



**Recruitment rules for the Interdisciplinary International School of PhD Education implemented under the project UPWR 2.0: international and interdisciplinary programme of development of Wrocław University of Environmental and Life Sciences, module 5 task 4 – Interdisciplinary International School of PhD Education co-financed by the European Social Fund under the Operational Programme Knowledge Education Development 2014-2020; Axis III Higher education for the economy and development; Action 3.5. Comprehensive programmes for schools of higher education**

## **GENERAL PROVISIONS**

### **§ 1**

1. These Rules lay down the terms of recruitment for the Interdisciplinary International School of PhD Education forming part of the project UPWR 2.0: international and interdisciplinary programme of development of Wrocław University of Environmental and Life Sciences, module 5, task 4 – Interdisciplinary International School of PhD Education, in compliance with funding agreement No. POWR.03.05.00-00-Z062/18 conclude with the National Centre for Research and Development, implemented by Wrocław University of Environmental and Life Sciences.
2. The Project term covers the period from 1 July 2019 to 30 June 2023.
3. The Project is co-financed with EU funds by the European Social Fund.
4. The objective of module 5, task 4 is to improve the quality of PhD education at Wrocław University of Environmental and Life Sciences through preparing and implementing the programme of the Interdisciplinary International School of PD Education by June 2023 and its inclusion in the programme of supplementary activities. The objective of studies will be to educate highly qualified scholars for work in a research centre or industrial developments in Poland or abroad, with ability to become self-employed.
5. The Project will be attended by PhD students recruited to the School of PhD Education at Wrocław University of Environmental and Life Sciences in the academic year of 2019/2020.
6. The number of PhD students participating in the projects, including foreign entrants, will be 14.
7. The PhD students will participate in the project free of charge.
8. Support will be granted for the implementation of the extended educational programme at the Interdisciplinary International School of PhD education.

### **§ 2**

The terms used in these Rules shall have the following meanings:

1. **Beneficiary** – implementer of the project: Wrocław University of Environmental and Life Sciences (further known as UPWr).
2. **Project** - UPWR 2.0: international and interdisciplinary programme of development of Wrocław University of Environmental and Life Sciences, module 5, task 4 – Interdisciplinary School of PhD Education, implemented in line with financing agreement No. POWR.03.05.00-00-Z062/18 of 4 June 2019 concluded with the National Centre for Research and Development, implemented under the Operational Programme Knowledge Education Development.



3. **Project team** – persons implementing and managing the project.
4. **Candidate** – a person who has complied with the recruitment criteria and applied to enter the project.
5. **Project Entrant** – a person who has complied with all the eligibility criteria of the Project.
6. **Project Office** – International Relations Department ul. Norwida 25 50-375 Wrocław, Room No. 105, Phone number 71 3201 024, e-mail: [dwz@upwr.edu.pl](mailto:dwz@upwr.edu.pl)
7. **Intermediate Body** – National Centre for Research and Development.
8. **Rules** – Rules for recruitment for the project.
9. **School Council** – Council of the School of PhD Education at Wrocław University of Environmental and Life Sciences
10. **School Director** – Director of the School of PhD Education at Wrocław University of Environmental and Life Sciences.
11. **PhD Student** – a person participating in the Interdisciplinary International School of PhD Education programme

## **RECRUITMENT FOR THE PROJECT**

### **§ 3**

1. The recruitment process shall be open, transparent, and free from discrimination on any basis (including gender, ethnicity, disability, religion, and sexual orientation) and shall not give preferential treatment for candidates from the host university.
2. All PhD students who have qualified for the Project will become entrants and will undergo the full cycle of education. All information regarding timelines and recruitment will be available on the project website.
3. Those who have complied with the following conditions become eligible:
  - 1) enrol in the School of PhD Education at Wrocław University of Environmental and Life Sciences;
  - 2) submit a project entry form (Appendix 1);
  - 3) is the author or a co-author of an A-listed publication;
4. The qualification procedure has the form of a contest;
5. Lists of supervisors together with proposed research topics will be posted on the University's website;
6. The qualification procedure consists of two stages:
  - 1) Stage I – review of documents, including candidate assessment for academic and research aptitude based on the score obtained in the recruitment process for the UPWr Doctoral School.
  - 2) Stage II- interview in English to determine candidate motivation, scholarly potential, research interests with special focus on interdisciplinarity, project work ability and English skills: grades – excellent (5), very good (4.5), good (4), satisfactory (3.5), fair (3), fail (0)
7. Foreign candidates may be interviewed in a videoconference.
8. The recruitment committee should adjust the qualification procedure arrangements as appropriate for disabled candidates based on a valid disability certificate or a medical certificate or opinion issued by a specialist clinic.



9. A disabled candidate should request the committee to adjust recruitment arrangements at the latest seven days prior to the interview. The candidate's request should be appended with a copy of a document certifying a disability.

## **RECRUITMENT BOARD AND CANDIDATE SELECTION CRITERIA**

### **§ 4.**

1. The qualification procedure is conducted by the Recruitment Committee.
2. The recruitment committee is composed of the members of the Academic Council.
3. The chairman of the recruitment committee shall be selected from among the committee's members.
4. Where a member of the recruitment committee is prevented from actively participating in its work, the chairman of the committee shall revoke him and appoint a new member in line with the rules stated in paragraph 2.
5. The School Director has a supervisory role over the recruitment committee work.
6. The recruitment committee shall be tasked to:
  - 1) announce recruitment;
  - 2) collect candidate entries;
  - 3) notify the candidates of the date and place of the recruitment procedure and conduct such procedure and draw up a collective report thereon;
7. The results of the qualification procedure are open.
8. A candidate ranking will be drawn up based on the scores awarded to determine the order of admissions in case the number of candidates exceeds the number of available places.
9. In a situation where two or more candidates rank last due to having scored an equal number of points, the committee shall be obliged to select a candidate under an additional criterion, such as the total number of points awarded for scientific publications. Where the overall score is still identical, the first publication is compared, followed by subsequent highest-ranking publications. In the event that the comparison of publications is still inconclusive, the number of points for completed academic internship placements should prevail.
10. The list mentioned in paragraph 8 should be made public by the recruitment committee immediately after the conclusion of the qualification procedure.
11. If there are free places left after the completion of the qualification procedure, the recruitment committee may decide to hold a second round of recruitment on the same terms.
12. Candidates who have qualified to enter the project shall be notified thereof by the email.
13. Where an Entrant resigns from participating in the Project after they have qualified, the vacated place will be awarded to the next person from ranking who complies with the Project's placement criteria, as long as it is possible later on to provide a support path as envisioned in the Project.
14. Following qualification, the Entrants will be required to sign a contract of entry into the project that will specify the forms of support and obligations of the Entrants.

## **FINAL PROVISIONS**

### **§ 5**



**Fundusze Europejskie**  
Wiedza Edukacja Rozwój

**Unia Europejska**  
Europejski Fundusz Społeczny



1. These Rules shall become effective as of 5 June 2019 and shall remain in force until the completion of the project.
2. The Beneficiary reserves the right to amend these Rules.
3. The Project Entrant shall confirm in writing that they have read and will observe these Rules.
4. The Rules are available on the Project website and in the Project Office.
5. Matters not covered under these Rules shall be governed by the provisions of the Act, the Rules of the School of PhD Education at Wrocław University of Environmental and Life Sciences, as well as the University statute.