



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

of 17 April 2018.

### **on the conditions and the recruitment of candidates for the I year of doctoral studies in the academic year 2018/2019**

On the basis of article. 196 paragraph 2. 2 of the Act of 27 July 2005, the law on higher education (t. j. D.U. from 2017 onwards. 2183, as amended.)

**The Senate shall adopt** , as follows:

#### **General provisions**

##### **§ 1**

The resolution defines the conditions and mode of recruitment for the first year of doctoral studies in the academic year 2018/2019 carried out in the form of stationary and non-stationary studies at the Nicolaus Copernicus University in Toruń.

##### **§ 2**

The Rector shall determine by order the detailed schedule of the recruitment procedure and the admission limits to the various studies.

#### **The investigating authorities of the recruitment**

##### **§ 3**

1. The recruitment and the decisions on admission to the PhD studies take the recruitment committees set up by the Deans, subject to paragraph 2. 2.
2. The recruitment of the interdisciplinary doctoral studies-Interdisciplinary PhD School "Academia Copernicana", hereinafter referred to as the ISD AC shall be carried out and the decisions on the acceptance shall take the Program Council of ISD AC.
3. Supervision over the course of the recruitment at each Faculty has the Dean.
4. Supervision over the course of the recruitment at the University, in particular, recruitment to the ISD AC, is exercised by the Rector.

#### **Recruitment procedure**

##### **§ 4**

For admission to the doctoral studies may apply a person who:

- 1) is qualified by a second degree or is a beneficiary of the "Diamond Grant",
- 2) shows a predisposition to scientific research work and has a level of knowledge that allows to assume that he/she is able to prepare and defend the dissertation within four years.

## § 5

The recruitment procedure consists of the following stages:

- 1) registration for studies;
- 2) the submission of the required documents;
- 3) the qualifying procedure;
- 4) determine the ranking lists;
- 5) the notification, which persons were accepted and rejected for study;
- 6) the decision on admission to the doctoral studies.

### **Registration of candidates for study**

## § 6

1. Registration of candidates for study is carried out in electronic form on the website [irk.umk.pl](http://irk.umk.pl), supported by the system of registration of candidates, hereinafter referred to as the IRK system.
2. The IRK system is available 24 hours a day from any computer connected to the Internet:
  - 1) during the period of registration- for registration and modification of entries
  - 2) outside the period of registration – for information only (read-only).

## § 7

In order to register a candidate applying for admission to ISD AC is obliged to:

- 1) set up a personal Internet recruitment account on IRK,
- 2) complete and approve a form of personal data,
- 3) make the choice to doctoral studies.

### **Required documents**

## § 8

1. The filing by candidates for admission to doctoral studies required documents within the time limits set by the order of Rector, is a necessary condition for the start of the qualifying procedure against them.
2. Candidates shall submit the following documents:
  - the signed application form printed from the system of registration of candidates,
  - a curriculum vitae,
  - a certified (by NCU) photocopy of the diploma of the uniform master's degree or the I and II degree of bachelor and master studies along with the supplement (in the absence of the supplement-indexes). People who will graduate in the academic year 2017/2018 can provide a certificate of graduation (a copy of the diploma shall be presented before the decision of acceptance),
  - thesis and any publications,
  - a written opinion about the skills to scientific work, done by the supervisor of the thesis or the future supervisor (in accordance with the specific conditions of recruitment),
  - evidence of additional qualifications and accomplishments and artistic works,
  - description of the research project (in accordance with the specific conditions of recruitment),
  - three photographs (including one in electronic form, which the candidate uploads to the IRK system), in accordance with the requirements applicable to the issuance of identity cards

and

- in the case of candidates for ISD AC a statement about choosing a research direction,
- in the case of candidates for doctoral studies in the field of biology – list of scientific, educational, and organisational achievements according to the form available on the website of the doctoral studies in the field of biology ([http:// www.biol.umk.pl/studia/formularz1.doc](http://www.biol.umk.pl/studia/formularz1.doc) ) ,
- in the case of candidates for doctoral studies in the field of chemistry – the consent of one of the professors or associate professors, employed at the Faculty of Chemistry of NCU, acting as a scientific supervisor of the candidate,
- in the case of candidates for doctoral studies in philosophy-copies of issued publications or printed texts adopted to print with the original certificate from the editor that the text was selected for printing and a certificate from the conference issued by the researcher,
- in the case of medical doctors applying for admission to doctoral studies carried out in the Faculty of Medicine and Faculty of Health Sciences – evidence of complete or limited rights to pursue as a doctor (in the case of a limited right of the profession, a document confirming the right to be provided until the end of semester; failure to provide this document will result in deletion of the list of PhD students),
- in the case of nurses applying for admission to doctoral studies carried out in the Faculty of Medicine and Faculty of Health Sciences – document confirming the full right to pursue as a nurse
- in the case of candidates for doctoral studies in law-declaration of custody by a scientific worker at least having a scientific degree of habilitation in legal sciences,
- in the case of candidates for doctoral studies in the field of fine arts – photographic documentation of the thesis and other implementations (media presentations), on CD or DVD,
- in the case of candidates for doctoral studies in the field of conservation and restoration of works of art – photographic documentation and multimedia of the thesis and additional implementations of artistic, theoretical, and conservation research.

### **Qualification procedure**

#### § 9

1. The qualification procedure is competitive.
2. The elements of the qualifying procedure and the assignment of the maximum number of points that can a candidate obtain are determined by a separate terms of recruitment.
3. The final result of the qualification procedure is calculated as the sum of the points obtained by the candidate from the individual elements of the proceedings.
4. The results of the recruitment procedure are public and are immediately posted by the Faculty.

#### § 10

1. A candidate, who has been granted the title of best Graduate of NCU, and who applies for admission to ISD AC, receives the maximum number of points from the qualifying procedure within the period of three years from the year of awarding.
2. A candidate, who received a "Diamond Grant", gets the maximum number of points from the qualifying procedure.

#### § 11

If a disabled person is applying for admission, the recruitment committee may - at the request of the disabled person - in agreement with the independent Disability Students Section, apply other procedures, taking into account the degree of disability of the candidate and the specificity of the given discipline. In which the doctoral studies will be carried out.

#### § 12

The detailed terms and conditions of the qualifying procedure for the individual study directions are set out in the annex to this resolution.

### **Adoption studies**

#### § 13

1. On the basis of the final results obtained by all candidates taking part in the recruitment, candidates are placed on the list from highest to lowest.
2. Admission is obtained within the limit of study places.
3. In the case of ISD AC, each Faculty defines the admission limit. Admission to studies takes place in the order of the results of the qualification procedure obtained by the ISD AC candidates, within the general limit of places and with regard to the specific Faculty limits.
4. The decision of the selection board, referred to in § 3, paragraph 1, is a reference to the Rector. The basis for a respective appeal may only be an indication of a violation of the recruitment standards for the doctoral studies.

### **Final regulations**

#### § 14

1. In Faculties, where the number of places cannot be filled, an additional recruitment may be carried out within the time specified by the Rector.
2. The Dean may decide not to open the studies due to a small number of candidates.

#### § 15

1. In the case of matters not regulated by this act the Rector of NCU will decide.
2. The act will be published on the website of the University.

#### § 16

The resolution shall enter into force on 17 April 2018.

**Head of the Senate**

**Prof. dr hab. Andrzej Tretyn  
Rector**

## The specific terms of the qualification procedure on doctoral studies in the academic year 2018/2019

<b>INTERDISCIPLINARY PHD EDUCATION INTERDISCIPLINARY PHD SCHOOL "ACADEMIA COPERNICANA"</b>	
Guide units	Department of Biology and Environment Protection, Faculty of Chemistry, Faculty of Philology, Faculty of Physics, Astronomy and Applied Informatics, Faculty of Applied Mathematics and Computer Science, Faculty of Economics and Management, Faculty of History, Faculty of Earth Sciences, Faculty of Education, Faculty of Fine Arts, Faculty of Theology
Form of studies	Stationary
Place for submission of documents	Dean's Office of the Department of BaEP, ul. Lwowska 1 (room 127), 87-100 Toruń
Additional information	Studies carried out within the framework of the project. Universitas Copernicana Thoruniensis In Futuro – modernization of the Nicolaus Copernicus University in the framework of the integrated programme for universities implemented in the 3.5. Comprehensive Programs in Higher Education (no project RETURN. 03.05.00-IP 08-00-LVL 3/17)

1. The qualification Procedure is competitive.
2. In the qualifying procedure (evaluated on a scale from 0 to 100 points) takes into account three elements:
  - 1) the result of the interview,
  - 2) documented scientific achievements of the candidate,
  - 3) the result of the previous study.

Each of the elements is assessed separately. The maximum number of points a candidate may obtain for the individual elements of the qualifying procedure are shown in the following table.

3. The final result of the qualification procedure is calculated as the sum of the points obtained by the candidate from the individual elements of the proceedings.

Elements of the qualifying procedure		Max. the number of points
1.	<b>The interview conducted in English</b>	40
2.	<b>Documented scientific achievements of the candidate</b>	45
	<b>Scientific publications</b>	
	Scientific articles in journals indexed in the Journal Citation Reports and the list of the Ministry of Science and Higher Education (MSaHE), obtain points according the list of the Ministry	The number of points in accordance with the applicable message issued by the Ministry
	Scientific articles in journals on the list (B) of the Ministry of Science and Higher Education obtain points according to the list of the Ministry	The number of points in accordance with the applicable message issued by the Ministry

	Scientific articles in journals on the list (C) of the Ministry of Science and Higher Education obtain points according to the list of the Ministry	The number of points in accordance with the applicable message issued by the Ministry	
	authorship or co-authorship in scientific monographs	20	
	authorship or co-authorship in chapters of scientific monographs	4	
	other publications (in particular: publications in printed journals, publications of scientific units of local coverage, other publications)	1	
	<b>Participation in national or foreign scientific conferences/exhibitions of art</b>		
	a research paper at an international conference or an individual exhibition in a foreign country	5	
	A co-authored paper or poster at an international conference or a collective exhibition in a foreign country	3	
	a paper delivered at a national conference / individual exhibition	3	
	A co-authored paper or poster at a national conference / collective national exhibition	2	
	<b>Participation in research or artistic projects</b>		
	participation in a grant of the MSaHE, the European Union, or other international agencies	5	
	participation in the grant in collaboration with other academic or scientific units	3	
	participation in the grant of NCU	1	
	<b>Prizes and awards in competitions/exhibitions</b>		
	Prize at an international exhibition	5	
	Honorable mentioning in an international contest/exhibition	2	
	Prize at a national exhibition	3	
	Honorable mention in a national contest/exhibition	1	
	other publications		
3.	<b>The result of previous studies</b>		15
	<b>Total:</b>		100

\* An international conference is a Conference, in which at least 1/3 of the speakers represent foreign scientific units  
National Conference are conferences involving representatives of at least 5 scientific (academic) units.

### The scope of the interview

General knowledge of the basic discipline and additional selected research projects, theoretical-methodological knowledge of the basics of the planned research, understanding of the background of scientific work and its methods, and knowledge of the research topic selected by the candidate within the framework of ISD AC (the candidate is obliged to get acquainted with the list of interdisciplinary research projects proposed as research topics offered by the participants of the ISD AC. They select one of them as the subject of future research)

### 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 national or foreign scientific conferences/exhibitions** - a photocopy of the first page of the conference program and the page of the contribution of the student, the abstract, a certificate issued by the organizer proving participation in the international conference/participation in the international exhibition
3. **Participation in research or artistic projects** – a statement by the head of the project that the student participates in the project, containing a brief description of the performed tasks

4. **Prizes and awards in competitions, exhibitions** - a document confirming the competition/exhibition that contains information about the range of the exhibition (international/national) and indication of the people awarded, distinguished;

**Result of the graduation**

**Marks of the master degrees are converted to points** according to the following rules: the result of 5: 15 points, the result of 4.5: 10 points, the result of 4.0: 5 points. The result of below 4.0 is not awarded.