

## List of documents required during recruitment to the Doctoral School

Lp.	Field of study	Professional title*	Where to submit documents	Documents
1	History	Master's degree or an equivalent	Office for doctoral students Room no. 107 ul. Żeromskiego5 25-369 Kielce	<ol style="list-style-type: none"> <li>1) a signed registration form printed from the own individual candidate's account of the electronic portal;</li> <li>2) the original or a certified copy of the diploma <sup>1, 2</sup>,</li> <li>3) confirmation of the university diploma, in the form of a certificate of the diploma of completion of higher education, including:: <ol style="list-style-type: none"> <li>a) legalization (usually the document is legalized by a Polish consul in the country where the document was issued, for this purpose one should contact the consulate), or</li> <li>b) <i>apostille</i>, if the document was issued by an institution operating in the education system of a State belonging to the Hague Convention of 5th October 1961 abolishing the requirement of legalization of foreign public documents (Journal of Laws of 2005 No. 112, items 938 and 939). (The Apostille can be obtained from the country that issued the document. On the Hague Convention page there is a list of the institutions that can issue the <i>apostille</i>);</li> </ol> </li> <li>4) sworn translation of the higher education diploma into Polish or English, legalization or apostille (if it has been obtained in a foreign language other than English) or - in the case of foreign translation other than sworn – translation legalized by a Polish diplomatic mission;</li> <li>5) in the case of recognition of the foreign diploma as equivalent to the corresponding Polish diploma and professional title by means of nostrification (recognition)</li> </ol>
2	Linguistics			
3	Literary studies			
4	Biological sciences			
5	Chemical sciences			
6	Physical sciences			
7	Earth and environmental sciences			
8	Health sciences			

9	Medical sciences	<p>Master's degree or an equivalent</p> <ul style="list-style-type: none"> <li>- within the following disciplines: medical sciences (M.D.'s diploma) and pharmaceutical sciences, health sciences, physical culture sciences, and;</li> <li>- within the field of agricultural sciences – discipline of food and nutrition technology;</li> <li>- within the field of social sciences – the following disciplines: legal sciences, sociological sciences, psychology;</li> <li>- within the field of exact and natural sciences – the following disciplines: biological sciences, chemical sciences, physical sciences, Earth and environmental sciences.</li> </ul>		<p>procedure - a certificate issued by the university providing the nostrification (recognition) along with the original diploma or a certified copy of the diploma;</p> <ul style="list-style-type: none"> <li>6) a document that lists the grades obtained during the course of studies, and a certificate of the scale of applied assessments, at the university where the candidate was training together with the translation under the principles set out in point 4).</li> <li>7) certificate or diploma (part B - supplement) confirming command of a modern foreign language at least at B2 level or a diploma confirming completion of studies in a foreign philology (1st or 2nd degree);</li> <li>8) cover letter (description of scientific interests) in Polish or in English;</li> <li>9) CV;</li> </ul>
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Annex no 3. To the Regulations of Recruitment

10	Political and administrative sciences	Master's degree or an equivalent		10) documents confirming scientific achievements and additional qualifications in Polish or English ( <u>documented according to the rules stated in annex no. 4 Scoring system</u> );
11	Legal sciences	Master's degree or an equivalent within the following disciplines: legal sciences and political and administrative sciences		11) written opinion about the candidate (in Polish or English) prepared by a person holding the degree of doctor habilitated or the title of professor - (it is allowed to send an opinion by e-mail in the form of a scan) by the person issuing the opinion to the Office for Doctoral Students (the dates specified in the Recruitment Schedule apply); 12) a color digital photo measuring 20x25 mm with a resolution of at least 300 dpi on a CD (included in the system), 13) colour photo 35 mm x 45 mm on a light background; 14) a statement that the candidate is not currently a PhD student in the discipline to which s/he applies.

\* according to the Regulation of the Minister of Science and Higher Education of September 20, 2018 on fields of science and scientific disciplines as well as artistic disciplines

(Journal of Laws, 2018, item 1818)

- <sup>1</sup> Persons who completed their studies in the academic year of 2020/2021 should attach a certificate of graduation; the original or a copy of the diploma must be provided on the day of an interview at the latest.
- <sup>2</sup> Persons who do not have Polish citizenship who have completed their studies in Poland should provide:
  - original diploma or its copy of completing uniform master's studies along with the supplement (in the absence thereof - student's course record) or
  - original diplomas or their copies of completing first and second degree studies together with supplements (in the absence thereof - student's course record) or
  - in the case of a person referred to in § 1 para. 6 point 2) the original diploma or its copy of completing the first degree studies with a supplement or a certificate confirming the completion of the third year of uniform master's studies.