



I-SDUPL Project

Procedures for the "School of Excellence" being the part of the project NAWA STER "Actions towards the internationalization of the Doctoral School of the University of Life Sciences in Lublin (I-SDUPL)"

Rules for submitting candidacies to the "School of Excellence"

1. A candidate for the "School of Excellence" may be a person who:
 - ✓ is affiliated with a foreign scientific, research or implementation institution;
 - ✓ obtained at least a doctoral degree;
 - ✓ has significant scientific, teaching and/or implementation achievements in a given scientific discipline.
2. The candidate's affiliation with a given scientific discipline/disciplines is determined by his/her written declaration (**Annex 1**), and the candidate must indicate the discipline in which she/he will participate in the "School of Excellence" in a given call;
3. In a given call to the "School of Excellence" one PhD student may submit a maximum of two candidacies;
4. The scientific discipline of a candidate does not have to be the same as the discipline of the PhD student submitting his candidacy;
5. If the candidate is not a winner of the "School of Excellence", the PhD student may re-apply for the candidate in the next call;
6. If the winner of the "School of Excellence" does not realized the visit within the time specified in the detailed schedule, his/her candidacy cannot be re-applied in the next call;
7. If the winner of the "School of Excellence" resigns from the visit, it is possible to invite a candidate from the reserve list based on the individual decision of the Doctoral School Director;
8. The winner may realize the visit as part of the "School of Excellence" task once.

List of application documents for the candidates to the "School of Excellence"

1. Description of the candidate for the "School of Excellence" profile in Polish and English in the form of a multimedia presentation and an identical paper document. The description should include:
 - ✓ basic information about the candidate (name, surname, academic title, affiliation);
 - ✓ information about candidate' scientific and professional career;
 - ✓ scope of candidate' research interests in points – max. 2000 characters with spaces;
 - ✓ list of scientific achievements - maximum 10 achievements (e.g. projects, publications, implementations, awards);
 - ✓ bibliometric index (e.g. h-index, number of citations);
 - ✓ information about teaching experience along with information whether the candidate conducted classes with PhD students.

1. The **Annex 1** completed in English and signed by the candidate containing the following information:
 - ✓ the candidate's affiliation with a given scientific discipline/disciplines;
 - ✓ preliminary acceptance of the visit to the Doctoral School of UPL;
 - ✓ possible date(s) of the visit;
 - ✓ proposed topics of activities during the visit.
2. A list of persons responsible for contact with the candidate for the "School of Excellence" and for taking care of her/him during the visit (in Polish and English), including:
 - ✓ details of the PhD student(s) submitting the candidacy (name, surname, year of education, scientific discipline(s), affiliation, contact details);
 - ✓ details of at least one employee of University of Life Sciences in Lublin (title, name, surname, affiliation, function, contact details).

Rules for presenting and voting to the candidates for the "School of Excellence "

1. The profile of a candidate for the "School of Excellence" is presented by the PhD student(s) submitting a given candidacy during the meeting organized in a hybrid format by the Doctoral School Office.
2. The PhD student(s) present the profile using a multimedia presentation (text in identical Polish and English versions, max. 15 slides) being the part of the application documents, extended with information regarding the candidate's affiliation to a given discipline(s) scientific, possible dates of the visit and proposed topics of activities during the visit. The language of presentation may be Polish or English indicated for each call by the Director of Doctoral School.
3. The Doctoral School Office determines the order of presentations, about which it informs the speakers in advance; the meeting is moderated by a person indicated by the Director of the Doctoral School.
4. All PhD students of the Doctoral School of UPL can participate in the meeting.
5. As observers may participate in the meeting: employees of UPL, including supervisors, chairmen of disciplines or persons indicated by them, persons declaring their willingness to take care of the candidate during her/his visit; and the management and administrative staff of the Doctoral School.
6. All PhD students of the Doctoral School of UPL have the right to vote (regardless of the scientific discipline(s) they represent).
7. Voting is secret in the relative majority system.
8. The voting is coordinated by the Doctoral School Office.
9. A PhD student may cast one vote for one candidate for the "School of Excellence" from Europe and one vote for a candidate from outside Europe.
10. The winners of the "School of Excellence" in a given call are two candidates - one from Europe and one from outside Europe with the highest number of votes.
11. If the candidates receive the same number of votes, the winner is the person with higher bibliographic indicators - the final decision is made by the Director of the Doctoral School.
12. If there are no candidates from outside Europe, PhD students will be able to choose a candidate from Europe instead, in accordance with the voting procedure as in points 6-8 and 11.