oath.
4. A doctoral student receives a doctoral student ID card.

§ 13

This resolution is made public by announcing it on the website in the domain 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 provided by the candidates are processed and stored for the purpose of registration in accordance with applicable regulations and are subject to protection in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing

Directive 95/46/EC (GDPR) 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 15th October 2018, as amended.

2. If a candidate is placed on the list of doctoral students, the 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 shall enter into force on the day of its adoption.