Instruction for completing the application for admission to the Doctoral School of Humanities
Dear Candidates!
In order to the correctly complete of 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/](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”.

Dear Sir or Madam,

We invite you to read the offer of the University of Warsaw Doctoral Schools by clicking STUDIES or UNITS.

Template of supervisor’s declaration – declaration form [LINK]
Please click the „Doctoral School of Humanities“.

Organizational units

Within the specified deadlines remember to:
- pay the application fee,
- fill out the forms with additional information.

University of Warsaw

- Doctoral School of Exact and Natural Sciences (7)
- Doctoral School of Humanities (8)
- Doctoral School of Social Sciences (11)
- Interdisciplinary Doctoral School (3)

University of Warsaw

<table>
<thead>
<tr>
<th>Code</th>
<th>00000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>00-927 Warszawa, ul. Krakowskie Przedmieście 26/28</td>
</tr>
<tr>
<td>Phone number</td>
<td>55-20-000</td>
</tr>
<tr>
<td>USOSweb page</td>
<td>go to USOSweb</td>
</tr>
<tr>
<td>WWW portal</td>
<td><a href="http://www.uw.edu.pl">http://www.uw.edu.pl</a></td>
</tr>
</tbody>
</table>
Please choose the discipline you are interested in and read the requirements presented on the site.
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, and also confirms that he/she have read the recruitment resolution and Articles 40 and 41 of the Code of Administrative Procedure.
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".
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 click 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.
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”.

<table>
<thead>
<tr>
<th>Account settings</th>
<th>Personal forms</th>
<th>Enrollment applications</th>
<th>Payments</th>
<th>Messages</th>
<th>Notifications</th>
<th>Consents</th>
<th>Help</th>
</tr>
</thead>
</table>

**Identification data**

**E-mail:**

**IRK identifier:**

After time specified by applicable regulations, registrations are archived and candidates’ data deleted from the system. If you do not wish to lose access to your account, you can indicate you want to keep it in the form below.

- [ ] I want to keep my account in the system for future registrations.

**Login methods**

- Email
- Login.gov.pl
- Facebook
- CAS

**Notification settings**

Preferred notifications language:

- Inform about new messages via email
- Inform about new notifications via email

Save settings
Example of the account structure
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”.

[Image of a registration form with personal data fields and a save button highlighted]
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”.
Upload the photo and select the appropriate privacy settings. Click the button “Save” and choose the tab “Education”.

Photo requirements and a link to the page with examples are at the bottom of the site. Remember that an incorrect or poor-quality photo will not be accepted by the administration.
Please complete the information about your education in accordance with the description in the registration form.

### 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 printed on 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, see Lettre instruction instead. Do not put spaces or any other punctuation in document numbers.

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

1. **Secondary education**
   - **High school type**
   - **High school name**
   - **High school city**

2. **Olympiads and contests**
   - **Documents**

3. **Higher education**
   - **Student number**
   - **Documents**

4. **Certificates and other documents required to start studies**
   - **Documents**

[Submit button]
Please complete the information on your secondary education and click the button "Save and add certificate".
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 IRK system.

Please click the button „Save” and choose the tab „Additional personal information”.
Additional information for Candidates who do not have a MSc diploma at the time of registration in the IRK system.

<table>
<thead>
<tr>
<th><strong>Document type</strong></th>
<th>Please choose:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Polish diploma of master or</td>
<td></td>
</tr>
<tr>
<td>• Foreign diploma entitling to undertake third-cycle (doctoral) studies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Document year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please enter: 2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Country of issue</strong></th>
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</thead>
<tbody>
<tr>
<td>Please choose the country of issue</td>
</tr>
</tbody>
</table>
Please complete your additional personal information in accordance with the description in the registration form and click the button „Save”.

**Additional personal information**

While typing your personal data, remember that if you're enrolled, your data be uploaded to university systems. Your personal data will be displayed on students lists and printed on university issued documents. In Polish, proper names (such as first 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 marks in document numbers.

* Fields marked with asterisk symbol are required.

**Identification document**

- **Document type**
  -- select --

- **Document series and number**
  0 / 20

- **Document expiration date**
  dd. mm. yyyy

- **Country in which the document has been issued**
  -- select --

**Military service data**

- **Military service status**
  ---

- **Military service category**
  ---

- **Military Replenishment Council**
  ---

[Save]
Returning to the main view My Account is possible after clicking the button "my account".
In order to fill in the enrolment application please choose the tab „Enrollment applications”.
Then please click „Choose studies from the offer”.
Then please click „Admission for Doctoral Schools 2021/2022”.
Please choose: „Doctoral School of Humanities” and then click „Filter”.
Please choose the scientific discipline.

Organization units:

Available units:
- Doctoral School of Social Sciences
- Doctoral School of Exact and Natural Sciences
- Interdisciplinary Doctoral School

Selected units:
- Doctoral School of Humanities

Filters:
- A
  - Archeology (1)
  - Arts (1)
- C
  - Cultural and Religious Studies (1)
- H
  - History (1)
- I
  - Implementation Doctorate Programme
- L
  - Linguistics (1)
  - Literary Studies (1)
- P
  - Philosophy (1)
Please click the button „Sign up”.

About Doctoral School

Doctoral School of Humanities UW was established in 2001 on the basis of fifty 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 preparing for their scientific work. As a part of the educational 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 results in the following scientific disciplines:
- Archaeology
- History
- Linguistics
- Philosophy
- Political studies
- Cultural and Religion Studies
- Law studies

Education

Education program

The education lasts 4 years. It includes obligatory classes (more than 300 hours in total during the whole period of education) and the implementation of an individual research program, carried out under the supervision of a supervisor.

Supervisor

PHD student works under the supervision of the supervisor. The declaration of the selected supervisor should be submitted to the IRK by June 28, 2021.

On the Doctoral School’s website you will find a list of potential supervisors.

https://skolaodoktorat.waw.pl/en/cadastre

Scholarships

During the four years of study, each PhD student receives a scholarship in the amount of PLN 2075.10 for the first three years of studies (before the mid-term evaluation) and PLN 3463.70 in the next ten years after the mid-term evaluation. Supplement for people with disabilities (before mid-term evaluation) PLN 474.01.

Please note that the above-mentioned rates may change if the Ministry of Higher Education and Science decides to announce a new base rate.

Recruitment

Schedule of the Doctoral School enrolment procedure/registration in IRK

Registration in the Internal Recruitment of Candidates, referred to as “IRK”, submission of an application in the IRK for admission to the Doctoral School of Humanities: 8 May – 26 June, 2021.

Recruitment procedure


b) Publication of the results of the 1st stage of the recruitment procedure: until 22 July 2021.

c) Publication of the interview schedule (2nd stage) until 22 July 2021.

d) 2nd stage of the recruitment procedure: 30 July – 7 August 2021.
Please choose: „Document entitling to undertake studies” and then click „Continue”.

In order to apply, you need to choose a document entitling you to undertake studies, which will be associated with this application.

Studies [EN:1231]
Registration Admission for Doctoral Schools 2021/2022
Phase Phase 1 (05.05.2021 00:01 – 28.06.2021 23:59)

Document entitling to undertake studies

Return  Continue
The window view – **Enrollment applications.** To complete the recruitment documents, click **“Documents uploaded by candidates”**.

---

**Enrollment applications**

Make sure to register for all desired study programmes.

---

**[SzD2021] Admission for Doctoral Schools 2021/2022**

#### Description

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

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Recruitment fee</th>
<th>Score</th>
<th>Qualification status</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>05.05.2021 - 28.06.2021</td>
<td>150.00 zł</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Qualification criteria</strong></td>
<td>Pending</td>
<td></td>
<td><strong>Results</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Application history</strong></td>
<td>Payments</td>
<td></td>
<td>The results will be visible: 22.07.2021 16:01</td>
<td></td>
</tr>
</tbody>
</table>

**Document entitling to undertake studies**

Polish diploma of master or certificate of completion of graduate studies nr 177063 Issued on 29.07.2020 by Uniwersytet Warszawski

**Internal exams**

- Standard 1
  - The research project

- Standard 2
  - Scientific activity

- Standard 3
  - Interview

**Additional information**

Please provide additional information in order to complete registration:

- **Documents uploaded by candidates** (required)
- **Documents uploaded by candidates to the Doctoral School of Humanities** (required)
Please upload recruitment documents.
If the candidate does not hold a master's degree and **pursues education within the European Higher Education Area** (i.e. also in Poland), the following documents may be attached for recruitment purposes as a substitute:

- a **certificate** of having obtained a Master's degree,
- a **declaration** in which the candidate indicates that the diploma or certificate of the master's degree will be delivered by September 17, 2021.

If the candidate is studying **outside** the European Higher Education Area, he/she will need to upload a scan of his/her Master's degree along with its certified translation.

The **declaration of the planned supervisor** must be attached as a scan. That is, the supervisor shall sign the document and the candidate should attach its scan. The supervisor's signature should not be pasted as an image into the file.

**Template of supervisor’s declaration:**
After upload is complete click „Save”.
The window view – **Enrollment applications**. To complete the recruitment documents, click „Documents uploaded by candidates to the Doctoral School of Humanities”.

---

**Enrollment applications**

Make sure to register for all desired study programmes.

---

**[SzD2021] Admission for Doctoral Schools 2021/2022**

**Description**

---

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

- **Phase 1**
  - **edit ( ✗ withdraw )**
  - 05.05.2021 - 28.06.2021
  - ☐ Qualification criteria
  - ☐ Application history

  **Recruitment fee**
  - 150.00 zł
  - ☐ pending
  - ➔ Payments

  **Score**
  - ---

  **Decision**
  - ---

- **Document entitling to undertake studies**
  - Polish diploma of master or certificate of completion of graduate studies nr 177063 Issued on 29.07.2020 by Uniwersytet Warszawski

- **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 (required)
    - ☐ Documents uploaded by candidates to the Doctoral School of Humanities (required)
Please upload recruitment documents.
You are not required to attach documents proving the level of proficiency in English. You just need to select an answer in the above field in IRK.

Scans of materials confirming scientific activities indicated in the resume/CV shall be attached as a single file (e.g. a couple of scanned certificates in one PDF file).
After upload is complete click „Save”.
To pay the recruitment fee, please click the button „Payments”.

### [SZD2021] Admission for Doctoral Schools 2021/2022

**Description**

<table>
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**Phase 1**

05.05.2021 - 28.06.2021

- Qualification criteria
- Application history

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<td>Standard 3</td>
<td></td>
</tr>
<tr>
<td>Interview</td>
<td></td>
</tr>
</tbody>
</table>

**Additional information**

Please provide additional information in order to complete registration:

- Documents uploaded by candidates (required)
Instead of paying by bank wire transfer, you can use an online payment system. Please click the button "I pay".
Once all documents are attached, pages are saved, and the fee is paid, no further steps need to be taken. **The application is saved and does not need to be submitted.**

The enrollment application may be edited until June 28, 2021, 11:59 p.m. The fee may be paid until June 29, 2021. **The day of payment is considered to be the day when the appropriate amount is credited to the University’s account.**

**Recruitment schedule**

Registration in the Internet Recruitment of Candidates, referred to as “IRK”, submission of an application in the IRK for admission to the Doctoral School of Humanities: **5 May – 28 June, 2021;**

Recruitment procedure

a) 1st stage of the recruitment procedure: **12-19 July, 2021,**

b) publication of the results of the 1st stage of the recruitment procedure: **until 22 July 2021,**

c) publication of the interview schedule (2nd stage): **until 22 July 2021,**

d) 2nd stage of the recruitment procedure: **30 July – 7 August 2021,**

e) publication of the ranking list: **12 August 2021,**

f) reception of documents from qualified candidates: **16 August – 22 September 2021,**

g) announcement of the list of persons admitted to the School: **until 23 September 2021,**

h) start of education: **1 October 2021.**

In case of your admission to the Doctoral School of Humanities you may be required to provide your diploma with an **apostille** and a certified translation.
DOCTORAL SCHOOL OF HUMANITIES

Doctoral Schools Secretary’s Office
ul. Dobra 56/66, premises no. 0.108
00-312 Warszawa
e-mail: rekrutacja.nh@uw.edu.pl

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