Instruction for completing the application for admission to the Doctoral School of Exact and Natural Sciences
Dear Candidates!

In order to correctly complete the application for admission to the Doctoral School of Exact and Natural Sciences, 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 Exact and Natural Sciences, please choose „STUDIES”.

Dear Sir or Madam,

We invite you to read the offer of the University of Warsaw Doctoral Schools by clicking **STUDIES**

Template of supervisor's declaration – declaration form [LINK]
Please choose the discipline you are interested in:

- Astronomy
- Biological Sciences
- Chemical Sciences
- Earth and Related Environmental Sciences
- Physical Sciences
- Warsaw Doctoral School of Mathematics and Computer Science

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”, a 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".
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 28/28
00-927 Warszawa
tel. +48 22 655 20 000
www: https://www.uw.edu.pl
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 "International candidate" (this form concerns only candidates without Polish citizenship).
Select the appropriate status (this form concerns only candidates without Polish citizenship) and click button "Save". Then please choose the tab "Address and contact information".

### Personal forms

<table>
<thead>
<tr>
<th>Basic personal data</th>
<th>International candidate</th>
<th>Address and contact information</th>
<th>Photo</th>
<th>Education</th>
<th>Additional personal information</th>
</tr>
</thead>
</table>

#### International candidate

This form concerns only candidates without Polish citizenship.

* - Fields marked with asterisk symbol are required.

**Foreigner's status in Poland**

- [ ] I have been granted subsidiary protection in the territory of Poland
- [ ] I hold the valid Card of the Pole
- [ ] I hold a long-term residence permit of the EU in the territory of Poland
- [ ] I hold a permanent residence permit (settlement permit) in the territory of Poland
- [ ] I hold refugee status granted by the Republic of Poland
- [ ] I am a citizen of the European Union (EU) or European Free Trade Association (EFTA) country or member of his/her family, residing in the territory of Poland
- [ ] I hold at least C1 level certificate in Polish language issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language
- [ ] I hold the formal decision on Polish origin
- [ ] I am a spouse, child or parent of the Polish citizen and I live in the territory of Poland
- [ ] I am holder of national visa issued for the purpose of scientific research or development work
- [ ] I hold a temporary residence permit for purposes of scientific research (Article 151 section 1 of the Act on Foreigners of 12 December 2013)
- [ ] I am staying in the territory of the Republic of Poland in accordance of short-term mobility of scientist on terms specified in Article 156b section 1 of the Act on Foreigners of 12 December 2013
- [ ] I hold a temporary residence permit for long-term mobility of scientist (Article 151b section 1 of the Act on Foreigners of 12 December 2013)
- [ ] I have been granted a temporary residence permit pursuant to some special circumstances
- [ ] I do not meet any of the conditions mentioned above
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".

<table>
<thead>
<tr>
<th>Personal forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address and contact information</strong></td>
</tr>
<tr>
<td>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 city and street 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.</td>
</tr>
<tr>
<td>* Fields marked with asterisk symbol are required.</td>
</tr>
<tr>
<td><strong>Contact information</strong></td>
</tr>
<tr>
<td>Email address</td>
</tr>
<tr>
<td>Phone number *</td>
</tr>
<tr>
<td>Alternative phone number</td>
</tr>
<tr>
<td><strong>Address of residence</strong></td>
</tr>
<tr>
<td>Country *</td>
</tr>
<tr>
<td>Postal code *</td>
</tr>
<tr>
<td>Town</td>
</tr>
<tr>
<td>Town size *</td>
</tr>
<tr>
<td>Street</td>
</tr>
<tr>
<td>Building number *</td>
</tr>
<tr>
<td>Apartment number</td>
</tr>
<tr>
<td><strong>Address for correspondence</strong></td>
</tr>
<tr>
<td>Address for correspondence different than the primary address</td>
</tr>
</tbody>
</table>

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

**Personal forms**

**Photo**

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.

* - *Fields marked with asterisk symbol are required.*

Choose a file

Profile picture privacy settings

- Everyone can see my photo.
- My photo can be seen only by people who are logged in.
- My photo can be seen only by people who attend the same classes as I.
- My photo can be seen only by me (and the recruitment commission).

This setting will be valid in USOSweb after admission to studies.

[Save button]
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”.
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.

"Document type"
Please choose:
• Polish diploma of master or
• Foreign diploma entitling to undertake third-cycle (doctoral) studies

"Document year"
Please enter: 2022

"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”.

### Personal forms

#### 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**
- **Document series and number**
  - This value must contain only uppercase letters and digits.
- **Document expiration date**
- **Country in which the document has been issued**

**Military service data**

- **Military service status**
- **Military service category**
- **Military Replenishment Council**

[Save button]
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”.
Please choose: "Doctoral School of Exact and Natural Sciences" and then click "Filter".
Please choose the scientific discipline.
Please click the button „Sign up”.

**Astronomy**

The main element of education at the Doctoral School of Exact and Natural Sciences (SDNSP) is the implementation of an individual PhD project in one of the scientific disciplines (Astronomy, Computer Science, Mathematics, Biological Sciences, Chemical Sciences, Physical Sciences, Earth and Environmental Sciences), that are covered by the school, under supervision of a faculty member chosen by the doctoral student.

Education at SDNSP includes courses in the form of specialization and monographic lectures, workshops, seminars, two-day symposiums as well as courses and trainings to improve the skills of doctoral students in teaching.

The graduate of the Doctoral School of Exact and Natural Sciences has a highly specialized education acquired under the supervision of leading scientists and is prepared to undertake independent scientific and teaching activities at universities and research institutes. In addition, the graduate will have gained extensive knowledge beyond the discipline in which he/she prepared his doctoral dissertation, as well as skills in conducting scientific and teaching activities.

The school recruits in the following disciplines:

- Astronomy
- Mathematics
- Computer Science
- Biological Sciences
- Chemical Sciences
- Physical Sciences
- Earth and Environmental Sciences

**Education**

- Education program

---

**Table of contents**

1. Education
   - Education program
   - Scholarships
   - IRK registration instruction
2. Recruitment
   - Schedule of the Doctoral School enrolment procedure
   - Supervisor
   - Admission fee
   - Form of qualification proceedings and number of points to be awarded
   - Language of qualification proceedings, including the interview
   - Required documents
   - Assessment, criteria and method
     - Condition of admission to the School
3. Recruitment Legislation and Acts to know

---

**Details**

<table>
<thead>
<tr>
<th>Code</th>
<th>3 SzD-NSP-Astro</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational unit</td>
<td>Doctoral School of Exact and Natural Sciences</td>
</tr>
<tr>
<td>Academic area/discipline</td>
<td>Astronomy</td>
</tr>
<tr>
<td>Form of studies</td>
<td>Full-time</td>
</tr>
<tr>
<td>Language(s) of instruction</td>
<td>English, Polish</td>
</tr>
<tr>
<td>Admission limit</td>
<td>5</td>
</tr>
<tr>
<td>Duration</td>
<td>4 years</td>
</tr>
<tr>
<td>Office opening hours</td>
<td>ul. Żwirki i Wigury 99 02-089 Warszawa tel. 22 55 22 144, 22 55 22 145 poniedziałek-piątek 10:00-14:00 <a href="mailto:rekrutacja.nzp@uw.edu.pl">rekrutacja.nzp@uw.edu.pl</a></td>
</tr>
<tr>
<td>WWW address</td>
<td><a href="https://szkolydoktorskie.uw.edu.pl/sdnsp">https://szkolydoktorskie.uw.edu.pl/sdnsp</a></td>
</tr>
<tr>
<td>Required document</td>
<td>Higher education</td>
</tr>
</tbody>
</table>

---

**Phase 1** (01.02.2022 12:00 - 18.03.2022 23:59)

[Sign up button]
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 Exact and Natural Sciences**”.
Please upload recruitment documents and then click „Save”.

<table>
<thead>
<tr>
<th>1. Confirmation that one of the conditions mentioned under § 14 item 3 of the Resolution no 17 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 142; hereinafter referred to as „Resolution”) has been met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate should upload (PDF file): 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 for qualified candidates at the Secretary's Office of the Doctoral School of Exact and Natural Sciences – 23.09.2022. 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 „Diamantowy 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 „Diamantowy Grant” [Diamond Grant] program or a statement that an application has been submitted as part of the „Diamantowy 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 Doctoral School of Exact and Natural Sciences 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Title of the initial research project proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of the initial research project proposal in English.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Description of the initial research project proposal in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>The description of the initial research project proposal (with the title) in English. The description may 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. The references shall be included in the page limit. The description must be delivered as PDF file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. A resume or CV outlining the candidate's scientific activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>The resume or CV 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, studies promoting science, activity in science movement representative bodies, average of their university grades, professional career, level of proficiency in foreign languages. The document must be delivered as PDF file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Scans of materials confirming scientific activities referred to in the resume or CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>In cases of: 1) scientific publications – a scan of the title page; when multi-authors' achievements are regarded, the percentage share of the candidate in the achievement is required to be defined; 2) student competitions – the confirmed participation; 3) participation in research projects – a scan of the certificate issued by the project's coordinator; 4) papers and seminar or conference messages delivered – a scan of the document confirming the delivering of the paper; 5) research internships – a document describing participation; 6) achievements within academic in scientific societies or organizations – a scan of the certification signed by the chairperson of the organization. The documents must be delivered as a single PDF file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Document confirming level in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document confirming at least B2 proficiency level in English or a declaration of the level of proficiency in English allowing education at the School. The document must be delivered as PDF file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Planned supervisor's data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic degree/title, name, last name of planned supervisor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Scan of a declaration by the planned supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate must upload the scan of a declaration by the planned supervisor, using the model set out in Appendix no 4 to Resolution (<a href="https://solidyktorik.urw.edu.pl/wp-content/uploads/2021/05/DECLARATION-OF-THE-PLANNED-SUPERVISOR.docx">https://solidyktorik.urw.edu.pl/wp-content/uploads/2021/05/DECLARATION-OF-THE-PLANNED-SUPERVISOR.docx</a>). Additionally, the candidate may also attach a scan of their planned supervisor's opinions and opinions of other academics about the candidate and their scientific activity or proposed research project. The document must be delivered as PDF file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Candidate should indicate whether they were or are a doctoral student or a participant of doctoral studies or whether they have initiated study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate should answer „yes”, if they meet at least one of the following conditions: they were or are a doctoral student, they were or are a participant of doctoral studies, they have initiated a doctoral dissertation process, proceedings to award them a doctoral degree have been initiated, they were awarded a degree of doctor.</td>
</tr>
</tbody>
</table>
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 23, 2022.

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
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.

Templates of declarations can be downloaded in the IRK system from the tab ‘**Enrollment applications**’ – ‘**Documents and further steps**’.
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". Recruitment fee – PLN 200.
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 the last day of registration in the IRK system (11:59 p.m.).
DOCTORAL SCHOOL OF EXACT AND NATURAL SCIENCES

Doctoral Schools Secretary’s Office
93 Żwirki i Wigury Street, 3061 room 02-089 Warsaw

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

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