

ADMISSION RULES OF THE DOCTORAL SCHOOL OF ANIMAL AND HEALTH SCIENCES

I. GENERAL PROVISIONS

§ 1.

These Rules govern the admission procedure for the Doctoral School of Animal and Health Sciences, operated by the Institute of Genetics and Animal Biotechnology of the Polish Academy of Sciences in Jastrzębiec (IGAB PAS), hereinafter referred to as the "School".

1. Admission to the School shall be conducted in the following scientific disciplines:
 1. animal science and fisheries;
 2. health sciences.

§ 2.

1. The following persons may be admitted to the School:
 - a. a Polish citizen;
 - b. a person who is not a Polish citizen, hereinafter referred to as a "foreign national".
2. The persons referred to in paragraph 1 must provide documentary evidence of proficiency in English at a minimum level of B2, in the form of a certificate or higher education diploma.

§ 3.

1. A person who holds a Master's degree, Master of Engineering degree, medical degree, veterinary degree or equivalent qualification may be admitted to the School.
2. In exceptional cases justified by the highest quality of scientific achievements, a person who has completed a first-cycle programme or a student who has completed the third year of a long-cycle Master's programme may be admitted to the School.
3. A person holding a diploma confirming completion of a programme of study abroad may be admitted to the School if that diploma is recognised in Poland, in accordance with the applicable legislation, as equivalent to a Polish diploma confirming completion of a long-cycle Master's programme or a second-cycle programme.

II. ADMISSION PROCEDURE

§ 4.

1. Admission to the School shall be conducted through a competitive selection process.
2. To participate in the selection process, a person applying for admission to the School, hereinafter referred to as the "Candidate", must submit all the required documents referred to in § 5.
3. In accordance with the principle of equal rights and obligations, a person with a certified disability who applies for admission to the School shall be subject to the same admission procedure as the other Candidates.
4. More than one admission procedure may be conducted for a given academic year and during that academic year. The detailed schedule and scope of each admission procedure, including its commencement date and the method and deadline for submitting applications, shall be determined by the Head of the Doctoral School in consultation with the Institute Management.
5. The admission procedure shall comprise:

- a) an assessment of the Candidate's scientific achievements to date, based on the documents submitted;
 - b) a presentation by the Candidate of their research interests;
 - c) an admission interview intended to assess the Candidate's knowledge of the higher education curriculum in relation to their Master's thesis, where one was prepared, and their knowledge of the discipline in which the Candidate intends to prepare their doctoral thesis.
6. The admission procedure may be conducted using electronic means of communication.

§ 5.

1. A person applying for admission to the School shall submit to the Institute Office an application addressed to the Director of IGAB PAS for admission to the Doctoral School. The application and its attachments may be submitted in paper form or sent by email to the Institute Office.
2. The person applying for admission to the School shall attach the following to the application referred to in paragraph 1:
 - a) a description of their research interests;
 - b) a photocopy of a certified copy of the diploma confirming completion of a long-cycle Master's programme, second-cycle programme or equivalent programme or, in the case referred to in § 3(2), a diploma confirming completion of a first-cycle programme or a certificate confirming completion of the third year of a long-cycle Master's programme or equivalent programme. In the case of a diploma or certificate issued abroad, a certified translation must also be provided, prepared by a sworn translator entered on the register maintained by the Minister of Justice or by a foreign sworn translator. A foreign diploma or certificate and its certified translation prepared abroad must also bear an Apostille or be legalised in accordance with generally applicable legislation. A document confirming that the foreign diploma has been recognised, in accordance with the applicable legislation, as equivalent to a Polish diploma confirming completion of a long-cycle Master's programme or second-cycle programme or, in the case referred to in § 3(2), completion of a first-cycle programme, must also be provided as a photocopy, with the original presented for inspection. For the purposes of admission, diplomas in Polish or English or uncertified copies in Polish or English of diplomas issued in other languages may be submitted, provided that the successful Candidate completes the full set of documents no later than 7 days after receiving the decision concerning the outcome of the admission procedure. Failure to provide the required documents by the deadline shall result in removal from the list of Candidates. A person who does not hold a diploma confirming completion of a long-cycle Master's programme or second-cycle programme at the time of admission shall submit a certificate confirming completion of that programme and shall provide the documents referred to in § 6(2)(b) immediately after obtaining them, but no later than the date on which education at the School commences;
 - c) a CV signed by the Candidate;
 - d) information on scientific activity, particularly JCR-listed scientific publications, other peer-reviewed scientific publications, chapters in monographs, grants, distinctions and awards for scientific work, documented work in student research groups, participation in scientific conferences, placements, student representative activities, etc.;

- e) consent to the processing of personal data in accordance with Appendix 1.
3. The selection procedure shall comprise an assessment of the Candidate's scientific achievements to date, an assessment of the scientific presentation of their research interests and an admission interview.
 4. The basis for qualification for admission to the School shall be the number of points obtained by the Candidate during the selection procedure. The rules for awarding points for the individual components of the selection procedure are specified in the detailed selection rules contained in Appendix 2, "Doctoral School Candidate Assessment Form".

§ 6.

1. A person applying for admission to the School shall provide the necessary personal data and consent to its processing to the extent required for the purposes of the admission procedure and, if admitted to the School, for the purposes of education at the School, in accordance with the internal regulations in force at IGAB PAS.
2. If the person is admitted to the School, the data referred to in paragraph 1 shall continue to be processed in accordance with the applicable legislation for purposes related to education at the School.
3. All personal data of Candidates applying for admission to the School shall be processed and stored by IGAB PAS for the purposes of the admission procedure in accordance with the applicable legislation and shall be protected.

§ 7.

1. Failure to satisfy the formal requirements specified in § 5 and § 6 shall result in the application for admission to the School being left unconsidered and the applicant being excluded from the remainder of the admission procedure.
2. Applications for admission to the School, together with the complete set of required documents, that are submitted after the deadline specified in the admission announcement or are incomplete shall be left unconsidered, irrespective of the reasons for failure to meet the application deadline. The date of receipt by the IGAB PAS Institute Office shall be decisive.

§ 8.

1. Candidates whose doctoral scholarships are financed from external funds or grants, including programmes and initiatives established pursuant to Article 376 of the Act of 20 July 2018 – Law on Higher Education and Science by the minister responsible for higher education and science for the purpose of implementing national science policy, shall be subject to a separate admission procedure conducted in accordance with the relevant legislation, other regulations and programmes governing the award of such funding.
2. In the case of admission conducted under the procedure specified above, IGAB PAS shall announce the admission procedure at the request of the principal investigator of the externally funded research project or grant, in consultation with the Head of the School, and shall publish the following information on the School's website:
 1. requirements for Candidates;
 2. a description of the project;
 3. the list of documents and the deadline and method for submitting them;
 4. the place and date of the admission interview;

5. the date on which the admission results will be announced;
 6. other information required by the funding institution.
3. The admission interview shall be conducted by an Admission Committee appointed in accordance with the relevant legislation, other regulations and programmes governing the award of external funds or grants.
 4. The rules governing the admission of a Candidate under the procedure described in § 8 may be modified and adapted to the terms of cooperation with the funding body.

III. BODIES CONDUCTING THE ADMISSION PROCEDURE

§ 9.

1. The admission procedure at the School shall be conducted by the Admission Committee.
2. The Admission Committee conducting admission to education at the School shall be appointed by the Director of IGAB PAS.
3. The Admission Committee referred to in paragraph 1 shall comprise:
 - a) a Chair holding the academic title of professor or a postdoctoral degree, selected by the Director from among the employees of IGAB PAS;
 - b) at least two employees of IGAB PAS holding the academic title of professor, a doctoral degree or a postdoctoral degree.
4. Other persons invited by the Chair of the Admission Committee may also participate in meetings of the Admission Committee in an advisory capacity, without voting rights.
5. Members of the Admission Committee shall remain impartial and objective when assessing Candidates applying for admission to the School.
6. The Admission Committee shall make its determinations on the basis of the average score calculated from the scores awarded to the Candidate by all Committee members participating in the meeting.
7. The Admission Committee shall prepare a ranked list of Candidates applying for admission to the School in the relevant discipline.
8. Meetings of the Admission Committee shall be held in the presence of at least half of its voting members.
9. Decisions of the Admission Committee shall be adopted by a simple majority of votes.
10. Minutes shall be taken of meetings of the Admission Committee and signed by the Chair and the members of the Admission Committee present at the meeting.
11. Following completion of the admission procedure, the Chair of the Admission Committee shall submit the minutes of the Admission Committee meeting and all information required for reporting on the activities of the Doctoral School to the competent bodies, including the POL-on system.
12. In the case of Candidates subject to the admission procedure described in § 8, the composition of the Admission Committee shall comply with the programmes governing the award of external funds or grants.

IV. ADMISSION TO THE SCHOOL

§ 10.

1. The maximum number of persons who may be admitted to the School shall be determined by the Director of IGAB PAS.

2. The commencement and closing dates of the admission procedure, including the deadline for submitting documents and the proposed research topics, shall be announced on the IGAB PAS website at www.igbzpan.pl.

§ 11.

1. Where the number of persons applying for admission to the School in individual disciplines exceeds the limit determined in accordance with § 10(1), the persons who obtain the highest number of points in the admission procedure shall be admitted to the School until the limit of available places in the relevant disciplines has been reached.
2. In the circumstances referred to in paragraph 1, where two or more persons obtain a number of points qualifying them for admission to the School, priority shall be determined first by the higher number of points awarded for the assessment of research interests and subsequently by the higher number of points obtained during the admission interview.
3. Candidates subject to the admission procedure described in § 8 shall not be included in the limit of places at the School.

§ 12.

1. Where the number of persons applying for admission to the School in individual disciplines is lower than the limit determined in accordance with § 10(1), all persons who obtain the minimum number of points required for admission to the relevant education pathway shall qualify for admission.
2. Where the limit of places determined in accordance with § 10(1) has not been reached following completion of the admission procedure, a supplementary admission procedure may be conducted.
3. The Director of IGAB PAS may announce a supplementary admission procedure outside the established limit of places for:
 - a. principal investigators, project team members or persons recruited to carry out research projects, provided that funding for the doctoral scholarship throughout the period of education at the School and funding for the research are secured from the project;
 - b. other persons admitted pursuant to agreements between IGAB PAS and other entities, provided that funding for the doctoral scholarship throughout the period of education at the School and funding for the research are secured.
4. The dates of the supplementary admission procedure shall be determined by the Director of IGAB PAS.

§ 13.

1. The results of the admission procedure shall be publicly available.
2. Admission to the School shall take place by means of entry in the register of doctoral students by the Head of the Doctoral School after receipt of the admission results from the Admission Committee.
3. An administrative decision refusing admission to the School shall be issued by the Director of IGAB PAS after receipt of the admission results from the Admission Committee.
4. A Candidate may submit a request for reconsideration of a decision refusing admission to the School.

5. The request referred to in paragraph 4 may be based solely on an infringement of the Admission Rules of the School.
6. The results of the admission procedure shall be announced:
 - a. on the IGAB PAS website;
 - b. at the IGAB PAS Institute Office.

V. FINAL PROVISIONS

§ 14.

1. The admission schedule shall be determined by the Director of IGAB PAS and published annually by 31 August.
2. These Admission Rules, the admission schedule and the supplementary admission deadlines shall be made publicly available by publication at www.igbzpan.pl.
They may also be made publicly available through other means of communication.

APPENDIX 1

CONSENT TO THE PROCESSING OF PERSONAL DATA

I consent to the processing of my personal data for the purposes necessary to conduct the admission procedure for the Doctoral School of Animal and Health Sciences.

I hereby declare that I have read the Controller's Privacy Notice and that the personal data I have provided is accurate.

.....
(place and date)

.....
(Candidate's full name)

PRIVACY NOTICE

concerning the processing of personal data – Candidates applying to the Doctoral School

Pursuant to Article 13(1) and (2) of 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 (General Data Protection Regulation) (Official Journal of the European Union L 119/1 of 2016, corrigendum: Official Journal of the European Union L 127 of 2018, item 2), hereinafter referred to as the "GDPR", Candidates applying to the Doctoral School are hereby informed that:

1. The controller of personal data collected during the admission procedure for the Doctoral School of Animal and Health Sciences is the Institute of Genetics and Animal Biotechnology of the Polish Academy of Sciences, entered in the register of institutes of the Polish Academy of Sciences, maintained by the Polish Academy of Sciences, under number RIN-V-32-98, Tax Identification Number (NIP): 1230018381, National Business Registry Number (REGON): 000326196, address: Jastrzębiec, ul. Postępu 36A, 05-552 Magdalena, Poland.
2. In all matters relating to the processing of the personal data of persons participating in the admission procedure, contact should be made electronically using the following email address: daneosobowe@ighz.pl.
3. Personal data provided to the Controller by a participant in the admission procedure shall be processed in accordance with the GDPR.
4. The person providing the data shall have the right to request from the Controller access to their personal data, rectification or erasure of that data or restriction of its processing, the right to object to processing and the right to data portability.
5. The data subject shall have the right to lodge a complaint with the supervisory authority, namely the Personal Data Protection Office, ul. Stawki 2, 00-913 Warsaw, Poland.
6. Personal data provided by a participant in the admission procedure shall be processed on the basis of that person's consent and to the extent necessary for the proper

conduct of the admission procedure, as well as to the extent that the Controller is legally required to process the participants' data, including under higher education legislation.

7. A participant in the admission procedure shall have the right to request access to their personal data, its rectification or erasure, restriction of its processing, to object to the processing of the data, to data portability and to lodge a complaint with the supervisory authority, namely the President of the Personal Data Protection Office.
8. A participant in the admission procedure shall have the right to withdraw consent to the processing of their personal data at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
9. The provision of personal data by a participant in the admission procedure is voluntary; however, failure to provide the data may make it impossible to conduct the admission procedure.
10. The personal data of a participant in the admission procedure shall not be processed by automated means or be subject to profiling.
11. The personal data of a participant in the admission procedure shall be processed for the period necessary to conduct the admission procedure.
12. The recipients of the personal data of a participant in the admission procedure may include entities providing external services to the Controller, including IT, accounting and legal services; bodies authorised to obtain such data under the applicable legislation, including higher education legislation; and the partners of the Consortium established to create and operate the Doctoral School in the area of Animal Sciences and Health Sciences.

APPENDIX 2

Candidate's full name:

Candidate identification number:

DOCTORAL SCHOOL CANDIDATE ASSESSMENT FORM

No.	Criterion	Assessment component	Maximum points	Points awarded
1	Candidate's scientific achievements	JCR-listed scientific publications (1 publication = up to 5 points)	15	
		Other peer-reviewed scientific publications and/or chapters in monographs (1 publication = 1 point)	5	
		Presentations at scientific conferences (1 presentation = 1 point)	5	
		Grants, distinctions and awards for scientific work	5	
		Documented work in student research groups	5	
2	Presentation of research interests	Originality and scientific merit	20	
		Presentation skills	10	
		Formulation of opinions and discussion	10	
3	Admission interview	Knowledge of the subject matter of second-cycle studies	15	
		Knowledge of the scientific discipline	10	
4	TOTAL		100	