

RULES ON PROCEDURE OF ADMISSION TO PHD STUDIES AT IF PAN  
FOR THE ACADEMIC YEAR OF 2018/19

1. The Institute of Physics Polish Academy of Sciences (IF PAN), free of charge International PhD Studies (MSD) in the field of physical sciences.
2. Number of vacancies for the first year of academic year 2018/19 is 25.
3. Admission procedure for PhD studies is carried out on the basis of a contest, on the basis of submitted documents and results of an interview.
4. Admission procedure takes place in two rounds in accordance with the following agenda:
  - a. turn I:  
Submission of documents: until 15. June 2018  
Interview: 25 - 26 June 2018.
  - b. turn II:  
Submission of documents: until 31. August 2018  
Interview: 18-19. September 2018
5. Interviews will be held at the Institute of Physics Polish Academy of Sciences, Al. Lotników 32/46, 02-668 Warszawa
6. Rules of admission for candidates who graduated abroad are the same as those for candidates educated in Poland, however, it might be necessary to formally validate or recognise diplomas on the basis of separate provisions.

**Admission procedure**

1. A person that has second degree qualifications or who is a beneficiary of the "Diamond Grant" program, referred to in Art. 187a of the Act of 1. July 2015 Higher Education Act (Journal of Laws no. 164, item 1364 of 2005, as amended), can be a student of the International PhD.
2. Candidates who on the day of the interview still do not have a professional second degree graduation title are allowed to participate in the interview. In such case conditional admission to PhD Studies is possible, and such students begin their third degree studies after completing second degree studies.
3. Candidates are required to have at least a passive knowledge of English, that would allow them to understand English text in physics.
4. Candidates for the PhD Studies at the IF PAN submit the following documents:
  - a. application to the Admission Committee of the Institute of Physics for admission to PhD studies,
  - b. copy of a diploma with and enclosed diploma supplement,
  - c. filled in questionnaire (attachment),
  - d. CV/ resume,
  - e. references/ opinion about the candidate issued by a the scientific supervisor of the MA thesis,

- f. 3 photos: diploma picture format (4,5x6,5cm), ID card format (3,5x4,5cm), electronic version picture in JPG or PDF format,
  - g. Xerox copy of ID card or passport,
  - h. declaration about the planned date of MA. thesis defence (in the case of candidates who are not MAs at the time of submitting of documents).
  - i. **declaration of an independent scientific worker about the consent to provide scientific supervision, approved by the Head of ON/SL.**
  - j. Candidates for the PhD Studies who are beneficiaries of the Diamond Grant program, but who do not have second degree qualifications, submit certificates confirming their participation in the Diamond Grant program along with a description of carried out research, copy of their diploma that certify that they have completed first degree qualifications with a supplement (in the case of graduates of first degree studies) or a certificate confirming completion of III year of studies (in the case of students of long-cycle MA studies) as well as the documents listed in point I.
5. Copies of the documents need to be sent in an electronic form to the address [sekretariat.msd@ifpan.edu.pl](mailto:sekretariat.msd@ifpan.edu.pl), and their original copies need to be delivered to the Secretary Office of MSD no later than on the day of the interview.
  6. Admission procedure is conducted by the Admission Committee appointed by the Director of the Institute.  
Candidates will be notified about the dates of interviews via electronic mail or on the telephone.
  7. Apart from the members of the Admission Committee, also a future scientific supervisor of a doctoral student, head of the scientific faculty in which PhD dissertation will be written, as well as representative of the board of directors of the Institute can participate in the interview.
  8. Admission Committee takes decisions concerning students' admissions to PhD studies.
  9. The aim of the interview is to check preparation of candidates for PhD studies. Candidates make a short presentation, that lasts no longer than 10 minutes, prepared in an electronic form about their MA thesis and/or about their future PhD dissertation. Candidates will be asked questions during the interview regarding MA thesis and general physics, including elements of solid state physics, atomic and molecular physics or biophysics, depending on the field of research. The committee may also test candidate's ability to understand a text about physics written in English.
  10. The Committee evaluates the candidate in accordance with 0-10 point scale, which covers all elements of the interview. Committee comes up with a ranking list of the candidates.
  11. Candidates who scored at least 4 points can be admitted to the studies.
  12. Non-discrimination and equal opportunities policy will be applied in the admission process.
  13. Candidates without passed MA exam can be admitted conditionally to PhD Studies. Application for PhD scholarship can only be considered after submitting of MA diploma or a certificate confirming a passed MA exam.
  14. Admission procedure results are public. Results are given no later than 7 days after September interviews and they will be available on the website of Institute of Physics of the Polish Academy of Sciences. All candidates will be informed about the results via electronic mail.
  15. Candidates may appeal against the decision of the Admission Committee to the Director of the Institute, within 14 days after such decision had been delivered. A decision may only be appealed if there has been a violation of conditions and procedures of the admissions for PhD

Studies set out in this Resolution of the Scientific Council of the Institute. Decision of the Director of is final.

16. Interviews are conducted directly at the Institute. In the case of disabled candidates, or those whose current health condition does not allow to come to the Institute it is acceptable to carry out the interview via Internet or on a different date. In case of students who live abroad it is acceptable to carry out the interview via Internet.
17. The PhD Studies at the Institute start on 1<sup>st</sup> October.
18. In the event that not all vacancies are occupied, it is possible that a new date of admissions for candidates will be announced.

#### **Additional information**

1. The Institute does not cover the costs of travel and other expenses related to interviews.
2. People who successfully go through the admission process and are admitted to the PhD studies, will be obliged to obtain:
  - a. medical certificate that is issued solely by an occupational medicine physician who cooperates with the Institute (the cost of examination is covered by the Institute),
  - b. a certificate confirming completion of occupational health and safety training carried out by people appointed by the Institute and at the cost of the Institute.
3. Candidates who have been admitted to the PhD studies acquire the status of doctoral students after taking an oath, text of which is included in the Statute of the Institute of Physics.
4. Most of the students get a financial support in a form of scholarships. Granting of scholarship depends on the results of the interview.