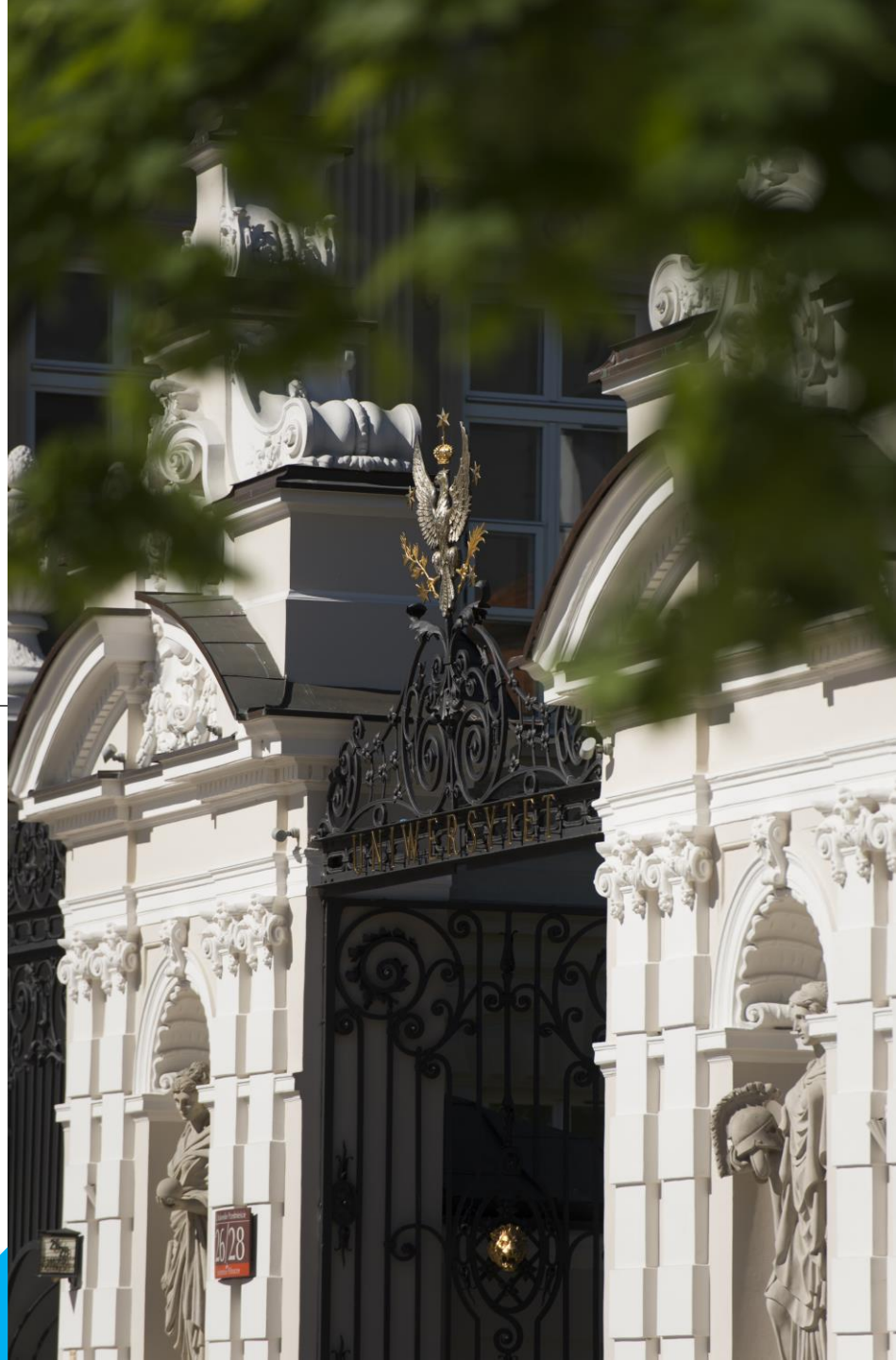
UNIVERSITY OF WARSAW

Doctoral School of Humanities

Instruction for completing the application for admission to the Doctoral School of Humanities



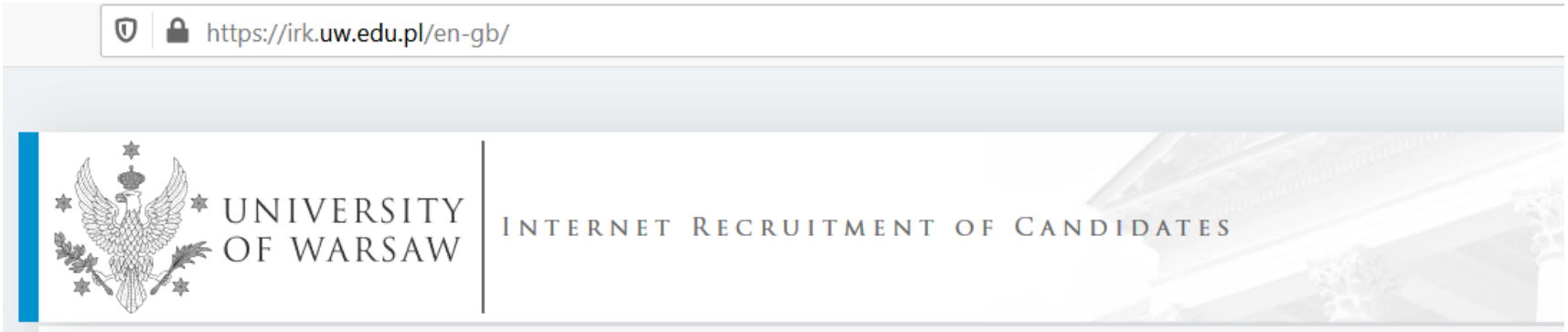
Dear Candidates!

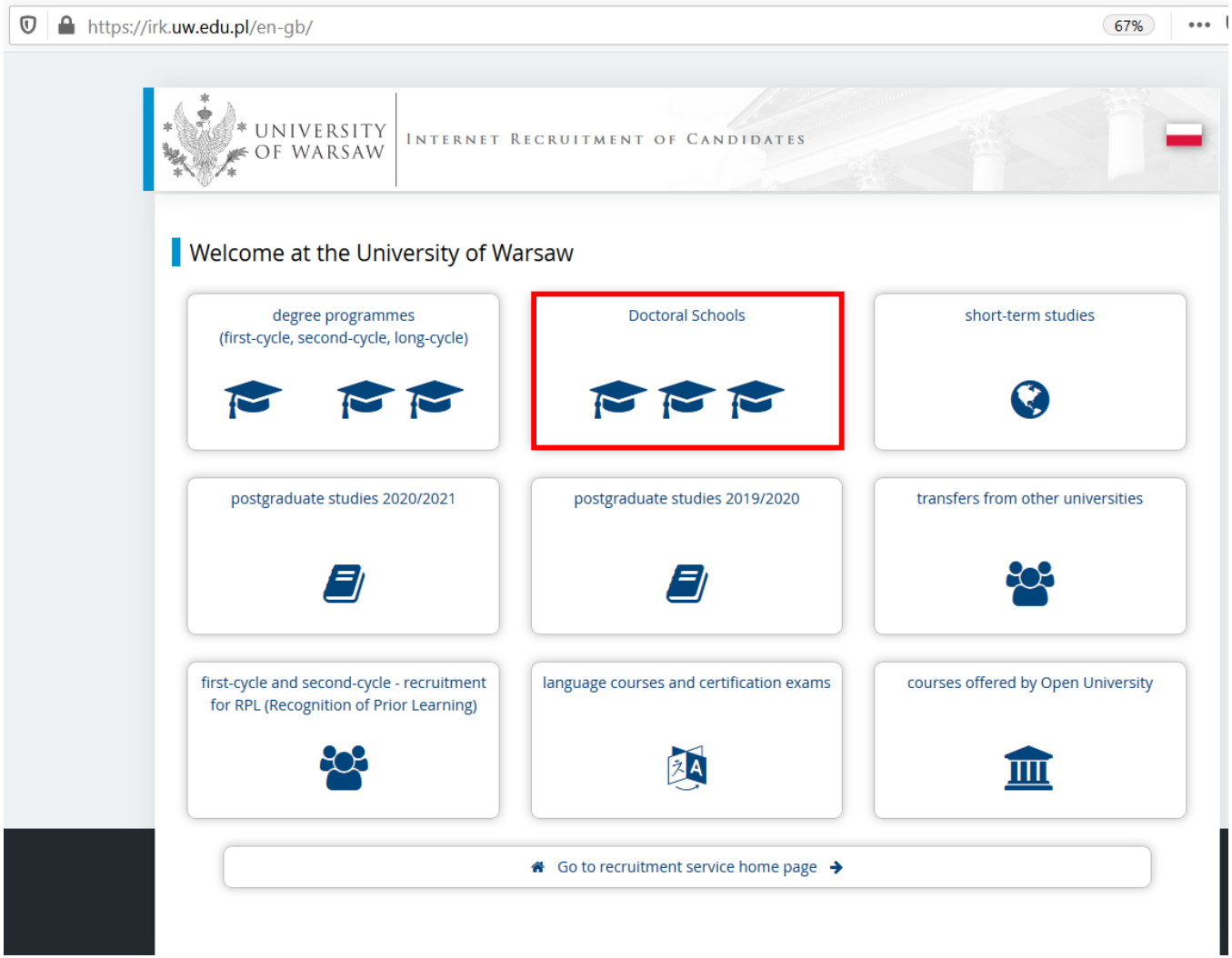
In order to correctly complete the application for admission to the Doctoral School of Humanities, we present an instruction, which may be helpful during the registration.

In the instruction exemplary data is used to illustrate correct registration in the system.

The candidate shall submit the application for admission to the School only in the system of **Internet Recruitment of Candidates (IRK).**

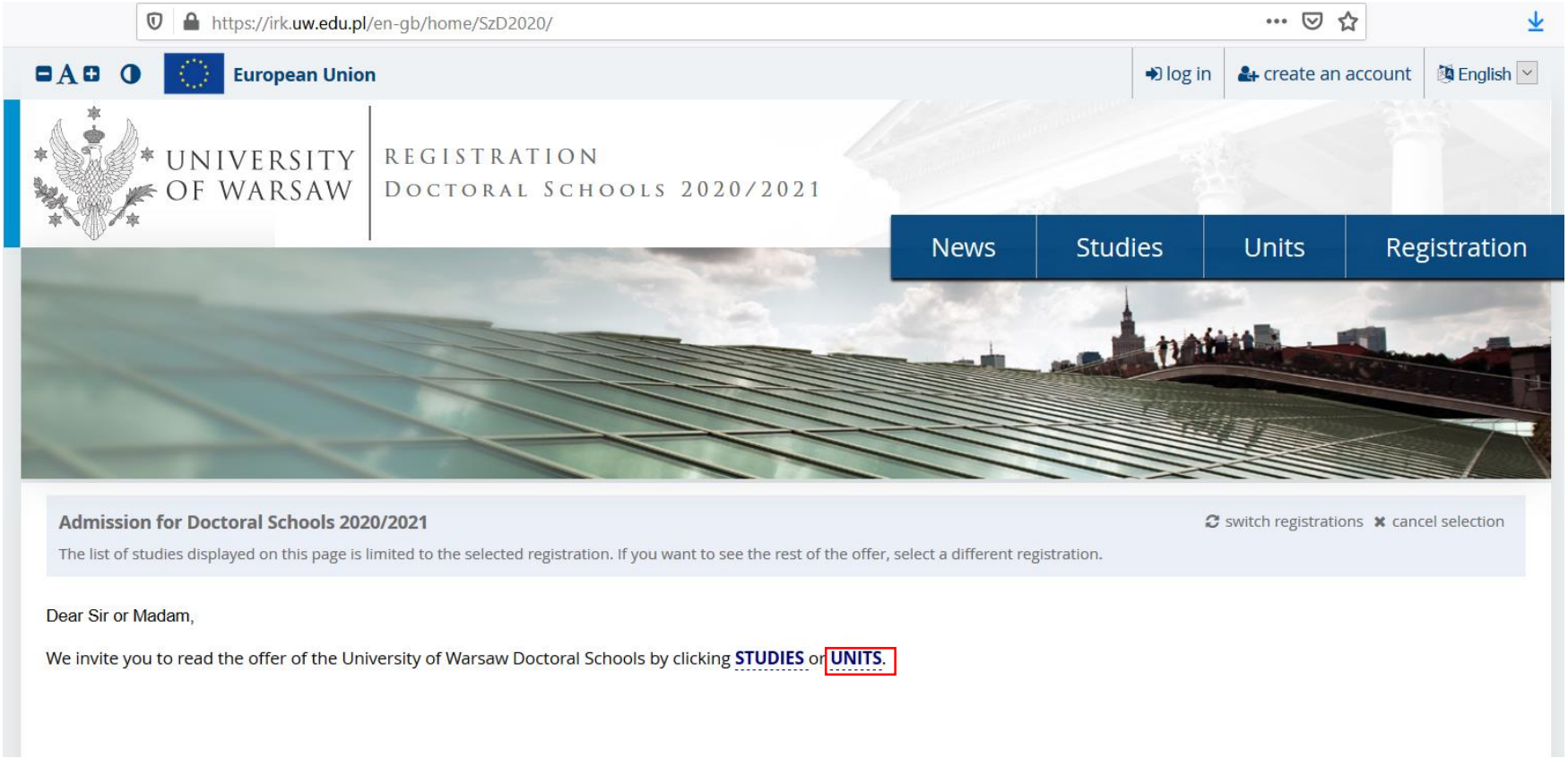
https://irk.uw.edu.pl/pl/



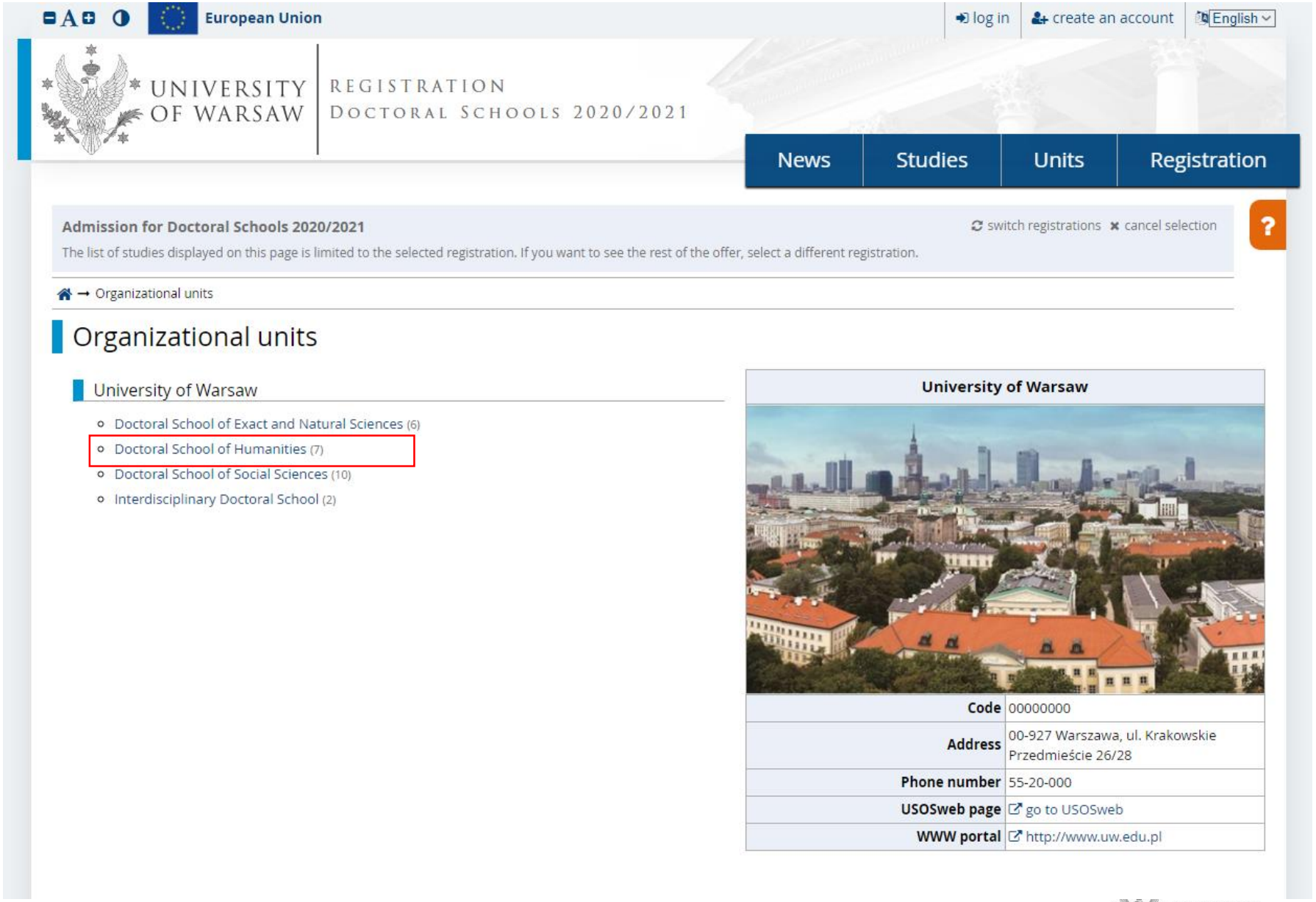


Please choose:
Doctoral Schools

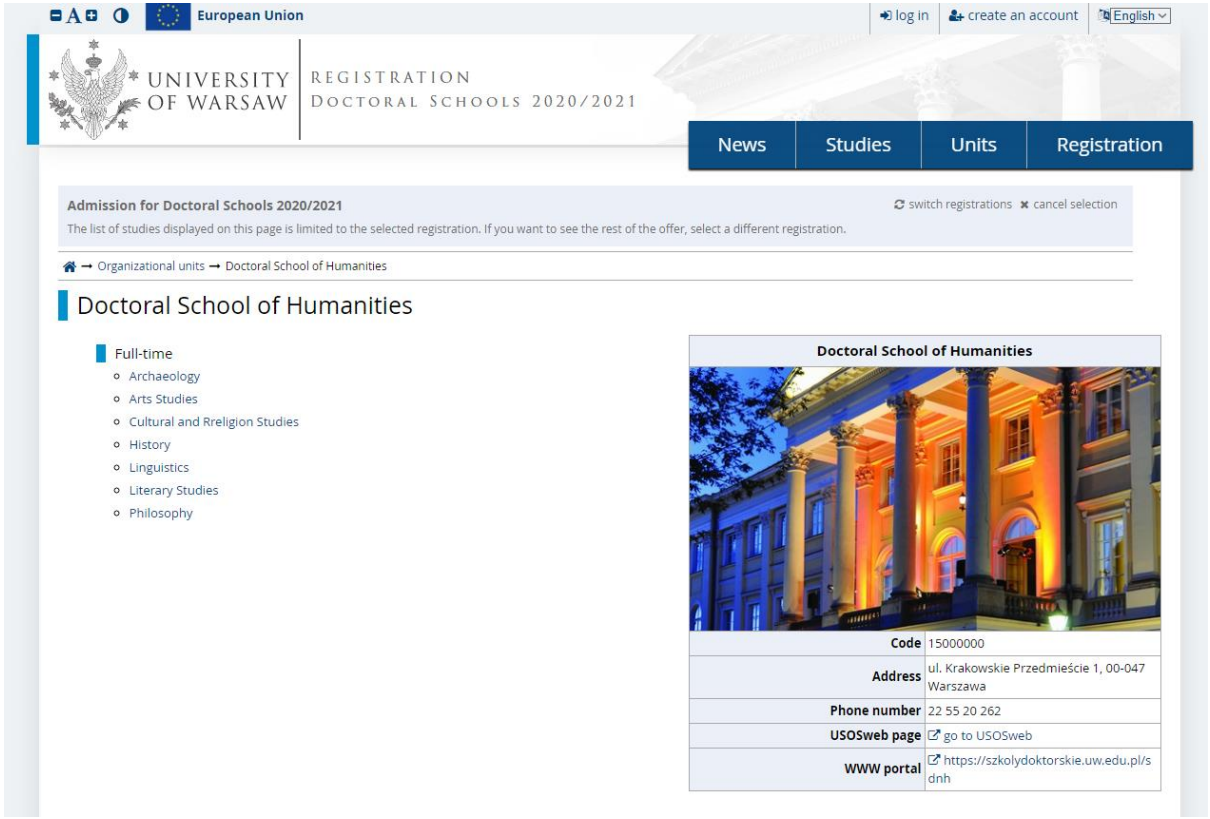
In order to read the offer of the Doctoral School of Humanities, please choose „**UNITS**”**.**



Please click the „**Doctoral School of Humanities**”.



UNIWERSYTET WARSZAWSKI



Please choose the discipline you are interested in:

- **Archaeology**
- **Arts Studies**
- **Cultural and Religion Studies**
- **History**
- **Linguistics**
- **Literary Studies**
- **Philosophy**

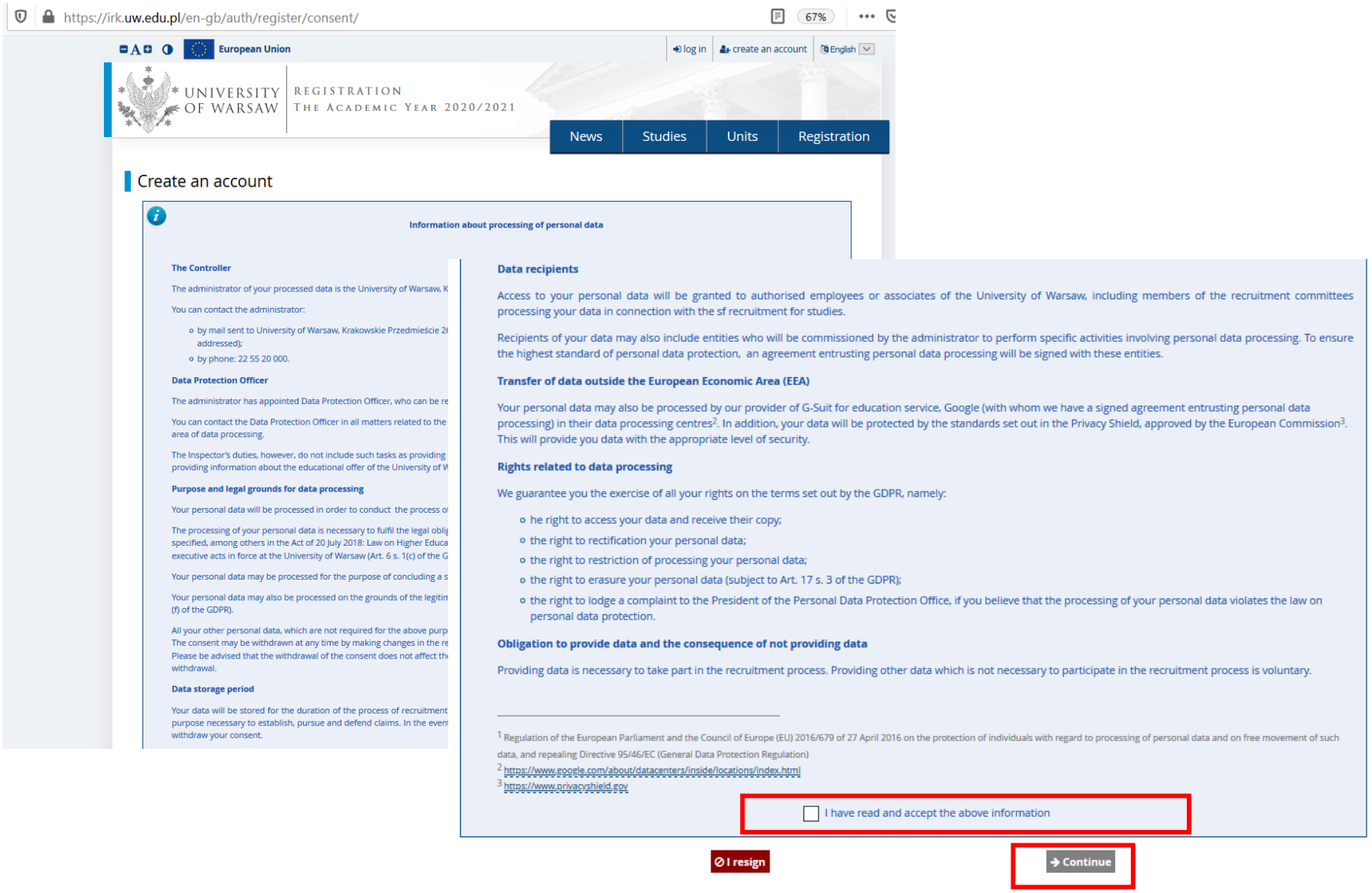
and read the requirements presented on the site.

UNIWERSYTET WARSZAWSKI

For creating your individual registration account in IRK please choose „**create an account**”.

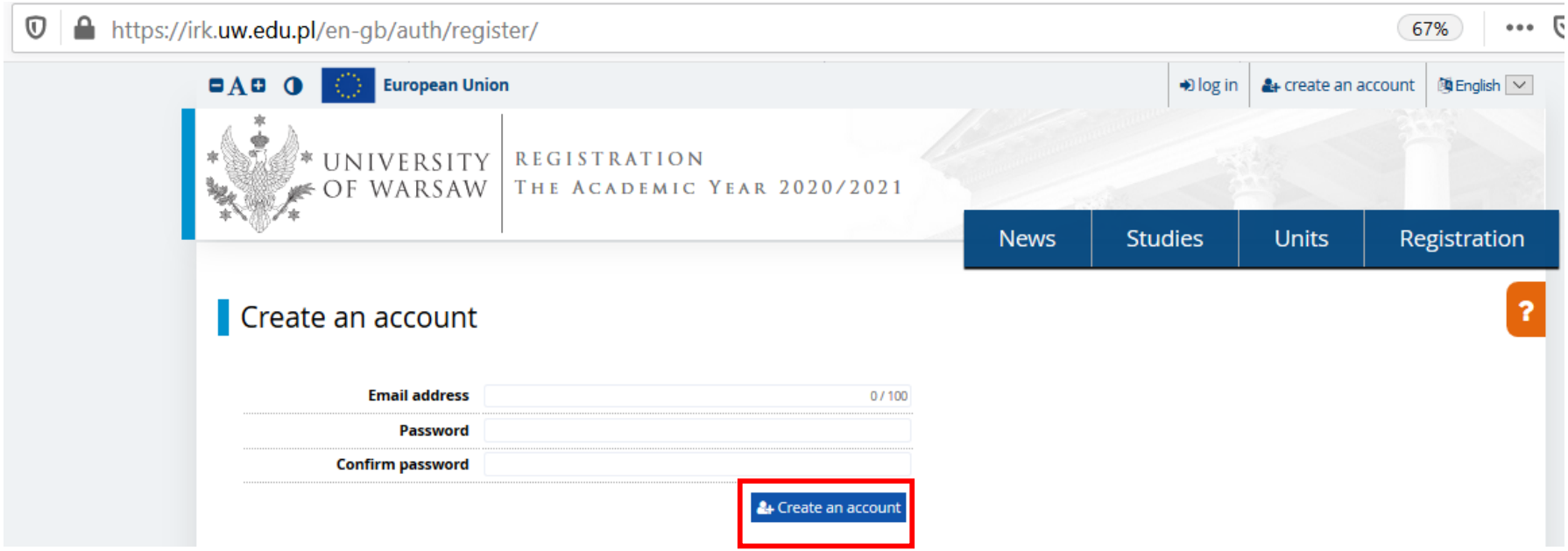
By clicking on the button „**create an account”**, the candidate is directed to the window where he/she agrees for processing of personal data.

In order to go to the next step of creating the account, it is necessary to read the *'Information about processing of personal data'*, then select "**I have read and accept the above information**" and click the button "**Continue**".

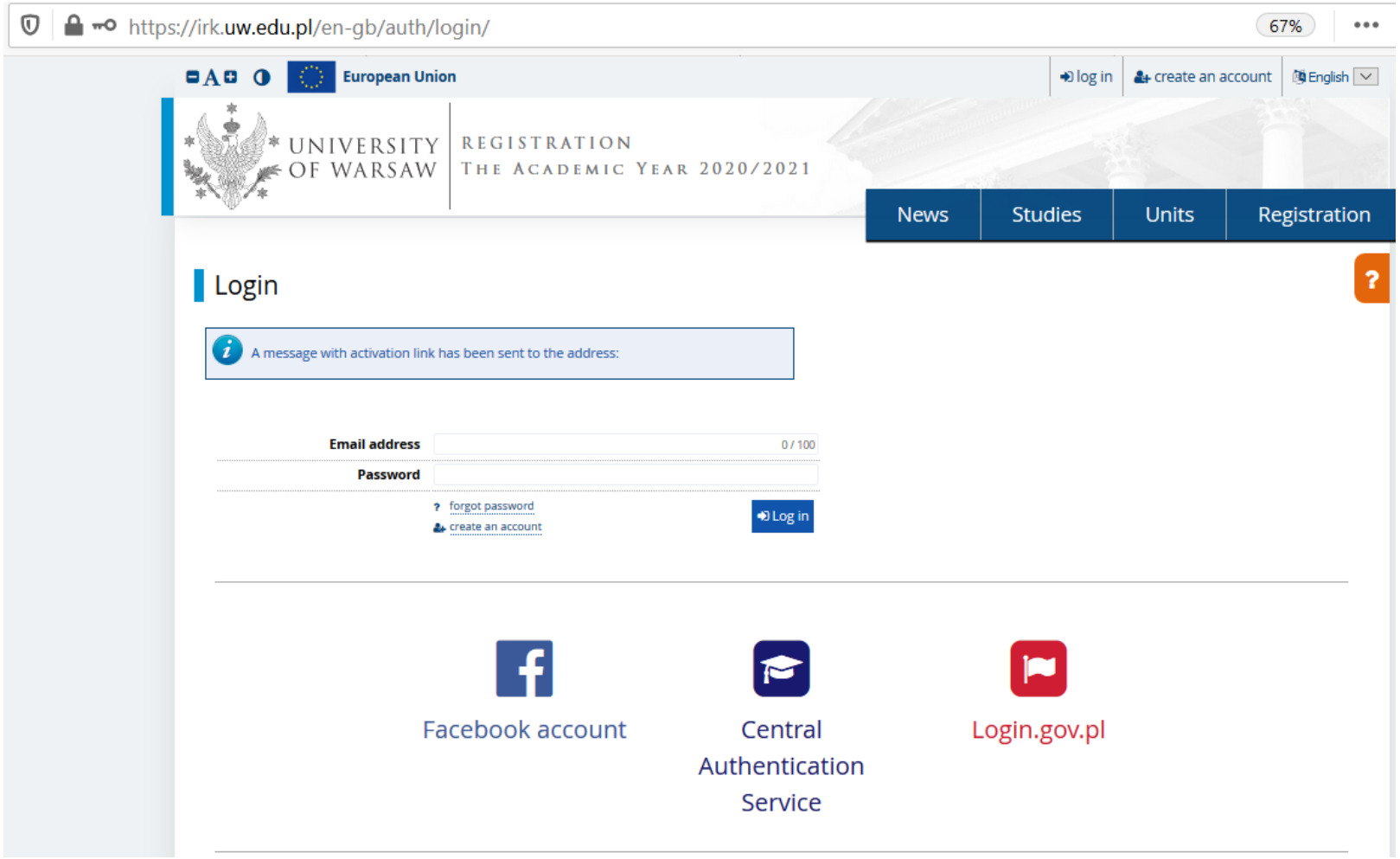


UNIWERSYTET WARSZAWSKI

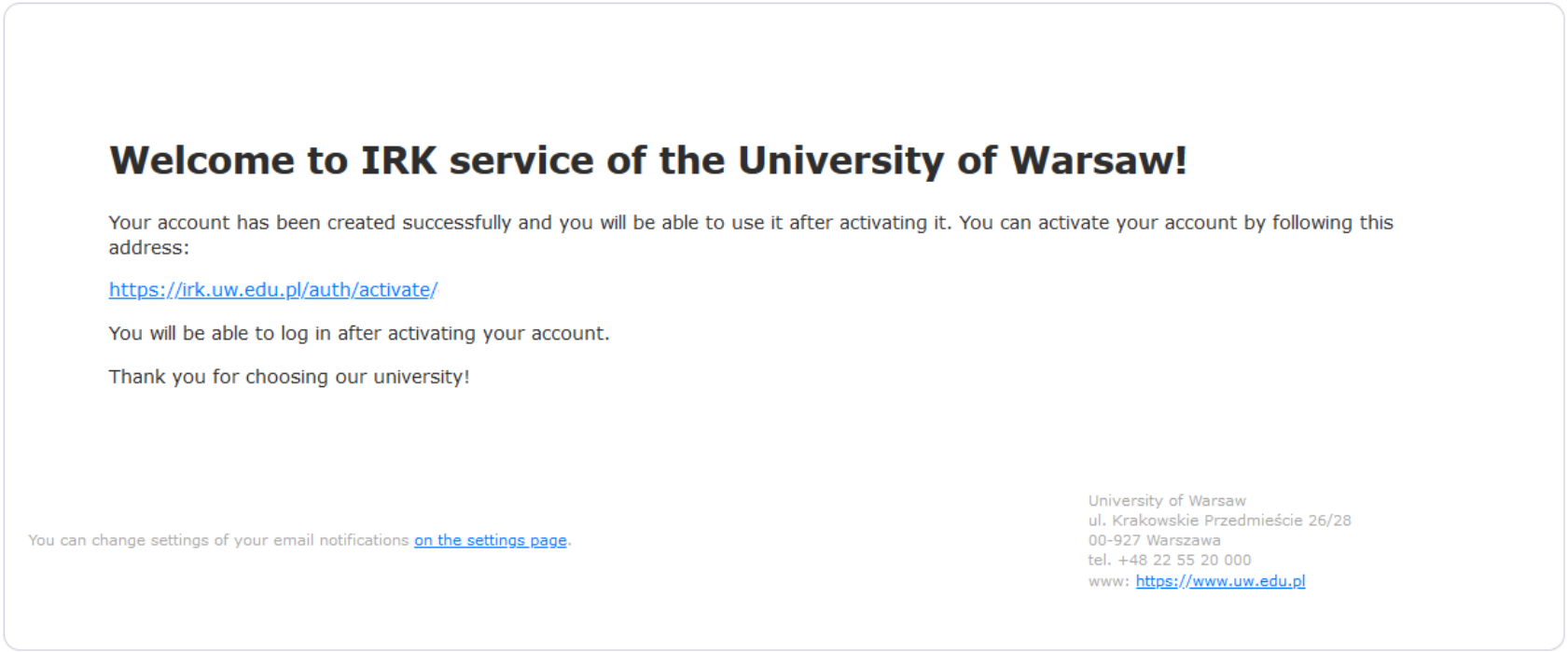
Enter your email address and password and confirm the password. Then click the button „**Create an account**”.



You will see a message that the activation link has been sent to your e-mail address.



You will receive an activation link to your email address. You can activate your account by clicking on the link.



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/

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

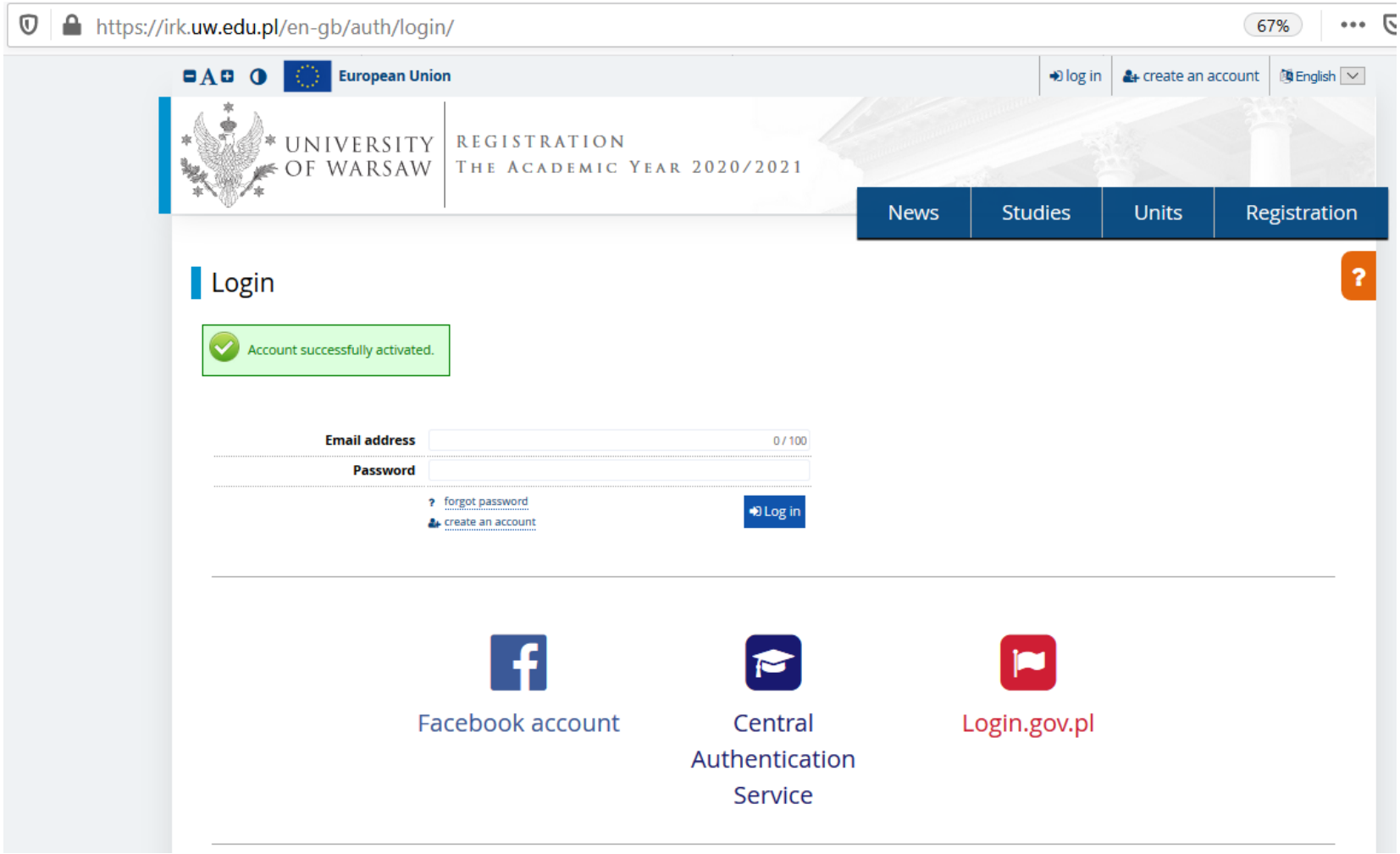
Thank you for choosing our university!

You can change settings of your email notifications on the settings page.

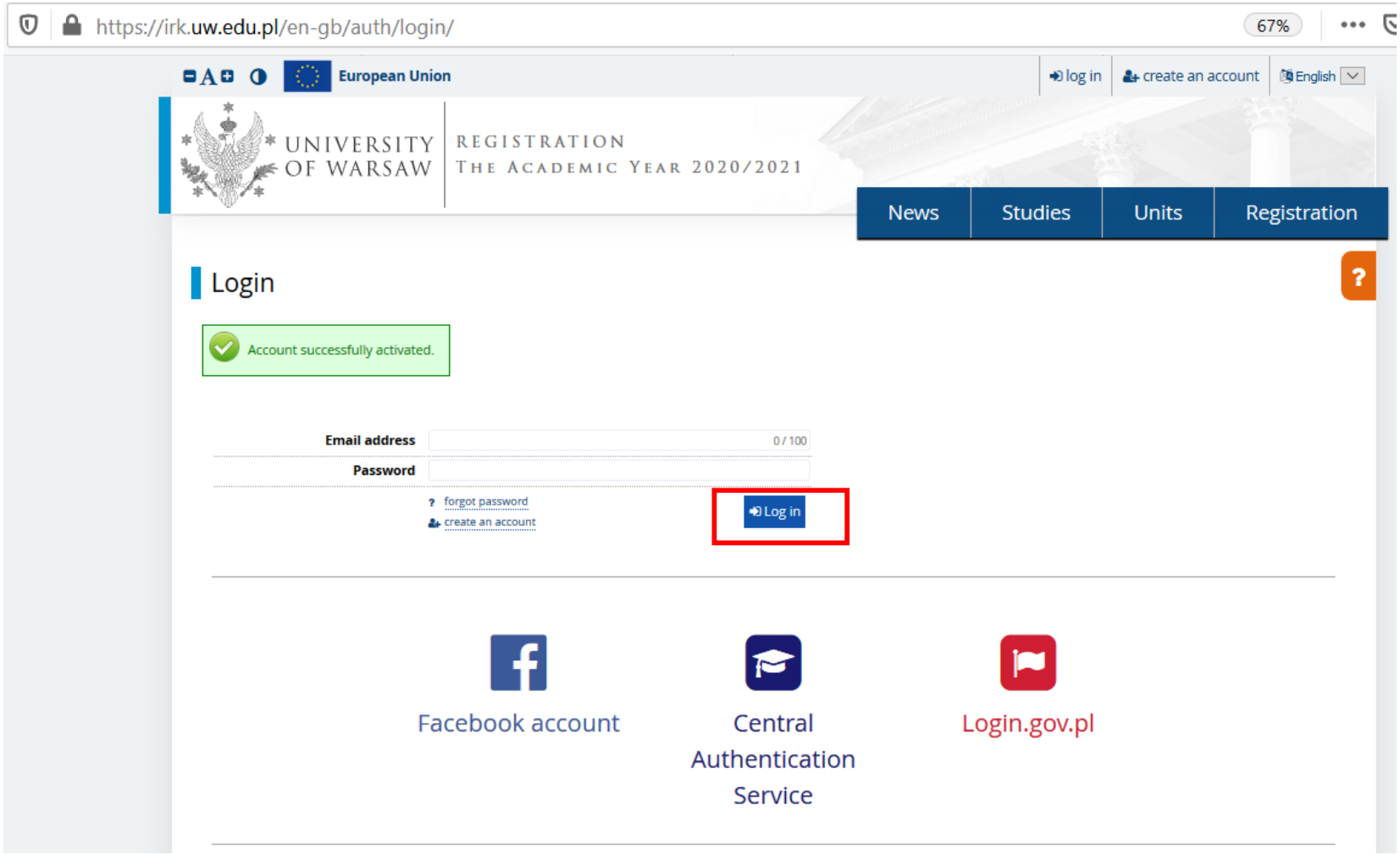
University of Warsaw
ul. Krakowskie Przedmieście 26/28
00-927 Warszawa
tel. +48 22 55 20 000
www: https://www.uw.edu.pl

UNIWERSYTET WARSZAWSKI

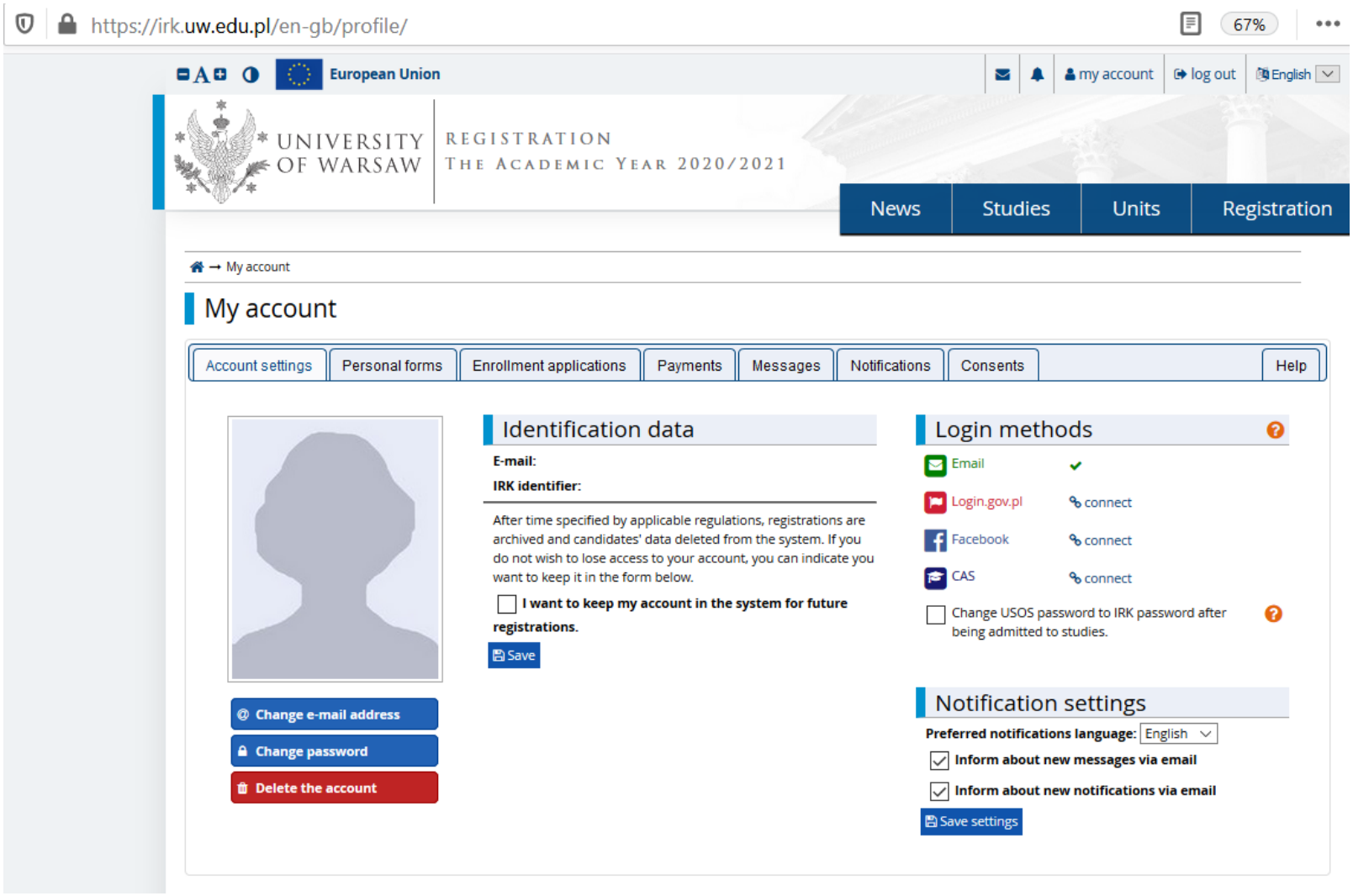
You will see a message ‚Account successfully activated'.



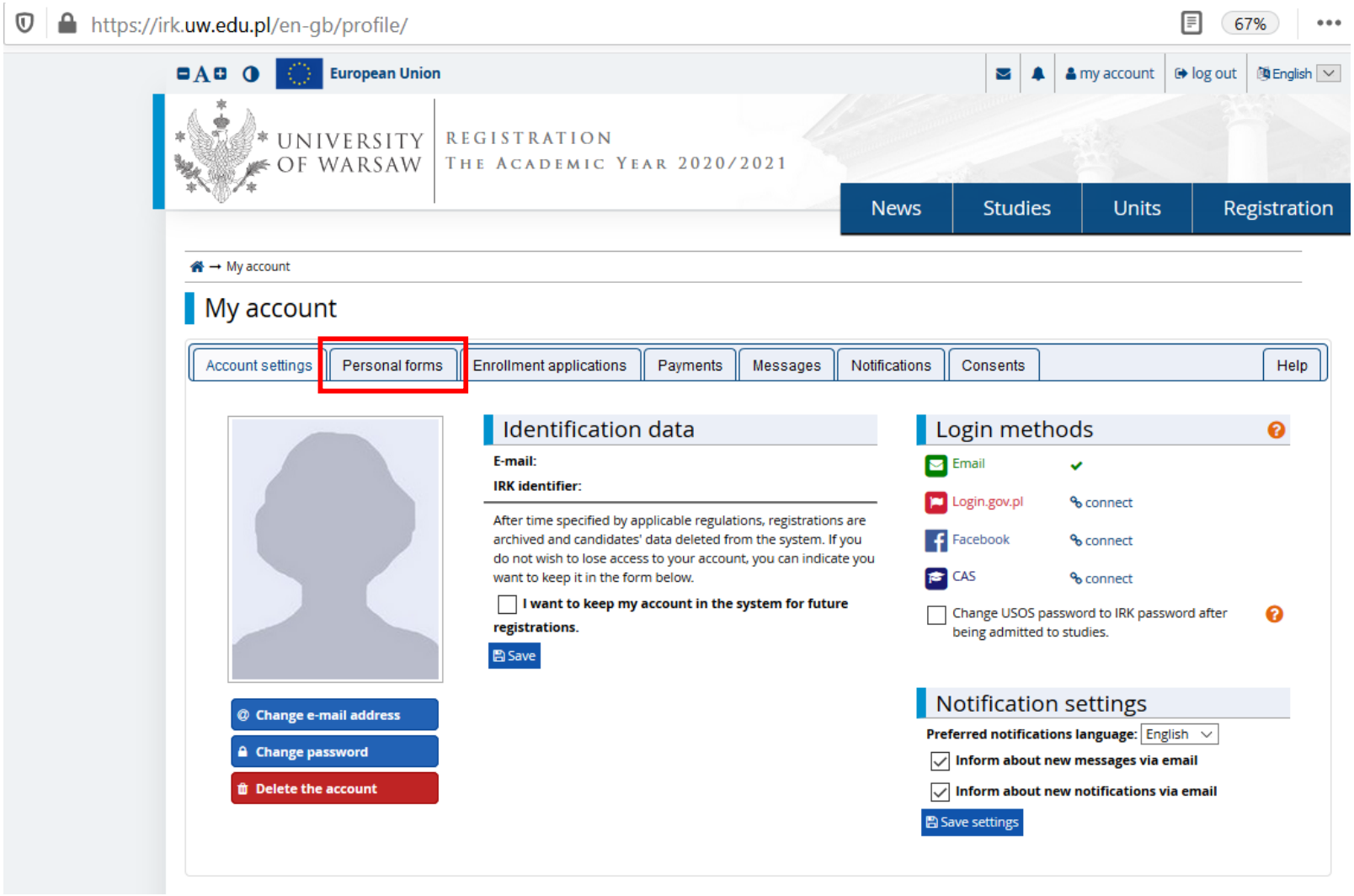
Enter your email address and password and click the button „**Log in**”.



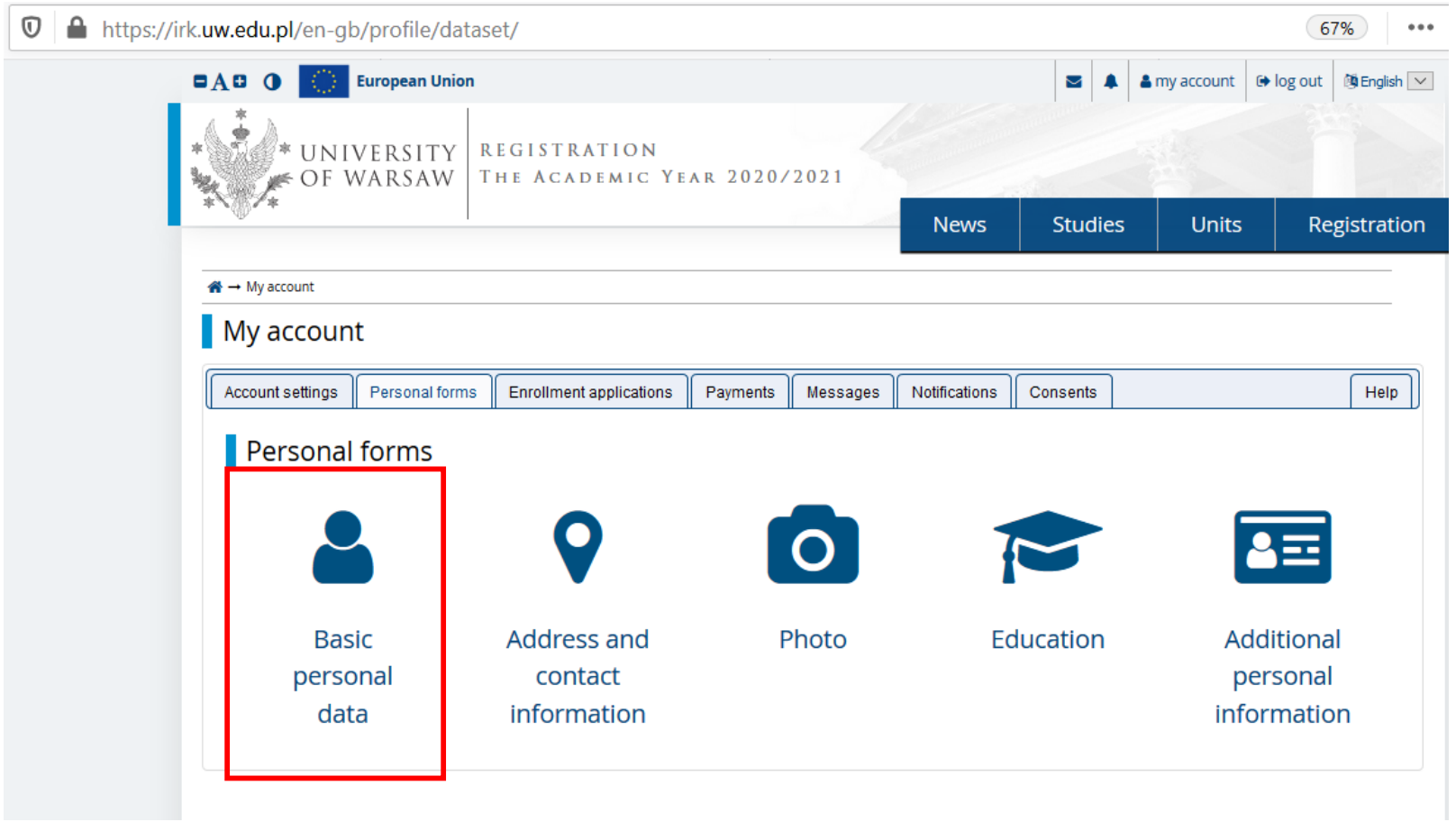
Example of the account structure



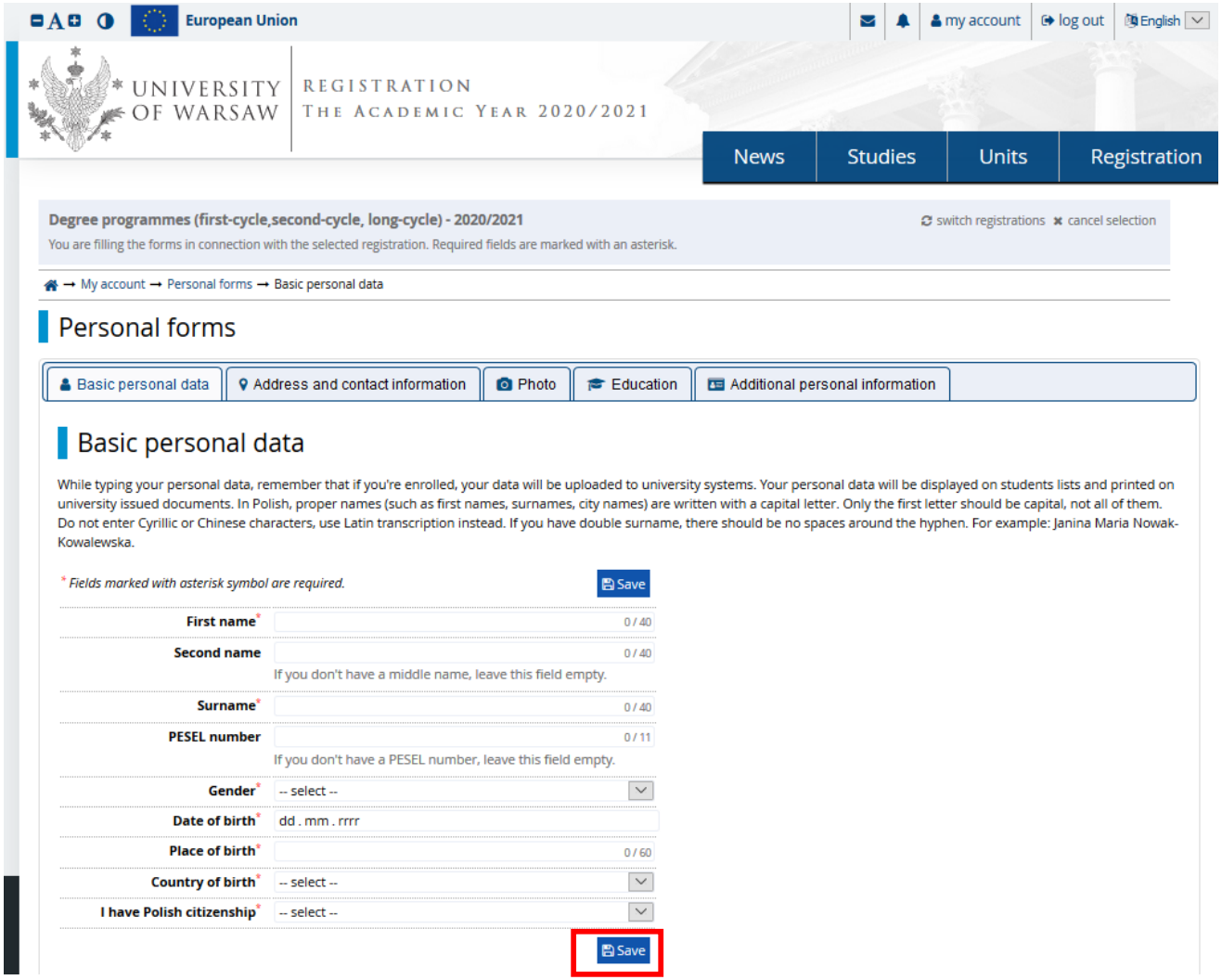
To complete your personal data, click „**Personal forms**”.



Please click „**Basic personal data**”.

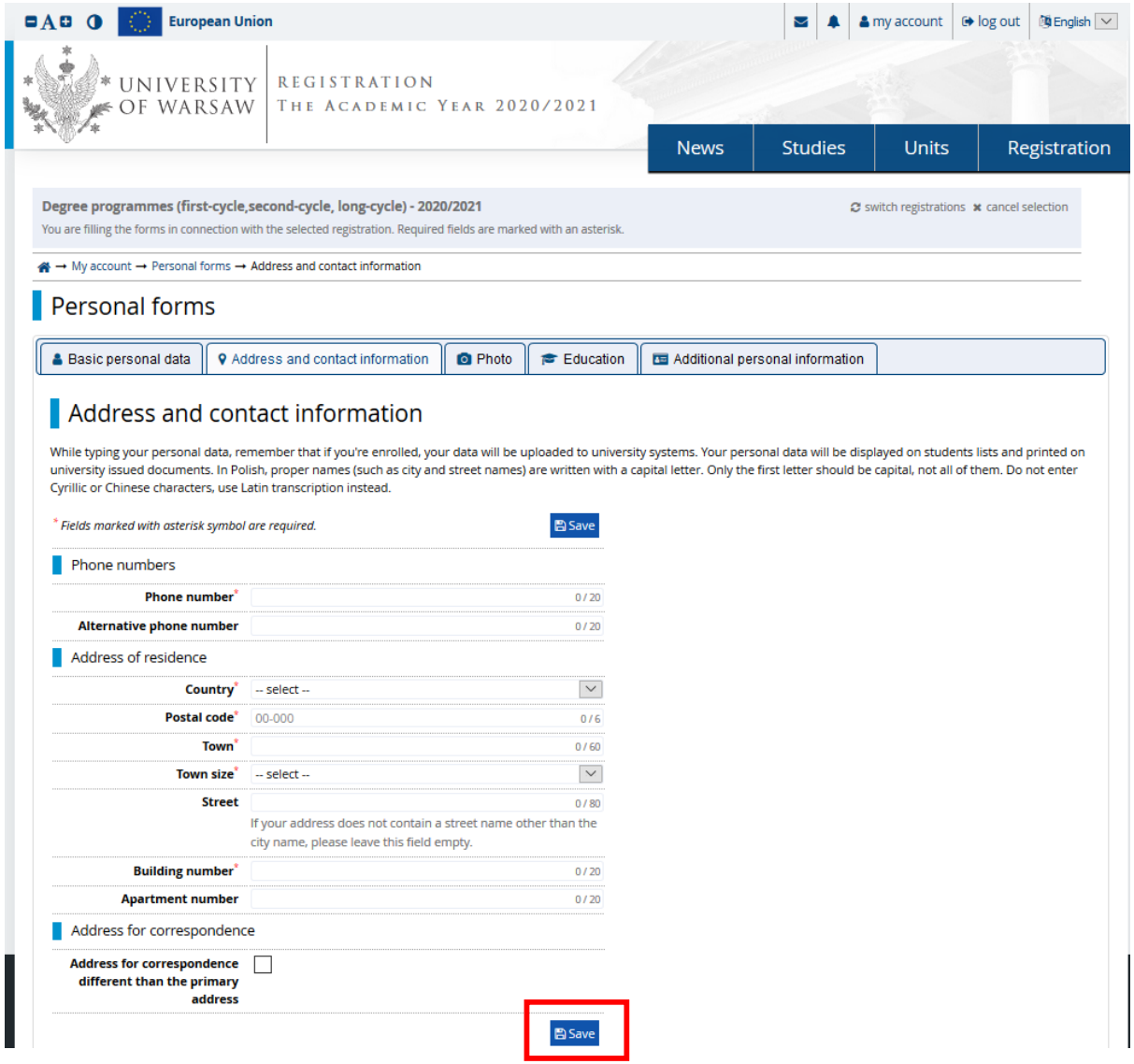


Please fill in your personal data in accordance with the description in the registration form and click the button „**Save**”. Then please choose the tab „**Address and contact information**”.



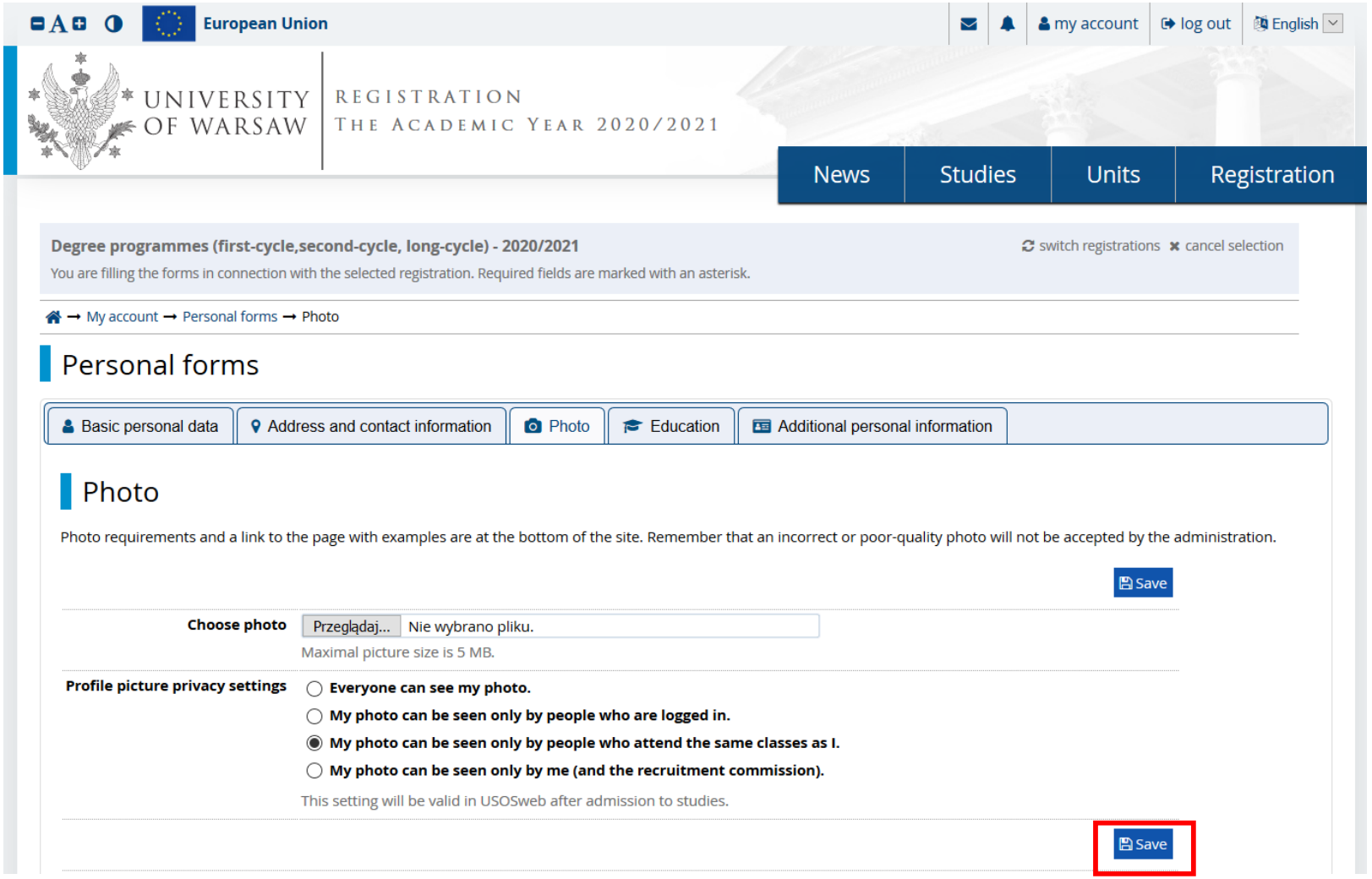
UNIWERSYTET WARSZAWSKI

Please complete your address and contact information in accordance with the description in the registration form and click the button „**Save**”. Then please choose the tab „**Photo**”.



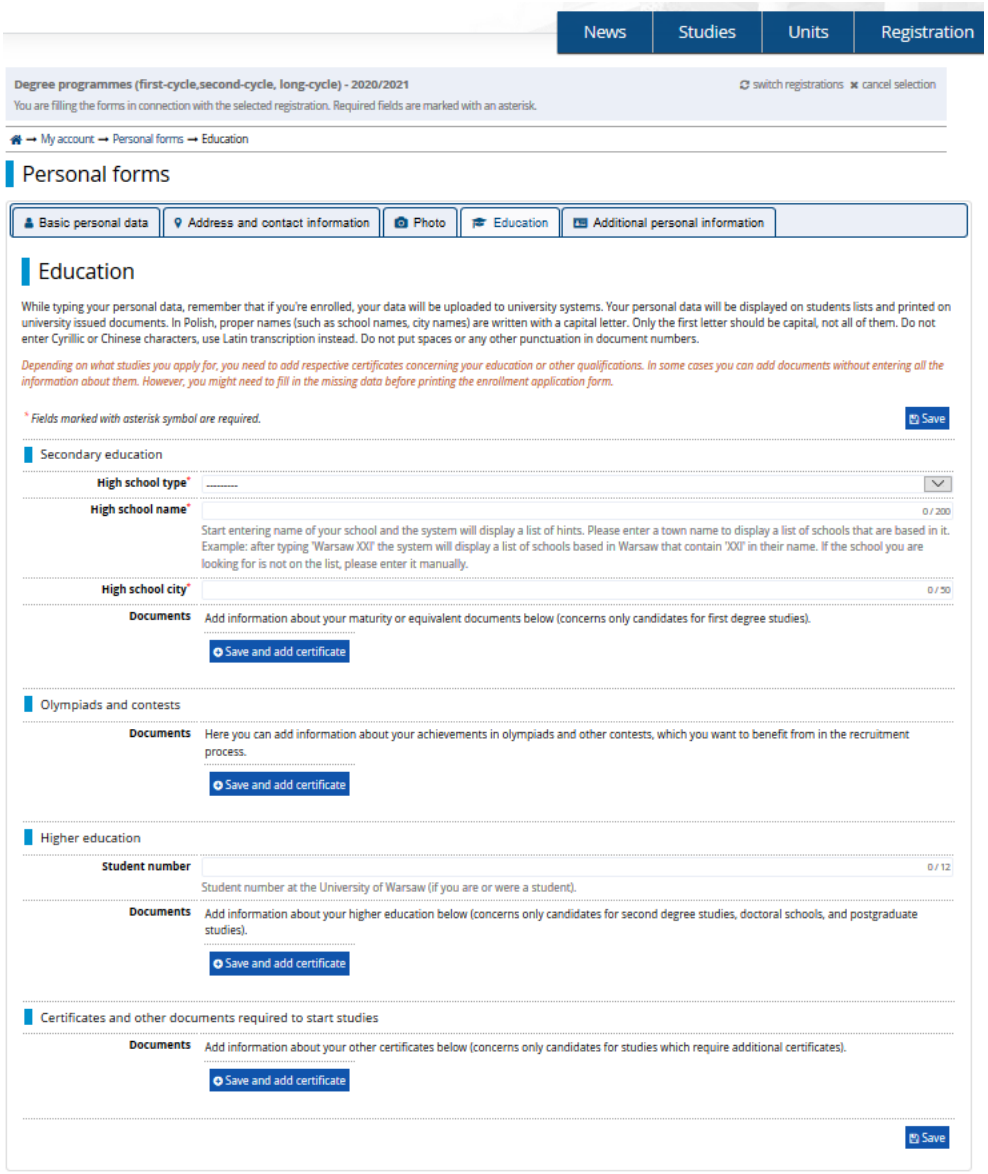
UNIWERSYTET WARSZAWSKI

Upload the photo and select the appropriate privacy settings. Click the button „**Save**” and choose the tab „**Education**”.



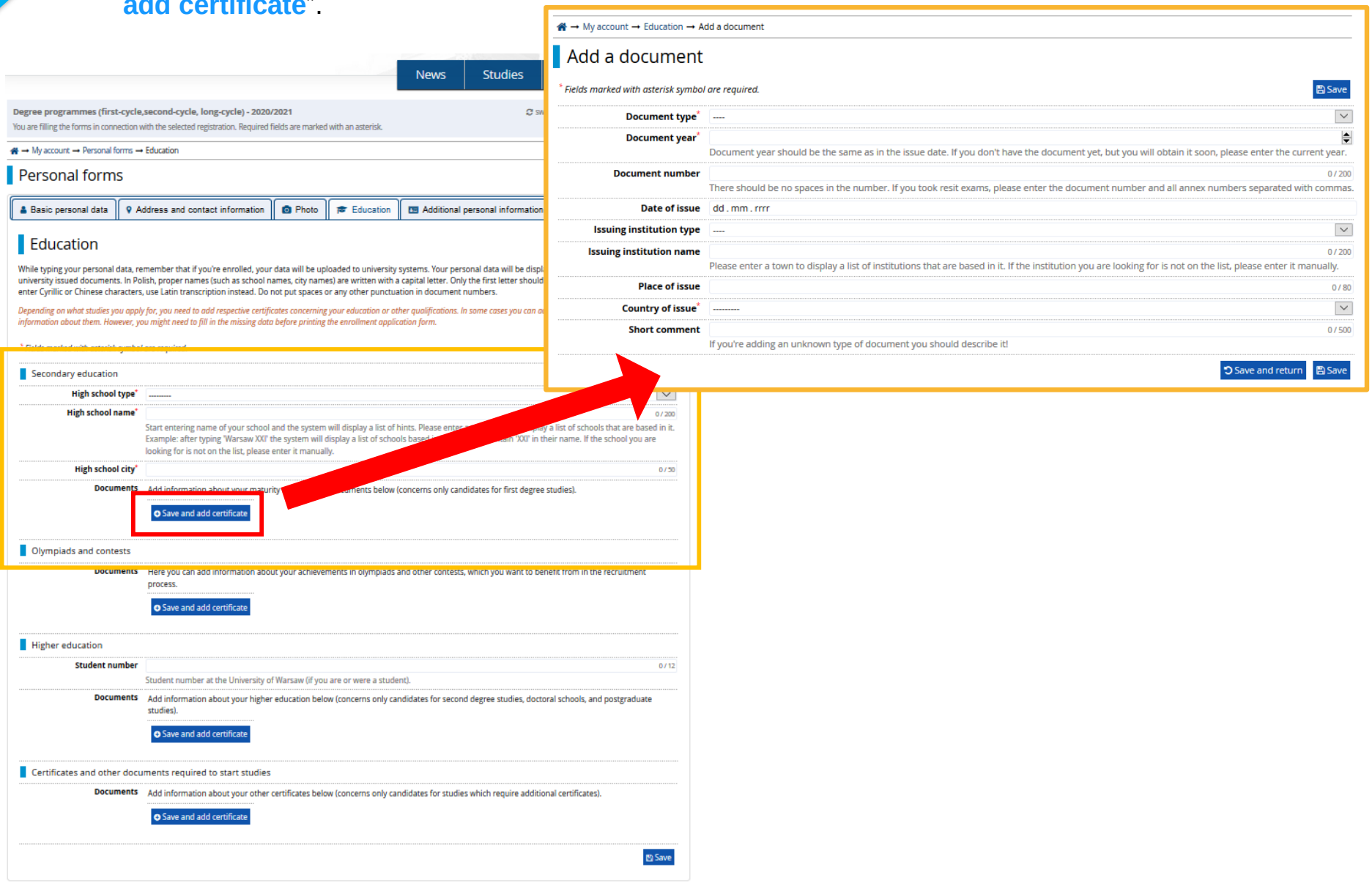
UNIWERSYTET WARSZAWSKI

Please complete the information about your education in accordance with the description in the registration form.



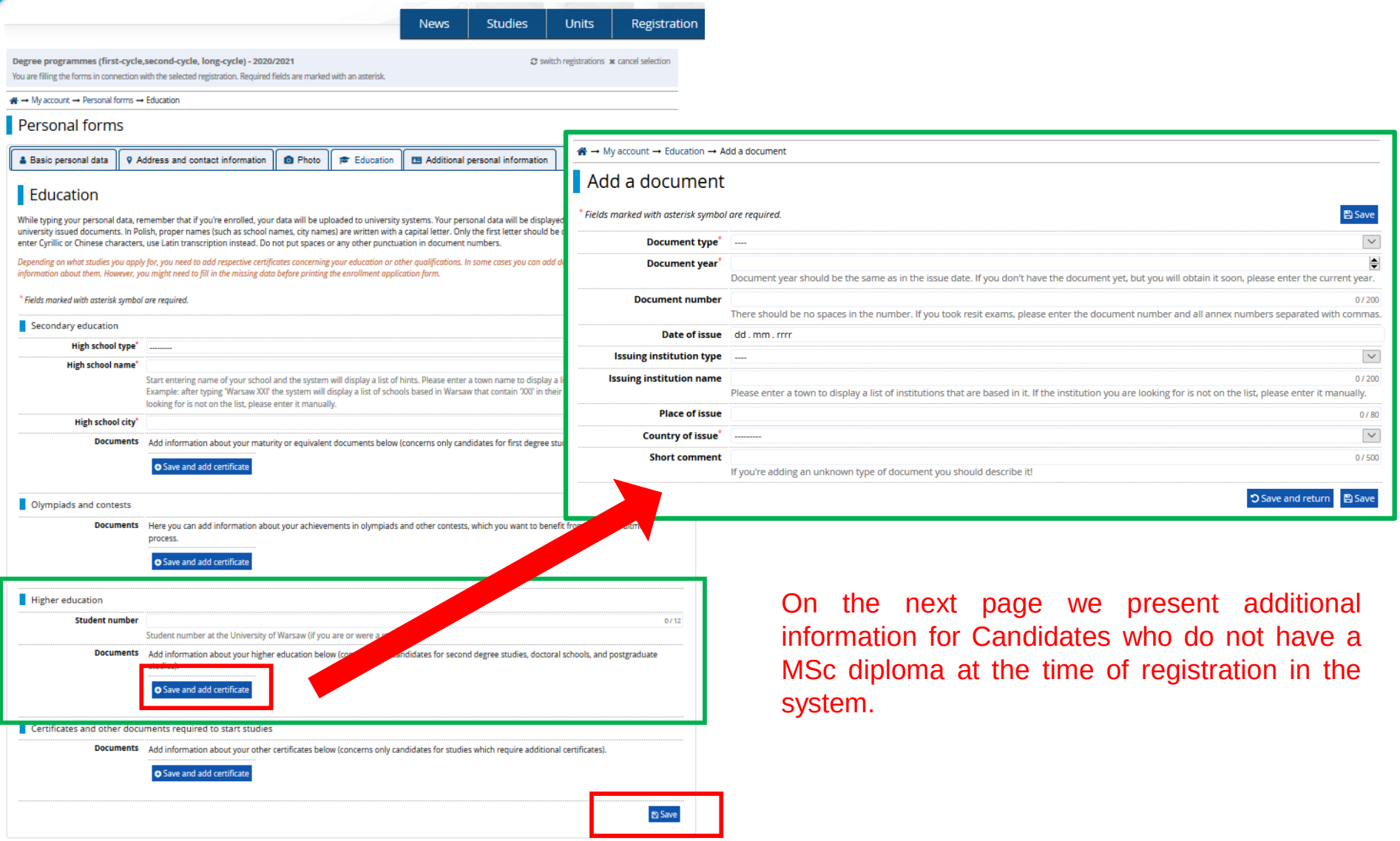
UNIWERSYTET WARSZAWSKI

Please complete the information on your secondary education and click the button „**Save and add certificate**”.



UNIWERSYTET WARSZAWSKI

Please complete the information on your higher education and click the button „**Save and add certificate**”.

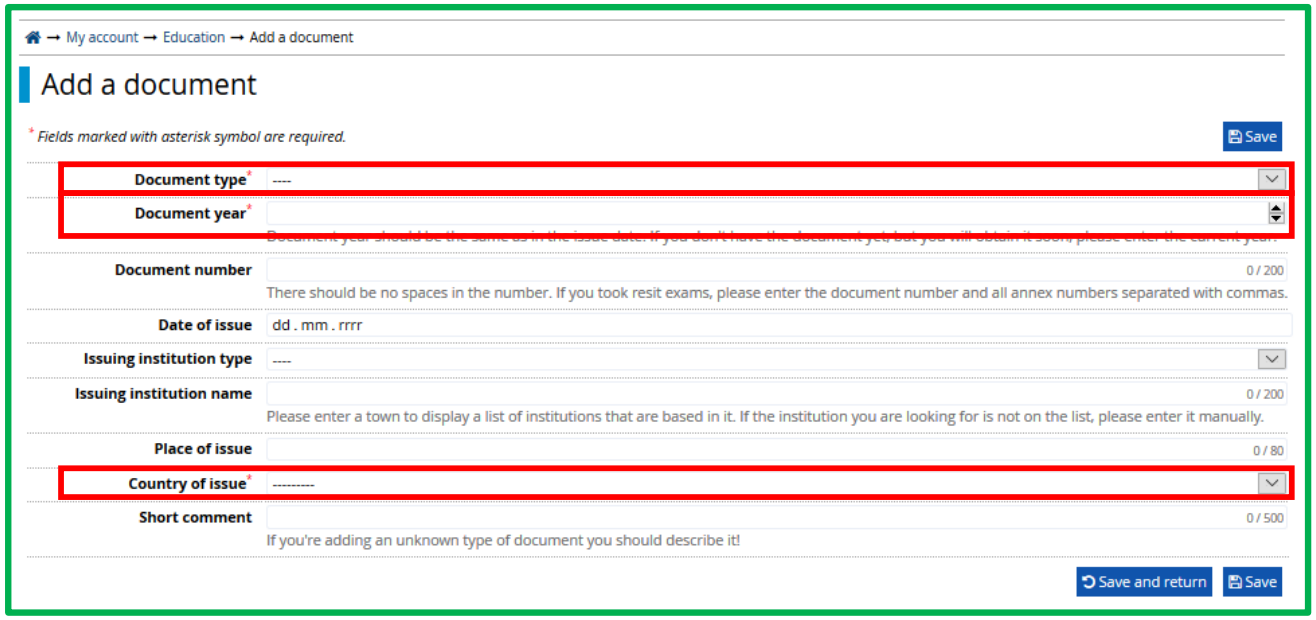


On the next page we present additional information for Candidates who do not have a MSc diploma at the time of registration in the system.

Please click the button „**Save**” and choose the tab „**Additional personal information**”.

UNIWERSYTET WARSZAWSKI

Additional information for Candidates who do not have a MSc diploma at the time of registration in the system



„**Document type**”
Please choose:

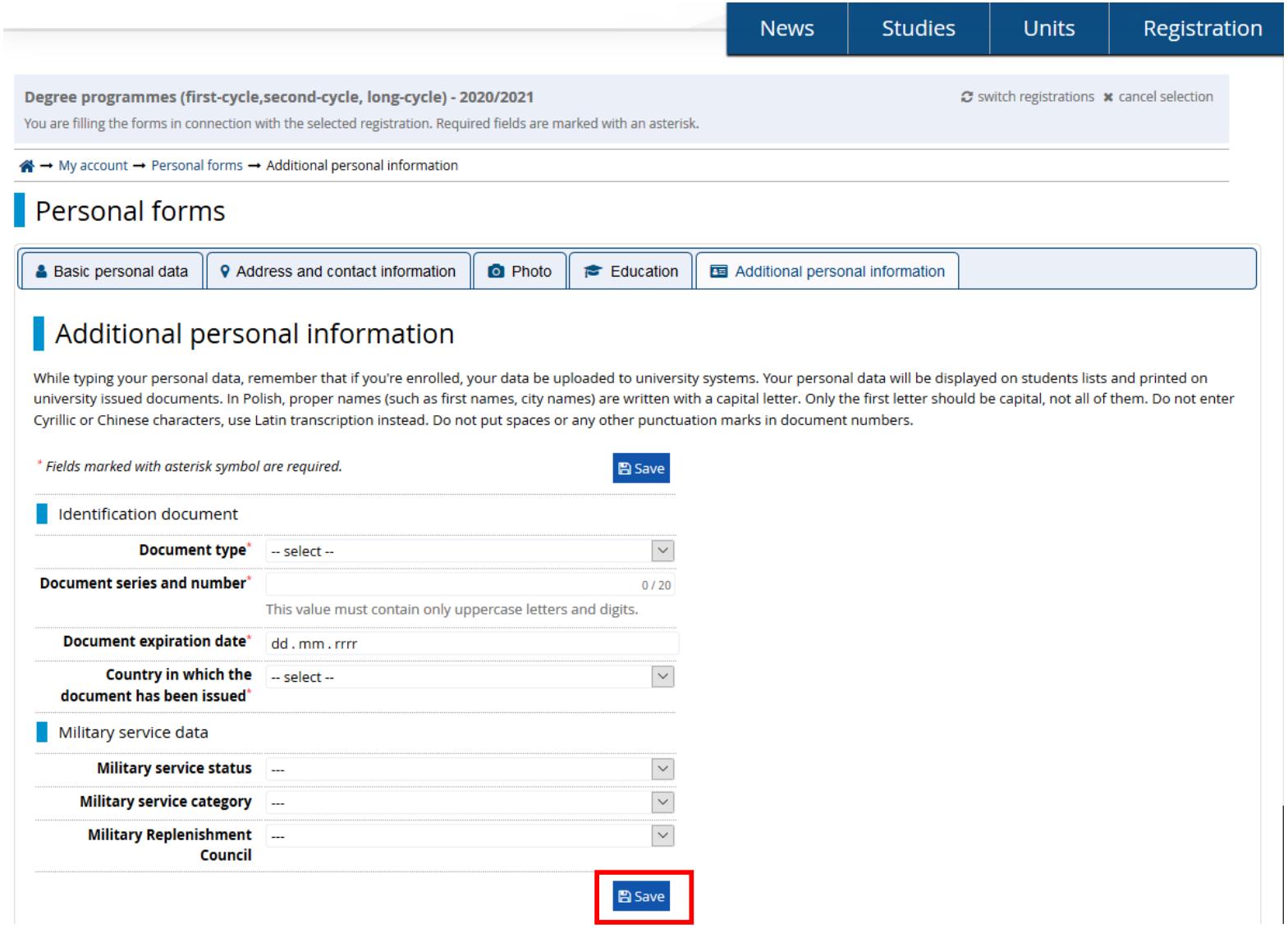
- Polish diploma of master or
- Foreign diploma entitling to undertake third-cycle (doctoral) studies

„**Document year**”
Please enter: 2020

„**Country of issue**”
Please choose the country of issue.

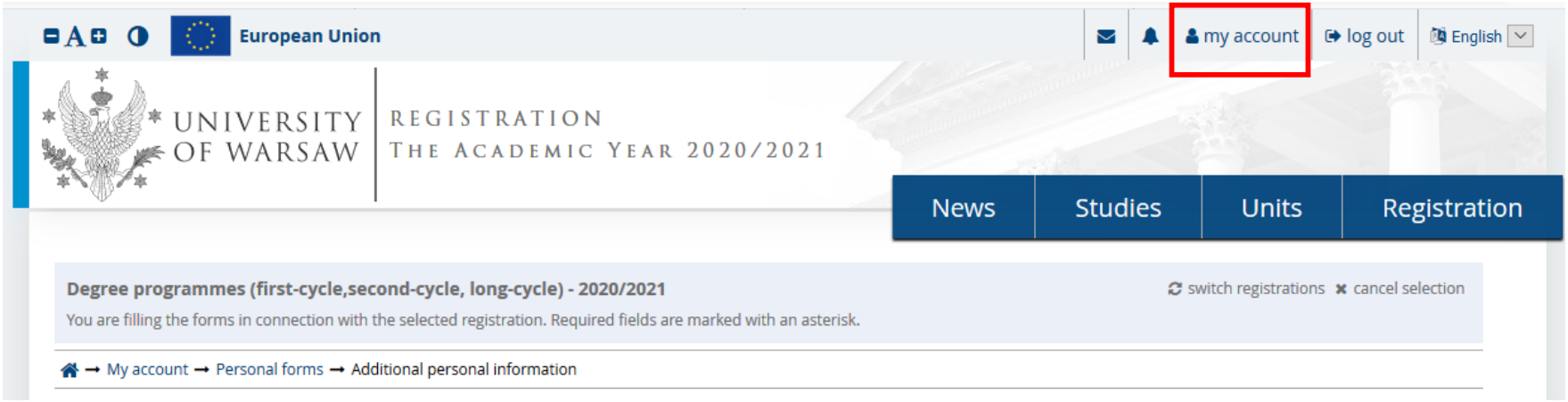
UNIWERSYTET WARSZAWSKI

Please complete your additional personal information in accordance with the description in the registration form and click the button „**Save**”.

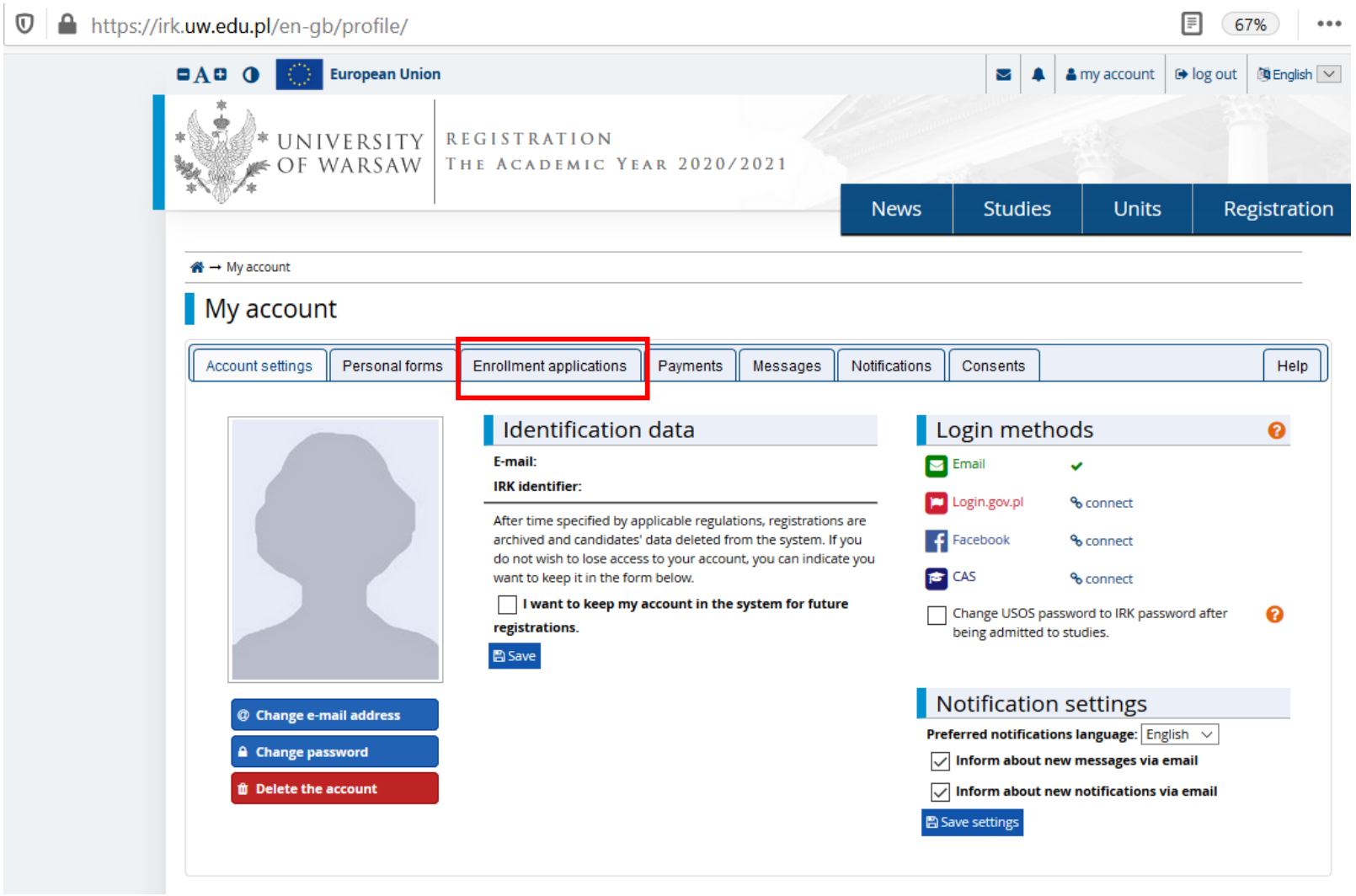


UNIWERSYTET WARSZAWSKI

Returning to the main view My Account is possible after clicking the button "**my account**".

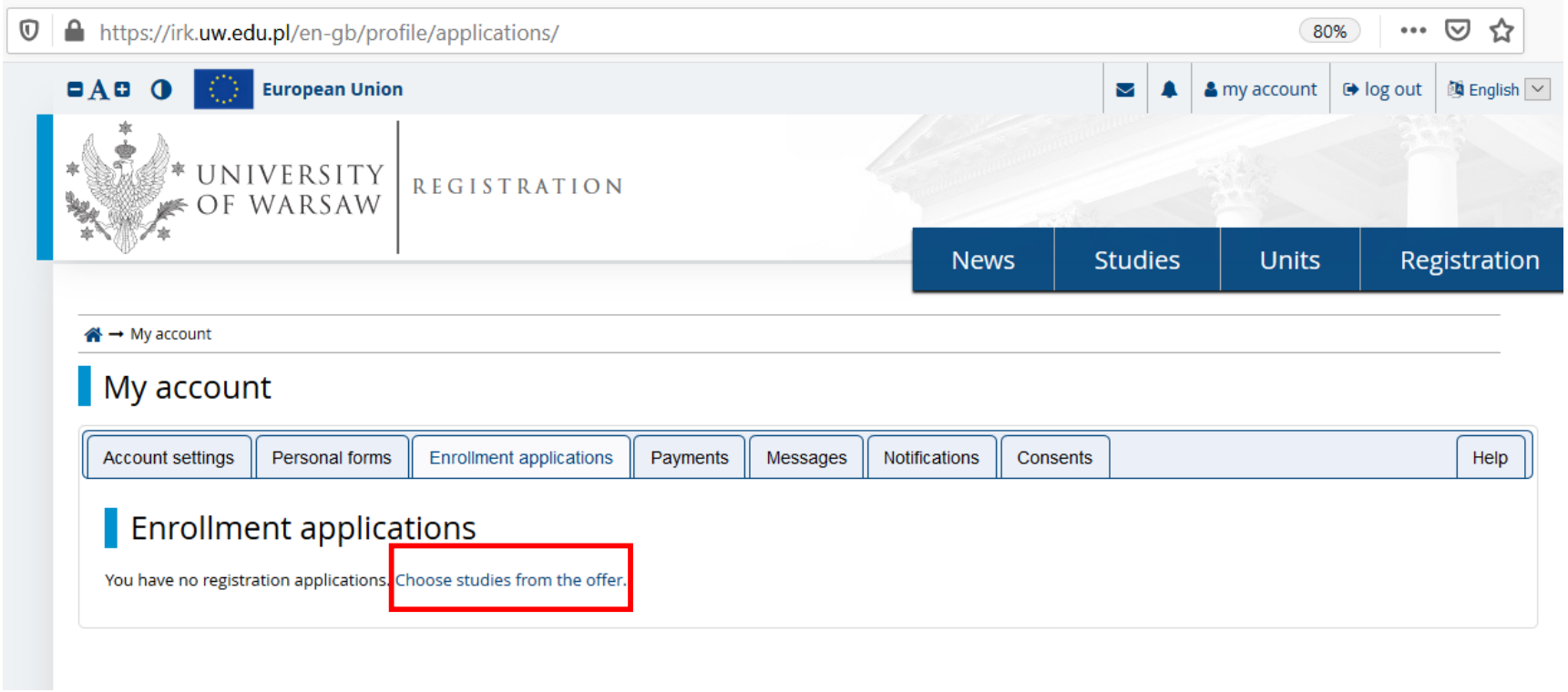


In order to fill in the enrollment apllication please choose the tab „**Enrollment applications**”.



UNIWERSYTET WARSZAWSKI

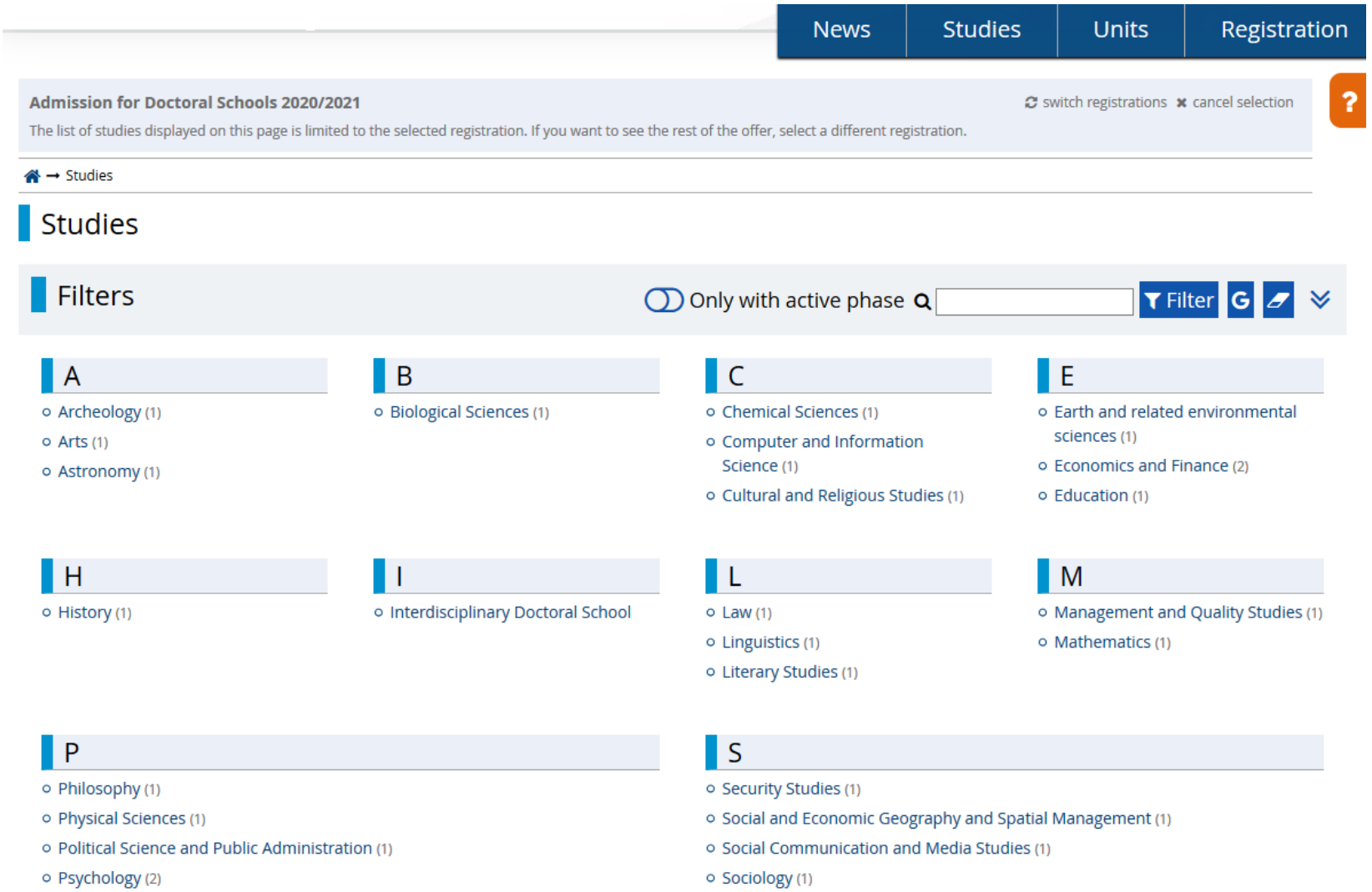
Then please click „**Choose studies from the offer**”.



Please click „**Admission for Doctoral Schools 2020/2021**”.

UNIWERSYTET WARSZAWSKI

Please choose the scientific discipline.



UNIWERSYTET WARSZAWSKI

Please click the button „**Sign up**”.

Archaeology

Recruitment

Schedule of the Doctoral School enrolment procedure:registration in IRK:

1. registration in the Internet Registration of Candidates, referred to as “IRK”, submitting an application to the IRK for admission to the Doctoral School of Humanities: from 5th of May to 28th of June 2020;
2. recruitment procedure

- I st stage of the recruitment procedure: 1-147 July, 2020,
- announcement of result of the I st stage of recruitment: 16 July 2020,
- publication of interview schedule (II stage): 17 July 2020,
- II nd stage of the recruitment procedure: 27 July 2- 5 August 2020,
- announcement of the ranking list: 10 August 2020,
- accepting documents from qualified candidates: 10 August – 18 September, 2020,
- announcement of the list of accepted candidates: 21 September 2020.

Recruitment fee

150 PLN

Form of the selection procedure:

Two-stage process:

- Stage I: evaluation of the research project and scientific activities of the candidate;
- Stage II: interview.

Maximum number of points that can be obtained in the selection procedure – 100 points:

- Stage I – 60 points (the number of points needed to qualify to stage II – 30 points).
- Stage II – 40 points.

Language of the enrolment procedure, including interviews:

The interview shall be carried out in Polish with parts in English or fully in English – in accordance with the candidate’s preferences presented in IRK.

Required documents:

The candidate shall submit the application for admission to the School only in IRK. It shall include:

- the application for admission to the School stating the discipline in which the candidate plans to

Table of contents

1.
2.
3.
4.
5. Recruitment
   - Schedule of the Doctoral School enrolment procedure:registration in IRK:
   - Recruitment fee
   - Form of the selection procedure:
   - Language of the enrolment procedure, including interviews:
   - Required documents:
   - Evaluation criteria and method:
     - Condition of admission to the School
6. Education
   - Education program
   - Supervisor
   - Scholarships

Details	
Code	1-SzD-Hum-Arch
Organizational unit	Doctoral School of Humanities
Academic area/discipline	Archeology
Form of studies	Full-time
Language(s) of instruction	English, Polish
Admission limit	7
Duration	4 years
Office opening hours	Krakowskie Przedmieście 1 00-047 Warszawa tel: 22 55 20 262 poniedziałek-piątek 10:00-14:00 rekrutacja.nh@uw.edu.pl
WWW address	https://szkolydoktorskie.uw.edu.pl/sdnh
Required documents	Higher education

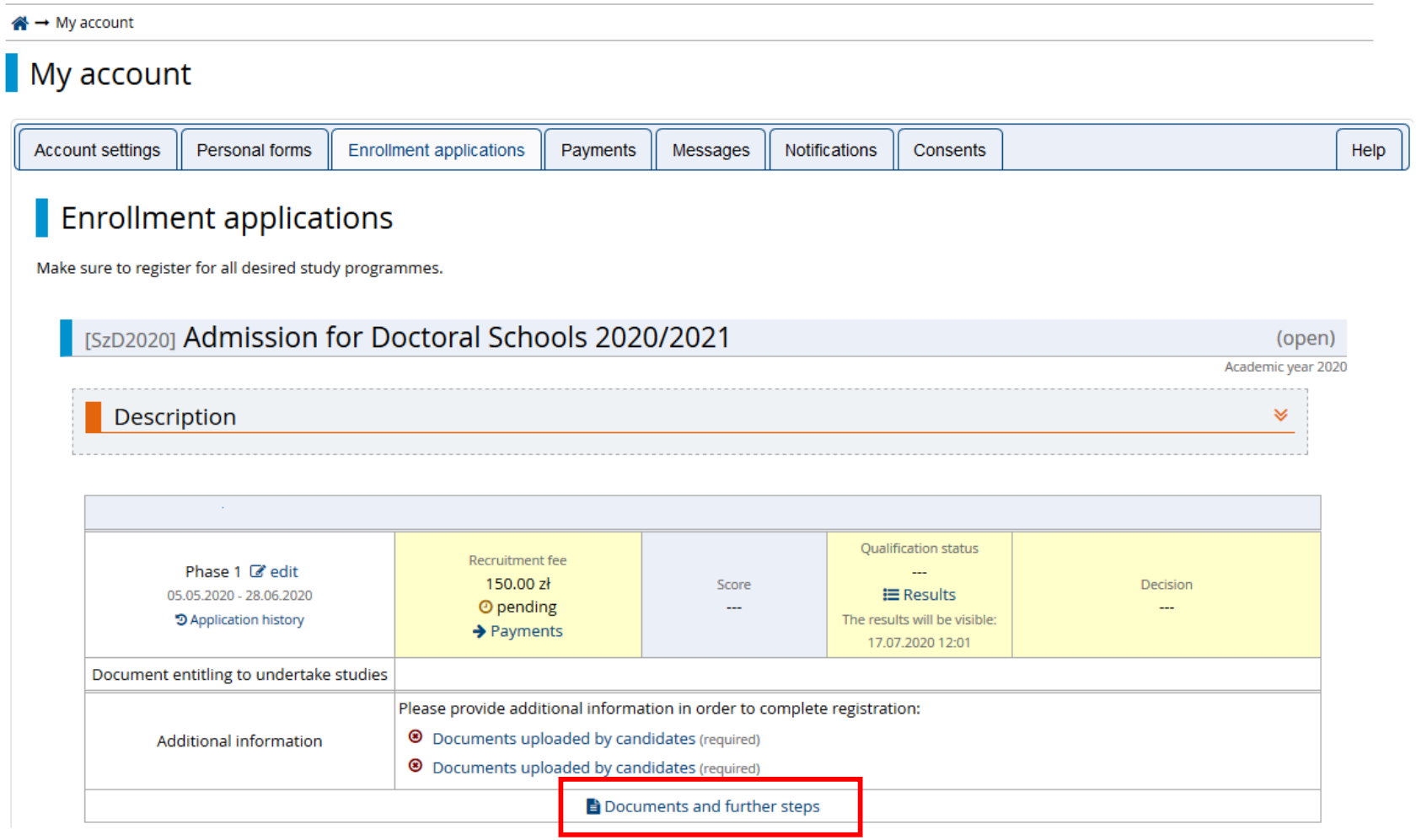
Ask about this programme

Phase 1 (05.05.2020 00:01 – 28.06.2020 23:59)

Sign up

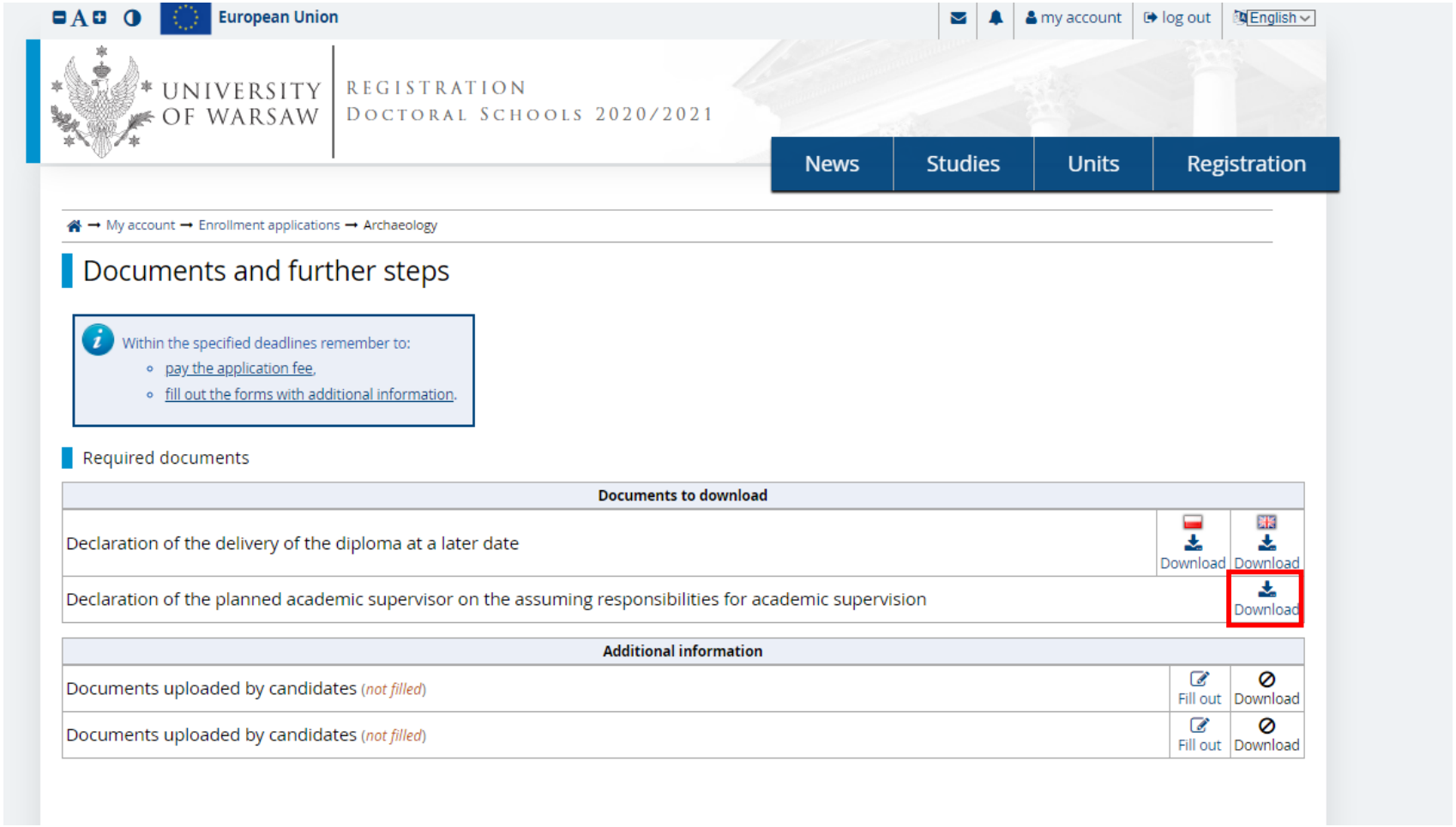
UNIWERSYTET WARSZAWSKI

The window view – **Enrollment applications.** To complete the recruitment documents, click „**Documents and further steps**”.

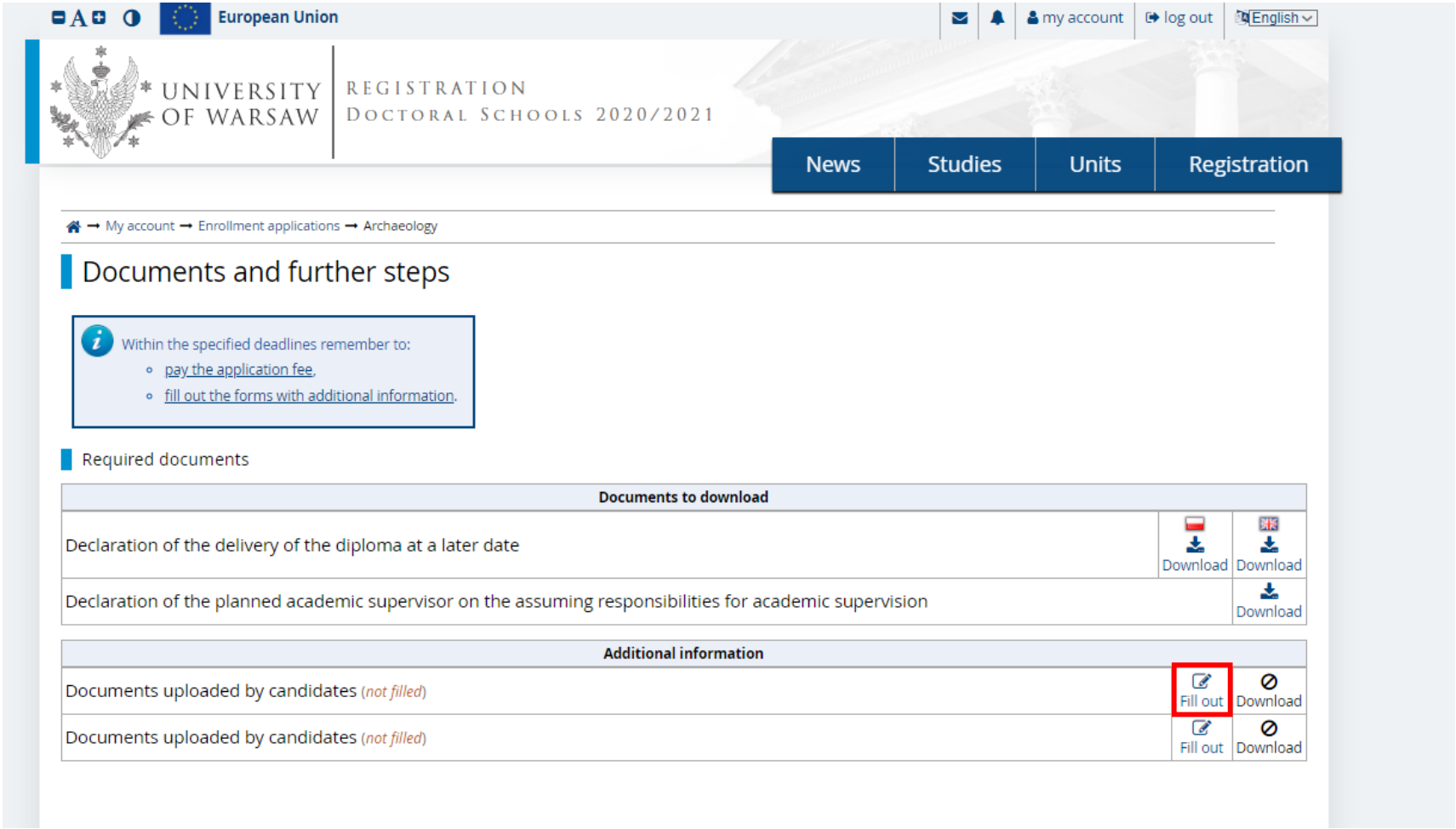


UNIWERSYTET WARSZAWSKI

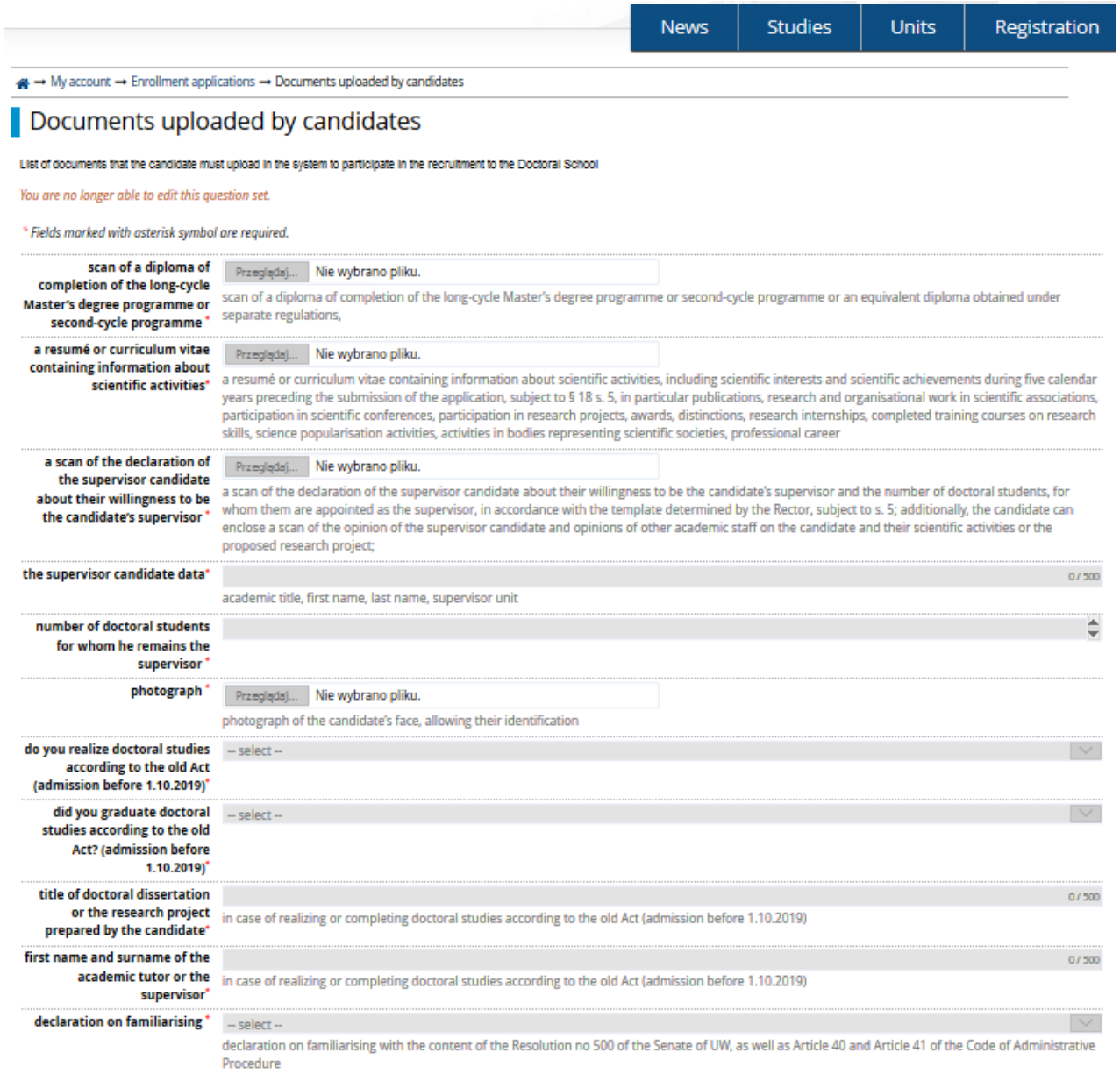
To download the document "Declaration of the planned academic supervisor on the assuming responsibilities for academic supervision", please click the button "**Download**".



To fill in the „**Documents uploaded by candidates**” form, please click the button „**Fill out**”.



Please upload recruitment documents.



News | Studies | Units | Registration

My account → Enrollment applications → Documents uploaded by candidates

Documents uploaded by candidates

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

You are no longer able to edit this question set.

* *Fields marked with asterisk symbol are required.*

scan of a diploma of completion of the long-cycle Master's degree programme or second-cycle programme *
Przeglądaj... Nie wybrano pliku.
scan of a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtained under separate regulations,

a resumé or curriculum vitae containing information about scientific activities *
Przeglądaj... Nie wybrano pliku.
a resumé or curriculum vitae containing information about scientific activities, including scientific interests and scientific achievements during five calendar years preceding the submission of the application, subject to § 18 s. 5, in particular publications, research and organisational work in scientific associations, participation in scientific conferences, participation in research projects, awards, distinctions, research internships, completed training courses on research skills, science popularisation activities, activities in bodies representing scientific societies, professional career

a scan of the declaration of the supervisor candidate about their willingness to be the candidate's supervisor *
Przeglądaj... Nie wybrano pliku.
a scan of the declaration of the supervisor candidate about their willingness to be the candidate's supervisor and the number of doctoral students, for whom them are appointed as the supervisor, in accordance with the template determined by the Rector, subject to s. 5; additionally, the candidate can enclose a scan of the opinion of the supervisor candidate and opinions of other academic staff on the candidate and their scientific activities or the proposed research project;

the supervisor candidate data *
0 / 500
academic title, first name, last name, supervisor unit

number of doctoral students for whom he remains the supervisor *

photograph *
Przeglądaj... Nie wybrano pliku.
photograph of the candidate's face, allowing their identification

do you realize doctoral studies according to the old Act (admission before 1.10.2019) *
-- select --

did you graduate doctoral studies according to the old Act? (admission before 1.10.2019) *
-- select --

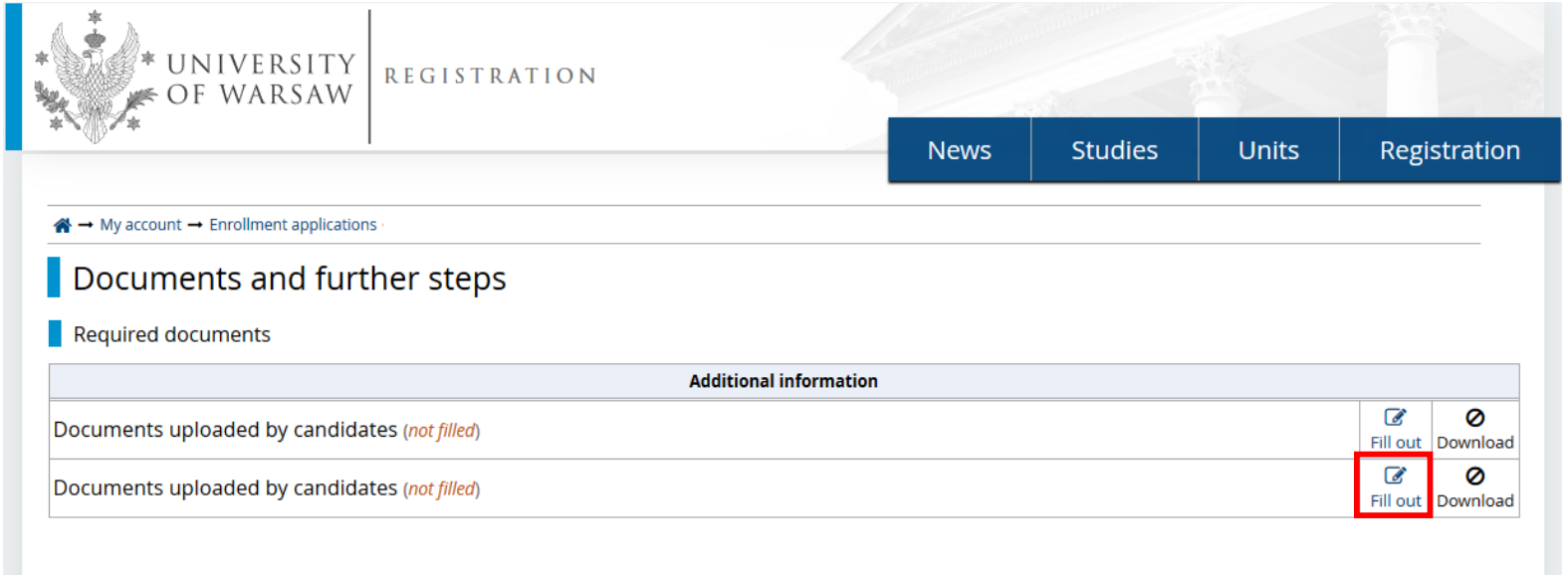
title of doctoral dissertation or the research project prepared by the candidate *
0 / 500
in case of realizing or completing doctoral studies according to the old Act (admission before 1.10.2019)

first name and surname of the academic tutor or the supervisor *
0 / 500
in case of realizing or completing doctoral studies according to the old Act (admission before 1.10.2019)

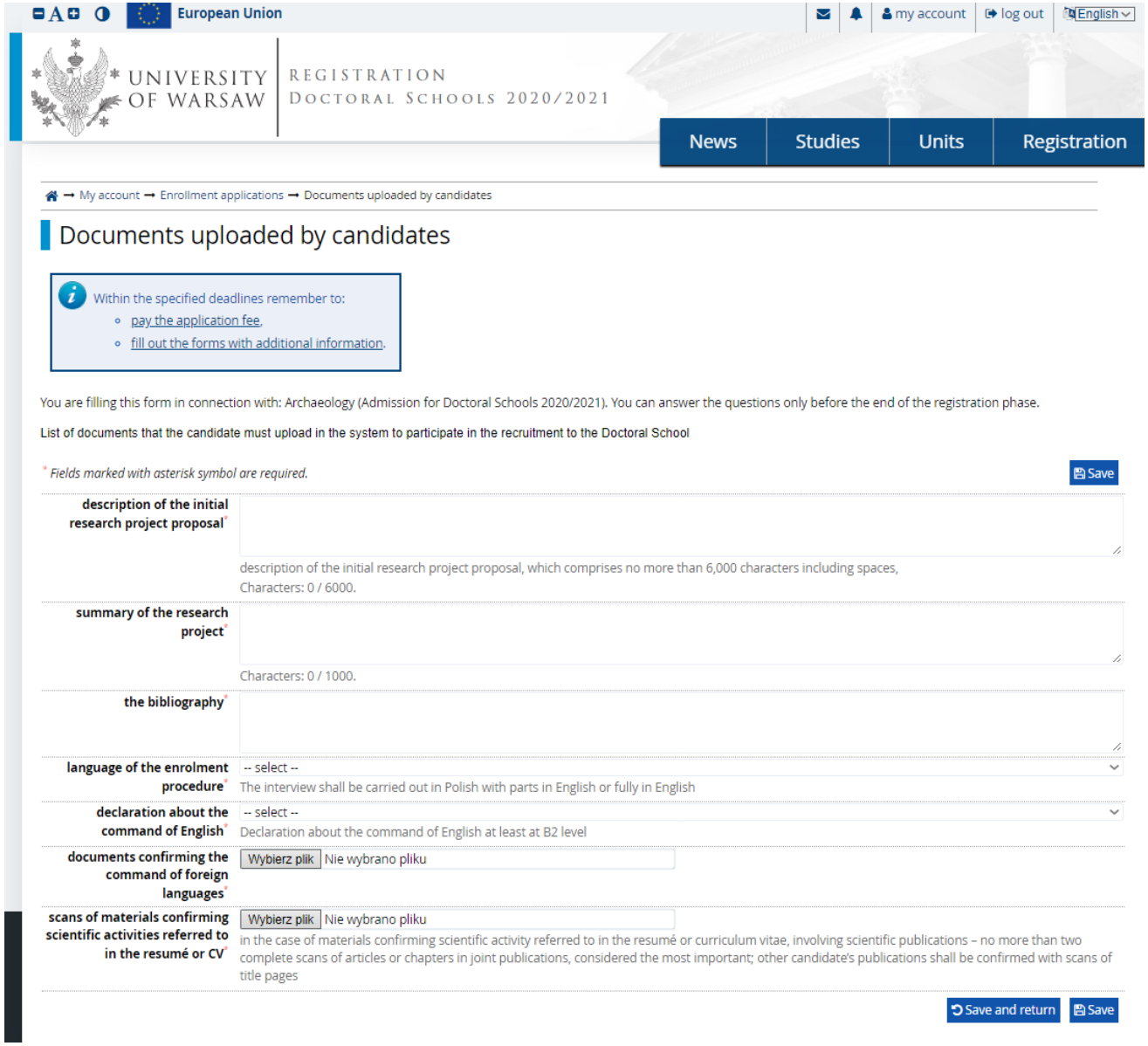
declaration on familiarising *
-- select --
declaration on familiarising with the content of the Resolution no 500 of the Senate of UW, as well as Article 40 and Article 41 of the Code of Administrative Procedure

UNIWERSYTET WARSZAWSKI

To fill in the form „**Documents uploaded by candidates**”, please click the button „**Fill out**”.

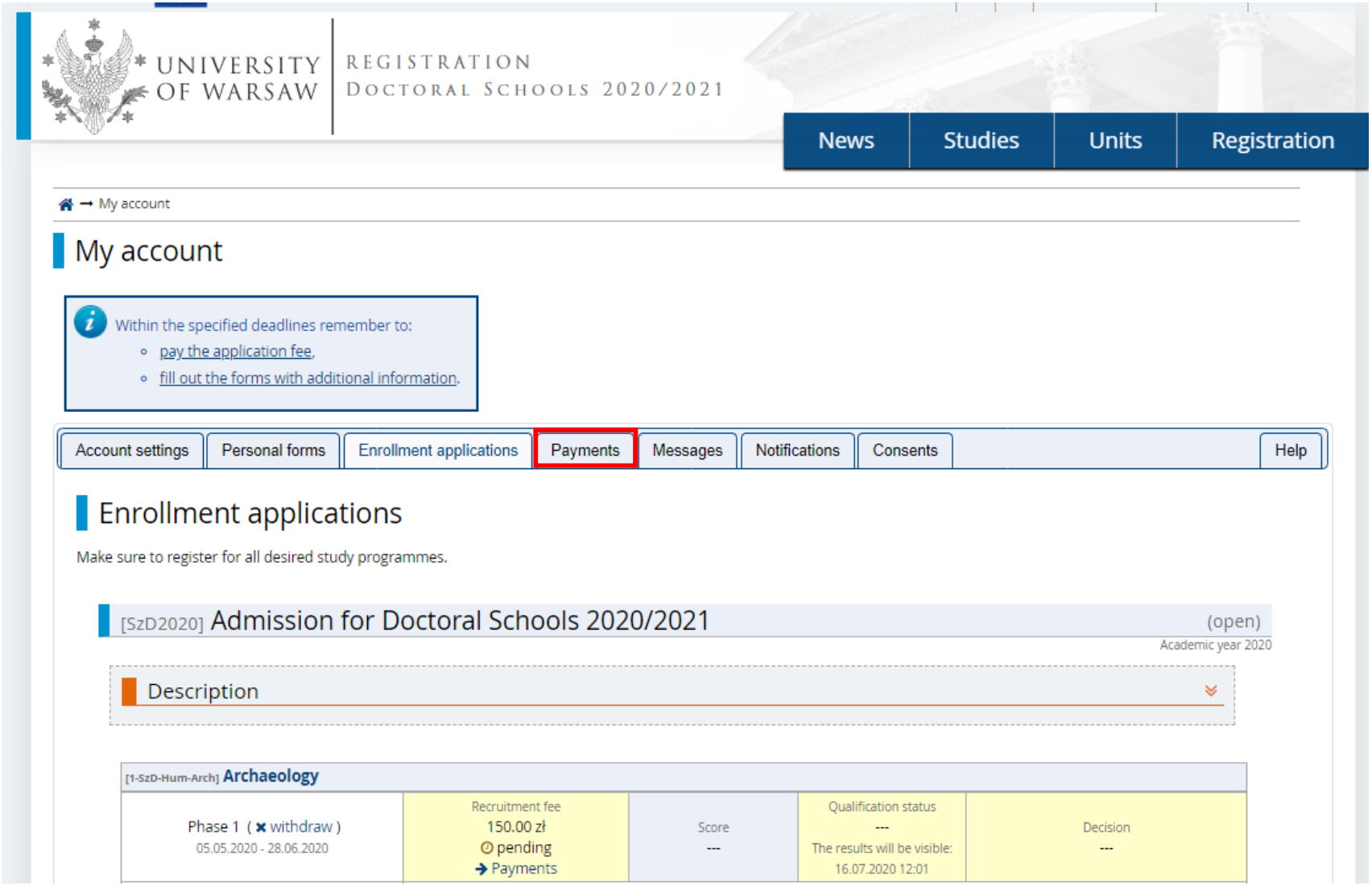


Please upload the recruitment documents.



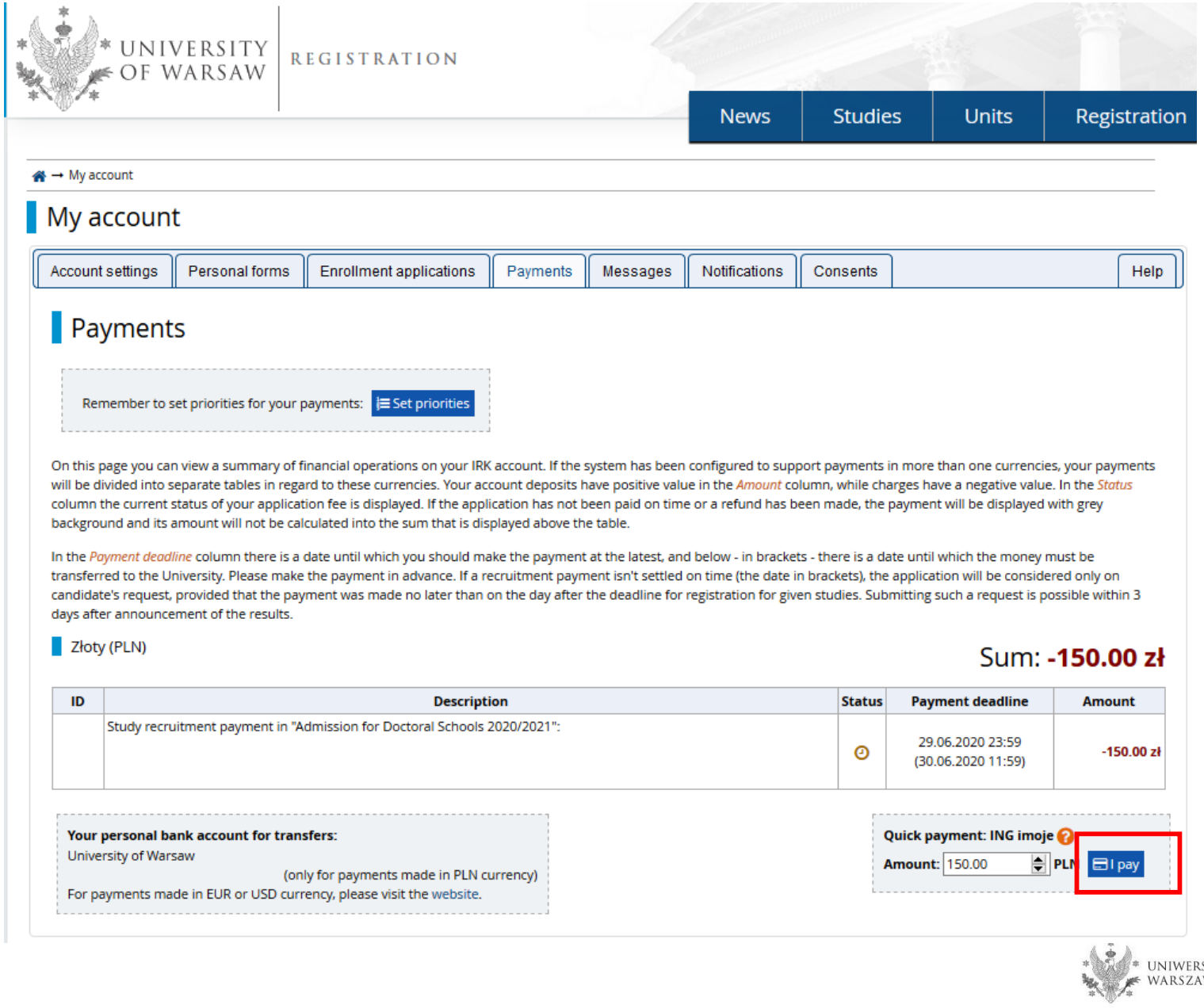
UNIWERSYTET WARSZAWSKI

To pay the recruitment fee, please click the button „**Payments**”.

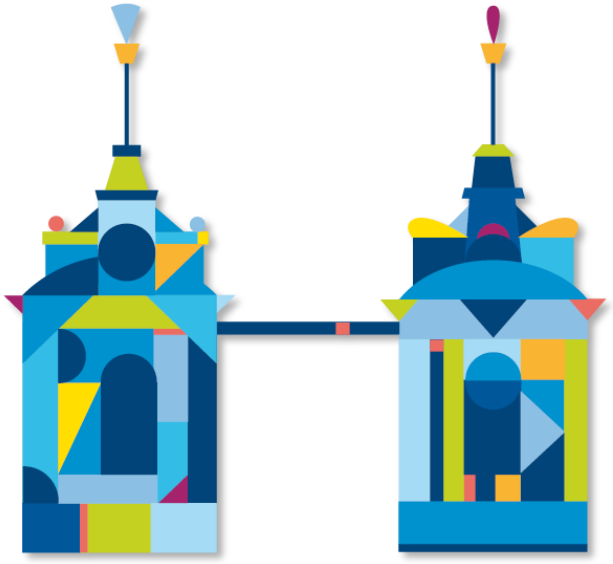


UNIWERSYTET WARSZAWSKI

Instead of paying by bank wire transfer, you can use an online payment system. Please click the button "**I pay**".



UNIWERSYTET WARSZAWSKI



DOCTORAL SCHOOL OF HUMANITIES

Doctoral Schools Secretary's Office
Krakowskie Przedmieście 1
00-047 Warsaw

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

https://szkolydoktorskie.uw.edu.pl/sdnh/