

**Doctoral School of Exact and Natural Sciences** 

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



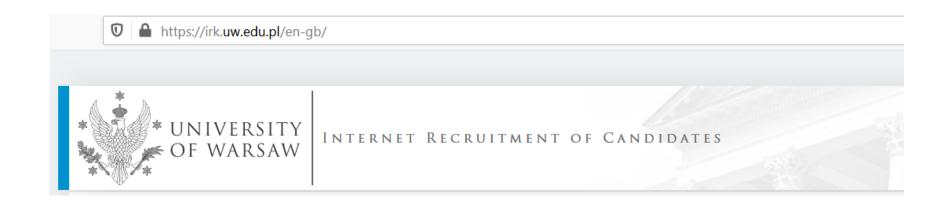
### **Dear Candidates!**

In order to the correctly complete of the application for admission to the Doctoral School of Exact and Natural Sciences, we present an instruction, which may be helpful during the registration.

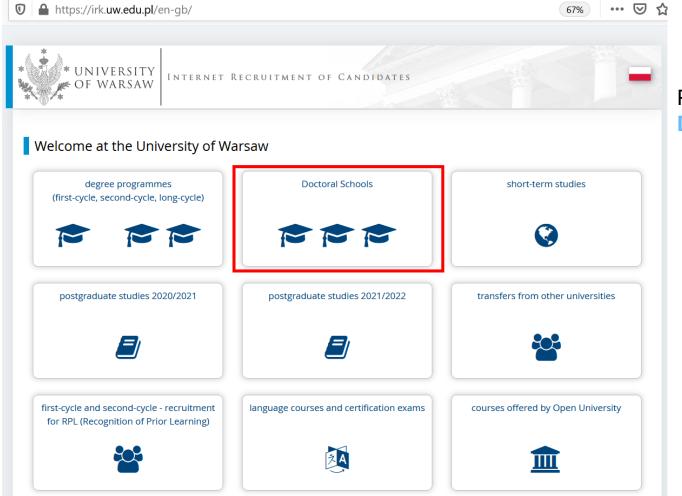
In the instruction exemplary data is used to illustrate correct registration in the system.

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/





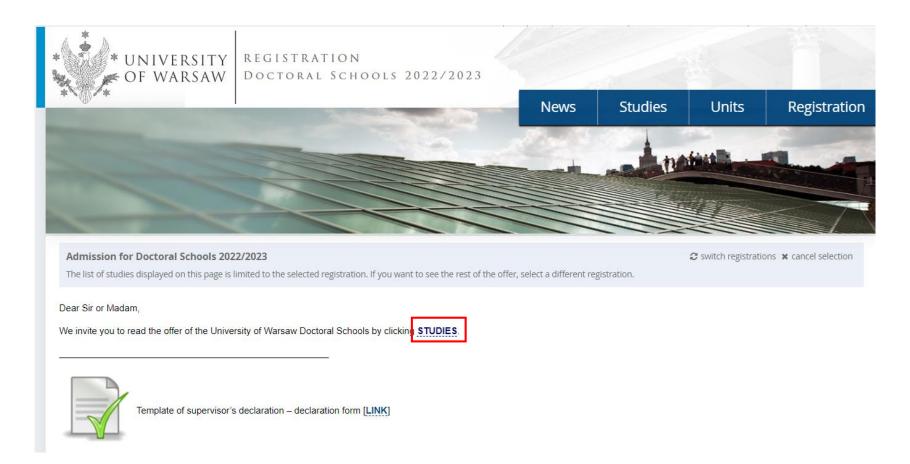


## Please choose:

**Doctoral Schools** 



In order to read the offer of the Doctoral School of Exact and Natural Sciences, please choose "STUDIES".

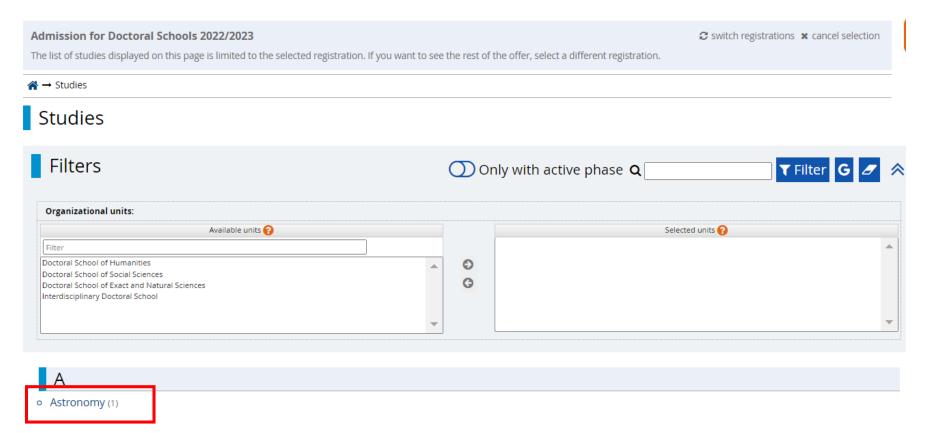




### Please choose the discipline you are interested in:

- 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.





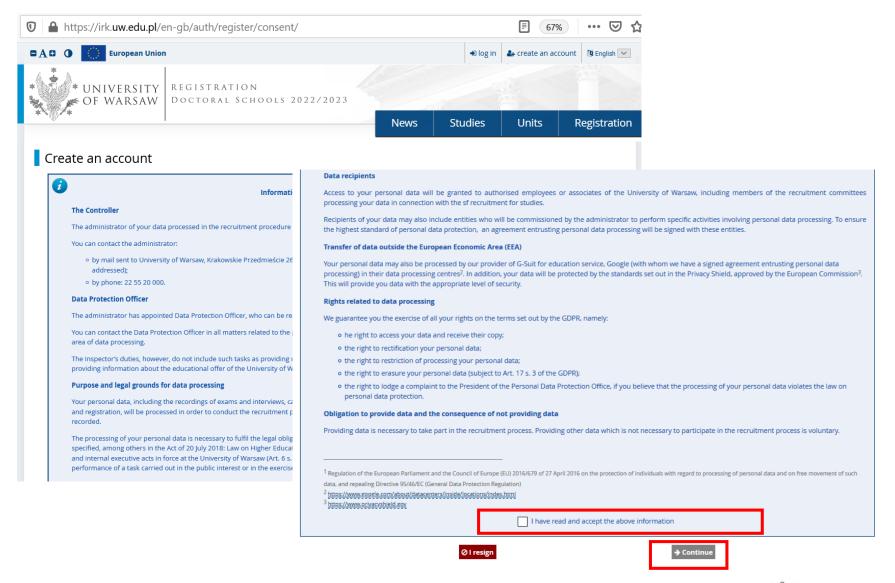
For creating your individual registration account in IRK please choose "create an account".



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

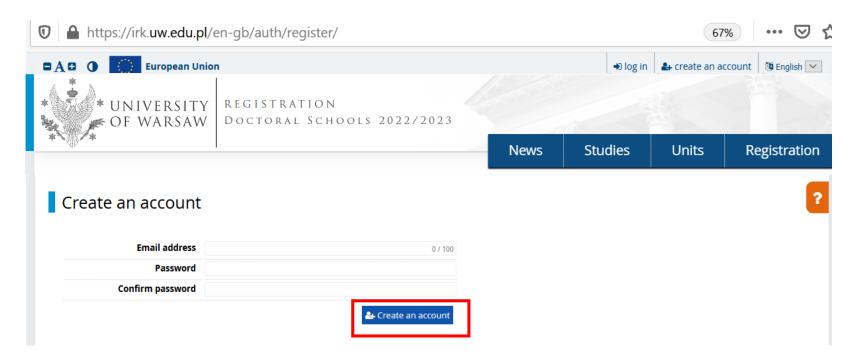


In order to go to the next step of creating the account, it is necessary to read the 'Information about processing of personal data', then select "I have read and accept the above information" and click the button "Continue".



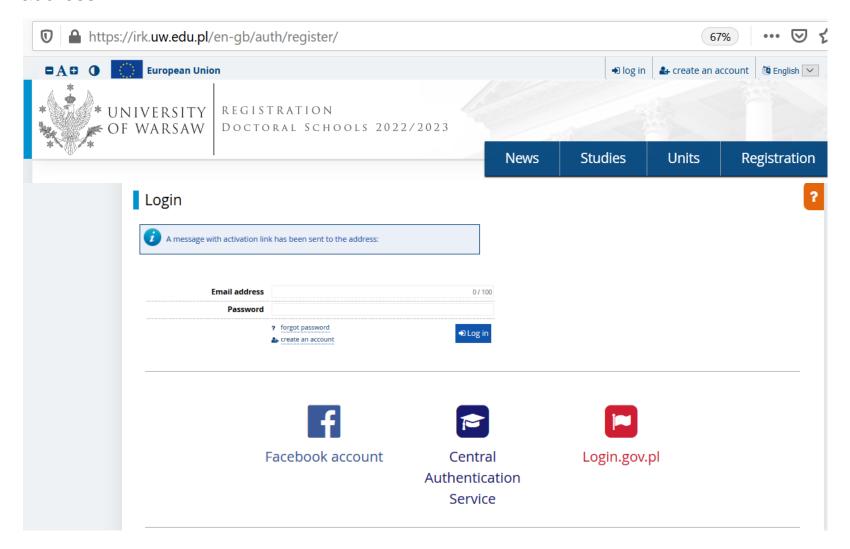


Enter your email address and password and confirm the password. Then click the button "Create an account".





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 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!

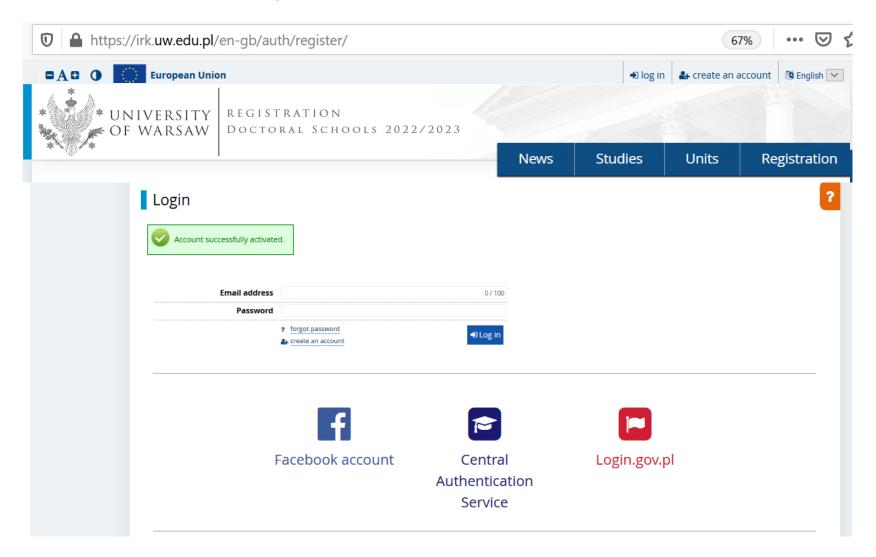
You can change settings of your email notifications on the settings page.

University of Warsaw ul. Krakowskie Przedmieście 26/28 00-927 Warszawa tel. +48 22 55 20 000

www: https://www.uw.edu.pl

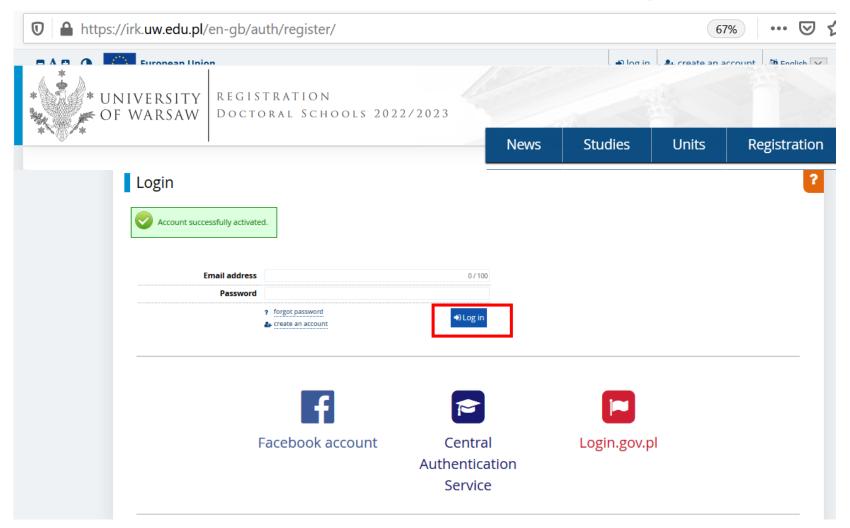


### You will see a message ,Account successfully activated'.



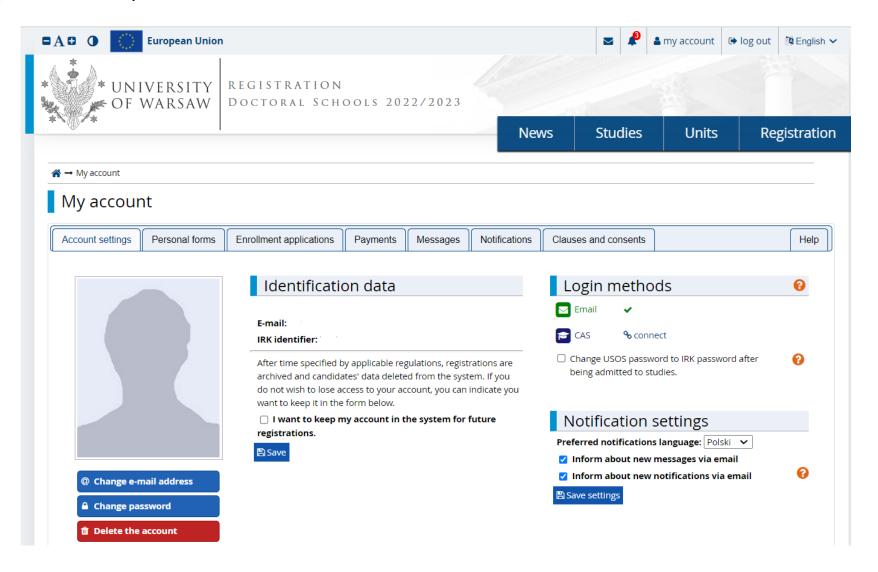


### Enter your email address and password and click the button "Log in".



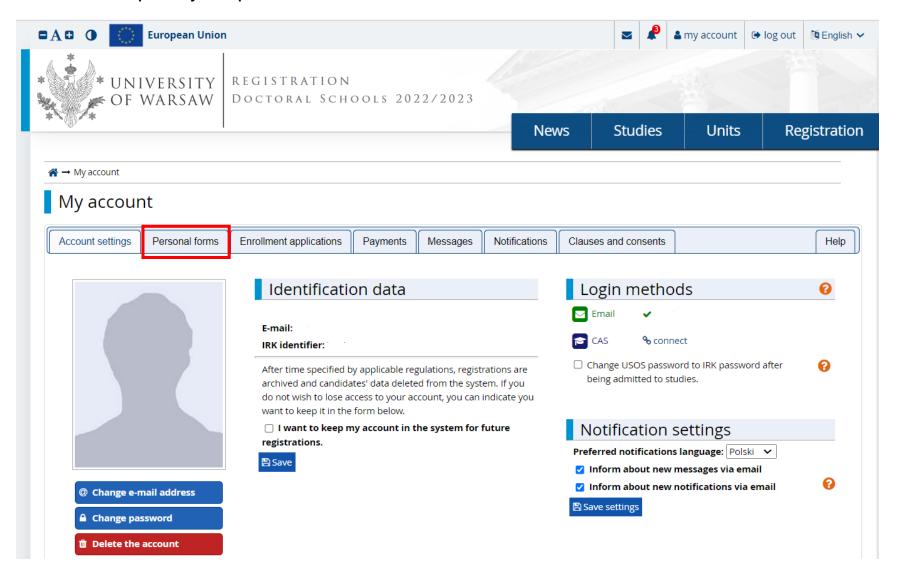


### Example of the account structure



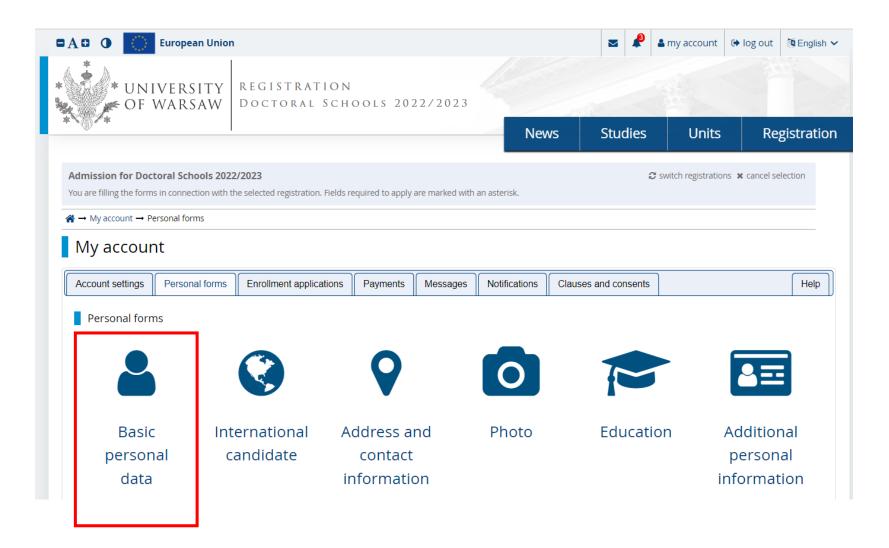


### To complete your personal data, click "Personal forms".





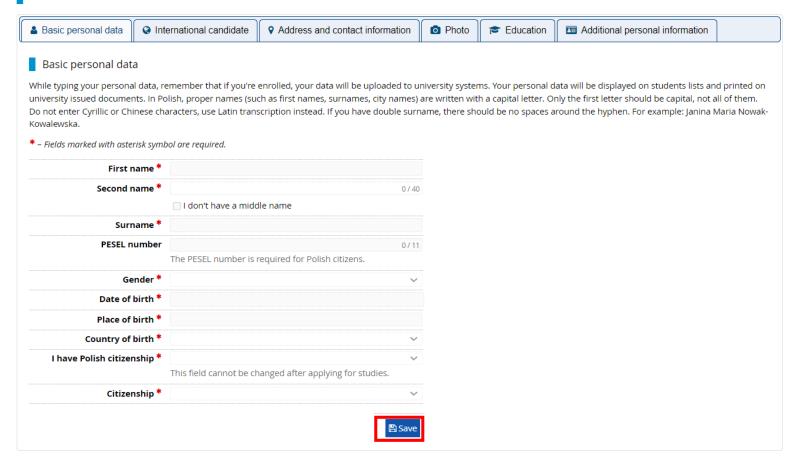
### Please click "Basic personal data".





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).

### Personal forms





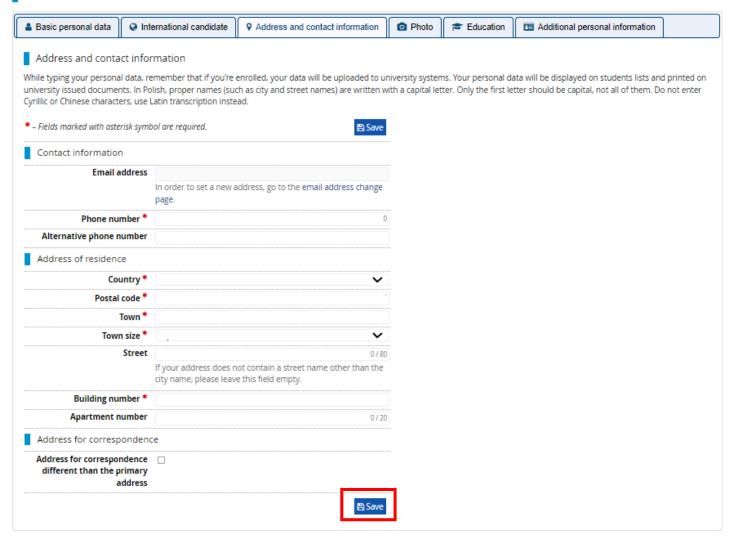
Select the appropriate status (this form concerns only candidates without Polish citizenship) and click buton "Save". Then please choose the tab "Address and contact information".

Personal form	าร								
▲ Basic personal data			Address and contact information	Photo	Education	■ Additional personal information			
International candi	idate								
This form concerns only ca	andidate:	s without Polish citizens	ship.						
* – Fields marked with aster	risk symb	ool are required.					<b>□</b> Save		
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							



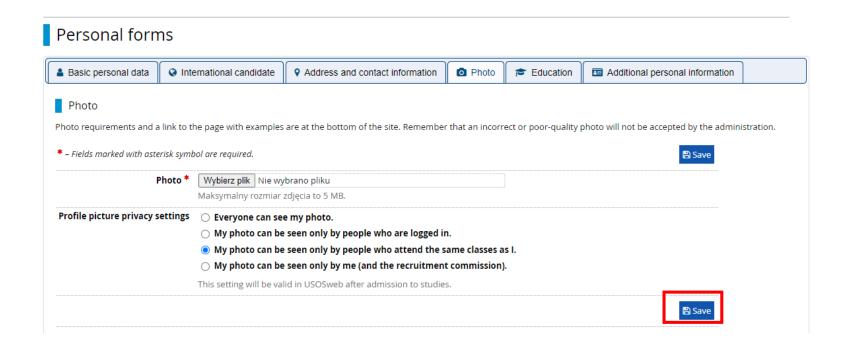
Please complete your address and contact information in accordance with the description in the registration form and click the button "Save". Then please choose the tab "Photo".

### Personal forms



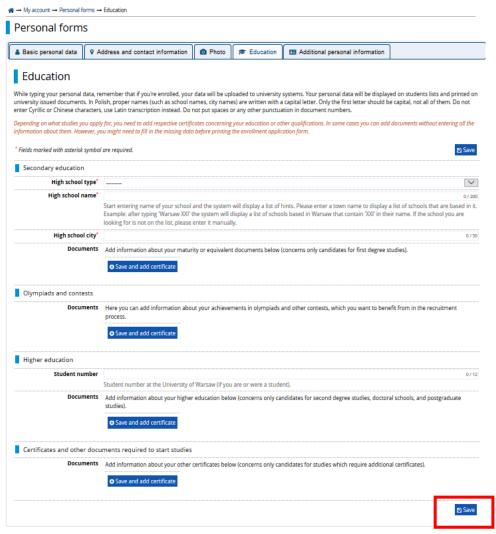


Upload the photo and select the appropriate privacy settings. Click the button "Save" and choose the tab "Education".





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



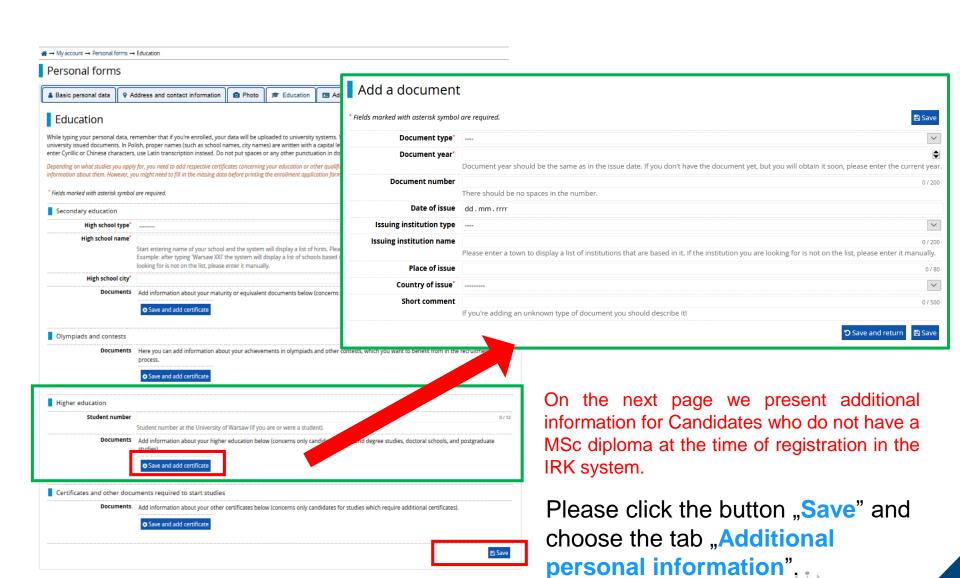


Please complete the information on your secondary education and click the button "Save and add certificate".

			Add a document	
		Add a document		
# → My account → Personal forms → Education		* Fields marked with asterisk symbol are required.		
Personal forms		Document type*	v	
Basic personal data	t information	Document year*	•	
			Document year should be the same as in the issue date. If you don't have the document yet, but you will obtain it soon, please enter the current year.	
Education		Document number	0/200	
	re enrolled, your data will be uploaded to university systems. Your personal data will be di	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 Polish, proper names (	such as school names, city names) are written with a capital letter. Only the first letter sho			
	tion instead. Do not put spaces or any other punctuation in document numbers.	Issuing institution type		
	l respective certificates concerning your education or other qualifications. In some cases you can n the missing data before printing the enrollment application form.	Issuing institution name	0 / 200 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.	
* Fields marked with asterisk symbol are required.		Place of issue	0/80	
rielas markea wiai asterisk symbol are requirea.		Country of issue*		
Secondary education		Short comment	0/500	
High school type*		Short comment	If you're adding an unknown type of document you should describe it!	
High school name*			<b>⊃</b> Save and return	
	e of your school and the system will display a list of hints. Please enter a town name to dis ng 'Warsaw XXI' the system will display a list of schools based in Warsaw that contain 'XXI' i		S aske and recuir	
	n the list, please enter it manually.			
High school city*		//50		
Documents Add information al	bout your maturity or equivalent documents belonger that the second of first degree the second of th	gree studies).		
Olympiads and contests				
	information about your achievements in olympiads and other contests, which you want to	henefit from in the recruitment		
process.  • Save and add of				
Higher education				
Student number	the University of Warsaw (if you are or were a student).	0/12		
	bout your higher education below (concerns only candidates for second degree studies, do	octoral schools, and postgraduate		
studies).	bout your righer education below (concerns only calculates for second degree studies, or	octoral schools, and postgraduate		
• Save and add o	certificate			
Certificates and other documents required to	o start studies			
<b>Documents</b> Add information at	bout your other certificates below (concerns only candidates for studies which require add	ditional certificates).		
• Save and add o	certificate			
		<b>≅</b> Save		

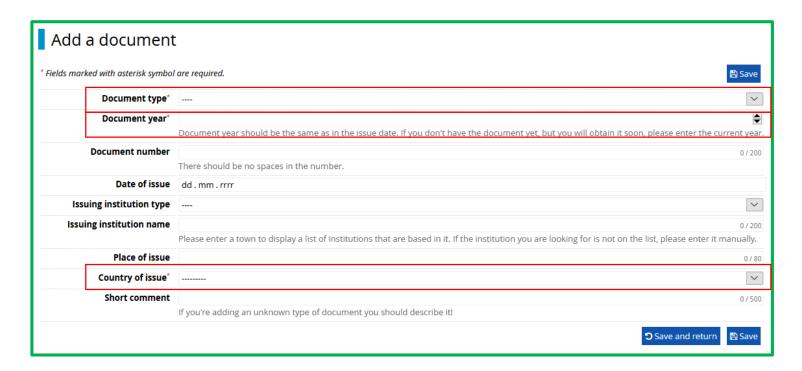


Please complete the information on your higher education and click the button "Save and add certificate".



WARSZAWSKI

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 thirdcycle (doctoral) studies

"Document year"

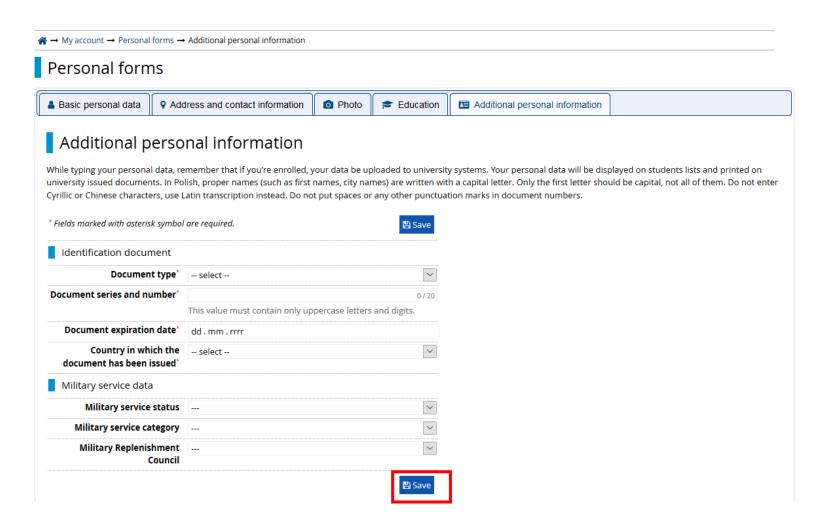
Please enter: 2022

"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".



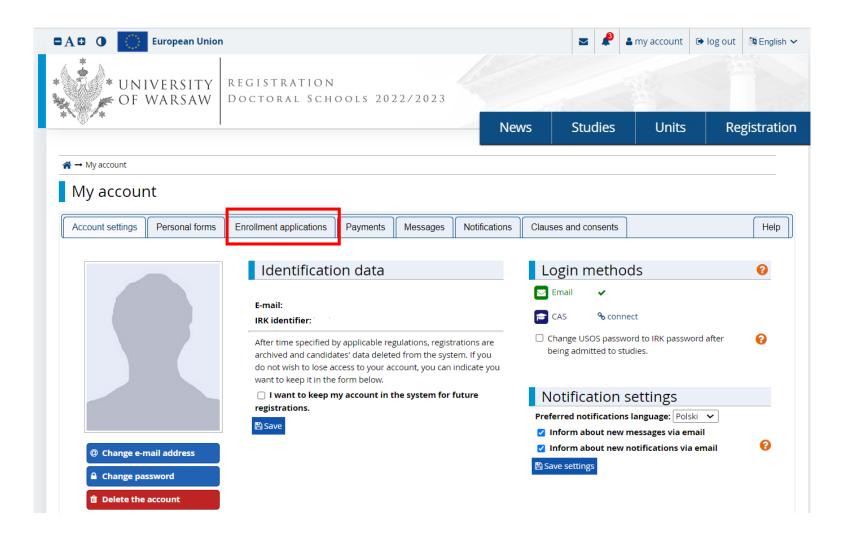


Returning to the main view My Account is possible after clicking the button "my account".



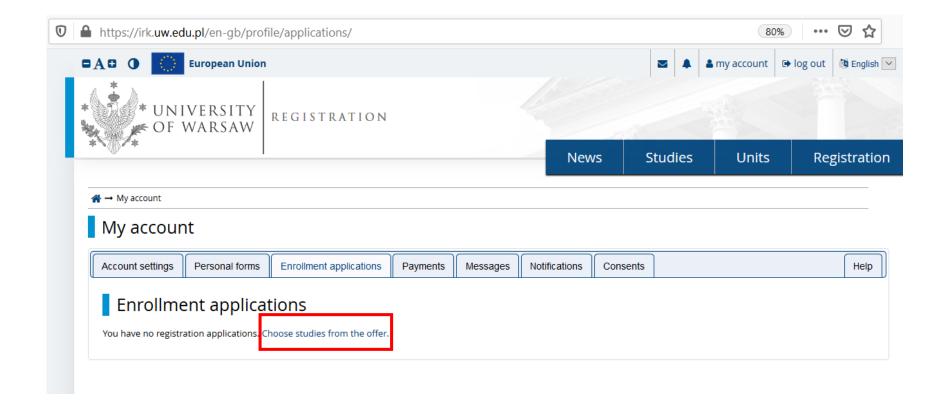


In order to fill in the enrolment application please choose the tab "Enrollment applications".



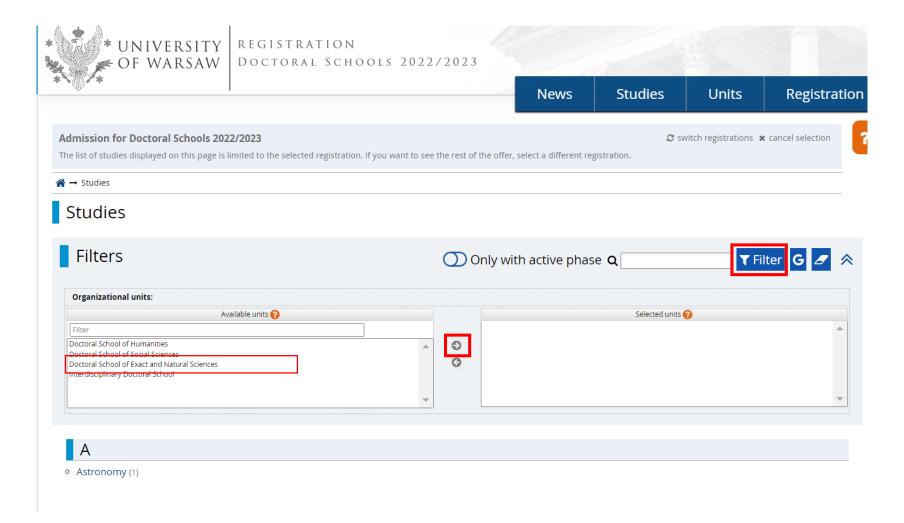


### Then please click "Choose studies from the offer".



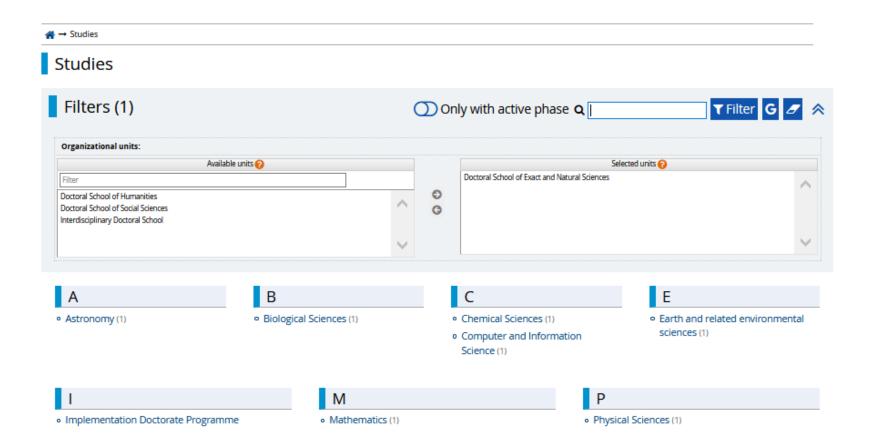


Please choose: "Doctoral School of Exact and Natural Sciences" and then click "Filter".





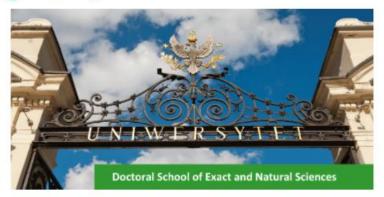
### Please choose the scientific discipline.





### 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

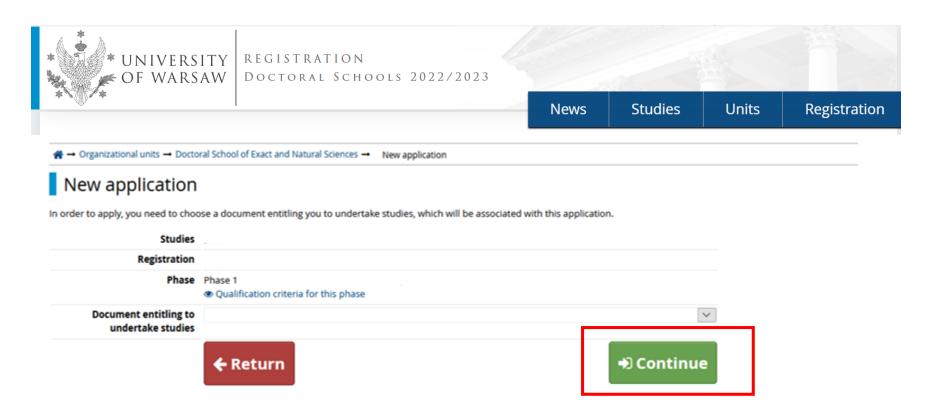
Det	ails		
Code	3-SzD-NSP-Astro		
Organizational unit	Doctoral School of Exact and Natural Sciences		
Academic area/discipline	Astronomy		
Form of studies	Full-time		
Language(s) of instruction	English, Polish		
Admission limit	5		
Duration	4 years		
Office opening hours	ul. Żwirki i Wigury 93 02-089 Warszawa tel: 22 55 22 144, 22 55 22 145 poniedziałek-piątek 10:00-14:00 rekrutacja.nsp@uw.edu.pl		
WWW address	https://szkolydoktorskie.uw.edu.pl/s dnsip		
Required document	Higher education		

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

Sign up



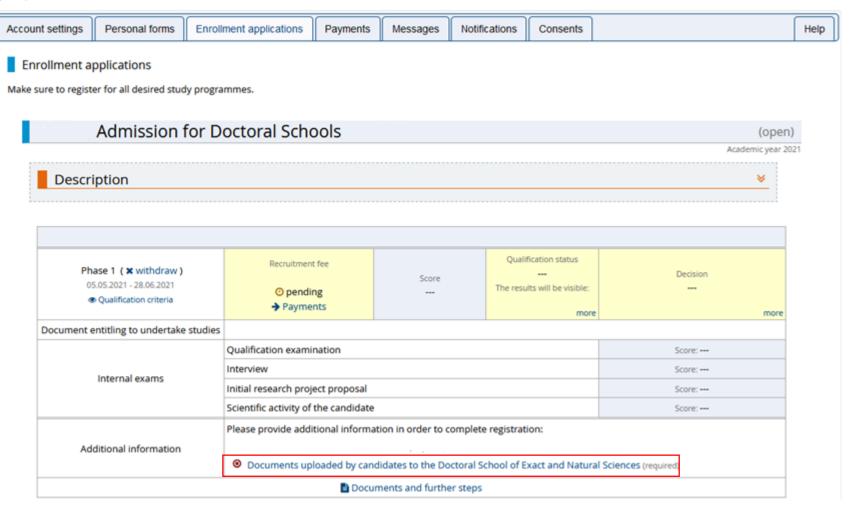
Please choose: "Document entitling to undertake studies" and then click "Continue".





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

### My account





### Please upload recrutiment documents and then click "Save".

1. Confirmation that one of the conditions mentioned under §14 item3 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 \*

#### Wybierz plik Nie wybrano pliku

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 from 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 "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 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.

2. Title of the initial research project proposal \*

Title of the initial research project proposal in English

3. Description of the initial research project proposal in

#### Wybierz plik Nie wybrano pliku

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 include in the page limit. The description must be delivered as PDF file.

4. A resume or CV outlining the candidate's scientific

#### 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 completed, activities 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.

5. Scans of materials confirming scientific activities referred to in the resumé or

#### Wybierz plik Nie wybrano pliku

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 certification 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 documented participation; 6) achievements within activities 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.

6. Document confirming level in English \*

#### Wybierz plik Nie wybrano pliku

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.

7. Planned supervisor's data \*

Academic degree/title, name, last name of planned supervisor

8. Scan of a declaration by the planned supervisor \*

#### Wybierz plik 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 document must be delivered as PDF file

9. Candidate should indicate -- select -or whether they have initiated

whether they were or are a 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 doctoral student or a participant of doctoral studies, - they have initiated a doctoral dissertation process, - proceedings to award them a doctoral degree have been participant of doctoral studies initiated, - they were awarded a degree of doctor



1. Confirmation that one of the conditions mentioned under §14 item3 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 \*

#### Wybierz plik Nie wybrano pliku

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 from 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 "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 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.

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

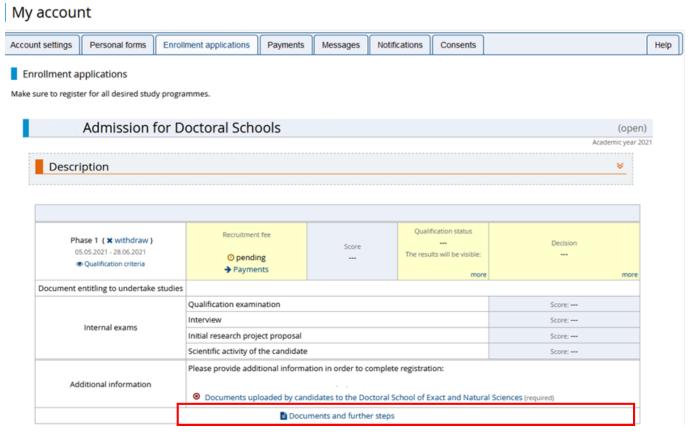


8. Scan of a declaration by the planned supervisor \* Wybierz plik Nie wybrano pliku

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 document must be delivered as PDF file.

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".

#### My account Enrollment applications Personal forms Payments Messages Notifications Consents Help Account settings Enrollment applications Make sure to register for all desired study programmes. Admission for Doctoral Schools (open) Academic year 2021 Description Qualification status Recruitment fee Phase 1 ( x withdraw ) Decision Score 05.05.2021 - 28.06.2021 The results will be visible: pending Qualification criteria Payments more more Document entitling to undertake studies Qualification examination Score: ---Interview Score: ---Internal exams Initial research project proposal Score: ---Scientific activity of the candidate Score: ---Please provide additional information in order to complete registration: Additional information Documents uploaded by candidates to the Doctoral School of Exact and Natural Sciences (required)

Documents and further steps



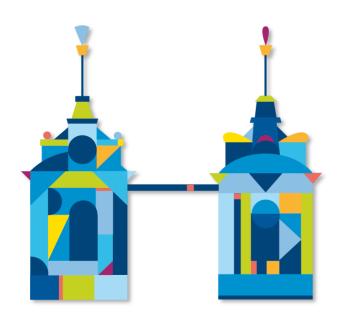
Instead of paying by bank wire transfer, you can use an online payment system. Please click the button "I pay". Recruitment fee – PLN 200. \* UNIVERSITY REGISTRATION Registration Studies Units News → My account My account Account settings Personal forms Enrollment applications **Payments** Messages Notifications Consents Help Payments On this page you can view a summary of financial operations on your IRK account. If the system has been configured to support payments in more than one currencies, your payments will be divided into separate tables in regard to these currencies. Your account deposits have positive value in the Amount column, while charges have a negative value. In the Status column the current status of your application fee is displayed. If the application has not been paid on time or a refund has been made, the payment will be displayed with grey background and its amount will not be calculated into the sum that is displayed above the table. In the Payment deadline column there is a date until which you should make the payment at the latest, and below - in brackets - there is a date until which the money must be transferred to the University. Please make the payment in advance. If a recruitment payment isn't settled on time (the date in brackets), the application will be considered only on candidate's request, provided that the payment was made no later than on the day after the deadline for registration for given studies. Submitting such a request is possible within 3 days after announcement of the results. Złoty (PLN) Sum: ID Description Status Payment deadline Amount 0 Your personal bank account for transfers: Quick payment: ING imoje University of Warsaw Amount: (only for payments made in PLN currency) For payments made in EUR or USD currency, please visit the website.



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/