

## Required documents

Candidates for the BioMedChem Doctoral School of the University of Łódź and Lodz Institutes of the Polish Academy of Sciences:

- a) register online;
- b) submit a set of documents:

1. An application form for admission to the doctoral school printed from the IRK system and signed;
2. A copy of the diploma (degree) certificate of completion of the Bachelor's and Master's degree programme or the Uniform Master's Studies or equivalent;
3. A copy of the diploma supplement (academic transcript);
4. A certificate of the grade point average obtained in the course of the Bachelor's and Master's studies or the Uniform Master's Studies or equivalent;
5. A written commitment to provide a certificate of having passed the diploma examination and having been awarded the Master's degree within the time limit consistent with the recruitment schedule (by 14 July 2023);
6. An outline of the proposed doctoral dissertation with a statement confirming that the candidate has never previously prepared or defended a doctoral dissertation in the proposed topic;
7. A questionnaire for evaluation of the candidate's documentation;
8. Confirmation of previous research activities corresponding to the disciplines of the Doctoral School from the period of the last 5 years preceding the recruitment (10 years in the case of candidates for the Doctoral School at BioMedChem UŁ and PAS Institutes at Lodz enrolling within the Industrial PhD):
  - a) publications – only works published or accepted for publication with editorial approval will be considered; the candidate must provide a bibliographic notice allowing full identification of the work and the page of the publication containing an abstract,
  - b) participation in scientific conferences - printout of abstract from conference materials, full conference details,
  - c) patents - confirmation by a patent attorney or by the Patent Office,
  - d) other achievements thematically related to the disciplines represented in DS BioMedChem in the last 5 years preceding the recruitment (10 years in the case of the Industrial Doctorate programme) confirmed e.g. by an employment contract or a civil-law agreement (copy - original to be provided), a statement confirmed by a decision-maker or an institution, a copy of the diploma of graduation from the second course of studies, certificates confirming trips (confirmation of the type of activity and its duration).
9. *Curriculum Vitae* (indicating max. 3 most important achievements from the list of Other Achievements along with a substantive justification for their selection (max. 5 sentences), taking into account the qualities indicating the candidate's readiness to undertake training at DS BioMedChem). Each achievement must be confirmed (e.g. by a work contract, employment contract or commission agreement, statement confirmed by a decision-maker or institution);
10. A printed and completed Consent to act as a supervisor (Annex No 2), in case the candidate has found a promoter himself/herself;
11. If the candidate does not have the above declaration, he/she submits an Application for the appointment of the doctoral supervisor (Annex No 4) in case he/she has not found a promoter from the list of potential supervisors;
12. In the case of a candidate who completed his/her studies abroad, submits a legalised or apostille certified diploma of graduation from a foreign institution granting the right to apply for the award of a doctoral degree in the country whose higher education system operates the institution that issued it, and a sworn translation of the diploma into Polish certified by a sworn translator;

**13.** A candidate with a certificate of disability / degree of disability issued based on the provisions of the Act on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (consolidated text Journal of Laws of 2021, item 573 as amended) shall submit a copy of the certificate with other recruitment documents if he/she intends to exercise additional rights under the law;

**14.** A document confirming the candidate's knowledge of English of at least B2 level of CEFR (a photocopy – please be ready to show an original for inspection) in accordance with the List of Documents Confirming the Knowledge of a Modern Foreign Language (Annex 6 to the Recruitment Rules);

**15.** In the absence of a certificate in English - the result of the examination will be taken into account:

100 - 90% - 5 points

89 - 80% - 4 points

79 - 70% - 3 points

69 - 60% - 2 points

**16.** Statement about the candidate's and doctoral student's obligations to making a certified translation, informing about the change of personal data, submitting an application to live in the dormitory;

**17.** International candidates shall also submit:

a) a document confirming the legality of their residence in the territory of the Republic of Poland in the form of a copy of a current visa or residence card immediately after obtaining one of the aforementioned documents, at the latest by the end of the first semester of study at the doctoral school,

b) for candidates who do not have their domicile or habitual residence or registered office in the Republic of Poland, another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) being a party to the Agreement on the European Economic Area - a written designation of an address for service in the territory of the Republic of Poland or appointment of a representative ad litem (for the purposes of service of letters and administrative decisions). If the above obligation is not fulfilled, decisions and letters shall be left in the candidate's file with effect of having been served.