

**Doctoral School of Exact and Natural Sciences procedure for recruitment of candidates whose scholarships are financed from external funds, such as national and international research projects (grants)**

A. Every candidate to the Doctoral School may apply in a regular recruitment process. Should conditions that allow to refund the candidate's scholarship from research project funds be satisfied, the Director of the School may extend the number of places available in a given enrolment round in the relevant programme to include the candidates who have been admitted with the above-mentioned funding from **national and international research projects**.

B. Apart from the standard recruitment process, the Director may announce an additional recruitment to fill in the spots for which the doctoral scholarships are fully financed from **external funds from national and international research projects**. The following documents need to be filed with the Director in order to analyse the possibility of holding such a competition:

1. An application of the project manager signed by the manager of a relevant programme following an agreement with the dean/director of the unit where the project will be conducted. The application needs to be supplemented with the statement that the doctoral scholarship paid to the selected candidate by the Doctoral School will be fully refunded from research project funds, along with the information of the planned scholarship amount. Sample application is included in Appendix 2 to this procedure.
2. Confirmation from the Research Support Center (RSC) that financing or reimbursement of the doctoral scholarship can be made from the funds of the grant in question\*.
3. Information on the requirements of the program/project with regard to the candidate recruitment.

Based on the presented documents, the Director makes a decision to announce recruitment process for the given research project and, should the decision be positive, appoints recruitment committee. Due to a special competition character of the enrollment procedure, it is justified to appoint a grant manager (or a person designated by such a manager) to sit in the committee.

The candidate qualified by the committee shall be entered to the Doctoral School, provided that the documents required for the entry to the relevant programme have been presented and an agreement has been signed that sets forth regulations for conducting research and payment of the doctoral scholarship from the funds received from the Jagiellonian University under the relevant project. The specimen agreement between the Jagiellonian University and the doctoral student constitutes Appendix 3 hereto.

C. It is possible to announce an additional recruitment procedure in the case where the doctoral scholarship is **ONLY PARTIALLY** financed from the research project funds provided that, compared to point B., additional conditions have been met. The following documents need to be filed with the Director in order to analyse the possibility of holding such a competition:

1. An application of the project manager signed by the manager of a relevant programme. The application requires prior agreement with the dean/director of the unit where the project will be conducted and should include detailed information on the financing of the doctoral scholarship and its source. The application needs to be supplemented with the statement that the doctoral scholarship paid to the selected candidate by the Doctoral School will be **PARTIALLY** refunded from research project funds, along with the information of the planned scholarship amount and the duration of potential/possible financing of the scholarship from the project funds.
2. Confirmation from the Research Support Center (RSC) that partial financing or reimbursement of the doctoral scholarship can be made from the funds of the grant in question\*.
3. Information on the requirements of the program/project with regard to the candidate recruitment.

Approval to announce the recruitment procedure to a given research project can be granted provided that the financing covers substantial part (i.e. at least 50% of the scholarship duration) of the planned scholarship of the doctoral student, agreed upon with the dean/director of the inter-faculty unit. Based on the presented documents, the Director makes a decision to announce recruitment process for the given research project and, should the decision be positive, appoints recruitment committee. Due to a special competition character of the enrollment procedure, it is justified to appoint a grant manager (or a person designated by such a manager) to sit in the committee.

The candidate qualified by the committee shall be entered to the Doctoral School, provided that the documents required for the entry to the relevant programme have been presented and an agreement has been signed that sets forth regulations for conducting research and payment of the doctoral scholarship from the funds received from the Jagiellonian University under the relevant project. The specimen agreement between the Jagiellonian University and the doctoral student constitutes Appendix 3 hereto. The Doctoral School is entitled to require execution of an additional agreement with the dean or director of the extra-faculty unit to specify the method for financing the costs of doctoral student's education once the financing under the grant is over.

D. Should it not be possible to meet the requirements for announcement of the recruitment process in the Doctoral School for a given research project, the project manager may consider to have his/her doctoral student prepare the doctoral thesis externally. Should the recruitment

under such a procedure be conducted on the basis of an agreement with the Doctoral School and provided that it has met the competition requirements of the Doctoral School, the admitted candidate will be entitled to participate in the Doctoral School classes free of charge, as long as the Doctoral School does not incur additional charges due to his/her participation.

\* Relevant inquiry to the Research Support Center may be filed via electronic mail. Additional consultation with the financing institution may be necessary in order to obtain such a confirmation (written form required). Therefore, it is advisable to consult beforehand with the Research Support Center to check the possibility to file the application discussed herein. A copy of the statement made by the Vice-Rector of the Jagiellonian University for research and structural funds regarding announcement of the competition to finance research projects can be filed, as long as it includes the information required for a given grant.

**The Doctoral School's requirements regarding announcement and conducting the enrollment procedure for doctoral students within a research project (grant).**

a. Manager of a research project should arrange details of the enrollment procedure to the relevant project with the Doctoral School's director before the enrollment begins.

b. An optimal solution shall be to announce the enrollment procedure within the research project together with the Doctoral School. In such a case, it should be required to publish the announcement at least on the School's website and the European website of EURAXESS. Efforts should be made to publish it also on other domestic and international websites relevant for the given research field, and communicate it in the institutions that conduct research in the given field.

c. The announcement should be published at least one month before the competition is concluded.

d. An optional manner for concluding the competition is to appoint a competition committee by the Doctoral School's director in consultation with the grant manager.

e. Should it not be possible to meet the above requirements, particularly due to the regulations research project to which the recruitment procedure is held, the Doctoral School's director may specify an alternative recruitment procedure, maintaining high standards for admitted candidates equivalent to those applied in the standard recruitment process.