

**BIULETYN PRAWNY**  
**UNIwersytetu Mikołaja Kopernika w Toruniu**

**Rok 2019; poz. 172**

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**RESOLUTION No. 69**

**of the Senate of the Nicolaus Copernicus University in Toruń**

of 28 May 2019

**on the conditions and mode of recruitment to the Doctoral School  
Academia Copernicana of the Nicolaus Copernicus University in Toruń**

Pursuant to art. 200 of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. of 2018, item 1668 as amended)

**The Senate resolves** as follows:

**Chapter 1**  
**General provisions**

Article 1

The resolution lays down the rules for the recruitment of candidates to the Doctoral School of the Nicolaus Copernicus University in Toruń under the name "Academia Copernicana".

Article 2

1. By 31 March of each calendar year, the Rector, acting on the motion from the Director of the School, shall specify by way of an order the limit of admissions to the School for scholarship openings not financed from external sources and the recruitment schedule to the School.
2. In addition to the openings referred to in art. 2.1, the directors may admit to the schools candidates who implement research grants financed from external sources, including scholarships financed by the European Commission, the National Science Centre, the National Centre for Research and Development in the number determined by the financing institution provided that the resources awarded by external sources guarantee the payment of the scholarship along with related costs for four years of education and the financing of activities related to the proceeding for the award of the degree of doktor.
3. In addition to the limits referred to in art. 2.1, the director may admit to the School candidates at the request of the chair of the council for the discipline of science after consultation with the competent dean provided that the relevant faculty guarantees the payment of the scholarship and its derivatives until external financing and funding of the doctoral project are secured.

4. The sources referred to in art. 2.2 and art. 2.3 may be pooled provided that their total amount guarantees the payment of the scholarship and related costs for four years of education and the financing of activities related to the proceeding for the award of the degree of doktor.

## **Chapter 2**

### **Selection procedure for doctoral projects**

#### Article 3

1. The supervision over the selection of project and recruitment process shall be exercised by the director of the Doctoral School.
2. Recommendations on the acceptance of the project and the entry of the candidate on the list of doctoral students shall be made by the recruitment committee appointed by the director of the School.
3. The school promotes in particular interdisciplinary projects related to the university's priority research areas.

#### Article 4

The selection of doctoral projects shall consist of the following stages:

1. 30 April of each calendar year shall be the deadline for the submission of proposals for doctoral projects by the doctoral student's supervisor from the pool referred to in art. 2.1.
2. A project application in English shall contain the following:
  - 1) a description of the project (max. 1 page A4),
  - 2) information on research projects implemented in the last 4 years, bibliometry, current value of Field Weighted Citation Impact, information on foreign collaboration, 4 most important scientific papers published in the last 4 years,
  - 3) a declaration of the foreign supervisor to participate in the project,
  - 4) a declaration of the doctoral student on the possibility to implement the project within 4 years with the indication of the source of project financing and the possibility to do a 3-month internship abroad.
3. Decisions on the acceptance of the project shall be taken by the recruitment committee.
4. The director of the School shall announce additional competitions for projects financed from the sources referred to in art. 2.2, 2.3. Art. 4.2, 4.3 shall apply accordingly

## **Chapter 3**

### **Recruitment procedure of candidates for selected projects**

#### Article 5

1. A person may apply for admission to the School provided that:
  - 1) they hold a professional title of magister, magister inżynier or equivalent, or they are a person referred to in art.186.2 of the Act – Law on Higher Education and Science;
  - 2) in the case of theological sciences, they hold a title of magister teologii (Master of theology) and a diploma of licencjat kościelny (Ecclesiastical Bachelor) or have declared that during their doctoral studies they will obtain a degree of licencjat kościelny (Ecclesiastical Bachelor);
  - 3) obtained the title of licencjat or professional title of inżynier and made a declaration to that effect that they will obtain the professional title of magister/magister inżynier or equivalent prior to their entry into the register of doctoral students.
2. Admission to the Doctoral School shall be by way of entry into the register of doctoral students.

3. Refusal to admit to the Doctoral School shall be made by way of an administrative decision. The decision shall be subject to the motion for reconsideration of the said decision.
4. The results of the competition shall be public.
5. The candidate should demonstrate aptitude to scientific and research work and a level of knowledge which makes it possible to assume that they shall be able to prepare and defend their doctoral dissertation within four years.
6. A candidate who has been awarded the title of the Best Graduate of the Nicolaus Copernicus University and who applies for admission to the doctoral School within 3 years of the award of that title shall receive the maximum number of points in the recruitment procedure.
7. Research projects financed from external sources, in particular by the European Commission, the National Science Centre, the National Centre for Research and Development and the Foundation for Polish Science, may have additional rules defined by the financing institution.
8. Where a person with a disability applies for admission to the School, the recruitment committee may, at the request of the said person and in consultation with the Independent Section for Students with Disabilities, apply a different procedure from the established mode, bearing in mind the degree of the candidate's disability and the specificity of the discipline in which the Doctoral School provides education.

#### Article 6

Detailed conditions of the qualification procedure referred to in art. 5 are set out in the Annex to this Resolution.

#### Article 6

1. The recruitment procedure referred to in art. 2.1 shall consist of the following stages:
  - 1) registration for studies in electronic form via [irk.umk.pl](http://irk.umk.pl) operated by the Internet Candidate Registration System (hereinafter referred to as the IRK system);
  - 2) submission of the required documents;
  - 3) declaration as to the selection of the Doctoral School and one or two submitted projects (main and additional project);
  - 4) qualification procedure for respective projects by means of a competition;
  - 5) establishment of a ranking list;
  - 6) announcement of the list of persons enrolled on the list of doctoral student and the assigned project.
2. The dates of the commencement and completion of the recruitment procedure referred to in art. 2.1 and the dates of qualifying interviews shall be announced by the director of the School no later than one week before the opening of registration.

### **Chapter 4**

#### **Required documents**

#### Article 8

1. The candidate must submit the required documents within the deadlines set by the director of the School in order to initiate the qualification procedure for the Doctoral School.
2. Candidates shall submit the following documents:
  - 1) signed application form printed out from the IRK system;
  - 2) scientific curriculum vitae and cover letter in English;

- 3) information on previous doctoral studies or education at a doctoral school;
- 4) a statement that the candidate is not registered as a doctoral student at another doctoral school;
- 5) a copy of the diploma of magister and the diploma of the completion of the second cycle degree programme (or equivalent) or a photocopy of such copy certified by the Nicolaus Copernicus University or a declaration made by the supervisor that such a copy shall be provided by the date of the publication of the list of admitted candidates;
- 6) in the case of theological sciences, a copy of the diploma of magister teologii (Master of Theology) and a diploma of licencjat kościelny (Ecclesiastical Bachelor) or a written declaration that the candidate shall obtain the title of licencjat kościelny (Ecclesiastical Bachelor) in the course of their doctoral studies;
- 7) a document confirming the competence of English at B2 level or higher where English is not a mother tongue;
- 8) 3 current photographs (including one in electronic form, which the candidate shall enter into the IRK system) in accordance with the requirements applicable to the issuance of identity cards.

## **Chapter 5 Admission to the School**

### Article 9

1. The ranking list of candidates for competitions referred to in art. 7.4 shall be established on the basis of the final results obtained by all candidates participating in a given qualification procedure.
2. Admission to the School shall be in accordance with the order of the results obtained within the established limits referred to in art. 2.
3. The candidate must achieve at least 50% of the points in the qualification procedure in order to be enrolled on the list of doctoral students.

## **Chapter 6 Final provisions**

### Article 10

Should the limits referred to in art. 2.1 not be met, the director of the School may conduct supplementary recruitment within the time limit he/she shall set.

### Article 11

1. In matters not regulated by this Resolution, decisions shall be taken by the Rector.
2. The resolution shall be made public on the websites of the University.
3. By the end of February 2020, the evaluation of the mode and effects of the recruitment to the Doctoral School will be performed on the basis of which the necessary amendments to the recruitment regulations shall be introduced.

## **Chapter 7 Transitional provisions**

### Article 13

1. In 2019, the deadline referred to in art. 2.1 shall be 30 June.

2. For external sources referred to in art. 2.2 and obtained in 2018 or 2019, the period of guaranteed financing shall be reduced to 2 years.
3. In 2019, candidates may be registered by submitting documents to the AC office.

Article 14

The resolution becomes effective as of 28 May 2019.

**President of the Senate**

**Prof. dr hab. Andrzej Tretyn  
R e k t o r**

Annex 1 to the conditions and mode of recruitment of candidates to the doctoral school of the Nicolaus Copernicus University.

Annex to the resolution No. ... of the NCU Senate of .....

**Detailed conditions of the recruitment procedure  
for doctoral studies at *Academia Copernicana***

<b>No.</b>	<b>Elements of the selection procedure</b>	<b>Maximum number of points</b>	<b>Achieved number of points</b>
1.	Interview in English	70	
2.	Scientific publications in international journals	10	
3.	Participation in research or artistic projects	5	
4.	Prizes and awards in scientific competitions/exhibitions	10	

5.	Result of previous studies	5	
	Total	100	

**Scope of the interview**

Aptitude to scientific work, awareness of the importance of scientific work, social, philosophical, and historical background, and the ethical responsibility of scientists. General knowledge and understanding of the selected research projects, and the theoretical and methodological background.

**How to document the achievements of the candidate**

1. **Scientific publications** - a photocopy of the first page of the publication, the title page of the magazine along with the ISSN, in the case of accepted papers a document providing the ISBN, ISSN, or DOI.
2. **Participation in research or artistic projects** – a statement by the head of the project that the candidate has participated in the project, including a brief description of the performed tasks.
3. **Prizes and awards in competitions, exhibitions** - a document confirming the competition/exhibition containing information about the range of the competition/exhibition (international/national) and indicating the people awarded/distinguished.