Instruction for completing the application for admission to the Interdisciplinary Doctoral School
Dear Candidates!

In order to fill in your application for admission to the Interdisciplinary Doctoral School 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 Interdisciplinary Doctoral School, please choose „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)

<table>
<thead>
<tr>
<th>Code</th>
<th>00000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>00-927 Warszawa, ul. Krakowskie Przedmieście 26/28</td>
</tr>
<tr>
<td>Phone number</td>
<td>55-20-000</td>
</tr>
<tr>
<td>USOSweb page</td>
<td>go to USOSweb</td>
</tr>
<tr>
<td>WWW portal</td>
<td><a href="http://www.uw.edu.pl">http://www.uw.edu.pl</a></td>
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</tbody>
</table>
Please choose the programme you are interested in (regular studies or implementation doctorate programme)

Interdisciplinary Doctoral School

- Full-time
  - Implementation Doctorate Programme
  - Interdisciplinary Doctoral School
After choosing the programme, read the requirements on the website

Interdisciplinary Doctoral School

About

The establishment of the Interdisciplinary Doctoral School at the University of Warsaw is a response to the challenges faced by academic researchers today. Those challenges consist in conducting innovative research crossing the boundaries between academic disciplines and fields. At the School, doctoral students prepare theses based on achievements in at least two freely elected fields of academic research, with the leading field indicated, or single-field projects without any leading discipline specified.

A PhD candidate works under the supervision of at least two supervisors representing different scientific fields. The choice of the main advisor must be made before submitting the recruitment documents. The second supervisor (or assistant supervisor) must be found within a month since matriculation.
Please note that the following examples regarding creating account refer to the previous recruitment process but each step remains the same also in 2022/2023 application process. **The procedure will open on 5.05.2022.**

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.
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 choose the appropriate programme from the offer.

**Registration**

**Description**

The University of Warsaw, established in the year 1816, is the best and largest school of higher education in Poland. We are distinguished by high quality education, qualified academics and a rich research and didactic infrastructure.

**Programmes and registration phases**

<table>
<thead>
<tr>
<th>No.</th>
<th>Studies</th>
<th>Phase 1</th>
<th>Phase 2</th>
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<td>from: 01.04.2022 12:00 to 19.05.2022 23:59</td>
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<td>from: 01.04.2022 00:00 to 19.05.2022 23:59</td>
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<tr>
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<td>4</td>
<td>Earth and Related Environmental Sciences</td>
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<tr>
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<td>from: 01.03.2022 13:00 to 08.04.2022 23:59</td>
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Please choose: „Interdisciplinary Doctoral School” and then click „Filter”

Please choose the scientific discipline.
adapted to the
guidance of a
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<tr>
<th>Office opening hours</th>
<th>Tel: 22 55 20 264</th>
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<tbody>
<tr>
<td></td>
<td>poniedziałek-czwartek 10:00-14:00</td>
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<tr>
<td></td>
<td><a href="mailto:rekrutacja.ns@uw.edu.pl">rekrutacja.ns@uw.edu.pl</a></td>
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| Required document | Higher education |

Ask about this programme

Phase 1 (00:00 01 23:59)

Sign up

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ut under the supervision of a supervisor. The start of education – 1 October 2021.
Please note that the following examples refer to the previous recruitment process but each step remains the same also in 2022/2023 application process. The procedure will open on 5.05.2022.

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

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

**Studies** | Economics and Finance
---|---
**Registration** | Admission for Doctoral Schools 2021/2022
**Phase** | Phase 1 (05.05.2021 00:01 – 28.06.2021 23:59)
**Document entitling to undertake studies** | 

[Return to previous step] [Continue]
The window view – Enrollment applications. To complete the recruitment documents, click „Documents uploaded by candidates” and „Documents uploaded by candidates to the Interdisciplinary Doctoral School”.

**Economics and Finance**

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

<table>
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<th>Score</th>
<th>Qualification status</th>
<th>Decision</th>
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<tr>
<td>150.00 zł</td>
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<tr>
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<tr>
<td>Payments</td>
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<td></td>
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</tbody>
</table>

**Document entitling to undertake studies**
Polish diploma of master or certificate of completion of graduate studies nr (?) issued on (?),(?),2021 by (?)

**Internal exams**

- Standard 1
  - The research project
  - Score: ---
- Standard 2
  - Scientific activity
  - Score: ---
- Standard 3
  - Interview
  - Score: ---

**Additional information**
Please provide additional information in order to complete registration:
- Documents uploaded by candidates (required)
- Documents uploaded by candidates to the Doctoral School of Social Sciences (required)

[Documents and further steps]
Documents uploaded by candidates
Admission for Doctoral Schools 2021/2022
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: 28 Jun 2021, 11:59 p.m.

* Fields marked with asterisk symbol are required.

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 13, as amended; henceforth 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 Humanities – 22.09.2021, Doctoral School of Social Sciences – 23.09.2021, 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 the “Diamentowy 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 qualified 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

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 should 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.
Please upload recruitment documents and then click „Save”.

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.

<table>
<thead>
<tr>
<th>Title of the preliminary research project proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the preliminary research project proposal</td>
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</tbody>
</table>

- 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 |

| Language of the interview |
| Declaration of the level of proficiency in English |
| Scans of materials confirming scientific activities indicated in the resume or CV |

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".

<table>
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<tr>
<th>ID</th>
<th>Description</th>
<th>Status</th>
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<th>Amount</th>
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<td>29.06.2021 23:59 (30.06.2021 10:59)</td>
<td>-150.00 zł</td>
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Your personal bank account for transfers:
University of Warsaw
69 1169 2244 5270 0000 0012 1530 (only for payments made in PLN currency)
For payments made in EUR or USD currency, please visit the website.
Postal address:
Interdisciplinary Doctoral School
Uniwersytet Warszawski
Krakowskie Przedmieście 26/28
00-927 Warszawa

Contact details:
(+48) 22 55 20 268, (+48) 22 55 20 276
rekrutacja.msd@uw.edu.pl

Recruitment process
Katarzyna Chojecka
E-mail: koordynator.msd@uw.edu.pl