

## LIST OF DOCUMENTS

**I.** A list of documents required for the enrolment procedure for the doctoral school available for review within the closing dates specified in appendix 2 to the resolution:

- 1) identification;
- 2) a valid *Karta Polaka* (Polish Charter) – in case of a non-Polish citizen and a holder of *Karta Polaka*.

**II.1.** A list of electronic documents required for the enrolment procedure to the doctoral school submitted by a candidate via the IRK system within the closing dates specified in appendix 2 to the resolution:

- 1) a cv with a description of a candidate's research objectives and academic accomplishments made thus far (a template of the cv form is available on the doctoral school's website);
- 2) a potential advisor's conclusion with a description of a candidate's research objectives and academic accomplishments made thus far, with a conclusion of the appropriate dean regarding the possibility of carrying out the research project proposed by a candidate within the particular unit of the University of Gdańsk (a template of the conclusion form is available on the doctoral school's website<sup>1</sup>).

**II.2.** A list of hard copies of documents required for the enrolment procedure to the doctoral school submitted by a candidate within the closing dates specified in appendix 2 to the resolution:

- 1) an application for admission to the doctoral school (a template of the application form is available in the IRK system);
- 2) a cv with a description of a candidate's research objectives and academic accomplishments made thus far (a template of the cv form is available on the doctoral school's website);
- 3) a potential advisor's conclusion with a description of a candidate's research objectives and academic accomplishments made thus far, with a conclusion of the appropriate dean regarding the possibility of carrying out the research project proposed by a candidate within the particular unit of the University of Gdańsk (a template of the conclusion form is available on the doctoral school's website<sup>1</sup>);
- 4) a declaration that a candidate is not a doctoral student in any other doctoral school (a template of the declaration form is available in the IRK system);
- 5) an original, a duplicate or a copy, certified as authentic by the University of Gdańsk or a notary, of a second-cycle studies diploma or long-cycle studies diploma at a Polish university, or a certificate of completion of the above-mentioned studies, which contains a study result to be specified in the content of the diploma, and the information on a grading scale in the referring university<sup>2</sup>;
- 6) a diploma of the completion of studies at a foreign university which entitles to apply for a doctoral degree in the country whose higher education system the university operates in, or other document certifying the completion of studies abroad recognized, according to the regulations governing the nostrification of foreign diplomas/degree certificates or on the basis of an

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<sup>1</sup> In case of applying to the doctoral school in more than one discipline of science, a candidate submits the conclusion forms of potential advisors who represent the particular disciplines.

<sup>2</sup> Graduates of the University of Gdańsk are exempt from the obligation to provide information on the grading scale.

international agreement, as equivalent to a Polish diploma certifying the completion of second-cycle studies or long-cycle studies – in case of a candidate who completed studies abroad<sup>3</sup>; the diploma or other document should be marked with an authentication in the form of:

- a) an apostille – if the document was issued by an institution operating in the education system of a country which is a party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (Journal of Laws of 2005, no. 112, item 938),
  - b) legalisation – in every other case;
- 7) a diploma supplement or a record of achieved grades in case if there is no information on the achieved results and grading scale on the diploma of completion of studies at a foreign university – in case of a candidate who completed studies abroad<sup>4</sup>;
  - 8) a copy certified as authentic of a high-school diploma, *matura* certificate or diploma certifying the completion of higher education, on the basis of which a candidate was admitted to the studies completed abroad (the completion of those studies is authenticated by the issue of a foreign diploma/degree certificate which the candidate wishes to be recognized as equivalent to a Polish diploma) – in case of a non-Polish candidate or a candidate who completed studies abroad;
  - 9) documents certifying the academic accomplishments and qualifications of a candidate, particularly copies of publications, a record certifying the amount of contribution to a co-authored publication, a language certificate, documents certifying receiving an academic award, completing an internship or participating in a research club; in case of a document issued in any language other than Polish or English, a candidate also submits a duplicate of the document translated into Polish or English;
  - 10) an acknowledgement containing a record of submitted documents required for the enrolment procedure for the doctoral school, including a filled-out list of documents certifying the academic accomplishments and qualifications of a candidate (paragraph 6 of the acknowledgement (a template of the acknowledgement form is available in the IRK system).

**III.** A candidate admitted to the doctoral school submits a personal data form to the Doctoral Schools Administration's Office within 7 days from the announcement of admissions results (a template of the personal data form is available on the doctoral school's website).

**IV.** A non-Polish doctoral school candidate, who remains abroad during the enrolment proceedings may:

- 1) submit electronic copies (scans) of the documents itemised in subparagraph II.2.,
- 2) be admitted to the doctoral school on the condition specified in the decision, that those documents or their copies certified as authentic shall be submitted to the selection committee until 31 October 2022.

In case the condition referred to in paragraph 2 is not met, the Rector of the University of Gdańsk overturns the decision on the basis of which a candidate was admitted to the doctoral school.

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<sup>3</sup> In case of a diploma issued by a foreign university, a candidate also submits a translation of the diploma into Polish provided by a sworn translator.

<sup>4</sup> In case such a document is being submitted, a candidate also submits its translation into Polish provided by a sworn translator.