Międzydziedzinowa Szkoła Doktorska

Szkoła Doktorska Nauk Humanistycznych

Szkoła Doktorska Nauk Społecznych

Szkoła Doktorska Nauk Ścisłych i Przyrodniczych

Doctoral School of Humanities University of Warsaw

Last chance meeting

Enrollment rules 2024/2025

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Meeting structure

- 2024/2025 enrollment schedule
- Registration in the IRK system
  - Creating an account
  - View after logging in
  - Filling out personal forms
  - Selecting the discipline for your PhD studies
  - Filing out the enrolemnt application
- Assessement criteria
- Admission fee
- General questions
- Q&A

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2024/2025 enrollment schedule

1) Registration in Internet Recruitment System for Candidates (IRK): **29 April – 4 June 2024**;

2) Admission procedure:

a) 1st stage of the admissions procedure: 18 June – 25 June 2024,

b) 1st stage results announcement: **until 28 June 2024,**

c) publication of the interview schedule (2nd stage): until 28 June 2024

d) 2nd stage of the admissions procedure: **8 – 18 July 2024**,

e) announcement of the ranking list: **until 25 July 2024,**

f) submission of documents by the candidates recommended for admission:

1 August – 18 September 2024,

g) announcement of the admitted candidates: **until 20 September 2024.**

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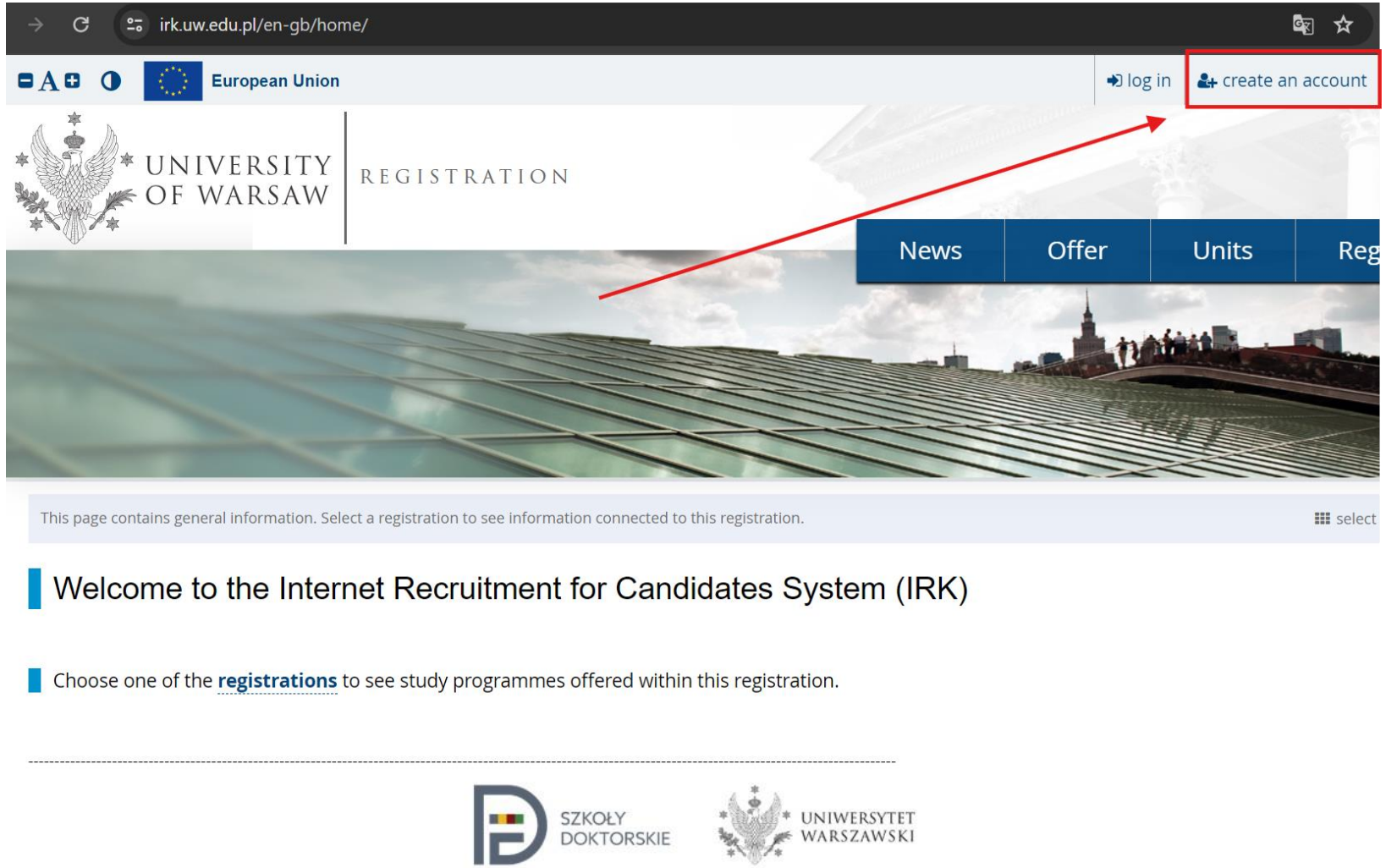
Registration in the IRK system – Creating an account



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Registration in the IRK system – Creating an account

Personal data processing information

Information about processing of personal data

The Controller

The administrator of your data processed in the recruitment procedure for studies is the University of Warsaw, Krakowskie Przedmieście 26/28, 00-927 Warszawa.

You can contact the administrator:

- by mail sent to University of Warsaw, Krakowskie Przedmieście 26/28, 00-927 Warszawa (please indicate the organisational unit to which the correspondence is addressed);
- by phone: 22 55 20 000.

Data Protection Officer

The administrator has appointed Data Protection Officer, who can be reached by email at: iod@adm.uw.edu.pl

You can contact the Data Protection Officer in all matters related to the processing of your personal data by the University of Warsaw and the execution of your rights in the area of data processing.

The Inspector's duties, however, do not include such tasks as providing recruitment information, accepting applications and other documents from candidates for studies, or providing information about the educational offer of the University of Warsaw.

Purpose and legal grounds for data processing

Your personal data, including the recordings of exams and interviews, carried out outside the University using information technologies ensuring the control of their course and registration, will be processed in order to conduct the recruitment process for studies at the University of Warsaw, if you consent to having an exam or interview recorded.

The processing of your personal data is necessary to fulfil the legal obligations incumbent on the University of Warsaw in connection with the performance of its tasks specified, among others in the Act of 20 July 2018: Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), executive acts issued on its basis and internal executive acts in force at the University of Warsaw (Art. 6 s. 1(c) of the GDPR [1]) in conjunction with Art. 6 s. 1(e) GDPR (processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller).

Your personal data may be processed for the purpose of concluding a study organisation agreement (Art. 6 s. 1(b) of the GDPR).

Your personal data may also be processed on the grounds of the legitimate interest of the administrator, which is the right to establish, pursue and defend claims (Art. 6 s. 1 (f) of the GDPR).

All your other personal data, which are not required for the above purposes, may be processed on the basis of a separate consent given by you (Art. 6 s. 1 (a) of the GDPR). The consent may be withdrawn at any time by making changes in the recruitment system or sending a message through the Internet Candidate Recruitment System (IRK). Please be advised that the withdrawal of the consent does not affect the lawfulness of the data processing that was carried out on the basis of the consent before its withdrawal.

Data storage period

Your data will be stored for the duration of the process of recruitment for studies and 6 month after its termination. Where applicable, your data will be processed for the purpose necessary to establish, pursue and defend claims. In the event you agree to be informed about future recruitments, your personal data will be processed until you withdraw your consent.

Data recipients

Access to your personal data will be granted to authorised employees or associates of the University of Warsaw, including members of the recruitment committees processing your data in connection with the sf recruitment for studies.

Recipients of your data may also include entities who will be commissioned by the administrator to perform specific activities involving personal data processing. To ensure the highest standard of personal data protection, an agreement entrusting personal data processing will be signed with these entities.

Transfer of data outside the European Economic Area (EEA)

Your personal data may also be processed by our provider of G Suite for education service, Google (with whom the administrator has signed the agreement entrusting personal data processing) in their data processing centres[2].

Rights related to data processing

We guarantee you the exercise of all your rights on the terms set out by the GDPR, namely:

- the right to access your data and receive their copy;
- the right to rectification your personal data;
- the right to restriction of processing your personal data;
- the right to erasure your personal data (subject to Art. 17 s. 3 of the GDPR);
- the right to lodge a complaint to the President of the Personal Data Protection Office, if you believe that the processing of your personal data violates the law on personal data protection.

Obligation to provide data and the consequence of not providing data

Providing data is necessary to take part in the recruitment process. Providing other data which is not necessary to participate in the recruitment process is voluntary.

[1] Regulation of the European Parliament and the Council of Europe (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to processing of personal data and on free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

[2] https://www.google.com/about/datacenters/locations/index.html

I have read and accept the above information

I resign

Continue

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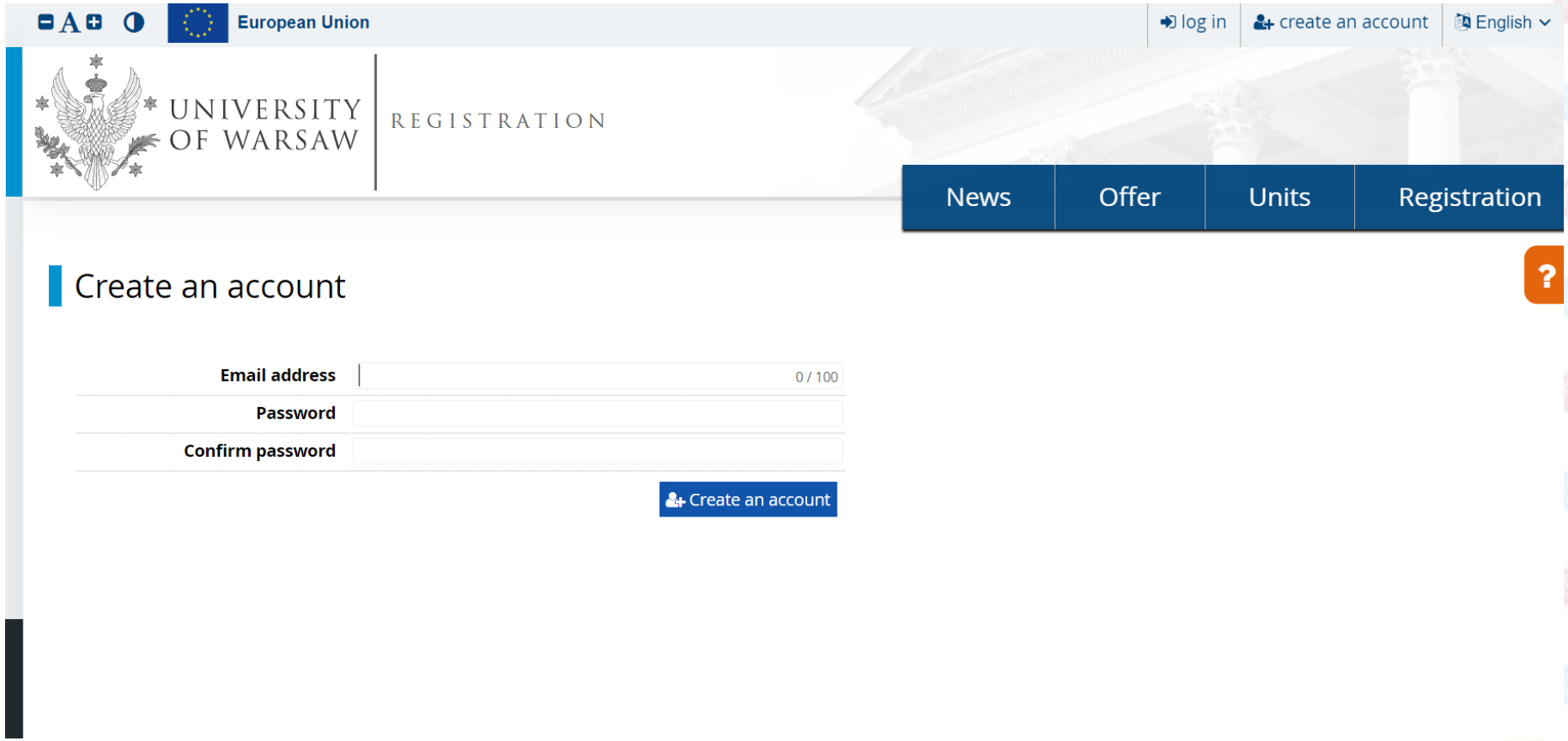
Registration in the IRK system – Creating an account



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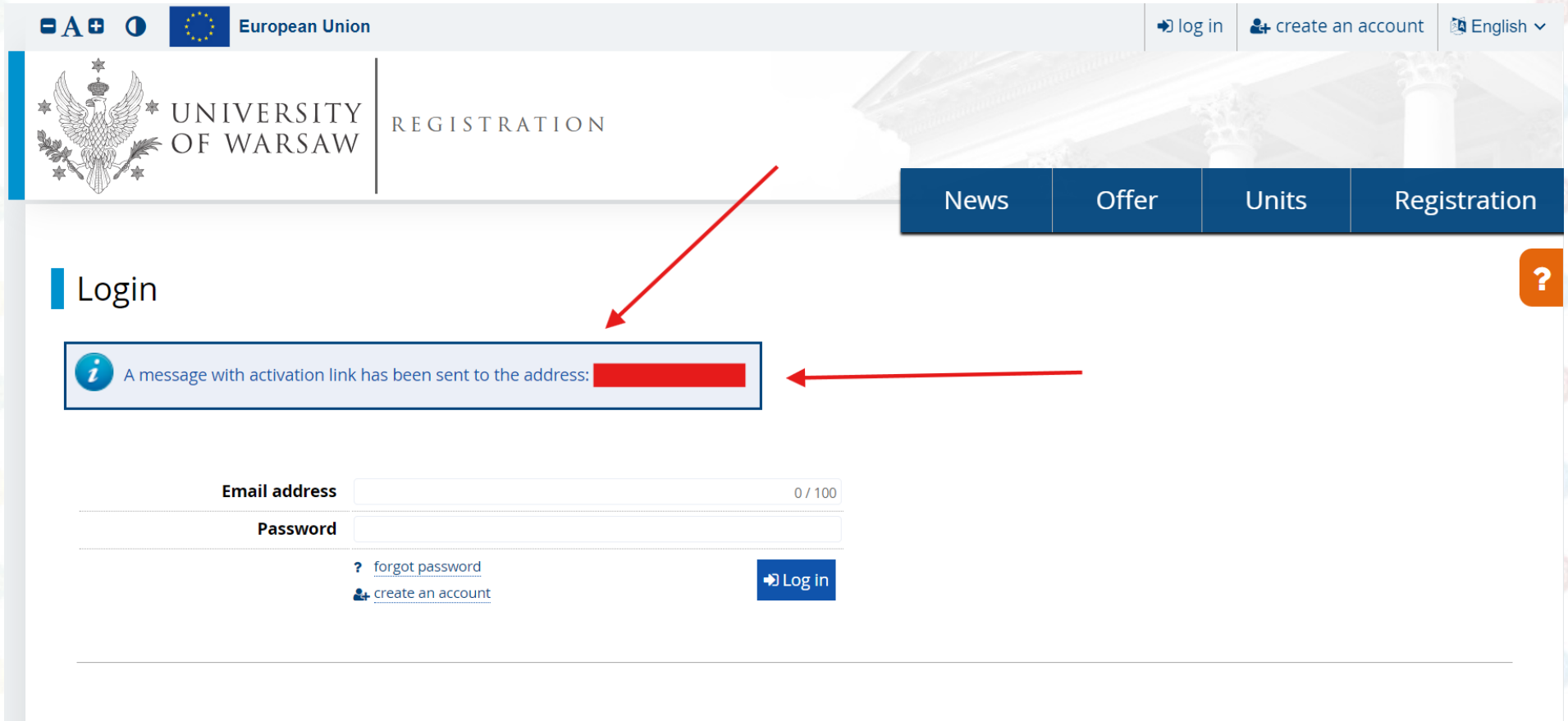

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Registration in the IRK system – Creating an account

[IRK-UW] Account creation verification [redacted]

no-reply@irk.uw.edu.pl [redacted]

to me

University logo

Welcome to IRK service of the University of Warsaw!

Your account has been created successfully and you will be able to use it after activating it. You can activate your account by following this address:

https://irk.uw.edu.pl/auth/activate/818db[redacted]-b0cf-6386b4257142/

You will be able to log in after activating your account.

Thank you for choosing our university!

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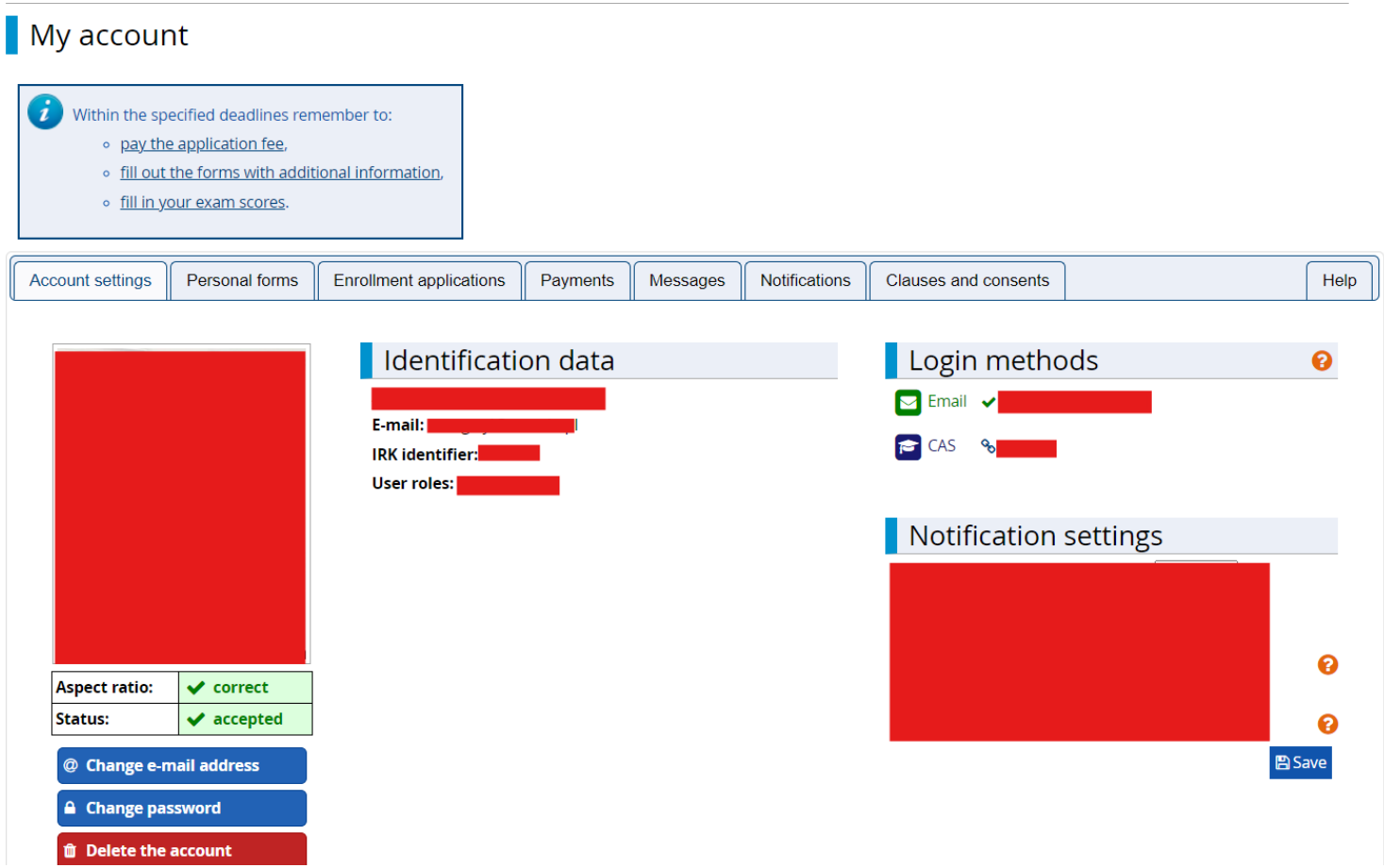
Registration in the IRK system – View after logging in



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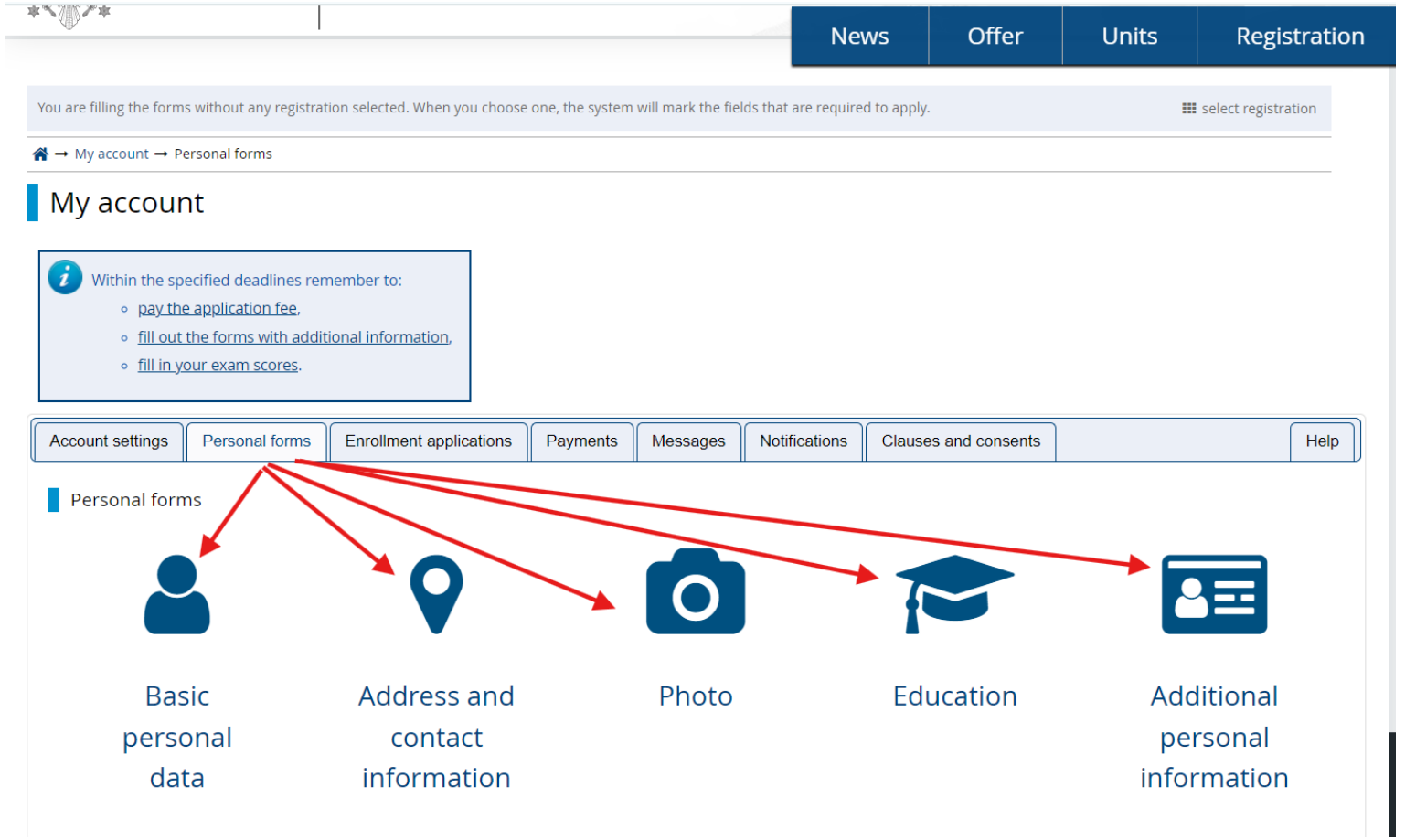
Registration in the IRK system
- Filling out personal forms



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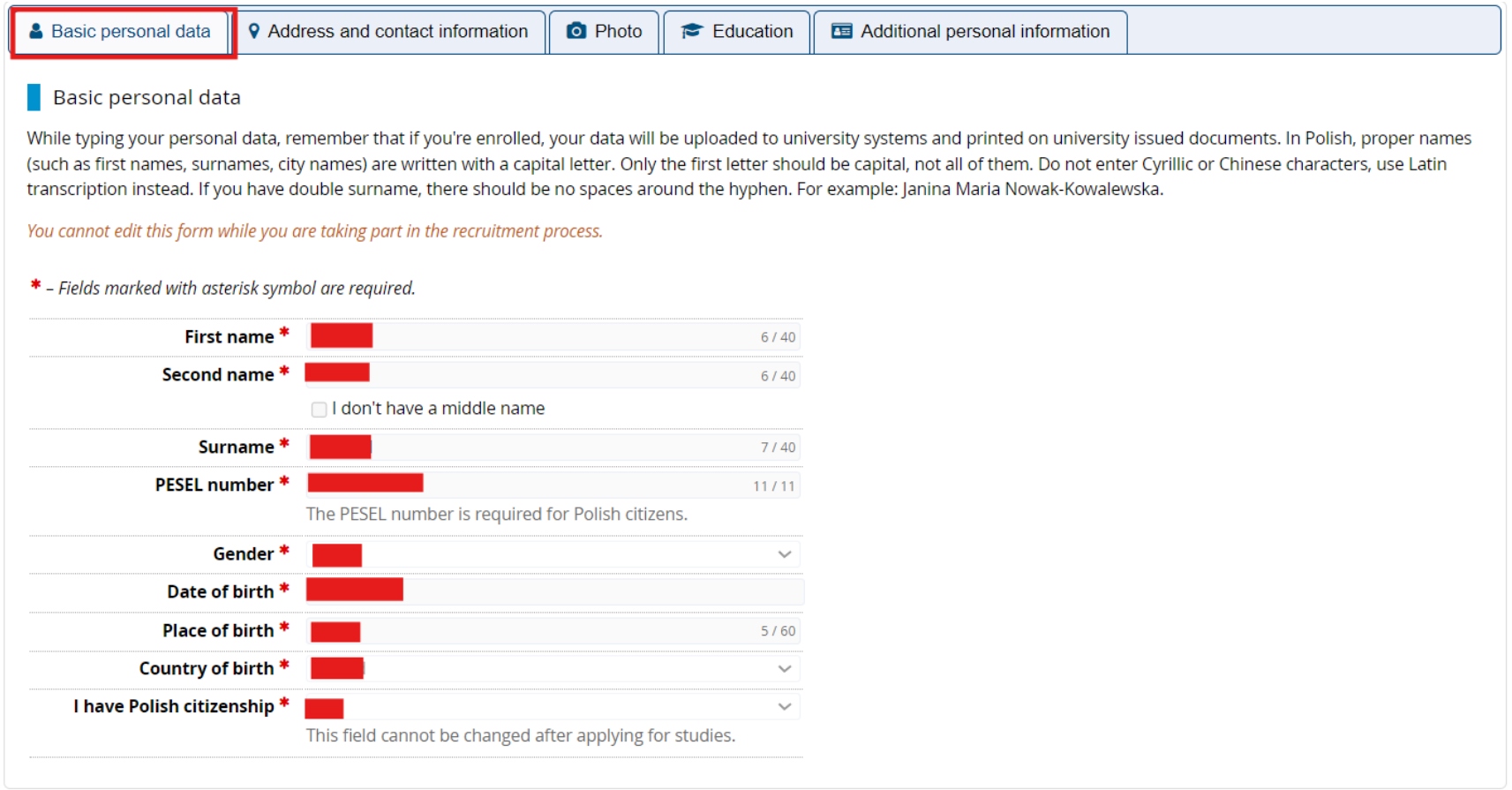
Registration in the IRK system
- Basic personal data



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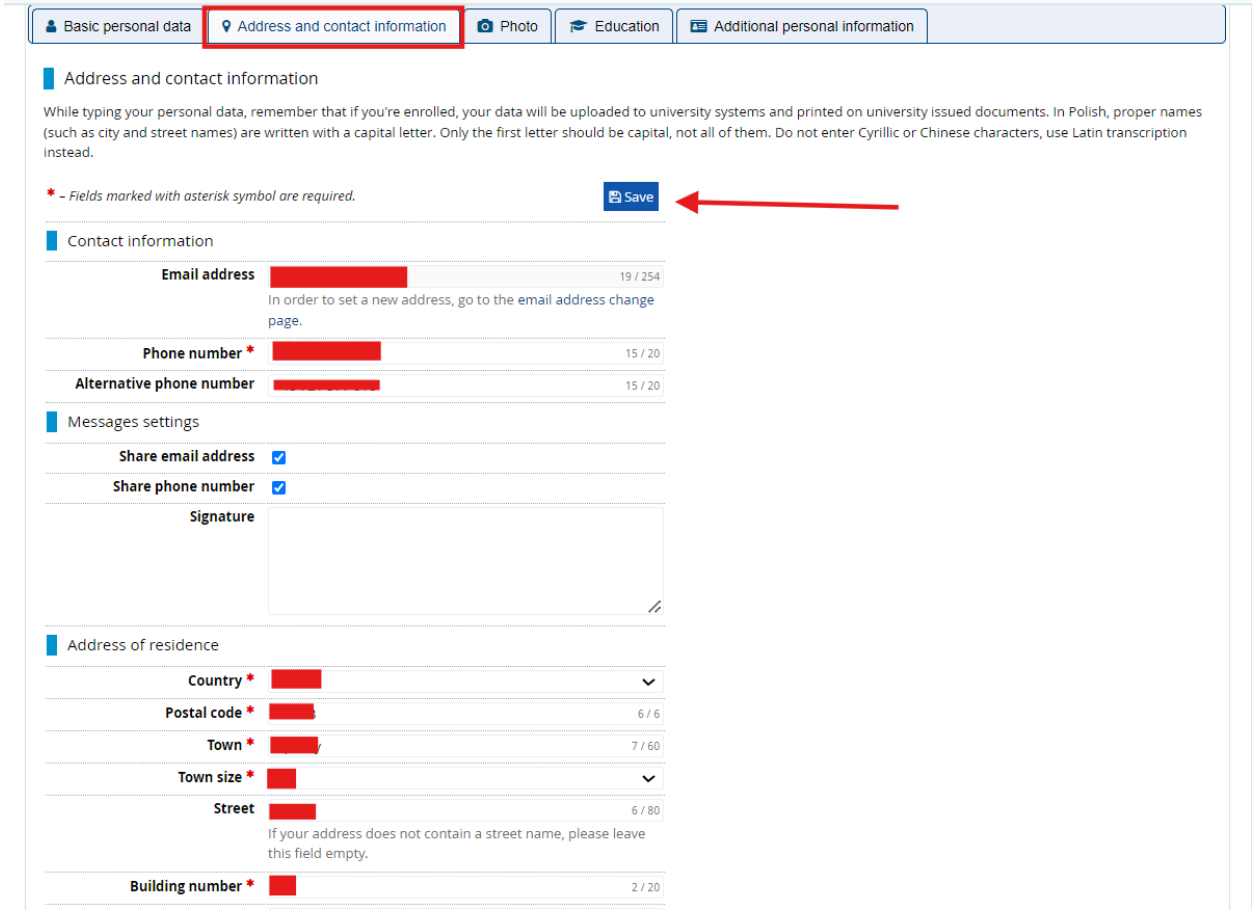
Registration in the IRK system
- Address and contact information



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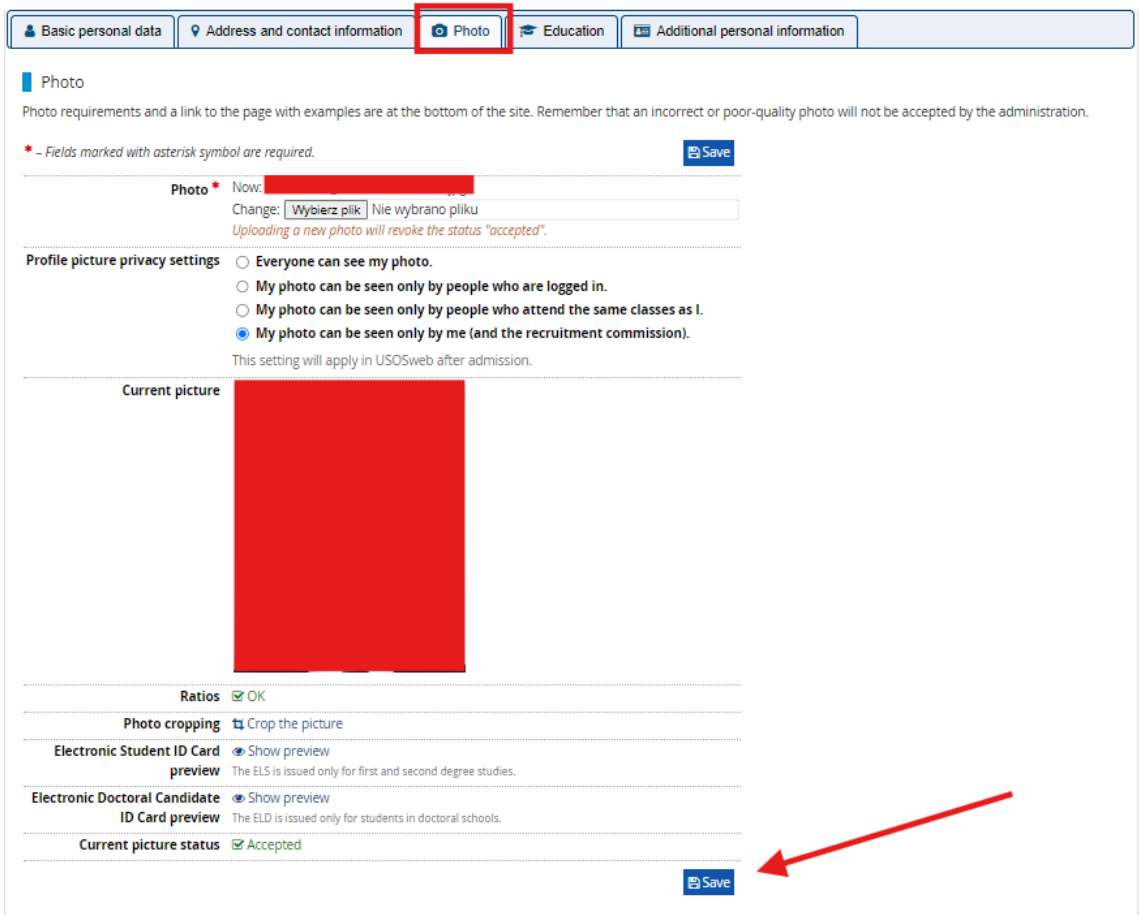
Registration in the IRK system - Photo



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Registration in the IRK system

Why was my photo rejected?

Candidate's photo should meet the same criteria as ID document photo.
They are as follows:

- Technical remarks:
  - Photos should have good quality (clear, with proper brightness, contrast and colour).
  - The background should be white, smooth and not too bright, and the head outline should be visible. A shadow of photographed person should not be visible in the background nor any other distractions.
  - Colours should be natural, photos without colour are forbidden (black and white, sepia).
  - A photo in JPEG or PNG format is preferred in minimum size of 500 x 625 pixels which enables printing a photo in 2 cm * 2,5 cm size with proper quality. Pictures having larger size are also acceptable if they meet the mentioned proportions. If the uploaded picture has wrong proportions, it will be possible to crop it in the system.
  - If the admission rules require you to deliver a physical photo, it should be identical to the one uploaded electronically.
- General information
  - the photo should be up to date,
  - you cannot have any head covering, sunglasses nor any other covering that can hinder identification,
  - the photograph should present the whole head,
  - the photograph should show an image reaching not further than the upper part of shoulders,
  - the face should cover 70-80% of the photo.
- Glasses and contact lenses
  - If you wear glasses - you can take a picture in glasses. Your eyes must be visible, there must be no light reflection from the glasses. To avoid any problems it is better to take a picture without glasses.
  - If you wear contact lenses - you can take a picture wearing them if they don't change the natural shape and colour of your eyes.
  - If you have any innate or acquired vision defect - you may take a picture wearing glasses. Remember to attach a proper health certificate concerning a disability or a degree of disability.
- Head covering
  - If you wear a head covering required by your religion - you may have it on a photograph if your face is visible. In such case, attach a proper certificat stating that you belong to a religious community, Remember that it has to be a community that is registered in Poland.
  - The whole oval of the face and ear line must be uncovered.

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Registration in the IRK system

Why was my photo rejected?

- Face appearance on picture
  - the face has to be directed straight at the camera lens, the head cannot be skewed,
  - the picture should present a visible oval of the face, without half-profile,
  - you should have a natural face appearance, closed mouth and totally visible eyebrows,
  - haircut on the picture can outreach the outline,
  - eyes should be naturally open, visible along with the pupils (cannot be hidden by hair) and aimed directly into the camera lens,
  - the so called "red eye effect" is prohibited,
  - ears don't have to be visible.
- Picture background and lighting
  - white, evenly lighted, without shadows and decorations,
  - the picture must only show a photographed person,
  - face has to be evenly lighted (light reflections on skin or hair and face shadows are prohibited).
- Sharpness, contrast and picture quality
  - the picture has to be sharp (without visible pixels) and has to have a natural contrast,
  - head outline has to be clear (background overexposure is prohibited),
  - the picture should be taken in neutral coloring and proper tonal density (it can be neither too bright nor too dark),
  - if you upload a scan of a paper photograph, it cannot be in any way broken on the surface,
  - the picture should show true skin colour.
- Jewellery
  - If you wear jewellery - you can have it during taking a picture if it doesn't cover the oval of the face and doesn't disrupt the uniformity of picture's background. To avoid any problems it is advised to take a picture without jewellery.
  - If the removal of jewellery may damage ears or face - you can take a picture wearing jewellery, even if it covers the oval of the face or disrupts background.

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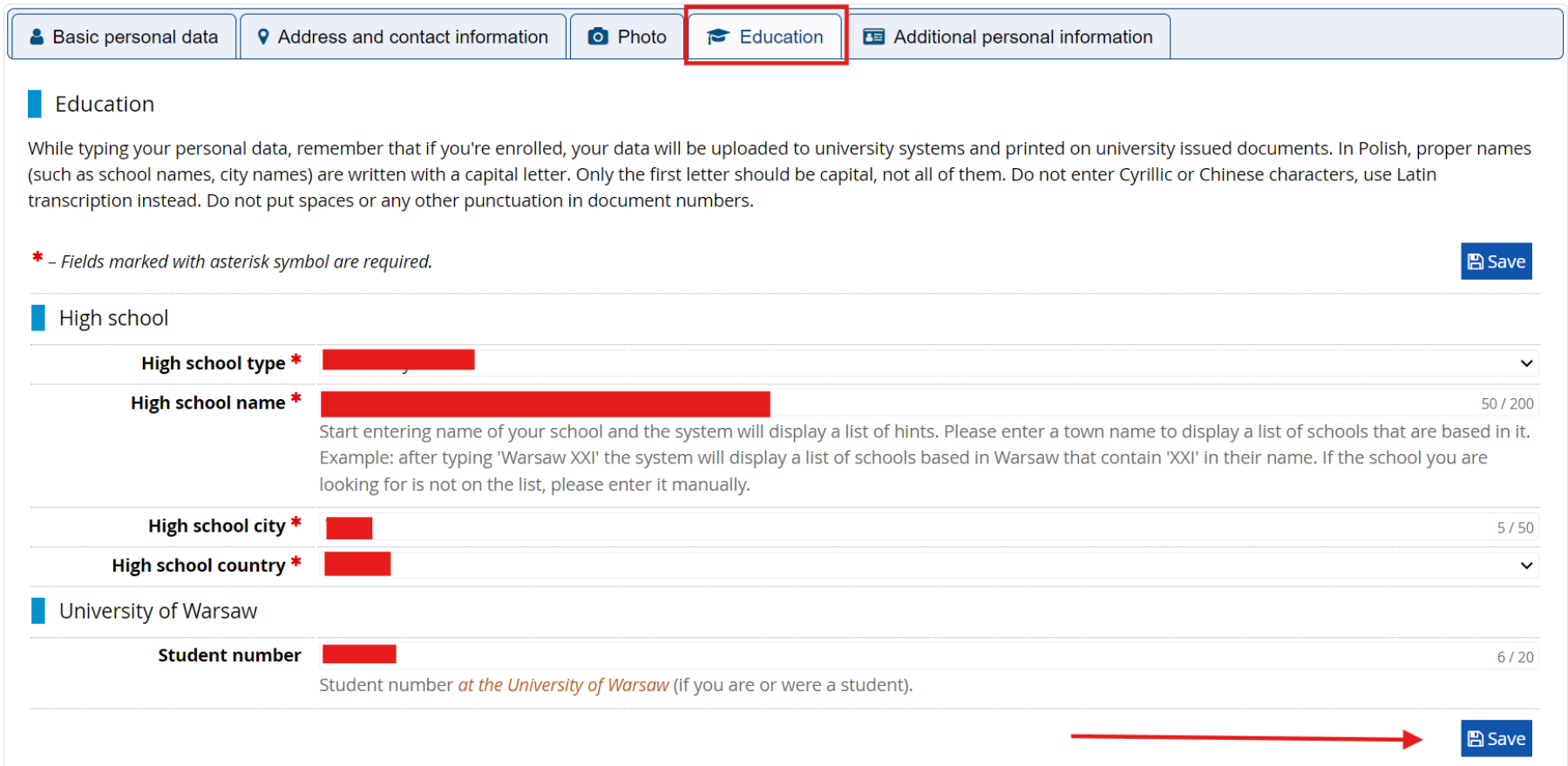
Registration in the IRK system - Education



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Registration in the IRK system

What should I do if I am before defending my master's thesis?

Add a document

Within the specified deadlines remember to:
- pay the application fee,
- fill in your exam scores.

* – *Fields marked with asterisk symbol are required.*

Save

Document type *	Foreign diploma entitling to undertake third-cycle (doctoral) studies
Document year *	2024 Document year should be the same as in the issue date. If you don't have the document yet, but you will obtain it soon, please enter the current year.
Document number	0 / 200 There should be no spaces in the number.
Date of issue	dd.mm.rrrr
Issuing institution type	----
Issuing institution name	0 / 200 Please enter a town to display a list of institutions that are based in it. If the institution you are looking for is not on the list, please enter it manually.
Place of issue	0 / 80
Country of issue *	---------
Comment	0 / 500 If you're adding a document of unknown type, please describe it!

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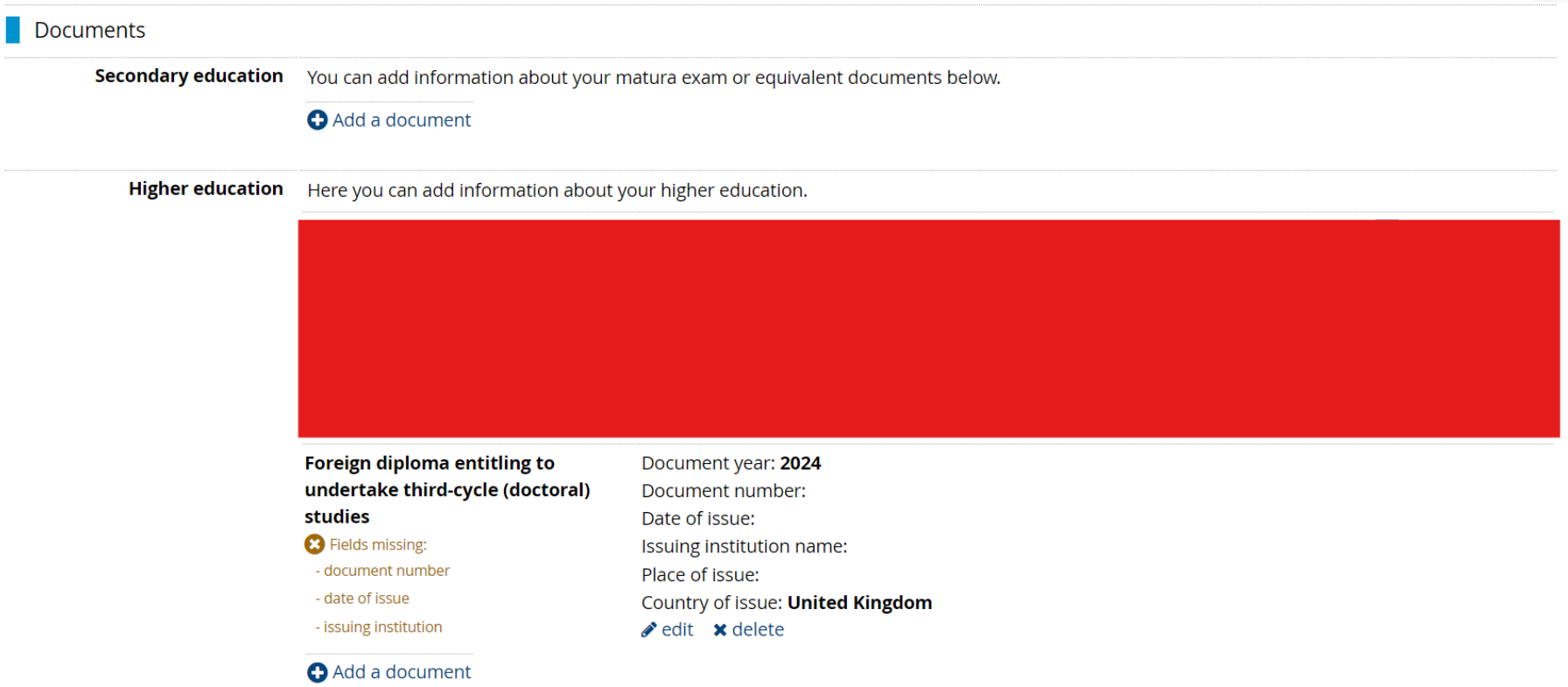
Registration in the IRK system

View after adding a „fictitious” diploma



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Registration in the IRK system

Do I need to provide an average grade from my studies?

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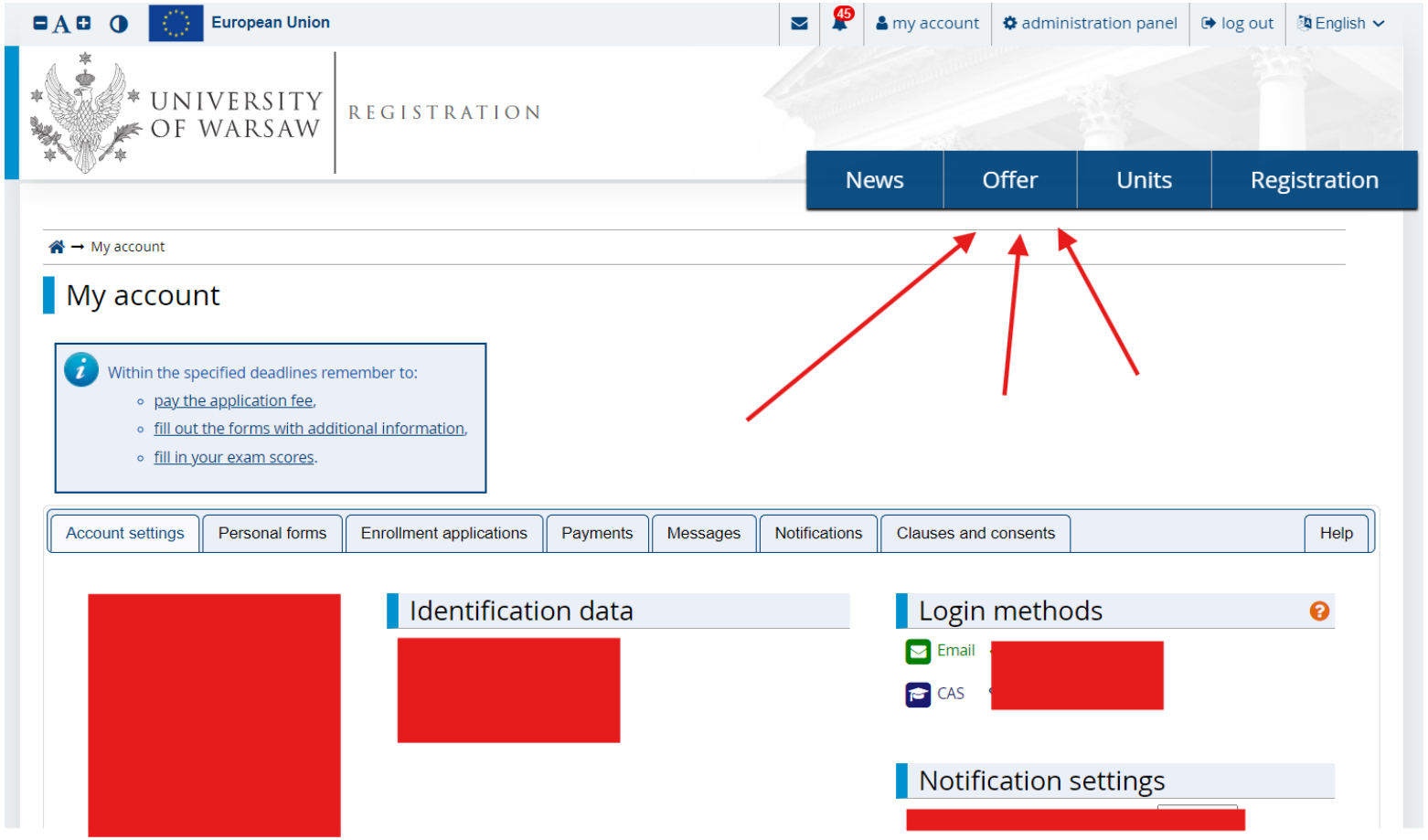
Registration in the IRK system
- Selecting the discipline



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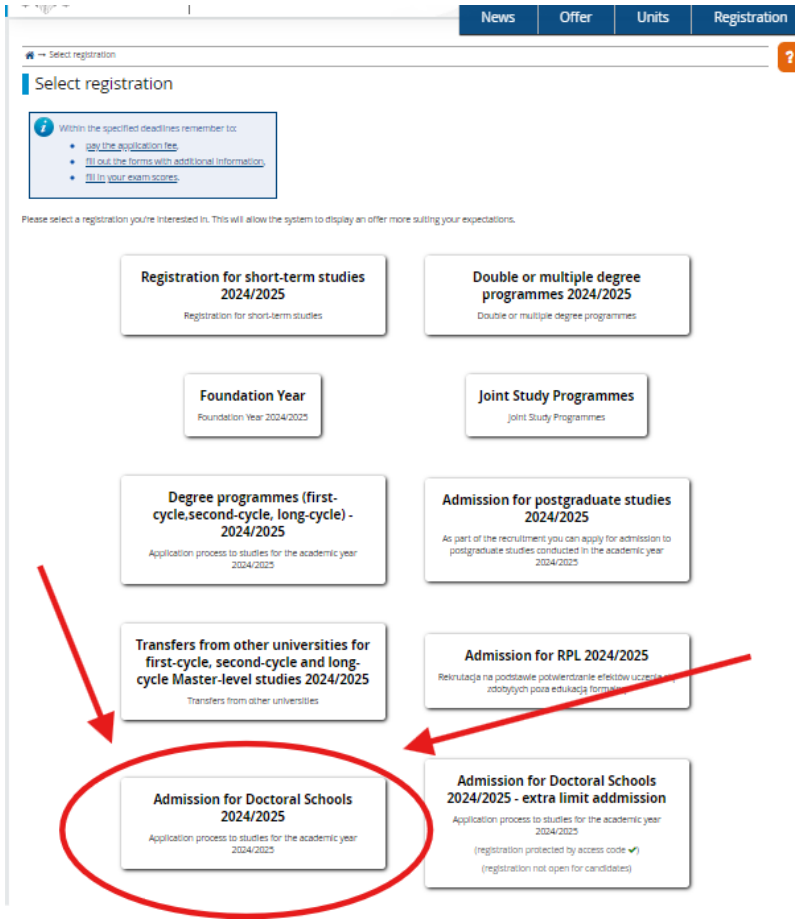

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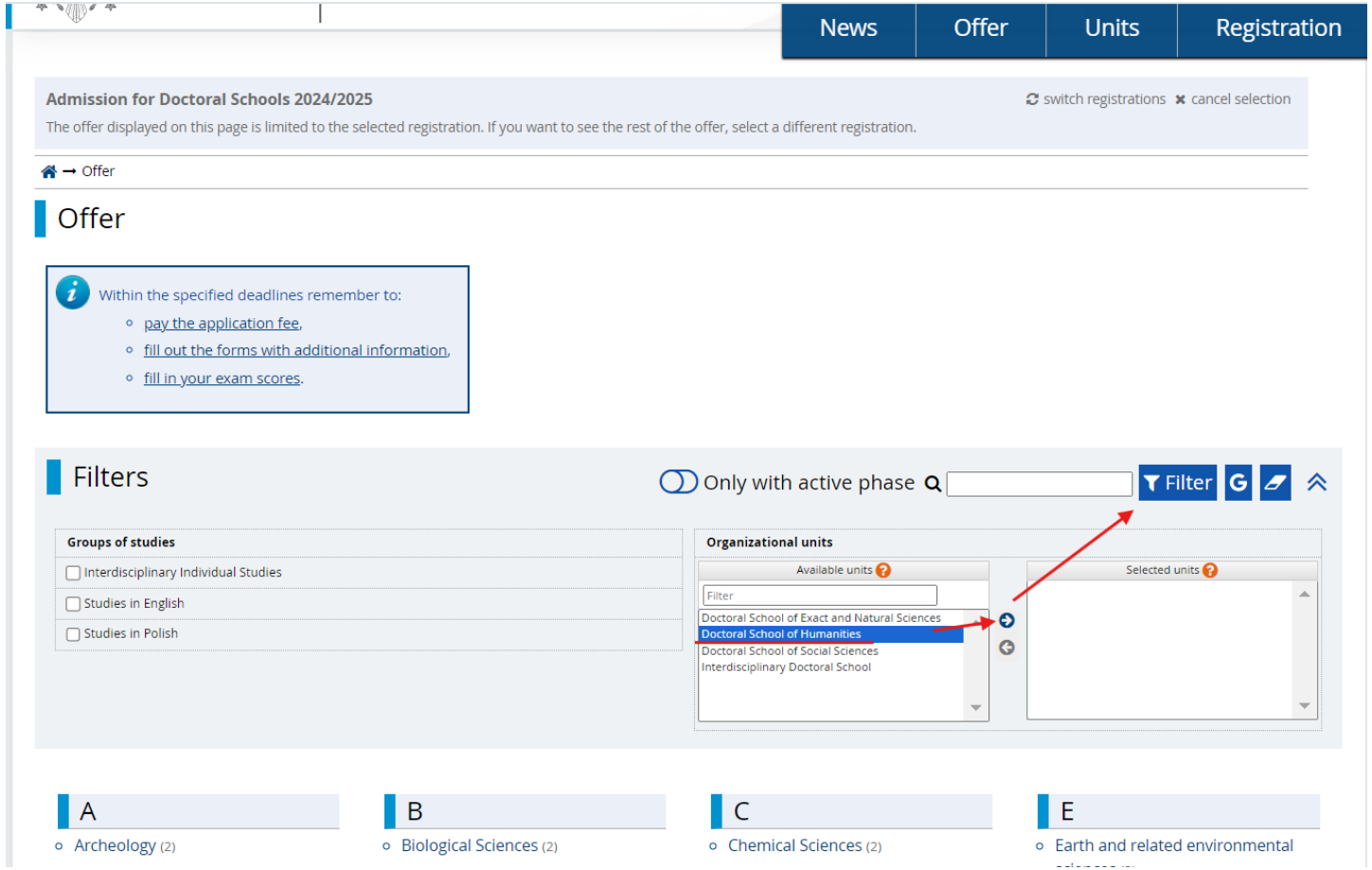

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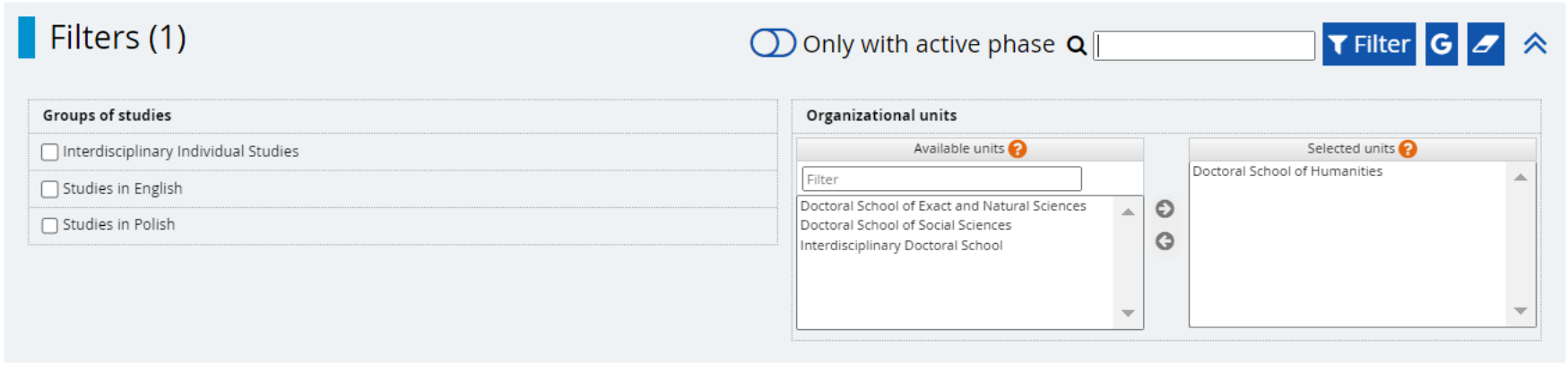

A
- Archeology (1)
- Arts (1)

C
- Cultural and Religious Studies (1)

E
- Ethnology and Cultural Anthropology (1)

H
- History (1)

I
- Implementation Doctorate Programme

L
- Linguistics (1)
- Literary Studies (1)

P
- Philosophy (1)

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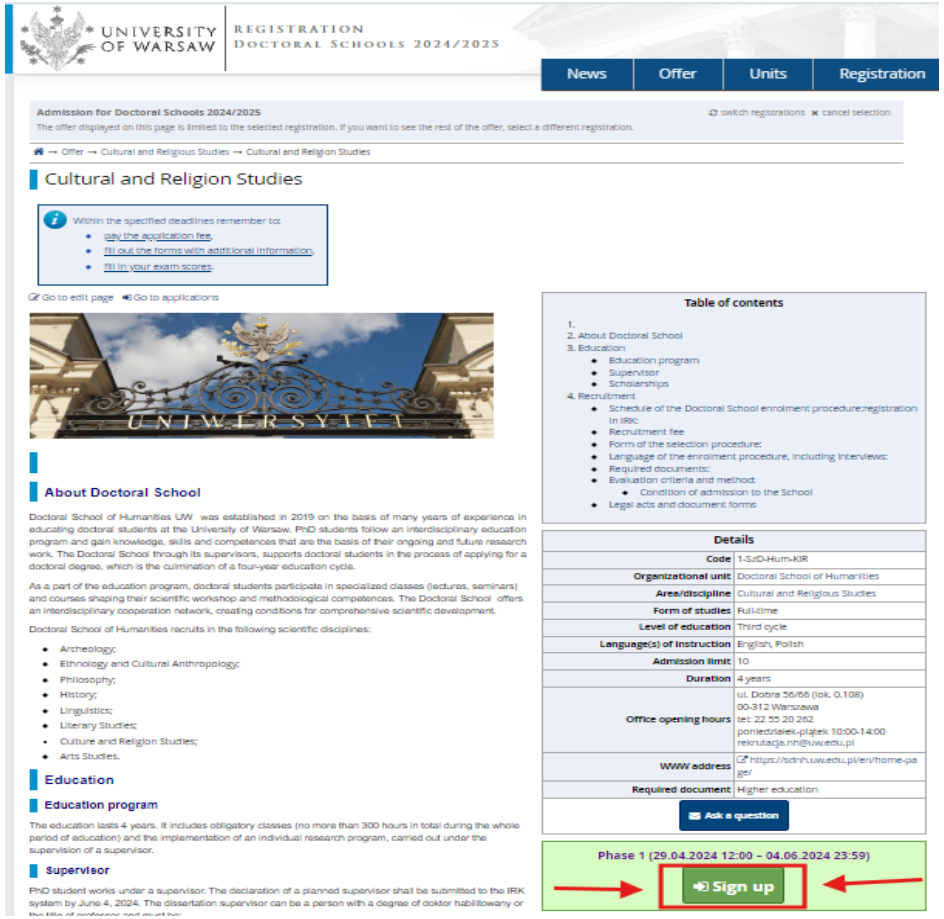
Registration in the IRK system

- Filling out the enrollment application



The candidate shall submit a School admission application **only through the IRK system, using a dedicated forms**.

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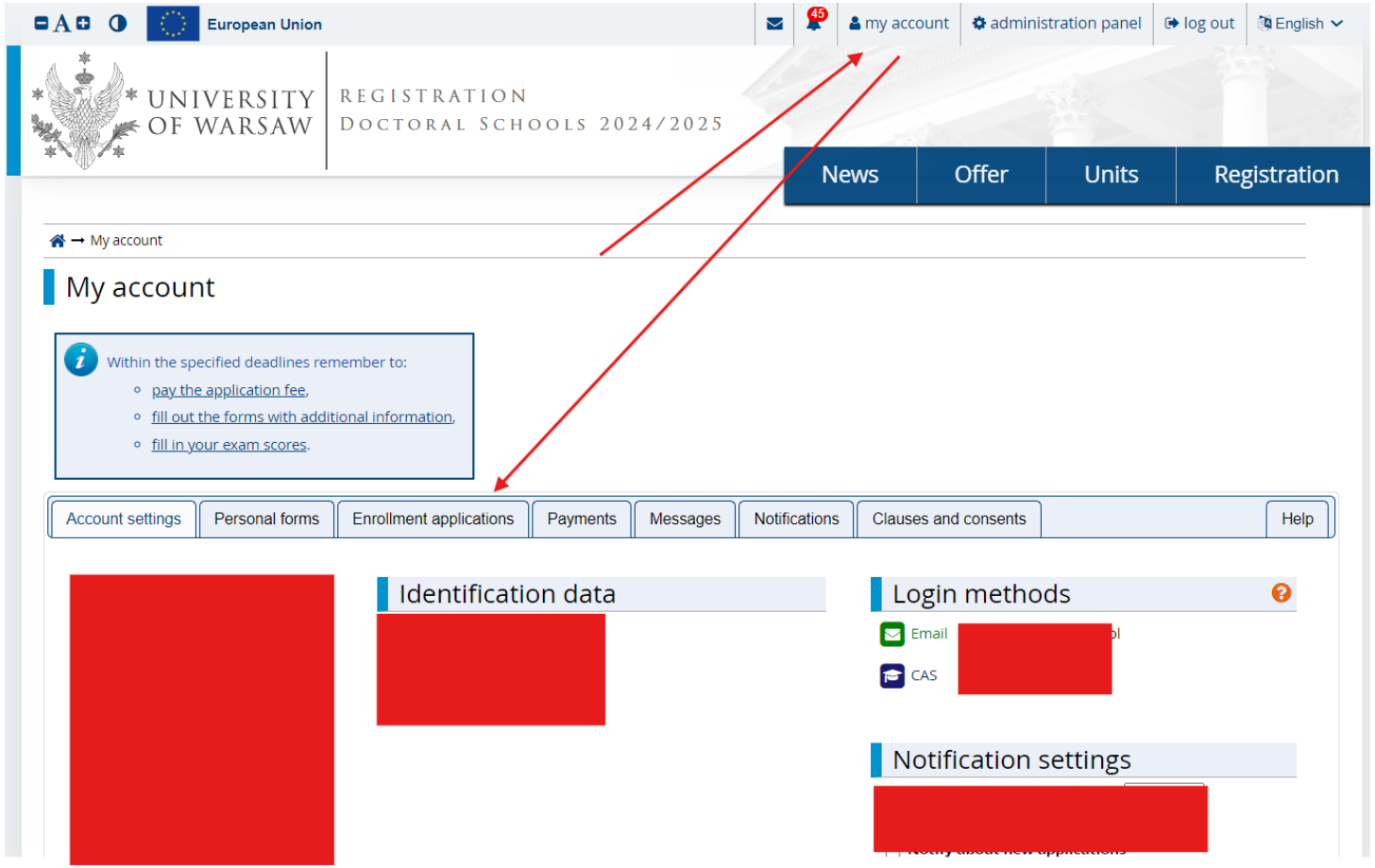
- Filling out the enrollment application



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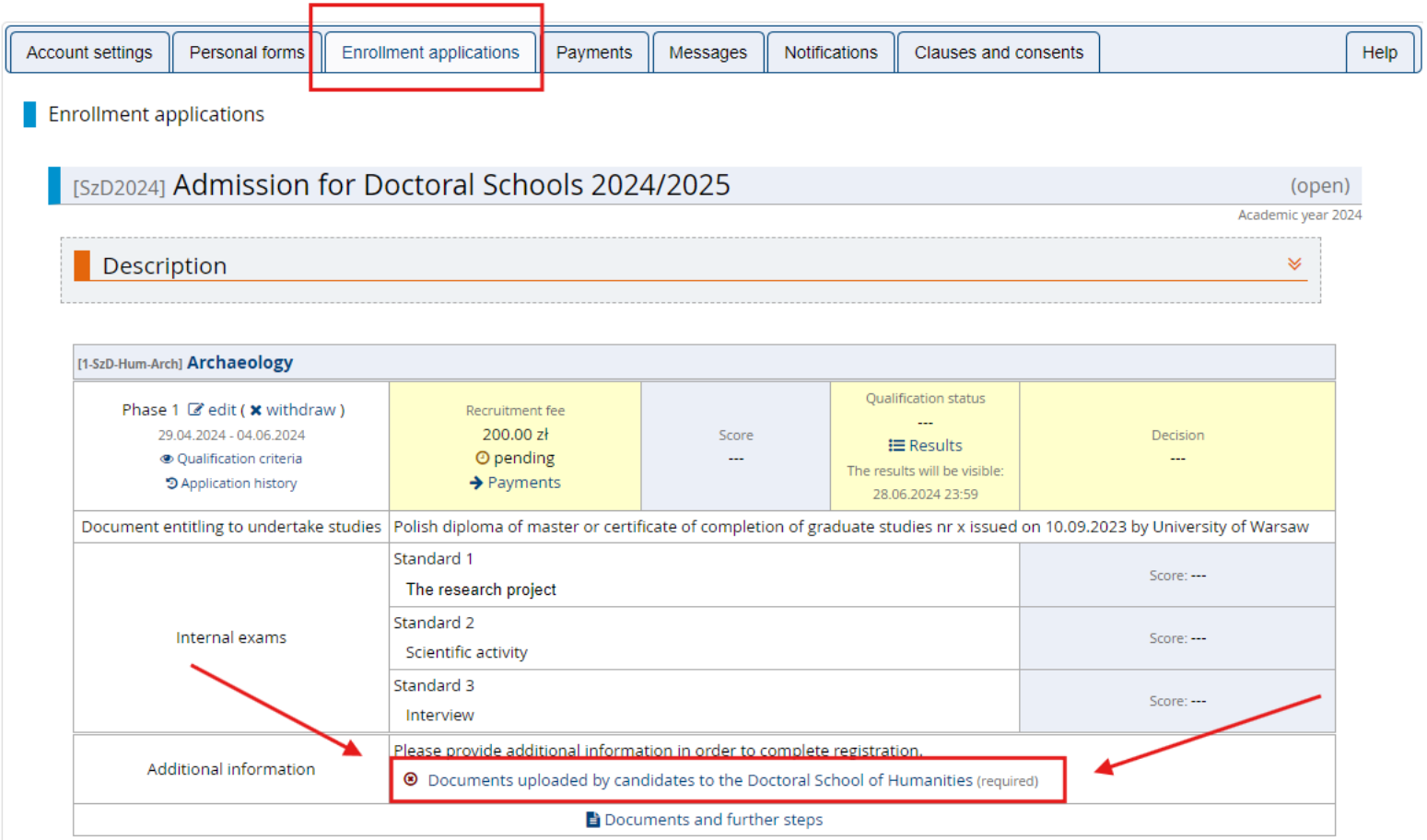
Registration in the IRK system

- Filling out the enrollment application



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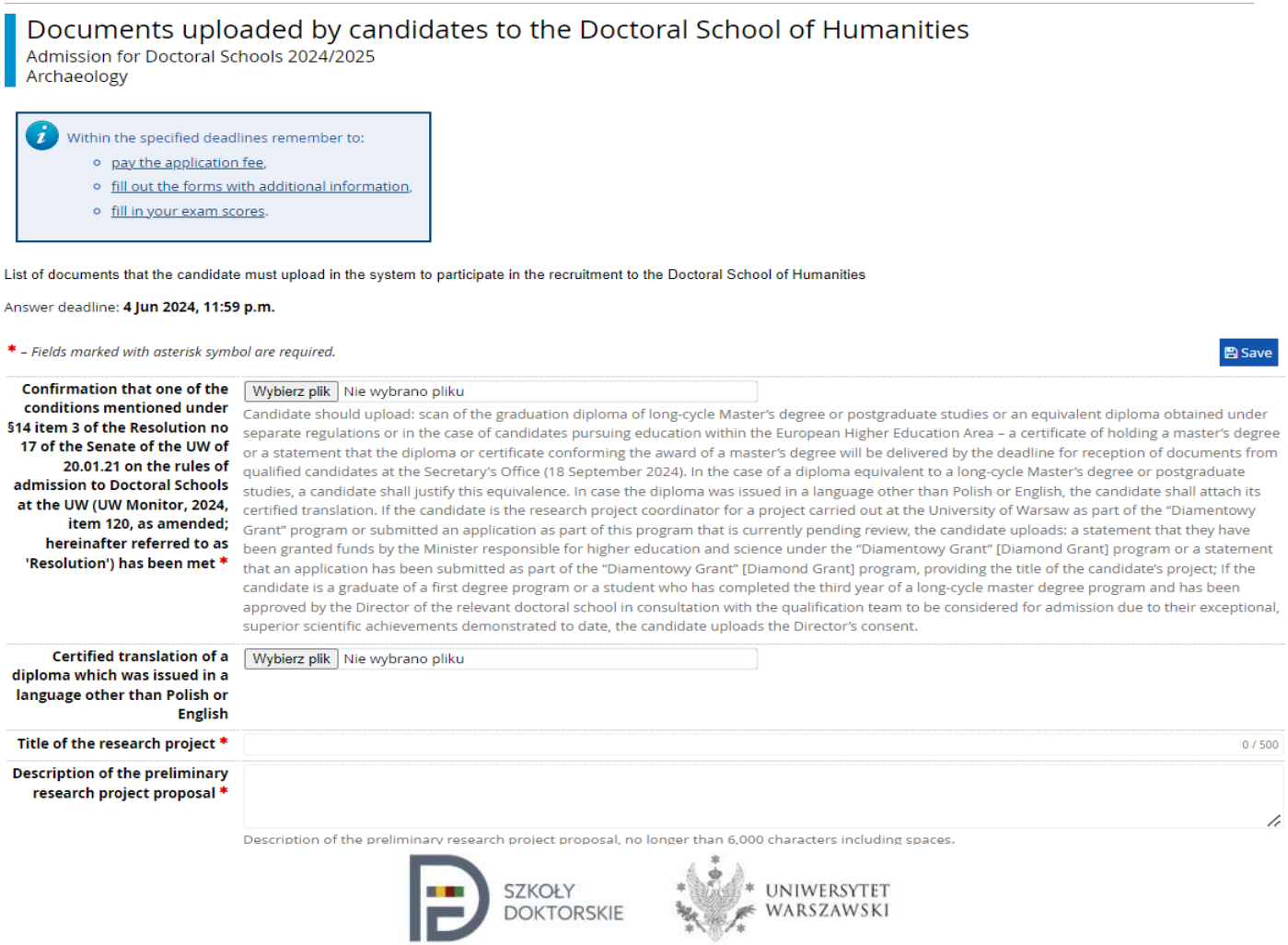
Szkoła Doktorska Nauk Ścisłych i Przyrodniczych

Registration in the IRK system

- Filling out the enrollment application



Documents uploaded by candidates to the Doctoral School of Humanities
Admission for Doctoral Schools 2024/2025
Archaeology

Within the specified deadlines remember to:
- pay the application fee,
- fill out the forms with additional information,
- fill in your exam scores.

List of documents that the candidate must upload in the system to participate in the recruitment to the Doctoral School of Humanities

Answer deadline: **4 Jun 2024, 11:59 p.m.**

* – *Fields marked with asterisk symbol are required.*

Save

Confirmation that one of the conditions mentioned under §14 item 3 of the Resolution no 17 of the Senate of the UW of 20.01.21 on the rules of admission to Doctoral Schools at the UW (UW Monitor, 2024, item 120, as amended; hereinafter referred to as 'Resolution') has been met *

Wybierz plik Nie wybrano pliku

Candidate should upload: scan of the graduation diploma of long-cycle Master's degree or postgraduate studies or an equivalent diploma obtained under separate regulations or in the case of candidates pursuing education within the European Higher Education Area – a certificate of holding a master's degree or a statement that the diploma or certificate conforming the award of a master's degree will be delivered by the deadline for reception of documents from qualified candidates at the Secretary's Office (18 September 2024). In the case of a diploma equivalent to a long-cycle Master's degree or postgraduate studies, a candidate shall justify this equivalence. In case the diploma was issued in a language other than Polish or English, the candidate shall attach its certified translation. If the candidate is the research project coordinator for a project carried out at the University of Warsaw as part of the "Diamentowy Grant" program or submitted an application as part of this program that is currently pending review, the candidate uploads: a statement that they have been granted funds by the Minister responsible for higher education and science under the "Diamentowy Grant" [Diamond Grant] program or a statement that an application has been submitted as part of the "Diamentowy Grant" [Diamond Grant] program, providing the title of the candidate's project; If the candidate is a graduate of a first degree program or a student who has completed the third year of a long-cycle master degree program and has been approved by the Director of the relevant doctoral school in consultation with the qualification team to be considered for admission due to their exceptional, superior scientific achievements demonstrated to date, the candidate uploads the Director's consent.

Certified translation of a diploma which was issued in a language other than Polish or English

Wybierz plik Nie wybrano pliku

Title of the research project *

0 / 500

Description of the preliminary research project proposal *

Description of the preliminary research project proposal, no longer than 6,000 characters including spaces.

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Registration in the IRK system

- Uploading the diploma or a statement that the diploma will be delivered at a later date

Confirmation that one of the conditions mentioned under §14 item 3 of the Resolution no 17 of the Senate of the UW of 20.01.21 on the rules of admission to Doctoral Schools at the UW (UW Monitor, 2024, item 120, as amended; hereinafter referred to as 'Resolution') has been met *

Wybierz plik | Nie wybrano pliku

Candidate should upload: scan of the graduation diploma of long-cycle Master's degree or postgraduate studies or an equivalent diploma obtained under separate regulations or in the case of candidates pursuing education within the European Higher Education Area – a certificate of holding a master's degree or a statement that the diploma or certificate conforming the award of a master's degree will be delivered by the deadline for reception of documents from qualified candidates at the Secretary's Office (18 September 2024). In the case of a diploma equivalent to a long-cycle Master's degree or postgraduate studies, a candidate shall justify this equivalence. In case the diploma was issued in a language other than Polish or English, the candidate shall attach its certified translation. If the candidate is the research project coordinator for a project carried out at the University of Warsaw as part of the "Diamentowy Grant" program or submitted an application as part of this program that is currently pending review, the candidate uploads: a statement that they have been granted funds by the Minister responsible for higher education and science under the "Diamentowy Grant" [Diamond Grant] program or a statement that an application has been submitted as part of the "Diamentowy Grant" [Diamond Grant] program, providing the title of the candidate's project; If the candidate is a graduate of a first degree program or a student who has completed the third year of a long-cycle master degree program and has been approved by the Director of the relevant doctoral school in consultation with the qualification team to be considered for admission due to their exceptional, superior scientific achievements demonstrated to date, the candidate uploads the Director's consent.

Certified translation of a diploma which was issued in a language other than Polish or English

Wybierz plik | Nie wybrano pliku

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Registration in the IRK system
- Diploma – Questions?

- What if my diploma was issued in a language other than Polish?
- Do I need to hand in my diploma to the School's office during enrolment? – **NO**
- Are there time limits on the date of issuing the diploma? – **NO**
- Do diploma grades affect the enrolment? **NO**

Registration in the IRK system
- Research project

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Title of the research project * 0 / 500

Description of the preliminary research project proposal *

Description of the preliminary research project proposal, no longer than 6,000 characters including spaces.
Characters: 0 / 6000.

Summary of the research project *

Summary of the research project no longer than 1,000 characters including spaces.
Characters: 0 / 1000.

References/bibliography relevant for the research objective *

No character limit.

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Registration in the IRK system
- Research project– Questions?

- Is there a research project template?- **NO**
- Can the research project be written in English? – **YES**
- Can the research project be written in a language other than English or Polish? - **NO**
- Does writing a research project in English mean that I will have to write my PhD dissertation in English? ? - **NO**
- Does submitting the research project in English mean that the qualifcation interview will also be conducted in English? – **NO**
- Are references included in the character limit for the research project? - **NO**
- Can I include the final parts of the research project in the references section? – **NO**
- How extensive should the references be? – ca. 10-20 publications

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Registration in the IRK system
- Resume or CV

Resumé or CV outlining the candidate's scientific activity *

Wybierz plik | Nie wybrano pliku

The document should contain information on scientific activity, including scholarly interests and achievements during the five calendar years preceding the application. If a candidate became a parent during this time, as evidenced by a scan of the child's birth certificate attached to the application, this period shall be extended by two years for each child. The scan of the child's birth certificate should be uploaded as one file together with the CV/resume. The CV or resume should contain in particular the information on: publications, research and organizational work at student research groups, participation in scientific conferences, participation in research projects, awards and honorable mentions, research internships, research skills training programs completed, activities promoting science, activity in science movement representative bodies, average of their university grades, professional career, level of proficiency in foreign languages.

Scans of materials confirming scientific activities indicated in the resumé or CV

Wybierz plik | Nie wybrano pliku

In the case of materials confirming the scientific activity indicated in the resume or CV and regarding scientific publications – no more than two full scans of the candidate's articles or sections in collective works deemed the most important by the candidate; the remaining candidate's publications shall be confirmed with scans of title pages. Scan should be attached as one file.

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Registration in the IRK system - Resume or CV – Questions?

- Is it mandatory to include a specific scientific activity in the CV? - **NO**
- Is it mandatory to indicate the average grade from my studies? - **NO**
- Do I have a chance with little scientific activity?- **YES**
- Are there time limits?– **YES** (last 5 years)
- Exactly how many points will I receive for scientific activity, e.g. scientific publications?
- How should the scans of materials evidencing scientific activity be uploaded? - **scans combined into one PDF file**
- What is the consequence of not evidencing scientific activity with a scan?
- What if my article is published in the future?
- How do I evidence my participation in a scientific conference?

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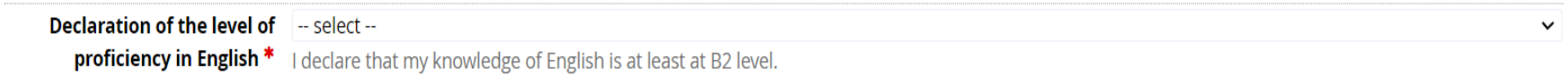
Registration in the IRK system
- Level of proficiency in English



- Do I need a language certificate?– **NO**
- Will my English be verified in the qualification interview? – **YES**
- Will my Polish be verified in the qualification interview? – **YES**/**NO**
- Will my English be verified after admission?– **YES**
- Are classes conducted in English?– **YES**

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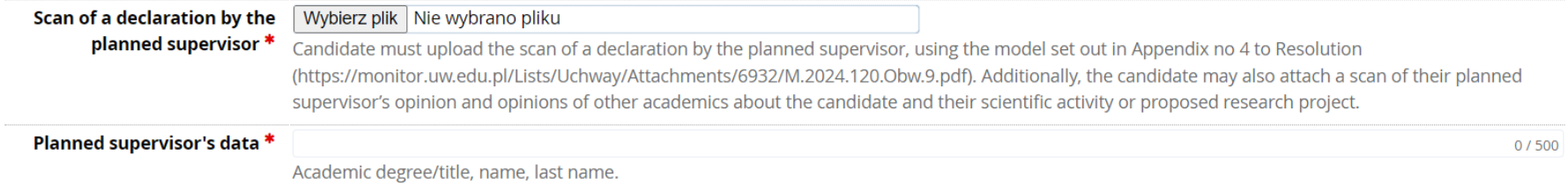
Registration in the IRK system
- Declaration of the planned supervisor



The dissertation supervisor can be a person with **a degree of doktor habilitowany or the title of profesor. They must be:**

1) University of Warsaw employee, or;
2) person having the status of a retired professor of the University of Warsaw.

In addition to the main supervisor, **upon admission to the School**, a PhD student may apply for an appointment of a selected academic as an additional or assistant supervisor.

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Registration in the IRK system
- Supervisor – Questions?

- What if the planned supervisor is not employed at the University of Warsaw?
- Can I have two planned supervisors in enrollment for one discipline? – **NO**
- What is the doctoral students limit?
- Who must upload the declaration of the planned supervisor – **CANDIDATE**
- Can one supervisor declaration be used to enroll for several SDNH disciplines or several doctoral schools of the University of Warsaw? - **YES**

- **Link to the declaration of the planned supervisor**: link.

Registration in the IRK system
- Past doctoral student status

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Candidate should indicate whether they were or are a doctoral student or a participant of doctoral studies or whether they have initiated a doctoral dissertation process or whether proceedings to award them a doctoral degree have been initiated. *	-- select -- Candidate should answer "yes", if they meet at least one of the following conditions: - they were or are a doctoral student, - they were or are a participant of doctoral studies, - they have initiated a doctoral dissertation process, - proceedings to award them a doctoral degree have been initiated, - they were awarded a degree of doktor.
Candidate should indicate whether they were or are a doctoral student or a participant of doctoral studies or whether they have initiated a doctoral dissertation process or whether proceedings to award them a doctoral degree have been initiated. *	YES Candidate should answer "yes", if they meet at least one of the following conditions: - they were or are a doctoral student, - they were or are a participant of doctoral studies, - they have initiated a doctoral dissertation process, - proceedings to award them a doctoral degree have been initiated, - they were awarded a degree of doktor.
Additional information concerning the question above *	If the candidate answered "yes" to the question above, they should indicate in this field which condition they meet. Moreover, the candidate may enter in this field additional information concerning their answer.
The title of their doctoral dissertation or the research project prepared by a candidate *	The field should be filled in by those candidates who answered "yes" to the question concerning education.
The name and last name of the candidate's tutor or supervisor *	The field should be filled in by those candidates who answered "yes" to the question concerning education.

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Registration in the IRK system

- Past doctoral student status– Questions?

- Is the answer to this question mandatory? – **YES**
- Does a „yes answer" reduce my chances? – **NO**
- Can I expect questions during the qualification interview relating to my previous status?– **YES**
- Do I need to upload additional documents to the IRK system if I answered „yes"? - **NO**

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Registration in the IRK system
- Delivery of a decision

Information whether the candidate agrees to receive administrative decisions by means of electronic communication *

-- select --

I agree to receive administrative decisions by means of electronic communication.

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Assessement criteria

- 1st stage:

- Research project: 0-40 pts

- Scientific activity: 0-20 pts

- 2nd stage:

- Qualification interview: 0-40 pts

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Assessment criteria in the 1st stage

Research project (0-40 pts)

a) purpose of the research (0-10 pts);

b) novelty and originality of the research project (0-10 pts);

c) methodology appropriate for the objective pursued, consistency of argumentation, transparency of reasoning(0-10 pts);

d) description of the current status of research with references relevant for the research objective (0-10 pts).

QUESTIONS:

- How to understand the research project assessment criteria?
- What is the description of the current status of research?
- Can the research project be structured like the assessment criteria? - **YES**

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Assessment criteria in the 1st stage

Scientific activity

a) scientific **publications**, including scientific articles, sections in multi-author monographs, single-author monographs, publications in peer-reviewed international conferences materials (0-8 pts);

b) **presentations** at national and international scientific conferences with an approved paper (0-8 pts);

c) **other elements** of the evaluation of the candidate's experience and scientific achievements, including awards, honourable mentions, certificates, professional experience, teaching experience, activity in an academic scientific movement, training, promotion of science, etc. (0-4 pts).

QUESTIONS:

- Do I need to have scientific activity? – **NO**
- Do I need to evidence all of the above activities? – **NO**, these are only examples
- Will I receive points for professional experience? – **YES** (0-4 pts)

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Assessment criteria in the 2nd stage

Qualification interview (0-40 pts)

- 1) the candidate's competencies relevant for the research conducted, including an understanding of the research topic to be undertaken and subject knowledge (0-20 pts);
- 2) ability to justify the appropriateness of the choice of discipline and linguistic correctness, including in particular fluency in the use of scientific language appropriate to the discipline of the research being undertaken(0-20 pts)

QUESTIONS:

- Is it general knowledge exam?– **NO**
- In what language is the qualification interview conducted? – **ENG/PL**
- Can the qualification interview be conducted remotely? - **YES**

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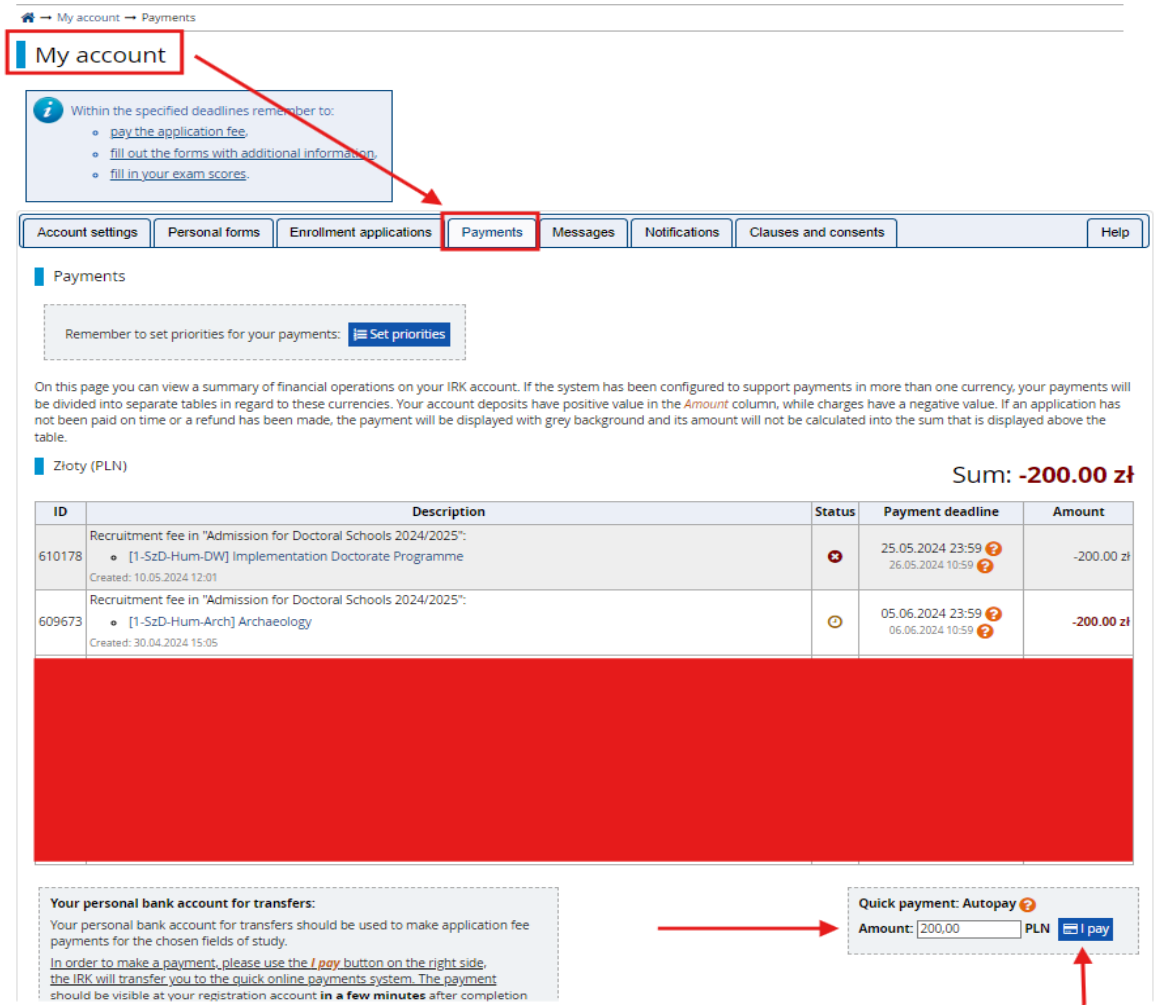
Admission fee



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General questions

- Is it possible to participate in the enrollment in several disciplines or several doctoral schools of the University of Warsaw? – **YES**
- Will I receive points for an academic's opinion (i.e. letter of reference)? – **TAK**/**NIE**
- Do I need to do anything after entering and saving the data in the IRK application? – **NIE**
- How much time do I have to pay the admission fee? – **until 5 June;** however, the day of payment shall be the day when the appropriate amount is credited to the University account.
- What are the admission conditions?

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Q&A

Questions ? Doubts?

More info on the enrollment procedure: https://sdnh.uw.edu.pl/en/for-candidates/recruitment-2024-2025//

IRK instruction: https://sdnh.uw.edu.pl/wp-content/uploads/sites/157/2024/05/2024_25_Instrukcja-IRK.pptx

Email address: rekrutacja.nh@uw.edu.pl

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