

**Doctoral School of Humanities** 

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/







### Please choose: Doctoral Schools



### In order to read the offer of the Doctoral School of Humanities, please choose, UNITS".

#### Admission for Doctoral Schools 2021/2022

𝔅 switch registrations 🗶 cancel selection

The list of studies displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

*i*) Within the specified deadlines remember to:

- o pay the application fee,
- fill out the forms with additional information.

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

- *i* Within the specified deadlines remember to:
  - o pay the application fee,
  - <u>fill out the forms with additional information</u>.

#### 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)



Code	0000000
Address	00-927 Warszawa, ul. Krakowskie Przedmieście 26/28
Phone number	55-20-000
USOSweb page	🕼 go to USOSweb
WWW portal	C http://www.uw.edu.pl



 $\Rightarrow$  Organizational units  $\rightarrow$  Doctoral School of Humanities

### Doctoral School of Humanities

Within the specified deadlines remember to:

- o pay the application fee,
- o fill out the forms with additional information.

#### Full-time

- Archaeology
- Arts Studies
- Cultural and Religion Studies
- History
- Implementation Doctorate Programme
- Linguistics
- Literary Studies
- Philosophy

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".



Admission for Doctoral Schools 2021/2022 Switch registrations \* cancel selection The list of studies displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

By clicking on the buton "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".

Ø I resign

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Enter your email address and password and confirm the password. Then click the button "Create an account".

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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.

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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# To complete your personal data, click "Personal forms".

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# Example of the account structure

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### 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".

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





Please complete the information on your secondary education and click the button "Save and add certificate".

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				inclus studies	$\Rightarrow$ My account $\rightarrow$ Education $\rightarrow$	Add a document
Admission for Doctoral Schoo You are filling the forms in connect	ion with the selected registration. Require	d fields are marke	ed with an asterisk.	Ø1	Add a documen	t
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Education					Document number	0 / 200
While typing your personal data.	remember that if you're enrolled, you	r data will be ut	ploaded to university	r systems. Your personal data will be dis	Date of issue	There should be no spaces in the number. If you took resit exams, please enter the document number and all annex numbers separated with commas
university issued documents. In I	Polish, proper names (such as school )	names, city nam	nes) are written with	a capital letter. Only the first letter shou	Issuing institution type	
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information about them. However,	you might need to fill in the missing dat	a before printing	g the enrollment appli	cation form.	-	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.
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Olympiads and contests						
Document	s Here you can add information abo	ut your achieve	ements in olympiads	and other contests, which you want to l	benefit from in the recruitment	
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Please complete the information on your higher education and click the button "Save and add certificate".

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ile typing your personal data, re	member that if you're enrolled, your data will be uploaded to university systems. Y	Document ty	pe*	
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Documents	Here you can add information about your achievements in olympiads and other of	ontests, which you want to benefit from	in the recruitmen	
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1 Baltana adaran Sara				On the next name we present additional
findent number				
Student number	Student number at the University of Warsaw (if you are or were a student).		07.12	information for Candidates who do not have a
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Certificates and other docu	ments required to start studies			
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Additional information for Candidates who do not have a MSc diploma at the time of registration in the IRK system.

Add a document		
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Short comment	0 / 50 If you're adding an unknown type of document you should describe it! Save and return E Save	0

### "Document type"

Please choose:

•Polish diploma of master or

•Foreign diploma entitling to undertake thirdcycle (doctoral) studies "Document year" Please enter: 2021

"Country of issue" Please choose the country of issue



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

×0/*				News	Studies	Units	Registration
dmission for Doctoral Schoo	<b>Is 2021/2022</b> In with the selected registration. Requ	ired fields are m	arked with an asterisi	L	Ø	witch registrations	cancel selection
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Personal forms							
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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".

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You have no registr	ent applicat	<b>LIONS</b> noose studies from the offer.								



### Then please click "Admission for Doctoral Schools 2021/2022".





# Please choose: "Doctoral School of Humanities" and then click "Filter".

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he list of studies displayed on this page is limited to the selected	registration. If you want to see the rest of the offer, select a	lifferent registration.		
Studies				13
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Interdisciplinary Doctoral School				0



Please choose the scientific discipline.

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<ul> <li>Linguistics (1)</li> <li>Literary Studies (1)</li> </ul>			P • Philosophy (1)		



### Please click the button "Sign up".



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

b) publication of the results of the 1 st 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".

* UNIVERSI • OF WARSA	TY REGISTRATION W Doctoral Schools 2021/	2022			
***		News	Studies	Units	Registration
A → Organizational units → Doctor	al School of Exact and Natural Sciences → New application				
New application					
In order to apply, you need to choos	se a document entitling you to undertake studies, which w	vill be associated with this application	on.		
Studies	[3-SzD-NSP-				
Registration	Admission for Doctoral Schools 2021/2022				
Phase	Phase 1 (05.05.2021 00:01 – 28.06.2021 23:59) Qualification criteria for this phase				
Document entitling to undertake studies				~	
	<b>←</b> Return		+) Continu	IE	



The window view – Enrollment applications. To complete the recruitment documents, click "Documents uploaded by candidates".

Account settings	Personal forms	Enrollment applications	Payments	Messages	Notifications	Consents		Help	
Enrollment applications									
Make sure to register for all desired study programmes.									
				4 12 2 2 2					
[SzD2021]	Admission	for Doctoral Sch	ools 202	1/2022			(open) Academic year 20	21	
Descr	iption						✓		

[1-SzD-Hum-Arch] Archaeology								
Phase 1 🕝 edit ( 🗙 withdraw ) 05.05.2021 - 28.06.2021 <ul> <li>Qualification criteria</li> <li>Application history</li> </ul>	Recruitment fee 150.00 zł ⊘ pending → Payments	Score 	Qualification status  E Results The results will be visible: 22.07.2021 16:01 more	Decision  more				
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							
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Internal exams	Standard 2 Scientific activity	Score:						
	Standard 3 Interview	Score:						
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Documents and further steps								

### Please upload recrutiment documents.

# → My account → Enrollment applications → Documents uploaded by candidates

#### Documents uploaded by candidates Admission for Doctoral Schools 2021/2022

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

Answer deadline: 28 Jun 2021, 11:59 p.m.

\* Fields marked with asterisk symbol are required.

自 Save

Confirmation that one of the conditions mentioned under \$14 item3 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, 2021, item 13, as amended; hereinafter referred to as 'Resolution') has been met'

#### Przeglądaj... Nie wybrano pliku.

Candidate should upload: scan of a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtaining a Master's degree or a declaration that the diploma or certificate of obtaining a Master's degree shall be provided by the deadline for reception of documents from qualified candidates at the Secretary's Office of a chosen doctoral school (Interdisciplinary Doctoral School – 17.09.2021, Doctoral School of Humanities - 22.09.2021, Doctoral School of Social Sciences - 21.09.2021, Doctoral School of Exact and Natural Sciences - 23.09.2021). In the case of holding a diploma equivalent to the diploma of completion of the long-cycle Master's degree programme or second-cycle programme, the 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" or submitted an application as part of this program that is currently pending review, the candidate uploads: a certificate 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 approved by the Director of the long-cycle Master's degree programme 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.

A resume or CV outlining the	Przeglądaj	Nie wybrano pliku.
candidate's scientific activity'	The document application. If a shall be extend resume should scientific confe completed, act proficiency in fi	should contain information on scientific activity, including scholarly interests and achievements during the five calendar years preceding the candidate became a parent during this time, as evidenced by a scan of the child's birth certificate attached to the application, this period led by two years for each child. The scan of the child's birth certificate should be uploaded as one file together with the CV/resume. The CV o l contain in particular the information on: publications, research and organizational work at student research groups, participation in rences, participation in research projects, awards and honorable mentions, research internships, research skills training programs ivities promoting science, activity in science movement representative bodies, average of their university grades, professional career, level of oreign languages.
Scan of a declaration by the planned supervisor	Przeglądaj Candidate mus (https://szkołyc attach a scan o project.	Nie wybrano pliku. A upload the scan of a declaration by the planned supervisor, using the model set out in Appendix no 4 to Resolution toktorskie.uw.edu.pl/wp-content/uploads/2021/05/DECLARATION-OF-THE-PLANNED-SUPERVISOR.docx). Additionally, the candidate may also of their planned supervisor's opinion and opinions of other academics about the candidate and their scientific activity or proposed research



#### Przeglądaj... Nie wybrano pliku.

Confirmation that one of the conditions mentioned under \$14 item3 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, 2021, item 13, as amended; hereinafter referred to as 'Resolution') has been met

Candidate should upload: 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 Area – a certificate of obtaining a Master's degree or a declaration that the diploma or certificate of obtaining a Master's degree shall be provided by the deadline for reception of documents from qualified candidates at the Secretary's Office of a chosen doctoral school (Interdisciplinary Doctoral School – 17.09.2021, Doctoral School of Fuart and Natural Sciences – 23.09.2021). In the case of holding a diploma equivalent to the diploma of completion of the long-cycle Master's degree programme or second-cycle programme, the 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" or submitted an application as part of this program that is currently pending review, the candidate uploads: a certificate 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 or a statement that be an approved by the Director of the elevant doctoral school in consultation with the qualification team to be considered for admission due to their exceptional, superior scientific actificate the candidate uploads the Director's consent.

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 22, 2021.

Template of the declaration: https://szkolydoktorskie.uw.edu.pl/wp-content/uploads/2021/05/2021\_dyplom\_oswiadczenie\_EN.docx

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.

Full list of **European Higher Education Area** members is available here: https://www.ehea.info/page-full\_members



Scan of a declaration by the	Przeglądaj Nie wybrano pliku.						
planned supervisor*	Candidate must upload the scan of a declaration by the planned supervisor, us	sing the model set out in Appendix no 4 to Resolution					
	https://szkolydoktorskie.uw.edu.pl/wp-content/uploads/2021/05/DECLARATION-OF-THE-PLANNED-SUPERVISOR.docx). Additionally, the candidate may also						
	attach a scan of their planned supervisor's opinion and opinions of other academics about the candidate and their scientific activity or proposed research						
	project.						

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:

https://szkolydoktorskie.uw.edu.pl/wp-content/uploads/2021/04/oswiadczenie-planowanegopromotora-EN.docx

In order to find a supervisor, candidates for the Doctoral Schools are encouraged to search through the database of supervisors available here [LINK]. The database contains the list of University of Warsaw researchers, who are willing to perform the function of the dissertation supervisor.



### After upload is complete click "Save".

#### Documents uploaded by candidates Admission for Doctoral Schools 2021/2022

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

Answer deadline: 28 Jun 2021, 11:59 p.m.

\* Fields marked with asterisk symbol are required.

🖺 Save

Confirmation that one of the conditions mentioned under \$14 item3 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, 2021, item 13, as amended; hereinafter referred to as 'Resolution') has been met'

#### Przeglądaj... Nie wybrano pliku.

Candidate should upload: scan of a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtaining a Master's degree or a declaration that the diploma or certificate of obtaining a Master's degree shall be provided by the deadline for reception of documents from qualified candidates at the Secretary's Office of a chosen doctoral school (Interdisciplinary Doctoral School – 17.09.2021, Doctoral School of Humanities - 22.09.2021, Doctoral School of Social Sciences – 21.09.2021, Doctoral School of Exact and Natural Sciences – 23.09.2021). In the case of holding a diploma equivalent to the diploma of completion of the long-cycle Master's degree programme or second-cycle programme, the 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 Unloads: a certificate 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 approved by the Director of the long-cycle Master's degree programme and has been approved by the Director of the relevant doctoral school of the indicate in the uploads is a certificate 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 approved by the Director of the long-cycle Master's degree programme 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.

#### A resume or CV outlining the candidate's scientific activity'

#### Przeglądaj... Nie wybrano pliku.

The document should contain information on scientific activity, including scholarly interests and achievements during the five calendar years preceding the application. If a candidate became a parent during this time, as evidenced by a scan of the child's birth certificate attached to the application, this period shall be extended by two years for each child. The scan of the child's birth certificate should be uploaded as one file together with the CV/resume. The CV or resume should contain in particular the information on: publications, research and organizational work at student research groups, participation in scientific conferences, participation in research projects, awards and honorable mentions, research internships, research skills training programs completed, activities promoting science, activity in science movement representative bodies, average of their university grades, professional career, level of proficiency in foreign languages.

#### Scan of a declaration by the planned supervisor

#### Przeglądaj... Nie wybrano pliku.

Candidate must upload the scan of a declaration by the planned supervisor, using the model set out in Appendix no 4 to Resolution (https://szkolydoktorskie.uw.edu.pl/wp-content/uploads/2021/05/DECLARATION-OF-THE-PLANNED-SUPERVISOR.docx). Additionally, the candidate may also attach a scan of their planned supervisor's opinion and opinions of other academics about the candidate and their scientific activity or proposed research project.



The window view – Enrollment applications. To complete the recruitment documents, click "Documents uploaded by candidates to the Doctoral School of Humanities".

Account settings	Personal forms	Enrollment applications	Payments	Messages	Notifications	Consents		He
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Descr	iption						*	

[1-SzD-Hum-Arch] Archaeology				
Phase 1 🕝 edit ( 🗙 withdraw ) 05.05.2021 - 28.06.2021 Qualification criteria Application history	Recruitment fee 150.00 zł O pending O Payments	Score 	Qualification status  E Results The results will be visible: 22.07.2021 16:01 more	Decision  more
Document entitling to undertake studies	Polish diploma of master or certi Warszawski	ficate of completion of gra	aduate studies nr 177063	issued on 29.07.2020 by Uniwersytet
	Standard 1 The research project			Score:
Internal exams	Standard 2 Scientific activity			Score:
	Standard 3 Interview			Score:
Additional information	<ul> <li>Please provide additional information</li> <li>Documents uploaded by car</li> <li>Documents uploaded by car</li> </ul>	ation in order to complete adidates (required) adidates to the Doctoral Se	e registration: chool of Humanities (requir	ed)
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# Please upload recrutiment documents.

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Scans of materials confirming scientific activities indicated in the resumé or CV<sup>\*</sup>

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In the case of materials confirming the scientific activity indicated in the resume or CV and regarding scientific publications – no more than two full scans of the candidate's articles or sections in collective works deemed the most important by the candidate; the remaining candidate's publications shall be confirmed with scans of title pages. Scan should be attached as one file.

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).



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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 1 st 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/

