UNIVERSITY OF WARSAW

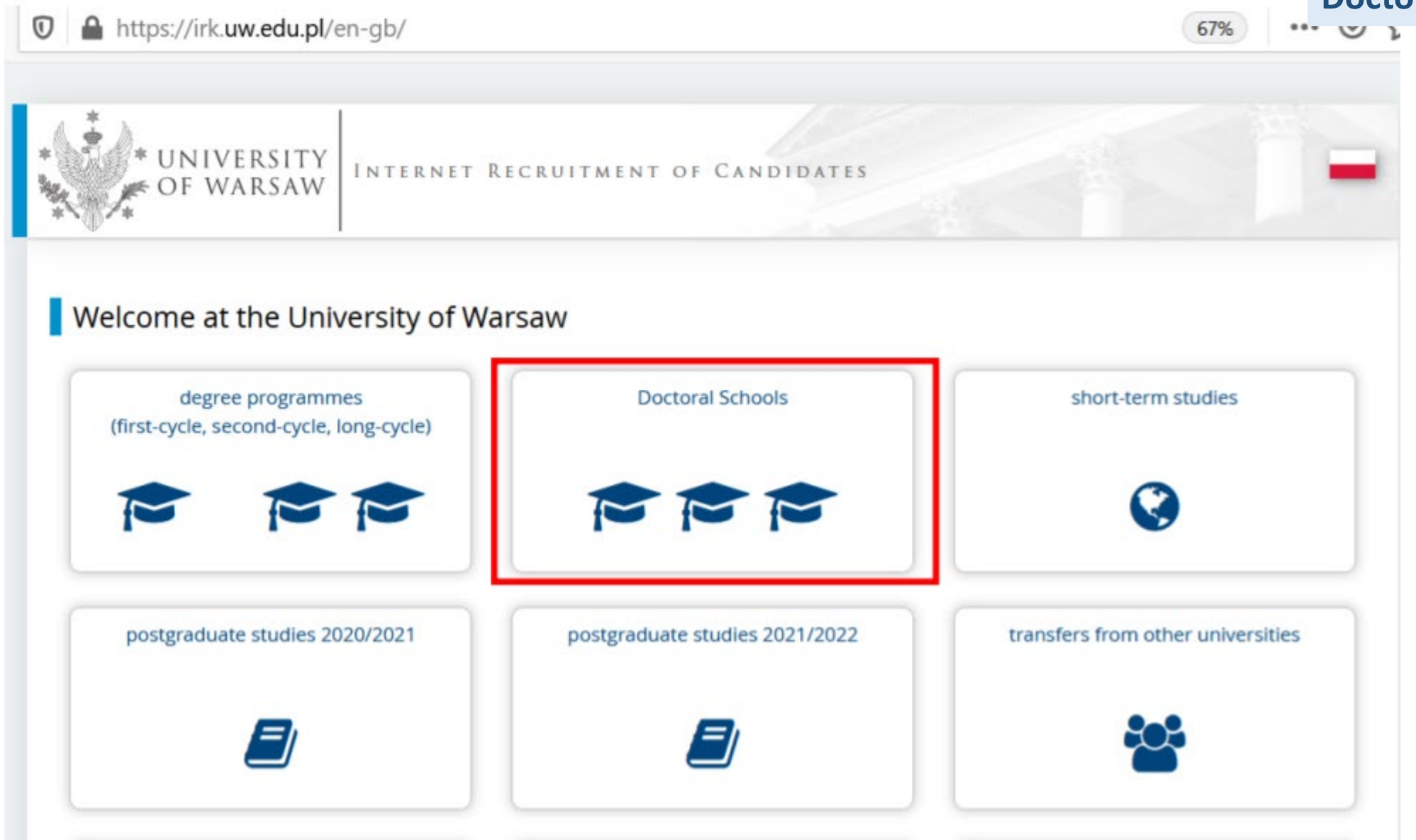
Instruction for completing the application for admission to the Doctoral School of Social Sciences

Dear Candidates!

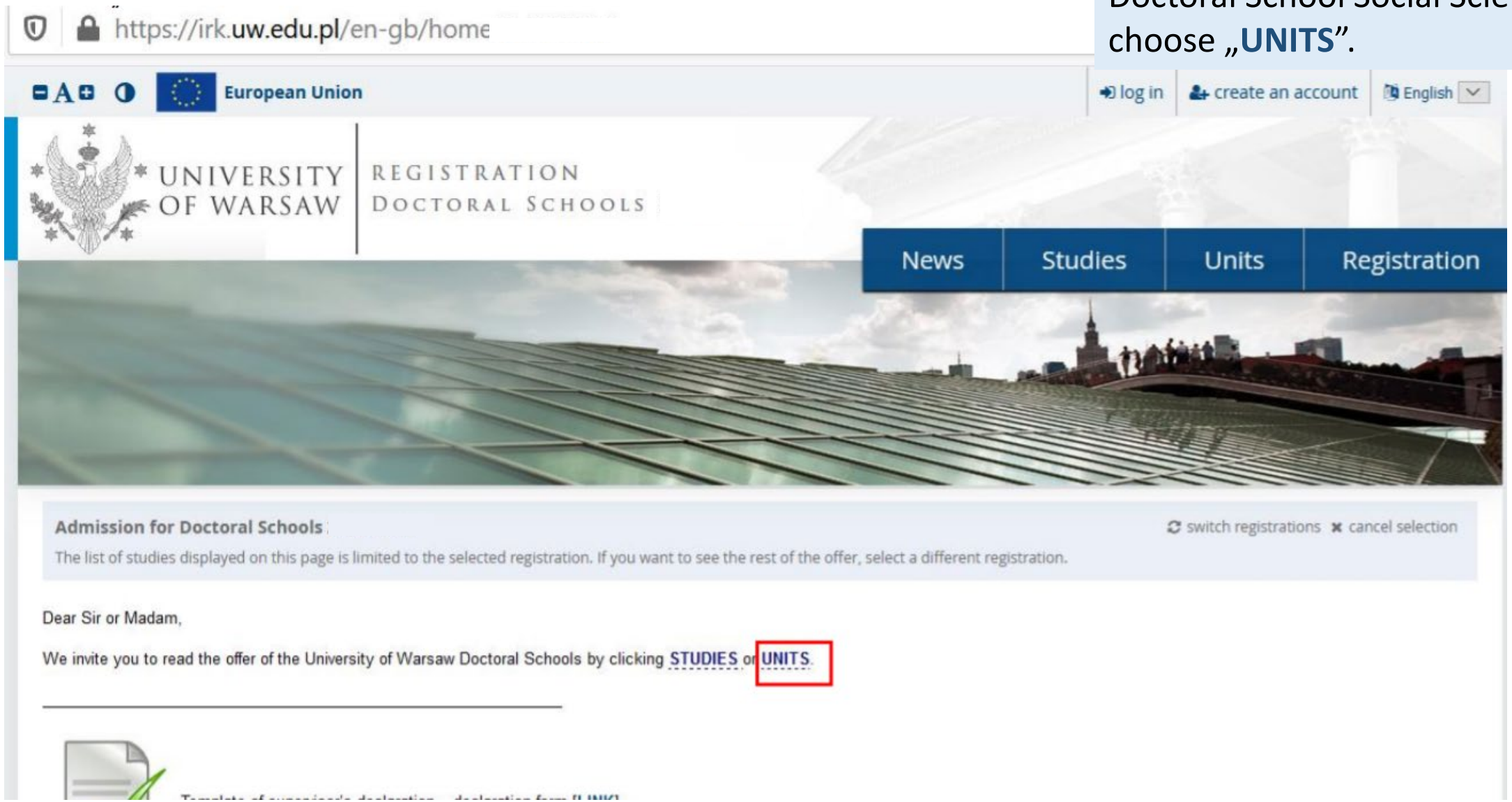
In order to fill in your application for admission to the Doctoral School of Social Sciences correctly, we present you with the instructions you can use to enter your own data during the registration process.

The application for admission to the School should be submitted in the Internet Recruitment System (IRK): https://irk.uw.edu.pl/pl/.

Please choose:
Doctoral Schools



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



Please click the: **Doctoral School of Social Sciences**

irk.uw.edu.pl/en-gb/offe

Admission for Doctoral Schools

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.

Organizational units

Organizational units

Within the specified deadlines remember to:

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

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

Code	00000000
Address	00-927 Warszawa, ul. Krakowskie Przedmieście 26/28
Phone number	55-20-000
USOSweb page	go to USOSweb
WWW portal	http://www.uw.edu.pl

Please choose the discipline you are interested in and read the requirements on the website

irk.uw.edu.pl/en-gb/offe

Organizational units → Doctoral School of Social Sciences

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.

Full-time

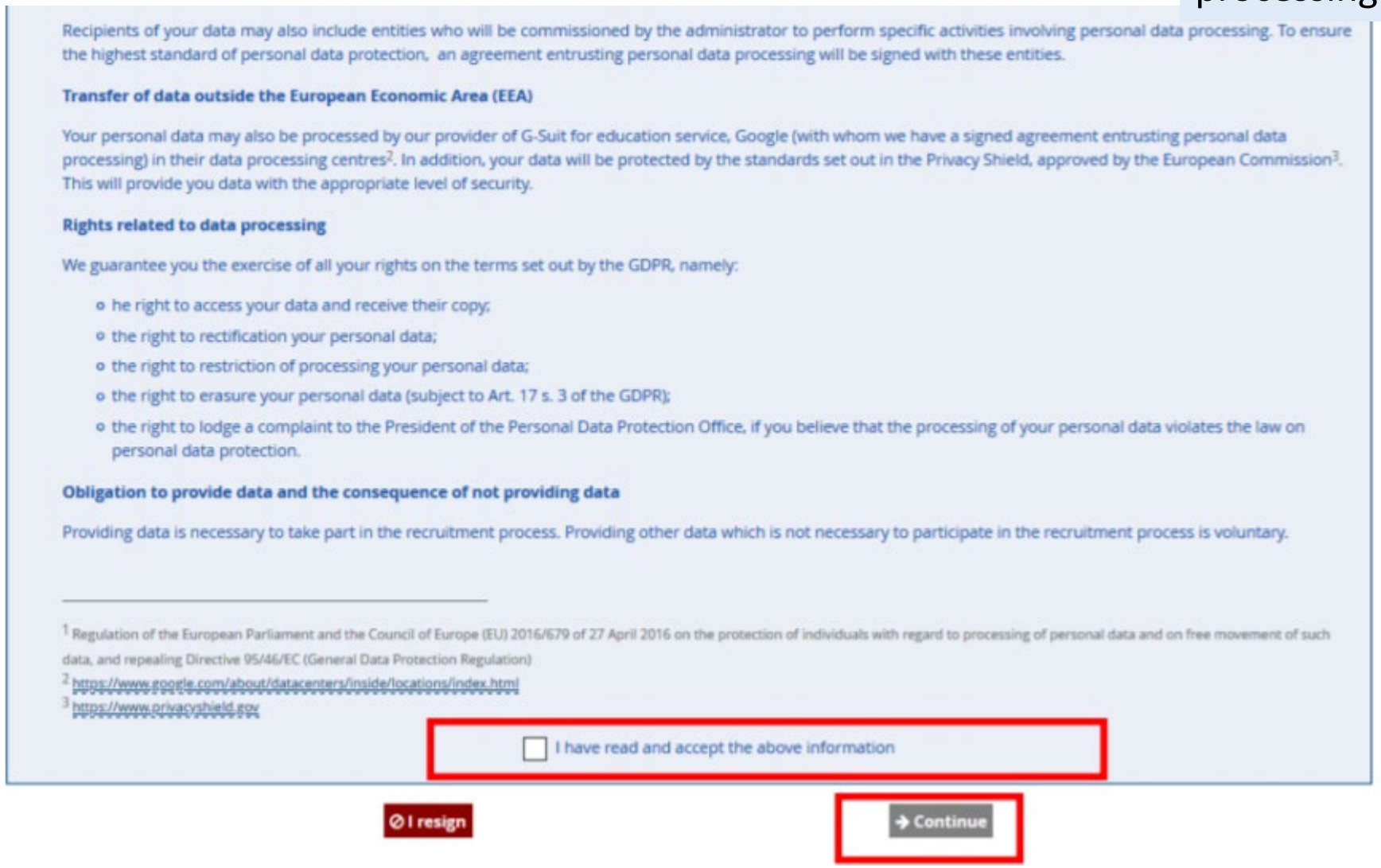
- Economics and Finance
- Education
- Implementation Doctorate Programme
- Law
- Management and Quality Studies
- Political Science and Public Administration
- Psychology
- Security Studies
- Social and Economic Geography and Spatial Management
- Social Communication and Media Studies
- Sociology

Doctoral School of Social Sciences

Code	16000000
Address	ul. Dobra 56/66, 00-312 Warszawa
Phone number	22 55 20 264
USOSweb page	go to USOSweb
WWW portal	https://szkolydoktorskie.uw.edu.pl/sdns

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

Then you proceed to a window in which you give your consent to the processing of your personal data.



Recipients of your data may also include entities who will be commissioned by the administrator to perform specific activities involving personal data processing. To ensure the highest standard of personal data protection, an agreement entrusting personal data processing will be signed with these entities.

Transfer of data outside the European Economic Area (EEA)

Your personal data may also be processed by our provider of G-Suit for education service, Google (with whom we have a signed agreement entrusting personal data processing) in their data processing centres[2]. In addition, your data will be protected by the standards set out in the Privacy Shield, approved by the European Commission[3]. This will provide you data with the appropriate level of security.

Rights related to data processing

We guarantee you the exercise of all your rights on the terms set out by the GDPR, namely:

- he right to access your data and receive their copy;
- the right to rectification your personal data;
- the right to restriction of processing your personal data;
- the right to erasure your personal data (subject to Art. 17 s. 3 of the GDPR);
- the right to lodge a complaint to the President of the Personal Data Protection Office, if you believe that the processing of your personal data violates the law on personal data protection.

Obligation to provide data and the consequence of not providing data

Providing data is necessary to take part in the recruitment process. Providing other data which is not necessary to participate in the recruitment process is voluntary.

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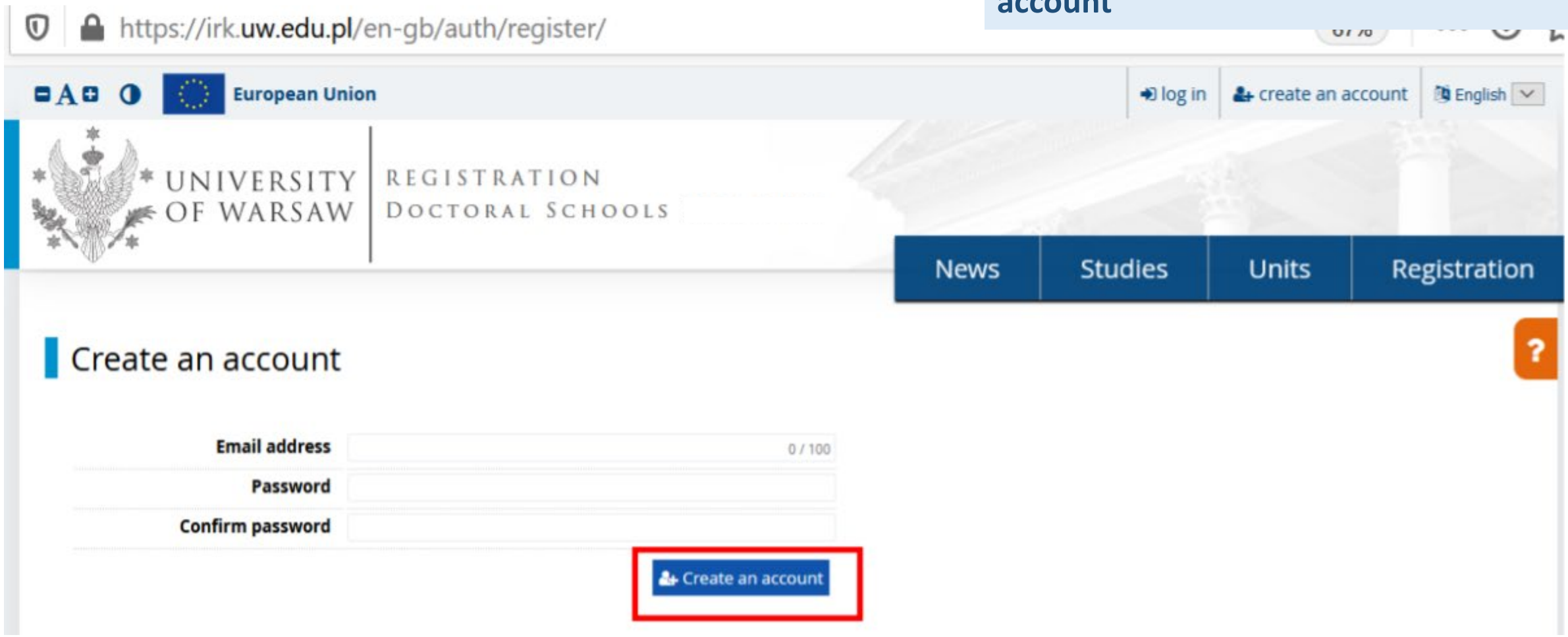
[1] Regulation of the European Parliament and the Council of Europe (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to processing of personal data and on free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

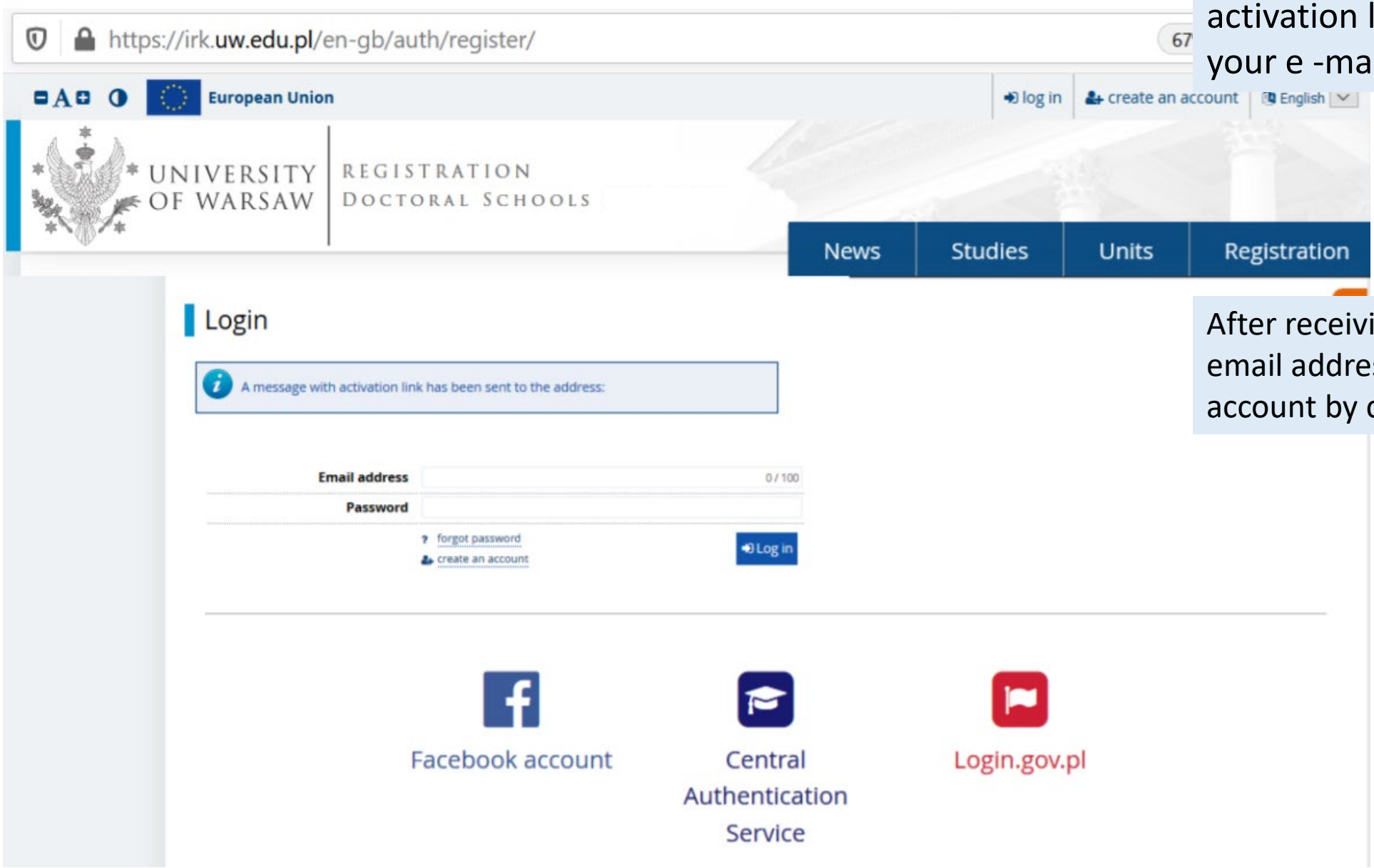
[2] https://www.google.com/about/datacenters/inside/locations/index.html

[3] https://www.privacyshield.gov

Once your account has been activated, simply log in by re-entering your email and password and click „**create an account**”

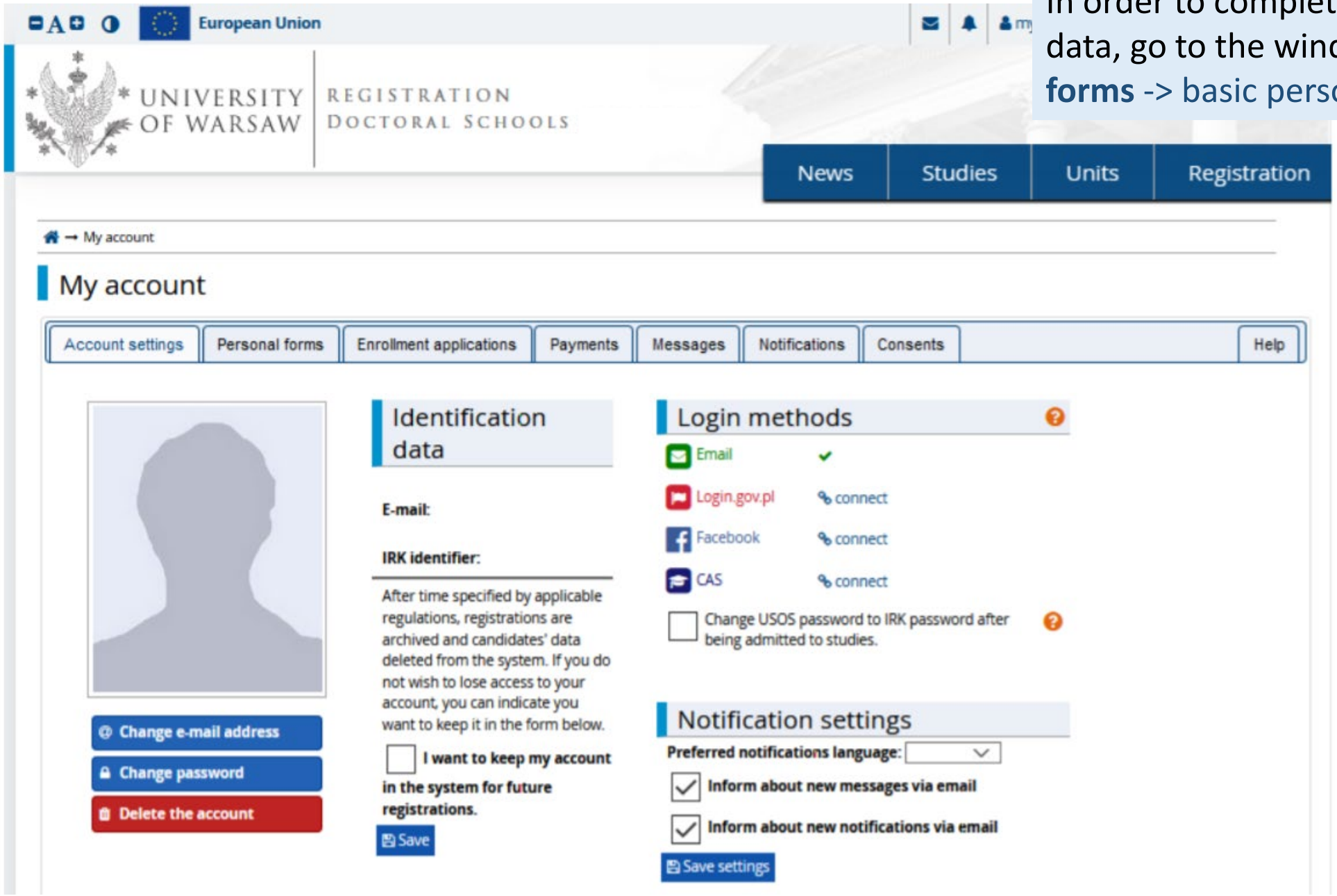


You will see a message that the activation link has been sent to your e -mail address.

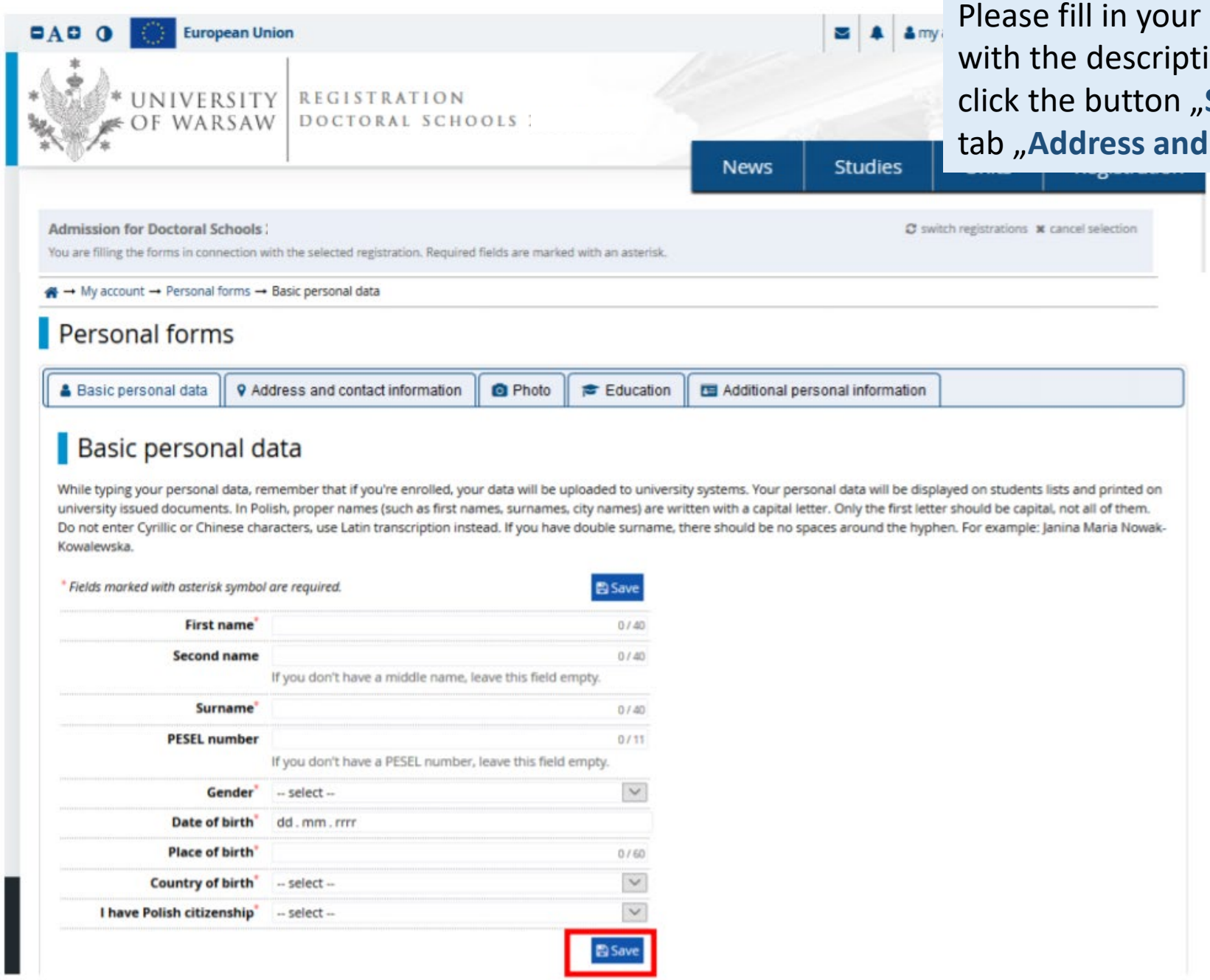


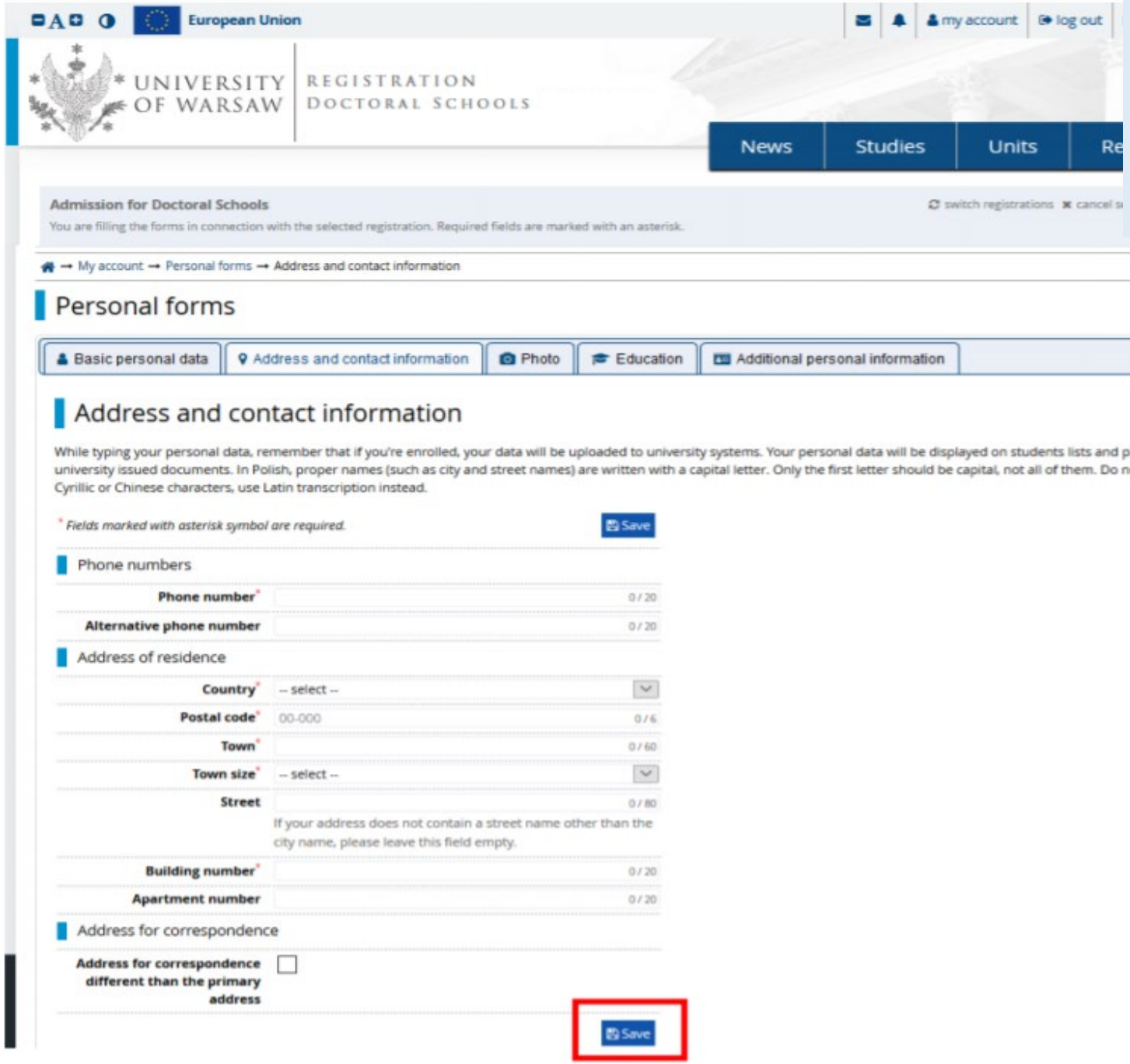
After receiving an activation link to your email address you can activate your account by clicking on the link.

In order to complete your personal data, go to the window **Personal forms** -> basic personal data

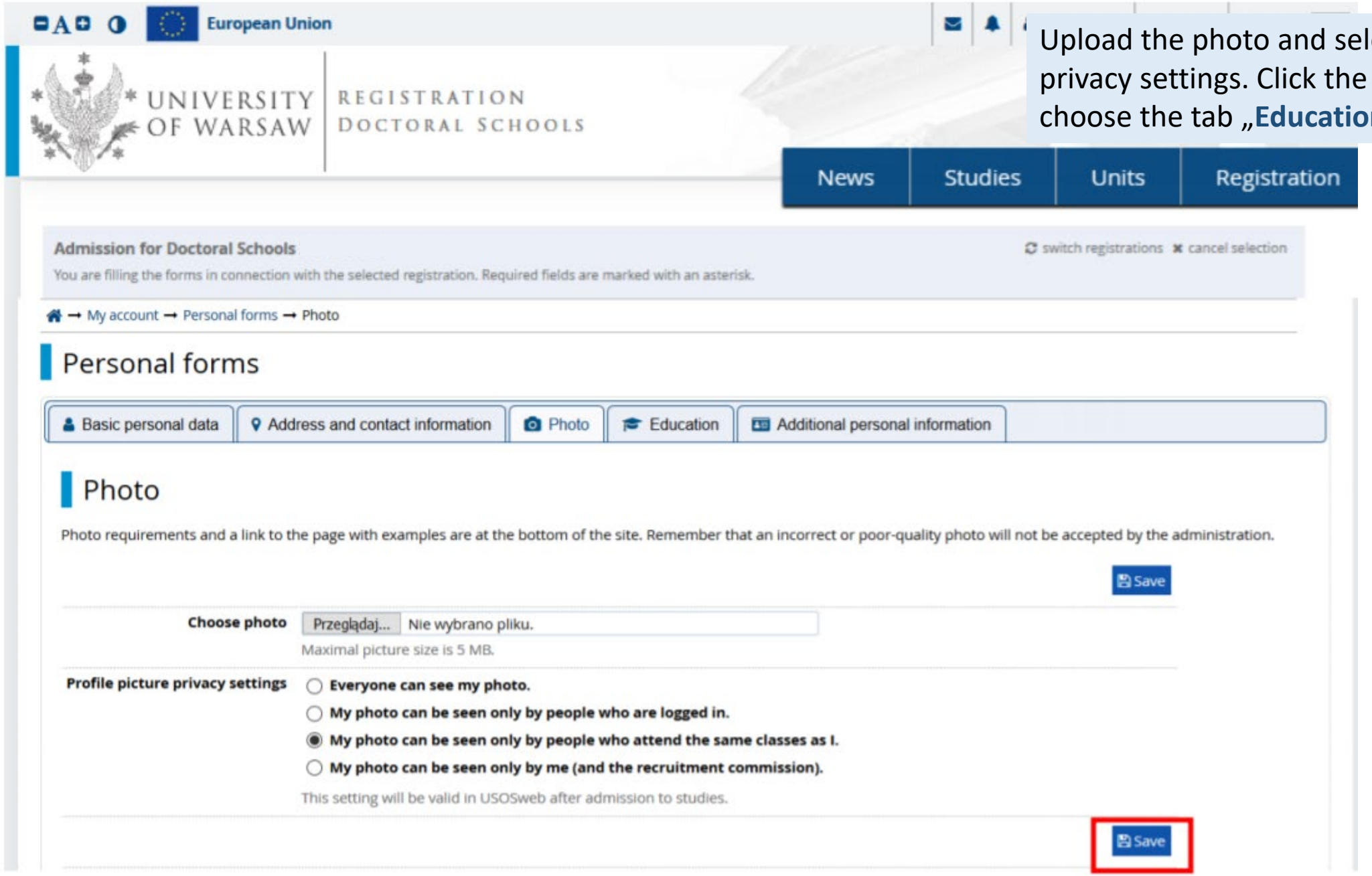


Please fill in your personal data in accordance with the description in the registration form and click the button „**Save**”. Then please choose the tab „**Address and contact information**”

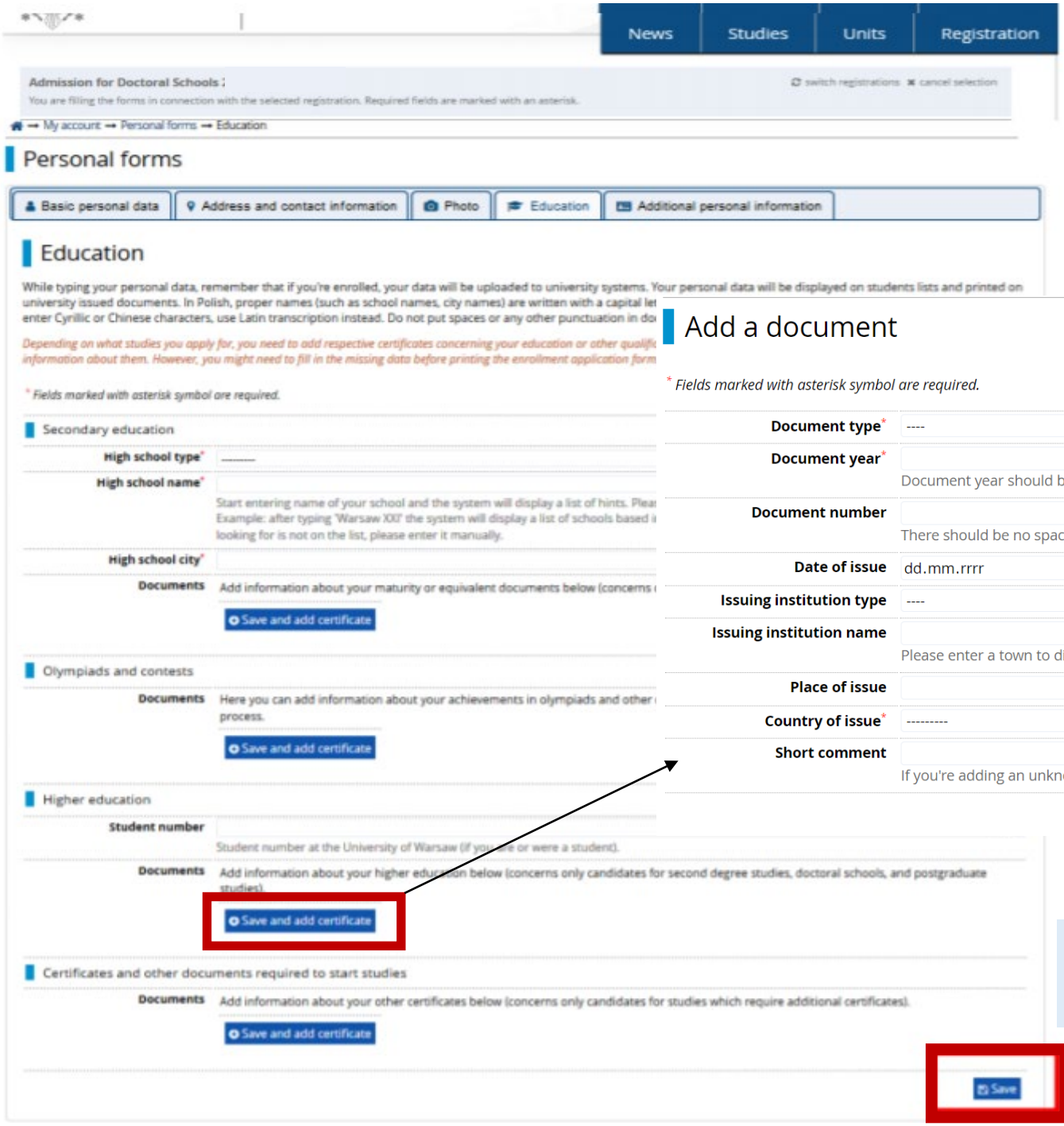




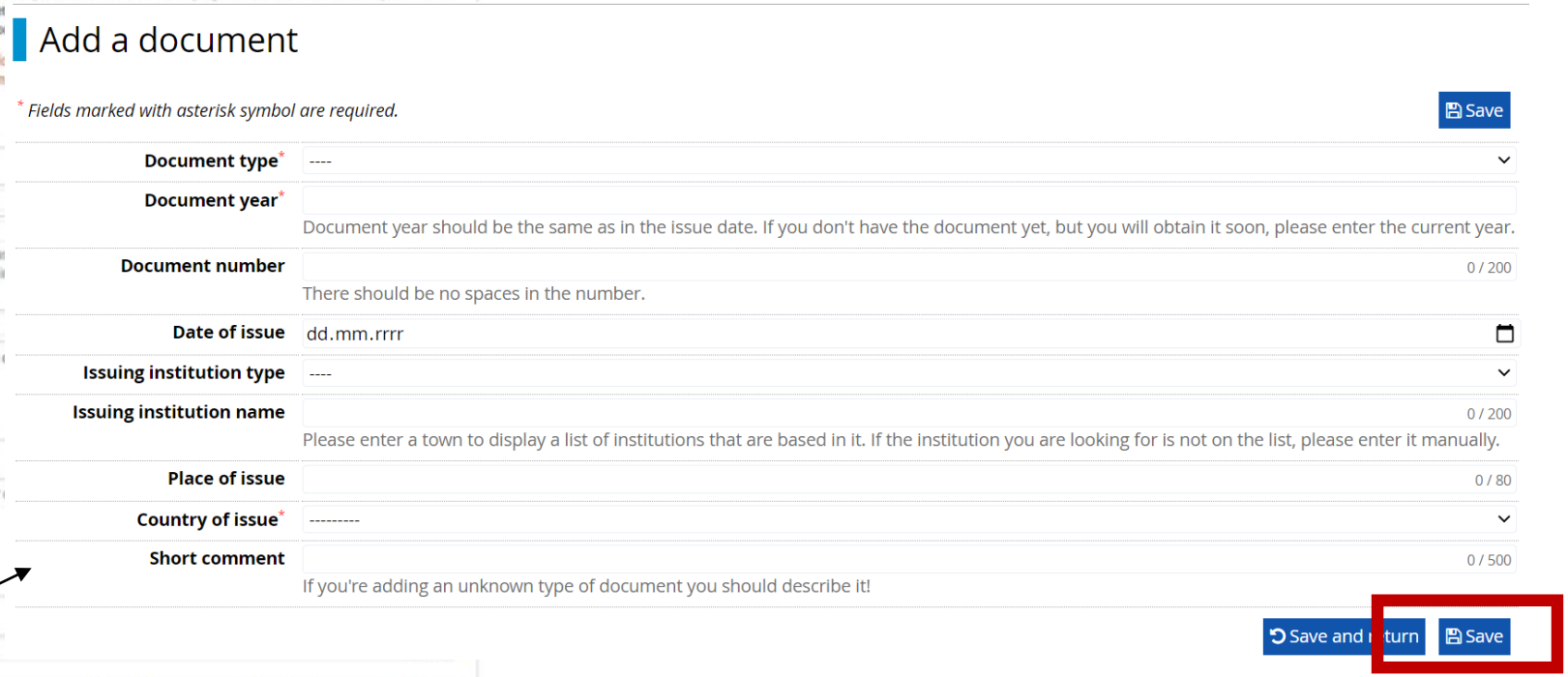
Please complete your address and contact information in accordance with the description in the registration form and click the button „**Save**”. Then please choose the tab „**Photo**”.



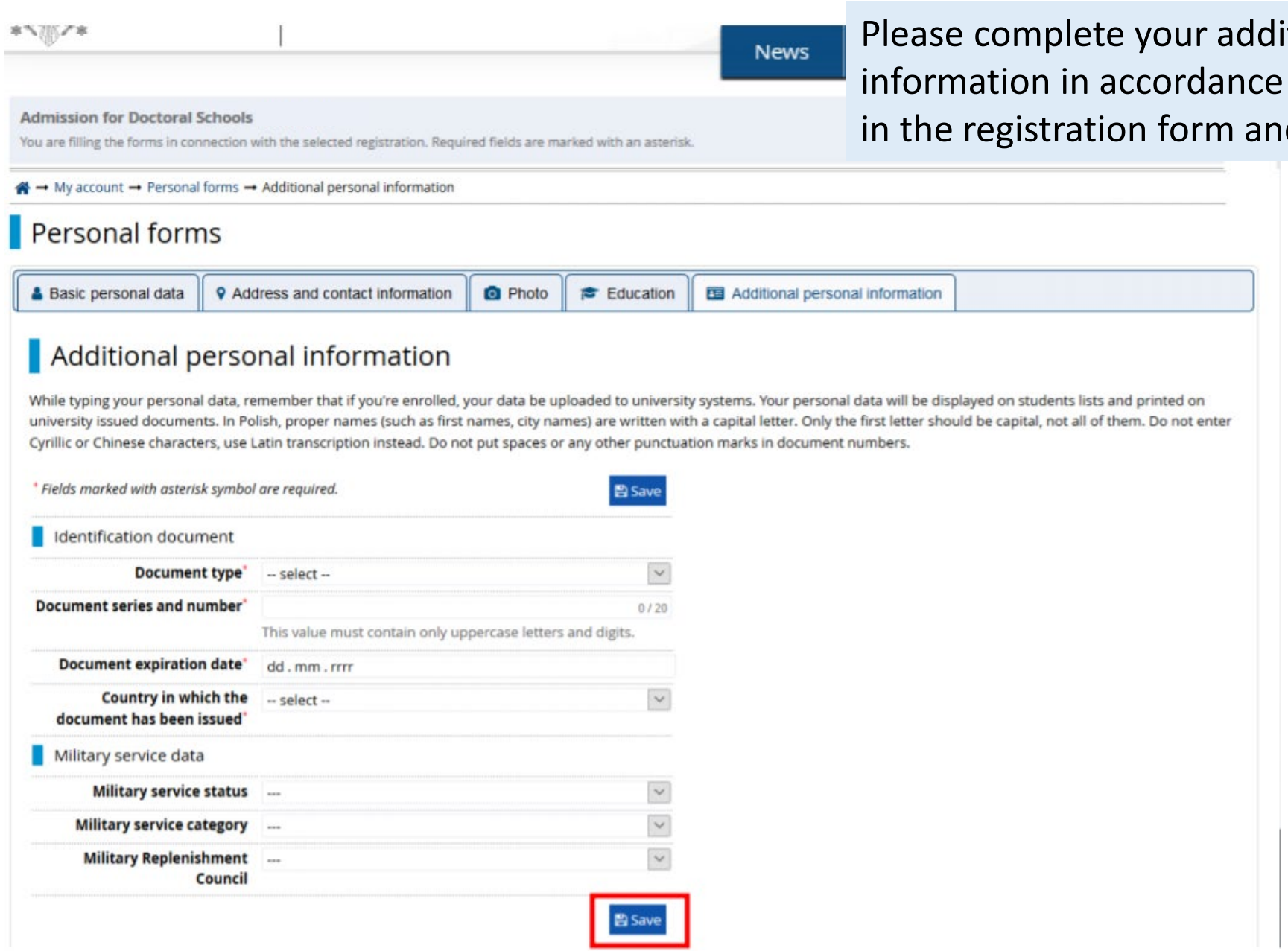
Upload the photo and select the appropriate privacy settings. Click the button „**Save**” and choose the tab „**Education**”



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



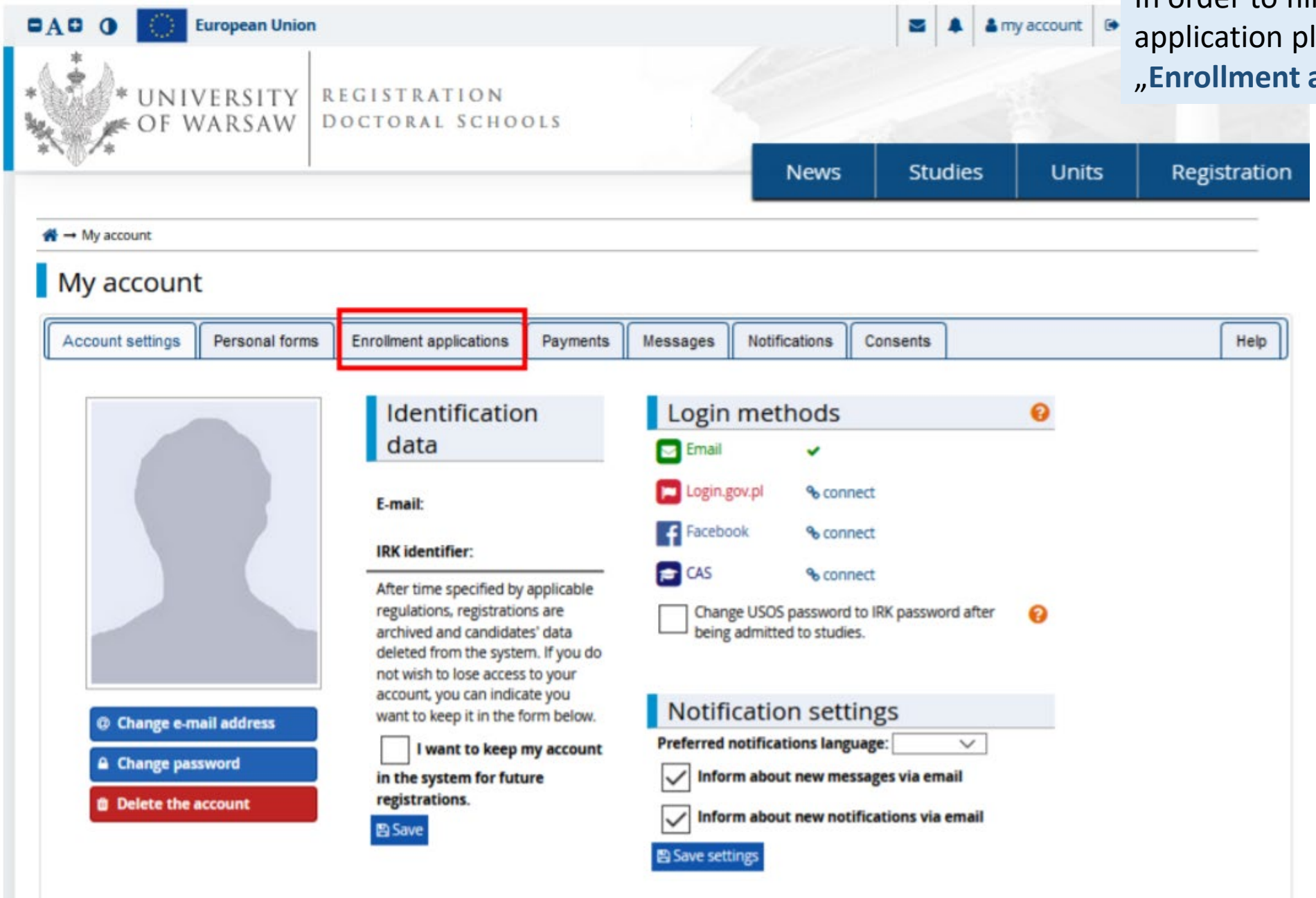
Please click the button „**Save**” and choose the tab „**Additional personal information**”.



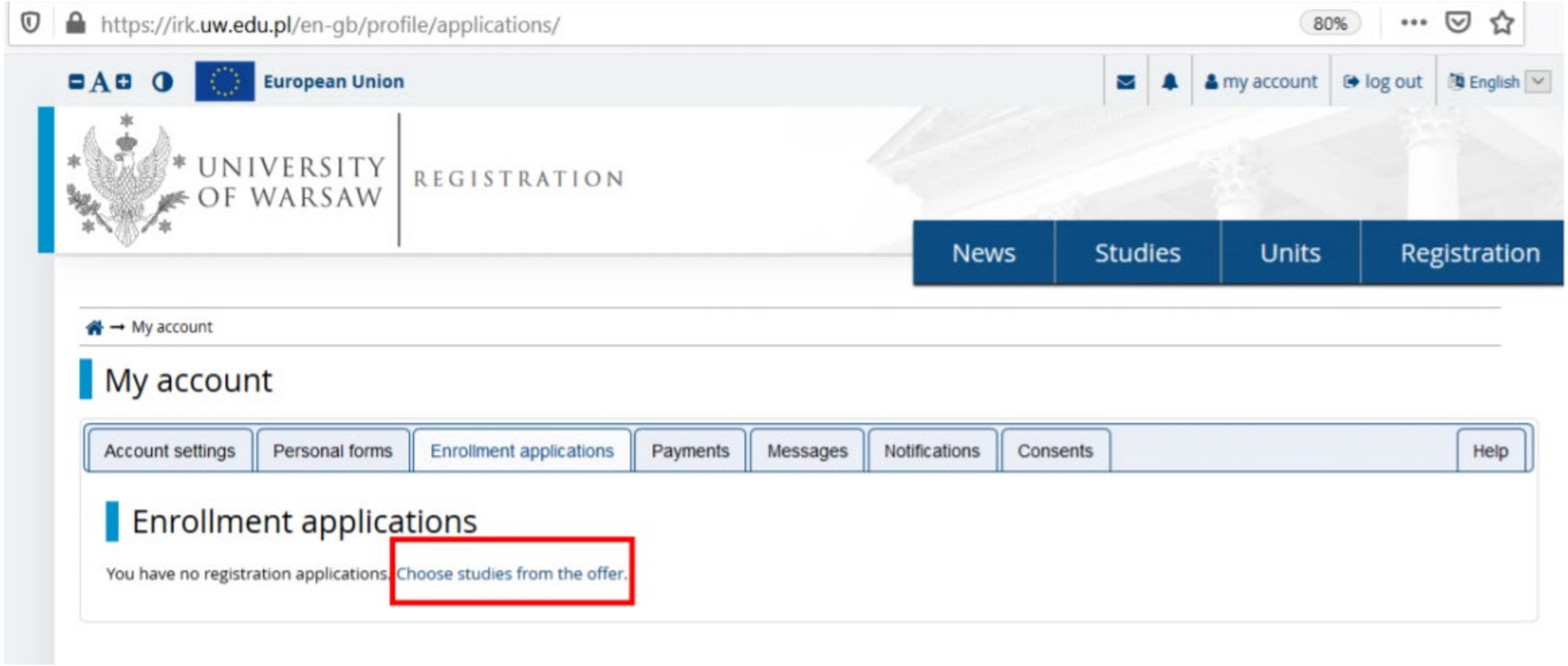
Please complete your additional personal information in accordance with the description in the registration form and click the button „**Save**”

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

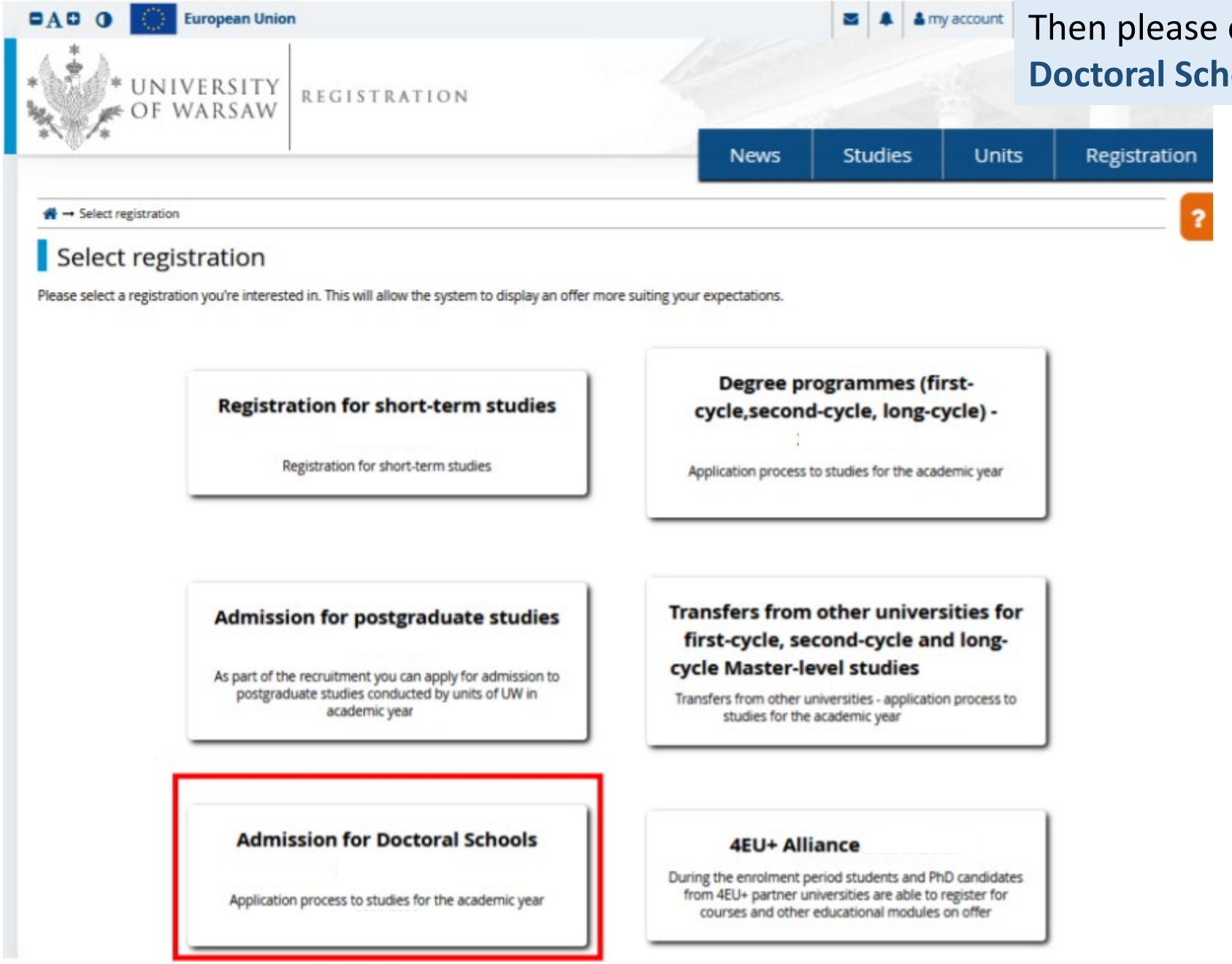
In order to fill in the enrolment application please choose the tab „**Enrollment applications**”



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



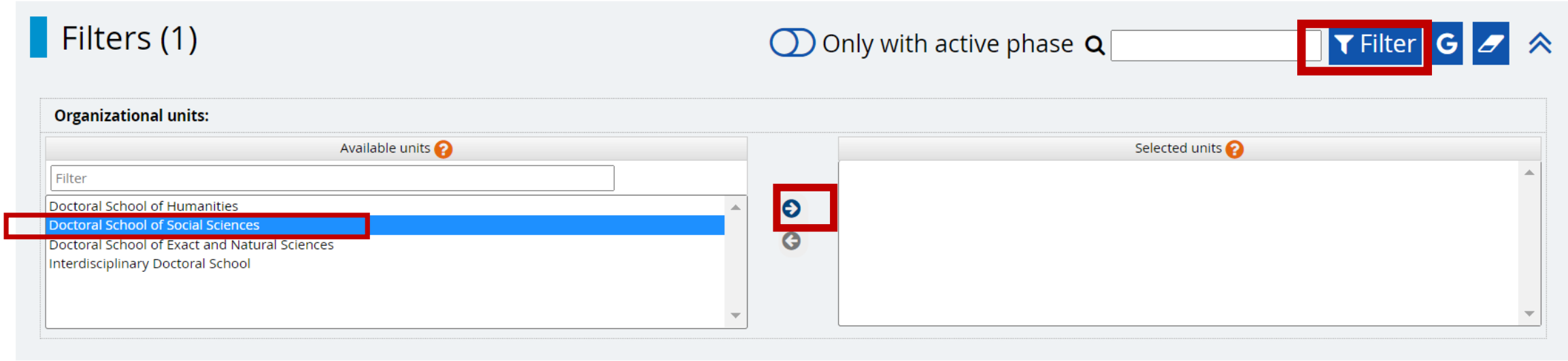
Then please click „**Admission for Doctoral Schools 202_/202_**”



Please choose: „Doctoral School of Social Sciences ” and then click „Filter”

Please choose the scientific discipline.

Studies



E

- Economics and Finance (1)
- Education (1)

I

- Implementation Doctorate Programme

L

- Law (1)

M

- Management and Quality Studies (1)

P

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

S

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

Please click the button „**Sign up**”

- economics and finance
- social and economic geography and spatial management
- security studies
- social communication and media studies
- political science and public administration
- management and quality studies
- law
- sociology
- education
- psychology

The programme of studies at the Doctoral School of Social Sciences is highly customized, adapted to the interests and research projects of the individual doctoral students and conducted under the guidance of a selected supervisor or supervisiors. The duration of the programme is eight semesters. The doctoral students complete compulsory general university classes, classes referring to the broadly conceived scholar's workshop in social sciences and methodological classes. The choice of the courses is not limited to those offered by the doctoral student's own discipline. Doctoral students may choose courses held by lecturers representing other related social sciences disciplines, if they consider it beneficial. Another important part of the program is the School's Seminar, which provides an opportunity to learn about research beyond the framework of a single discipline, and the meetings within which are devoted to presentations given by prominent representatives of the social sciences from UW, Poland and abroad.

Details	
Code	2-SzD-NS-EiF
Organizational unit	Doctoral School of Social Sciences
Academic area/discipline	Economics and Finance
Form of studies	Full-time
Language(s) of instruction	English, Polish
Admission limit	13
Duration	4 years
Office opening hours	ul. Dobra 56/66 lokal 0.108 00-312 Warszawa tel: 22 55 20 264 poniedziałek-czwartek 10:00-14:00 rekrutacja.ns@uw.edu.pl
WWW address	https://www.wne.uw.edu.pl/pl/dla-kandydatow/studia-iii-stopnia/szkola-doktorska-ekonomia-i-finanse/
Required document	Higher education

Ask about this programme

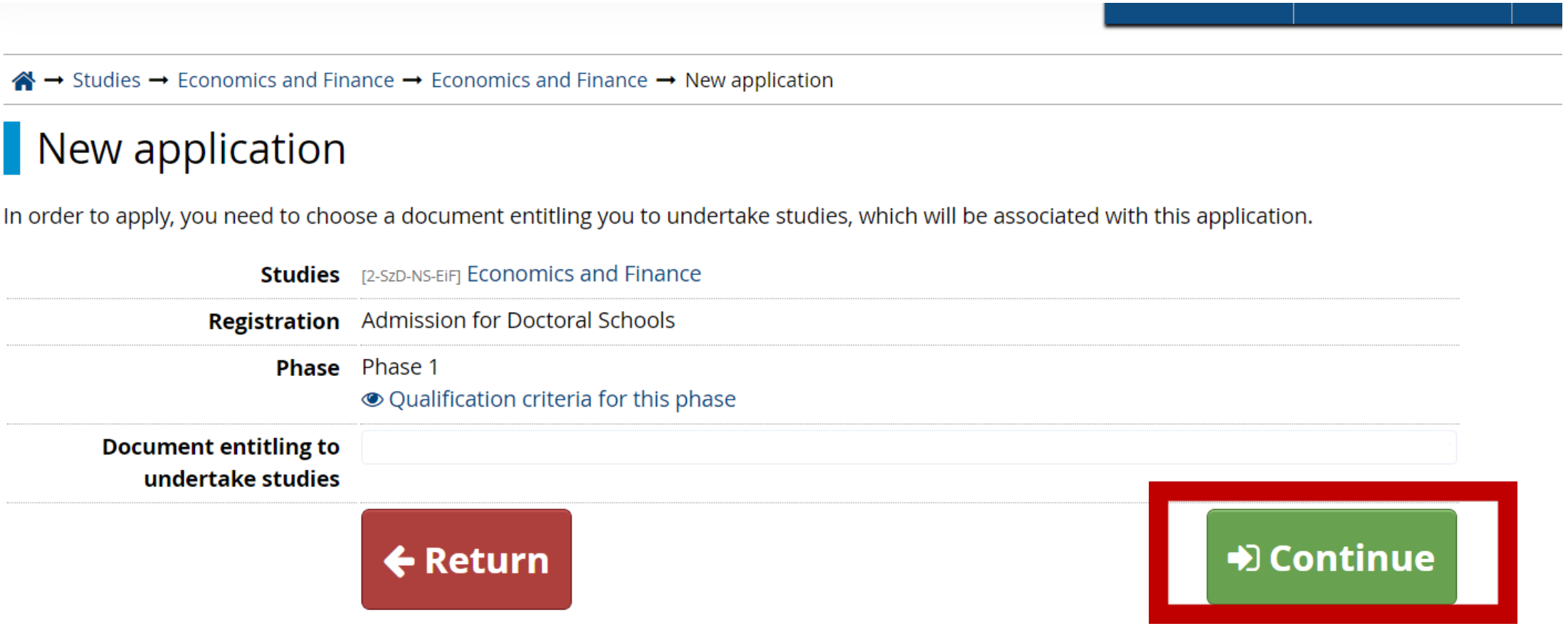
Sign up

Education

The programme of study

The education lasts 4 years. It includes obligatory classes (no more than 300 hours in total during the whole period of education) and the implementation of an individual research plan, carried out under the supervision of a supervisor. The start of education – 1 October 2021.

Please choose: „**Document entitling to undertake studies**” and then click „**Continue**”.



The window view – Enrollment applications. To complete the recruitment documents, click „**Documents uploaded by candidates to the Doctoral School of Social Sciences**”.

Admission for Doctoral Schools

Academic year 2021

Description

[2-SzD-NS-EiF] **Economics and Finance**				
Phase 1 edit (withdraw) Qualification criteria Application history	Recruitment fee pending Payments	Score ---	Qualification status --- Results The results will be visible: more	Decision --- more
Document entitling to undertake studies	Polish diploma of master or certificate of completion of graduate studies nr (?) issued on (?).(?).			
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				

irk.uw.edu.pl/en-gb/profile/applications/180509/question-set/389/fill/

Please upload recrutiment documents and then click „**Save**”.

Documents uploaded by candidates

Admission for Doctoral Schools
Economics and Finance

Within the specified deadlines remember to:

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

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

Answer deadline:

* *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*

Wybierz plik 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 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 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 submitted as part of the "Diamentowy Grant" [Diamond Grant] program, providing the title of the candidate's project; If the candidate is a first-cycle programme graduate or a student who has completed the third year 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*

Wybierz plik 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

irk.uw.edu.pl/en-gb/profile/applications/180509/question-set/375/fill/

Please upload recrutiment documents and then click „**Save**”.

Documents uploaded by candidates to the Doctoral School of Social Sciences

Admission for Doctoral Schools
Economics and Finance

Within the specified deadlines remember to:

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- fill in your exam scores.

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

Answer deadline: :

* *Fields marked with asterisk symbol are required.*

Save

Title of the preliminary research project proposal *

0 / 500

Description of the preliminary research project proposal *

Wybierz plik Nie wybrano pliku

Description of the preliminary research project proposal, no longer than 14,000 characters including spaces. The project should be attached as a doc file or equivalent. Should the application include graphic elements relevant for the project evaluation, the project may be attached as a PDF file. The appendix may then not exceed four pages, font type: Times New Roman or equivalent, font size: at least 11 points, line spacing: 1, upper and lower margin: at least 1.5 cm, side margins: at least 2 cm.

References/Bibliography for the project*

References/Bibliography for the preliminary research project proposal relevant for the research objective

Language of the interview*

-- select --

Candidate should indicate whether they prefer the interview in Polish with elements of English or entirely in English.

Declaration of the level of proficiency in English *

-- select --

I declare that my level of proficiency in English allows me to participate in the learning process at the doctoral school.

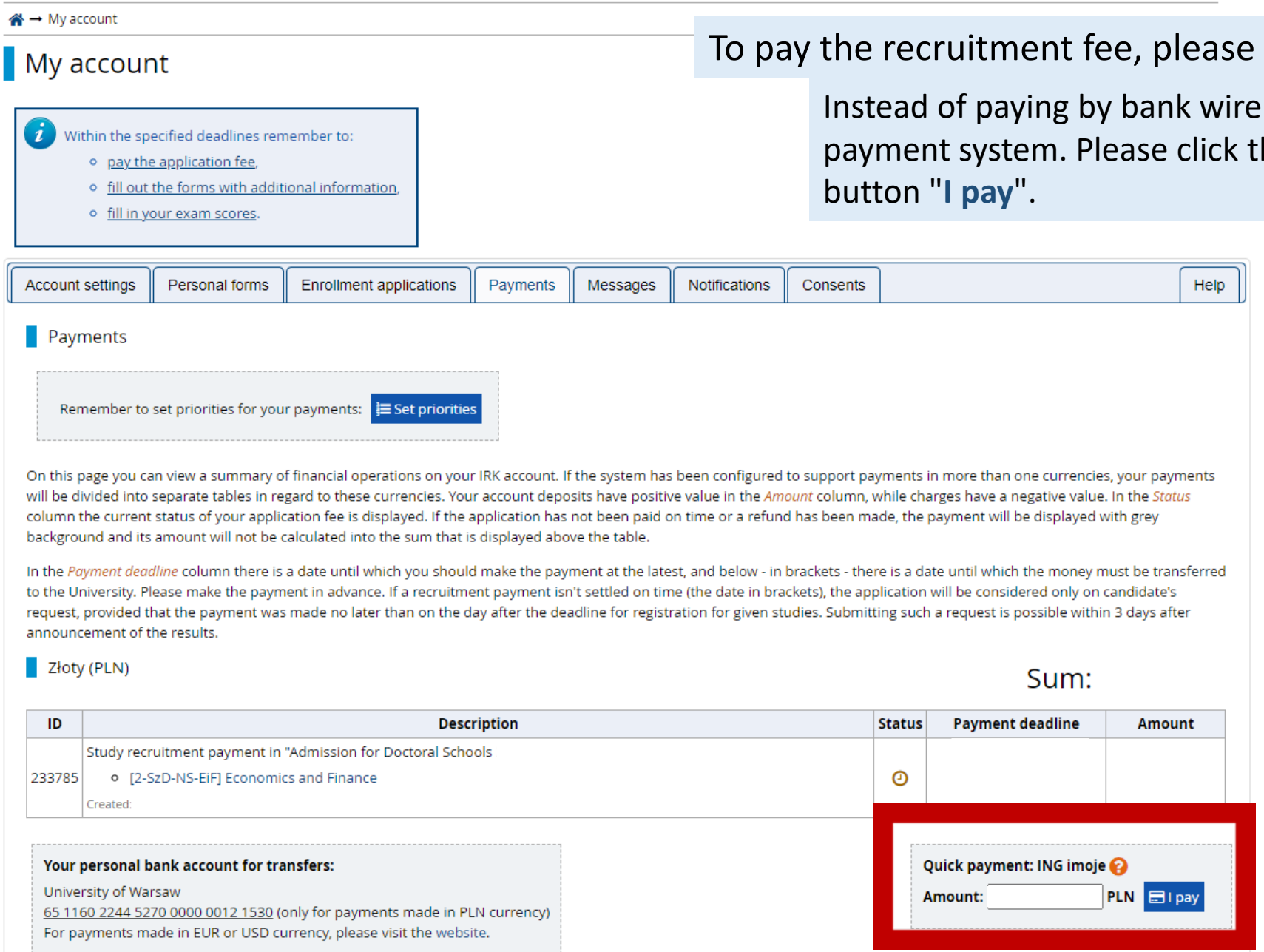
Scans of materials confirming scientific activities indicated in the resumé or CV *

Wybierz plik Nie wybrano pliku

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.

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

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



UNIWERSYTET WARSZAWSKI

Postal address:

Doctoral School of Social Sciences
Secretary's Office
Uniwersytet Warszawski
Krakowskie Przedmieście 26/28
00-927 Warszawa

Stationary address:

Doctoral School of Social Sciences
Secretary's Office
Uniwersytet Warszawski
ul. Dobra 56/66, room no. 0.108
00-312 Warszawa

Recruitment process
E-mail: rekrutacja.ns@uw.edu.pl
Weronika Bednarska – tel.: +48 22 55 22 163