The recruitment of candidates for the Doctoral School of Poznan University of Technology (PUT) for the academic year 2026/2027 is carried out following PUT Doctoral School recruitment schedule.

In the process of recruitment to the Doctoral School, a payment of a one-off, non-returnable recruitment fee is required. The fee in amount of PLN 250 or EUR 60 must be paid together with the candidate's submission of documents.

1. Candidates are required to get acquainted with the binding legal acts, in particular with admission rules to the Doctoral School.

2. Recruitment to the Doctoral School is carried out within given scientific disciplines and within limits set by the PUT Rector.

3. List of available research topics.

4. Recruitment schedule.

5. Candidates to the Doctoral School submit required documents by means of admission system (the admission system will be launched in accordance with the Doctoral School recruitment schedule):

a) an application for admission to the Doctoral School (generated from the recruitment system),
b) a document regarding the qualification:
    1) a diploma of graduation with the supplement (or with the grade report from course of education (not required if this information is included in the supplement) together with an official grading scale (if the grade report does not contain it) confirmed by the University from which a candidate graduated), or
    2) in case the diploma has not yet been issued, a certificate of completion of studies in the Republic of Poland, with the grade report from the course of education together with the official grading scale (if the grade report does not contain it) confirmed by the University from which a candidate graduated, or
    3) a statement on the planned date of defending the master's thesis in the Republic of Poland (only in the absence of a diploma and certificate of completion of studies in the Republic of Poland) with the grade report from the course of education together with the official grading scale (if the grade report does not contain it) confirmed by the University from which a candidate graduated.
c) *curriculum vitae* containing personal data and the course of previous education and/or employment,
d) a cover letter containing a short description of the candidate's interests and justification of intent for undertaking education at the Doctoral School,
e) list of achievements (annex 1) 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, scientific clubs membership (**together with the relevant document confirming each achievement**),
f) a declaration of choosing a research topic from the available list together with a declaration from a potential doctoral thesis supervisor (annex 2),
g) description of a proposed individual research plan demonstrating feasibility of the implementation of chosen research topic (annex 3),
h) a certificate or other document confirming the knowledge of the English at least at B2 level (list of accepted certificates or documents - annex 4)
i) photograph of a candidate (in a digital version (JPG, TIFF, BMP or PNG format), which should be uploaded to the recruitment system, meeting the requirements specified for issuing identity cards/passports).

Documents must be filled in completely and correctly, signed, and submitted in a timely manner.

If all required documents are not submitted by the date specified in the schedule, the recruitment procedure for a given candidate will not proceed further.

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

A candidate who obtained a diploma outside the Republic of Poland in order to undertake further education in Poland may be requested to additionally submit an opinion on the recognition of the diploma issued by the National Agency for Academic Exchange (NAWA). Failure to deliver the above-mentioned opinion to the Doctoral School Office by the due date from the recruitment schedule results in the candidate being refused admission to the Doctoral School,

regardless of the results of the procedure competition.

The 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 issuing the diploma.

The candidate is obligated to read the information provided in the recruitment system or/and by email on an ongoing basis. The candidate shall bear the consequences of not complying with this obligation.

6. The competition procedure consists of two stages: evaluation of the documents submitted by the candidate listed in points 5b-5g (I stage) and interview (II stage). Individual results from each stage are delivered to the candidate in the recruitment system. If the admission requirements for the Doctoral School are not fulfilled, a decision of non-admission will be delivered through the recruitment system.

7. Interviews with candidates, as part of the second stage of the competition procedure, will take place on the date specified in PUT Doctoral School recruitment schedule. The exact date, place and time of the interview will be provided in the recruitment system.

8. Candidates with special needs may apply to adapt the location, form, and duration of the interview to their legitimate needs. Before the deadline for submitting documents, the candidate must submit an appropriate request, along with a written recommendation from the Equality Office (https://put.poznan.pl/dzial-rownosci-kontakt), to the Director of the Doctoral School, who will make a decision in the above-mentioned matter within 14 days.

9. In accordance with PUT Doctoral School recruitment schedule, after the publication of the list of persons obliged to submit the original documents, the candidate submits **one set of the required documents in their original form including confirmation of having qualifications of Master's degree (MA or MSc) or an equivalent degree** (points 5a, 5b (1 or 2) and 5c-5h) at the Doctoral School Office (located in Poznan, ul. Piotrowo 3, room 604). **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 correctness of the data),
- (if applicable) original of a disability certificate (for review, to make a copy and certify its compliance with the original),
- 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 for review:

- 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.

Candidates are not obliged to submit the required documents personally. However, the documents should be delivered in their original forms (in order to make the copies and 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, candidate has to make sure that the file contains all necessary documents together with a notarized copy of diploma and transcript.

Correspondence address:
Szkoła Doktorska Politechniki Poznańskiej
ul. Piotrowo 3 (room 604)
61-138 Poznan, 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. Education at the Doctoral School is carried out in English.