

Resolution No. 2. of the Scientific Council of the Institute of the Literary Research of the Polish Academy of Sciences

of April 25th 2017,

on terms and conditions of recruitment for doctoral studies at the Institute of the Literary Research of the Polish Academy of Sciences (ILR PAS)

1. The Scientific Council of Institute of Literary Research of the Polish Academy of Sciences, acting on the basis of:
 - a. art. 196 sec. 2 Law of July 27th 2005 Law on Higher Education (Journal of Laws of 2005, No. 164, item 1365, as amended);
 - b. order of the Director of the Institute of Literary Research of the Polish Academy of Sciences No. 3 of April 29th 2014 on the establishment of doctoral studies at the Institute of Literary Research of the Polish Academy of Scienceit hereby sets out terms and conditions for recruitment for the doctoral studies at the Institute of Literary Research of the Polish Academy of Sciences.
2. Description of terms and conditions of recruitment for the doctoral studies at the Institute of Literary Research of the Polish Academy of Sciences constitutes attachment 1 to this resolution and will be publicly announced by April 30th 2017.

**Terms and conditions of recruitment for Doctoral Studies
at the Institute of Literary Research of the Polish Academy of Sciences**

1. The schedule of recruitment

- 1.1. The academic year begins on October 1st and ends on September 30th.
- 1.2. The deadline for recruitment for the subsequent academic year is April 30th of the previous academic year.
- 1.3. The beginning and the end date of recruitment process is publicly announced by the Director of the Institute of Literary Research of the Polish Academy of Sciences before the beginning of the academic year.

2. Entry limits

- 2.1. The entry limit is 20 students.
- 2.2. The number of students may be lower than 20 for the studies to commence.
- 2.3. The limit of admissions for subsequent academic years may change according to the procedure of announcement of recruitment for doctoral studies.

3. Terms and conditions

- 3.1. An electronic registration form must be filled in by the candidate, and the following documents must be delivered to the Institute of Literary Research of the Polish Academy of Sciences before the deadline of registration:
 - 3.1.1. a certified copy of diploma(s), as a confirmation of a second-degree qualification of the candidate; a certified copy of document(s) evidencing academic performance of the candidate, or a document confirming the candidate being beneficiary of the Diamond Grant ", as referred to in the Act of July 27th, 2005, Law on Higher Education, art. 187a. section 1;
 - 3.1.2. an application for admission to doctoral studies addressed to the Head of Doctoral Studies at the Institute of Literary Research of the Polish Academy of Sciences, signed with handwritten signature, with the following data:
 - 3.1.2.1. name (names) and surname;
 - 3.1.2.2. date and place of birth;
 - 3.1.2.3. PESEL number, or, when the candidate does not have one, the name and the number of the proof of identity document;
 - 3.1.2.4. home address;
 - 3.1.2.5. address for correspondence;
 - 3.1.2.6. other relevant contact data.
 - 3.1.3. *curriculum vitae* that describes:
 - 3.1.3.1. the course of higher education of the candidate;
 - 3.1.3.2. summary and identification number of the candidate's master's thesis (this applies for a candidate that is not the beneficiary of the Diamond Grant programme);
 - 3.1.3.3. an overview of academic and professional achievements of the candidate;
 - 3.1.3.4. a description of the planned scope or the topic of the candidate's research during the doctoral studies.

- 3.1.4. certificates to confirm the candidate's modern foreign languages knowledge;
- 3.1.5. three most recent photographs of the candidate in accordance with the requirements for proof of identity and one electronic copy of this photograph;
- 3.1.6. two copies of list of documents provided for registration of the candidate; one copy will be returned to the candidate as a receipt of the documents submitted to the Institute of Literary Research of the Polish Academy of Sciences.

3.2. Applications submitted after the deadline for the registration will be rejected.

3.3. Foreigners may apply for doctoral studies observing regulations set forth in separate regulations.

4. Qualification procedure

4.1. The decision on acceptance or rejection of the application for doctoral studies is taken by the recruitment commission(s), established for each academic year by the Director of the Institute of Literary Research of the Polish Academy of Sciences. The number of recruitment commissions may vary and will depend on number of applications.

4.2. The decision on acceptance or rejection of the application for doctoral studies is based on analysis of the documents provided by the candidate and an interview with the candidate. The date and place of the interview is announced at least three working days in advance.

4.3. The needs related to the interview process of a candidate with a disability need to be reported to the recruitment commission with pertinent statement before the deadline for the registration of candidates.

4.4. The recruitment commission may request the following additional examination:

4.4.1. confirming the candidate's knowledge of a modern foreign language;

4.4.2. verifying the level of the candidate's literary knowledge.

4.5. The result of recruitment is announced by the recruitment commission in a form of a ranking list.

4.6. The candidate will receive the decision on acceptance or rejection of his/her application for doctoral studies in writing, with acknowledgement of receipt.

5. Procedure of appeal

5.1. The candidate has the right to appeal from the decision of the recruitment committee to the Director of the Literary Research Institute of the Polish Academy of Sciences within fourteen days from the date of receiving the decision.

5.2. The appeal may only relate to breach of conditions set out in this document or the procedure of recruitment for doctoral studies.

5.3. The decision of the Director of the Institute of Literary Research of the Polish Academy of Sciences on the appeal is final.

6. Acquisition of rights and assuming the duties of a doctoral student

6.1. An accepted candidate acquires rights and assumes duties of a doctoral student upon making the doctoral students' oath as set out in the Statute of the Institute of Literary Research of the Polish Academy of Sciences.

6.2. The date and place of the oath ceremony is announced at least two working days in advance.