

This Recruitment Regulations of the Doctoral School at Maj Institute of Pharmacology, Polish Academy of Sciences has been established in Polish. The translation of this Agreement into English is made with the sole aim of facilitating understanding. In case of a difference between the English and Polish version, the Polish text will prevail.

Recruitment Regulations of the Doctoral School at Maj Institute of Pharmacology, Polish Academy of Sciences

Pursuant to Article 200(2) of the Higher Education and Science Law Act of 20 July 2018 (consolidated text, Journal of Laws of 2022, item 574, as amended), the Scientific Council of Maj Institute of Pharmacology of the Polish Academy of Sciences adopts these Regulations:

I. General provisions

§1

1. These Regulations regulate the recruitment process of the Doctoral School at Maj Institute of Pharmacology, of the Polish Academy of Sciences (hereinafter: Regulations).
2. Whenever the Regulations refer to:
 - 1) Scientific Council - shall mean the Scientific Council of Maj Institute of Pharmacology, Polish Academy of Sciences,
 - 2) Director - shall mean the Director of Maj Institute of Pharmacology, Polish Academy of Sciences,
 - 3) Institute, IF PAN - shall mean Maj Institute of Pharmacology, Polish Academy of Sciences,
 - 4) Doctoral School - shall mean the Doctoral School of Maj Institute of Pharmacology, Polish Academy of Sciences,
 - 5) Head of School - shall mean the head of the Doctoral School,
 - 6) Deputy Head of School - means the Deputy Head of the Doctoral School,
 - 7) Recruitment committees - shall mean the committees appointed to carry out recruitment to the Doctoral School according to the rules set out in the Regulations,
 - 8) Act - shall mean the Act of 20 July 2018 on Higher Education and Science Law (consolidated text, Journal of Laws of 2024, item 1571).

§2

1. Recruitment to the Doctoral School is by open competition.
2. The date of commencement of recruitment shall be deemed to be the first day when applications are starting to be received from candidates.
3. Candidates are recruited for specific research topics.
4. The recruitment procedure is conducted by recruitment committees appointed by the Council of the Doctoral School with a timeframe set by it.
5. The results of the recruitment procedure are public.

§3

1. Persons referred to in Article 186(1) of the *Higher Education and Science Law Act of 20 July 2018* who hold a professional degree of Master of Science, Master of Engineering or equivalent may be admitted to the Doctoral School.
2. Persons who are foreigners may be admitted to the Doctoral School on the basis of agreements or decisions referred to in Article 323(1) of the *Higher Education and Science Law Act of 20 July 2018*.
3. The assessment of proficiency in Polish or English at a sufficient level for study at the Doctoral School is carried out during the discipline-specific examination.

§4

1. Recruitment to the Doctoral School is carried out:
 - 1) as a basic recruitment once a year, on the basis of a subsidy, as a result of which doctoral students start their training at the beginning of the winter semester of the academic year,
 - 2) as special recruitment announced twice a year (before the start of the winter semester and before the start of the summer semester), when it is necessary to start a doctoral student's training due to, for example, the conditions of the project from which the doctoral scholarship is financed.
2. A notice of basic recruitment is posted on the Doctoral School website at least five months before the initial application deadline and of special recruitment at least 30 days in advance. The notice shall specify the date and place for the submission of applications and the date of interviews. In the case of special recruitment, the same admission rules apply as were enacted for the last basic recruitment.

II. Research topics

§5

1. Each year, by 10 January, employees of the Institute who meet the conditions referred to in Article 190(4) to (6) of the *Higher Education and Science Act of 20 July 2018* may submit proposals for research topics to the Head of the Doctoral School, for which the basic recruitment procedure will be conducted. The possibility to propose research topics is announced to staff by the Head of the School at least 1 month before the planned deadline for submitting proposals.
2. The proposals referred to in item 1 shall include in particular:
 - 1) title of the research topic under which the doctoral dissertation will be prepared,
 - 2) indication of the person willing to act as a supervisor for the proposed research topic,
 - 3) indication of the person willing to act as assistant supervisor for the proposed research topic, insofar as their participation in the preparation of the dissertation is planned,
 - 4) declaration that the person wishing to act as the supervisor meets the requirements referred to in Article 190(4) to (6) of the Act,

- 5) description of the research topic of no more than 250 words in Polish and 250 words in English,
 - 6) minimum requirements for a candidate participating in the recruitment for the research topic,
 - 7) information on the source of funding for doctoral scholarship and research.
3. A template application referred to in item 1 is attached as Annex 1 to these Regulations.
 4. The Council of the Doctoral School shall carry out an initial assessment of the applications referred to in item 2 within 7 days of the expiry of the deadline indicated in item 1.
 5. As part of the assessment, particular consideration will be given to:
 - 1) consistency of the research topic with the Institute's research profile,
 - 2) possibility of ensuring that the project is carried out within the available research infrastructure,
 - 3) scientific quality of the research topic.
 6. The evaluation shall conclude with the approval or rejection of the research topic by the Director of the Institute within 7 days of the expiry of the deadlines referred to in item 4.

III. Recruitment procedure

§6

1. At least 5 months before the planned date of basic recruitment, the Head of the Doctoral School shall publish an announcement containing information about:
 - 1) recruitment rules set by the Scientific Council,
 - 2) list of research topics under which doctoral dissertations will be prepared,
 - 3) the deadline and the manner in which recruitment applications are received and the limit on available places,
 - 4) the timetable for the discipline-specific examination,
 - 5) the scope of the discipline-specific examination,
 - 6) the date of any supplementary recruitment procedure.
2. At least 30 days before the planned date of special recruitment, the Head of the Doctoral School shall publish an announcement containing information about:
 - 1) research topics under which doctoral dissertations will be prepared,
 - 2) the date and method of recruitment,
 - 3) the timetable for the discipline-specific examination,
 - 4) the scope of the discipline-specific examination,
 - 5) the method of financing the doctoral scholarship and research work in connection with the research topic,
 - 6) the date of any supplementary recruitment procedure.
3. Special recruitment is based on the most recent recruitment rules for basic recruitment adopted by the Scientific Council.
4. The limit of places at the Doctoral School for primary recruitment is set by the Director. This limit can be increased until recruitment begins.
5. A template announcement is attached as Appendix no. 2.

§7

1. The recruitment to the Doctoral School is conducted by the recruitment committee and consists of awarding points to candidates under each criterion, then adding them up and assigning the candidates the appropriate place on the ranking list.
2. Recruitment consists of the following steps:
 - 1) receiving applications,
 - 2) discipline-specific examination.
3. The criteria referred to in item 1 under which points are awarded to the candidate are:
 - 1) grade point average from second-cycle or unified master's studies or studies leading to the award of the degree of a medical doctor or equivalent,
 - 2) result of the discipline-specific examination,
 - 3) evaluation of scientific output and achievements.
4. In the absence of the grade point average referred to in item 3.1, the decision on the scoring average is made by the recruitment committee on the basis of documentation submitted by the candidate, guided by the principle of non-discrimination and equal opportunities.
5. Points in the recruitment procedure for the criteria referred to in item 3 shall be awarded by the recruitment committee.

§8

1. Candidates can obtain 0-100 points in the recruitment procedure.
2. Under each criterion, the candidate can obtain:
 - 1) 0-15 points for the grade point average from studies,
 - 2) 0-70 points for the discipline-specific examination,
 - 3) 0-15 points for academic achievements and accomplishments.
3. Detailed rules for the award of points under the individual eligibility criteria are set out in Annex 3 to these Regulations.

§9

1. In order to participate in the recruitment procedure, the candidate must submit an application, whose template is enclosed as Annex 4 to these Regulations, and familiarise themselves with the information on the processing of personal data as part of the recruitment procedure.
2. It is permissible to receive electronic applications via an electronic mailbox or a platform dedicated to the recruitment process.
3. Candidates shall submit the applications referred to in item 1 and 2 to the Head of the Doctoral School in the manner and by the date indicated in the announcement.
4. At the request of a candidate with a disability, the date and method of the discipline-specific examination may be adapted to the candidate's needs.
5. A candidate can only apply for one research topic.
6. Only applications and documents written in Polish or English will be considered in the recruitment procedure. In the case of documents in a language other than Polish or English,

the applicant is required to enclose a translation of the document into Polish or English. In the case of diplomas and diploma supplements, only translations done by a sworn translator are accepted.

7. In the case of candidates with diplomas obtained outside Poland, the Head of the Doctoral School may require their legalisation or apostille to be submitted.

§10

1. Applications are verified by recruitment committees.
2. If the application is incomplete or has other formal deficiencies, the recruitment committee shall call upon the applicant to correct it within 7 days. If the formal requirements are not completed by the deadline, the applications shall not be considered.
3. Candidates who have fulfilled the formal requirements and have obtained a total of at least 7 points in criteria of §8.2.1 and §8.2.3 will be admitted to the discipline-specific examination.
4. Once the applications have been verified, a detailed schedule of discipline-specific examinations is published on the Doctoral School website.
5. The timetable referred to in item 4 shall specify the date, time and place of the discipline-specific examination for candidates.

§11

1. A discipline-specific examination for candidates is conducted by the competent recruitment committee, which decides on the form of the examination. It can be carried out on site or by means of remote communication, with the necessary safety precautions. The candidate is notified by the committee of the form of the examination in writing or by email or telephone.
2. The discipline-specific examination shall be conducted in Polish or English.
3. Failure of a candidate to appear for a discipline-specific examination is tantamount to receiving 0 points and termination of the recruitment procedure.
4. The range of topics for the discipline-specific examination is determined by the Council of the Doctoral School.

§12

1. The recruitment committee is appointed by the Council of the Doctoral School.
2. The recruitment committee shall consist of at least 4 members holding a post-doctoral or professorial degree and the Head of the Doctoral School or their designee from among the members of the recruitment committee, who shall ex officio act as chairman of the committee. The committee may include members of the Council of the Doctoral School.
3. The recruitment committee may conduct a discipline-specific examination in the presence of at least 5 members of the committee, including its chairperson.
4. The potential supervisor may participate in the recruitment procedure (i.e. the discipline-specific examination) only as a non-voting observer.

5. The composition of the Recruitment Committees shall be announced by the Head of the Doctoral School before the start of the recruitment process.
6. A member of the recruitment committee who has a factual or legal relationship with a candidate (in particular, a personal, family or business relationship) that may give rise to doubts as to their impartiality shall be excluded from the recruitment procedure in respect of that candidate.
7. Decisions of the recruitment committee are taken by simple majority in the presence of all members of the committee. In the event of a tie, the Chair shall have the casting vote.

§13

The tasks of the Recruitment Committee include:

- 1) setting a timetable for discipline-specific examinations,
- 2) drawing up a list of candidates who have been short-listed for the discipline-specific examination,
- 3) allocation of points in the recruitment procedure,
- 4) conducting discipline-specific examinations,
- 5) drawing up recruitment reports for each candidate (Annex 5a and 5b),
- 6) drawing up a ranking list on the basis of the points obtained by the candidates (Annex 6a).

IV. Recruitment procedure results

§14

1. A person may be admitted to the Doctoral School if they obtained the highest number of points in the recruitment procedure for a given research topic which is equal or higher than 27 points. At the same time, a minimum score of 20 points in the discipline-specific examination is required.
2. If more than one candidate applies for admission to the Doctoral School for a given research topic who have fulfilled the scoring requirements set out in item 1 in the recruitment procedure, the candidate ranked highest on the ranking list among all applicants for that topic shall be admitted for that research topic. Other candidates who have applied for the same research topic and have fulfilled the scoring requirements of item 1 shall be placed in the appropriate order on the ranking list for the research topic (the template can be found in Appendix 6a) and may be admitted to the Doctoral School on condition that they agree to pursue another research topic that was not filled as a result of the recruitment.
3. In case of an equal number of points for the same research topic, the project leader decides on the selection of the candidate.
4. Candidates referred to in items 1 and 2 shall be placed on the list of those admitted in the appropriate order, starting with the candidates who have obtained the highest number of points, until the limits of places are exhausted.
5. Entry on the list of admitted candidates shall be made by the Head of the Doctoral School.

6. Candidates who have fulfilled the criteria set out in item 1 but who are not included in the lists of admitted candidates shall be placed further on the ranking list as reserve candidates. The order in each ranking list is determined by the number of points obtained in the recruitment procedure for the research topic.

§15

1. The Head of the Doctoral School issues an administrative decision to refuse admission to the Doctoral School for candidates who:
 - 1) have not fulfilled the requirements of §14.1 in the recruitment process,
 - 2) have fulfilled the requirements set out in §14.1, but were not entered in the register of doctoral students.
2. The decision referred to in item 1 shall cannot be appealed against. However, the candidate may apply for reconsideration. This application must be submitted to the Director of the Institute within 14 days of receipt of the decision referred to in item 1. Such an application is processed within 14 days from submission.

§16

1. The list of candidates admitted to the School is published on the Doctoral School website (Annex 6b).
2. Within 5 working days of the publication of the list of candidates admitted to the School, each person is required to provide statements on:
 - 1) taking up training at the Doctoral School of IF PAN,
 - 2) not taking up training at another doctoral school.
3. Template statements referred to in item 2 are attached as Annex 7 to these Regulations.
4. A person admitted to the Doctoral School cannot be a doctoral student in another doctoral school at the same time.
5. Failure to submit the statements referred to in item 2 is tantamount to withdrawal from training and results in removal from the register of persons admitted to the Doctoral School of IF PAN.
6. Withdrawal of an admitted candidate before the start of training will result in the next candidate on the ranking list being admitted.

§17

1. Persons admitted to the Doctoral School acquire the rights of a doctoral student upon taking the oath, the content of which is set out in Annex 8, confirmed by their signature under the oath.
2. The doctoral student receives an student record book and a doctoral student ID card.

V. Supplementary recruitment procedure

§18

1. If, as part of the recruitment process, the place limits are not filled, a supplementary recruitment procedure is carried out.
2. Supplementary recruitment is conducted for research topics for which no candidate was accepted in the recruitment process.
3. Information on the supplementary recruitment procedure shall be published at least 7 days before the date of its commencement.
4. The provisions of these Regulations relating to the recruitment procedure shall apply *mutatis mutandis* to the supplementary recruitment procedure.

VI. Final provisions

§19

1. The Regulations were adopted by resolution of the Scientific Council of Maj Institute of Pharmacology of the Polish Academy of Sciences No. ... of 10 December 2024 and are valid for training cycles starting from the academic year 2025/2026.
2. Amendments to the Regulations shall be made in accordance with item 1.
3. The appendices to these Regulations constitute templates used as a guide and may be modified by the Head of School or the Council of the Doctoral School.

Załącznik nr 1

Attachment no. 1

Zgłoszenie tematu badawczego realizowanego w Szkole Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk w ramach rekrutacji....., w dziedzinie nauk medycznych i nauk o zdrowiu, dyscyplinie.....,

1. Imię i nazwisko promotora, stopień/tytuł naukowy, miejsce zatrudnienia, adres mailowy:

.....

2. Imię i nazwisko promotora pomocniczego, stopień/tytuł naukowy, miejsce zatrudnienia, adres mailowy:

.....

3. Temat i opis tematu badawczego (max 250 słów):

.....

4. Informacja o źródle finansowania:

- stypendium doktoranckiego:.....

- badań do pracy doktorskiej:

5. Wymagania stawiane kandydatom:

.....

Submission of a research topic to be pursued at the Doctoral School of the Maj Institute of Pharmacology Polish Academy of Sciences, as part of recruitment....., in the field of medical and health sciences, discipline.....,

1. Supervisor: name and surname, degree, affiliation, e- mail address:

.....

2. Auxiliary supervisor: name and surname, degree, affiliation, e- mail address:

.....

3. Research topic and description (max 250 words):

.....

4. Funding sources of:

- doctoral scholarship:.....

- doctoral research:

5. Requirements for candidates:

.....

Załącznik nr 2

Attachment no. 2

**OGŁOSZENIE REKRUTACJI DO SZKOŁY DOKTORSKIEJ INSTYTUTU FARMAKOLOGII IM.
JERZEGO MAJA POLSKIEJ AKADEMII NAUK**

**ANNOUNCEMENT OF RECRUITMENT TO THE DOCTORAL SCHOOL OF THE MAJ INSTITUTE OF
PHARMACOLOGY POLISH ACADEMY OF SCIENCES**

Na podstawie art. 200 Ustawy z dnia 20 lipca 2018 r. Prawo o szkolnictwie wyższym i nauce (tj. Dz. U. z 2023, poz. 742 z późn. zm.) kierownik Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk ogłasza nabór kandydatów w dziedzinie nauk medycznych i nauk o zdrowiu, w dyscyplinach:

- nauki medyczne,
- nauki farmaceutyczne.

Pursuant to Article 200 of the Act of 20 July 2018, Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended), the head of the Doctoral School of the Maj Institute of Pharmacology, Polish Academy of Sciences, announces the recruitment of candidates in the field of medical and health sciences in the following disciplines:

- *medical sciences,*
- *pharmacology and pharmacy.*

Termin i sposób składania wniosków/Deadline and manner of submitting applications:

- **Poczta tradycyjna/regular mail** – adres/address: ul. Smętna 12, 31-343 Kraków; w dniach/ in the period od/from ... do/to
- **Osobiście w siedzibie Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk, sekretariat Szkoły Doktorskiej/In person to the headquarters of the Doctoral School of the Maj Institute of Pharmacology Polish Academy of Sciences, the Secretary's Office of the Doctoral School:** ul. Ojcowska 52, 31-344 Kraków; w dniach/ in the period od/from ... do/to
- **Na adres skrzynki ePUAP: /IFPANKrak/SkrytkaESP / To the ePUAP /IFPANKrak/ESP** mailbox address w dniach/days in the period od/from ... do/to. Oryginały dokumentów należy przedstawić w sekretariacie SD IF PAN w celu potwierdzenia zgodności z oryginałem, najpóźniej do dnia egzaminu kwalifikacyjnego./ The original documents should be presented at the Secretary's Office of DS IP PAS in order to confirm their compliance with the original, by the day of the qualification exam at the latest.

Harmonogram postępowania/ Timetable of proceedings:

Nabór wniosków/Submission of recruitment applications:	...
Ocena formalna wniosków/Formal evaluation of applications:	...

Publikacja harmonogramu egzaminu kwalifikacyjnego/ <i>Announcement of a detailed schedule of exams for applicants :</i>	...
Egzaminy kwalifikacyjne do SD IF PAN (ewentualne zmiany terminu będą umieszczane na stronie szkoły):/ <i>Qualification exams for DS IP PAS (any date changes will be posted on the school's website):</i>	...
Publikacja list rankingowych/ <i>Publication of ranking lists :</i>	...
Publikacja list osób przyjętych do Szkoły Doktorskiej IF PAN/ <i>Publication of lists of persons admitted to the Doctoral School of the IP PAS:</i>	...
Złożenie oświadczenia o podjęciu kształcenia w Szkole Doktorskiej IF PAN (niepodjęciu kształcenia w innej Szkole Doktorskiej)/ <i>Deadline for submitting a declaration on undertaking education in the Doctoral School of the IP PAS (not undertaking education at an other Doctoral School)</i>	...
Ogłoszenie rekrutacji uzupełniającej (opcjonalnie) <i>/Announcement of supplementary recruitment (optional):</i>	...

Lista tematów badawczych/*List of research topics*

Zakres egzaminów/*Scope of the exams:*

Limit miejsc/*Number of places available:*

Do wniosku kandydat dołącza/*application attachments:*

- a) życiorys/CV,
- b) list motywacyjny/Cover letter,
- c) odpis dyplomu ukończenia studiów wyższych wraz z suplementem lub zaświadczenie o ich ukończeniu/ *Certified copy of a Master's diploma with a diploma supplement or a certificate of graduation,*
- d) zaświadczenie o znajomości języka angielskiego/*English proficiency certificate,*
- e) informację o przebiegu studiów i dotychczasowej pracy wraz z potwierdzeniami osiągnięć naukowych/*A summary of education and work experience with evidence of scientific achievements*
- f) opinię poprzedniego opiekuna naukowego (np. promotora pracy magisterskiej) lub opinię z miejsca pracy/*A reference from the previous scientific supervisor (e.g. master's thesis supervisor) or opinion from previous employer,*
- g) zgodę przyszłego promotora na przyjęcie kandydata w razie pozytywnego przebiegu postępowania kwalifikacyjnego i umieszczenia go na liście przyjętych do Szkoły Doktorskiej/*A written acceptance of responsibilities from the prospective supervisor,*
- h) 2 zdjęcia kandydata o formacie: 3,5 cm x 4,5 cm oraz 1 zdjęcie w formie elektronicznej/*2 ID photos of the candidate, size: 3.5 cm x 4.5 cm and 1 photo in electronic form.*

Załącznik nr 3

Attachment no. 3

**Szczegółowe zasady przyznawania punktów w ramach poszczególnych kryteriów
kwalifikacyjnych**

Detailed rules for awarding points within the individual qualification criteria

Kandydat może uzyskać 0-15 punktów za średnią ocen ze studiów. Punkty przyznaje Komisja rekrutacyjna zgodnie z punktacją zamieszczoną w Tabeli nr 1/ *A candidate may obtain 0–15 points for the grade point average for studies. The points are awarded by the Recruitment Committee in accordance with Table no. 1:*

Tabela nr 1/ *Table no. 1*

Średnia/ Grade point average	Punkty/ Points
3,0-3,09	0
3,1-3,19	1
3,2-3,39	2
3,4-3,59	3
3,6-3,79	4
3,8-3,89	5
3,9-3,99	6
4,00-4,19	7
4,2-4,29	8
4,3-4,39	9
4,4-4,49	10
4,5-4,59	11
4,6-4,69	12
4,7-4,79	13
4,8-4,89	14
4,9-5,0	15

Kandydat może uzyskać 0-15 punktów za dorobek naukowy i osiągnięcia. Punkty przyznaje Komisja rekrutacyjna zgodnie z punktacją zamieszczoną w Tabeli nr 2/ *A candidate may obtain 0-15 points for scientific achievements and accomplishment. The points are awarded by the Recruitment Committee in accordance with Table no. 2:*

Tabela nr 2/*Table no. 2*

Osiągnięcie wykazane przez kandydata do Szkoły Doktorskiej/Achievements demonstrated by a candidate to the Doctoral School	Liczba przyznanych punktów/The number of awarded points
Publikacja (jedna lub więcej) w czasopiśmie z listy ministerialnej/ <i>One or more article(s) published in a journal included in the list of scientific periodicals of the Ministry of Science and Higher Education</i>	2
Dwie lub więcej publikacji w czasopismach z listy ministerialnej, w tym co najmniej jedna związana z tematem badawczym/ <i>Two or more articles published in journals on the list of scientific periodicals of the Ministry of Science and Higher Education, including at least one pertaining to the research topic</i>	4
Publikacja (jedna lub więcej) w czasopiśmie spoza listy ministerialnej/ <i>One (or more) article(s) published in a journal not included in the list of scientific periodicals of the Ministry of Science and Higher Education</i>	1
Miesięczny lub dłuższy staż naukowy w ośrodku zagranicznym/krajowym/ <i>One or more months of scientific internship at a foreign or domestic institution</i>	3
Staż naukowy, od tygodnia do miesiąca, w ośrodku zagranicznym/krajowym/ <i>A scientific internship at a foreign or domestic institution lasting from one week to one month</i>	1
Samodzielne wystąpienie (jedno lub więcej) lub prezentacja posteru (jedna lub więcej) na konferencji międzynarodowej/ <i>One or more oral presentation(s) or one or more poster presentations at an international conference</i>	2
Samodzielne wystąpienie (jedno lub więcej) lub prezentacja posteru (jedna lub więcej) na konferencji krajowej/ <i>One or more oral presentation(s) or one or more poster presentation(s) at a domestic conference</i>	1
Nagroda (każda) na konferencji międzynarodowej/ <i>(Any) award received at an international conference</i>	2
Nagroda (każda) na konferencji krajowej/ <i>(Any) award received at a domestic conference</i>	1
Stypendia i nagrody przyznawane poza uczelnią (np. ministerialne, samorządowe, udział w programach badawczych)/ <i>Scholarships or</i>	1-4

<i>awards granted by institutions than the university (e.g. ministerial, self-government, participation in research programs)</i>	
Maksymalna liczba punktów, jakie może uzyskać kandydat/ Maximum number of points to be obtained by a candidate	15

Kandydat może uzyskać 0-70 punktów za średnią ocen z egzaminu kierunkowego. Punkty przyznaje Komisja rekrutacyjna zgodnie z punktacją zamieszczoną w Tabeli nr 3/A *candidate may obtain 0-70 points for the average grade for discipline examination. The points are awarded by the Recruitment Committee in accordance with Table no 3:*

Tabela nr 3/*Table no. 3*

Średnia ocena z egzaminu kierunkowego <i>Average grade for discipline examination</i>	Punkty <i>Points</i>
2,0-2,99	0
3,0-3,29	5
3,3-3,59	10
3,6-3,99	15
4,0-4,09	20
4,1-4,19	25
4,2-4,29	30
4,3-4,39	35
4,4-4,49	40
4,5-4,59	45
4,6-4,69	50
4,7-4,79	55
4,8-4,89	60
4,9-4,94	65
4,95-5,0	70

Załącznik nr 4
Attachment no. 4

**Wniosek rekrutacyjny do Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja
Polskiej Akademii Nauk**

Recruitment application to the Doctoral School of the Maj Institute of Pharmacology Polish
Academy of Sciences

Imię, imiona/*First name, names*:.....
Nazwisko/*Surname*:.....
Obywatelstwo/*Citizenship*:.....
Data urodzenia/*Date of birth*:.....
PESEL lub nr paszportu/PESEL or passport
no:.....
Adres zamieszkania/*Address of residence*:.....
Telefon/*Phone no*:.....
E-mail:
Tytuł zawodowy/*Professional title*:
Temat badawczy do którego wnioskodawca zgłasza kandydaturę/*Research topic the candidate
applies for*:
.....
.....

**Oświadczam, że zapoznałem (-łam) się z Regulaminem rekrutacji do Szkoły
Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk/
*I declare that I have read the Regulations of Recruitment to the Doctoral School of
the Maj Institute of Pharmacology Polish Academy of Sciences***

.....
(data i podpis wnioskodawcy/*date and applicant's signature*)

Załączniki/*Attachments*:

- a) życiorys/*CV*,
- b) list motywacyjny/*Cover letter*,

- c) odpis dyplomu ukończenia studiów wyższych wraz z suplementem lub zaświadczenie o ich ukończeniu/ *Certified copy of a Master's diploma with a diploma supplement or a certificate of graduation,*
- d) zaświadczenie o znajomości języka angielskiego/*English proficiency certificate,*
- i) informację o przebiegu studiów i dotychczasowej pracy wraz z potwierdzeniami osiągnięć naukowych /*a summary of education and work experience with evidence of scientific achievements*
- j) opinię poprzedniego opiekuna naukowego (np. promotora pracy magisterskiej) lub opinię z miejsca pracy/*a reference from the previous scientific supervisor (e.g. master's thesis supervisor) or opinion from previous employer,*
- k) zgodę przyszłego promotora na przyjęcie kandydata w razie pozytywnego przebiegu postępowania kwalifikacyjnego i umieszczenia go na liście przyjętych do Szkoły Doktorskiej IF PAN/*a written acceptance of responsibilities from the prospective supervisor, in the event of a satisfactory completion of the qualification procedure and inclusion in the list of those accepted to the Doctoral School of the IP PAS*
- e) 2 zdjęcia kandydata o formacie: 3,5 cm x 4,5 cm oraz 1 zdjęcie w formie elektronicznej/*2 ID photos of the candidate, size: 3.5 cm x 4.5 cm and 1 photo in electronic form .*

.....
(miejscowość, data/place, date)

.....
(tytuł i stopień naukowy, imię i nazwisko/
title and academic degree, full name,)

.....
(miejsce zatrudnienia/place of employment)

.....
(telefon, email/phone, e-mail)

Zgoda na objęcie funkcji promotora
Rekrutacja do Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej
Akademii Nauk/

Acceptance of PhD supervisor role.

Recruitment to the Doctoral School of the Maj Institute of Pharmacology Polish Academy of Sciences

Oświadczam, że w przypadku przyjęcia do Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk/*I declare that in the case of admission to the Doctoral School of the Maj Institute of Pharmacology Polish Academy of Sciences of*

Pani/Pana (imię i nazwisko)/Mr/Ms (full name) :.....

Pesel lub nr dokumentu tożsamości/ID number:

do tematu badawczego (wpisać tytuł tematu badawczego)/to the research topic (enter the title
of the research topic):

.....
wyrażam zgodę na pełnienie funkcji promotora/*I agree to become their supervisor.*

Informuję, że przeprowadziłem wstępną rozmowę z kandydatem/ kandydatką, dotyczącą tematyki badawczej oraz warunków realizacji tematu badawczego./*I declare that I conducted an initial interview with the candidate regarding the research topic and the conditions for the implementation of the research topic.*

.....
(podpis/signature)

Załącznik nr 5 a

**Protokół z posiedzenia Komisji Rekrutacyjnej Szkoły Doktorskiej Instytutu Farmakologii im.
Jerzego Maja Polskiej Akademii Nauk z dnia**

**Weryfikacja wniosków pod względem formalnym oraz ocena kryteriów kwalifikacyjnych
w ramach postępowania rekrutacyjnego do Szkoły Doktorskiej Instytutu Farmakologii im.
Jerzego Maja Polskiej Akademii Nauk na rok akademicki**

W ramach rekrutacji podstawowej wpłynęły wnioski.

..... wnioski spełniły wymagania formalne.

..... wnioski nie spełniły wymagań formalnych.

W ramach rekrutacji specjalnej wpłynęły wnioski.

1 wniosek do tematu badawczego pt:

1 wniosek do tematu badawczego pt.

..... wnioski spełniły wymagania formalne.

..... wnioski nie spełniły wymagań formalnych.

Komisja Rekrutacyjna przyznała punktu za średnią ocen ze studiów oraz za dorobek naukowy i osiągnięcia zgodnie z załącznikiem nr 3 Regulaminu Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk. Poniżej zestawienie wyników:

REKRUTACJA PODSTAWOWA

Imię i nazwisko kandydata

Osiągnięcie wykazane przez kandydata do Szkoły Doktorskiej wraz z liczbą przyznanych punktów:

-

Razem: ... punktów

Imię i nazwisko kandydata

Osiągnięcie wykazane przez kandydata do Szkoły Doktorskiej wraz z liczbą przyznanych punktów:

-

Razem: ... punktów

...

REKRUTACJA SPECJALNA

Imię i nazwisko kandydata

Osiągnięcie wykazane przez kandydata do Szkoły Doktorskie wraz z liczbą przyznanych punktów:

-

Razem: ... punktów

Imię i nazwisko kandydata

Osiągnięcie wykazane przez kandydata do Szkoły Doktorskie wraz z liczbą przyznanych punktów:

-

Razem: ... punktów

...

.....
Podpis przewodniczącego Komisji
Rekrutacyjnej SD IF PAN

Attachment no. 5a

**Report of the meeting of the Recruitment Committee of the Doctoral School of the Maj
Institute of Pharmacology, Polish Academy of Sciences dated.....**

**Formal verification of applications and assessment of eligibility criteria in the recruitment
for the Doctoral School of the Maj Institute of Pharmacology, Polish Academy of Sciences for
the academic year**

As part of the primary recruitment,..... applications were received.

..... applications met formal requirements.

..... applications did not meet formal requirements.

As part of special recruitment, applications were received.

One application for the research topic entitled:

One application for the research topic entitled

..... applications met formal requirements.

..... applications did not meet formal requirements.

The Recruitment Committee awarded points for grade point average in studies and for scientific achievements and accomplishments in accordance with Appendix no. 3 of the Regulations of the Doctoral School of the Maj Institute of Pharmacology, Polish Academy of Sciences. Below is a summary of the results:

PRIMARY RECRUITMENT

Full name of the candidate

Achievement demonstrated by the candidate for the Doctoral School, together with the number of points awarded:

-

Total: ... points

Full name of the candidate

Achievement demonstrated by the candidate for the Doctoral School, together with the number of points awarded:

-

Total: ... points

...

SPECIAL RECRUITMENT

Full name of the candidate

Achievement demonstrated by the candidate for the Doctoral School, together with the number of points awarded:

-

Total: ... points

Full name of the candidate

Achievement demonstrated by the candidate for the Doctoral School, together with the number of points awarded:

-

Total: ... points

...

.....
Signature of the chairperson of the
Recruitment Committee of DS IP PAS

Załącznik nr 5 b

Protokół z rozmowy kwalifikacyjnej do Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk

Data rozmowy kwalifikacyjnej: r.

Nazwisko i imię:

Data i miejsce ukończenia studiów:

.....

Rozmowa kwalifikacyjna do tematu:

.....

Członkowie Komisji Egzaminacyjnej:

Przewodnicząca/y:

Członkowie:,,

Egzamin kierunkowy odbył się w formie egzaminu ustnego:

Autoprezentacja kandydata:

.....

Odpowiedzi na pytania z zakresu zagadnień przygotowanych na bazie wybranej literatury:

.....

Dyskusja dotycząca artykułu naukowego:

.....

Komisja rekrutacyjna przyznała Kandydatowi punkty w ramach następujących kryteriów:

1) Średnia ocen ze studiów:

Punkty:

2) Punkty za dorobek naukowy i osiągnięcia:

3) Średnia ocen członków Komisji z egzaminu kierunkowego:

Punkty:

Łączna liczba punktów uzyskana w postępowaniu rekrutacyjnym:

.....
Podpis przewodniczącej Komisji
Rekrutacyjnej SD IF PAN

Attachment no. 5 b

Report of the interview for the Doctoral School of the Maj Institute of Pharmacology, Polish Academy of Sciences

Interview date:

Full name:

Date and place of graduation:

.....

Interview for the topic:

.....

Members of the Examination Committee:

Chairperson:

Members:,,

The discipline examination was held as an oral examination:

The candidate's self-presentation:

.....

Answers to questions on topics prepared from selected literature:

.....

Discussion about a scientific article:

.....

The Recruitment Committee awarded points to the Candidate under the following criteria:

1) Grade point average for studies:

Points:

2) Points for academic achievements and accomplishments:

3) The average of the grades awarded by the members of the Committee in the discipline examination:

Points:

Total number of points obtained in the recruitment procedure:

.....
Signature of the Chairperson of the
Recruitment Committee of IP PAS

Załącznik nr 6a

Attachment no.6a

Lista rankingowa do Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk na..... (rok akademicki) z dnia r.

Ranking list to the Doctoral School of the Maj Institute of Pharmacology Polish Academy of Sciences

1. Temat badawczy do którego kandydat aplikował/*Research topic for which the candidate applied:*
Imię i nazwisko kandydata:/*Name and surname of the candidate:*
Liczba punktów:/*Number of points:*
Przyjęty/ nieprzyjęty */*Admitted/not admitted**
2. Temat badawczy do którego kandydat aplikował/*Research topic for which a candidate applied:*
Imię i nazwisko kandydata:/*Name and surname of the candidate:*
Liczba punktów:/ *Number of points:*
Przyjęty/ nieprzyjęty */ *Admitted/not admitted **
3. Temat badawczy do którego kandydat aplikował/*Research topic for which a candidate applied:*
Imię i nazwisko kandydata/*Name and surname of the candidate:*
Liczba punktów/ *Number of points:*
Przyjęty/ nieprzyjęty */ *Admitted/not admitted **
4. ...

*niepotrzebne skreślić /*delete as appropriate

Załącznik nr 6b
Attachment no.6b

Kraków, ...

***Lista osób przyjętych do Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja
Polskiej Akademii Nauk na rok akademicki 2024/2025 w ramach rekrutacji specjalnej.***

*List of persons admitted to the Doctoral School of the Maj Institute of Pharmacology Polish
Academy of Sciences for the academic year 2024/2025 as part of special recruitment.*

Kandydat na promotora/ Candidate for supervisor:

Temat badawczy /Research topic:

1.

2.

...

Załącznik nr 7

.....
Miejscowość i data

OŚWIADCZENIE
O PODJĘCIU KSZTAŁCENIA W SZKOLE DOKTORSKIEJ INSTYTUTU FARMAKOLOGII IM.
JERZEGO MAJA POLSKIEJ AKADEMII NAUK

DANE DOTYCZĄCE KANDYDATA

1. Nazwisko:
2. Imiona:
3. PESEL:
4. Dyscyplina, w ramach której kandydat jest rekrutowany do Szkoły Doktorskiej:

Oświadczam, że w roku akademickim podejmuję kształcenie w Szkole Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk.

Wybrany przeze mnie temat badawczy będę realizował/a w:
Zakładzie.....

Jednocześnie oświadczam, że nie podejmuję kształcenia w innej Szkole Doktorskiej.

Oświadczam także, że byłem/am*/nie byłem/am* doktorantem w Szkole Doktorskiej..... i z tego tytułu otrzymywałem/am* stypendium doktoranckie w okresie.....

* - niepotrzebne skreślić

Powodem zakończenia kształcenia w Szkole Doktorskiej
.....jest.....

O wszelkich zmianach dotyczących podanych informacji zobowiązuję się powiadomić kierownika Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk na piśmie w terminie 5 dni kalendarzowych od wystąpienia tych zmian.

Wszelkie szkody i koszty wynikające ze zmiany treści oświadczenia (w przypadku ich niezgłoszenia) zobowiązuję się pokryć z własnych środków.

.....
(data i czytelny podpis kandydata)

Attachment no. 7

.....
Place and date

STATEMENT

ABOUT UNDERTAKING EDUCATION AT THE DOCTORAL SCHOOL OF THE MAJ INSTITUTE OF PHARMACOLOGY POLISH ACADEMY OF SCIENCES

DETAILS OF THE CANDIDATE:

1. Surname:
2. Names:
3. PESEL number:
4. Discipline in which the candidate is recruited to the Doctoral School:.....

I declare that in the academic year I am undertaking education at the Doctoral School of the Maj Institute of Pharmacology Polish Academy of Sciences

I will pursue the research topic I have chosen in: the Department of

At the same time, I declare that I am not undertaking education at any other Doctoral School.

I also declare that I was/was not * a doctoral student at the Doctoral Schooland for this reason, I received a doctoral scholarship during the period

* - delete as appropriate

Reason for ending my education at the Doctoral School.....
.....is.....

I undertake to notify the head of the Doctoral School of the Maj Institute of Pharmacology Polish Academy of Sciences of any changes to the information provided in writing within five calendar days of the occurrence of such changes.

I undertake to cover any damages and costs resulting from changing the content of the declaration (if it is not reported) from my own funds.

.....
(date and legible signature of the candidate)

Załącznik nr 8
Attachment no. 8

Treść ślubowania:

Text of the oath:

Ślubuję uroczyście, że:

jako doktorant Szkoły Doktorskiej Instytutu Farmakologii im. Jerzego Maja Polskiej Akademii Nauk będę systematycznie i pilnie zdobywać wiedzę, dbać o dobre imię Instytutu, a także szanować jego prawa i obyczaje oraz zachowywać postawę godną naukowca.

I solemnly swear that:

as a doctoral student at the Doctoral School of the Maj Institute of Pharmacology Polish Academy of Sciences, I will systematically and diligently acquire knowledge, take care of the good name of the Institute, and respect its laws and customs, and maintain an attitude befitting a scientist.