

**The list of documents required during the recruitment process for
the Doctoral School**

| No. | Discipline | Professional title* | Place of Document Submission | Required Documents |
|---------------------------------|------------------|-------------------------------------|--|---|
| I. SECTION OF HUMANITIES | | | | |
| 1 | History | Master's degree or equivalent title | Section of the Doctoral School 5 Żeromskiego Street 25-369 Kielce Room 307 | 1) Signed form printed from the candidate's individual account in the system; 2) Documents confirming completion of studies ^{a), b), c)} : - Original or copy of the diploma confirming completion of uniform master's studies with supplement (in case of lack of supplement - index) or - Originals or copies of diplomas confirming completion of first and second-cycle studies with supplements (in case of lack of supplement - index) or - In the case of a person referred to in § 1 para. 7 point 2) of the Recruitment Rules, original or copy of the diploma confirming completion of first-cycle studies with supplement or certificate of completion of the third year of uniform master's studies; 3) Certificate of average grades from the entire course of studies (in the case of first and second-cycle education - average from first-cycle studies and average from second-cycle studies), if data is missing in the supplement; 4) Motivation letter (description of scientific interests); 5) CV; 6) Documents confirming scientific achievements and additional qualifications (documented according to the rules given in Annex No. 3 Scoring System); 7) Written opinion about the candidate prepared by a person holding a doctoral degree or professor's title (sending the opinion electronically, in the form of a scan, by the person giving the opinion to the Doctoral Students Section is allowed; deadlines given in the Recruitment Schedule apply); 8) Color digital photo with dimensions of 20x25 mm with a resolution of at least 300 dpi in JPEG format, attached in the system; 9) Declaration of knowledge of Polish** and English language, according to the template provided in Annex No. 4 to the Recruitment Rules. |
| 2 | Linguistics | Master's degree or equivalent title | | |
| 3 | Literary Studies | Master's degree or equivalent title | | |

II. SECTION OF MEDICAL SCIENCES AND HEALTH SCIENCES

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| 1 | Health Sciences | Master's degree or equivalent title | Section of the Doctoral School 5 Żeromskiego Street 25-369 Kielce Room 307 | <p>1) Signed form printed from the candidate's individual account in the system;</p> <p>2) Documents confirming completion of studies ^{a), b), c)}:</p> <ul style="list-style-type: none"> - Original or certified copy of the diploma confirming completion of uniform master's studies along with the supplement (in case of lack of supplement - index) or - Originals or certified copies of diplomas confirming completion of first and second cycle studies along with supplements (in case of lack of supplement - index) or - In the case of a person referred to in § 1 sec. 7 point 2) of the Recruitment Rules, original or certified copy of the diploma confirming completion of first-cycle studies along with the supplement or a certificate of completion of the third year of uniform master's studies; <p>3) Certificate of the average grade from the entire course of studies (in the case of first and second cycle education - the average of the first cycle studies and the average of the second cycle studies), if there is no data in the supplement;</p> <p>4) Motivational letter (description of scientific interests);</p> <p>5) CV;</p> <p>6) Documents confirming scientific achievements and additional qualifications (documented according to the rules specified in Annex No. 3 - Point System);</p> <p>7) Written opinion about the candidate prepared by a person holding a post-doctoral degree or the title of professor (electronic submission of the opinion, in the form of a scan, by the person giving the opinion to the Doctoral Students Section is permitted; the deadlines given in the Recruitment Schedule apply);</p> <p>8) Color digital photo with dimensions of 20x25 mm in resolution of at least 300 dpi in JPEG format, attached in the system;</p> <p>9) Declaration of proficiency in Polish and English, according to the template provided in Annex No. 4 to the Recruitment Rules.</p> |
| 2 | Medical Sciences | | | |

III. SECTION OF SOCIAL SCIENCES

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| 1 | Political and Administrative Sciences | Master's degree or equivalent title in the field of social sciences | Section of the Doctoral School 5 Żeromskiego Street 25-369 Kielce Room 307 | <p>1) Signed form printed from the candidate's individual account in the system;</p> <p>2) Documents confirming completion of studies ^{a), b), c)}:</p> <ul style="list-style-type: none"> - Original or copy of the diploma confirming completion of uniform master's studies along with the supplement (in case of absence of the supplement - index) or - Originals or copies of diplomas confirming completion of first and second-degree studies along with supplements (in case of absence of the supplement - index) or - In the case of a person referred to in § 1 para. 7 point 2) of the Recruitment Rules, original or copy of the diploma confirming completion of first-degree studies along with the supplement or a certificate of completion of the third year of uniform master's studies; <p>3) Certificate of the average grade from the entire course of studies (in the case of first and second-degree education - the average from the first-degree studies and the average from the second-degree studies), if data is not available in the supplement;</p> <p>4) Motivational letter (description of scientific interests);</p> <p>5) CV;</p> <p>6) Documents confirming scientific achievements and additional qualifications (documented according to the rules specified in Annex No. 3 - Scoring System);</p> <p>7) Written opinion about the candidate prepared by a person holding a doctoral degree or the title of professor (sending the opinion electronically, in the form of a scan, by the person providing the opinion to the Doctoral Student Section is allowed; the deadlines given in the Recruitment Schedule apply);</p> <p>8) Color digital photo with dimensions of 20x25 mm in resolution of at least 300 dpi in JPEG format, attached in the system;</p> <p>9) Declaration of proficiency in Polish and English**, according to the template, constituting Annex No. 4 to the Recruitment Rules.</p> |
| 2 | Legal Sciences | Master's degree or equivalent title in the disciplines: - Legal sciences - Political and Administrative Sciences | | |
| 3 | Security Studies | Master's degree or equivalent title in the disciplines: - Security studies - Political and Administrative Sciences - Management and Quality Sciences - Legal sciences | | |
| 4 | Pedagogy | <ul style="list-style-type: none"> • Education • Sociological Sciences • Psychology • Social Communication and Media Studies • Political and Administrative Sciences | | |

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| | | <ul style="list-style-type: none"> • Management and Quality Sciences Humanities • Philosophy • Cultural and Religious Studies Social Work | | |
| 5 | Social Communication and Media Studies | Master of Humanities or Social Sciences | | |
| 6 | Management and Quality Sciences | Master's degree or equivalent title | | |
| IV. SECTION OF EXACT AND NATURAL SCIENCES | | | | |
| 1 | Biological Sciences | Master's degree or equivalent title | Section of the Doctoral School 5 Żeromskiego Street 25-369 Kielce Room 307 | <p>1) Signed form printed from the candidate's individual account in the system;</p> <p>2) Documents confirming completion of studies ^{a), b), c)}:</p> <ul style="list-style-type: none"> - Original or copy of the diploma confirming completion of uniform master's studies along with the supplement (if the supplement is missing - index) or - Originals or copies of diplomas confirming completion of first and second-degree studies along with supplements (if the supplement is missing - index) or - In the case of a person referred to in § 1 para. 7 point 2) of the Recruitment Rules, an original or copy of the diploma confirming completion of first-degree studies along with the supplement or a certificate of completion of the third year of uniform master's studies; <p>3) Certificate of the average grade from the entire course of studies (in the case of first and second-degree education - the average from first-degree studies and the average from second-degree studies), if data is missing in the supplement;</p> <p>4) Motivational letter (description of scientific interests);</p> <p>5) CV;</p> <p>6) Documents confirming scientific achievements and additional qualifications (documented according to the rules given in Annex No. 3 Point System).</p> |
| 2 | Chemical Sciences | | | |
| 3 | Physical Sciences | | | |
| 4 | Earth and Environmental Sciences | | | |

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| | | | | <p>7) Written opinion about the candidate prepared by a person holding a doctoral degree or the title of professor (sending the opinion electronically, in the form of a scan, by the person providing the opinion to the Doctoral Student Section is allowed; the deadlines given in the Recruitment Schedule apply).</p> <p>8) Color digital photo with dimensions of 20x25 mm in resolution of at least 300 dpi in JPEG format, attached in the system.</p> <p>9) Declaration of proficiency in Polish and English**, according to the template, constituting Annex No. 4 to the Recruitment Rules.</p> |
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V. SECTION OF ARTS

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| 1 | Musical Arts | Master of Arts or equivalent title in the discipline of music | Section of the Doctoral School 5 Żeromskiego Street 25-369 Kielce Room 307 | <p>1) Signed form printed from the candidate's individual account in the system;</p> <p>2) Documents confirming the completion of studies ^{a), b), c)}:</p> <ul style="list-style-type: none"> - Original or copy of the diploma confirming completion of uniform master's studies along with the supplement (in case of lack of supplement - index) or - Originals or copies of diplomas confirming completion of first and second-degree studies along with supplements (in case of lack of supplement - index) or - In the case of a person referred to in § 1 ust. 7 pkt 2) of the Recruitment Rules, the original or copy of the diploma confirming completion of first-degree studies along with the supplement or a certificate of completion of the third year of uniform master's studies; <p>3) Certificate of the average grade from the entire course of studies (in the case of first and second-degree education - the average of first-degree studies and the average of second-degree studies), if there is no data in the supplement;</p> <p>4) Motivational letter (description of scientific interests);</p> <p>5) CV;</p> <p>6) Documents confirming scientific or artistic achievements as well as additional qualifications (documented according to the rules given in Annex No. 3 Scoring System).</p> <p>7) A written opinion about the candidate prepared by a person holding a doctoral degree or the title of professor - (electronic submission of the opinion in the form of a scan by the evaluating person to the Doctoral Students Section is permitted; deadlines specified in the Recruitment Schedule apply).</p> |
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| | | | | <p>8) Color digital photo with dimensions of 20x25 mm at a resolution of at least 300 dpi in JPEG format, attached in the system;</p> <p>9) Declaration of proficiency in Polish** and English, according to the template provided in Attachment No. 4 to the Recruitment Rules.</p> |
| 2 | Visual Arts and Artwork Conservation | Master of Arts or equivalent title in the discipline of Visual Arts and Artwork Conservation | Section of the Doctoral School 5 Żeromskiego Street 25-369 Kielce Room 307 | <p>1) Signed form printed from the candidate's individual account in the system;</p> <p>2) Documents confirming the completion of studies ^{a), b), c)}:</p> <ul style="list-style-type: none"> - Original or copy of the diploma confirming completion of uniform master's studies along with the supplement (in case of lack of supplement - index) or - Originals or copies of diplomas confirming completion of first and second-degree studies along with supplements (in case of lack of supplement - index) or - In the case of a person referred to in § 1 ust. 7 pkt 2) of the Recruitment Rules, the original or copy of the diploma confirming completion of first-degree studies along with the supplement or a certificate of completion of the third year of uniform master's studies; <p>3) Certificate of the average grade from the entire course of studies (in the case of first and second-degree education - the average of first-degree studies and the average of second-degree studies), if there is no data in the supplement;</p> <p>4) Motivational letter (description of scientific interests along with the proposed research topic);</p> <p>5) CV;</p> <p>6) Documents confirming scientific, artistic, or project achievements as well as additional qualifications (documented according to the rules given in Annex No. 3 Scoring System);</p> <p>7) Written opinion about the candidate prepared by a person holding a doctoral degree or title of professor (sending opinions electronically in the form of a scan by the person giving the opinion to the Doctoral Candidates Section is allowed; deadlines specified in the Recruitment Schedule apply);</p> <p>8) Color digital photo with dimensions of 20x25 mm with a resolution of at least 300 dpi in JPEG format, attached in the system;</p> <p>9) Declaration of proficiency in Polish** and English, according to the template, constituting Annex No. 4 to the Recruitment Rules.</p> |

*according to the Regulation of the Minister of Education and Science of October 11, 2022, regarding fields of science and artistic disciplines (Journal of Laws of 2022, item 2202); does not apply to persons referred to in § 1 paragraph 7 point 2 of the Recruitment Rules

**does not apply to:

1) candidates who are not foreigners

2) candidates in the field of physical sciences

a) Persons who completed their studies in the academic year 2023/2024 must attach a certificate of completion of studies; the original or a certified copy of the diploma must be provided no later than on the day of the qualification interview).

b) Persons who completed their studies abroad must provide:

1) the original or authenticated copy of the diploma,

2) certification of completion of higher education studies, in the form of:

a) legalization (usually done by the Polish consul in the country where the document was issued. To do this, contact the consulate) or

b) apostille, if the document was issued by an institution operating in the education system of a state party to the Hague Convention of October 5, 1961, abolishing the requirement of legalization of foreign official documents (Journal of Laws of 2005, No. 112, items 938 and 939). Apostille can be obtained in the country that issued the document. The Hague Convention website lists institutions issuing apostilles;

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

4) in the case of recognition of a foreign diploma of completion of studies as equivalent to the corresponding Polish diploma and professional title through nostrification proceedings - a certificate issued by the nostrifying university together with the original diploma or a copy of the diploma certified to be in accordance with the original;

c) Completion of studies at a specified level by persons referred to in Article 327 paragraph 3 of the Higher Education and Science Act (Journal of Laws of 2023, item 742, as amended), who do not have a diploma of completion of studies, may be confirmed through proceedings to confirm completion of studies at a specified level, conducted in accordance with separate regulations.