

**ADMISSION RULES OF DOCTORAL STUDIES TAUGHT IN ENGLISH  
LANGUAGE  
AT THE UNIVERSITY OF AGRICULTURE IN KRAKOW**

**§ 1. Admission rules**

1. Admission takes place every semester.
2. An admission limit is determined by the Rector on a proposal from the Deans.
3. A candidate is admitted to the programme in a specific area (Agronomy, Animal Sciences, Horticulture, Food Technology, Forestry) and, after being admitted, is affiliated with one of the departments/institutes of the Faculty.
4. Decisions on admission are taken by the Admission Committee for the PhD programme taught in English. The Admission Committee of the PhD programme taught in Polish is also the Admission Committee for the PhD programme taught in English.
5. The candidates are informed about the admission procedure through the Faculty web site and other announcements no later than three months before the programme starts.
6. The PhD programme is part of the study system at the Faculty.

a/ the schedule of events during the academic year is the same as for the programmes taught in Polish,

b/ the academic regulations and administrative procedures are similar to those established for the programmes taught in Polish.

**§ 2. Requirements for admission**

1. A person is eligible to apply for admission to the PhD programme if the following conditions are met:
  - a/ he/she holds the Master-level degree obtained in Poland or any other country,
  - b/ a member of academic staff of the Faculty eligible to supervise PhD students has agreed to become his/her advisor,
  - c/ he/she has received an acceptance for pursuing the programme in the department/institute from its director,
  - d/ he/she has adequate financial resources to cover tuition fees and living costs.
2. The following documents must be submitted by a candidate for the PhD programme:

a/completed Application for admission form with appropriate signed statements of the future advisor, director of the department/institute, Dean of the Faculty,

b/an original or a legally certified copy of the Master's diploma in listed above areas or other related discipline,

c/diploma supplement or an official copy of transcripts, containing a list of courses taken during the Master's studies and grades received in these courses,

d/additional documents: list of publications, two recommendation letters, others that can prove research potential of the candidate,

e/medical certificate,

f/personal questionnaire, information chart,

g/ a proof of having adequate financial resources to cover tuition fees and living costs (this condition applies only to candidates who require a visa to stay in Poland during the period of study),

h/ a proof of application fee payment,

i/ 3+1 ( electronic version on CD , 2x2.5cm, 300DPI) photos.

3. Application for admission form and other forms are available in Vice-Rector Office.

University of Agriculture, Al.Mickiewicza 21, 31-120 Krakow, Poland, phone: 4812 662-42-91, e-mail: n.kopczynska@ur.krakow.pl, room 121a. Contact: Ms.Natalia Kopczyńska, www.ur.krakow.pl

4. The above listed documents should be submitted to the Vice-Rector Office (address given above) by 10 September for the study programme that starts in the fall semester (in October) by 30 January for the study programme that starts in the spring semester (in February)

### **§ 3. Admission criteria**

1. An acceptance of a candidate by his/her future advisor should be based on examining his/her records, followed by an interview, preferably in the form of a face-to-face talk in the presence of the head of the division or by SKYPE interview.
2. The Admission Committee takes decisions on the admission of a candidate, considering:
  - a/ fulfillment of formal admission requirements by the candidate,
  - b/ record of Master studies,
  - c/ other documents that prove research potential of the candidate,

d/ recommendation of the future advisor,

3. A candidate admitted to the programme cannot receive the status of a student before the payment of the tuition fee for the first year of study is received.

#### **§ 4. Fees**

1. The tuition fees for 2013/2014 are:

- 3000 euro/year for citizens of Poland and citizens of any other European Union or European Economic Area country,
- 200euro/administrative procedures
- The amount of tuition fees are determined by the Rector .

2. The fees can be different for the following two categories of students:

- citizens of Poland and citizens of any other European Union or European Economic Area country,
- citizens of other countries.

3. Student can be exempted form the tuition fee by the Rector on a request from the Dean.

### **ADMISSION RULES FOR FOREIGN CANDIDATES FOR Ph.D. PROGRAMME TAUGHT IN ENGLISH LANGUAGE**

#### **Documents required for admission**

1. Valid visa or permit for permanent/temporary residence
2. English language certificate at the level B (minimum).
3. A written application submitted to Vice-Rector for Students Affairs
4. The document attesting the authenticity of the candidate ID
5. Curriculum vitae
6. Copy of the Master diploma confirmed by the University/Faculty
7. Recommendation of the advisor with the scope of Ph.D. research
8. Recommendation of the Director of Ph.D. Programme
9. Recommendation of the department/institute director (agreement for Ph.D. research)
10. Medical certificate
11. Health insurance
12. Personal questionnaire (App.1)
13. Three photos (35x45mm)
14. One photo –electronic version (20x25mm, 300DPI)
15. Agreement for processing and storage of personal information of candidate

# Personal questionnaire

**Candidate for Ph.D. Programme:** (Please use BLOCK CAPITALS)

Chosen field and specialization:  Agriculture  Forestry

Faculty: \_\_\_\_\_

Advisor: Name+title \_\_\_\_\_

**Personal data:**

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Gender:  Female  Male

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Birthplace: (city, country) \_\_\_\_\_

Nationality: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Parents names: Father \_\_\_\_\_ Mother: \_\_\_\_\_

Marital status:  Married  Single Children: \_\_\_\_\_

Health status: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

E-mail : \_\_\_\_\_

Qualifications: \_\_\_\_\_

Foreign Language: \_\_\_\_\_

Education: High School: \_\_\_\_\_ University: \_\_\_\_\_

Master Degree Diploma: \_\_\_\_\_

Theme of Master Dissertation: \_\_\_\_\_

Other Education: \_\_\_\_\_

**Research Curriculum Vitae – last 5 years:**

Publications: \_\_\_\_\_

Projects: \_\_\_\_\_

Training: \_\_\_\_\_

Motivation, reasons of taking Ph.D. Programme: \_\_\_\_\_

**Final statement**

I (*name and surname*).....agree that University of Agriculture may process and storage of my personal information.