

# IRK application instructions

*Doctoral School of Social Sciences University of Warsaw*



UNIVERSITY  
OF WARSAW

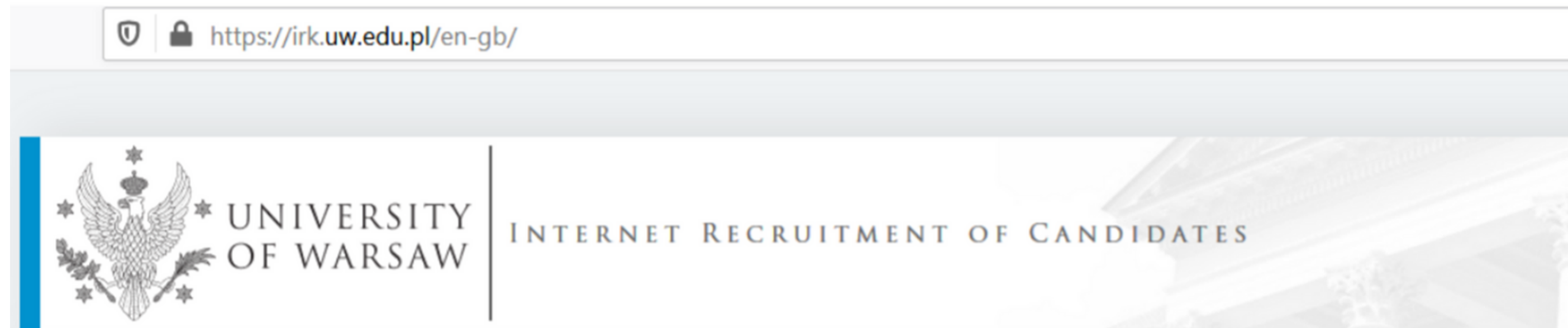
Doctoral School  
of Social Sciences

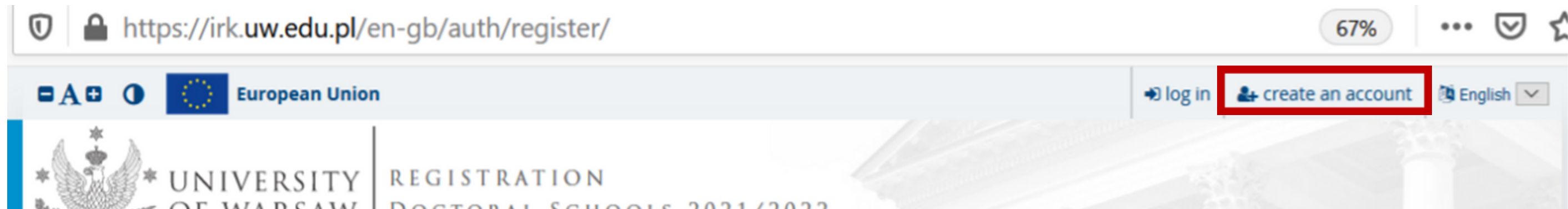


## Dear Candidates!

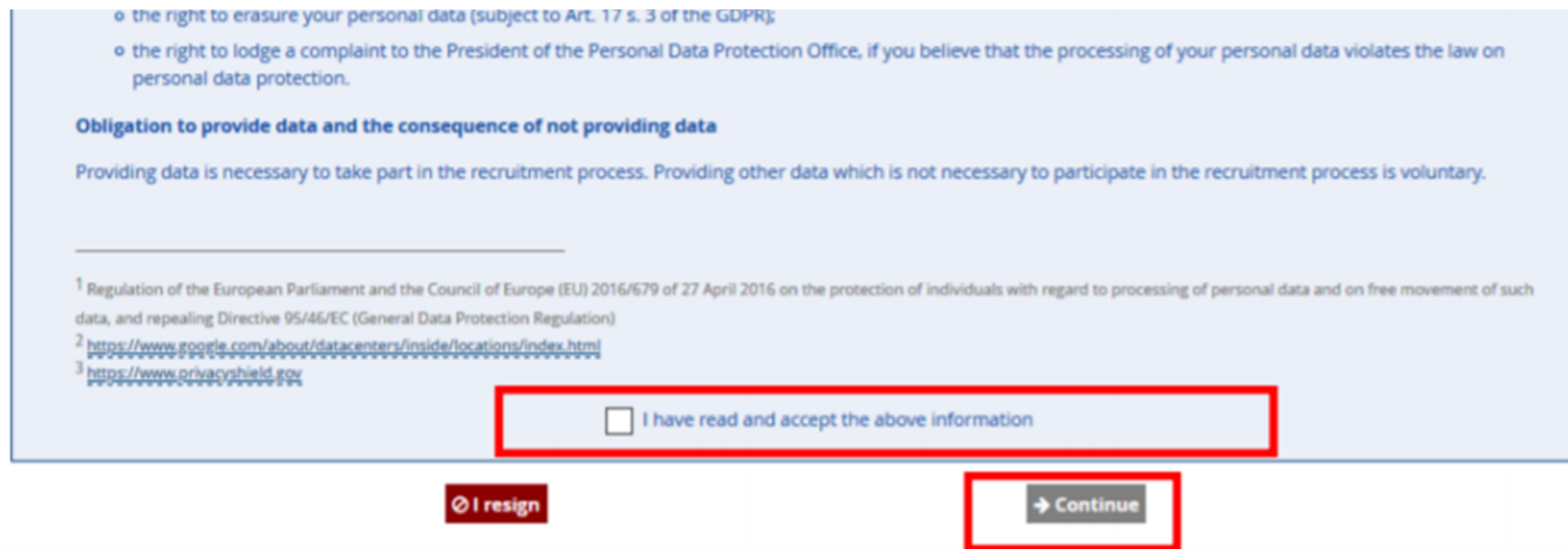
In order to correctly complete the application form for admission to the Doctoral School of Social Sciences, we are providing you with instructions that you can use to entering your own data during the registration process.

Application for admission to the School is made in the Online Recruitment System Candidates (IRK). <https://irk.uw.edu.pl/pl/>






To create an account, click on the "create an account" button in the top right corner.



You then proceed to a window in which you give your consent to the processing of your personal data





News Studies Units

## Create an account

Email address  0 / 100

Password

Confirm password

[Create an account](#)

To create an account, you will need to enter your password and e-mail address, to which an activation link will be sent. Click on this to activate your account.

Once your account has been activated, simply log in by re-entering your email and password, followed by the "Login" button

News Studies Units [Regi](#)

## Login

*i* A message with activation link has been sent to the address:

Email address  0 / 100

Password

[forgot password](#) [create an account](#) [Log in](#)



The screenshot shows the 'My account' page with a navigation bar at the top containing 'News', 'Studies', 'Units', and 'Registration'. Below the navigation bar, the 'My account' section has a sub-navigation bar with tabs: 'Account settings', 'Personal forms', 'Enrollment applications', 'Payments', 'Messages', 'Notifications', 'Consents', and 'Help'. The 'Personal forms' tab is highlighted with a red box. The main content area is divided into three sections: 'Identification data', 'Login methods', and 'Notification settings'. The 'Identification data' section includes a placeholder for a profile picture, 'E-mail' field, 'IRK identifier' field, and a 'Save' button. The 'Login methods' section lists 'Email', 'Login.gov.pl', 'Facebook', and 'CAS' with 'connect' buttons. The 'Notification settings' section includes a 'Preferred notifications language' dropdown and two checked options for email notifications, with a 'Save settings' button.

To complete your personal data, go to the "Personal forms" tab

And then fill in the required data in the individual sections

The screenshot shows the 'Personal forms' page with a navigation bar at the top containing 'Account settings', 'Personal forms', 'Enrollment applications', 'Payments', 'Messages', 'Notifications', 'Clauses and consents', and 'Help'. The 'Personal forms' tab is highlighted with a red box. The main content area is titled 'Personal forms' and contains five icons representing different sections: 'Basic personal data', 'Address and contact information', 'Photo', 'Education', and 'Additional personal information'. A blue information box at the top of the page contains the text: 'Within the specified deadlines remember to: pay the application fee, fill out the forms with additional information, fill in your exam scores.'



News Studies Units Registration

Admission for Doctoral Schools 2021/2022

My account → Personal forms → Education

Personal forms

Basic personal data Address and contact information Photo Education Additional personal information

### Education

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems. Your personal data will be displayed on students lists and print university issued documents. In Polish, proper names (such as school names, city names) are written with a capital letter. Only the first letter should be capital, not all of them. Do not enter Cyrillic or Chinese characters, use Latin transcription instead. Do not put spaces or any other punctuation in document numbers.

Depending on what studies you apply for, you need to add respective certificates concerning your education or other qualifications. In some cases you can add documents without entering information about them. However, you might need to fill in the missing data before printing the enrollment application form.

\* Fields marked with asterisk symbol are required.

#### Secondary education

High school type\* -----

High school name\* -----  
Start entering name of your school and the system will display a list of hints. Please enter a town name to display a list of schools that are based in that town. Example: after typing 'Warsaw XXX' the system will display a list of schools based in Warsaw that contain 'XXX' in their name. If the school you are looking for is not on the list, please enter it manually.

High school city\* -----

Documents Add information about your maturity or equivalent documents below (concerns only candidates for first degree studies).  
 Save and add certificate

#### Olympiads and contests

Documents Here you can add information about your achievements in olympiads and other contests, which you want to benefit from in the recruitment process.  
 Save and add certificate

#### Higher education

Student number -----  
Student number at the University of Warsaw (if you are or were a student).

Documents Add information about your higher education below (concerns only candidates for second degree studies, doctoral schools, and postgraduate studies).  
 Save and add certificate

#### Certificates and other documents required to start studies

Documents Add information about your other certificates below (concerns only candidates for studies which require additional certificates).  
 Save and add certificate

Save

In the education section, complete the information about your secondary and tertiary education and then click "Save and add document".

### Add a document

\* Fields marked with asterisk symbol are required.

Save

Document type\* ----

Document year\* -----  
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\* -----

Short comment ----- 0 / 500  
If you're adding an unknown type of document you should describe it!

Save and return Save



Doctoral School of Social Sciences



https://irk.uw.edu.pl/en-gb/ 67%

UNIVERSITY OF WARSAW INTERNET RECRUITMENT OF CANDIDATES

Welcome at the University of Warsaw

degree programmes (first-cycle, second-cycle, long-cycle)

Doctoral Schools

short-term studies

postgraduate studies 2020/2021

postgraduate studies 2021/2022

transfers from other universities

Then go to the main menu by clicking on the name "University of Warsaw" and then select the "Doctoral Schools" panel.

Then go to "Studies"

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.

- Within the specified deadlines remember to:
- [pay the application fee.](#)
  - [fill out the forms with additional information.](#)
  - [fill in your exam scores.](#)

Dear Sir or Madam,

We invite you to read the offer of the University of Warsaw Doctoral Schools by clicking [STUDIES](#).



## Studies

### Filters (1)

Only with active phase

**Organizational units:**

Available units ?

Filter

- Doctoral School of Humanities
- Doctoral School of Social Sciences**
- Doctoral School of Exact and Natural Sciences
- Interdisciplinary Doctoral School

Selected units ?

- E**
  - Economics and Finance (1)
  - Education (1)
- I**
  - Implementation Doctorate Programme
- L**
  - Law (1)
- M**
  - Management and Quality Studies (1)
- P**
  - Political Science and Public Administration (1)
  - Psychology (1)
- S**
  - Security Studies (1)
  - Social and Economic Geography and Spatial M
  - Social Communication and Media Studies (1)
  - Sociology (1)

- political science and public administration
- management and quality studies
- law
- sociology
- education
- psychology

In the Doctoral School of Social Sciences, the study programme is highly customised, adapted to the interests and research project of the individual doctoral student and conducted under the guidance of a supervisor or supervisors of their choice. The programme covers eight semesters, during which doctoral students complete compulsory theoretical and methodological classes as well as higher education didactics, classes relating to research management in the broadest sense of the term or building the scientific capital of doctoral students.

An important part of the programme is also made up of classes providing an opportunity to learn about research conducted at the UW beyond the framework of a single discipline, where some courses are taught by eminent representatives of the social sciences and some are devoted to the research of doctoral students themselves. The programme also includes seminars and specialist classes organised separately for doctoral students in each discipline. A part of the programme is also a teaching internship (30 or 60 hours), which doctoral students may carry out over the entire education cycle.

### Education

#### The programme of study

To view the SDNS offer please click: " Doctoral School of Social Sciences" and then " Filter"

And then choose the discipline you are interested in

To enrol, click " Sign up"

<b>Form of studies</b>	Full-time
<b>Level of education</b>	Third cycle
<b>Language(s) of instruction</b>	English, Polish
<b>Admission limit</b>	5
<b>Duration</b>	4 years
<b>Office opening hours</b>	ul. Dobra 56/66 lokal 0.108 00-312 Warszawa tel: 22 55 22 163 poniedziałek-czwartek 09:30-15:00 rekrutacja.ns@uw.edu.pl
<b>WWW address</b>	<a href="https://szkolydoktorskie.uw.edu.pl/sdns/rekrutacja/">https://szkolydoktorskie.uw.edu.pl/sdns/rekrutacja/</a>
<b>Required document</b>	Higher education



Doctoral School of Social Sciences





https://ir.k.uw.edu.pl/pi/offer/SZU2023/programme/S-SZU-NS-Psych/apply/consent/from=field%5ASZU2023

Unia Europejska

moje konto wyloguj się Polski

UNIWERSYTET WARSZAWSKI REKRUTACJA SZKOŁY DOKTORSKIE 2023/2024

Aktualności Oferta Jednostki Rekrutacja

Oferta → Psychologia → Psychologia → Nowe zgłoszenie rekrutacyjne

### Informacje dotyczące przetwarzania danych osobowych

**i** Zgodnie z Uchwałą nr 17 Senatu Uniwersytetu Warszawskiego z dnia 20 stycznia 2021 r. w sprawie zasad rekrutacji do szkół doktorskich Uniwersytetu Warszawskiego oświadczam, że zapoznałem/łam się z treścią ww. Uchwały oraz treścią art. 40 i art. 41 Kodeksu postępowania administracyjnego.

Obwieszczenie nr 8 Rektora Uniwersytetu Warszawskiego z dnia 6 lutego 2023 r. w sprawie tekstu jednolitego uchwały nr 17 Senatu Uniwersytetu Warszawskiego z dnia 20 stycznia 2021 r. w sprawie zasad rekrutacji do szkół doktorskich Uniwersytetu Warszawskiego [\[LINK\]](#)

Zapoznałam(-em) się i przyjmuję do wiadomości powyższą informację

Anuluj Kontynuuj

Once the discipline has been selected, a message will appear which you must accept and click on the 'Continue' button.

Please select your study document and proceed by clicking on the "Continue" button

UNI WARSAW DOCTORAL SCHOOLS

News Offer Units Registration

Offer → Management and Quality Studies → Management and Quality Studies → New application

### New application

Admission for Doctoral Schools  
Management and Quality Studies – Phase 1

Please select your document entitling you to undertake studies. It will be associated with this application.

Qualification criteria for this phase

Document entitling to undertake studies Polish diploma of master or certificate of completion of graduate studies nr (?) issued on (?.)?. by (?)

Return Continue



Doctoral School of Social Sciences



## Management and Quality Studies

✓ 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 deadline:  
• pay the application fee  
• fill out the forms  
• fill in your exam schedule

Once a submission has been successfully created in the selected discipline, a message will appear.



## About school

- 1. About school
- 2. Education
  - The programme
- 3. Recruitment schedule
  - Recruitment fee
  - Form of qualification awarded
  - Language of qualification
  - Required documents
  - Assessment criteria
  - Condition of admission

European Union

UNIVERSITY OF WARSAW REGISTRATION DOCTORAL SCHOOLS 2022/2024

my account log out English

Account settings Personal forms **Enrollment applications** Payments Messages Notifications Clauses and consents Help

Enrollment applications

Admission for Doctoral Schools (open)

Description

[5-S2D-NS-NZ]] Management and Quality Studies				
Phase 1 (✕ withdraw) • Qualification criteria	Recruitment fee 200.00 zł ○ pending → Payments	Score ---	Qualification status --- The results will be visible: 15.07.2023 23:59	Decision ---
Document entitling to undertake studies	Polish diploma of master or certificate of completion of graduate studies nr (?) issued on (?).(?).2023 by (?)			
Internal exams	Standard 2 Scientific activity	Score: ---		
	Standard 3 Interview	Score: ---		
	Standard 1 The research project	Score: ---		
Additional information	Please provide additional information in order to complete registration. • Documents uploaded by candidates (required)			

Documents and further steps

Next, go to 'my account' and then to 'enrolment applications'. To upload the required documents, complete the set of questions in the "additional information" column



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 Social Sciences (hereinafter referred to as 'School')

Answer deadline:

\* - 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, 2023, item 43, 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. 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

Description of the preliminary research project proposal I- TITLE OF THE PRELIMINARY RESEARCH PROJECT PROPOSAL \*

0 / 500

Description of the preliminary

Then upload the recruitment documents and complete the remaining fields. Then please click "Save".

On this page you can view a summary of financial operations on your IRK account. If the system has been configured to support payments in more than one currency, your payments will be divided into separate tables in regard to these currencies. Your account deposits have positive value in the **Amount** column, while charges have a negative value. If an application has not been paid on time or a refund has been made, the payment will be displayed with grey background and its amount will not be calculated into the sum that is displayed above the table.

Złoty (PLN)

Sum: -200.00 zł

ID	Description	Status	Payment deadline	Amount
472470	Recruitment fee in "Admission for Doctoral Schools" [S-SzD-NS-Psych] Psychology Created: 27.04.2023 12:31		20.06. 23:59	-200.00 zł

Your personal bank account for transfers:

Your personal bank account for transfers should be used to make application fee payments for the chosen fields of study.

In order to make a payment, please use the **I pay** button on the right side, the IRK will transfer you to the quick online payments system. The payment should be visible at your registration account in a few minutes after completion of the payment.

If you would like to make online payment via traditional bank transfer, please use your personal bank account number for transfers: 69 1160 2244 5270 0000 0022 0689. Please remember that it may take a few days to

Quick payment: Blue Media

Amount: 200,00

PLN I pay

After completing the required documents, please go to the "Payment" tab and click "I pay"



Doctoral School of Social Sciences



Doctoral School of Social Sciences Secretary's Office  
ul. Dobra 56/66, room no. 0.108  
00-312 Warszawa

Recruitment:

E-mail: [rekrutacja.ns@uw.edu.pl](mailto:rekrutacja.ns@uw.edu.pl)

Phone (Weronika Bednarska recruitment coordinator): 22 55 22 163



Doctoral School  
of Social Sciences

