

## Recruitment to the Doctoral School of the University of Szczecin – Required Documents (Step-by-Step Guide for Candidates)

Before registering in the recruitment system ([eRekrutacja](#)), candidates for the Doctoral School of the University of Szczecin should gather all required documents specified in this guide. These documents form a complete set necessary for the candidate's qualification for further stages of the recruitment process.

### I. Documents Related to Supervisors and Research Topic (Mandatory)

1. Candidates interested in education at the Doctoral School of the University of Szczecin and wishing to participate in the recruitment process must first find and choose a supervisor and, optionally, an assistant supervisor. A list of supervisors, including contact details, is available on the Doctoral School's website, both for candidates applying for Polish-language and English-language tracks: [list of supervisors – Polish track](#), [list of supervisors – English track](#)
2. Next, the candidate must agree on a research project with the selected supervisor. The research project must be submitted to the potential supervisor for approval using a strictly defined and signed form ([research project](#)).
3. After agreeing on the research project with the prospective supervisor, the candidate must obtain a positive opinion on the project from the supervisor and a statement from the director of the relevant institute ([Directors of Institutes in the University of Szczecin – Polish version](#), [Directors of Institutes in the University of Szczecin – English version](#)) confirming that, upon admission to the Doctoral School, the candidate will have access to research tools, including research instruments, laboratory procedures, and research programs and equipment necessary to implement the issues of the doctoral thesis. To fulfil this requirement, the candidate must present a form of positive opinion on the research project to the supervisor for signature, and a statement on providing research tools to the director of the institute for signature. Templates: [opinion of the future supervisor / statement on providing research tools](#).

### II. Documents Confirming Identity, Education, and Scientific Achievements (Mandatory, with Indicated Applicability)

1. A current colour electronic **photo of the candidate** with a minimum resolution of 492 x 633 pixels and a maximum size of 2.5 MB, ensuring proportions equivalent to a **35 x 45 mm** photograph (width x height).
2. **Diploma** of completion of first-cycle and second-cycle studies or long-cycle Master's program, along **with a diploma supplement**. If the diploma has not yet been issued, the candidate must submit a certificate from the university confirming the defence of the Master's thesis or a certificate confirming enrolment in the final semester of second-cycle studies or long-cycle Master's program, including the average grade from all semesters, except for the final semester – applicable to candidates specified in § 3(1) of the resolution ([Recruitment resolution](#)).
3. **Diploma** of completion of first-cycle studies **with a supplement, or a certificate** confirming that the candidate is a student who has completed the third year of long-

cycle Master's program – applicable to candidates specified in § 3(3) of the [Recruitment resolution](#).

4. **Documents confirming the highest quality of scientific achievements**, as specified in § 3(3) of the resolution – applicable to candidates specified in § 3(3) of the [Recruitment resolution](#).
5. **Medical certificate confirming no contraindications** to undertaking education at the Doctoral School of the University of Szczecin in the chosen scientific discipline: biological sciences, physical sciences, or physical culture sciences; **candidates must obtain a referral for medical examinations from the Office of the Doctoral School before the recruitment process**; only medical certificates issued by a specialist in occupational medicine based on a referral from the Doctoral School of the University of Szczecin will be accepted; **if the candidate requests permission to submit this document at a later date, a written approval from the Chairperson must be uploaded in its place in the system.**
6. **Legalization or apostille of the diploma and diploma supplement, along with a certified translation into Polish** by a sworn translator – for candidates presenting a diploma obtained abroad, entitling the candidate to apply for admission to the Doctoral School of the University of Szczecin (this applies to each diploma and supplement that is entered in the system); **if the candidate requests permission to submit this document at a later date, a written approval from the Chairperson must be uploaded in its place in the system.**

### III. Documents to Be Generated from the System (Mandatory)

After logging into the system and entering all required data, candidates must print the following documents:

1. Personal questionnaire – to be signed and uploaded.
2. Application for admission to the Doctoral School of the University of Szczecin – to be signed and uploaded.
3. Statement – to be signed and uploaded.
4. Proof of payment for the competition procedure fee – the document will contain details such as the University of Szczecin's bank account number and the amount of the fee – 450 PLN ([recruitment fee](#)). To be paid and proof of payment to be uploaded.

### IV. Additional Documents for Bonus Points (Optional)

1. Documented peer-reviewed scientific publications.
2. Documented participation in scientific and research projects or obtaining a research project.
3. Documented active participation in scientific conferences.
4. Documented completion of postgraduate studies.

**These documents must be uploaded to the system in the field dedicated for each type of the document. Files should be named accordingly, e.g., if uploading a research project, name the file “research project”).**

Detailed scoring rules for specific categories can be found in the [Qualification criteria](#).

**Important Deadlines:**

Stage I	Deadlines
Registration in the ECR system ( <i>entering personal data, selecting discipline/disciplines</i> ), payment the fee, and submitting documents).	7.05.2025 – 11.05.2025
Notification of candidates regarding the results of the procedure after Stage I and qualification for Stage II of the procedure, including the date of the meetings, the subject of which is in particular the interview – information available after 14:00 ( <i>email, text message, or message on an individual account in the ECR system</i> ).	No later than 19.05.2025
Stage II	Deadlines
<b>Meetings, the subject of which is in particular the interview.</b>	<b>23.05.2025 – 5.06.2025</b>
Meeting to review candidate objections regarding awarded points.	25.06.2025 – 27.06.2025
Publication of ranking lists.	No later than 1.07.2025
Publication of the list of candidates admitted and the list of candidates not admitted to the Doctoral School of the University of Szczecin.	No later than 29.09.2025

**For any inquiries, please contact:** [rekrutacja-edok@usz.edu.pl](mailto:rekrutacja-edok@usz.edu.pl)