

Requirements and Procedure for Admission to the International Doctoral Studies at the Institute of Physical Chemistry of the Polish Academy of Sciences, and Rules for Appointing the Selection Committee

(valid for studies held under: "Interdisciplinary NANoscience School: from phenoMEEnology to applicationS")

1. Admission to the doctoral studies within the "**Interdisciplinary NANoscience School: from phenoMEEnology to applicationS**" (hereinafter: "NaMeS") at the Institute of Physical Chemistry of the Polish Academy of Sciences (hereinafter: "IPC") is by way of a competition announced by the Director of the Institute.

Selection proceedings, preceded the admission of candidates to NaMeS, shall be carried out on the basis of the principles underlying the provisions of the **European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter: "the Charter & Code")**, esp. such as: non-discrimination and transparency. Compliance of NaMeS selection process to the Charter & Code shall be the subject of supervision exercised by the Project Coordinator.

2. The competition is targeted at **early-stage researchers** (i.e. in the first four years of their research careers and not having a doctoral degree) (hereinafter: "ESR") **who have not resided or carried out their main activity** (work, studies, etc.) **in Poland for more than 12 months in the 3 years immediately prior to the recruitment date**. Researchers are not eligible if they are already permanently employed by the entity where the research training activities take place (hereinafter: "Mobility criterion"). For refugees under the 1951 Refugee Convention and the 1967 Protocol, the refugee procedure (i.e. before refugee status is conferred) will not be counted as 'period of residence/activity in Poland'.
3. The call for submission of applications for NaMeS (hereinafter: "the Call") is published at least on the website of the Public Information Bulletin of the Minister of Science and Higher Education, the website of the European Commission i.e. the European website for mobile researchers for the publication of job offers for scientists (on the day of entry into force of the Regulations: the euraxess website), on the IPC website¹ and the IPC bulletin boards.
4. The announcement of the Call includes in particular:
 - detailed information on the NaMeS programme (i.e. its scope, purpose, duration of appointments, working and financial conditions, starting date),
 - information on no. of vacancies and list of PhD projects available within the NaMeS programme, together with future supervisors' names,
 - details on selection proceedings, incl. basic requirements, evaluation criteria, information on required documents, deadline for submitting applications, date of final resolution of the call,
 - information on the course of notification procedure,
 - details on appeal procedure and the deadline for appealing,
 - general information or link to the information on IPC, living and scientific career in Poland.
5. The candidates for the NaMeS shall be requested to **submit the following documents**:
 - **Curriculum Vitae**, incl. background in scientific institutions, non-academic sector, and international experience,

¹ www.ichf.edu.pl

- **motivational letter**, explaining reasons for the choice of NaMeS and specific PhD project(s),
 - **scan of Master's Degree diploma and of an official transcript of the student's record**,
 - **list of publications** – *if applicable*,
 - **list of patents, industrial and utility design** (applications or granted rights) – *if applicable*,
 - **list of research and/or application projects** – *if applicable*,
 - **opinion of an independent researcher on a candidate** – *not obligatory, but if delivered opinions are a basis for additional scores under substantial entry criteria*,
 - **contact details** (e-mail, phone number, residence address),
 - **consent to the processing of the candidate's personal data for the purposes of the competition** – *consistent with the template presented in appendix No. 1*,
 - **knowledge of English language, confirmed in accordance with the Polish, generally applicable provisions²** - *list of documents confirming knowledge of English language in accordance with Polish regulations is presented in appendix No. 2*,
 - **declaration on fulfilling the Mobility criterion** - *consistent with the declaration template presented in appendix No. 3*.
6. The documents referred to in item 5 can be a subject of supplements in any doubts of consistency with criteria referred to in items below. In this case, the candidate is requested to deliver lacking documents of necessary information within the period not longer than 5 days.
 7. IPC allows for the electronic submission of application documents, using either the e-mail address indicated in the Call, or the submission module on the dedicated webpage (www.names.edu.pl). In case of using the submission module, the consent to processing of candidate's personal data for purposes of this admission procedure, and confirmation of fulfilling the Mobility criterion (as referred to in item 5) can be expressed by marking the respective fields of the electronic form.
 8. All correspondence (including notifications of the results) with the candidates will take place solely by e-mail. The candidate shall ensure that the provided e-mail address is correct and that his/her e-mail box is checked regularly (including the spam folder). IPC endorses or takes no responsibility for any omissions of the candidate resulting from breaching above obligations.
 9. The candidate may express interest in up to 2 PhD projects he/she would like to carry out. In this case the candidate should submit a motivational letter (or 2 separate letters) explaining reason for the choice of each PhD project.
 10. The admission to NaMeS is preceded by the 3-step evaluation, against:
 - eligibility criteria,
 - substantial entry criteria,
 - other substantial criteria.
 11. Submitted applications are subject for evaluation against **eligibility criteria**, i.e.:
 - a) completeness of the submitted application,
 - b) application was submitted by an ESR fulfilling the Mobility criterion,
 - c) possession by the candidate of the master degree (or equivalent) in chemistry, physics, materials science, material engineering, or related fields, or submission by the candidate of a certificate stating the scheduled date of the defence of his/her master's thesis,
 - d) knowledge of English language (evaluation based on submitted documents).
 12. Fulfilling the Mobility criterion by the candidate will be evaluated based on his/her CV and submitted declaration consistent with a declaration template presented in appendix No. 3 to this procedure.

² *Esp. Regulation of the Minister of Science and Higher Education on the taking and holding studies and trainings by foreigners, and on their participation in R&D works – Journal of Laws of 2006 No. 190, item 1406 (as amended).*

13. Only applications fulfilling eligibility criteria are liable to further evaluation against the following **substantial entry criteria** (scoring criteria):

Criterion	Explanation	Pts.
1) Academic record	<ul style="list-style-type: none"> – average grade from 2nd cycle (Master or equivalent) studies (0 – 5 pts.) – final 2nd cycle (Master or equivalent) exam results (0 – 5 pts.) 	0 - 10
2) Scientific publications	Quality & quantity of scientific publications co-/authored by a candidate	0 - 40
3) Research activity, apart from scientific publications	<ul style="list-style-type: none"> – 2 pts. for each patent, utility or industrial design (pending or obtained; not more than 4 pts. total), – 2 pts. for each confirmed participation in a scientific research, application and/or implementation project, 5 pts. for heading such a project (not more than 7 pts. total)*, – 2 pts. for each participation in a scientific conference (with a poster or oral presentation; not more than 4 pts. total) <p><i>* Carried out either within academic or non-academic sector.</i></p>	0 - 15
4) Relevant professional & international experience	<ul style="list-style-type: none"> – professional experience (e.g. an internship), relevant to the chosen PhD project, in the country of residence (0 – 5 pts.), – as above, abroad (0 – 10 pts.) 	0 - 15
5) Letter of motivation	Compliance of the motivation letter with the targeted PhD project	0 - 10
6) Quality of the reference(s)	Opinion expressed in reference letter(s) from trustworthy professional(s) representing academic or non-academic sectors	0 - 10
TOTAL		100

14. For each PhD project specified in the Call, up to 5 candidates who obtained top scorings against substantial entry criteria are invited for an interview.

15. The interview can be carried out directly, or with the use of electronic communication devices (e.g. Skype).

16. On the interview the candidates are evaluated against the following **other substantial criteria**:

Zero-one nature criterion		
English fluency	Ability to communicate in English on a daily basis and in a scientific environment. The score of '0' eliminates the candidate from any further proceedings.	0 or 1
Scoring criteria		
1) Fundamental knowledge of chemistry or physics, at the academic level		0 – 50
2) Specialized knowledge of scientific domain(s) relevant to the chosen NaMeS PhD project		0 – 20
3) Previous research experience, applicable in the targeted PhD project		0 – 20
4) Motivation towards carrying out the chosen PhD project		0 – 10
TOTAL		0 – 100

17. Candidates who expressed their interest in 2 PhD projects may be requested to take part in two separate interviews. In this case, scorings are awarded separately in reference to each PhD project.

18. After the interviews, a preliminary ranking list, separately for each PhD project, is prepared and made public. Final ranking lists with names of candidates appointed to specific PhD projects are announced after closing appeal proceedings referred to in item 30.

19. Only one candidate (with the highest score) shall be appointed to a given PhD project, provided that his/her score obtained at the interview is not below 60% of the maximal possible result. If 2 or more best candidates receive the same score, the scoring within the criterion "*Specialized knowledge of scientific domain(s) relevant to the chosen NaMeS PhD project*" or, subsequently – "*Previous research experience, applicable in the targeted PhD project*" is decisive.
20. A candidate winning the appointment to 2 PhD projects has to choose a single project. In this case, a person with the next highest score is selected for the remaining project.
21. If no candidate reaches the threshold of 60% of total scorings as referred to in item 19, the PhD project shall be the subject for further admission proceedings under the next Call.
22. The admission proceedings can be repeated until all PhD projects are assigned and/or if any PhD project is released within the duration of NaMeS.
23. The Selection Committee (hereinafter: "SC") shall evaluate the candidates, inform them of their assessment (feedback) and make decisions on the admissions to NaMeS.
24. SC is appointed by the Director of IPC. When appointing the SC members, the IPC Director will ensure the representation in SC of both men and women.
25. SC shall consist of up to 7 members, including Head of PhD Studies, the NaMeS Project Coordinator and a future supervisor(s) who filed corresponding PhD project. The remaining SC members are appointed from IPC employees holding the 'habilitation' degree or equivalent.
26. Prior to evaluation, the SC members shall declare in writing their objectivity and impartiality, i.e. the lack of conflicts of interest towards a given candidate.
27. SC shall present the results of the admission proceedings (i.e. ranking lists) to the Board of Directors of the IPC.
28. A candidate may be admitted to NaMeS if he/she has presented a certificate that there are no health-related contradictions to join NaMeS, issued by an occupational health care physician.
29. A candidate who did not study in Poland or in any state signatory, together with the Republic of Poland, to an agreement on the mutual recognition of academic degrees, shall submit a declaration of the entity issuing the Master's Degree diploma, confirming that the holder of the diploma is entitled to apply for PhD studies in the country where the entity operates. Other rules for admission and studying of foreigners at NaMeS are given by the Regulation of the 12th October, 2006 of the Minister of Science and Higher Education on the taking and holding studies and trainings by foreigners, and on their participation in R&D works (consolidated text - Journal of Laws of 2016, No. 1501) and by the art. 191a of the Act of the 27th July, 2005 Law on Higher Education (Journal of Laws of 2012 No. 572 as amended).
30. The candidate may appeal against SC decision to the Director of the IPC within 14 days from the date of delivery of the decision. The appeal may be based only on an indication of breaching requirements and procedure for admission to the doctoral studies, referred to in art. 196 clause 2 of the Act of the 27th July, 2005 Law on Higher Education (Journal of Laws of 2012 No. 572 as amended). The decision of the Institute's Director is final.
31. In case of filing an appeal by an unsuccessful candidate, the Director may call a consultancy body to ensure the presence of experts in the specific, relevant fields (hereinafter: "Appeal Committee" or "AC"). Therefore, the composition of AC will be in line with the specific needs and may include: administration staff, independent researchers, consultants and/or lawyers. Due to the Polish legal regulations, the settlements of AC cannot be decisive, AC may however express its opinion in the appeal process.

32. In matters not regulated herein, the Polish and European law, as detailed provisions of grant agreement No. 711859 concluded between the Research Executive Agency (REA) and IPC³ shall apply.
33. This document was adopted by the Scientific Council of the IPC at its 278th meeting on the 11th October, 2016.

Przewodniczący Rady Naukowej



Prof. dr hab. Aleksander Jabłoński

³ *The Annotated Model Grant Agreement is available on Participants Portal – Research and Innovation (<https://ec.europa.eu/research/participants/portal/desktop/en/home.html>) and on NaMeS webpage.*

34. Appendix no. 1) Template of the consent to the processing of the candidate's personal data for the purposes of the competition

.....
imię i nazwisko / first name and surname

.....
miejsowość / city data / date

.....
adres / address

.....
nr telefonu kontaktowego / telephone contact number

OŚWIADCZENIE / DECLARATION

Oświadczam, że wyrażam zgodę na gromadzenie i przetwarzanie moich danych osobowych przez Instytut Chemii Fizycznej PAN, 01-224 Warszawa, Kasprzaka 44/52 organizatora rekrutacji na międzynarodowe studia doktoranckie (w ramach "Interdisciplinary NANoscience School: from phenoMEnology to applicationS") tylko na cele w/w konkursu (zgodnie z ustawą z dnia 29 sierpnia 1997 r. o ochronie danych osobowych, Dz. U. z 2016 r. poz. 922).

I hereby declare that I give consent for my personal data to be stored and processed by the Institute of Physical Chemistry of the Polish Academy of Sciences, 01-224 Warszawa, Kasprzaka Str. No. 44/52, the organizer of enrolment procedure for international PhD studies (under "Interdisciplinary NANoscience School: from phenoMEnology to applicationS"), solely for the purposes of that competition (under the Personal Data Protection Act of the 29th August, 1997, Journal of Laws of 2016 item 922).

.....
Czytelny podpis / legible signature

Jednocześnie oświadczam, że zgodnie z art. 24 ustawy o ochronie danych osobowych zostałam/em poinformowana/y, że:

- *administratorem danych będzie Instytut Chemii Fizycznej Polskiej Akademii Nauk z siedzibą w Warszawie przy ul. Kasprzaka 44/52, 01-224 Warszawa;*
- *przekazane dane osobowe wykorzystane będą do realizacji w/w konkursu;*
- *przekazanie wyżej wskazanych danych jest dobrowolne, aczkolwiek niezbędne do załatwienia sprawy;*
- *przystępuje mi prawo dostępu do treści moich danych oraz ich poprawiania.*

I also declare that under Article 24 of the Personal Data Protection Act I have been informed that:

- the administrator of the data will be the Institute of Physical Chemistry of the Polish Academy of Sciences based in Warsaw, Kasprzaka Str. no. 44/52, 01-224 Warsaw;
- the provided personal data will be used for the purposes of the aforementioned competition;
- providing the personal data in question is voluntary but necessary to complete the procedure;
- I am entitled to access my data and amend them.

.....
Czytelny podpis / legible signature

Appendix no. 2) List of documents confirming knowledge of English language in accordance with Polish regulations

1. Diplomas of completion of:
 - studies in English philology or applied linguistics;
 - a foreign (English) language teacher training college;
 - the National School of Public Administration in Warsaw (KSAP).
2. A document issued abroad confirming the holding of an academic degree or an academic title, provided that the instruction language of the respective academic institution was English.
3. A document confirming completion of university-level or post-graduate studies conducted abroad or in the Republic of Poland, provided that the only language of instruction was English.
4. A document issued abroad and considered equivalent to the Polish Secondary School Diploma ["matura"] (English language of instruction).
5. International Baccalaureate Diploma (English language of instruction).
6. European Baccalaureate Diploma (English language of instruction).
7. Certificate of passing a ministerial exam in English ["egzamin resortowy"]:
 - at the Ministry of Foreign Affairs;
 - at the ministry serving to the minister competent for the economic issues, the Ministry of Economic Cooperation with Foreign Countries, Ministry of Foreign Trade or at the Ministry of Foreign Trade and Maritime Economy;
 - at the Ministry of National Defense - level 3333, level 4444 according to STANAG 6001.
8. A certificate confirming the proficiency in English, issued by KSAP as a result of a linguistic verification procedure.
9. A certificate confirming job qualification for high-ranked government position, issued by KSAP.
10. A document confirming the entry into the register of sworn English translators.
11. Certificates confirming at least at the B2 common reference level of English language proficiency according to "*Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)*", i.e.:
 - 11.1 Certificates issued by institutions belonging to the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2); in particular: First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT).
 - 11.2 English language proficiency certificates of the following institutions:
 - a) the Educational Testing Service (ETS) – in particular:
 - Test of English as a Foreign Language (TOEFL) - at least 87 pts. in the Internet-Based Test version (iBT);
 - Test of English as a Foreign Language (TOEFL) - at least 180 pts. in the Computer-Based Test version (CBT) supplemented by at least 50 points from the Test of Spoken English (TSE);
 - Test of English as a Foreign Language (TOEFL) - at least 510 pts. in the Paper-Based Test version (PBT) completed with at least 3.5 pts. from the Test of Written English (TWE) and at least 50 pts from the Test of Spoken English (TSE);

- Test of English for International Communication (TOEIC) - at least 700 pts.;
- b) the European Consortium for the Certificate of Attainment in Modern Languages (ECL),
- c) the City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute, in particular:
- English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level;
 - International English for Speakers of Other Languages (IESOL) - “Communicator” level, “Expert” level, “Mastery level”;
 - City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2;
 - City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4;
 - City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6;
 - Spoken English Test (SET) for Business - Stage B “Communicator” level, Stage C “Expert” level, Stage C “Mastery” level;
 - English for Business Communications (EBC) - Level 2, Level 3;
 - English for Office Skills (EOS) - Level 2;
- d) the Edexcel, Pearson Language Tests, Pearson Language Assessments, in particular:
- London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International);
 - London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International);
 - London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International);
- e) the Education Development International (EDI), the London Chamber of Commerce and the Industry Examinations Board - especially the following certificates:
- the London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4;
 - the London Chamber of Commerce and Industry Examinations (LCCI) — Foundation Certificate for Teachers of Business English (FTBE);
 - the London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - “Pass with Credit” level, “Pass with Distinction” level.
- f) the University of Cambridge ESOL Examinations, the British Council, IDP IELTS Australia – in particular the International English Language Testing System IELTS - above 6 pts.
- g) the University of Warsaw - Coordination Board for Language Proficiency Certification.
- 11.3** The Telc GmbH, WBT Weiterbildungs - Testsysteme GmbH – in particular the following certificates:
- B2 Certificate in English – advantage;
 - B2 Certificate in English for Business Purposes – advantage;
 - Certificate in English for Technical Purposes (B2);
 - telc English B2, telc English B2 Business;
 - telc English B2 Technical;
 - telc English C1.

The requirement doesn't concern the candidates for whom English is their native language.

Appendix no. 3) Template of the declaration of the candidate confirming fulfilling Mobility criterion

.....
imię i nazwisko / first name and surname

.....
miejscowość / city data / date

.....
adres / address

.....
nr telefonu kontaktowego / telephone contact number

OŚWIADCZENIE / DECLARATION

Niniejszym oświadczam, że w okresie 3 lat bezpośrednio poprzedzających datę rekrutacji nie miałem miejsca zamieszkania, ani nie prowadziłem swojej głównej działalności (praca, studia, itp.) w Polsce przez okres dłuższy niż 12 miesięcy. W przypadku konieczności udokumentowania powyższego faktu, zobowiązuje się na żądanie Instytutu Chemii fizycznej PAN przedstawić dokumenty potwierdzające ten fakt (np. umowę o pracę, umowę najmu mieszkania, świadectwa odbywania stażu). Jednocześnie, w przypadku zakwalifikowania mnie do programu „Interdisciplinary NAnoscience School: from phenoMEnology to applicationS” i pobierania wynagrodzenia od Instytutu, w przypadku braku udokumentowania powyższego faktu zobowiązuję się do zwrotu na rzecz Instytutu kwoty odpowiadającej pełnej kwocie pobranego wynagrodzenia.

I hereby declare that I have not resided or carried out my main activity (work, studies, etc.) in Poland for more than 12 months in the 3 years immediately prior to the recruitment date. In the event of any necessity to prove this fact I undertake to present the relevant documents (e.g. an employment contract, a lease agreement for an apartment, certificates of apprenticeship) at any request of the Institute of Physical Chemistry PAS (hereinafter: "Institute"). At the same time, if I qualify for the programme of "Interdisciplinary NAnoscience School: from phenoMEnology to applicationS" and collect remuneration from the Institute, simultaneously failing to present documents proving above fact I undertake to reimburse to the Institute the full amount corresponding to the amount of collected remuneration.

.....
Czytelny podpis / legible signature