

List of documents required during recruitment to the Doctoral School

No.	Field of study	Professional title*	Where to submit documents	Documents
1.	History	Master's degree or an equivalent	Office for doctoral students Room no.307 ul. Żeromskiego5 25-369 Kielce	<p>1) a signed form printed from the candidate's individual account in the system;</p> <p>2) documents confirming graduation ^{a), b), c)} :</p> <ul style="list-style-type: none"> - original or a copy of the diploma of completion of a uniform master's degree together with a supplement (in the absence of a supplement - index) or - originals or copies of diplomas of completion of bachelor's and master's degrees with supplements with supplements (in the absence of a supplement, an index) or - in the case of a person referred to in § 1, section 10, item 5) original or a copy of a diploma of completion of the first degree program with a supplement or certificate of completion of the third year of a unified degree program Master's degree; 3) a certificate of the average grade for the entire course of study (in the case of first and second degree program - the average from the first degree program and the average from the second degree program degree), if there is no data in the supplement; 4) certificate or diploma (part B - supplement) confirming knowledge of a modern foreign language at least at the B2 level or a diploma
2.	Linguistics			
3.	Literary studies			
4.	Biological sciences			
5.	Chemical sciences			
6.	Physical sciences			
7.	Earth and environmental sciences			
8.	Health sciences	Master's degree or an equivalent		
9.	Medical sciences			
10.	Political and administrative sciences	Master's degree or an equivalent		

11.	Legal sciences	Master's degree or an equivalent within the following disciplines: legal sciences and political and administrative sciences		certifying the completion of studies in foreign philology (first or second degree); 5) cover letter (description of scientific interests); 6) CV; 7) documents confirming scientific achievements and additional qualifications (documented according to the rules in Appendix No. 3 Scoring System); 8) written opinion on the candidate drawn up by a person holding the title of professor - (it is allowed to send the opinion electronically in the form of a scan); 9) a digital colour photograph of 20x25 mm in resolution of at least 300 dpi on a CD (included in the system); 10) a 35 mm x 45 mm colour paper photo on a light background.
12.	Security sciences	Master's degree or an equivalent degree in the following disciplines: - security studies - political science and public administration - management and quality studies - law		

* according to the Ordinance of the Minister of Science and Higher Education of September 20, 2018 on fields of science and scientific and artistic disciplines. (Journal of Laws of 2018, item 1818)

^(a) Those who graduated in the academic year 2021/2022 should attach a certificate of graduation; the original or a copy of the diploma should be submitted no later than the on the day of the interview at the latest.

^{b)} Persons with Polish citizenship who have completed their studies abroad should provide:

1) an original or certified copy of the diploma,

2) certification of the higher education diploma, in the form of:

a) legalization (usually legalization of the document is done by the Polish consul in the country where the document was issued. For this purpose, contact the consulate) or

b) apostille, if the document was issued by an institution operating in the education system of a country that is a party to the Hague Convention of October 5, 1961 abolishing the requirement for legalization of foreign public documents (Journal of Laws of 2005 No. 112 item 938 and 939). An apostille can be obtained in the country that issued the document. On the website of the Hague Convention there is a list of institutions issuing apostille;

3) a sworn translation into Polish or English of the diploma of higher education, legalization/apostille (if made in a foreign language other than English) or, in the case of a translation abroad other than a sworn translation, a translation legalized at a Polish diplomatic post;

4) in the case of recognition of a diploma of graduation from studies abroad as equivalent to the corresponding Polish diploma and professional title by means of nostrification proceedings nostrification procedure - a certificate issued by the nostrifying university together with the original diploma or a copy of the diploma certified to be a true copy of the original;

5) a document confirming the grades obtained in the course of study, and a certificate of the scale of grades used, in the university where the candidate received his education, together with a translation according to the rules set forth in point 3).

^(c) Completion of studies at a certain level by persons referred to in Article 327(3) of the Law on Higher Education and Science (Journal of Laws 2022, item 574, as amended), who do not have a graduation diploma, may be confirmed by means of proceedings to confirm graduation at a specific level, conducted under the rules set forth in separate regulations