



## Documents required at the recruitment application stage:

The documents should be loaded directly into the Online Application System (IRK).

- **reference letter for the candidate** issued by a research fellow holding at least the academic degree of doctor habilitated or being an employee of a foreign university or research institution, who has significant achievements in academic issues related to the discipline of astronomy;
- the candidate's **curriculum vitae (CV)**, with particular emphasis on academic achievement and information on the level of knowledge of English;
- **diploma supplement** or **official transcript of the grades**, and in the absence thereof, a copy of the index book or of another document containing the course names and the grades received, accompanied by information on the grading scale used;
- **a certificate of average grade** for first-cycle studies completed and a certificate of average grade for master's studies excluding the last year of studies (in the case of complementary master's studies, the average grade for the first year of these studies should be provided);
- **an opinion of a research fellow** holding a scientific title or the academic degree of doctor habilitated on the possibility of providing supervision of a doctoral student in the event of admission to the Doctoral School;
- optional: a **copy of the master's thesis** or its outline if it is not completed.

In the event of the persons referred to in Article 186, section 2 of the Act,

- **two opinions** confirming the high quality of their research work and the high level of advancement of such work, issued by: a research fellow holding at least the academic degree of doctor habilitated or being an employee of a foreign higher education institution or a research institution, who has significant achievements in academic issues related to the curriculum or
- **a certificate** of being a beneficiary of the Diamond Grant Programme of the Ministry of Science and Higher Education.

Any document submitted in a language other than Polish or English must be accompanied by a certified translation into Polish or English.

### **Documents required for entry:**

- the original OAS application printed out from the system, containing a photograph;
- a photocopy and the original for inspection of: a diploma or other document of graduation of a higher education institution abroad entitling the holder to undertake education in order to obtain the degree of doctor in which it was issued, recognised as equivalent to the relevant Polish master's diploma;
- originals of all other documents provided at the registration stage in the form of a scan;
- for inspection: identity document (passport in case of foreigners).

If the candidate has not yet been awarded such a diploma by the deadline for enrolment, he/she shall submit a certificate of completion of such studies and a written undertaking to deliver the diploma of completion of higher education studies giving the right to undertake studies in order to obtain the degree of doctor by the specified deadline.

Higher education diplomas awarded abroad should:

- bear an apostille clause if the issuing country is covered by the Convention abolishing the requirement of legalisation for foreign public documents, done at The Hague on 5 October 1961 (Journal of Laws of 2005, No. 112, item 938) or
- be subjected to legalisation, in other cases.

In the event of exposure to harmful, noxious or hazardous factors, the applicant will, at the time of registration, be referred for a medical examination by an occupational medicine physician. The candidate shall be obliged to deliver, within the time limit set by the programme manager, a medical certificate confirming the absence of contraindications to take up education.

Any document submitted in a language other than Polish or English must be accompanied by a certified translation into Polish or English.

### **Insurance:**

Each doctoral student, including a foreigner, admitted to the doctoral school is obligatorily subject to health insurance if he/she is not covered by such insurance on other grounds (e.g. employment relationship, contract of mandate, business activity, insured as a family member under 26 years of age, as the spouse of an insured person). The health insurance contribution is paid by the Jagiellonian University and is financed from the State budget. In addition, a doctoral student receiving a doctoral scholarship is subject to compulsory retirement and disability insurance and accident insurance.

### **IMPORTANT:**

A person admitted to the doctoral school begins education and acquires doctoral student rights upon taking the oath. The Department of Personal Affairs reports each doctoral student admitted to the School to compulsory health and social insurance at the commencement of education, i.e. from 1 October at the earliest. Until that time foreign candidates are obliged to cover the costs of insurance for the time of travel, treatment, etc. individually.