

RECRUITMENT

of candidates for the Doctoral School of Poznan University of Technology (PUT) for the academic year 2024/2025 is carried out according to the Recruitment schedule to PUT Doctoral School.

To enter the recruitment process to the Doctoral School a payment of a one-off, non-returnable recruitment fee is required. The fee in amount of PLN 200 or EUR 50 must be paid upon the candidate submitting the documents.

GO TO THE ADMISSION SYSTEM> (it will be launched in accordance with the PUT Doctoral School recruitment schedule)

1. Candidates are required to get acquainted with the binding [legal acts](#)
2. Recruitment is carried out [within given scientific disciplines and within limits set by the PUT Rector.](#)
3. [List of available research topics](#) (the list will be available on May 6, 2024)
4. [Recruitment schedule.](#)
5. Candidates submit required documents by means of PUT admission system (the admission system will be launched in accordance with the PUT Doctoral School recruitment schedule):
 - a) [application](#),
 - b) a document confirming their qualifications of master's degree (MA or MSc) or an equivalent degree:
 - 1) a diploma of graduation with the supplement or
 - 2) a certificate of completion of studies, in case the diploma has not yet been issued,
 - 3) transcript (grade report) (not required if this information is included in the supplement), together with an official grading scale, if the transcript does not contain it, confirmed by the University which a candidate graduated from,
 - c) *curriculum vitae* (signed) containing personal data and the course of previous education and/or employment,
 - d) a covering letter containing a short description of candidate's interests and reasons for undertaking education at the Doctoral School, list of achievements (including publications, patents, utility models, trademarks, industrial designs, scientific scholarships), awards and distinctions concerning scientific research or student activity or other scientific achievements; information about participation in scientific conferences, workshops, research and commercial projects as well as trainings and internships, international mobility and work experience as well as scientific clubs membership (together with relevant documentation confirming all or any of the above),
 - e) a declaration of choosing a research topic from the available list together with a declaration from a potential PhD thesis supervisor ([Annex 1](#)),
 - f) description of a proposed individual research plan demonstrating feasibility of implementation of chosen research topic ([Annex 2](#)),
 - g) a certificate confirming the knowledge of the English language at a level of at least B2 (list of accepted certificates - [Annex 3](#)) or a declaration of the knowledge of the English language at a level of at least B2 ([Annex 4](#)),
 - h) a photograph of the candidate, in a digital format (JPG, TIF, BMP or PNG), meeting the requirements for issuing ID cards/passports, which the candidate is required to upload to the admission system,
 - i) confirmation of the payment of the enrollment fee.

Documents submitted by a candidate must be prepared in Polish or English or be translated into Polish or English by a sworn or equivalent translator in the country of issue.

Diploma of graduation from university obtained abroad needs to be confirmed with an apostille if the country issuing the document is covered by the Convention Abolishing the Requirement of Legalization of Foreign Public Documents, drawn up in The Hague on October 5, 1961 (Journal of Laws of 2005, No. 112, item 938) or legalized in any other case. Legalization is carried out by a Polish consular post in the country of issuing the diploma.

A candidate who obtained the diploma outside of a European Union Member State or a European Free Trade Association (EFTA) Member State may be requested to submit an additional opinion on the recognition of a foreign diploma in Poland by the National Agency for Academic Exchange.

The candidate is obliged to read the information provided in the recruitment system and/or by e-mail on an ongoing basis. The candidate shall bear the consequences of failure to comply with this obligation.

6. The competition procedure consists of an assessment of the required documents submitted by the candidate (I stage) and an interview (II stage). **Only the set of the above-mentioned documents, which is filled in completely and submitted correctly and on time, will be assessed.**

7. Interviews with candidates, as part of the second stage of the competition procedure, will take place on the date specified in the Recruitment Schedule to the Doctoral School. The exact date, place and time of the interview will be provided in the recruitment system. **In the case of online interview, the date will be agreed on individually with a given candidate, by e-mail, by the Chairperson of the Competition Commission for a given discipline.**

8. Candidates with disabilities may apply **7 days before the end of recruitment** to adapt the form, dates and duration of the interview to their legitimate needs. Before the registration is completed, the candidate submits an appropriate request to the Director of the Doctoral School, who makes decisions in the above-mentioned case within 14 days.

9. In accordance with the Recruitment Schedule to the Doctoral School, after the publication of the list of persons obliged to submit the original documents, the candidate submits **one set of the required documents** (listed in point 5, except h) at the Doctoral School office (located in Poznan, ul. Piotrowo 3, room 604). The candidate is required to submit all documents in original form. **Copies of the diploma and transcripts will be made, free of charge, and true copies certified at the Doctoral School office.**

Additionally, the candidate is required to submit:

- an ID card or a passport (for review, in order to verify personal data),
- (if applicable) a disability certificate (for review, in order to certify it),
- [statement to the Polish National Social Insurance Institution \(ZUS\)](#),
- [statement for scholarship purposes](#),
- [discipline statement](#).

In case of foreigners, when submitting original documents, they are required to present:

- a valid, current document entitling them to stay in the territory of the Republic of Poland,
- a valid health insurance policy effective in the territory of the Republic of Poland.

The candidate is not obliged to submit the required documents personally. However, the documents should be delivered in their original form (in order to certify them) or should be notarized. **Incomplete documentation, including missing original signatures, will not be accepted.**

It is possible to mail the documents, but they have to be delivered prior to the deadline indicated in the Recruitment Schedule. In such a case, the candidate has to make sure that the file contains all necessary documents together with a notarized copy of the diploma and transcript.

Correspondence address:

Szkoła Doktorska Politechniki Poznańskiej
ul. Piotrowo 3 (pok. 604)
60-965 Poznań, Poland

11. The person admitted to the Doctoral School begins education and acquires doctoral student rights at the moment of oath taking. Date and place of oath-taking will be announced at a later date.

12. English is the language of instruction at the Poznan University of Technology Doctoral School.