

Instructions for submitting documents at the Doctoral School of the University of Szczecin

PhD students of the Doctoral School of the University of Szczecin submit documents related to the course of education, including: individual research plan (IPB), IPB amendments, semester and annual reports. Below are the rules for their correct submission.

1. Forms of submission of documents

1) Paper document with handwritten signatures

- The document should be submitted in person at the Chancellery Point of the SD US at 1 Franciszka Tarczyńskiego Street, Szczecin (Library Building). [Click here to see the location on the map](#)
- All required signatures (PhD student, supervisor, assistant supervisor, other persons) must be **handwritten only**.
- Scans of paper documents **are not acceptable**.
- Each paper document must be complete and contain all required signatures in the originals.

2) Electronic document

- The document should be sent to the e-mail box of the Doctoral School: szkola.doktorska@usz.edu.pl
- **All signatures** on the document must be **electronic only**.
- Acceptable forms of electronic signature:
 - a) **qualified electronic signature** (in accordance with the Electronic Signature Act and eIDAS regulations),
 - b) **personal signature as part of the ePUAP trusted profile (gov.pl)** – instructions available at: <https://www.gov.pl/web/gov/zaloz-profil-zaufany>.
- Other forms of electronic signatures, including signatures that are unqualified or do not conform to a trusted profile, **are not considered signatures**.

2. Uniformity of the form of signatures

- If the document requires the signature of the supervisor, assistant supervisor or other person involved in the procedure:
 - All signatures on the document must be in the same form:
 - **Paper document** – all handwritten signatures (originals).
 - **Electronic document** – all qualified electronic signatures or trusted profile.
 - **It is not allowed to mix the forms of signatures or to send or submit scans of paper documents as signed.**

3. Consequences of an incorrect signature

- A document in which the correct form of signature has not been maintained or in which scans of paper documents have been sent as signed **will not be considered as submitted**.
- Failure to comply with the requirement results in **the formal lack of the document**.