



UNIwersytet Jagielloński
W Krakowie

Prorektor ds. badań naukowych

1027.0643.38.2022

**COMMUNICATION
BY JAGIELLONIAN UNIVERSITY VICE-RECTOR
FOR RESEARCH
of 24 June 2022**

On: the terms of recruitment for Jagiellonian University Doctoral Schools in projects funded by the National Science Centre under the PRELUDIUM BIS 3 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 3 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 79/2021 of 9 September 2021 (point 2.1.3), 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 Research Support Centre (RSC) 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 submit a letter with the Director of the Doctoral School, requesting them 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 3 call.
The call is carried out by a committee appointed by the Director of the Doctoral School, comprising the principal investigator of a project 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. The Director of the relevant JU Doctoral School shall announce and launch the recruitment process of doctoral students. 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 79/2021 of 9 September 2021 (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



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on the requirements 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 79/2021 of 9 September 2021 (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 3 project is attached as Annex 2 to the thereby Communication.
8. Minutes from the session of the recruitment committee shall be signed by members of the committee (with the project principal investigator as the committee's chair) and approved by the Director of the Doctoral School, who shall forthwith deliver them to the call assistant at the RSC. 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. Once the minutes from the session on concluding the call for a doctoral student have been delivered to them, the project assistant at the RSC 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 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 or the Director/Head of other organisational entity) and the Director of the JU Doctoral School, it should be delivered to the call assistant at the RSC for verification of compliance with the terms of the project and the programme, and to the JU Bursary or Vice-bursary for signature, then passed on to the department in charge of project settlement and other copies to the appropriate Doctoral School and doctoral student.
10. Minutes referred to in point 8, shall be delivered no later than 20 October 2022, for the purpose of preparing information, in cooperation with a project's Principal Investigator, on the selection of a doctoral student which shall be passed on to 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 3 scheme with immediate effect.

The above mentioned terms apply to the PRELUDIUM BIS 3 call.

With queries regarding drawing up and submitting the proposal please contact the call assistants at the RSC:

- **Panel HS** – Katarzyna Pilipowicz, phone no 12 663 30 05, katarzyna.pilipowicz@uj.edu.pl
- **Panel ST** – Aleksandra Ryś, phone no 12 663 30 02, aleksandra.rys@uj.edu.pl
- **Panel NZ** – Marek Plewa, phone no 12 663 30 03, marek.plewa@uj.edu.pl

Annex to the Communication

1. Template power of attorney for the Director of the JU Doctoral School.
2. Template for a minimum scope of minutes from the session on concluding the call for a doctoral student under the PRELUDIUM BIS 3 project.