**Recruitment regulations for intensive courses for foreign doctoral students within
project “International Interdisciplinary Doctoral School - at the HEART of BioBased
University”, STER programme, funded by the Polish National Agency for Academic Exchange in accordance with grant contract No. BPI/STE/2021/1/00008/U/00001
of 21 December 2021, implemented by the Wrocław University of Environmental and Life Sciences**

**GENERAL PROVISIONS**

§1

1. These regulations set out the rules for recruitment to intensive courses for foreign doctoral students within the project “International Interdisciplinary Doctoral School - at the HEART of BioBased University”, STER programme, funded by the Polish National Agency for Academic Exchange in accordance with grant contract No. BPI/STE/2021/1/00008/U/00001 of 21 December 2021, implemented by Wrocław University of Environmental and Life Sciences.
2. The project runs from 3 January 2022 to 31 December 2024.
3. The project is funded by the Polish National Agency for Academic Exchange.
4. The aim of the project is to create four intensive courses aimed at increasing the internationalisation of the Wrocław University of Environmental and Life Sciences by establishing cooperation with doctoral students from abroad. The target group consists of doctoral students, mainly in natural sciences from foreign universities, who show interest in science and would like to participate in one of the four intensive courses.
5. The project includes three intensive courses in food and nutrition sciences, biology and veterinary sciences, environmental sciences and one interdisciplinary course for all doctoral students regardless of the scientific discipline represented.
6. The number of doctoral students from abroad who will participate in the four intensive courses is a maximum of 32 (maximum 8 places per course).
7. Participation in the project is free of charge.

§2

Terms used in these regulations shall mean respectively:

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| **Project** | Project “International Interdisciplinary Doctoral School - at the HEART of BioBased University”, STER programme, funded by the Polish National Agency for Academic Exchange in accordance with grant contract No. BPI/STE/2021/1/00008/U/00001 of 21 December 2021, implemented by the Wrocław University of Environmental and Life Sciences |
| **Beneficiary** | - Entity carrying out the project: Wrocław University of Environmental and Life Sciences (hereinafter: UPWr) |
| **Candidate** | - A person meeting the recruitment criteria who wishes to participate in the project |
| **Participant****Project** | - A person fulfilling all criteria for participation in the Project and qualified to participate in the Project |
| **Recruitment Committee** | - A team of 5 persons whose task is to select the project participant, consisting of: Project Manager, two employees of the International Relations Office and two persons from the scientific and teaching staff of UPWr responsible for the implementation of the intensive courses. The Selection Committee takes decisions by a simple majority of votes, consisting of minimum 3 persons |
| **Project****Office** | - International Relations Office ul. Norwida 25 50-375 Wrocław, room No.202, tel. +48 71 3201 024, email: dwz@upwr.edu.pl |
| **Project****Manager** | - dr hab. Małgorzata Korzeniowska, professor of the university |

**RECRUITMENT OF PARTICIPANTS FOR INTENSIVE COURSES**

§3

1. A foreign doctoral student from natural sciences for participation in intensive courses in food and nutrition sciences, biology and veterinary sciences, environmental sciences, and a foreign doctoral student from all scientific disciplines for participation in an interdisciplinary course, with proof of doctoral student status issued by the university, may apply.
2. The commencement of the recruitment process will be announced on the website of UPWr and the project https://upwr.edu.pl/en/research/ upwr-doctoral-school/upwr-summer-school-for-foreign-students.
3. The persons interested in taking part in the project will send scans of signed documents (listed in item 4 points 1), 2), 3), 4), 5), 6), 7)) by the deadline through a google form

posted on the project website https://phd.upwr.edu.pl/o-nas/projekty/ster-edycja-2020 or by email.

1. After qualifying for the project, the Candidate will submit the completed documents in hard copy to the International Relations Office, ul. C.K Norwida 25, 50-375 Wrocław, by the first day of commencement of the Intensive Course.
2. Project application form (Annex 1);
3. The Project Participant’s declaration regarding personal data NAWA GDPR (Annex 2);
4. Additional consent of the Project Participant for the processing of personal data (Annex 3);
5. Cover letter;
6. A resume with a description of scientific activity (achievements, participation in projects and research, list of publications, etc.);
7. English language certificate at B2 level;
8. Confirmation of doctoral student status from their home university.
9. All qualified doctoral students will become participants in the Project and will undergo the selected programme of the Intensive Course.
10. The deadline referred to in item 4 will be announced in the recruitment announcement on the UPWr website and on the project website <https://phd.upwr.edu.pl/o-nas/projekty/ster-edycja-2020>. Documents sent by the Candidate after the deadline referred to in item 4, incomplete documents and documents that do not contain consent for the processing of personal data will not be accepted.
11. Recruitment will be conducted on the basis of the principle of equal opportunities and non-discrimination, enabling all persons from the target group regardless of sex, disability, race or ethnic origin, religion or belief, sexual orientation to participate in the Project in a fair and full manner. Recruitment will be conducted in an impartial and open manner based on the same criteria for all applicants.
12. In the event that the number of applications exceeds the limit of places set by the project, a reserve list will be created.
13. The qualification procedure is of a competitive nature.
14. The recruitment procedure includes the following stages:
15. Candidates’ completion and submission of the recruitment documents;
16. Verification of documents by the Recruitment Committee;
17. Conducting an interview in English. The interview will be designed to determine the Candidate’s motivation, academic potential, academic interests, achievements with emphasis on interdisciplinarity and speaking skills in English evaluated for each listed element on a grading scale: very good (5), above good (4.5), good (4), fairly good (3.5), satisfactory (3), unsatisfactory (0);
18. Informing Candidates of their qualification to participate in the project (to the email address indicated in the recruitment documents).
19. Interviews will be conducted using video conferencing.
20. The Recruitment Committee should modify the selection procedure for a disabled candidate on the basis of a valid disability certificate or a certificate or opinion from a competent specialised counselling centre.
21. A candidate with a disability should submit a request to the Recruitment Committee regarding the need to adapt the selection procedure at least seven working days before the date of the procedure. The candidate should attach to the application a photocopy of a document confirming the disability.

**RECRUITMENT COMMITTEE AND CRITERIA FOR THE SELECTION OF PARTICIPANTS IN THE ENTIRE PROGRAMME OF INTENSIVE COURSES**

§4

1. The selection procedure is carried out by the Recruitment Committee.
2. The chairman of the committee and its members will be appointed by order of the Rector.
3. The work of the recruitment committee is supervised by the Project Manager.
4. The tasks of the recruitment committee include:
5. Verifying the documents submitted by the Candidate;
6. Notifying candidates of the date and place of the selection procedure and conducting the selection procedure and drawing up a summary record of the procedure;
7. Selecting the Project Participants.
8. The results of the selection procedure are public.
9. On the basis of the results obtained by the candidates in the selection procedure, a ranking list is created, which determines the order in which the candidates are admitted to the project within the limit of places.
10. In a situation where a ranking list cannot be determined because there are two or more candidates with the same number of points in the last place, the committee is obliged to select the candidate on the basis of an additional interview.
11. In the event that the number of applications exceeds the limit of places set by the project, a reserve list will be created.
12. Persons from the reserve list will be included in the project in case of resignation, before the start of the classes, of a previously qualified person.
13. In the case of failure to select a sufficient number of Project Participants or resignation of selected candidates from participation in the Project, the Project Office has the right to announce an additional call for intensive courses.
14. The persons who are selected to participate in the project will be notified by email.

**FINAL PROVISIONS**

§5

1. The Regulations shall enter into force on the date of publication and shall remain in force until the end of the project.
2. The Regulations and amendments thereto shall be introduced by order of the Rector.
3. The Beneficiary reserves the right to amend the Regulations.
4. The Project Participant confirms in writing that they have read and respect the Regulations.
5. The Regulations are available on the Project website and in the Project Office.