

**Appendix 1**  
**to Conditions and Procedure of Recruitment for PhD studies at IA, PAS**  
**2016**

**The procedure of appointing  
a Recruitment Committee for PhD studies (“the Committee”)  
at the Institute of Agrophysics, Polish Academy of Sciences**

1. The Committee carries out the recruitment procedure for prospective doctoral students.
2. The Committee is appointed by the Director of the Institute. Its members shall be selected from the Institute’s research workers who have either an academic title or postdoctoral degree, who are full-time Institute employees, and who have submitted a proposal for their research task. Moreover, the Director appoints his Deputy for Scientific Affairs as the Chairman of the Committee and nominates the Head of PhD studies.
3. The Committee shall be appointed no later than the day of announcing the call for PhD studies. The date is stated in the Conditions and Procedure of Recruitment.
4. The Director participates in the work of the Committee and interviews with the candidates.
5. The recruitment procedure consists of two stages: the assessment of the documents submitted by the candidate and the valuation of the conducted interview.
6. The Committee shall prepare a protocol of the recruitment procedure for each candidate. The protocol will include a proper assessment of the prospective student.
7. Based on the results of the recruitment procedure, the Committee prepares a ranking list and decides on the admission to PhD studies. Both the ranking list and the names of enrolled students shall be then submitted to the Director of the Institute.
8. After each recruitment procedure, the Committee shall submit a report, which will be presented at the next session of the Scientific Board in order to be adopted.