# Technical information on the preparation of recruitment documents for the Doctoral School of Humanities

Recruitment to all programs of the Doctoral School of Humanities for the academic year 2024/2025 will be carried out through the UJ recruitment platform - IRK (OAS) (https://irk.uj.edu.pl).

**NOTE: Candidate BEFORE opening the registration system (according to the schedule) should prepare the following documents in the form of pdf files (only) with names as in the instructions. Poorly formatted files, with wrong information will not be accepted and recruitment will not be able to successfully take place (candidate will not meet the formal conditions).**

1. Fully anonymized pdf file containing a draft research plan and a sample text that confirms the candidate's research competence (details, along with the form, you may find on the School's website). The name of the file is the individual IRK number, e.g. IRK02255. The file must not contain any information that could identify the candidate.

2. Copy of the candidate's second-degree diploma (if he/she has one) - in a pdf file whose name is the candidate's diploma-name-Candidate's IRK number, e.g. Diploma-Jan-Smith-IRK02255.

3. If candidate has not obtained a master's degree, but will graduate in the academic year 2023/2024, a copy of the certificate issued by the thesis supervisor, together with the stamp of the unit where a candidate is completing master degree, of the scheduled date of the master's exam, no later than before the deadline for presenting all the documentats (according to the schedule). The pdf file should have the name: Certificate-Name-Surname-IRK number, e.g. Certificate-Jan-Smith-IRK02255.

4. If the candidate has not obtained a master's degree and will not complete the second degree in the academic year 2023/2024, but is a winner of the MEiN "Pearls of Science" competition, a copy of the grant award certificate. The pdf file should have the name: Pearls-of-Science-name-IRK-number, e.g. Diamond-grant-Jan-Smith-IRK02255.

5. If candidate has not obtained a master's degree and will not complete his/her second degree in the academic year 2023/2024, but wishes to apply for admission to the Doctoral School of Humanities in the special mode for outstanding graduates of the first degree, it is necessary to indicate in the appropriate place in the application form at least four independent academics who will prepare recommendations for the evaluation process. It is advisable that at least one person should be from outside the center where the candidate studied. It is also necessary to attach the diploma of completion of the first degree - file name: Diploma-I-Degree-Jan-Smith-IRK02255.

6. A pdf file with a detailed justification for the choice of the unit (Faculty/Institute/Department) where the research is to be carried out, along with a statement from the unit's researcher that he/

she agrees to provide the future PhD student/Doctoral candidate with scientific supervision or support in finding a promoter - the form is available on the School's website for download. The file should be named: Justification-Name of Candidate-Number of IRK, e.g. Justification-Jan-Smith-IRK02255.

**Additional documents certifying the Candidate's achievements (if he/she has them):**

7. A copy of the certificate of obtaining funding under the MEiN "Pearls of Science" competition. The pdf file should have the name: Pearls-of-Science-name-Candidate's name-Candidate's IRK number, e.g. Diamond-grant-Jan-Smith-IRK02255.

8. A copy of the certificate of receipt of the scholarship of the Minister of Education and Science for an outstanding undergraduate student (if any). The pdf file should have the name: Scholarship-Name-Number IKR, e.g. Scholarship-Jan-Smith-IRK02255.

9. A copy of the certificate of obtaining competitive funding for your own research project from external sources (non UJ financing sources). The pdf file should have the name: Grant-Name-Name- IRK Number, e.g. Grant-Jan-Smith-IRK02255.

10. A copy of two diplomas of the second degree (if the candidate has ones) - both diplomas in one pdf file. The file name is: Diplomas-II-degree-diploma-candidate's-name-candidate's-number IRK, e.g. Diplomas-II-degree-Jan-Smith-IRK02255.