

Appendix D – Applicant Selection

SELECTION OF APPLICANTS FOR POSTGRADUATE UNIVERSITY (DOCTORAL) STUDY PROGRAMME

1 Criteria for applicant selection

The criteria for the selection of applicants are the following:

1. Achievement at previous level of study (undergraduate, graduate, or master studies)
2. Mark on final paper (graduate or master thesis)
3. Mark on final paper defence (graduate or master thesis)
4. Research activities thus far
5. Student awards
6. Recommendations from the supervisor or another person holding a scientific title who is familiar with the applicant's qualities
7. The applicant's presentation before the Committee for Postgraduate Study Programme, which may include assessment of knowledge and of English
8. The applicant's interest in studying full-time; when two applicants fulfil the conditions equally, advantage is given to full-time students.

These criteria are divided into the following categories with points assigned as follows:

- Achievement at previous level of study (<i>A</i>)	30
- Papers published (<i>B</i>)	20
- Student awards (<i>C</i>)	15
- Recommendations and the supervisor's interest in the applicant (<i>D</i>)	25
- Interview (<i>E</i>)	10

The total number of points is determined based on the sum of points from these categories. The applicants are ranked from the highest to the lowest score. All the applicants at the top of the list who are within the admission quota will be given an opportunity to enrol into the programme.

The formulas for determining points within the categories above are as follows:

2 Achievement at previous level of study (score *A*)

Score *A* is determined in the following way: $A = 7*A1 + 3*A2 - 20$

where

- A1* - average mark on exams and practice
- A2* - mark on final paper

Score *A* cannot be higher than 30.

3 Papers published (score *B*)

Score *B* is determined in the following way: $B = 10*B1$

where

- B1* – evaluation of scientific and research activity in the last five years in the field of the study programme the applicant is applying to

Score *B1* is obtained by the sum of points for each published paper:

- paper in conference proceedings from a national conference	0.10
- paper in conference proceedings from an international conference	0.25
- paper in a non-indexed professional journal	0.25
- paper in a journal indexed in secondary bases	0.50
- paper in a journal indexed in CC, SCI, or SCI Expanded	1.00

The list of secondary bases and the author's contribution proportion for published research papers are determined in a way defined by the Regulations on Conditions for Election into Scientific Titles (NN 84/05).

Score *B* cannot be higher than 20.

4 Student awards (score *C*)

Score *C* is determined in the following way:

$$C = C1 + C2 + C3 + C4$$

where

C1 = 10 – university or state award

C2 = 5 – college award

C3 = $2 \cdot n$ – *n* is the number of courses in which the applicant served as (under)graduate assistant

C4 = 2 – if the applicant participated in teaching at a higher education institution

Score *C* cannot be higher than 15.

5 Recommendations and the supervisor's interest in the applicant (score *D*)

Score *D* is determined in the following way:

$$D = D1 + D2 + D3$$

where

D1 = 0-5 – mark of conscientiousness and character (diligence, systematicity, responsibility, reliability, integrity, collegiality, sincerity)

D2 = 0-5 – mark of academic quality and initiative (independence, curiosity, creativity)

D3 = 15 – whether there is a supervisor within the members of the Faculty willing to supervise the applicant

These marks are assigned on the basis of written recommendations and, if needed, on the basis of additional information from the providers of recommendations.

Score *D* cannot be higher than 25.

6 Interview (score *E*)

The purpose of the interview is to check the applicant's motivation and interest in the study programme and to evaluate the applicant's general attitude toward scientific and research work. The interview may include assessment of knowledge in the field of the applicant's interest and in English.

The score is awarded on the basis of a general impression that the applicant leaves on the members of the Committee; the members of the Committee may find it useful to think about the following in their evaluation:

Intellect and thinking

1. Does the applicant leave an impression of having the ability to fulfil the obligations of the study?
2. Does the applicant leave an impression of systematicity and pronounced ability of logical reasoning?
3. Does the applicant leave an impression of having the ability to critically assess his or her work?
4. Does the applicant leave an impression of having the ability to think originally?

Knowledge and skills

5. Does the applicant leave an impression of pronounced competence in the field of his or her interest?
6. Does the applicant leave an impression of having the ability to read sources in English?
7. Does the applicant leave an impression of having the ability to express him or herself in English?
8. Does the applicant leave an impression of having computer and programming skills?

Interest and motivation

9. Does the applicant leave an impression of special interest in science and research?
10. Does the applicant leave an impression of interest in working with undergraduate students?
11. Does the applicant show a tendency toward public presentation of the results of his or her work?
12. Does the applicant leave an impression of readiness to maximally invest time and effort into the study?

Seriousness

13. Does the applicant leave an impression of being aware of the complexity of the study?

14. Does the applicant leave an impression of being aware of time needed for a successful completion of the study?
15. Does the applicant leave an impression of readiness to face the challenges of the study?
16. Does the applicant leave an impression of objectivity in evaluating personal work and the work of others?

Tendency to work in a group

17. Does the applicant show a tendency to work with students?
18. Does the applicant show a tendency to work in a group?
19. Does the applicant show a tendency to discuss issues using arguments?
20. Does the applicant leave an impression of willingness to help and to share knowledge with others?

Score E cannot be higher than 10.

7 Full-time or part-time study

When two applicants fulfil the conditions equally, advantage is given to full-time students.