

Foreigners at KISD



Information for doctoral students from outside Poland

RECRUITMENT TO KISD

Foreign candidates are required to apply on the same recruitment rules as Polish candidates. Candidates admitted to KISD who have completed their studies abroad are required to present a diploma that has been legalised or provided with an apostille.

TRAINING AT KISD

- Lasts 8 semesters
- Is provided in the form of individual training, student participation in conferences and scientific internships, vocational training, preparation of scientific papers and a doctoral dissertation



Individual research proposal

Within 12 months of starting doctoral training a PhD student prepares an individual research proposal



Annual report

At the end of each year of training a PhD student submits an annual report



Mid-term evaluation

The PhD students undergoes a mid-term evaluation after completing the second year of training



**Training at KISD ends with the submission
of a doctoral dissertation**



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CHOICE OF COURSES

During training at the PhD School (the entire period of education), a PhD student is obliged to complete courses included in the relevant training modules:

- general module, minimum 40 hours
- interdisciplinary module, minimum 20 hours
- specialist module, minimum 60 hours
- soft skills module, minimum 30 hours
- doctoral seminar, 80 hours
- vocational training, minimum 30 hours

ARRIVAL IN POLAND

PhD students from the European Union or the Schengen area may cross the border on the basis of a valid identity document, e.g. passport or ID card. PhD students coming from outside the European Union or the Schengen area should have a visa authorizing them to enter the territory of Poland. A visa can be obtained at the Polish Consulate in the country of origin, on the basis of a decision on admission to education at a doctoral school. Visa procedures sometimes take several weeks.

LEGALIZATION OF STAY

Persons from countries outside the European Union or EFTA may stay legally in Poland for up to 3 months from the date of crossing the border. During this time, they must have a valid passport and a valid visa, if required. A foreigner may extend the period of stay in Poland by submitting an application for a temporary residence permit. Formalities relating to the legalization of stay in Poland are dealt with in Małopolska Provincial Office, Department for Foreigners, ul. Przy Rondzie 6, Krakow.



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TEMPORARY RESIDENCE

Registration for temporary residence on the territory of Poland can be made at the Department of Administrative Affairs, Population Register Department, al. Powstania Warszawskiego 10 (for residents of the Podgórze district, ul. Wielicka 28A). For the temporary residence procedure, you must have a document confirming your residence at a given address, e.g. a document from the dorm's management, a rental agreement or a special form with the owner's consent to temporary residence.

PESEL NUMBER

PESEL number is an eleven-digit numeric symbol that uniquely identifies a person. It is issued ex officio to persons registered in Poland for a stay of more than 30 days.

The PESEL number can also be obtained on request.

HOLIDAYS AND BREAKS IN EDUCATION

A PhD student is entitled to holiday breaks not exceeding 8 weeks a year. The dates of breaks should be determined in consultation with the supervisor. The doctoral student's research and development schedule and participation in classes should be taken into account when planning breaks. Education, at the request of a doctoral student, is suspended for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave.

TRAVELLING ABROAD

With a valid Polish residence card, a PhD student can travel without a visa within the territory of other Schengen member states for a period not exceeding 90 days within each 180-day period. During the journey he/she must have: a valid residence card, a valid passport and proof of health insurance. Please note that the UK is not a member of the Schengen Area, therefore a visa is required to travel to the UK.



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DOCTORAL SCHOLARSHIP

A PhD student without a doctoral degree receives a doctoral scholarship. The total scholarship payment period at the PhD School may not exceed 4 years. The amount of the monthly doctoral scholarship is currently equal to **at least**:

- 37% of the professor's salary – up to the month in which the mid-term evaluation was conducted.
- 57% of the professor's salary – after the month in which the mid-term evaluation was conducted.

Doctoral scholarship is exempt from tax but it is a subject to social security contributions: pension contribution, disability pension contribution and accident contribution.

BANK ACCOUNT NUMBER

In order to open a Polish bank account, documents required at a given bank must be presented. The foreigner is usually asked to present documents confirming the legality of his stay in Poland and allowing verification of identity. Before going to the bank, it is worth contacting the hotline in advance and checking, among others:

- what documents will be necessary to open an account,
- will the bank require a PESEL number to open an account,
- whether the bank's branches serve customers in English,
- whether all additional services related to a given account are available for foreigners.

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