

**Guidelines for the qualification procedure for
Doctoral School of Social Sciences
Academia Rerum Socialium [ARS]
Nicolaus Copernicus University**

in academic year 2020/2021

(adopted at the ARS Board Meeting on March 5th, 2020)

Pursuant to section 1 § 7 of Resolution No. 65 of the Senate of the Nicolaus Copernicus University of May 28, 2019, regarding the conditions and procedures of recruitment of candidates to the Doctoral School of Social Sciences of the NCU, Toruń, the qualification procedure is competitive in nature. The recruitment procedure for applying for a place at school funded with a scholarship financed from the subsidy is based on the principles set out in § 4, 7, 8, 9 as well as clause 1 § 6 of the abovementioned Resolution. The basis of this procedure is the documentation described in clause 2 § 6 of the Resolution mentioned above, and an interview.

These detailed recruitment guidelines specify the rules and scope of the interview and describe the form of selected documents submitted by the candidates.

Composition of the Qualification Committee

The qualification procedure is conducted by the Qualification Committee, which includes the headmaster of the ARS School as the chair and one representative of each discipline represented at the School; these can be both the chair of the discipline and the persons delegated by the chair for qualification activities.

**Stage one of the qualification procedure:
documentation analysis**

In the first stage of the proceedings, the Qualification Committee analyzes the documents submitted by the candidates.

The most important documents from the perspective of the qualification procedure are the following:

1) an academic curriculum vitae, 2) a letter of recommendation in English indicating candidate's qualifications, written by the MA tutor or other academic teacher, and 3) project of research constituting the basis of the doctoral dissertation, paying particular attention to the selected scientific problem. Each of these documents is subject to assessment in the first stage (this part will also include the assessment of the master's or second degree diploma).

1. The academic curriculum vitae, apart from standard information on the candidate's educational path, should contain a list of achievements in student, organizational and scientific work to date (list of publications, conference presentations, organizational and social activities, artistic works and received prizes). It should indicate no more than three of the most important publications, no more than three of the most important presentations at the scientific conferences / meetings, and no more than three of the most important organizational achievements. The selection of the most important three declared achievements is made by the candidate.

In accordance with clause 7 § 6 of the Resolution, the documentation must contain copies of all the publications indicated in the CV (in the case of texts that have not yet been published, one must procure a document confirming the pending publication), documents proving the presentation or poster at conferences indicated in the CV, and appropriate documentation (if possible) of the organisational activities indicated in the CV. The CV may also contain additional information, e.g. about the interests, skills or various forms of activity of the candidate that do not match the ones mentioned above.

2. The letter of recommendation in English indicating candidate's qualifications, written by the MA tutor or other academic teacher should characterise the candidate's findings resulting from the research completed during the MA studies and - what is even more important - the assessment of the candidate's predisposition for scientific and research work.

3. The project of research constituting the basis of the doctoral dissertation, paying particular attention to the selected scientific problem, should not exceed twenty thousand characters with spaces.

Stage two of the qualification procedure: interview

The second stage of the procedure is an interview. The interview concerns in particular the research project presented in the documentation, which is the basis of the doctoral dissertation.

Scoring policy

The members of the Qualification Committee, having analyzed documentation and interviewed a candidate, award from 0 to 100 points to each candidate (up to 50 points in the first stage - documentation analysis and up to 50 points in the second stage - interview). The average score of Committee members from each stage is then added together. The sum of points determines the place on the ranking list.

A person who has obtained less than 50 points in the entire qualification procedure or who has obtained less than 5 in any of the two stages of this procedure (the documentation analysis or interview) cannot be entered on the list of doctoral candidates.

Announcement of results

The results of the qualification procedure are public and are announced by the publication of the list of admissions based on the ranking list.

Appeals against negative decisions should be submitted to the School Office.

After completing the recruitment, the School Office will have at its disposal the report summarizing the course of the qualification procedure, for inspection by persons participating in the recruitment.