

INFORMATION ON ADMISSION TO THE DOCTORAL SCHOOL IP PAS

1. FORMAL CONDITIONS FOR ADMISSION TO THE DOCTORAL SCHOOL

1. A person who holds the professional title of magister, magister engineer, or an equivalent degree, or a person referred to in Article 186(2) of the Act on Higher Education and Science of July 20, 2018, may be admitted to a doctoral school.
2. Admission to the doctoral school is conducted through a competitive process based on the rules established by the Scientific Council in the Recruitment Regulations for the IF PAS Doctoral School, published on the IP PAS website.
3. The rules mentioned in point 2 and the curriculum referred to in Article 201(3) of the Act on Higher Education and Science of July 20, 2018, must be made available by the institution running the doctoral school no later than five months before the start of the recruitment process. (Doctoral School Regulations of the Jerzy Maj Institute of Pharmacology, Polish Academy of Sciences; Curriculum of the Doctoral School of the Jerzy Maj Institute of Pharmacology, Polish Academy of Sciences)
4. Admission to the doctoral school takes place through entry onto the list of persons admitted to the Doctoral School IP PAS.
5. Refusal of admission to the doctoral school is issued in the form of an administrative decision. An appeal for reconsideration of the case may be submitted against such a decision.
6. The results of the competition are public.
7. A person may be enrolled as a doctoral student in only one doctoral school at a time.
8. A person admitted to the doctoral school begins their education and acquires the rights of a doctoral student upon taking the oath.

2. LANGUAGE OF THE SUBJECT EXAMINATION

The recruitment exam is conducted in Polish or English.

3. RECRUITMENT DOCUMENTS

- a) CV,
- b) Cover letter,
- c) *Certified copy of a Master's diploma with a diploma supplement or a certificate of graduation,*
- d) *English proficiency certificate,*
 - a) *A summary of education and work experience with evidence of scientific achievements*
 - b) *A reference from the previous scientific supervisor (e.g. master's thesis supervisor) or opinion from previous employer,*
 - c) *A written acceptance of responsibilities from the prospective supervisor, in the event of a satisfactory completion of the qualification procedure and inclusion in the list of those accepted to the Doctoral School of the IP PAS*
- e) *ID photos of the candidate, size: 3.5 cm x 4.5 cm and 1 photo in electronic form .*

4. INFORMATION FOR CANDIDATES WITH FOREIGN DOCUMENTS APPLYING TO THE IP PAS DOCTORAL SCHOOL

Foreign candidates applying to the Doctoral School at Maj Institute of Pharmacology, Polish Academy of Sciences (DS IP PAS) must present a higher education diploma that has been authenticated through an **apostille** or **legalization**, along with a **translation into Polish or English**. This means the document must be certified by the appropriate authorities in the country where it was issued.

- **An apostille** is a simplified procedure used for countries that are parties to the Hague Convention, which abolishes the requirement of legalization. (<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>)
- If the diploma was issued in a country that is *not* a party to the Convention, **legalization** is required. This involves confirming the authenticity of the document through a Polish diplomatic or consular post in that country.

This apostille/legalization process is essential for the diploma to be recognized as valid in Poland and for further recruitment procedures at the Doctoral School.

Steps to follow:

- **Check whether your country is a party to the Hague Convention:**
 - If yes → apostille is sufficient
 - If no → legalization is required
 - Helpful links: <https://www.gov.pl/web/dyplomacja/polskie-przedstawicielstwa-na-swiecie> / <https://www.gov.pl/web/dyplomacja/misje-dyplomatyczne-urzedzy-konsularne-i-organizacje-miedzynarodowe-w-polsce>
- **Obtain the apostille or legalization** in the country where the diploma was issued. Information about the responsible institutions can be found on the websites of the relevant authorities in that country.
- **Translate the diploma and the apostille/legalization into Polish or English.** The translation must be done by a sworn translator.
- **Submit the diploma with apostille/legalization and translation to the Doctoral School.** Make sure all documents meet the admission requirements.

The diploma and its supplement with apostille must be submitted along with the rest of the application documents within the official recruitment period.

IMPORTANT: The Doctoral School IP PAS does *not* assist in obtaining an apostille or legalization.

5. TRANSLATION OF DOCUMENTS

Documents written in a language other than Polish or English must be translated by a sworn translator into Polish or English and certified with an official seal.

6. DOCTORAL SCHOLARSHIP

Article 209 of the Act on Higher Education and Science of July 20, 2018

1. A doctoral candidate who does not hold a doctoral degree is entitled to a doctoral scholarship.

1a. A scholarship is **not** granted to a doctoral candidate whose education is linked with mandatory employment at the institution running the doctoral school:

- based on an employment contract, or
 - with remuneration exceeding the salary of a professor.
- 2. The total period of receiving a doctoral scholarship may not exceed four years.
- 3. Suspension periods and time spent in doctoral education under Article 206(2) are **not** included in the total duration.
- 4. The minimum amount of the monthly scholarship is:
 - 37% of a professor's salary — until the mid-term evaluation,
 - 57% — after the mid-term evaluation.
- 5. The scholarship amount may be adjusted based on the candidate's achievements.
- 6. In case of study suspension, maternity benefit rules apply, using the monthly scholarship amount mentioned in point 4 as the basis.
- 7. Candidates with a disability certificate receive a scholarship increased by 30% of the amount indicated in point 4.
- 8. Candidates who submit their doctoral dissertation earlier than planned continue to receive the scholarship until the expected end of education, but no longer than 6 months.
- 9. The scholarship is paid by the institution running the doctoral school.

7. HEALTH INSURANCE FOR DOCTORAL CANDIDATES IN POLAND IN 2025

➤ Who registers a doctoral candidate for health insurance?

- If the candidate has no other insurance title (e.g., employment, business activity, pension, or as a family member), the doctoral school must register them upon written request.
- If the candidate is under 26, they may be registered as a family member (e.g., by a parent).

➤ What steps to take?

- Fill in the ZUS ZZA form (registration for health insurance) and submit it to the Doctoral Education Office.

- The institute pays the premium and registers the candidate with **ZUS** (Social Insurance Institution).

➤ **Additional information**

- The premium is not deducted from the scholarship — it is covered separately by the institute.
- Insurance coverage ends 4 months after completing education or removal from the doctoral list.
- Family members (e.g., children) may also be insured through the Institute if they lack their own entitlement.

➤ **For foreign nationals**

- Doctoral candidates from the EU or EFTA can access healthcare in Poland using the European Health Insurance Card (EHIC).

🔗 Helpful link: <https://pacient.gov.pl/artukul/jak-ubezpieczyc-studenta-i-doktoranta>