

## Detailed Rules of Recruitment for Doctoral Studies at the Faculty of Physics in the academic year 2012/2013.

1. In the academic year 2012/2013, the Faculty of Physics, University of Warsaw, will hold recruitment for Doctoral Studies in physical sciences in two disciplines: physics and astronomy, with all majors available at the Faculty.
2. Doctoral studies are offered as individual intramural studies, pursued under the guidance of an academic tutor – university teacher of the Faculty of Physics who holds the academic grade of *doktor habilitowany (doctor habilitatus)*. In justified instances, the tutor may be an independent academician who is not an employee of the Faculty.
3. To be eligible to apply for admission, the candidate needs to be a graduate of higher education institution and hold a diploma of graduation in physics, astronomy or similar, conferring the grade of *magister (MSc)*. Those who do not hold the diploma of graduation in aforementioned studies but are the last year's students and have been granted a certificate of completion may apply for conditional admission to doctoral studies. The conditions to be met by a candidate are set out in Section 12 hereof. The candidates are required to know English at least well enough to be able to understand English texts on physics.
4. The applicants for admission to doctoral studies need to register electronically by using the Internet Candidate Registration System of University of Warsaw (*Internetowa Rejestracja Kandydatów Uniwersytetu Warszawskiego*). The registration opening date is given in the recruitment announcement.
5. Candidates for doctoral studies must – within the time specified in the recruitment announcement (in the case of recruitment for the academic year 2012/2013, this is 18 June 2012) – submit in the Doctoral Studies' office, ul. Hoża 69, 00-681 Warsaw, outbuilding, room No. 2, the application for admission, containing the following documents:
  - a) request for admission from the Internet Candidate Registration System,
  - b) application for admission to doctoral studies (*signed by the Head of the Institute (Dyrektor Instytutu) and by the Head of the Unit/Chair (Kierownik Zakładu/Katedry)*), complete with scholarship application and declaration of paid job (forms can be downloaded from the website),
  - c) prospective academic tutor's written commitment to supervise the student for the duration of the doctoral studies,
  - d) 3 photos,
  - e) CV (signed by the candidate),
  - f) official copy of the graduation diploma conferring the grade of *magister (MSc)* or the certificate of completion (if a certificate of completion is presented, then the official copy of the diploma should be submitted before the studies start),
  - g) documented results (grades) received during the studies (extract from the student's record book); if the studies were completed abroad, an information about the applied range of grades is required as well,
  - h) information about scientific interests and academic activity, in particular publications, participation in scientific conferences, academic club activities, awards, distinctions (also those received e.g. for participation in science contests), academic internships or Minister's scholarships,
  - i) opinion of the current academic tutor regarding the candidate's academic and possibly teaching work so far;
  - j) opinion from the place of employment (in case of candidates who graduated in the past and started professional work),
  - k) certificates of foreign language examinations passed, if any,
  - l) health insurance certificate (the form can be downloaded from the website) or registration application to the Social Insurance Institution (*Zakład Ubezpieczeń Społecznych*); in case

- of registration in the Social Insurance Institution, the candidate should additionally submit a request for insurance card, declaration/notice and 1 photo,
- m) declaration regarding the necessary settlements with the Faculty after the completion of doctoral studies (the form can be downloaded from the website),
  - n) copy of ID Card.
6. Before the commencement of the recruitment procedure, the candidate must make arrangements as to the Faculty's unit (or non-Faculty unit) where the doctoral thesis will be prepared as well as the academic tutor who will supervise it. The candidates may turn to the Head of Doctoral Studies Unit for assistance in establishing contact with potential tutors.
  7. The admission of candidates is decided by the Recruitment Committee of the Doctoral Studies Unit, composed of:
    - Dean or Deputy Dean of the Faculty,
    - Head of the Doctoral Studies Unit
    - representative of the Faculty's doctoral students, appointed by the Faculty Council of Doctoral Students of the Faculty of Physics.
  8. The recruitment of candidates for the first year of doctoral studies is carried out on the basis of assessment of the documents presented and the results of the qualification interview. As the students' number limit permits, those candidates are admitted who received the highest score, however not less than 1/2 of the total available maximum score. The students' number limit in the academic year 2012/2013 is 25 students.
  9. The recruitment procedure is carried out in June of a given year. The recruitment results are announced not later than 7 days after the end of qualification interviews, on the Faculty's website and on the notice board in the Faculty's office. As part of the recruitment process for the academic year 2012/2013, the qualification interviews shall be held on 25 and 26 June 2012. If the students' number limit is not exhausted during the first recruitment, it is possible to hold additional recruitment session, not later than in December of a given year.
  10. Apart from the members of the Recruitment Committee, the following special invitees shall have the right to participate in the qualification interviews:
    - the head of the relevant institute/independent department,
    - head of the research division/department, where the doctoral thesis is to be prepared,
    - the doctoral student's future academic tutor.
  11. The qualification interview is aimed at verifying the candidate's suitability for the doctoral studies. The candidate may prepare a brief, not more than 10 minutes long, presentation about his/her master thesis and/or his/her future doctoral thesis. The presentation may be in digital or conventional form. Equipment at candidate's disposal includes a PC with a projector, conventional projector and blackboard. The qualification interview is assessed independently by each member of the Recruitment Committee. During the qualification interview, the Committee may test the candidate's comprehension of a non-specialised text on physics written in English.
  12. The candidates who do not hold the grade of *magister* (MSc) as of the date of the qualification interview may be qualified conditionally:
    - starting from 1 October, if the *magister* (MSc) examination takes place by 10 September – this applies to students who graduate in accordance with their studies' syllabus in summer term; or
    - starting from 15 February next year, if the *magister* (MSc) examination takes place by 14 February – this applies to students who graduate in accordance with their studies' syllabus in winter term.

The condition for admission of thus qualified candidates is that the *magister* (MSc) thesis and the *magister* (MSc) examination, passed at the dates set out hereinabove, together give the candidate a minimum score set out for a given candidate when ranking lists of candidates for

doctoral studies were compiled. Additional requirements, if any, necessary for conditional qualification shall be set out by the Recruitment Committee.

13. The detailed criteria of candidates' assessment, used by the Recruitment Committee, are contained in the enclosure hereto.
14. The terms of admission of candidates who completed their studies in a higher education institution abroad are the same as for the candidates educated in Poland (this applies both to Polish citizens and foreigners). In such event, however, it is necessary to legalise the diploma in accordance with Section 5 of the Regulation of the Minister of Science and Higher Education of 12 October 2006, Dz. U. [Journal of Laws] No. 190, item 1406. An applicant for admission to doctoral studies may be exempted from the diploma recognition procedure if he/she holds a diploma issued by an authorised institution operating within the education system of the EU Member State, EFTA Member State, Swiss Confederation or a state – signatory of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (done in Lisbon on 11 April 1997), and such diploma entitles the holder to apply for admission to doctoral studies in the state where it was conferred (Section 8 of the Regulation of the Minister of Education and Science of 24 February 2006, Dz. U. [Journal of Laws] No. 37, item 255 as amended by the Regulation of the Minister of Science and Higher Education of 21 October 2008, Dz. U. [Journal of Laws] No. 199, item 1229).