



POLISH NATIONAL AGENCY
FOR ACADEMIC EXCHANGE



DOCTORAL
SCHOOL

Procedure for candidates applying to the Doctoral School of the UPL having higher education diploma obtained abroad

The condition for starting the recruitment process is:

1. Attaching higher education diploma together with a list of obtained grades in English language via the electronic recruitment system IRK: (<https://irkzd.up.lublin.pl/irk/irk/strony/logowaniekandydat.html?locale=en>).

The candidate attaches along with the diploma:

a) the Recognition Statement obtained from the KWALIFIKATOR allowing for automatic generation of general information about selected types of higher education diplomas obtained abroad

KWALIFIKATOR: <https://kwalifikator.nawa.gov.pl/>

or

b) Information about the possibility of recognizing a foreign diploma on the basis of an application submitted to the SYRENA system

SYRENA: <https://nawa.gov.pl/en/nawa/news/system-syrena>

2. The Recruitment Committee during the meeting (in accordance with the recruitment schedule in a given academic year) will determine whether, based on the submitted documents (diploma/ recognition statement/information from the SYRENA system), the candidate may proceed to the recruitment. The candidate will be informed of the meeting result to the email address provided during the recruitment.

3. The condition for admission to the UPL Doctoral School will be to send to the e-mail address szkola.doktorska@up.lublin.pl by 25th September 2024:

a) a diploma with an Apostille/ Legalized and a translation of the diploma into Polish by a sworn translator,

b) written information on the recognition / non-recognition of the diploma as equivalent to the relevant Polish diploma and professional title on the basis of an international agreement specifying equivalence supported by the legal basis

<https://www.gov.pl/web/nauka/umowy-dwustronne-dotyczace-uznawalnosci-wyksztalcenia>

4. In the case when the diploma cannot be recognized as equivalent to the relevant Polish diploma based on an international agreement, the recognition of the diploma will be the nostrification procedure. The candidate who will confirm the recognition of the diploma in the nostrification procedure shall, by 25th September 2024 send to the address szkola.doktorska@up.lublin.pl a declaration together with the appropriate confirmation that he/she have submitted an application to the appropriate unit for the nostrification procedure. During the nostrification procedure, the foreigner is accepted conditionally (participates in the education process), and does not receive a scholarship. The scholarship will be paid with compensation after completing all formalities regarding nostrification and receiving a visa and starting full-time education in stationary form. The document confirming the nostrification of the diploma must be submitted by 10.12.2024. The University of Life Sciences in Lublin does not cover the costs of nostrification.

Note: The applicant may submit the application at a date of their choosing. The nostrifying university recognizes or refuses to recognize the diploma of completion of studies abroad as equivalent to the appropriate Polish diploma and professional title **within 90 days** from the date of submission of the application meeting the formal requirements

5. If the candidate needs a visa, he/she must send to the address: szkola.doktorska@up.lublin.pl by 4th October 2024 a statement along with the appropriate confirmation that he/she has submitted an application for a visa. During the visa procedure, the foreigner is accepted conditionally (participates in the education process), and does not receive a scholarship. The scholarship will be paid with compensation after completing all formalities regarding nostrification and receiving a visa and starting full-time education in stationary form (compensation). The document confirming receipt of the visa must be submitted no later than **10 December 2024**.

In the case of candidates for the NAWA STER project, failure to complete all formalities related to diploma nostrification and obtaining a visa by 10 December 2024 will result in removal from the list of conditionally accepted candidates and admission of the next candidate from the ranking list who meets all formal criteria.