

## Instruction - recruitment for grant calls

The following instruction is addressed to the managers/beneficiaries of research projects where admission of a doctoral student to the Doctoral School is envisaged.

### I. Basis for admission of a doctoral student under a research grant

The competition is conducted based on:

1. Resolutions of the JU Senate on the rules of admission to the Doctoral School current at the time of announcing recruitment, e.g. [Senate Resolution No. 61/X/2022 on the rules of recruitment to the Jagiellonian University Doctoral School of Exact and Natural Sciences for the academic year 2023/2024](#) (in particular § 7, sections 2 and 3).
2. Regulation related to the source of funding (e.g. rules of NCN competitions).
3. This Instruction.

#### GENERAL INFORMATION

### II. Launch and conduct of the competition procedure

1. The competition is carried out by the grant manager in consultation with the Co-ordinator of the Education Programme (EP) and the Director of Doctoral School of Exact and Natural Sciences. Due to the long duration of the admission procedure and the necessity to repeat the recruitment in case of a lack of suitable candidates, it is advisable to start the procedure as soon as possible after receiving the grant so that recruitment can begin as soon as the grant agreement is signed.
2. When planning the date of commencement of education at the School, it is necessary to consider foreign candidates who may be affected by the visa procedure, which usually takes 1-3 months. Please note that education at the School begins with the signing of the oath and only then does the payment of the School's doctoral scholarship begin. If a candidate's enrolment in the School does not coincide with the start of a semester, the Individual Study Plan should specify the mode of individual organisation of classes, taking into account the schedule of classes offered in a given semester/academic year, in a given unit. It should be taken into account that with mid-semester enrolment some classes/courses may not be available or it will be impossible to join them.
3. The Grant Manager, in consultation with the Co-ordinator of the EP, prepares an announcement on the opening of the grant call in PL and EN (project description, candidate profile, required documents, information on the course and form of recruitment, information on the expected time of commencement of the on-site education, information on the amount of the grant, contact details of a person familiar with the details of the project, contact person from the EP Office or the EP Co-ordinator for formal matters, etc.). - template available at: <https://science.phd.uj.edu.pl/recruitment/grant> together with a graphic/photo correlating with the topic of the grant and sends to the School office for final verification.
4. The recruitment announcement is placed by the School Office on the SDNŚiP website, and information about the announcement is forwarded by the School Office to the Admissions Office for preparation of the IRK forms at least 2 weeks before the planned start of the IRK application round.

## GRANT MANAGER

5. The grant manager fills in Appendix No. 1 - Application for opening a call from the grant: <https://science.phd.uj.edu.pl/recruitment/grant>, (the next steps of this instruction are mostly a clarification of the actions and information to be completed in this appendix).
6. In consultation with the Co-ordinator of the EP, the Grant Manager determines the composition of the admission committee. The committee should compulsorily include the Grant Manager and at least two members of the admission committee in the regular recruitment for the selected EP. The line-up of the committee may be expanded to include further persons indicated by the Grant Manager. According to the SDNŚiP rules for admission (Senate Resolution), at least half of the committee is to be made up of employees holding at least an academic title or a postdoctoral degree or employed as professors at the university, who have declared their affiliation with the discipline in which education is provided at the school (amendment on discipline affiliation starting from the academic year 2024/25). In the application, the composition of the admissions committee should be indicated by name, together with the assigned functions (chairman, deputy chairman, secretary).
7. For practical reasons, it is recommended to plan the commencement of education from the 1st of the month (the paperwork should be completed on the last working day of the preceding month) and from the beginning of the semester.
8. The form of the examination must meet the minimum requirements described in the admission rules for the education programme in question, adopted by a resolution of the Senate. Possible additional requirements are determined by the Grant Manager. Candidate selection may be in several stages, e.g. in the first stage the committee reviews the submitted documents and selects candidates for interview/examination on the basis of these documents.
9. The application referred to in clause 2 should be accompanied by confirmation from the Research Support Centre (CWN) of the possibility of full or partial funding or reimbursement of the doctoral scholarship from the project under consideration. For this purpose, please contact the people in the Remuneration Eligibility Team: [Contact - Research Support Centre - Jagiellonian University \(uj.edu.pl\)](#).
10. The completed application referred to in clause 5 is then signed by the Grant Manager, the Dean of the Faculty/Director of the Unit, possibly another administrator of the funds listed in the appendix, and the Co-ordinator of the EP. The application should be delivered to the SDNŚiP Office for signature by the Director of School. Electronic signatures are recommended. The School informs the Grant Manager of the acceptance of the application. The School Office may be asked to review the application before it is signed by the Dean/Administrator of Funds.
11. The application should be accompanied (separate appendix) by a proposed recruitment schedule, which the School will verify and consult with the Admissions Office in view of the opening of the Online Application System (IRK).. Do not plan to start recruitment during the period of annual unavailability of the IRK system (mid-November to mid-January).
12. Sample recruitment schedule:
  - day 1 to min. 14 announcement of recruitment on the School's website, (the min. two-week deadline results from the recruitment resolution (§ 5, section 1)).
  - day 15-21 call for applications,
  - day 21-25 time for formal verification of applications and possible additions,
  - day 25-30 time for the selection committee to review the documents,

day 30-35 recruitment meetings with candidates and decision by the committee,

day 36 the Admission Committee's transfer of the recruitment results/records to the IRK and the School Office for acceptance of the ranking list by the Director of School,

day 37 announcement of results in the IRK.

All daily dates should be indicated in working days.

13. At the same time, the Grant Manager is obliged to disseminate the recruitment announcement in the global and Polish research environment and to place the recruitment announcement on websites presenting such information, including e.g.: <https://euraxess.ec.europa.eu/>, or any other specialised portal that is adapted to the subject of the project. The requirements of a given project/competition may contain specific provisions for the promotion of information about a given recruitment. Compliance with these individual requirements is the responsibility of the Grant Manager.

#### SECRETARY

14. The Committee Secretary is required to verify the possession of, or request from the School Office, personal data processing authorisations for members of the Admission Committee.
15. Candidates upload their documents into the IRK system. The person accepting the documents (the Committee Secretary) verifies them formally and, if necessary, calls on candidates to supplement or clarify them. The Secretary's use of the IRK system is possible after training by the Admissions Office (DRS). An invitation to the training is sent by a designated DRS employee.
16. Immediately after completion of the recruitment process, the Grant Manager informs the Director of School by e-mail of the result of the recruitment. Upon receipt of the Director's return acceptance of the results, the Secretary enters the results into the IRK.
17. The committee prepares a summary report of the recruitment procedure and individual reports and a ranking list attached to it. All documents of the recruitment procedure are signed by all members of the committee. The recommended way to create these documents is to adapt the templates available [here](#). The IRK system also has simplified templates for these documents, which can be modified for the purposes of a given recruitment. Attention should be paid to the reliable preparation of the reports due to possible appeals.
18. The summary report with the ranking list is forwarded to the School Office for approval by the Director. The School informs the Grant Manager of the final approval of the results of the recruitment process.
19. Announcement of results is made in the IRK system and is customarily communicated by email by the Grant Manager/Committee Secretary in order to build a positive relationship with the successful candidate.

#### FOLLOWING THE CANDIDATE'S SELECTION

20. Two states of affairs need to be distinguished: enrolment in the Doctoral School and commencement of training at the Doctoral School. The entry of a candidate into the Doctoral School is done by the TP office. Enrolment can take place in person, remotely or by proxy. The enrolment in the School enables, e.g. to start the visa procedure or to apply for a place in the doctoral house. The formal commencement of training at the Doctoral School takes place by signing the oath in person at the TP office (important in the case of foreigners). From that moment on, doctoral student rights are acquired, an ID card is issued and a stipend may be

paid out. Information on matriculation is forwarded by a member of staff from the TP office to the School office.

21. Candidates who will be applying for a visa should contact the EP office for the documents necessary to obtain a visa.
22. The Grant Manager together with the EP office provide the accepted candidate with a complete set of information necessary for the commencement of his/her studies, about the amount of the grant, especially the net amount, obtaining a place in the Doctoral House, obtaining insurance, etc. All necessary information can be found on the School's website.
23. The Grant Manager is obliged to communicate to doctoral students, especially foreigners, that admission to the Doctoral School and the conclusion of a grant agreement is not the conclusion of an employment contract and therefore is not the establishment of an employment relationship. If an employment contract or a civil contract is concluded with a Doctoral Student as part of a grant, this should be clearly indicated to the Doctoral Student. When employing Doctoral Students, the provisions of the [Act](#) should be taken into account, in particular Article 209, section 1a.

### III. Doctoral scholarship

1. When planning a doctoral scholarship in a grant project, it is important to remember that a scholarship in a doctoral school is covered by compulsory pension and accident insurance, while it is exempt from personal income tax and is awarded to a doctoral student for 48 months and amounts:
  - over the first two years, to not less than 37 per cent of the professor's minimum salary + insurance costs (the current minimum stipend at SDNŚiP is PLN 2,667.70 gross),
  - over the following two years after the mid-term evaluation, to not less than 57 per cent of the professor's minimum salary + insurance costs (i.e. currently PLN 4,109.70 gross)\*.
2. The stipend in a grant can be higher. From the perspective of the Doctoral School's regulations, there is no upper limit. Such limits are usually derived from the project budget or described in the project guidelines/requirements.
3. The Grant Manager should present in the application referred to in clause II.5, the gross gross amounts (the total cost of the PhD student's stipend with all mandatory contributions). The gross amount can be calculated by a member of the CWN Remuneration Eligibility Team: [Contact - Research Support Centre - Jagiellonian University \(uj.edu.pl\)](#), while the estimated net amount that a PhD student will finally receive can be calculated by a designated HR Office (CSO) employee (mart.a.domagala@uj.edu.pl, cc to tomasz.korta@uj.edu.pl and anna.zaporowska-starzak@uj.edu.pl) after an e-mail enquiry addressed by the grant manager/person handling the grant from the administration side/office of the EP.
4. Signing the oath after the 7th of the month will result in receiving the first scholarship in the following month. Scholarships at the School are paid around the 10th of the month.
5. Until the scholarship agreement<sup>1</sup> is signed, the PhD student will receive the minimum stipend set for the SDNŚiP. On the other hand, he/she will only receive the full amount, with compensation for previous months (if planned in the grant higher than the minimum) **from the following month after the scholarship agreement has been signed** by all parties and one copy of the agreement has been delivered to the office of the Doctoral School, which of course

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<sup>1</sup> depending on the grant, this document is called a "scholarship contract" or "scholarship agreement"

must be preceded by a general funding agreement (between the grant funder and the university) and recruitment to the grant. The [template for the scholarship agreement](#) is set by the Research Support Centre and then approved by the Legal Counsel Team and is not subject to modification. When completing the scholarship agreement, the cost centre (MPK) of the Doctoral School must be entered.

6. It should be borne in mind that, according to the Act, the total duration of scholarships at Doctoral Schools is 48 months, so a candidate who has received a scholarship at any Doctoral School (covered by the Act, i.e. in Poland) prior to admission in a given grant recruitment will only be able to receive a scholarship until the total limit of 48 months is exhausted.

\*below the rate of the minimum doctoral stipend in connection with the Regulation of the Minister of Education and Science of 2 January 2023 amending the Regulation on the minimum monthly basic salary for a professor in a public university, the minimum monthly basic salary for a professor in a public university is PLN 7,210.

Gross amount of scholarship		Before the mid-term evaluation	After the mid-term evaluation
		2 667,70	4 109,70
Contributions by the doctoral student	Retirement	260,37	401,11
	Pension	40,02	61,65
	Sickness (voluntary)	65,36	100,69
Net without accrual of sickness contribution		2 367,31	3 646,94
Net including sickness contribution		2 301,95	3 546,25
Contributions from JU	Retirement	260,37	401,11
	Pension	173,4	267,13
	Accidental	24,81	38,22
	Social Fund	65,36	100,69
Gross gross amount of scholarship		3 191,64	4 916,85