

1. As part of the recruitment process to STER program, 6 foreign doctoral students are planned to be admitted **from the 1st April 2021**.
2. Foreign nationals may take up and pursue courses at the Doctoral School pursuant to Article 323 of the Act of 20 July 2018 - Law on Higher Education and Science, hereinafter referred to as the Act, on the terms laid down in the Recruitment Terms and Conditions.
3. The **recruitment process** is open for the following candidates:
 - 1) foreign national graduates of first-cycle, second-cycle or long-cycle studies completed at a foreign institution,
 - 2) foreign national graduates of second-cycle studies completed at a Polish institution or
 - 3). Polish national graduates of second-cycle studies completed at a foreign institution.
4. A **candidate** applying for admission to PUMS Doctoral School as part of the recruitment process **cannot be a doctoral student at any other doctoral school**.
5. Candidates applying for admission as part of the recruitment process shall comply with the provisions stipulated in the Recruitment Terms and Conditions and PUMS Doctoral School Regulations, as well as with the guidelines contained herein:
 - 1) Based on a diploma certifying completion of studies abroad, any person whose diploma, in accordance with applicable regulations in this field, is recognised in Poland as equivalent to the Polish diploma of completing long-cycle studies or second-cycle studies may be admitted to the Doctoral School. In the case of candidates whose diploma cannot be recognised as equivalent to the relevant Polish diploma or to a professional title based on an international agreement specifying equivalence – the recognition of the diploma shall be required.
 - 2) Any documents presented by a foreign national which have been drawn up or issued in a language other than Polish and English **shall require a sworn translation into Polish or English**.
 - 3) As far as disabled people are concerned, in order to ensure the possibility of taking part in the interview to the Doctoral School run by PUMS, such people shall notify the Recruitment Committee of their special needs related to participation in the interview. This notification shall be delivered in writing. In addition, a photocopy of the document certifying the degree of disability shall be attached thereto, and if no such document exists, medical documentation confirming the health condition. The foregoing documents shall be submitted along with other recruitment documents.

- 4) A **thesis supervisor** of a doctoral student may be a **senior academic staff member** (PUMS' employee), scientifically active and with current scientific achievements as well as with a positive periodic appraisal of an academic teacher for the last 5 years.

A **foreign thesis supervisor** may be a person without the post-doctoral degree or the professor title, who is an **employee of a foreign university or scientific institution**, provided that this person has significant achievements in the scientific area covered by the doctoral dissertation.

A thesis supervisor may supervise **at most three doctoral students of the Doctoral School**, with the exception of doctoral students admitted as part of the implementation of research projects financed with external funds, provided that these doctoral students are given the opportunity to complete their professional placement in the form of delivering teaching classes. Should the supervision over the greater number of doctoral students be planned, it shall be subject to the consent of the Director of the Doctoral School in consultation with the Rector. Furthermore, a thesis supervisor should still have at least four years of employment with the University from the time of admission of the doctoral student, and a thesis supervisor cannot be the person referred to in Article 190(6) of the Act.

6. **Candidate registration process:**
 - 1) Candidates applying for admission as part of the recruitment process shall:
 - 1/ **register themselves online** on the University's website within the time limit specified in the recruitment schedule (in order to complete the registration, one needs to fill in the questionnaire and confirm it);
 - 2/ attach the following documents to the online recruitment form (original copies of chosen documents shall be presented by the qualified persons at the Doctoral School Office):
 - a) **high-school certificate**,
 - b) **graduate certificate** issued abroad.
The diploma, along with its sworn translation made abroad, must also bear an apostille or be legalised in accordance with generally applicable regulations,
 - c) **declaration made by an academic teacher** designated as the thesis supervisor, **pertaining to his/her consent to take the candidate** under scientific supervision after the candidate has been admitted to the Doctoral School, along with appendices thereto (**Appendix 3 to the Recruitment Terms and Conditions**),
 - d) **declaration by the head of the PUMS** unit in which the doctoral student is to conduct his/her individual research, **pertaining to ensuring the possibility of pursuing the school curriculum**, including a professional

placement in the form of delivering teaching classes ([Appendix 4 to the Recruitment Terms and Conditions](#)),

- e) **transcript confirming academic results** in line with the evaluation system of the country in which the candidate has studied; these results shall be converted by the Recruitment Committee to the system applicable in Poland,
 - f) **initial research plan**, signed by the candidate and the person designated as his/her thesis supervisor ([Appendix 5 to the Recruitment Terms and Conditions](#)),
 - g) **document confirming the candidate's right to practice the profession**. Applicable only to the foreigners (physicians and dentists) who will pursue the Doctoral School in the disciplines of medical sciences and health sciences and conduct clinical research - they shall be required to present a document confirming the acquisition of the right to practice as a medical doctor in Poland indefinitely – regulations in this regard are stipulated by the provisions and procedures of the Regional Medical Chamber.
 - h) document referred to disability (if applicable),
 - i) **documents certifying the candidate's scientific activity** in line with the guidelines for certifying scientific achievements defined [in the scoring system for the admission to the Doctoral School](#),
 - j) in addition, candidates shall attach a scan of their ID document in order to verify the data provided in the questionnaire,
 - k) in the case of foreign nationals: **a health insurance policy or a declaration**, that they will take out insurance immediately after starting their courses,
 - l) in the case of foreign nationals: **a visa or residence card, or other document entitling the holder to reside in the Republic of Poland** – this document candidates can provide after their admission to the Doctoral School,
- 3/ Candidates shall **print and sign the application** for admission to the Doctoral School generated by the system along with the questionnaire, and **then send their scan via e-mail** to the Doctoral School Office, e-mail address: doctoralschool@ump.edu.pl
 - 4/ **Proceed to interview** on a selected topic in a given scientific discipline and the English language within the period specified in the recruitment procedure schedule;
 - 5/ Comply with the deadlines specified in the schedule of the recruitment procedure announced in the Communication of the Director of the Doctoral School and made available on the PUMS website.
- 2) Documentation regarding admission to the doctoral school **submitted after the deadline shall not be considered**, regardless of the reasons for failure to meet the deadline for submitting the application.
 - 3) **After the deadline, the right to supplement the documentation** referred to in section 1) point 2) **expires**.
 - 4) **The candidate is notified of the date of the interview via e-mail** (the information is sent to the e-mail address provided by the candidate in the questionnaire). The candidate's interview is conducted in English.
 - 5) **The results of the recruitment procedure will be announced on the UMP website**. The publicly announced ranking list will take into account the recruitment numbers of people admitted and not admitted to the Doctoral School run by the University and the overall score obtained.
 - 6) Persons applying for admission to the doctoral school **do not pay the enrollment fee**.

7. Principles and course of the recruitment process:

- 1) The recruitment process shall have a form of a competition.
- 2) The recruitment process shall be conducted by Recruitment Committees.
- 3) The recruitment-related decisions shall be made by the Rector or the Director of the Doctoral School acting on behalf of the Rector.
- 4) The recruitment to the Doctoral School may be held using means of remote communication.
- 5) Members of the Recruitment Committees shall be appointed by the Director of the Doctoral School.
- 6) Either the Director of the Doctoral School or one of his/her deputies shall be the chairperson of a Recruitment Committee.
- 7) A Recruitment Committee shall be composed of at least 3 members, including academic teachers representing the disciplines present within the Doctoral School and teachers of the Foreign Language Centre at the University.
- 8) A representative appointed by the Doctoral Student Self-Government Council may participate in the work of a Recruitment Committee.
- 9) The score of zero points in an interview in a foreign language or on a selected topic within a given scientific discipline shall disqualify a candidate. **The minimum level of knowledge of English shall be at least B2 or IELTS 5-6**. As regards candidates recruited to the English-speaking group, **confirmation of language skills shall be required by way of presenting an appropriate certificate**, and in the absence of such a certificate, a language exam shall be carried out.
- 10) The results of the recruitment process shall be made public.

8. Admission of a candidate to the Doctoral School:
- 1) **Candidates shall be admitted to the Doctoral School** run by the University **depending on the number of points** obtained during the recruitment process based on the scoring system, in the order corresponding to their results, within the limit of places set out in Section 3 hereof. The current scoring system for the admission to the Doctoral School forms [Appendix 1 to the Recruitment Terms and Conditions](#).
 - 2) If in the case referred to in Item 1 **two or more persons have an equal number of points** entitling them to be admitted to the Doctoral School, the higher number of points obtained in the evaluation of their scientific activity shall be decisive for their admission. Should any candidate qualified for the admission **resign from taking up courses** at the Doctoral School, the candidates who have obtained a positive score in the recruitment process but have not qualified for the admission to the Doctoral School due to the lack of available places shall be admitted to that vacated places according to the ranking list.
 - 3) **Admission to the Doctoral School shall happen by way of entry in the list of doctoral students.** A candidate admitted to the Doctoral School shall receive a written notification (in exceptional cases sent by e-mail) of his/her acceptance as PUMS' doctoral student.
 - 4) **Admitting a foreign national to the Doctoral School** shall take a form of an administrative decision of the Rector, based on which the Director of the Doctoral School enters this person in the list of doctoral students.
 - 5) **Information on the admission of a candidate** to the Doctoral School run by the University shall be communicated to the senior academic staff member(s) designated as the **thesis supervisor(s)** and **the head of the PUMS unit** in which the doctoral student is to conduct his/her individual research.
 - 6) **Admission to the Doctoral School shall be refused by way of an administrative decision.**
 - 7) A candidate shall be **entitled to a request for reconsideration** of the negative decision made by the Rector or the Director of the Doctoral School acting on behalf of the Rector, within the time limit specified in the decision.
 - 8) **The decision shall be sent to the candidate** to the address indicated in the personal questionnaire by registered mail against the confirmation of receipt. Personal receipt of the decision at the Doctoral School Office shall be allowed. As far as candidates from abroad are concerned, it shall be also allowed to send the decision electronically.
 - 9) **Any person admitted** to the Doctoral School shall **begin education** and acquire the rights of a doctoral student **upon taking the oath**.
 - 10) A candidate who has been admitted to the Doctoral School shall, before taking the oath, provide the Doctoral School Office with a medical certificate stating that there are no contraindications to taking up courses at the Doctoral School. Failure to comply with this obligation shall result in non admission to didactic courses at the Doctoral School.
 - 11) Foreign nationals qualified for admission who are required to apply for a visa may be conditionally entered in the list of doctoral students, however without entitlement to a scholarship until a visa is obtained.
 - 12) Pursuant to Article 209(10) of the Act, a doctoral student cannot be employed as an academic teacher or researcher. Candidates qualified for the admission to the Doctoral School shall be required to submit a declaration of non-employment as an academic teacher or researcher.
 - 13) **Candidates qualified** for the admission to the Doctoral School run by the University shall submit a **declaration** that **they are not doctoral students at any other doctoral school**.
 - 14) In order to resign from the recruitment process, a candidate may submit to the Doctoral School Office by e-mail a written declaration addressed to the Recruitment Committee. This declaration shall be effective upon delivery to the Doctoral School Office and shall not be subject to withdrawal, and the recruitment process shall be discontinued.
 - 15) All **personal data** provided by candidates shall be processed and stored for the recruitment purposes in accordance with applicable regulations, **and shall be subject to protection**.
 - 16) If a candidate is entered in the list of doctoral students, the **data** used during the recruitment process **shall be transferred to the University's IT systems** and processed in accordance with applicable regulations for the purposes of organisation of and ensuring the proper course of education.
 - 17) A **candidate** who has taken the oath **shall submit**, until **10 April 2021**, his/her **individual research plan** and he/she acknowledges that failure to do so shall make it impossible for the Beneficiary to pay the candidate the doctoral scholarship pursuant to the NAWA Regulations and the provisions of the Project.
9. Doctoral students admitted during the recruitment process referred to in Section 1 shall pursue the programme of study at the Doctoral School in accordance with the Individual Curriculum Plan (ICP) approved by the Director of the Doctoral School, both as regards their programme of study and their individual research plan. The following provisions shall apply:
- 1) Act of 20 July 2018 - Law on Higher Education and Science (JoL RP of 2020 Item 85, as amended);
 - 2) PUMS Statute of 20 March 2019, as amended, including amendments effective as of 2 December 2020;
 - 3) NAWA Agency's PUMSTER Project granted to the Doctoral School run by Poznań University of Medical Sciences

under the decision of 14 December 2020 No. PPI/STE/2020/1/00014/DEC/02 for the period from 04 January 2021 to 29 December 2023;

- 4) Regulations of the STER Internationalisation of Doctoral School programme of 15 July 2020, hereinafter referred to as the STER Regulations;
- 5) Legal regulation documents pertaining to the operation of PUMS' Doctoral School - Doctoral School Regulations, Recruitment Terms and Conditions and Procedure, Curriculum.

Apostille – Apostille is a certificate on the basis of which official documents (including certificates and diplomas) issued on the territory of one state are considered legal on the territory of another state. The clause, which is issued in the form of a seal on the document, or a separate document, should be applied for in the country of issuance of the document.

Apostille was introduced by a convention abolishing the requirement of legalization of foreign official documents, drawn up in The Hague on October 5, 1961 (Journal of Laws of 2005, No. 112, item 938) and applies to states that have adopted this convention: <https://www.hch.net/en/instruments/conventions/status-table/?cid=41>

Document legalization – Legalization is a confirmation of the authenticity of a document (e.g. a certificate or diploma) issued in another country. It must be carried out if it is not possible to obtain an apostille, because the country that issued the document has not adopted a convention abolishing the requirement to legalize documents. Usually, the document is legalized by the Polish consul in the country where the document was issued. Contact the consulate and ask about the document legalization procedure.

Translation – Apart from obtaining an apostille or legalization, each document issued in a language other than Polish and English requires a sworn translation into Polish or English.

Legalization of stay – Residence rights of citizens of the European Union Member States, citizens of the European Free Trade Association (EFTA) member states - parties to the Agreement on the European Economic Area (EEA), i.e. Norway, Iceland and Liechtenstein, and citizens of the Swiss Confederation, as well as their family members, differ from those granted to foreigners from outside the European Union and those countries, called citizens of third countries.

If you are a citizen of a non-EU / EEA country

You can enter the territory of Poland if you have a valid travel document (for example a passport) and - if required - a visa. Where to get a visa:

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-panstw-trzecich/chce-przyjechac-do-polski/gdzie-uzyskac-wize/>

The list of countries with visa-free travel to Poland can be found on the website of the Office for Foreigners:

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-panstw-trzecich/chce-przyjechac-do-polski/czy-potrzuje-wizy/>

If you are a citizen of an EU / EEA country

You can enter Poland and stay here for up to 90 days on the basis of a valid passport or other identity document. If you plan to be in Poland for more than 90 days, you must register your stay.

Temporary residence permit for the purpose of education at the Doctoral School is granted to a foreigner if the purpose of his stay in the territory of Poland is to undertake or continue education at the Doctoral School, also when these studies constitute a continuation or supplementation of studies undertaken by the foreigner in the territory of another Member State EU.

The permit is granted if the circumstances that constitute the basis for applying for this permit justify the foreigner's stay in the territory of Poland for a period longer than 3 months.

During the stay without the need to obtain a visa, the foreigner should meet the following conditions:

- have a valid travel document,
- be able to justify the purpose and conditions of the intended stay and
- have sufficient means of subsistence or the possibility of obtaining them in accordance with the law,
- not to be a person for whom an alert has been issued for the purpose of refusing entry in the SIS and not be considered to constitute a threat to public policy, internal security, public health or the international relations of any of the Member States, and in particular has not been issued on the basis of an alert for the purpose of refusing entry in the national databases of the Member States.

The legalization of foreigners' stay in Poznań is dealt with by:

Wydział Spraw Cudzoziemców Wielkopolskiego Urzędu Wojewódzkiego w Poznaniu
(Department of Foreigners Wielkopolska Voivodship Office in Poznań)

Address: pl. Wolności 17, 61-739 Poznań

Office hours: Monday 09:30-18:00 / Tuesday-Friday 08:15-15:15

e-mail: cudzoziemcy@poznan.uw.gov.pl

helpline: 61 850 87 77 - open Monday 9.30-16.00 / Tuesday-Friday 8.15-15.15

<https://migrant.poznan.uw.gov.pl/en/komunikaty/restrictions-functioning-office-wielkopolska-province-poznan>

Information on official matters regarding the legalization of stay can be found on the Office's website:

<https://migrant.poznan.uw.gov.pl/en/procedure/full-time-studies>

