

IRK application instructions

Doctoral School of Social Sciences University of Warsaw



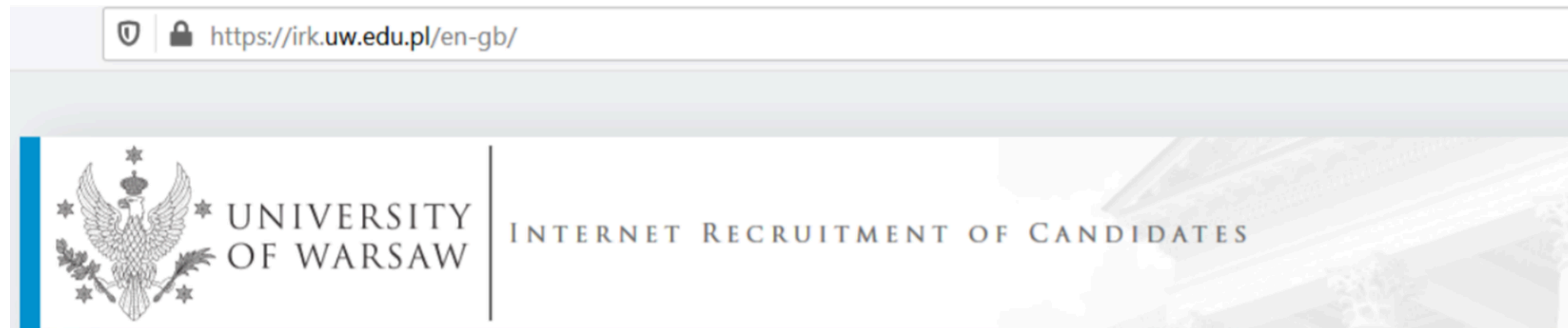
Doctoral School
of Social Sciences



Dear Candidates!

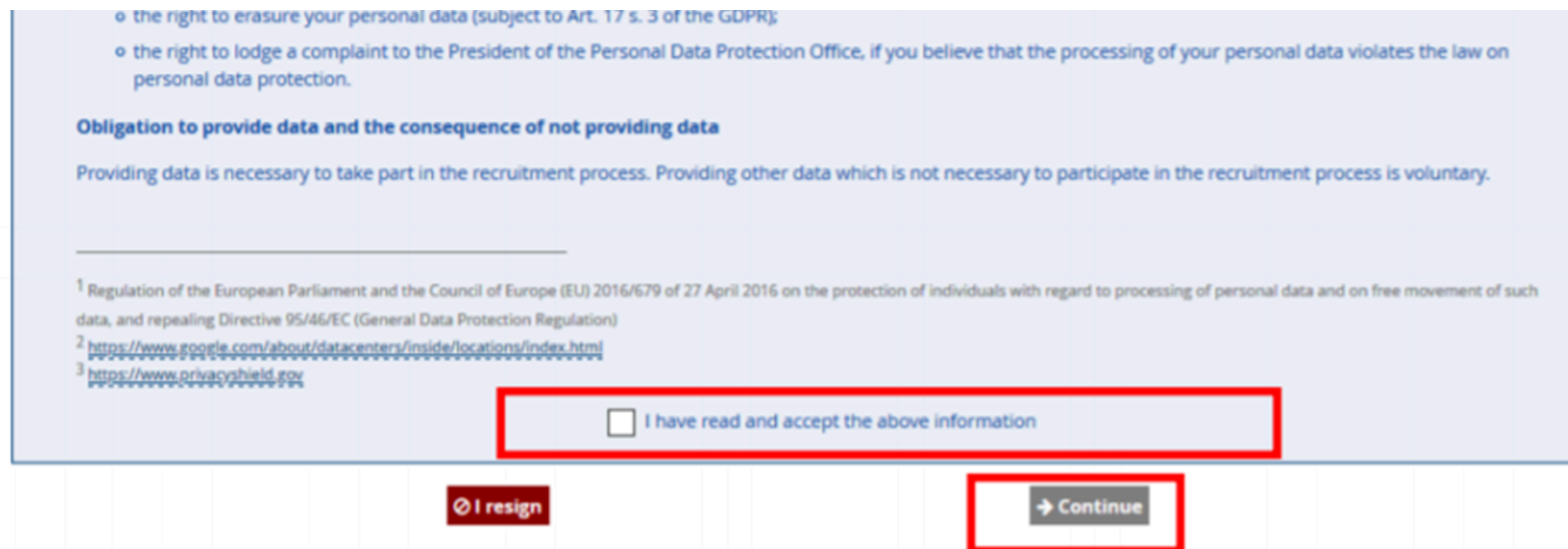
In order to correctly complete the application form for admission to the Doctoral School of Social Sciences, we are providing you with instructions that you can use to entering your own data during the registration process.

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




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.

Login


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

Email address 0 / 100

Password

[? forgot password](#)

[+ create an account](#)

 Log in

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



The screenshot shows the 'My account' page with a navigation bar at the top containing 'News', 'Studies', 'Units', and 'Registration'. Below the navigation bar, there is a breadcrumb trail 'My account' and 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 several sections: 'Identification data' with a placeholder for a profile picture and buttons for 'Change e-mail address', 'Change password', and 'Delete the account'; 'Login methods' with options for 'Email', 'Login.gov.pl', 'Facebook', and 'CAS'; and 'Notification settings' with a dropdown for 'Preferred notifications language' and checkboxes for 'Inform about new messages via email' and 'Inform about new notifications via email'.

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 breadcrumb trail 'My account' and a sub-navigation bar with tabs: '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 features a blue information box with the text 'Within the specified deadlines remember to:' followed by a list of tasks: 'pay the application fee.', 'fill out the forms with additional information.', and 'fill in your exam scores.'. Below this, there are five large icons representing different sections: 'Basic personal data' (person icon), 'Address and contact information' (location pin icon), 'Photo' (camera icon), 'Education' (graduation cap icon), and 'Additional personal information' (ID card icon).



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

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*
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*
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

Add a document

* Fields marked with asterisk symbol are required.

Save

Document type*
Document year*
Document number
Date of issue
Issuing institution type
Issuing institution name
Place of issue
Country of issue*
Short comment

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.

There should be no spaces in the number.

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.

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

- 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)

P

- Political Science and Public Administration (1)
- Psychology (1)

S

- Security Studies (1)
- Social and Economic Geography (1)
- Social Communication and Media (1)
- Sociology (1)

- education
- international relations
- law
- management and quality studies
- political science and public administration
- psychology
- security studies
- social and economic geography and spatial management
- sociology

In the Doctoral School of Social Sciences [\[LINK\]](#), 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 [\[LINK\]](#) 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

Code	2-SzD-NS-Ped
Organizational unit	Doctoral School of Social Sciences
Area/discipline	Education
Form of studies	Full-time
Level of education	Third cycle
Language(s) of instruction	English, Polish
Admission limit	6
Duration	4 years
Office opening hours	ul. Dobra 56/66 lokal 0.108 00-312 Warszawa tel: 22 55 22 163 poniedziałek-czwartek 10:00-14:00 rekrutacja.ns@uw.edu.pl
WWW address	https://sdns.uw.edu.pl/pl/informacje-ogolne-2026/
Required document	Higher education
<input type="button" value="Ask a question"/>	

To enrol, click " Sign up"



Informacje dotyczące przetwarzania danych osobowych

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 9 Rektora Uniwersytetu Warszawskiego z dnia 5 kwietnia 2024 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



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](#)



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

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

European Union

my account log out English

UNIVERSITY OF WARSAW REGISTRATION

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

Enrollment applications

[SzD202x] Admission for Doctoral Schools 20XX/20YY (open)
Academic year 20XX

Description

[Z-SzD-NS-NKSIm] Communication and Media Studies				
Phase 1 edit (x withdraw) DD.MM.20XX-DD.MM.20XX Qualification criteria Application history	Recruitment fee 300.00 zł pending Payments	Score ---	Qualification status --- Results The results will be visible: DD.MM.20XX 23:59	Decision --- Details
Document entitling to undertake studies	Polish diploma of master nr (?) issued on (?).(?).2024 by (?)			
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 Social Sciences (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



Doctoral School of Social Sciences



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 paragraph 14 item 3 of the Resolution no17 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. 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 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 *

Description of the preliminary research project proposal II - DESCRIPTION OF THE PRELIMINARY RESEARCH PROJECT PROPOSAL *

a description of the initial research project proposal, no longer than 14,000 characters including spaces
Characters: 0 / 14000

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: -300.00 zł

ID	Description	Status	Payment deadline	Amount
	Recruitment fee in "Admission for Doctoral Schools 20XX/20YY" • [2-SzD-NS-NKSIM] Communication and Media Studies	🕒	DD.MM.YYYY 23:59 ? DD.MM.YYYY 10:59 ?	-300.00 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:
Please remember that it may take a few days to have this payment registered at the university bank account number, which is much longer than in case of a quick payment option.

Quick payment: Autopay ?

Amount: 300,00 PLN **I pay**

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

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
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00-312 Warszawa

Recruitment:

E-mail: rekrutacja.ns@uw.edu.pl

Phone : 22 55 22 163



Doctoral School
of Social Sciences

