

APPENDIX NO. 2

FORMAL CONDITIONS TO BE MET WHEN SUBMITTING DOCUMENTS FOR ADMISSION TO THE DOCTORAL SCHOOL OF CONTEMPORARY PERFORMANCE PRACTICE

Documents should be attached to your profile in electronic recruitment only after you have gone through the entire registration procedure. By logging into the electronic candidate registration system, the candidate is familiar with and accepts the GDPR regulations that apply to recruitment. Finally, the documentation to be submitted by the Candidate to the Doctoral School in electronic version should include 13 .pdf files (symphonic and opera conductors – 14 files) with the names indicated below. An additional document may be a certificate confirming the knowledge of the relevant language, if the regulations require its submission.

The documents should be filled on the computer, printed out, and then signed by hand before scanning (applies to 1, 2, 4-9, 11, 12, and 13 below).

Acceptable formats are .pdf, .jpg, .tif, .png. The maximum attachment size is 20MB.

1. [APPLICATION] A signed application for admission to the Doctoral School, according to the template downloadable from the Academy's website (File signed IRK identifier application).

2. [PERSONAL DATA FORM] A personal data form, according to the template downloadable from the Academy's website (File signed IRK identifier personal data form).

3. [DIPLOMA] A certified copy of a higher education diploma that confirms that the Candidate boasts a professional degree or other diploma referred to in Article 326(2) or 327(2) of the Law in conjunction with Article 186(1)(1) of the Law; original diploma should be available for request. In the case of diplomas obtained abroad, the diploma must be submitted together with its translation into Polish. The translation should be made by a Polish sworn translator. The diploma should be accompanied by a written opinion issued by the National Agency for Academic Exchange certifying that the document entitles the student to open a doctoral program in Poland. (File signed IRK identifier diploma)

4. [LIST OF ACHIEVEMENTS] A list of the Candidate's artistic and academic achievements. The documentation should be prepared in the form of a table (downloadable from the Academy's website).

No.	DATE	NAME	VENUE	DESCRIPTION/PROGRAM (up to 100 characters)
Achievements during studies				
1.				
2.....				
International achievements abroad after second-cycle studies				
1.				
2.....				

National achievements after second-cycle studies				
1.				
2.....				

(File signed IRK identifier list of artistic/academic achievements)

5. **[PHOTO]** A photo as for an ID card [Law of November 28, 2014. Law on Civil Status Records (consolidated text, Journal of Laws of 2016, item 2064, as amended)].

(File signed IRK identifier photo)

6. **[AUDITION PROGRAM]** A proposed audition program for Stage 2 with duration of proposed works and technical requirements necessary for presentation (laptop, desktop, projector, audio, video equipment, microphone, etc.).

(File signed IRK identifier program stage 2)

7. **[SUPERVISOR]** A proposed supervisor or supervisor and assistant supervisor.

(File signed IRK identifier supervisor)

8. **[TOPIC AND CONCEPT OF INDIVIDUAL RESEARCH PLAN]** The document should not exceed five pages of standardized typescript (approximately 1800 characters per page Times New Roman 12). It should include and briefly discuss:

- The subject of the Individual Research Plan and a possible topic of the doctoral thesis
- Objectives and possible research questions
- Plan of the doctoral thesis
- Bibliography and commentary to the suggested topic and concept of the doctoral thesis, and
- Information on whether the doctoral thesis is planned only as a written dissertation (a monograph or a collection of published and related articles), or a work with a description, or an independent and separate part of a collective work.

(File signed IRK identifier topic)

9. **[SUMMARY OF PROFESSIONAL CAREER]** The summary of the Candidate's professional career should not exceed eight pages of standardized typescript (approximately 1800 characters per page Times New Roman 12). It should include a description of:

- The Candidate's completed education
- Artistic and academic success
- Goals to achieve during the three-year course in the Doctoral School.

(File signed IRK identifier summary)

10. **[FEE]** The proof of enrollment fee: Akademia Muzyczna im. I. J. Paderewskiego w Poznaniu Santander Bank Polska S.A. Plac Andersa 5, VI Oddz. w Poznaniu nr 66109013620000000036017907

(File signed IRK identifier fee)

11. [HEALTH DECLARATION]

A declaration of no contraindication to undertake education at the Doctoral School of the I.J. Paderewski Academy of Music in Poznan in the specialization of together with information about the Candidate's certificate and degree of disability, according to the template to be downloaded from the Academy's website.

(File signed IRK identifier health)

12. [DECLARATION OF DATA COMPLIANCE] I hereby declare that all the above data are in compliant with the facts. I am aware of the criminal liability for making a false statement, according to the template available on the Academy's website.

(File signed IRK identifier data compliance)

13. [STATEMENT OF FAMILIARITY WITH DS REGULATIONS AND EDUCATION PROGRAM].

I hereby declare that I have familiarized myself with the Regulations of the Doctoral School and the Training Program and I shall, in case of undertaking training, observe and implement their provisions, according to the template available on the Academy's website.

(File signed IRK identifier DS regulations and training program)

14. [B2 CERTIFICATE] Documents confirming the knowledge of two foreign languages at B2 level by candidates for symphonic and opera conducting.

(File signed IRK identifier B2 certificate).

15. [B2 CERTIFICATE] A document confirming the B2 level of English language proficiency of foreign candidates for English classes.

(File signed IRK identifier B2 English certificate).

16. [B2 CERTIFICATE] A document confirming the knowledge of the Polish language at B2 level by non-Polish speaking applicants for classes in Polish

(File signed IRK identifier B2 Polish certificate).