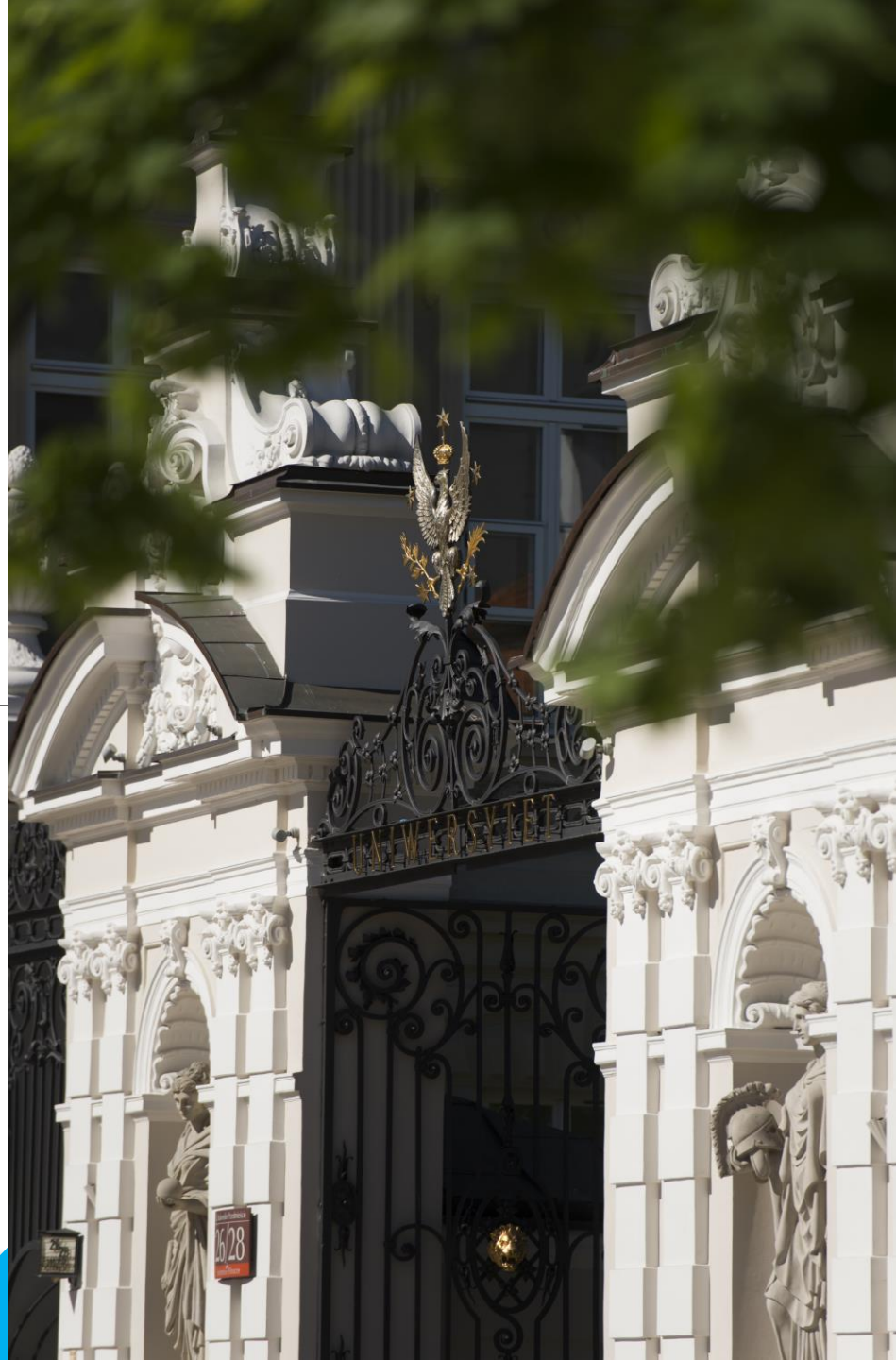
UNIVERSITY OF WARSAW

Doctoral School of Social Sciences

Instruction for completing the application to the Doctoral School of Social Sciences



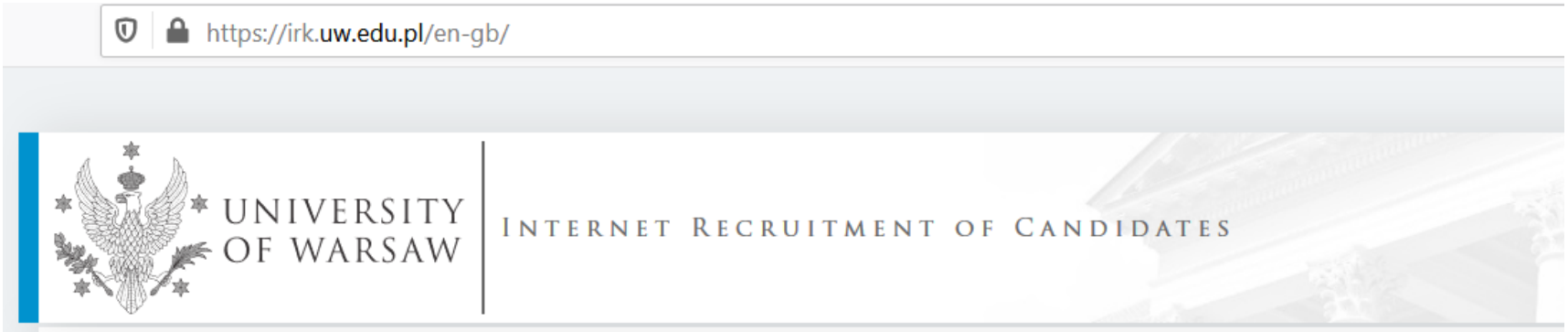
Dear Candidates!

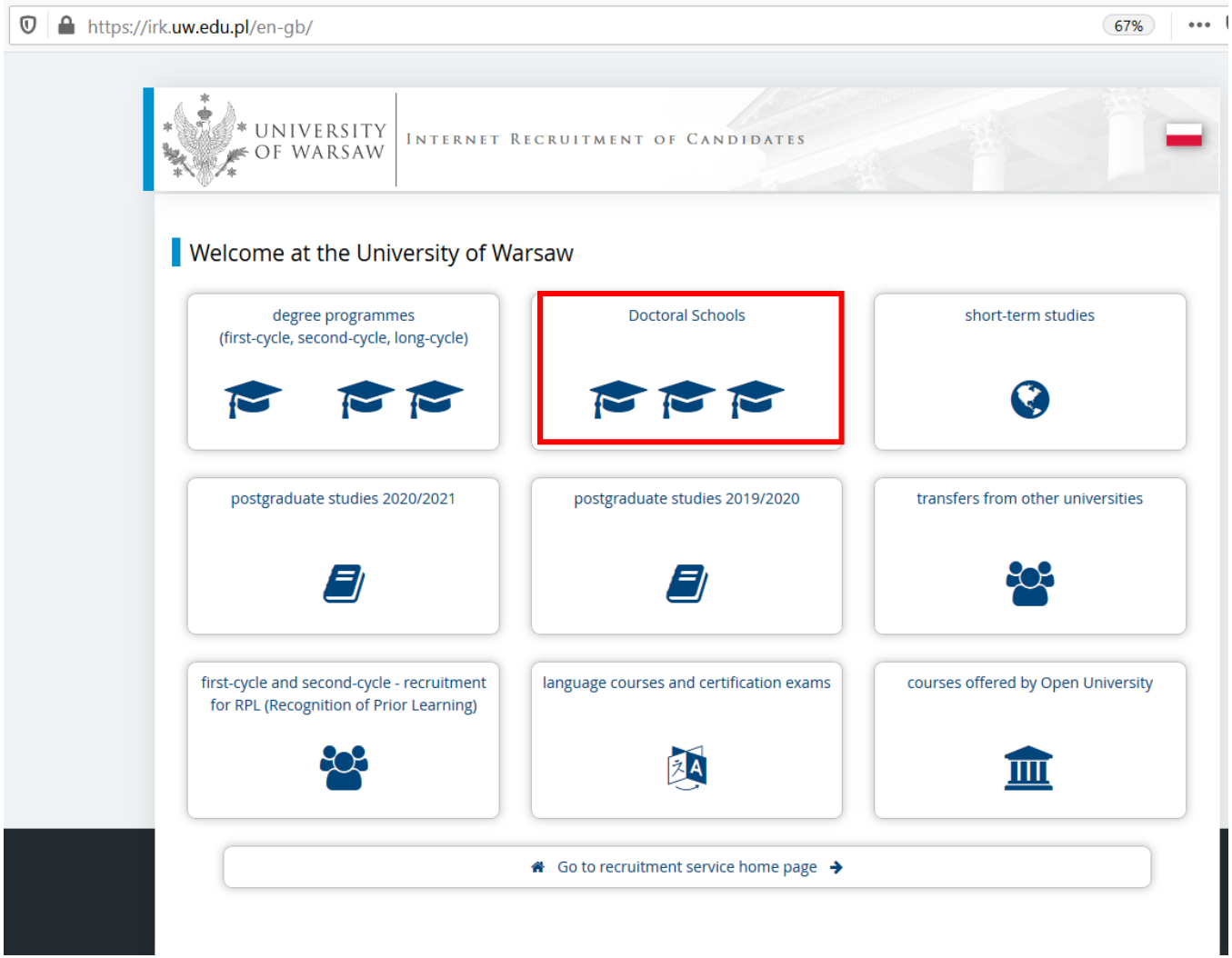
In order to correctly complete the application for admission to the Doctoral School of Social Sciences, we present an instruction, which may be helpful during the recruitment process.

In the instruction we used exemplary data to illustrate 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

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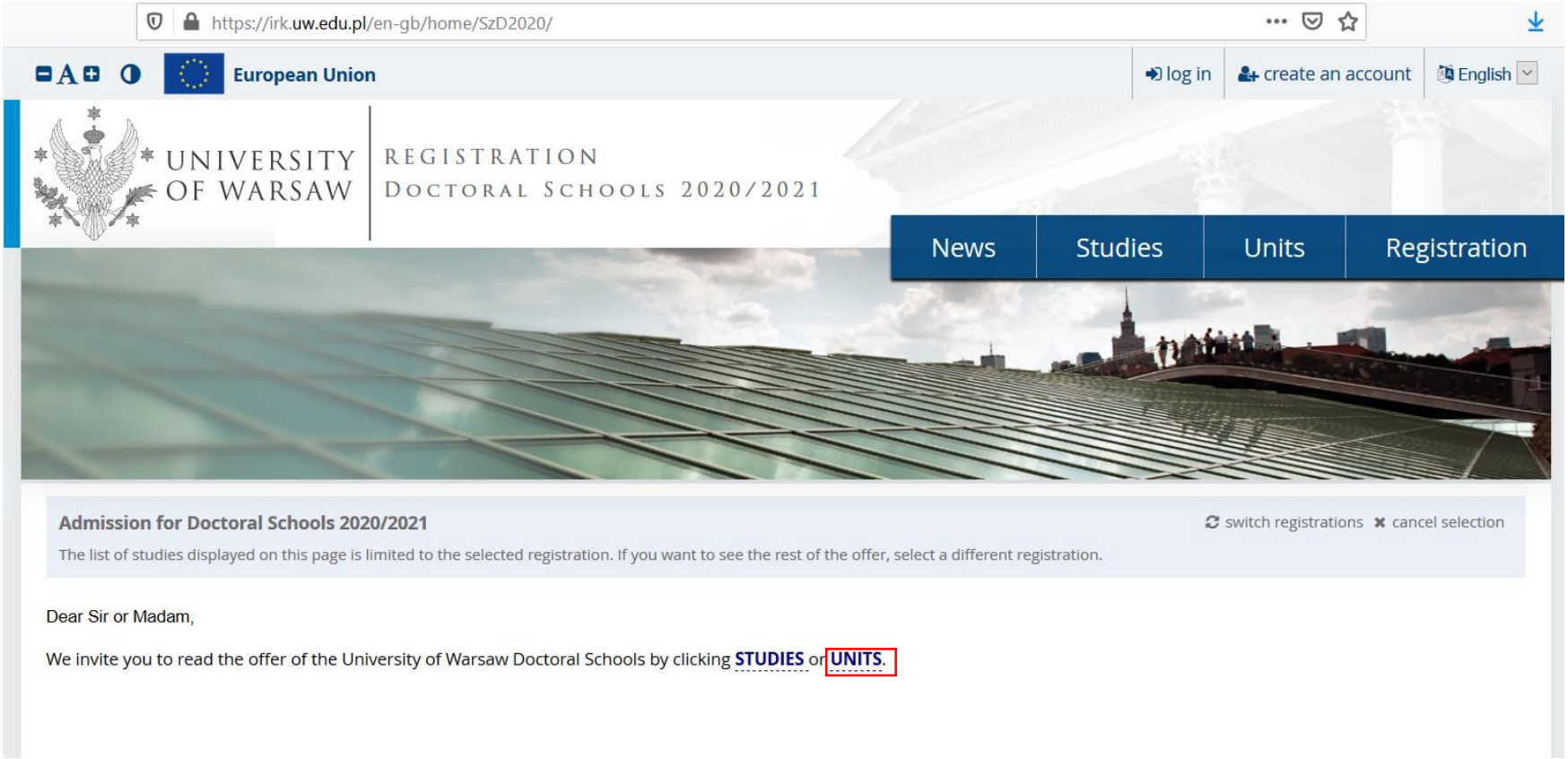
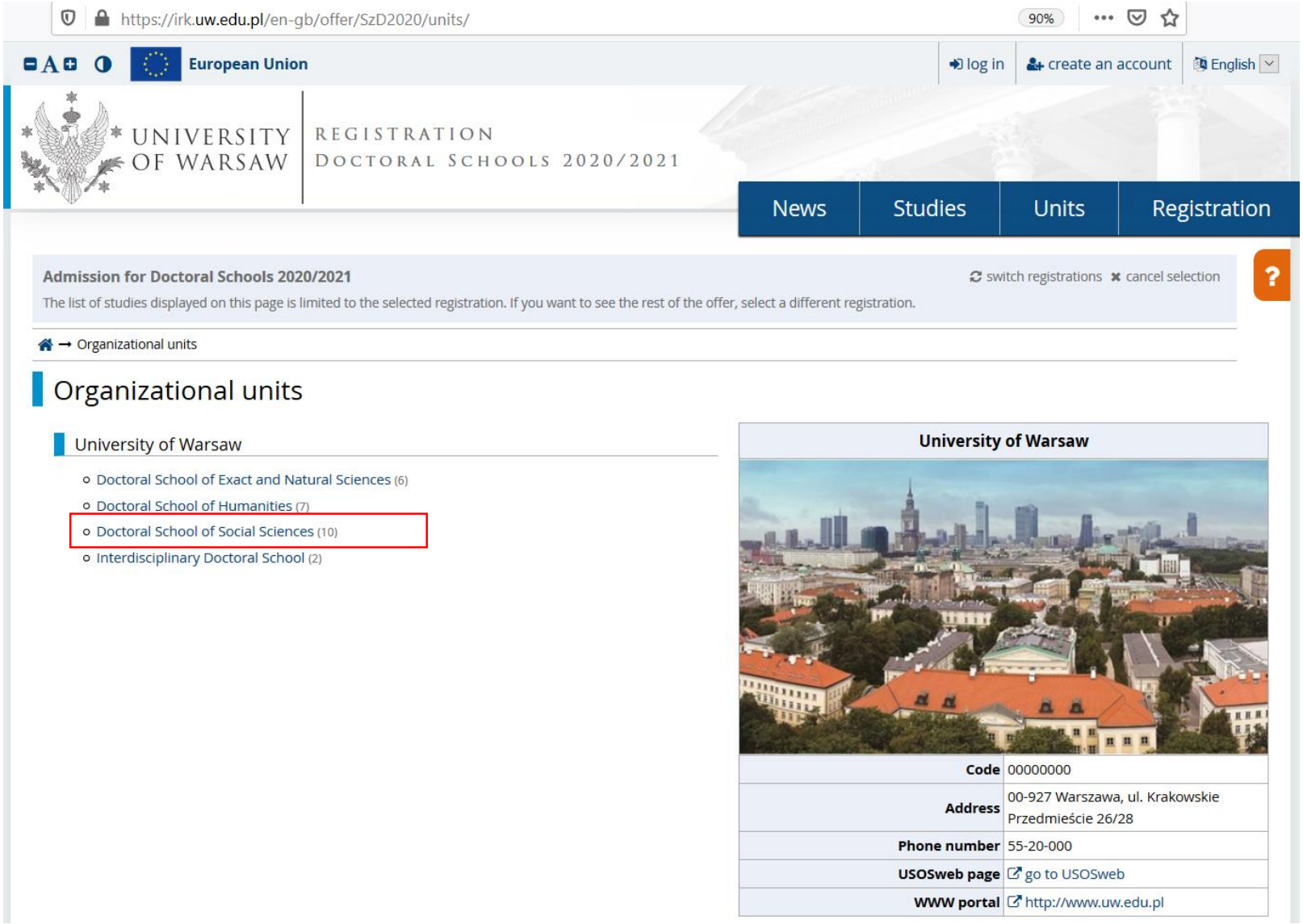
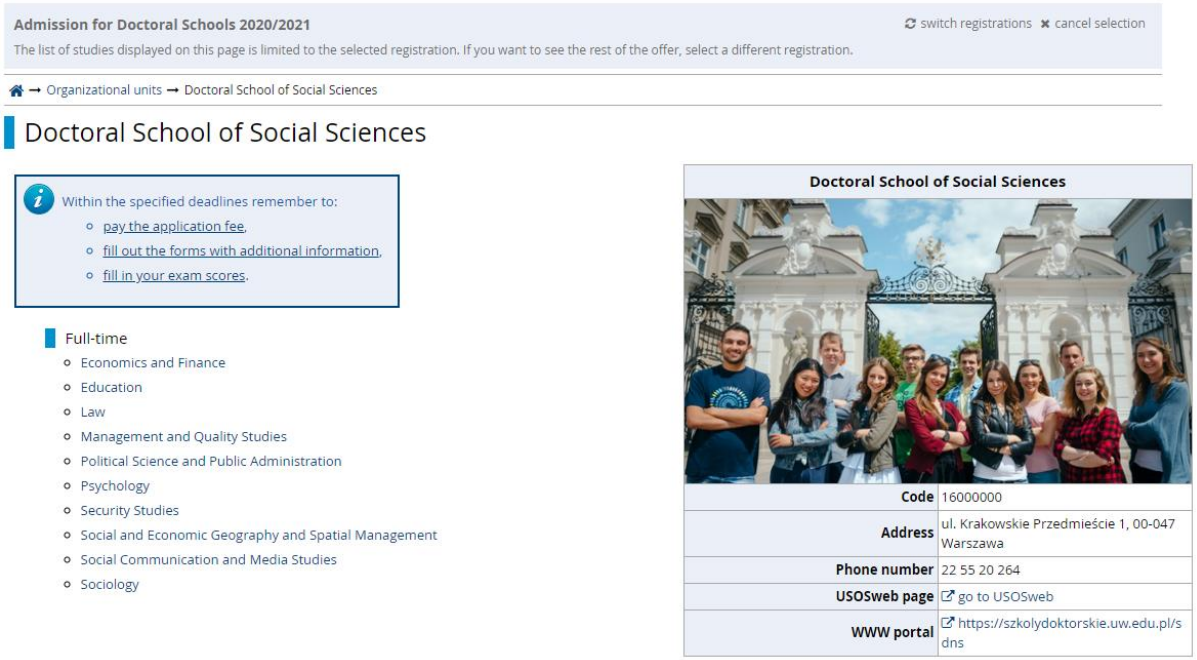
In order to read the offer of the Doctoral School of Social Sciences, please choose „**UNITS**”**.**



Please click the „**Doctoral School of Social Sciences**”.





Please choose the discipline you are interested in:

- **Economics and Finance**
- **Education**
- **Law**
- **Management and Quality Studies**
- **Political Science and Public Administration**
- **Psychology**
- **Security Studies**
- **Social and Economic Geography and Spatial Management**
- **Social Communication and Media Studies**
- **Sociology**

and read the requirements presented on the site.

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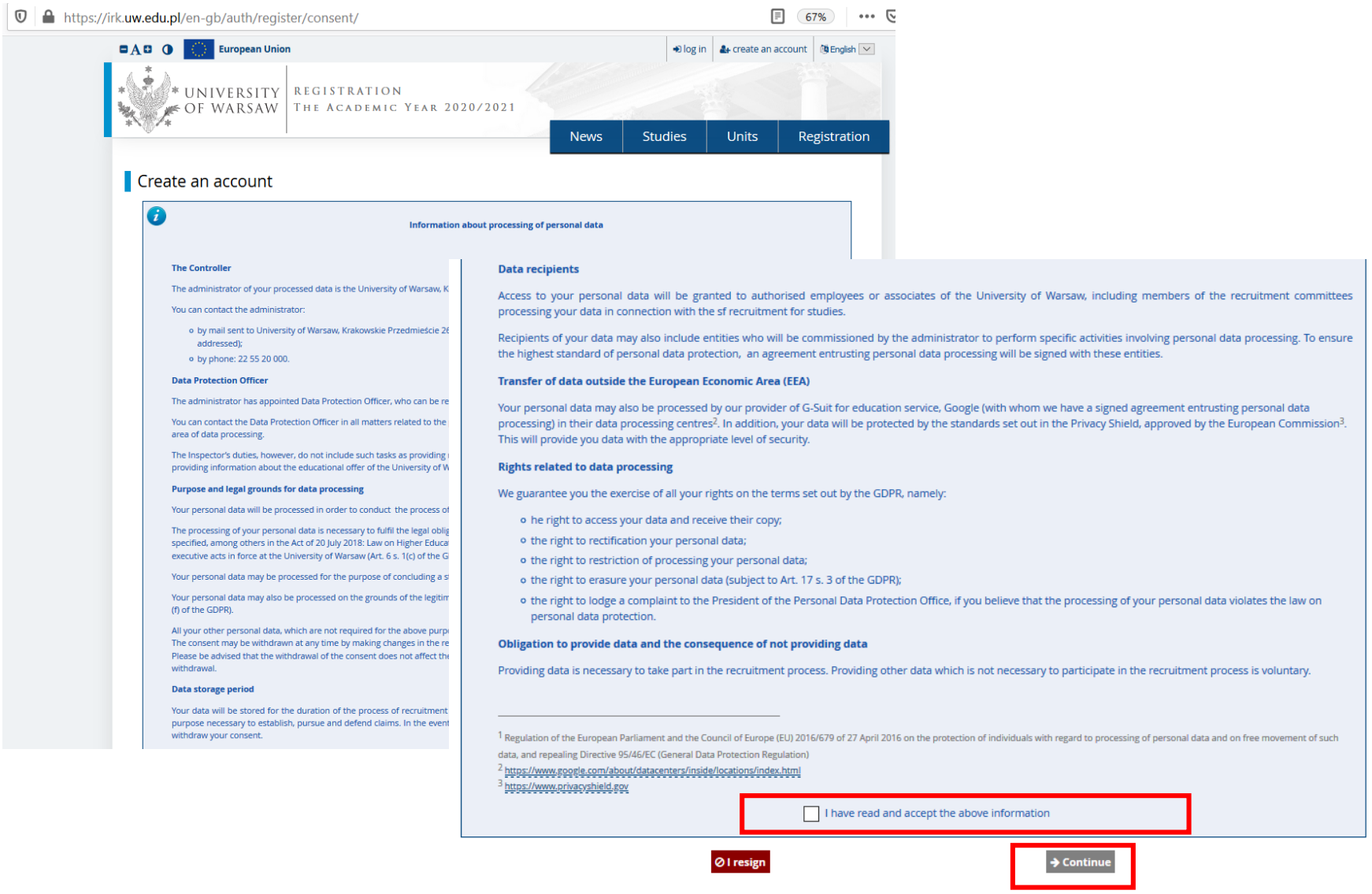
For creating your individual registration account in IRK please choose „**create an account**”.

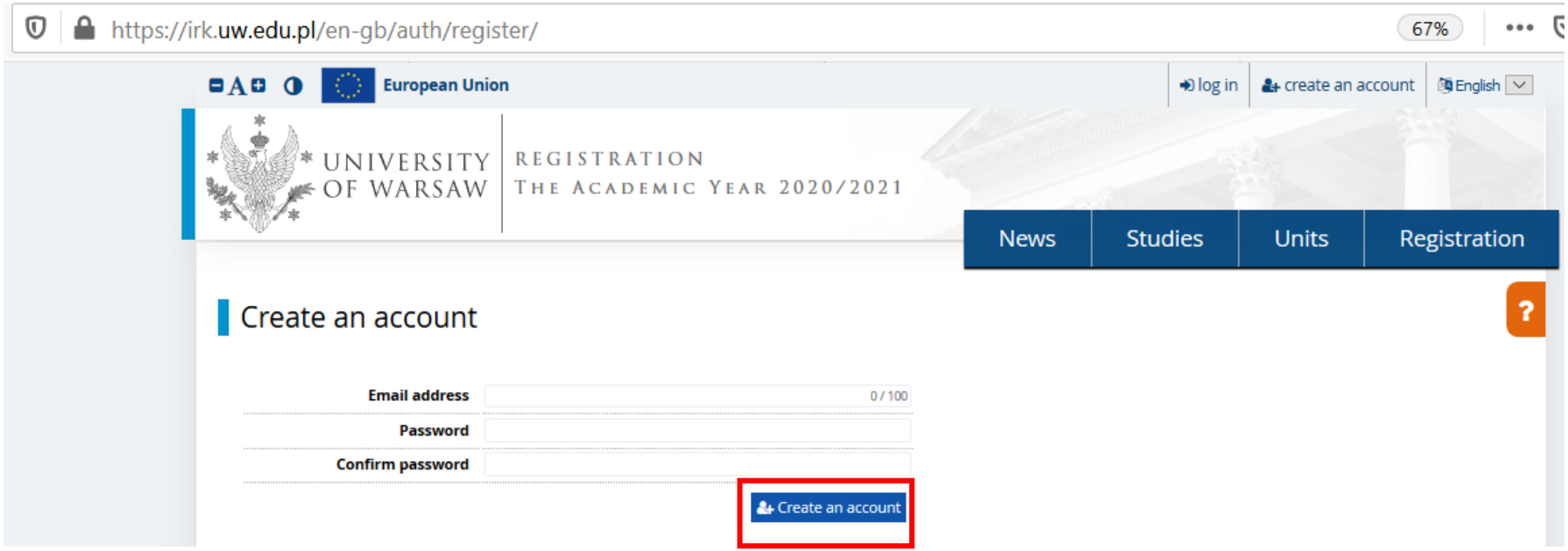
By clicking on the button „**create an account”**, the candidate is directed to the window where he/she agrees for processing of personal data.

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**".

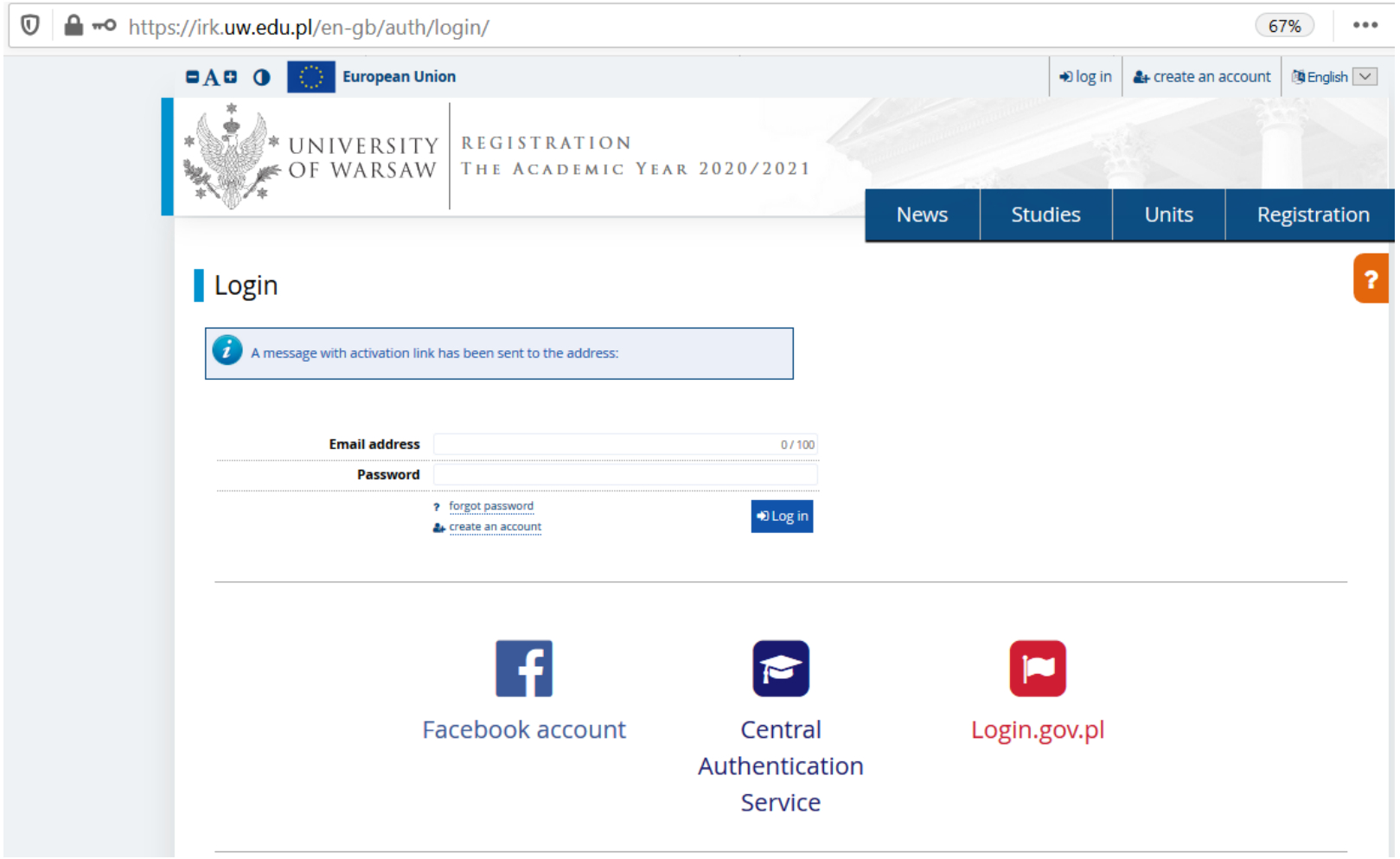


UNIWERSYTET WARSZAWSKI

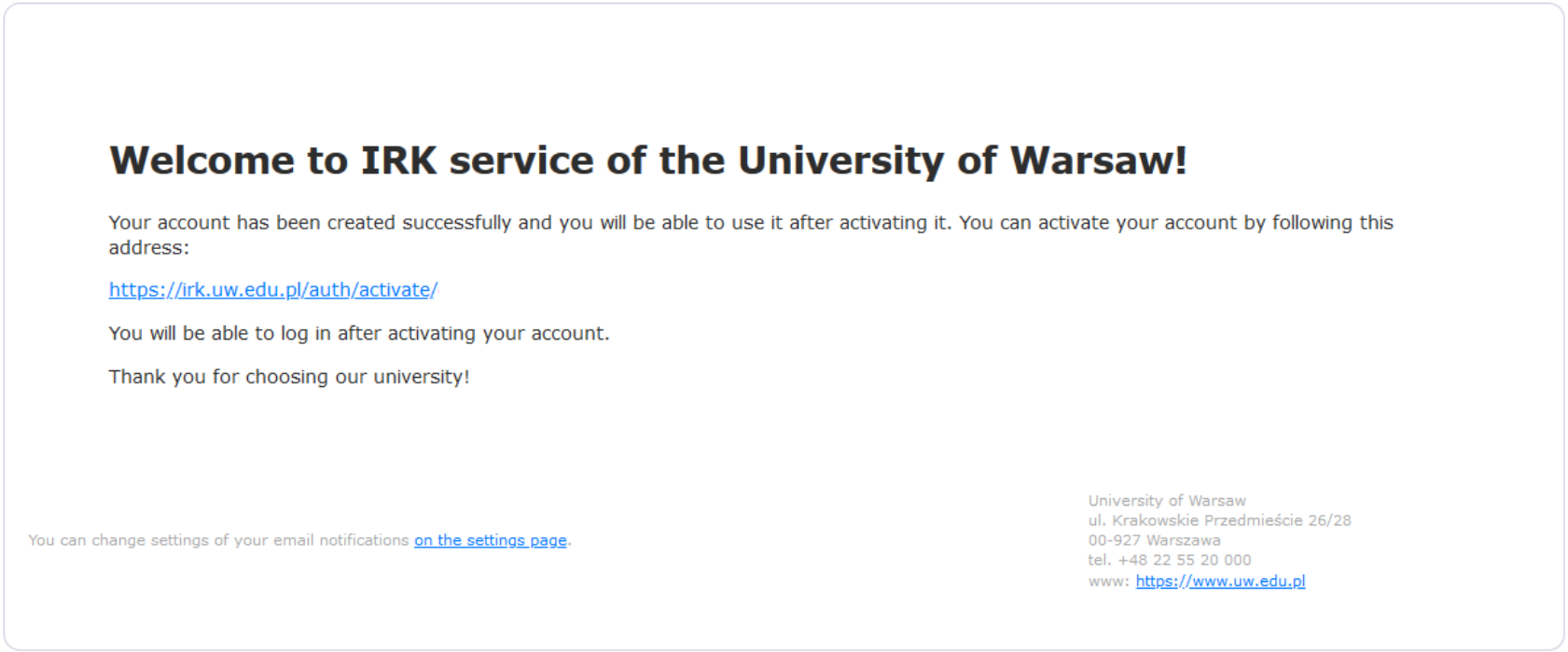
Enter your email address and password and confirm the password. Then click the button „**Create an account**”.



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

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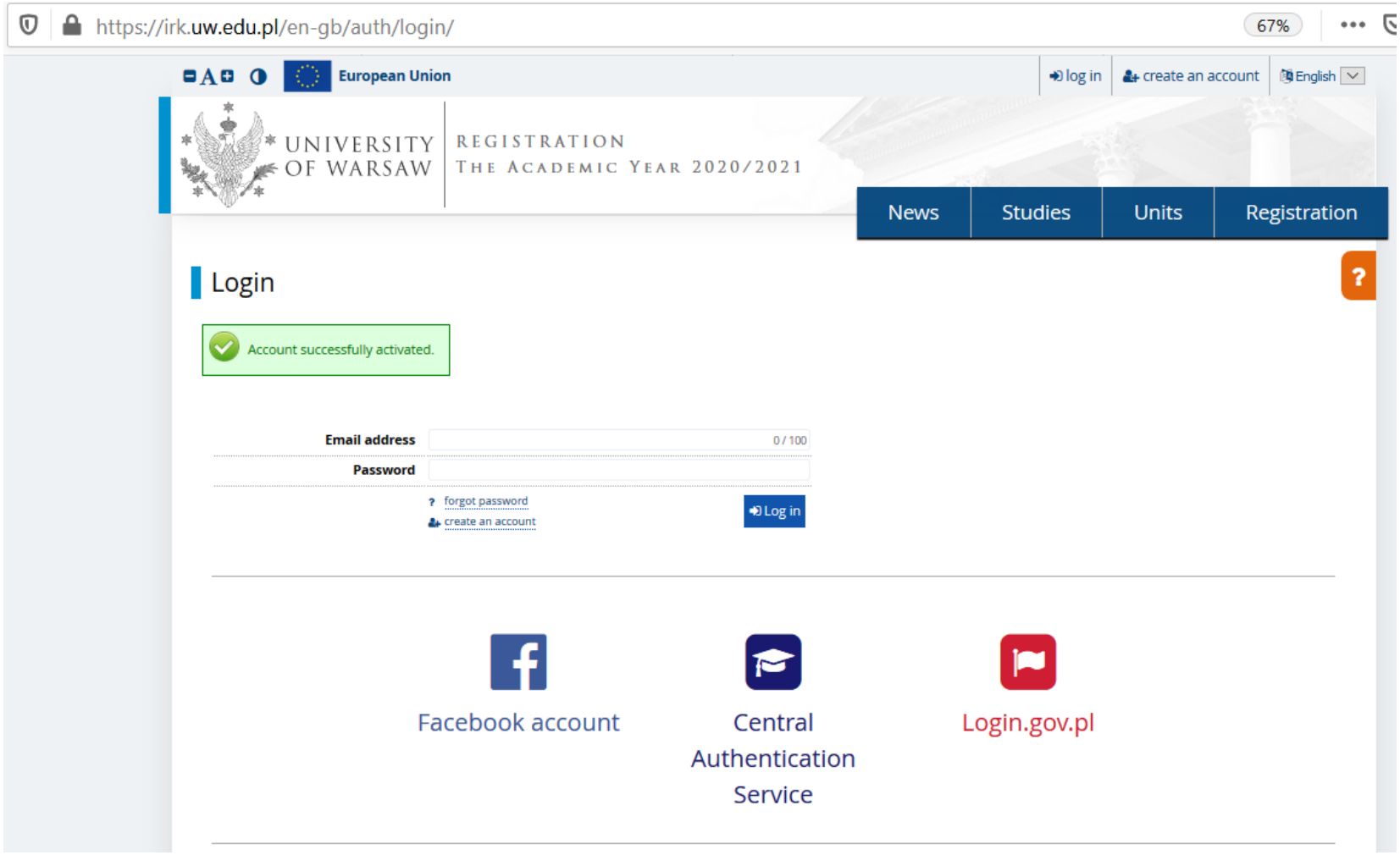
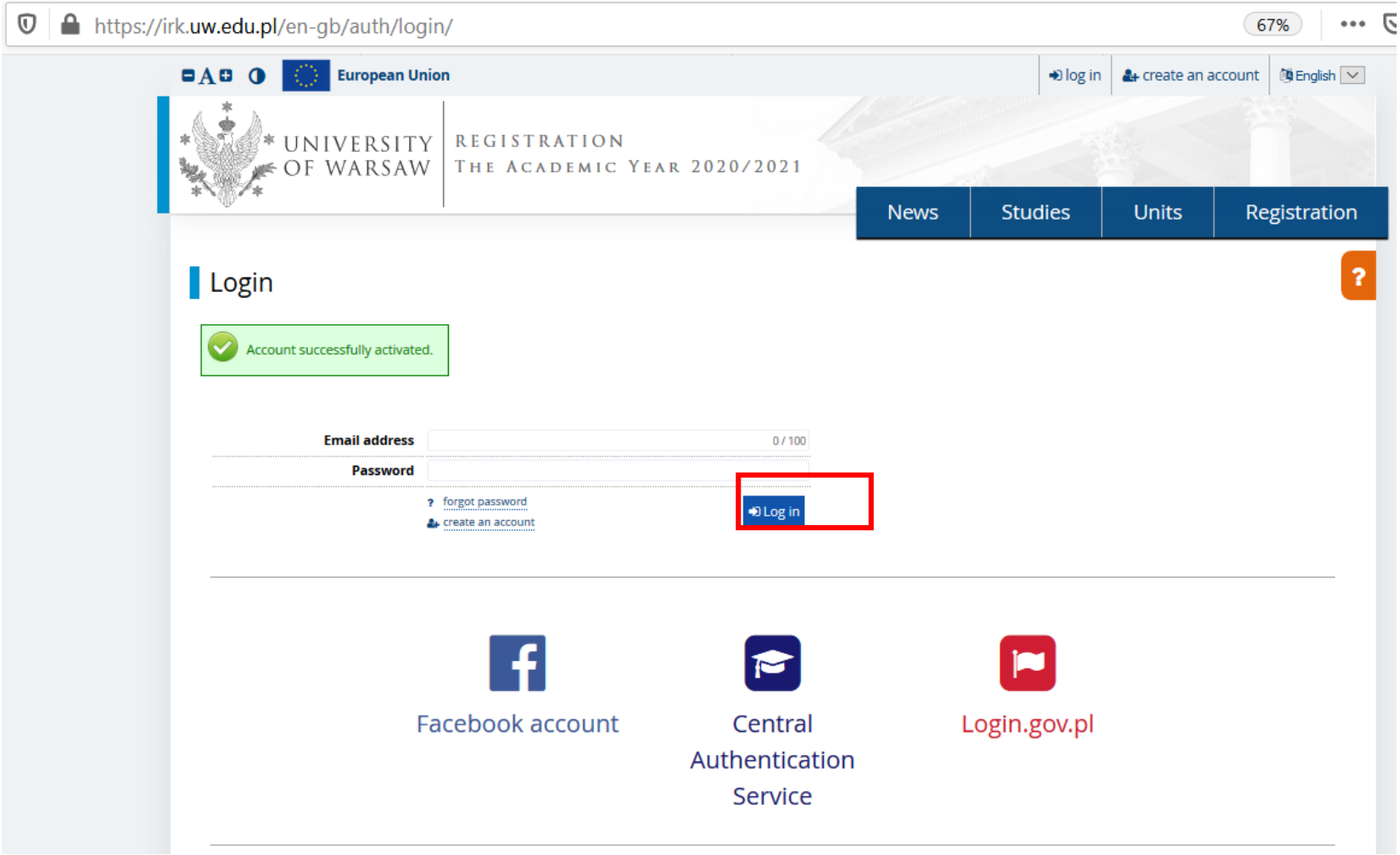
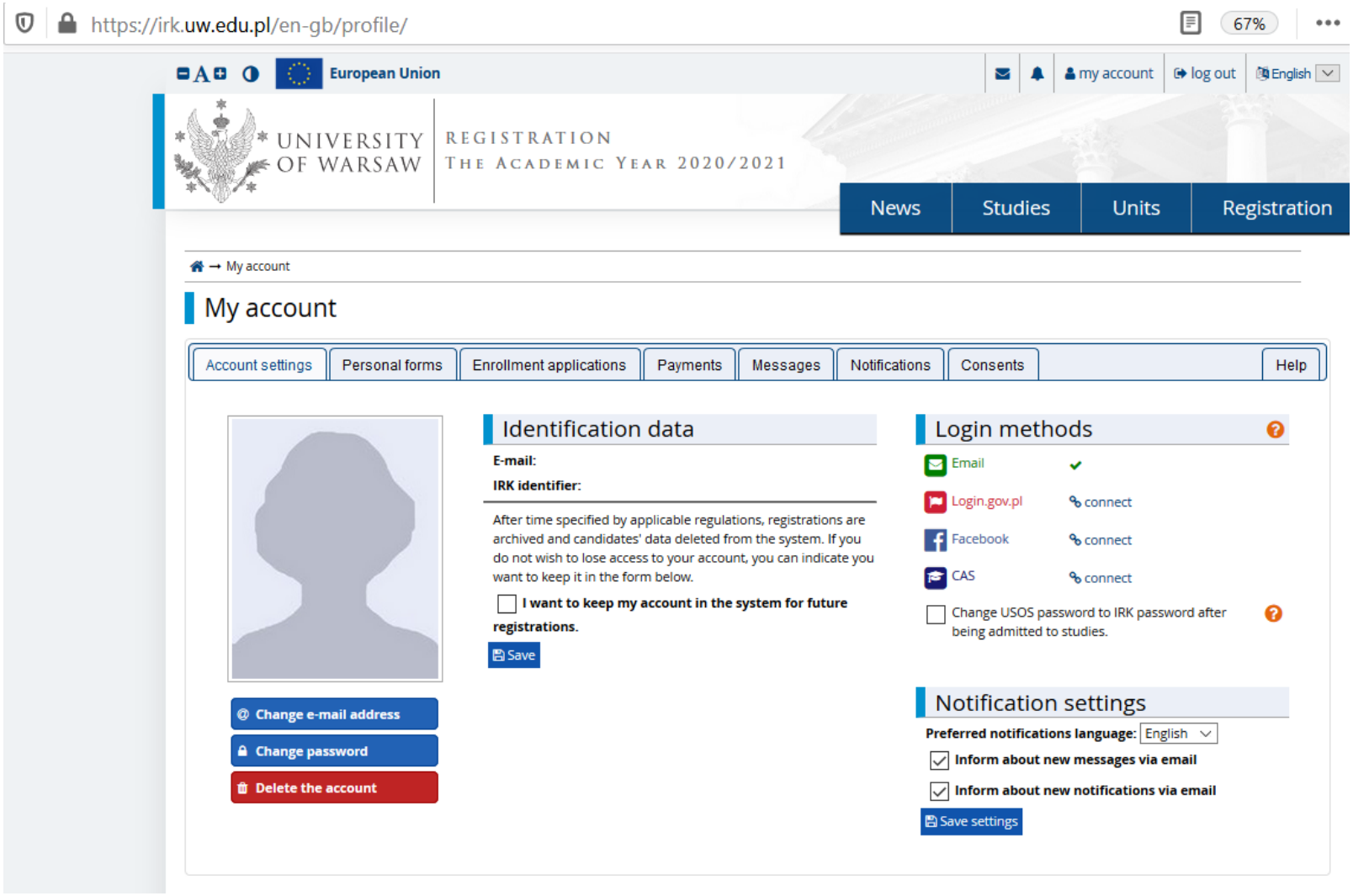
You will see a message ‚Account successfully activated'.



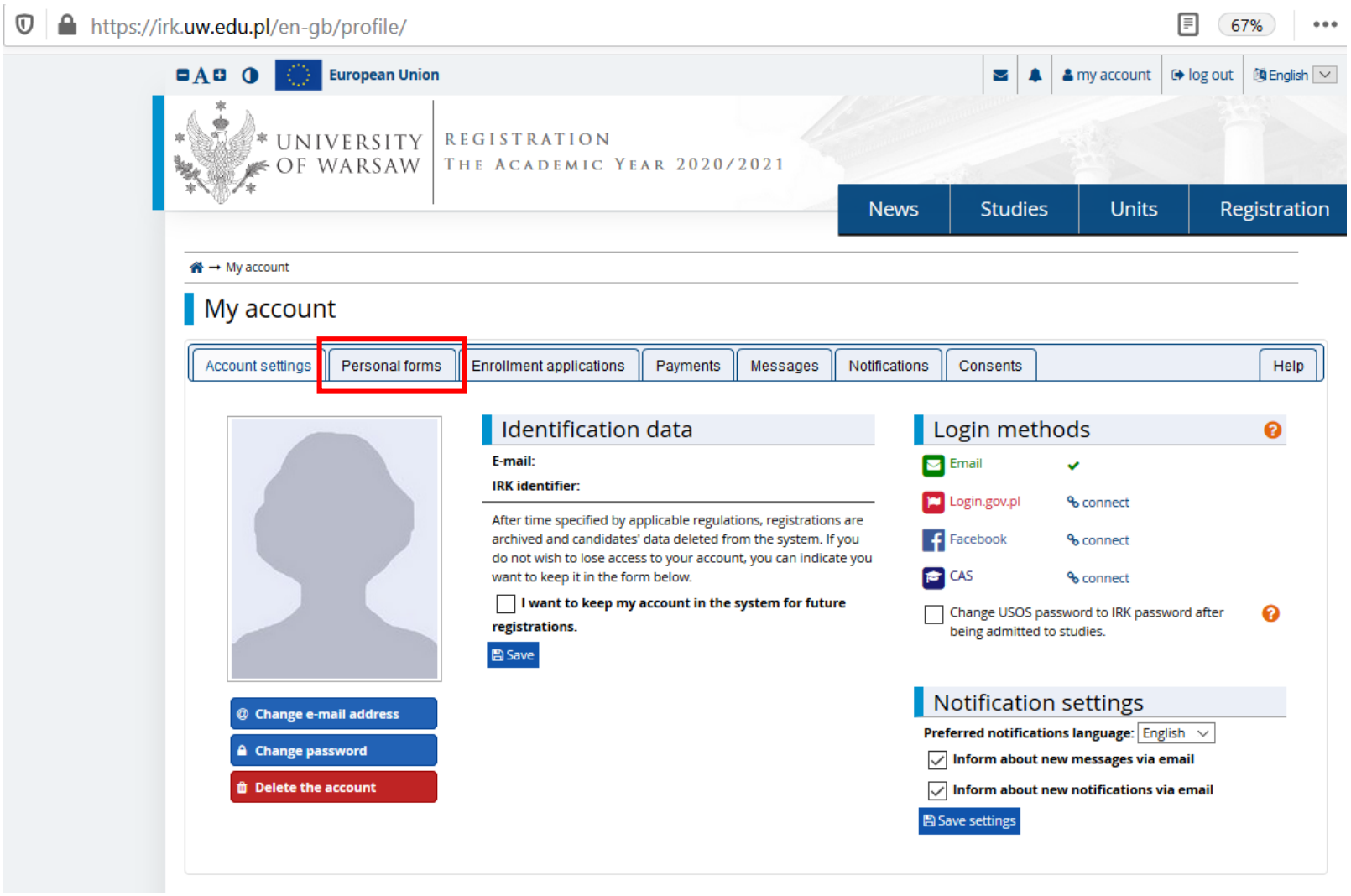
Enter your email address and password and click the button „**Log in**”.



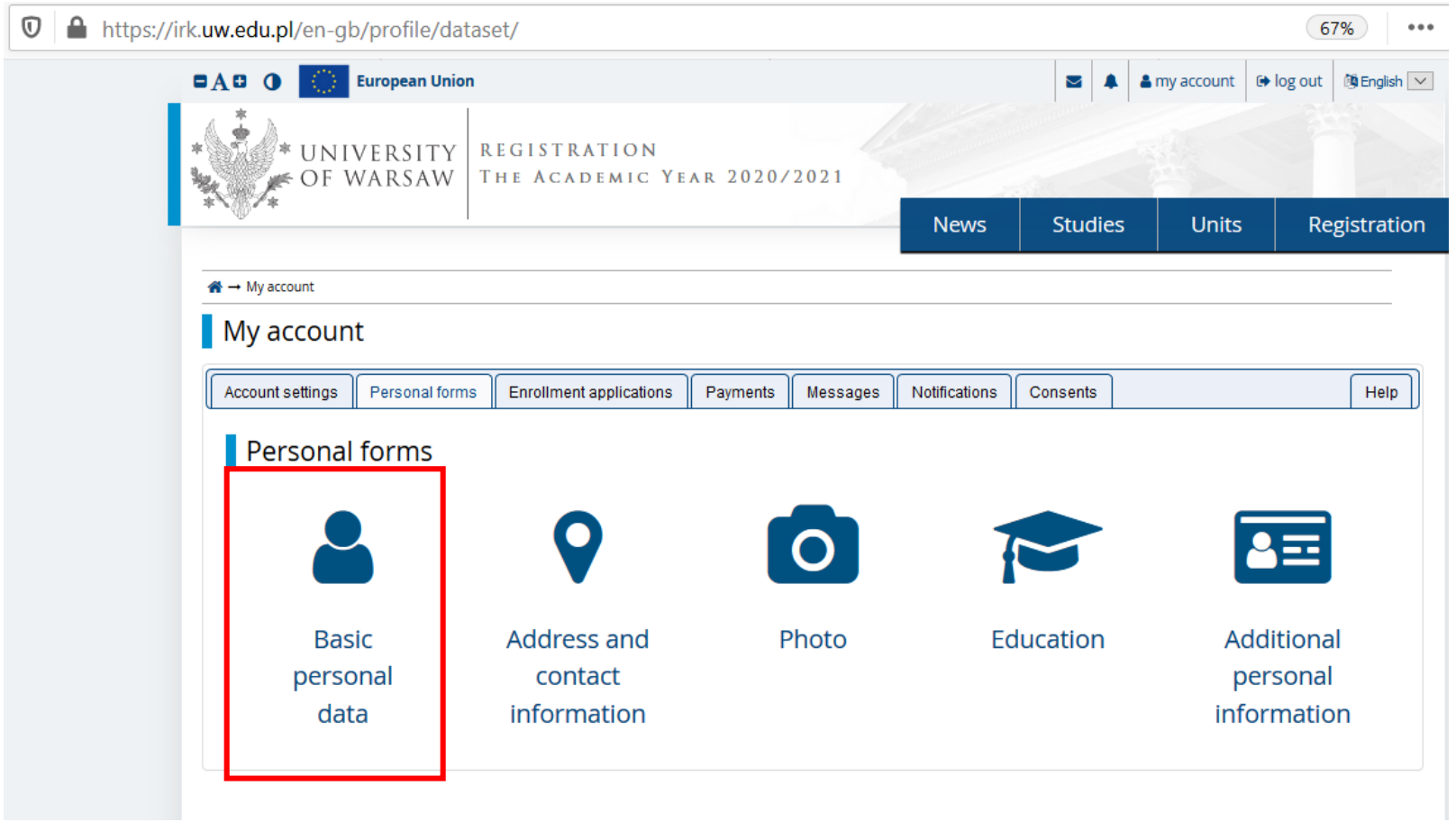
Example of the account structure



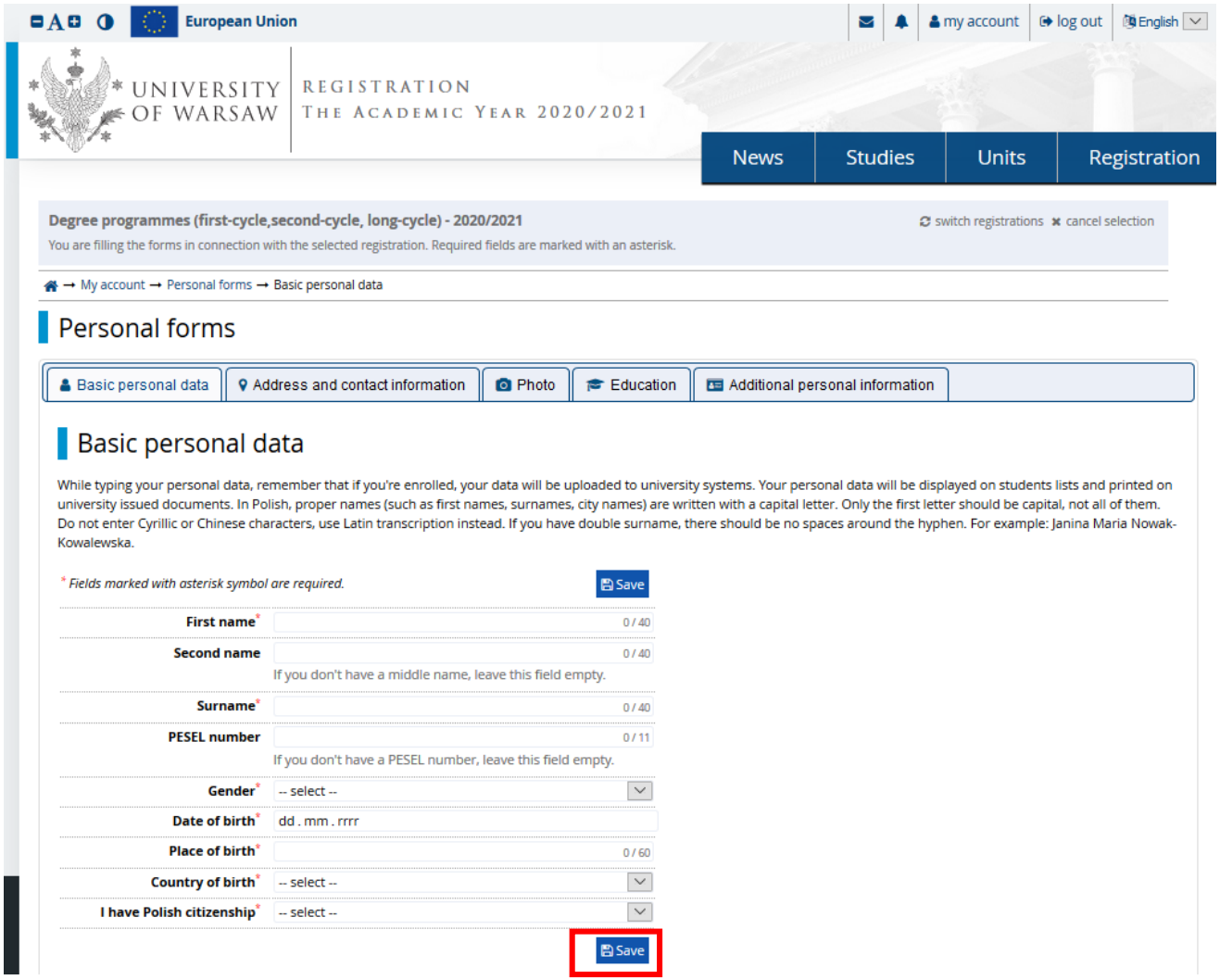
To complete your personal data, click „**Personal forms**”.



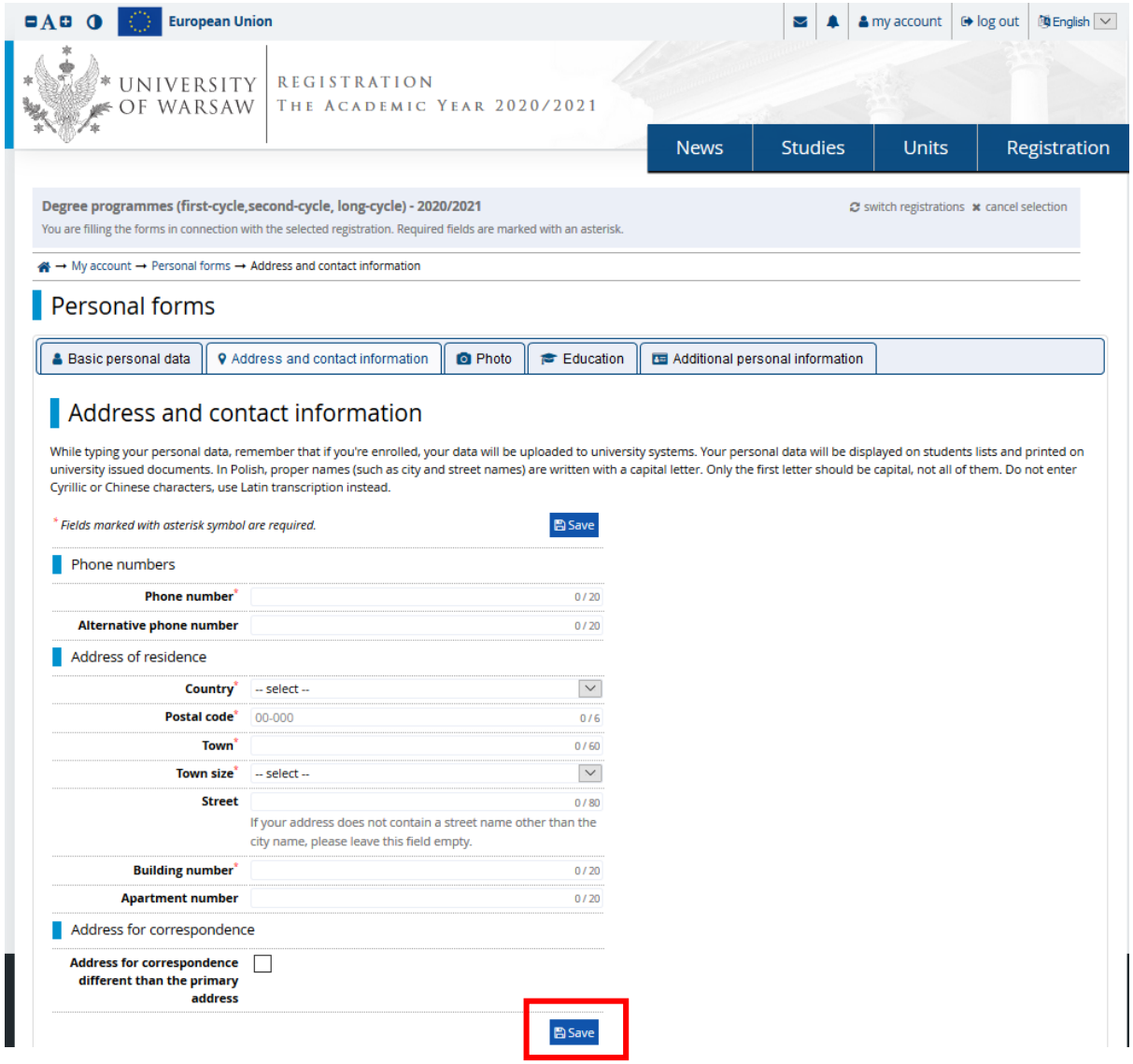
Please click „**Basic personal data**”.



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**”.



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**”.



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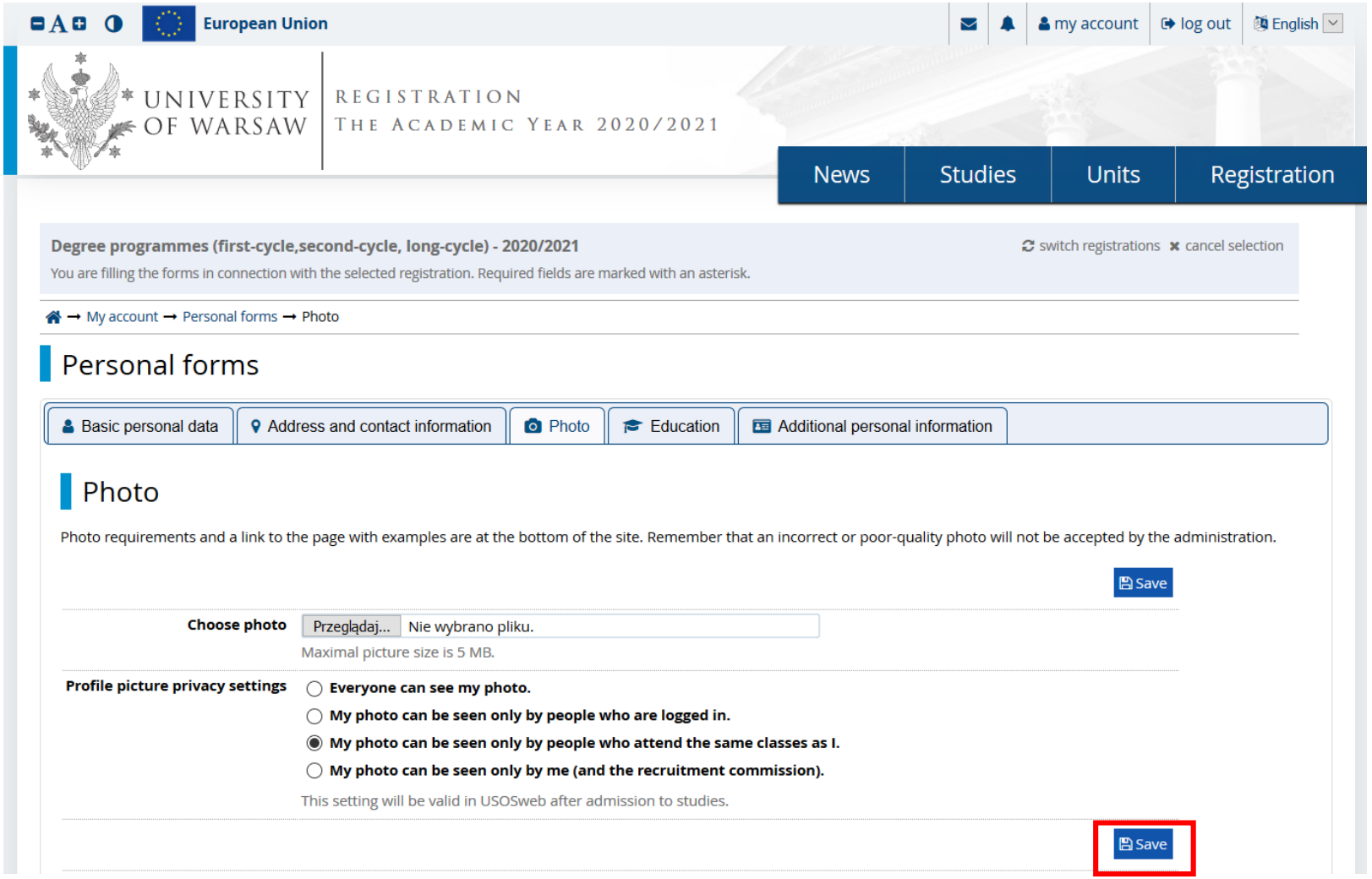
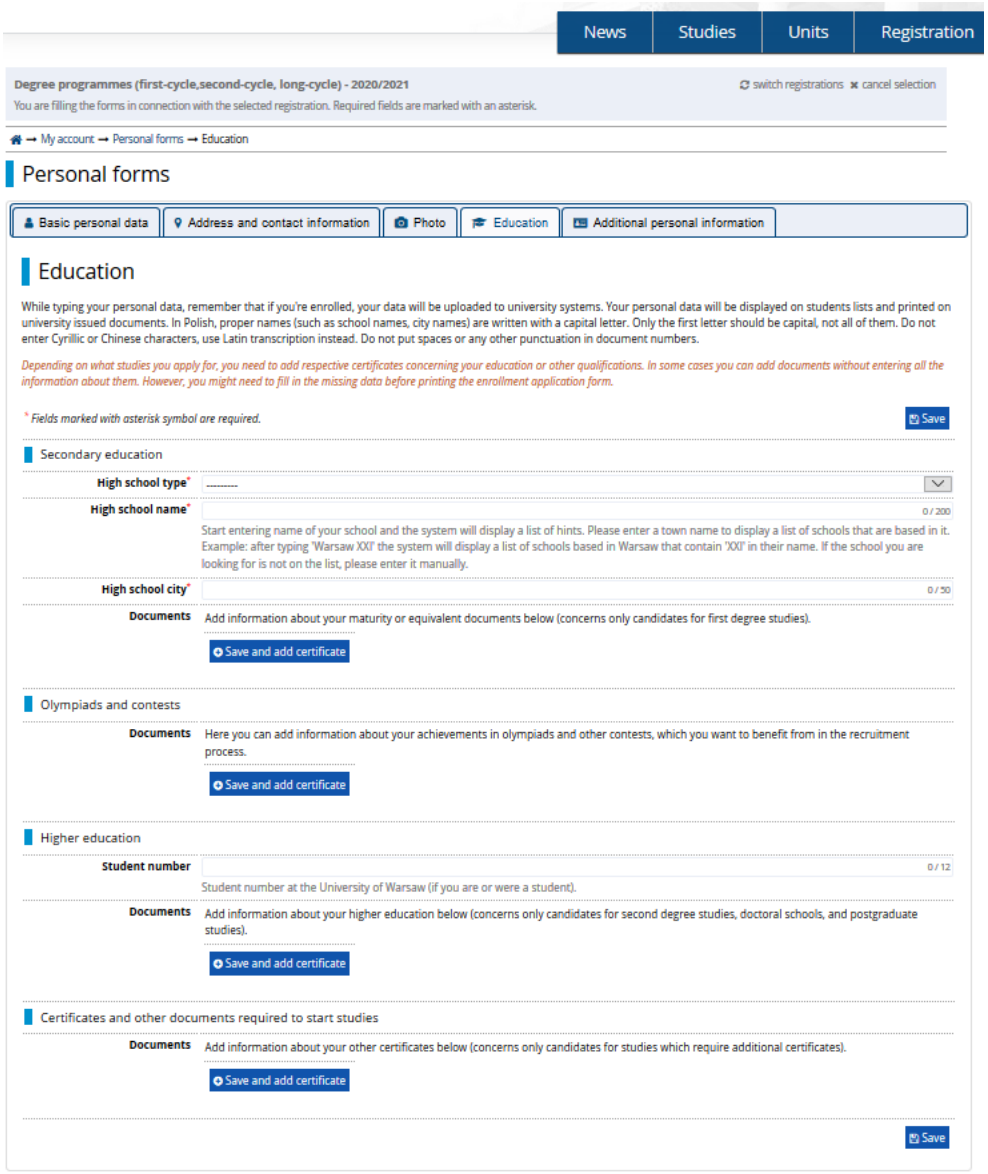
Upload the photo and select the appropriate privacy settings. Click the button „**Save**” and choose the tab „**Education**”.



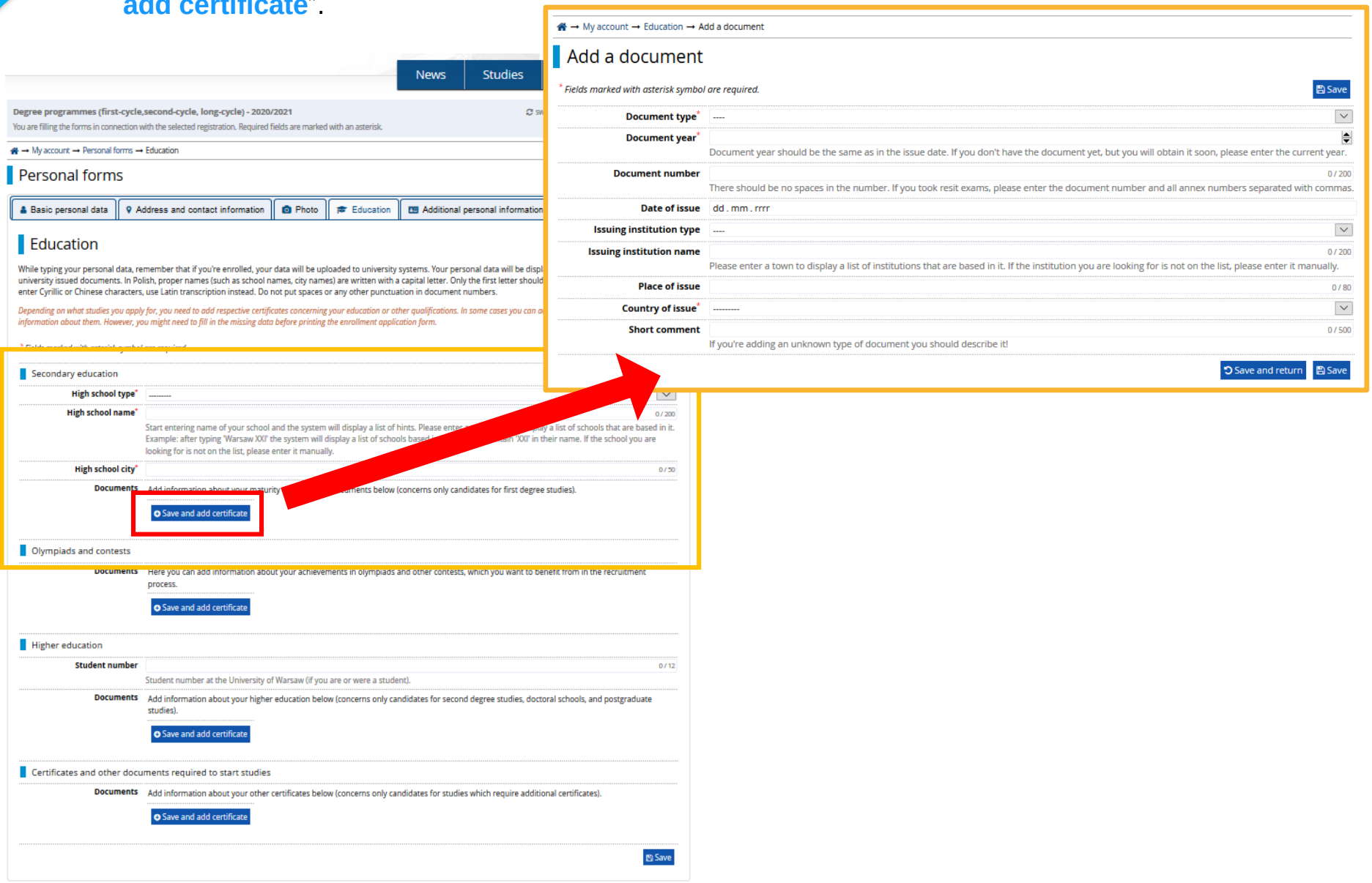
UNIWERSYTET WARSZAWSKI

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



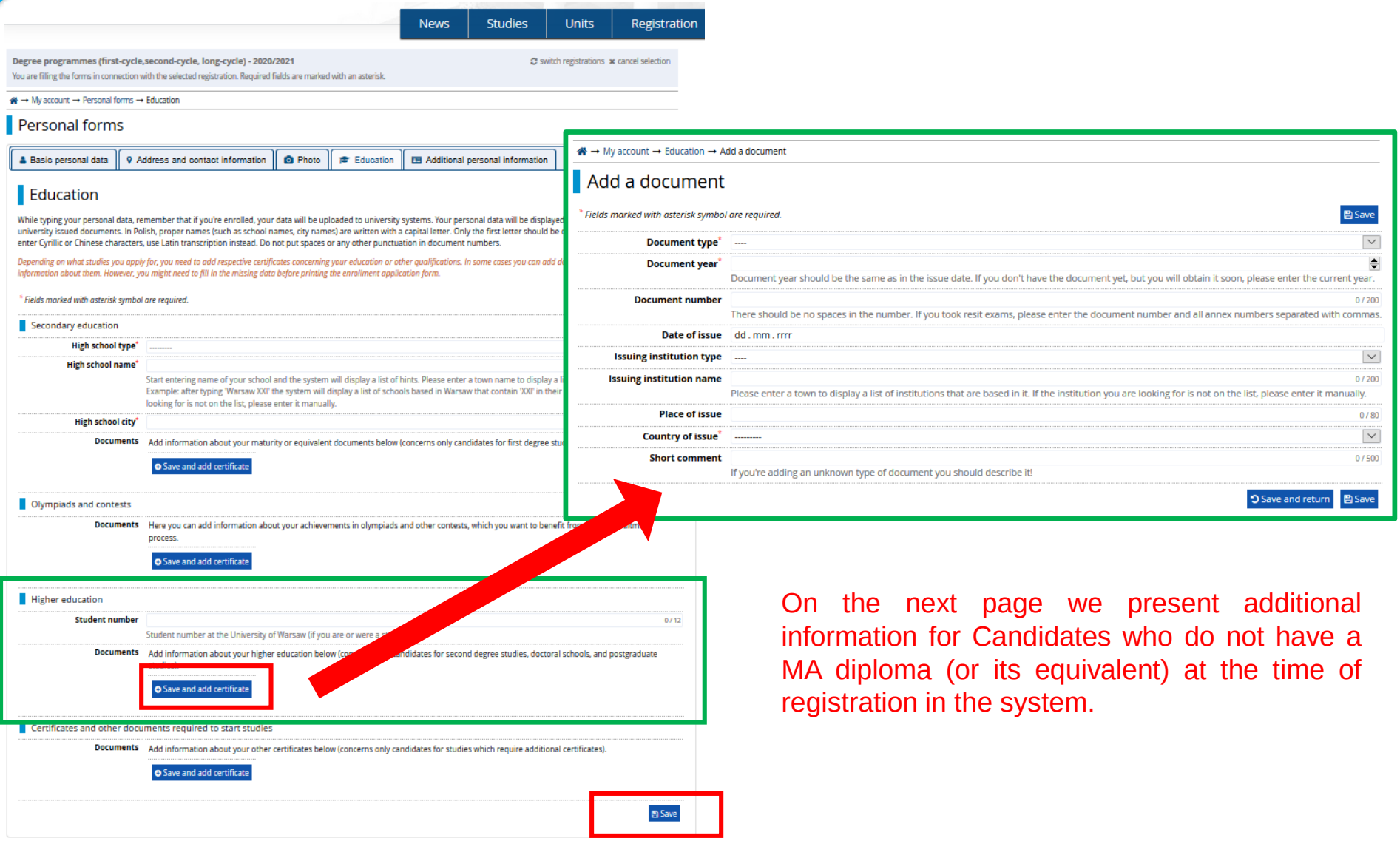
UNIWERSYTET WARSZAWSKI

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**”.

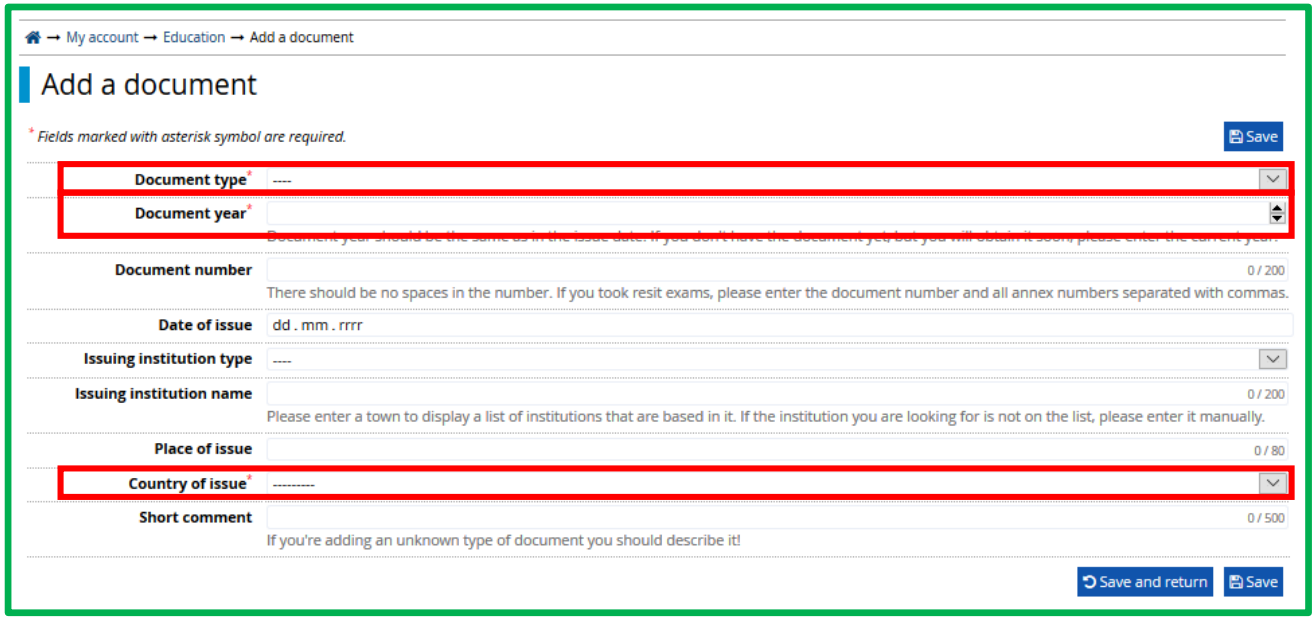


On the next page we present additional information for Candidates who do not have a MA diploma (or its equivalent) at the time of registration in the system.

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

UNIWERSYTET WARSZAWSKI

Additional information for Candidates who do not have a MA diploma (or its equivalent) at the time of registration in the system



„**Document type**”
Please choose:

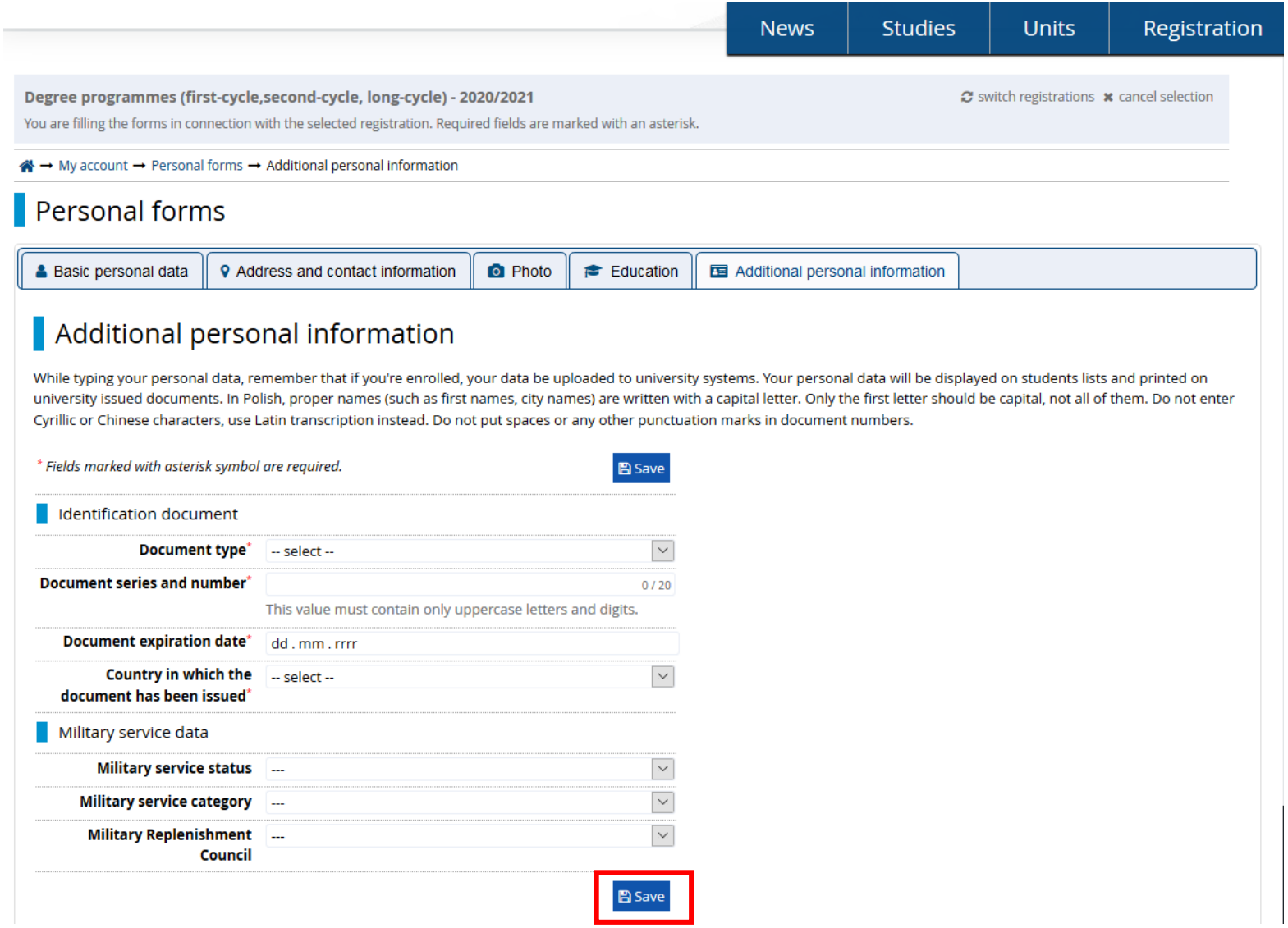
- Polish diploma of master or
- Foreign diploma entitling to undertake third-cycle (doctoral) studies

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

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

UNIWERSYTET WARSZAWSKI

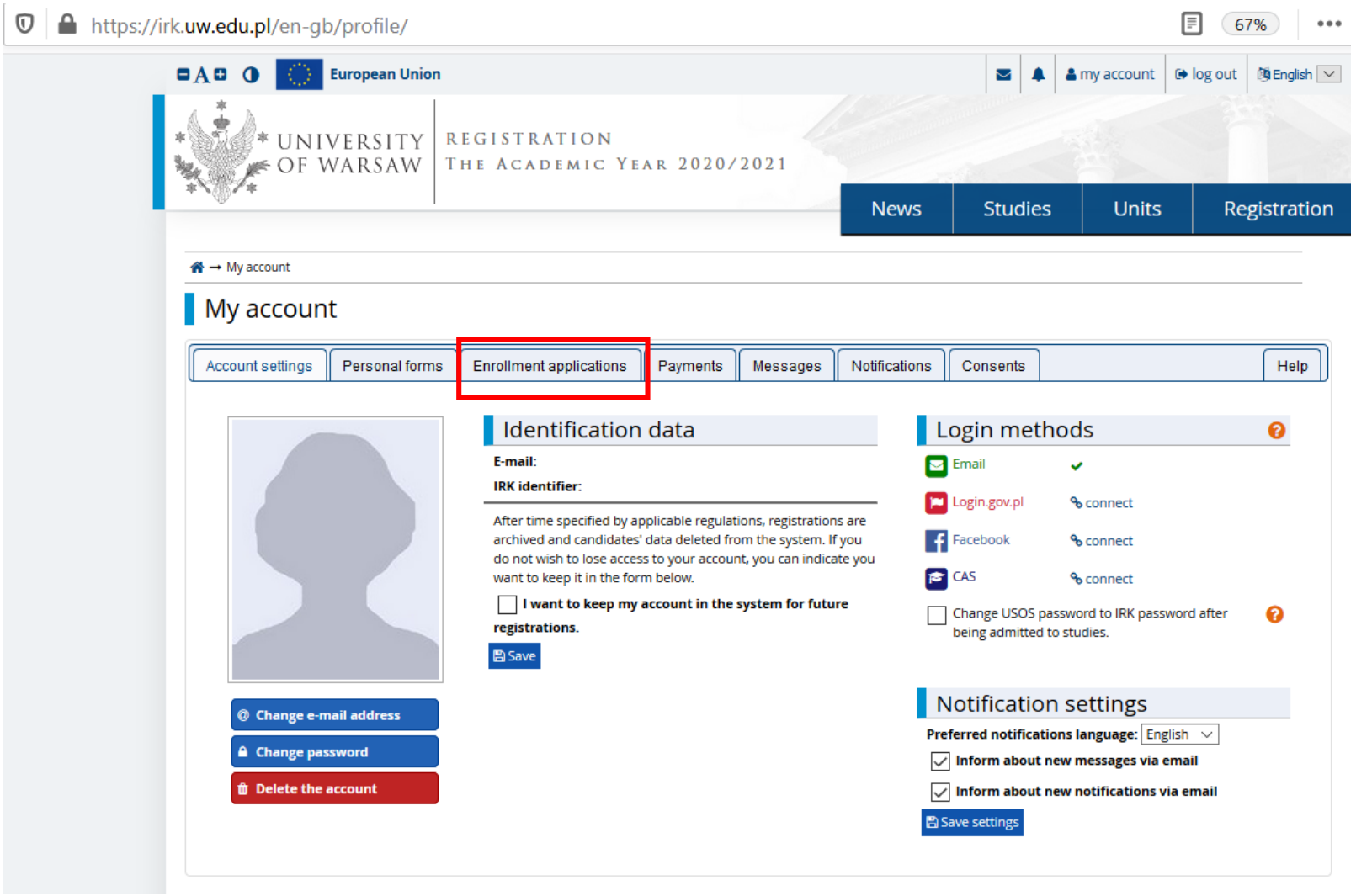
Please complete your additional personal information in accordance with the description in the registration form and click the button „**Save**”.



UNIWERSYTET WARSZAWSKI

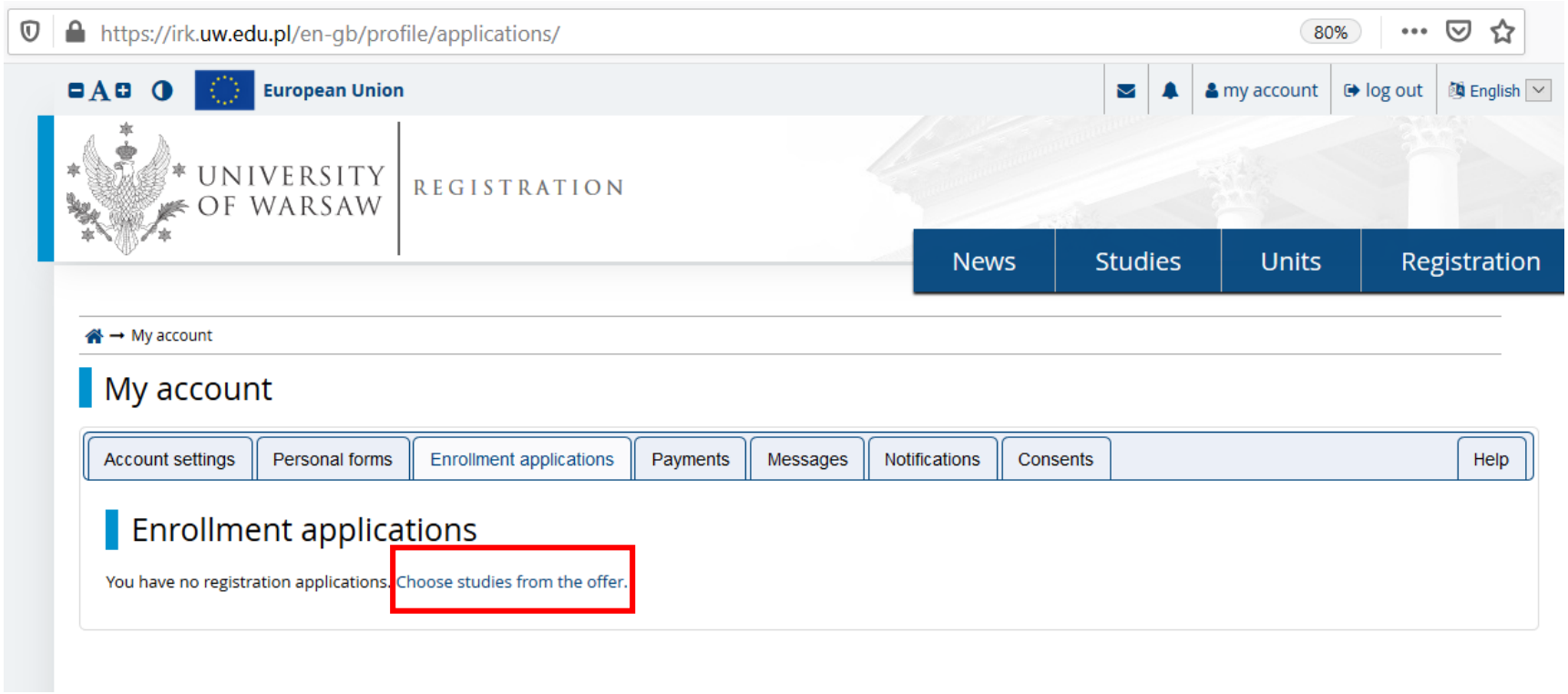
Returning to the main view My Account is possible after clicking the button "**my account**".

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



UNIWERSYTET WARSZAWSKI

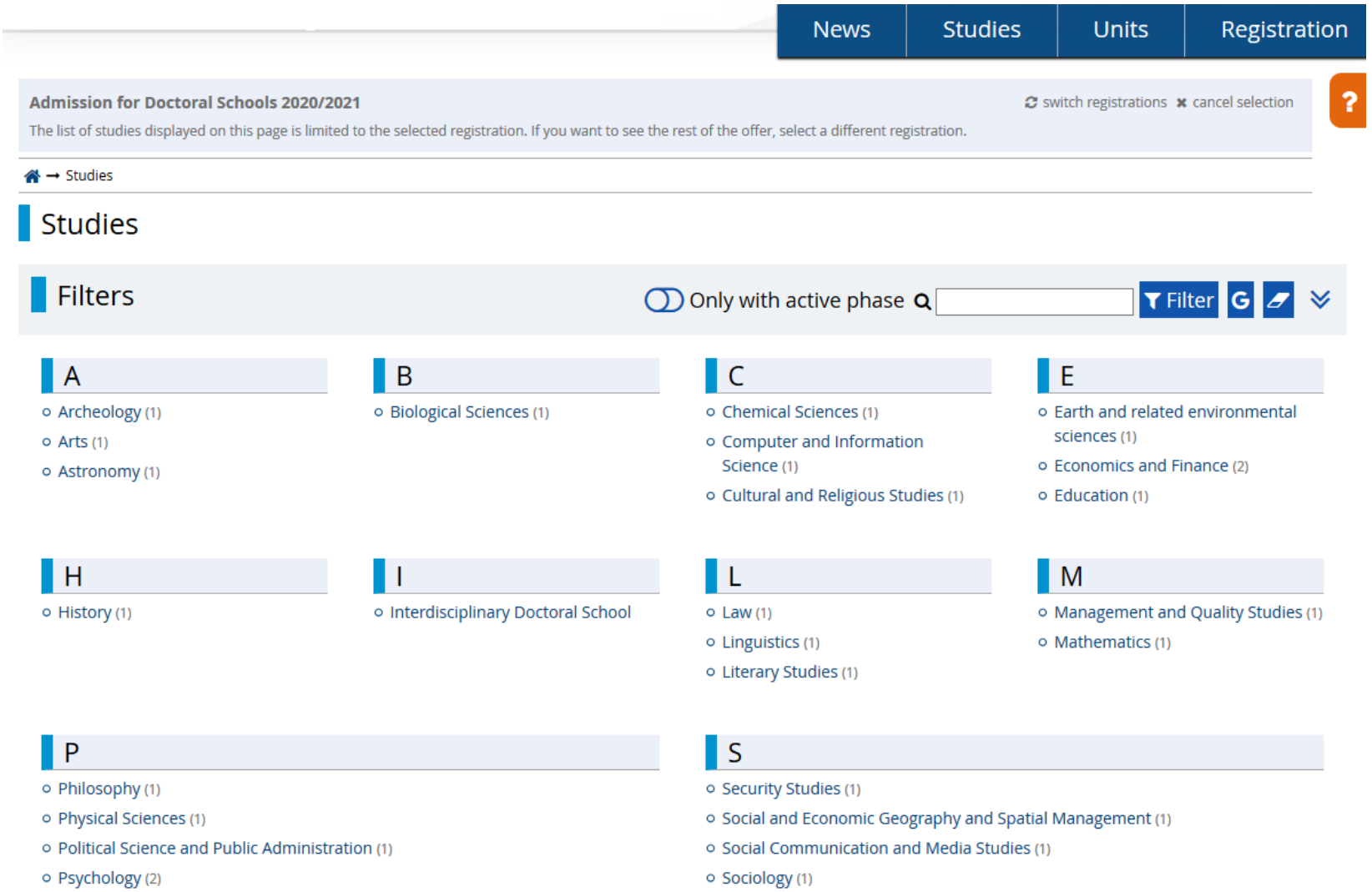
Then please click „**Choose studies from the offer**”.



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

UNIWERSYTET WARSZAWSKI

Please choose the scientific discipline.



UNIWERSYTET WARSZAWSKI

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

Political Science and Public Administration

Within the specified deadlines remember to:

- pay the application fee,
- fill out the forms with additional information,
- fill in your exam scores.

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 Social Sciences: from 5th of May to 28th of June 2020;
2. recruitment procedure

- I st stage of the recruitment procedure: 1-7 July, 2020,
- announcement of result of the I st stage of recruitment: 9 July 2020,
- publication of interview schedule (II stage): 9 July 2020,
- II nd stage of the recruitment procedure: 17 – 24 July 2020,
- announcement of the ranking list: 28 July 2020,
- accepting documents from qualified candidates: 28 July – 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 pursue education or, if applying for admission to IDS – the disciplines and the leading scientific discipline (and if there is no leading discipline – disciplines);
- 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 or –in the case of candidates pursuing education within the European Higher Education Areas –a declaration that the

Table of contents

1. 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
2. Education
   - Education program
   - Supervisor
   - Scholarships

Details	
Code	2-SzD-NS-NPiA
Organizational unit	Doctoral School of Social Sciences
Academic area/discipline	Political Science and Public Administration
Form of studies	Full-time
Language(s) of instruction	English, Polish
Admission limit	18
Duration	4 years
Office opening hours	Krakowskie Przedmieście 1 00-047 Warszawa tel: 22 55 20 264 poniedziałek-piątek 10:00-14:00 rekrutacja.ns@uw.edu.pl
WWW address	https://szkolydoktorskie.uw.edu.pl/sdns
Required documents	Higher education

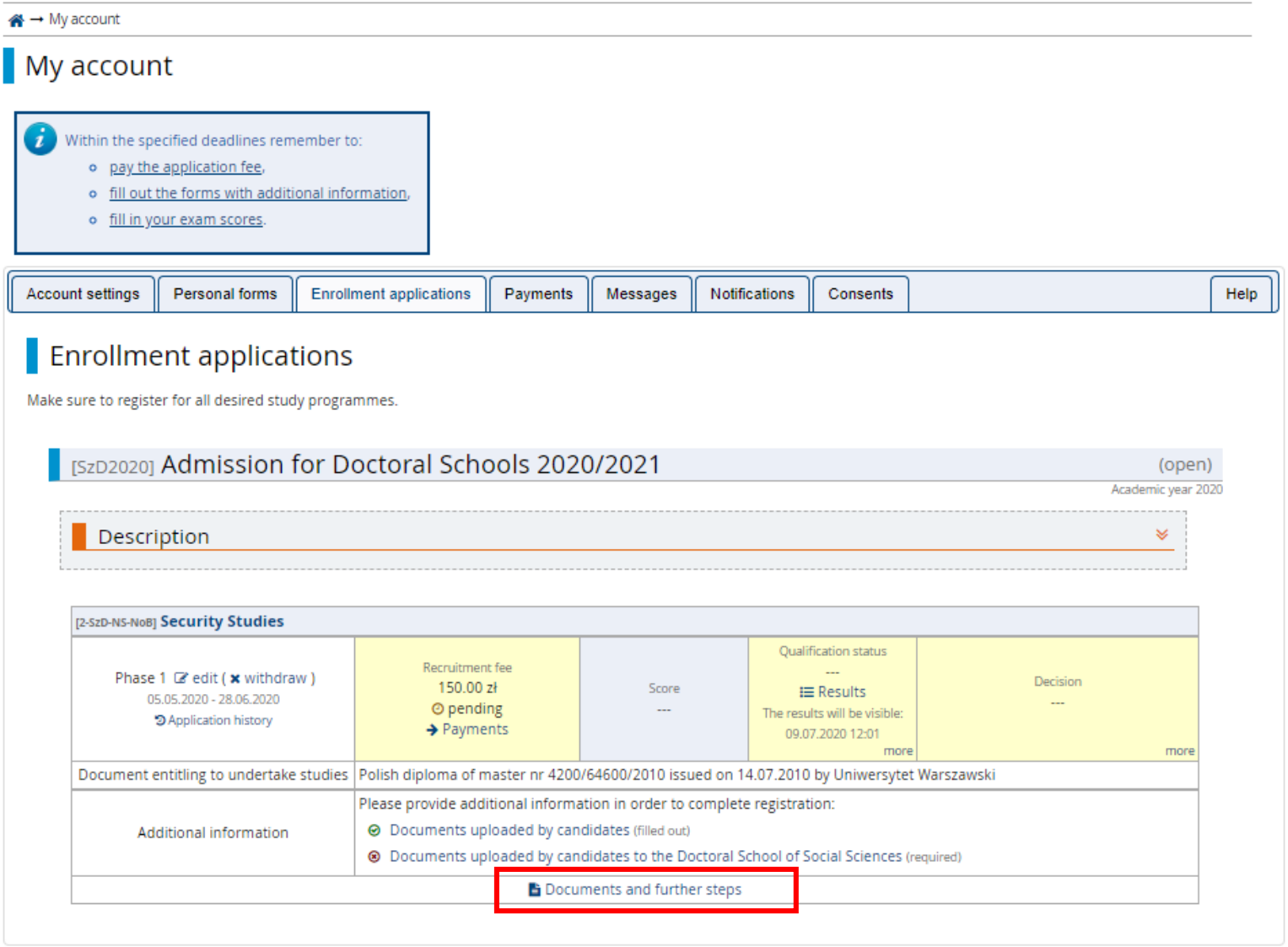
Ask about this programme

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

Sign up

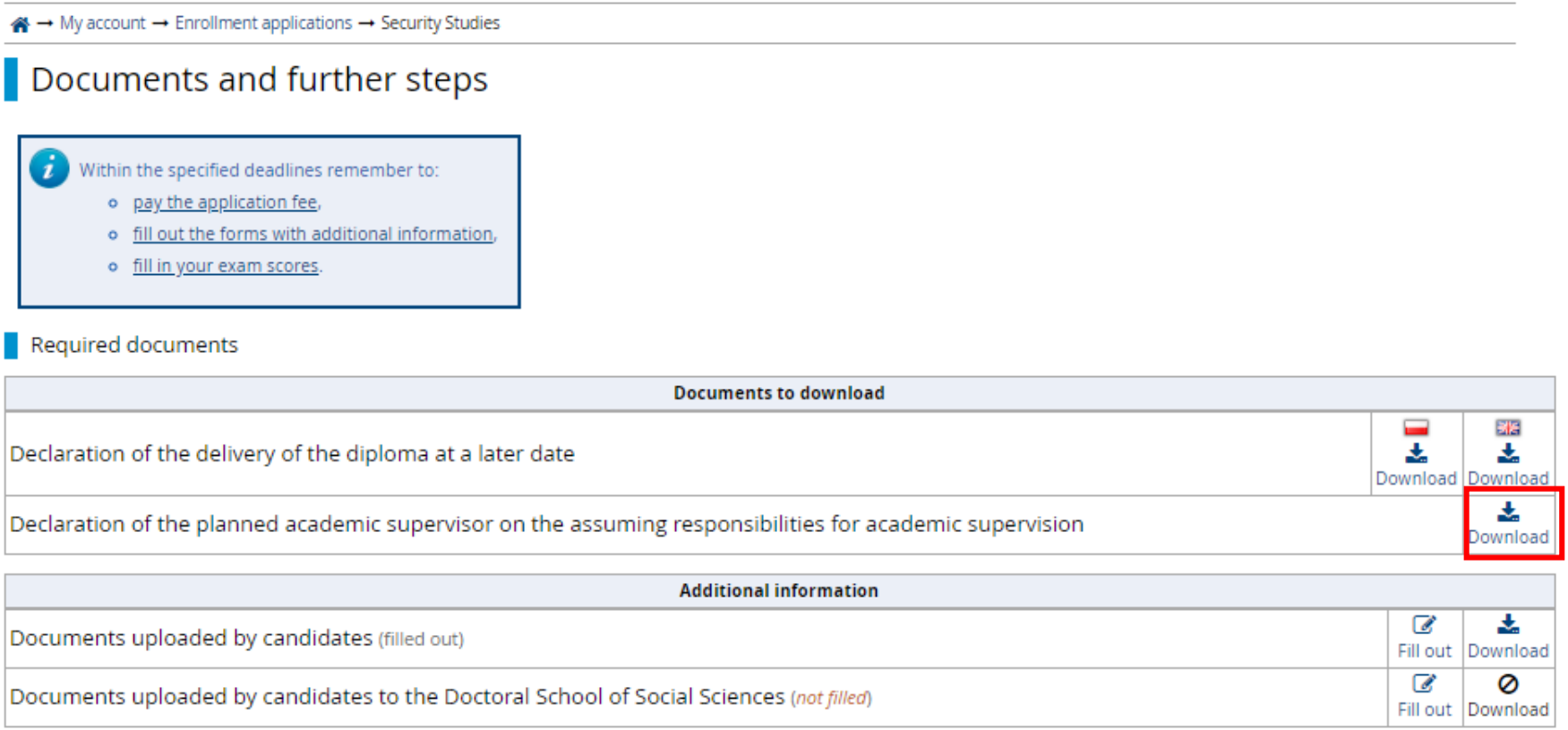
UNIWERSYTET WARSZAWSKI

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

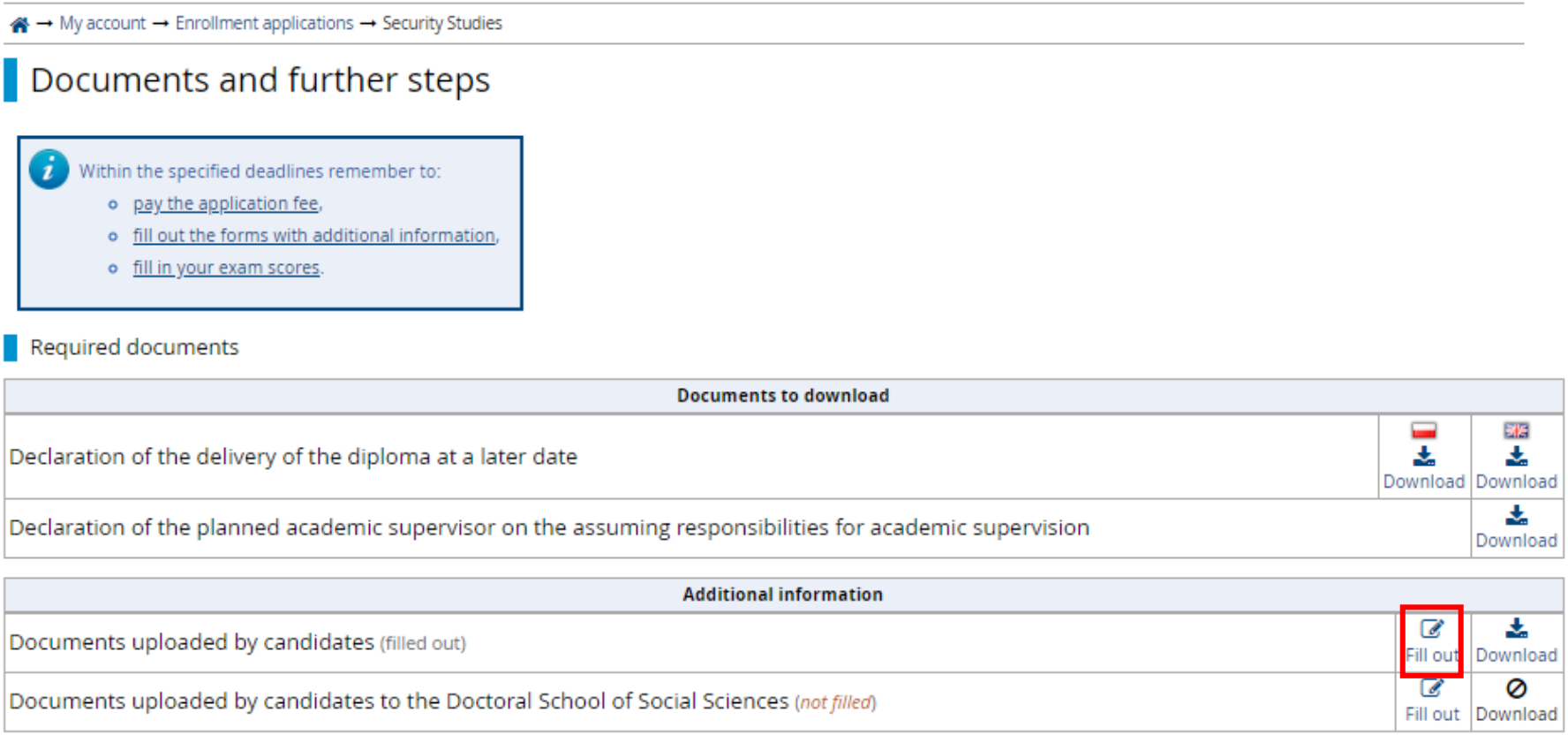


UNIWERSYTET WARSZAWSKI

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

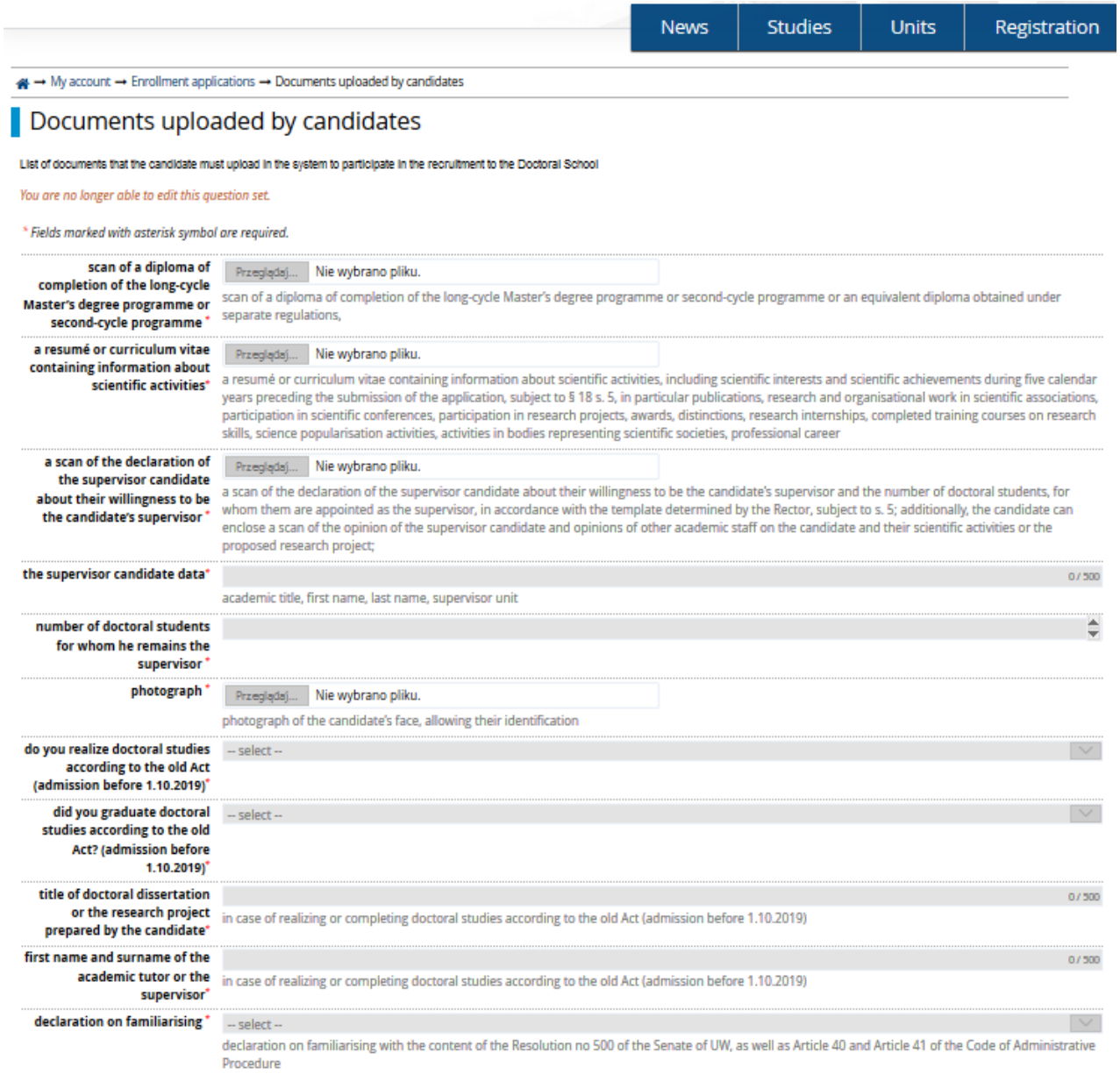


To fill in the „**Documents uploaded by candidates**” form, please click the button „**Fill out**”.



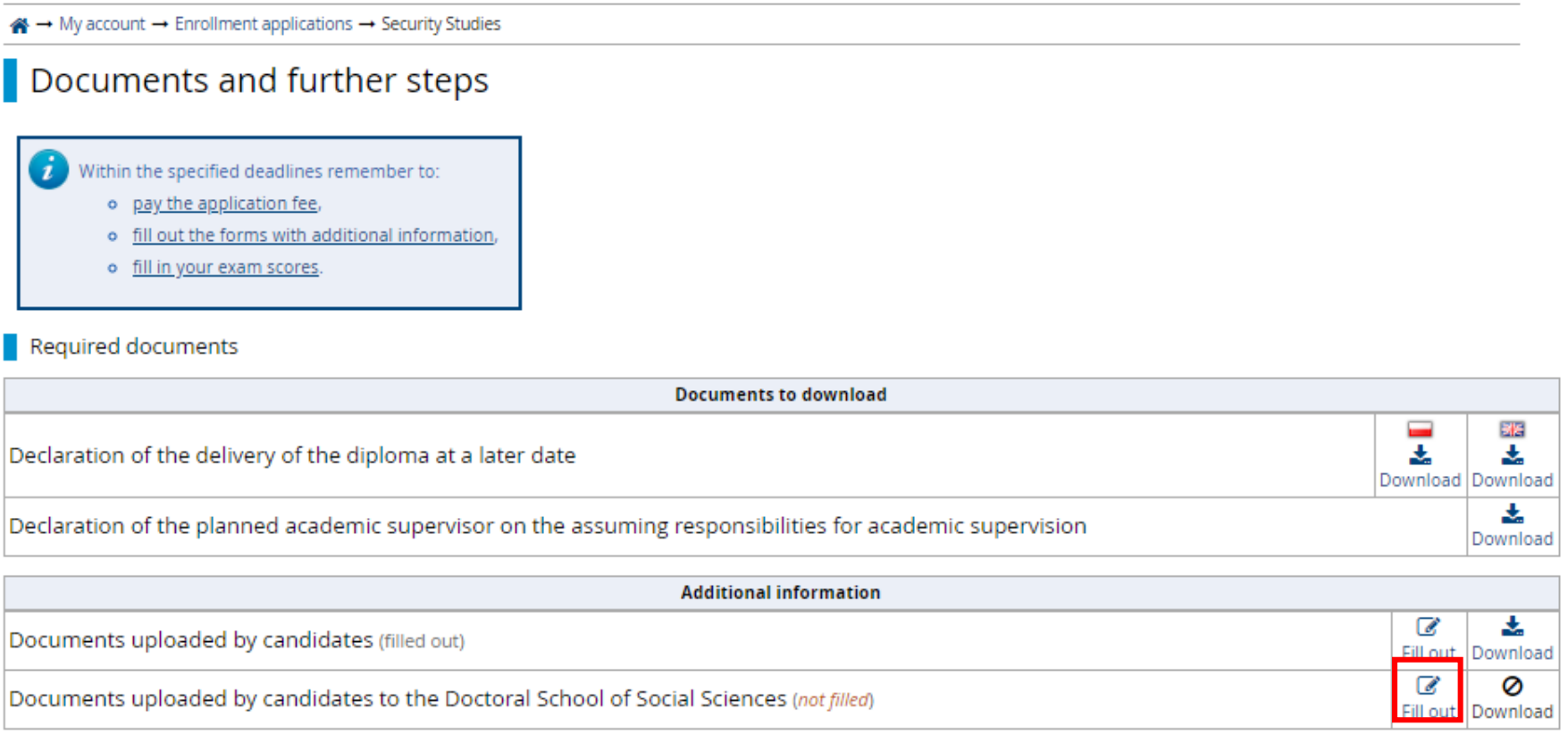
UNIWERSYTET WARSZAWSKI

Please upload recruitment documents.



UNIWERSYTET WARSZAWSKI

To fill in the form „**Documents uploaded by candidates to the Doctoral School of Social Sciences**”, please click the button „**Fill out**”.



UNIWERSYTET WARSZAWSKI

Please upload the recruitment documents.

→ My account → Enrollment applications → Documents uploaded by candidates to the Doctoral School of Social Sciences

Documents uploaded by candidates to the Doctoral School of Social Sciences

Within the specified deadlines remember to:

- pay the application fee,
- fill out the forms with additional information,
- fill in your exam scores.

You are filling this form in connection with: Security Studies (Admission for Doctoral Schools 2020/2021). You can answer the questions only before the end of the registration phase.

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

* *Fields marked with asterisk symbol are required.*

Save

description of the initial research project proposal*

description of the initial research project proposal, which comprises no more than 14.000 characters including spaces,
Characters: 0 / 14000.

the bibliography*

language of the enrolment procedure*

-- select --

The interview shall be carried out in Polish with parts in English or fully in English

declaration about the command of English*

-- select --

Declaration about the command English at the level enabling the implementation of education at the School

scans of materials confirming scientific activities referred to in the resumé or CV*

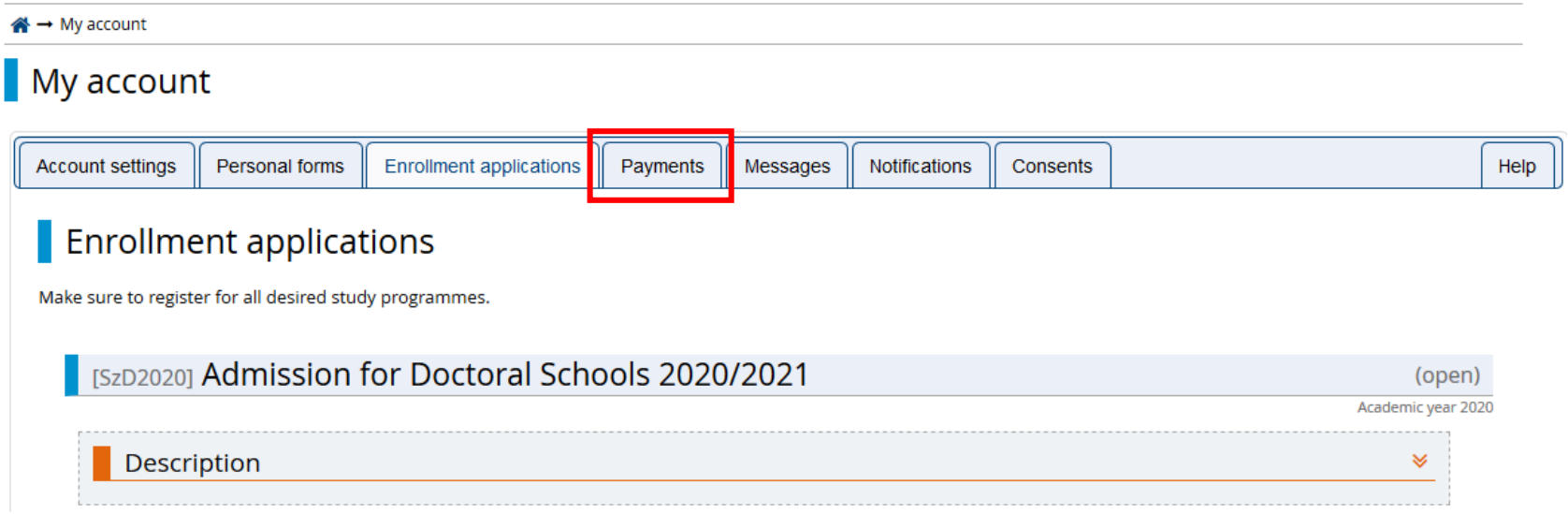
Wybierz plik Nie wybrano pliku

in the case of materials confirming scientific activity referred to in the resumé or curriculum vitae, involving scientific publications – no more than two complete scans of articles or chapters in joint publications, considered the most important; other candidate's publications shall be confirmed with scans of title pages

Save and return Save

UNIWERSYTET WARSZAWSKI

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



Each candidate has their own bank account number to make the payment!
Please do not use other bank account numbers taken from outside IRK!

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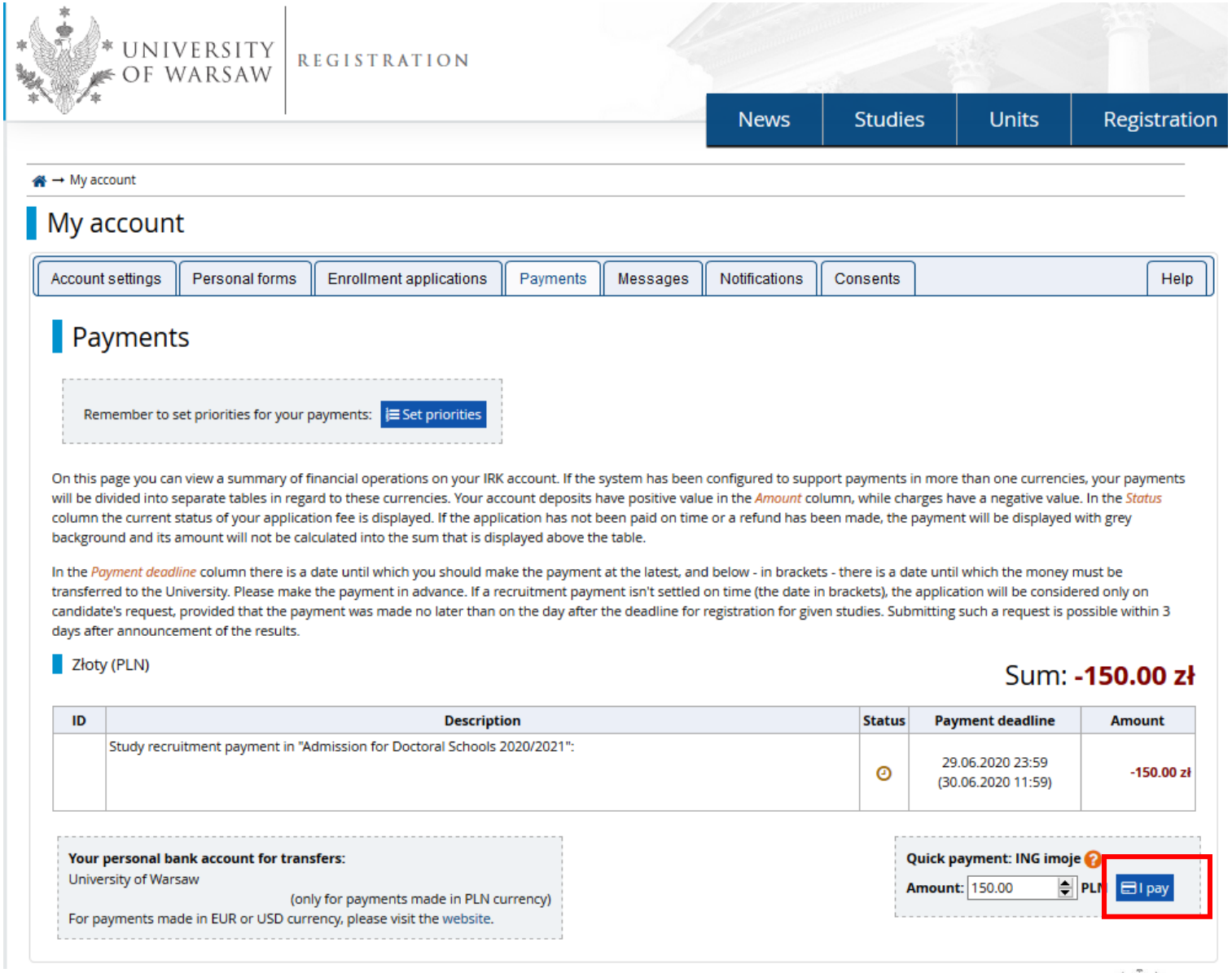
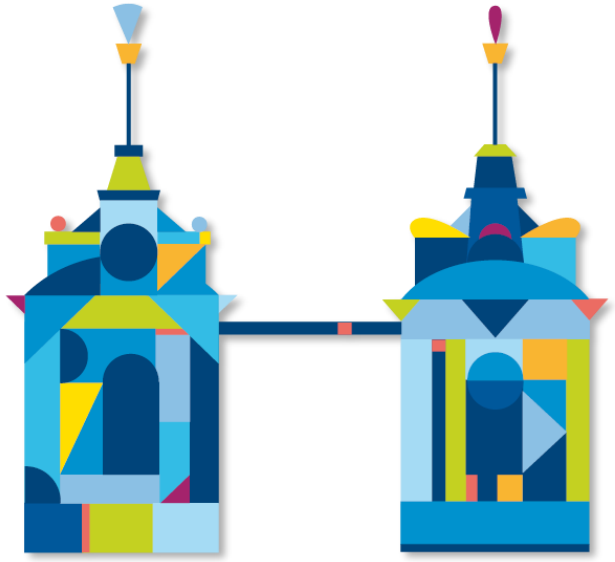
Instead of paying by bank wire transfer, you can use an online payment system. Please click the button "**I pay**".



UNIWERSYTET WARSZAWSKI

Filling out all the required documents and paying the enrolment payment are the final steps in filling out the recruitment application.

The documents are saved (after you click save & return or save) and you can check and change them freely until June 28th.



DOCTORAL SCHOOL
OF SOCIAL SCIENCES

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ul. Krakowskie Przedmieście 1
00-047 Warszawa

e-mail: szkola.ns@uw.edu.pl

e-mail for candidates:
rekrutacja.ns@uw.edu.pl

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