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**COMMUNICATION
BY JAGIELLONIAN UNIVERSITY VICE-RECTOR
FOR RESEARCH
of 21 July 2021**

on: the terms of recruitment for Jagiellonian University Doctoral Schools in projects funded by the National Science Centre under the PRELUDIUM BIS 2 programme.

With a view to the fact that Jagiellonian University has commenced the implementation of projects funded by the National Science Centre (NCN) under the PRELUDIUM BIS 2 programme, I establish the following terms of implementation of the projects with regard to recruitment and selection of doctoral students* for Jagiellonian University Doctoral Schools (not applicable to JUMC).

*Wherever this Communication or annexes thereto make reference to a doctoral student, it shall be understood as a doctoral student – a scholarship holder selected in a call procedure, its terms specified in Annex 2 to the Terms and Conditions of Awarding Funds for the Implementation of Tasks Funded by the National Science Centre under research projects, annexed to the Resolution of the Council of the NCN no 95/2020 of 14 September 2020, who is receiving a scholarship funded under a research project.

1. Pursuant to the provisions of the funding agreement and the call's terms and conditions, a project's Principal Investigator, in cooperation with a relevant Doctoral School, arranges for a recruitment for the post of a doctoral student in the project.
2. Director of the relevant JU Doctoral School acts within the scope recruitment pursuant to the power of attorney conferred on them by JU Vice-rector for Research. The power of attorney shall be drawn up by a project assistant at the Project Support Centre (CAWP) in accordance with the regulations applicable at the University. Template power of attorney is attached as Annex 1 to this Communication.
3. In order to announce recruitment, a project's Principal Investigator shall draw up and submit a letter with the Director of the Doctoral School, requesting their consent to announce a call for a doctoral student receiving scholarship funded under a research project, and the appointment of a recruitment committee. The letter should be submitted in accordance to the regulations applicable at a given Doctoral School. The criteria of recruitment and the members of the recruitment committee shall be decided pursuant to the regulations applicable in a given Doctoral School, and taking into account the regulations applicable in the PRELUDIUM BIS 2 call.
Pursuant to the terms of the PRELUDIUM BIS 2 call, the call is carried out by a committee appointed by the head of the project's host entity, acting as the applicant, comprising the head of the entity in their capacity of the committee's chair, and at least two persons appointed by them, who have adequate research or professional qualifications. The committee shall evaluate the candidates on using a score, taking into account the candidate's competence for performing specific tasks in the research project and their research achievements to date.
4. Once the consent of the Director of the relevant JU Doctoral School has been secured, a call for a doctoral student shall be launched. The text of the announcement must comply with the criteria specified in Annex 2 to the Terms and Conditions of Awarding Funds for the Implementation of Tasks Funded by the National Science Centre under research projects, annexed to the Resolution of the Council of the NCN no 95/2020 of 14 September 2020 (point 2.1.3). Entrants in the call may only be persons who have no doctoral degree and are not readers of a Doctoral School.
5. Pursuant to the NCN regulations, the information on announcing the call shall be posted on the website of the host entity of the research project, and on the website of the NCN. The call announcement should include, in particular, information on the requirements of the

candidates, the terms of awarding the scholarship, the deadline for submissions and the date of concluding the call.

6. The recruitment committee shall carry out evaluation of the candidates pursuant to Article 200 of the Act of 20 July 2018: Law on higher education and science, the rules and criteria applicable in a given Doctoral School, and the criteria specified in the Annex 2 to the Terms and Conditions of Awarding Funds for the Implementation of Tasks Funded by the National Science Centre under research projects, as set forth by the Resolution of the Council of the National Science Centre no 95/2020 of 14 September 2020 (point 2.1.3).
7. Minutes shall be made of the recruitment proceedings. A template for a minimum scope of information to be included in the minutes from the session on concluding the call for a doctoral student under the PRELUDIUM BIS 2 project is attached as Annex 2 to the thereby Communication.
8. The minutes from the selection of the doctoral student, once they have been signed by the persons named in the minutes (members of the recruitment committee, head of the JU organisational entity (Dean – in case of a faculty, or the Director / Head of other organisational entity) acting as the host to project and the Director of the relevant JU Doctoral School) shall be delivered to the project assistant at the CAWP. The minutes from the selection of the doctoral student may be delivered in a paper form (signed with a handwritten signature) or as a pdf file supported with qualified electronic signatures (PADES format, with a graphic sign). Once the minutes from the session on concluding the call for a doctoral student have been delivered to them, the project assistant at the CAWP shall provide the project's principal investigator with a template agreement with a doctoral student.
9. The project's principal investigator, in cooperation with the JU Doctoral School, prepares an agreement to be concluded with the doctoral student. Once the agreement has been signed by the doctoral student, the project's principal investigator and countersigned by the Head of the JU organisational entity acting as host to the project (Dean – in case of a faculty, or the Director / Head of other organisational entity) and the Director of the JU Doctoral School, it should be delivered to the CAWP (the Remuneration Eligibility Team at the CAWP) for verification of compliance with the terms of the project and the programme, and passing on to the department in charge of project settlement and to the JU Bursary or Vice-bursary for signature.
10. Additionally, every candidate's data, i.e. their name, surname, PESEL number (or date of birth if they have no PESEL no), should be delivered to the CAWP by 25 October 2021 at the latest, for the purpose of sharing information with the NCN. Failure to provide information on the selection of a doctoral student or failure to select a doctoral candidate entitles the NCN to terminate the funding agreement for a research project which has been granted funding under the PRELUDIUM BIS 2 scheme with immediate effect.

The above mentioned terms apply to the PRELUDIUM BIS 2 call.

You are welcome to PRELUDIUM BIS 2 project assistants at the CAWP or the Remuneration Eligibility Team at the CAWP with your queries.

Project assistants in PRELUDIUM BIS 2:

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