

IRK application form

2025/2026 admissions procedure Doctoral School of Humanities

Admissions Coordinator

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Outline of the meeting

1. Admissions schedule
2. Assessment criteria
3. Signing up for the admissions procedure in the IRK
4. IRK application form
5. Mistakes in the IRK application form subject to rectification
6. Most common mistakes in the IRK application form
7. Diploma legalisation (apostille/legalisation)
8. Admission fee
9. Q&A session



1. Admissions schedule



Registration and submission of the application in the [IRK system](#): 15 April – 29 May 2025

30 May -4 June 2025 – formal verification of the applications

By 5 June 2025 – informing candidates about mistakes in the IRK application form

By 9 June 2025 – deadline for rectifying the obvious mistakes in the IRK application form

10 June 2025 – leaving applications with mistakes unprocessed

■ Qualification proceedings:

- 1st stage (research projects and scientific activity): 11 – 23 June 2025.
- publication of the 1st stage results: by 26 June 2025,
- publication of the interviews schedule (2nd stage): by 26 June 2025,
- deadline for submitting applications to conduct the interviews remotely: by 28 June 2025,
- 2nd stage (interviews): 3 – 15 July 2025.
- publication of the ranking list: by 21 July 2025,
- Accepting documents from candidates recommended to be admitted: 28 July – 22 September 2025,
- Publication of the list of admitted candidates: by 30 September 2025.



2. Assessment criteria in the 1st stage



- Maximum number of points: 60 (**number of points required to qualify for the second stage - 30 pts**).
- Criteria:
 - Initial description of the research project (maximum number of points – 40):
 - purpose of the research (0–10 points);
 - novelty and originality of the research project (0-10 points)
 - methodology appropriate for the objective pursued, consistency of argumentation, transparency of reasoning (0-10 points);
 - description of the current status of research with references relevant for the research objective (0-10 points);
 - Scientific activity of the candidate (maximum number of points – 20). When evaluating scientific activity, the following elements, confirmed by means of scanned documents, shall be taken into account:
 - scientific publications, including scientific articles, sections in multi-author monographs, single-author monographs, publications in peer-reviewed international conferences materials (0-8 points);
 - presentations at national and international scientific conferences with an approved paper (0-8 points)
 - 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 points).).

The conditions for qualification for the 2nd stage are:

- 1) Receiving at least 30 pts, and
- 2) Placement within twice the number of places available at the School in a given discipline.



2. Assessment criteria in the 2nd stage



- Maximum number of points: 40 (**number of points required to be recommended for admission- 20 pts**).
- Criteria:
 - 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 points).
- The interview is to be held in Polish with elements of English or entirely in English, according to candidate's preferences indicated in the IRK system.
- The interview with the candidate shall be no shorter than 15 minutes, unless the candidate finishes it early.
- The interview is recorded.

The conditions for recommendation to be admitted to the School are :

- 1) Receiving at least 30 pts from the 1st stage, and
- 2) Receiving at least 20 pts from the 2nd stage, and
- 3) Placement within the number of places available at the School in a given discipline.



3. Signing up for the admissions procedure



← → ↺ ir.k.uw.edu.pl/en-gb/offer/SzD2025/ Obiektyw Google

Filters

Only with active phase 🔍 Filter G ↗

Language(s) of instruction

- ☐ English
- ☐ Polish

Groups of studies

- ☐ Interdisciplinary Individual Studies
- ☐ Studies in English
- ☐ Studies in Polish

Organizational units

Available units ?

- Doctoral School of Exact and Natural Sciences ▲
- Doctoral School of Social Sciences
- Interdisciplinary Doctoral School ▼

Selected units ?

- Doctoral School of Humanities ▲

A

- Archeology (2)
- Arts (2)
- Astronomy (2)

B

- Biological Sciences (2)

C

- Chemical Sciences (2)
- Computer and Information Science (2)
- Cultural and Religious Studies (2)

E

- Earth and related environmental sciences (2)
- Economics and Finance (2)
- Education (2)
- Ethnology and Cultural Anthropology (2)

H

I

L

M



3. Signing up for the admissions procedure



Linguistics

- i** Within the specified deadlines remember to:
- [pay the application fee](#),
 - [fill out the forms with additional information](#).

Filters

☐ Only with active phase **Filter** **G**

Language(s) of instruction

- ☐ English
☐ Polish

Organizational units

Available units ?

Doctoral School of Humanities
Interdisciplinary Doctoral School

Selected units ?

Third cycle

Full-time

- Interdisciplinary Doctoral School
- **Linguistics**



3. Signing up for the admissions procedure



irk.uw.edu.pl/en-gb/offer/SzD2025/programme/1-SzD-Hum-Jez/?from=field:DS010104N

Linguistics

- i** Within the specified deadlines remember to:
- [pay the application fee.](#)
 - [fill out the forms with additional information.](#)

[Go to edit page](#) [Go to applications](#)



About the School

Doctoral School of Humanities UW was established in 2019 on the basis of many years of experience in educating doctoral students at the University of Warsaw. PhD students follow an interdisciplinary education program and gain knowledge, skills and competences that are the basis of their ongoing and future research work. The Doctoral School through its supervisors, supports doctoral students in the process of applying for a doctoral degree, which is the culmination of a four-year education cycle.

As a part of the education program, doctoral students participate in specialized classes (lectures, seminars) and courses shaping their scientific workshop and methodological competences. The Doctoral School offers an interdisciplinary cooperation network, creating conditions for comprehensive scientific development.

Doctoral School of Humanities recruits in the following scientific disciplines:

- Archeology;
- Ethnology and Cultural Anthropology;
- Philosophy;
- History;
- Linguistics;
- Literary Studies;
- Culture and Religion Studies;
- Arts Studies.

About the discipline

At the University of Warsaw, linguistics is excellently represented in five specialised faculties and various institutes. Doctoral projects within linguistics at the University of Warsaw can involve more than 30 languages. Doctoral students have the chance to work under the guidance of linguists who represent a variety of research approaches and specialise in a wide range of topics. Doctoral projects can therefore cover the whole spectrum of issues and methods, such as historical, descriptive and theoretical linguistics, phonetics and phonology, morphology, syntax, semantics, lexicology, lexicography, textology, discourse analysis, pragmatics, rhetoric, sociolinguistics, psycholinguistics, corpus linguistics, cultural linguistics, language contact, comparative linguistics, multimodal communication, translation studies, glottodidactics and speech therapy.

The linguistics programme provides doctoral students with in-depth preparation for work in strictly linguistic or

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 - Supervisor
 - Scholarships
4. Admissions procedure
 - Admissions procedure schedule
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 - Language of the qualification proceedings, including the interview
 - Required documents
 - Assessment criteria
 - Conditions for admission to the School
 - Legal acts and document templates

Details

Code	1-SzD-Hum-Jez
Organizational unit	Doctoral School of Humanities
Area/discipline	Linguistics
Form of studies	Full-time
Level of education	Third cycle
Language(s) of instruction	English, Polish
Admission limit	22
Duration	4 years
Office opening hours	ul. Dobra 56/66 (lok. 0.108) 00-312 Warszawa tel: 22 55 20 262 poniedziałek-piątek 10:00-14:00 rekrutacja.nh@uw.edu.pl
WWW address	https://sdnh.uw.edu.pl/en/home-page/
Required document	Higher education
Ask a question	

Phase (15.04.2025 10:00 - 29.05.2025 18:59)

[Sign up](#)



3. Signing up for the admissions procedure



irk.uw.edu.pl/en-gb/offer/SzD2025/programme/1-SzD-Hum-Jez/

switch registrations cancel selection

Admission for Doctoral Schools 2025/2026

The offer displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

Offer Linguistics

Linguistics

✓

You have successfully created a recruitment application. Go to the page [My account →](#) [Enrollment applications](#) to view the list of additional forms and/or documents that need to be printed and submitted.

i

Within the specified deadlines remember to:

- pay the application fee,
- fill out the forms with additional information.

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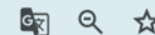
4. Admissions procedure

- Admissions procedure schedule
- Admission fee
- Qualification proceedings form
- Language of the qualification proceedings, including the interview
- Required documents



4. IRK application form

irk.uw.edu.pl/en-gb/profile/applications/



My account



Within the specified deadlines remember to:

- [pay the application fee.](#)
- [fill out the forms with additional information.](#)

Account settings

Personal forms

Enrollment applications

Payments

Messages

Notifications

Clauses and consents

Help

Enrollment applications

[SzD2025] Admission for Doctoral Schools 2025/2026

(open)

Academic year 2025

Description

Application process to studies for the academic year 2025/2026

[1-SzD-Hum-Arch] **Archaeology**

Phase 1 edit (x withdraw)	Recruitment fee 300.00 zł pending Payments	Score ---	Qualification status --- Results The results will be visible: 26.06.2025 21:00	Decision --- Details
Document entitling to undertake studies	Foreign diploma entitling to undertake third-cycle (doctoral) studies nr (?) issued on (?).(?).2024 by UW			
Internal exams	Standard 1 The research project			Score: ---
	Standard 2 Scientific activity			Score: ---
	Standard 3 Interview			Score: ---
Additional information	Please provide additional information in order to complete registration. Documents uploaded by candidates to the Doctoral School of Humanities (required)			
Documents and further steps				



4. IRK application form



List of documents that the candidate must upload in the system to participate in the admissions procedure to the Doctoral School of Humanities.

Answer deadline: **29 May 2025, 11:59 p.m.**

* – Fields marked with asterisk symbol are required.

Save

Document confirming qualifications to participate in the admissions procedure *	<div>Wybierz plik Nie wybrano pliku</div> <p>The document confirming qualifications to participate in the admissions procedure can be: 1) a scan of the graduation diploma of long-cycle studies, 2) a scan of the graduation diploma of second-cycle studies, or 3) an equivalent diploma obtained under separate regulations (the candidate shall justify such equivalence). Candidates pursuing education in the European Higher Education Area can participate in the admissions procedure based on 4) a certificate of holding a master's degree, or 5) a statement that the diploma or certificate confirming the award of a master's degree will be delivered by 22 September 2025. If the diploma was issued in a language other than Polish or English, the candidate shall attach its certified translation.</p>
Certified translation of a diploma which was issued in a language other than Polish or English	<div>Wybierz plik Nie wybrano pliku</div>

- 1) Are there any time restrictions on the date of issue of the diploma? - **NO**
- 2) What about a diploma issued abroad? - **APOSTILLE/LEGALISATION**
- 3) Do grades from studies affect the assessment of my application? - **NO**
- 4) Is it necessary to submit a diploma to the School's office during the admissions procedure? - **NO**



4. IRK application form



**Title of the description of
initial research project
proposal ***

0 / 500

**Description of initial research
project proposal ***

The description of the initial research project proposal can be no longer than 6,000 characters including spaces.

Characters: 0 / 6000

**The summary of the
description of the initial
research project proposal ***

The summary of the research project can be no longer than 1000 characters including spaces.

Characters: 0 / 1000

**References relevant for the
research objective ***

No character limit.



4. IRK application form



- Is there a template for the research project? - **NO**
- Can the research project be written in English? - **YES**
- Can the research project be written in another foreign language? - **NO**
- Does writing a research project in English mean that I will have to write my dissertation in English? - **NO**
- Does submitting a research project in English mean that the interview will also be conducted in English? - **NO**
- Do footnotes/references count towards the character limit for the research project? - **YES**
- Can I include the final sections of the research project in the bibliography? - **NO**
- How long should the bibliography be? - approx. 10-20 items



4. IRK application form



A resume or CV outlining the candidate's scientific activity *	<div>Wybierz plik Nie wybrano pliku</div> <p>The resume or CV should mainly refer to the candidate's scientific publications and scientific conferences that they attended. Additional points may be awarded for other activities, including participation in training, certificates, promotion of science or activity in the academic scientific movement. The activity should relate to the last 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 should be uploaded as one file with the CV/resume.</p>
Scans of materials evidencing scientific activity mentioned in CV or resume	<div>Wybierz plik Nie wybrano pliku</div> <p>Scientific activity that is not evidenced by scans will not be taken into consideration in the qualification proceedings. Scans of title pages confirm scientific publications. It is also possible to attach a maximum of two scans of complete texts of publications which the candidate considers the most important. Confirmation of participation in scientific conferences is provided by scans of certificates of participation issued by the conference organisers or scans of conference programmes. Scans of certificates, attestations and other relevant documents shall provide confirmation of other activities. If the documents confirming scientific activity have been issued in a language other than Polish or English, the candidate must attach their working translation to the application. All materials confirming scientific activity should be combined in one PDF file (no page limit).</p>
Declaration of at least B2 level of proficiency in English *	<div>-- select --</div> <p>My English proficiency is at least at the B2 level.</p>
Language of the interview (2nd stage) *	<div>-- select --</div> <p>It is possible to choose an interview in Polish with elements of English or entirely in English.</p>



4. IRK application form



- Is it compulsory to include a specific academic activity in the CV? - **NO**
- Is it necessary to indicate the average grade of the studies? - **NO**
- Do I have a chance if I have little scientific activity? - **YES**
- Are there any time restrictions? - **YES** (last 5 years)
- Exactly how many points will I get for scientific activity, e.g. scientific publications?
- How should I upload scans evidencing scientific activity? -
scans combined into one PDF file
- What is the consequence of not confirming scientific activity with a scan? -
0 pts
- What if my article will be published in the future?
- How do I confirm my participation in a scientific conference?
- Do I need a language certificate? - **NO**
- Will my English language level be verified? - **YES**



4. IRK application form



Scan of a declaration by the
planned supervisor *

Wybierz plik Nie wybrano pliku

The planned supervisor may only be an employee of the University of Warsaw and have at least a post-doctoral degree or hold the status of Professor Emeritus of the UW. Additionally, the planned supervisor cannot sit on the qualification team that will be assessing the candidate in the qualification proceedings to the Doctoral School of Humanities. If the planned supervisor has more than 5 doctoral students under their supervision, they should apply by 29 May 2025 to the Director of the School to increase this limit.

Title/degree of the planned
supervisor *

0 / 500

Name and surname of the
planned supervisor *

0 / 500

The supervisor may be a person with a postdoctoral degree (dr hab. or prof.).

The supervisor must be:

- 1) a staff member employed at the University, or;
- 2) a person with the status of professor emeritus of the University.



4. IRK application form



Appendix No. 4
to the Resolution No. 17 of the Senate of the University of Warsaw dated 20 January 2021
on rules of admission to the doctoral schools at the University of Warsaw¹

TEMPLATE

(full name of the candidate for the doctoral school)

(full name of the planned supervisor)

DECLARATION OF THE PLANNED SUPERVISOR² UNDERTAKING THE DUTIES OF A SUPERVISOR

I,

(full name of the individual submitting the declaration)

represent that I am willing to undertake the duties of a supervisor for the doctoral school candidate, should they be admitted to the doctoral school.

I confirm my willingness with regard to the candidate's admissions procedure in the following doctoral schools (please indicate an academic discipline and project title):

☐ Doctoral School of Humanities in the discipline of:
title of the research project:

☐ Doctoral School of Social Sciences in the academic discipline of:
title of the research project:

☐ Doctoral School of Exact and Natural Sciences in the discipline of:
title of the research project:

☐ Interdisciplinary Doctoral School
title of the research project:

I further represent that as of the date of submitting the declaration, I remain an appointed supervisor for the following number of doctoral students³ .

At the same time, I represent that over the last five years:

- I have not been a supervisor for four doctoral students, who were removed from the list of doctoral students due to the negative result of the mid-term evaluation
- I have not acted as the supervisor of a dissertation by at least two individuals pursuing a doctoral degree, who have not received positive reviews for their doctoral dissertations;
- I have not received twice a negative result of evaluation of my supervisor duties during the mid-term evaluation of a doctoral student.

I represent that I am aware that the submission of this declaration prevents me from participating in the qualification team evaluating the candidate. I am also aware that the submission of this declaration is not tantamount to the appointment for the supervisor of a doctoral student and I have been informed about the disciplinary liability for submitting false statements.

(full name of the individual submitting the declaration)

Warsaw

- Link to the declaration: [link](#).



4. IRK application form



Declaration confirming whether the candidate was or is 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 *	<div>YES</div> <div>The candidate should select "YES" if they meet one of the conditions: 1) is or was a doctoral student, 2) was a participant of doctoral studies, 3) initiated a doctoral dissertation process (by 30 April 2019), 4) initiated proceedings to award them a doctoral degree (since 1 October 2019).</div>
Form of participation in doctoral studies or education at a doctoral school *	<div>-- select --</div> <div>Please indicate which condition of the declaration is met.</div>
The title of doctoral dissertation or the research project prepared by the candidate *	<div></div> <div>0 / 500</div>
The name and surname of the candidate's tutor or supervisor *	<div></div> <div>0 / 500</div>



4. IRK application form



Consent to receive
administrative decisions by
means of electronic
communication *

-- select --

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

Save and return

Save

- 1) Is clicking '**save**' the same as submitting the application? - **YES**
- 2) Can I edit the application once it has been saved? - **YES, BY 29 MAY**
- 3) Does mistakenly saving an application in the wrong discipline mean that I will be required to pay the admission fee? - **NO**



5. Mistakes subject to rectification

RESOLUTION No. 17 OF THE SENATE OF THE UNIVERSITY OF WARSAW

of 20 January 2021

on rules of admission to the doctoral schools at the University of Warsaw¹

§ 6

1. The Admissions Coordinator shall organize the admissions procedure to the School, including:

- 1) publishing the composition of qualification teams on the School's website;
- 2) supervising the correct operation of the IRK system as part of the School admissions procedure;
- 3) supervising the School's process of accepting documents from candidates;
- 4) posting instructions, in Polish and in English, on how to properly complete the application for admission to the School in the IRK system;
- 5) based on the submitted documents, reviewing the circumstances regarding the initiation of qualification proceedings, mentioned in particular under § 14 and § 15, section 4;
- 6) informing candidates about the obvious mistakes and/or errors mentioned under § 15, section 3, within no more than seven days after the expiry of the document submission deadline set forth under § 4, section 1;

§ 15

3. In particularly justified cases, upon the candidate's request submitted within no more than 10 days following the expiry of the deadline for document submission, as set forth under §4, section 1, the Director may consent to the rectification of obvious mistakes and/or errors, if such rectification concerns the parts of the application that do not influence the assessment mentioned under §18, section 1.



6. Most common mistakes



1. No certified translation of the diploma issued in a language other than Polish or English.
2. Lack of number of doctoral students under the supervision of the planned supervisor in the declaration of the planned supervisor
3. The person who is the planned supervisor is not an employee of the University or is not a person with a postdoctoral degree.
4. Lack of signatures and dates in the submitted documents.
5. Lack of scans of materials confirming scientific activity - **not subject to rectification!**
6. Lack of legalisation of a diploma issued abroad (apostille/legalization)



7. Diploma legalisation – why?

RESOLUTION No. 17 OF THE SENATE OF THE UNIVERSITY OF WARSAW

of 20 January 2021

**on rules of admission to the doctoral schools
at the University of Warsaw¹**

§ 15

8. The application mentioned under section 1 should be completed in Polish and/or English. The candidate is required to submit a certified translation into Polish and/or English of documents mentioned under section 1, point 2. In case of doubt about these documents, the Admissions Coordinator requests more information from the Director of the Polish National Agency for Academic Exchange, mentioned under Article 326, section 4 of the Act.
²⁴While awaiting information on a candidate from the Director of the National Academic Exchange Agency, the admission process for that candidate is not suspended. The candidate is also required to submit translations of their scientific achievement awards mentioned under section 1, points 4 to 5. In justified cases, the Admissions Coordinator, the chairperson and/or the secretary of the qualification team may request the candidate to submit translations of other documents and/or materials included in the application by a designated deadline.

§ 30

3. In justified cases, the Director may condition a candidate's entry into the list of doctoral students on submitting a translation of a specific document, including a sworn translation or legalization (apostille) of the document, by a specific and reasonable deadline. A condition may also be imposed by means of an administrative decision.



7. Diploma legalisation – how?



An apostille is a certification of the official character of a national document needed if it is to be used abroad. It confirms the signature and the nature in which the person who signed the document acted, as well as the identity of the seal on the document.

Recognition of an apostille from States party to the Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents.

If the country in which the diploma was issued is not party to this convention, the document must be legalised (e.g. Egypt).

Link to Parties to the Hague Convention:
<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>



8. Admission fee



RESOLUTION No. 17 OF THE SENATE OF THE UNIVERSITY OF WARSAW

of 20 January 2021

**on rules of admission to the doctoral schools
at the University of Warsaw¹**

§ 17

1. The admissions procedure is conducted on a fee basis.
3. In the event that a candidate takes part in more than one qualification proceedings to a School, they shall pay an admission fee for each of them.
4. The candidate shall pay the admission fee no later than on the next day after the closing date for the document submission process, as set forth in accordance with § 4, section 1. The day of payment shall be the day when the appropriate amount is credited to the University account. The application of a candidate who failed to pay the whole admission fee in a timely manner shall be left unexamined by the Director.
5. The candidate makes a payment to an individual bank account generated in the IRK system.

**Termin na dokonanie opłaty rekrutacyjnej: 30 maja 2025 r. (dzień zapłaty
= dzień zaksięgowania opłaty na koncie UW)**



9. Q&A session



DOCTORAL SCHOOL OF HUMANITIES UNIVERSITY OF WARSAW

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Dobra 56/66 (room no 0.108)
00-312 Warsaw

e-mail: rekrutacja.nh@uw.edu.pl

tel. 22 55 22 170

<https://sdnh.uw.edu.pl/en/for-candidates/2025-2026-admissions-procedure/>