

Instruction for completing the application for admission to the Interdisciplinary Doctoral School

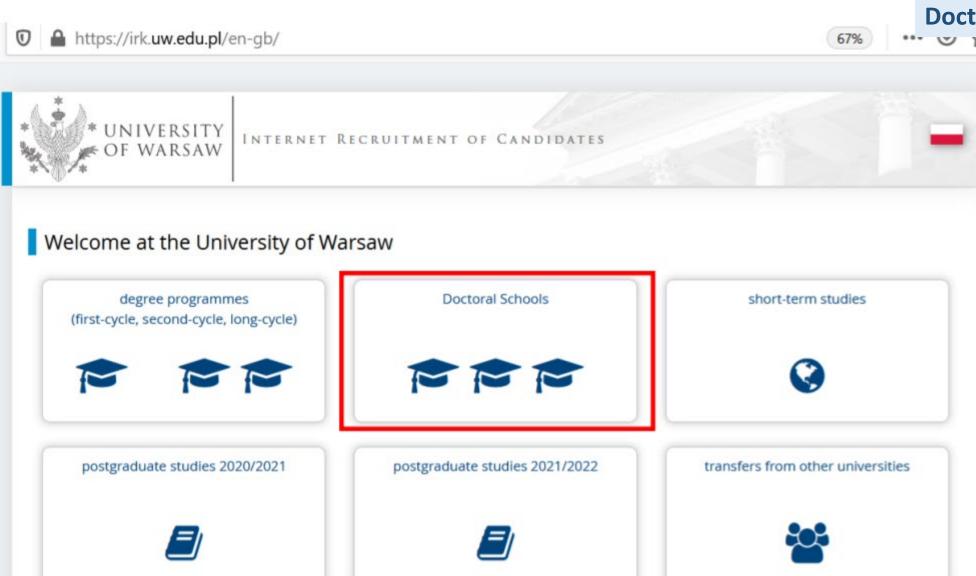


Dear Candidates!

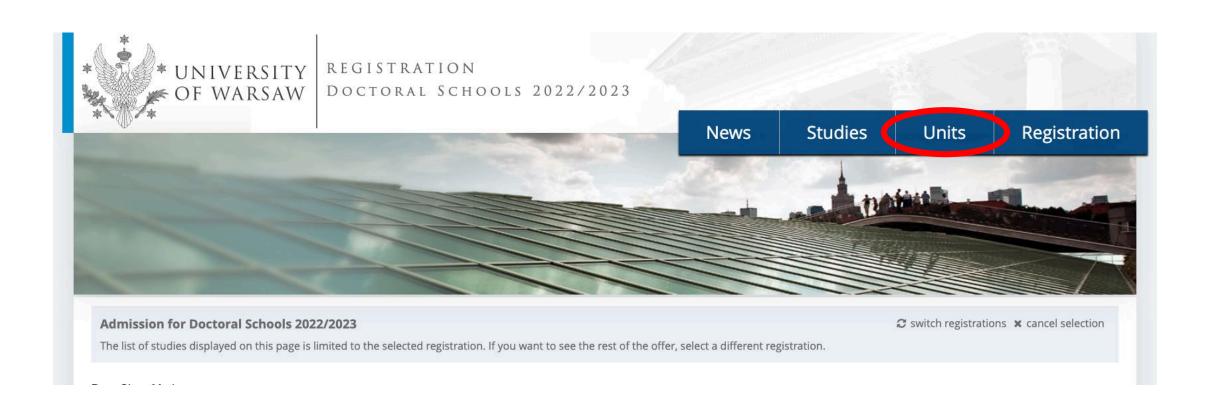
In order to fill in your application for admission to the Interdisciplinary Doctoral School correctly, we present you with the instructions you can use to enter your own data during the registration process.

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





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



Please click the: Interdisciplinary Doctoral School

→ Organizational units

Organizational units

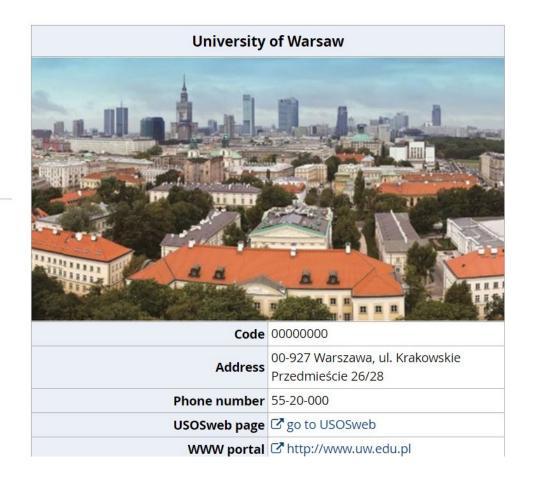


Within the specified deadlines remember to:

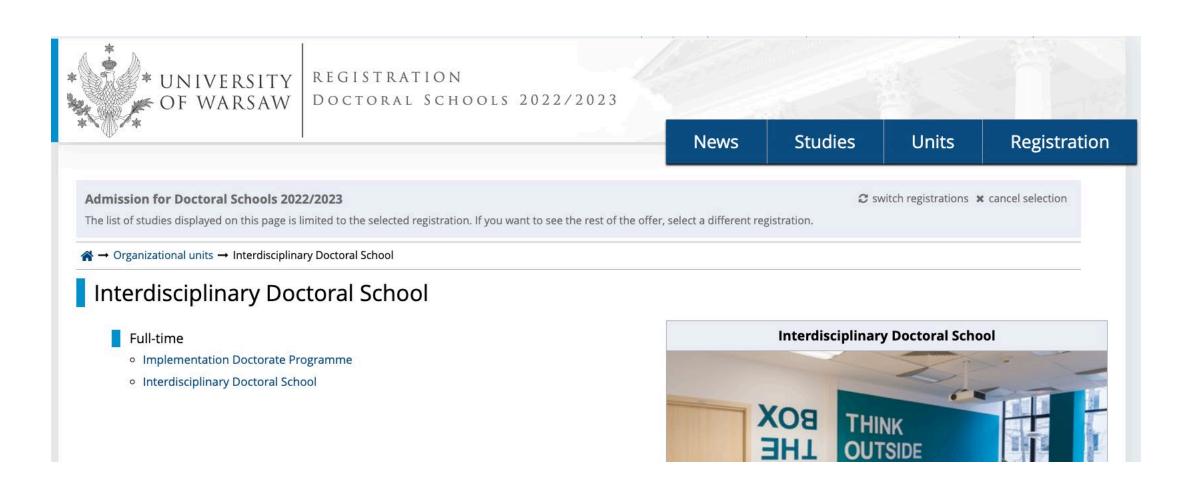
- o pay the application fee,
- o fill out the forms with additional information,
- o fill in your exam scores.

University of Warsaw

- o Doctoral School of Exact and Natural Sciences (7)
- o Doctoral School of Humanities (8)
- Doctoral School of Social Sciences (11)
- o Interdisciplinary Doctoral School (3)



Please choose the programme you are interested in (regular studies or implementation doctorate programme)



After choosing the programme, read the requirements on the website

→ Organizational units → Interdisciplinary Doctoral School → Interdisciplinary Doctoral School

Interdisciplinary Doctoral School

Go to edit page



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.

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 - Schedule of the Doctoral School enrolment procedure:
 - Recruitment fee
 - Form of the selection procedure
 - Language of the enrolment procedure, including interviews
 - Required documents
 - Evaluation criteria and method
 - Condition of admission to the School

Details			
Code	4-SzD-MSD		
Organizational unit Interdisciplinary Doctoral School			
	Archeology, Philosophy, History, Linguistics, Literary Studies, Cultural and Religious Studies, Arts, Economics and Finance, Social and Economic Geography and Spatial Management		

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".



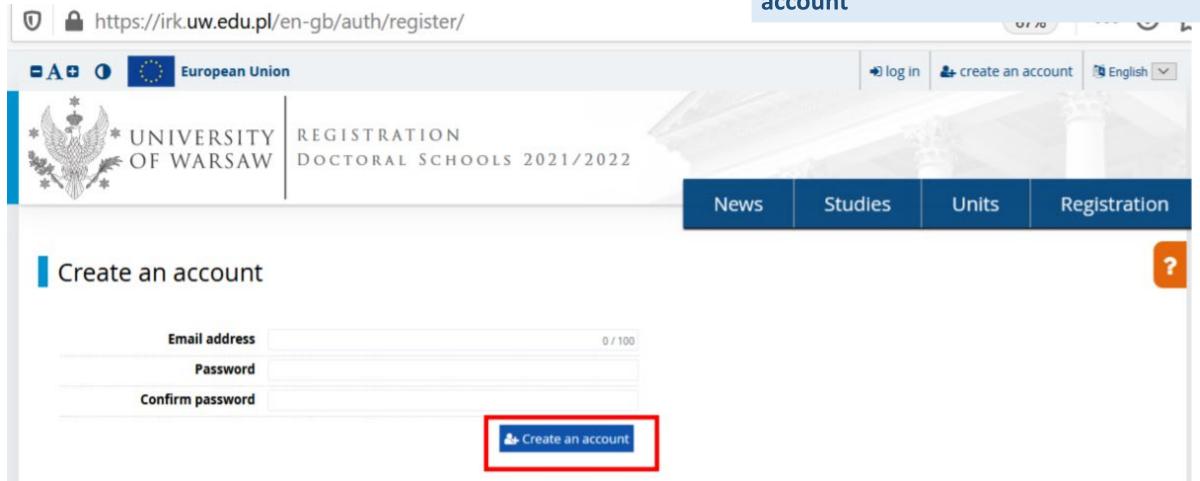
Then you proceed to a window in which you give your consent to the processing of your personal data.

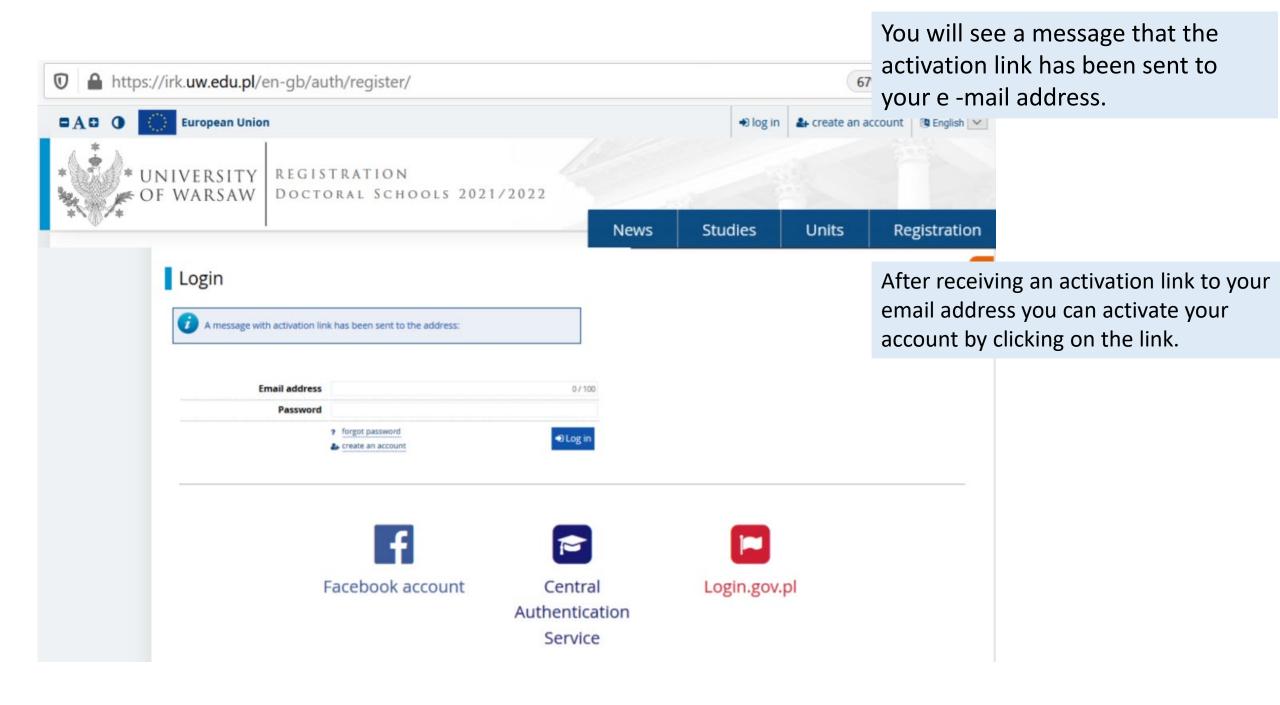
Recipients of your data may also include entities who will be commissioned by the administrator to perform specific activities involving personal data processing. To ensure the highest standard of personal data protection, an agreement entrusting personal data processing will be signed with these entities. 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 centres2. In addition, your data will be protected by the standards set out in the Privacy Shield, approved by the European Commission3. 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: o 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; o the right to erasure your personal data (subject to Art. 17 s. 3 of the GDPR); o 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. 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) https://www.google.com/about/datacenters/inside/locations/index.html https://www.privacyshield.gov I have read and accept the above information





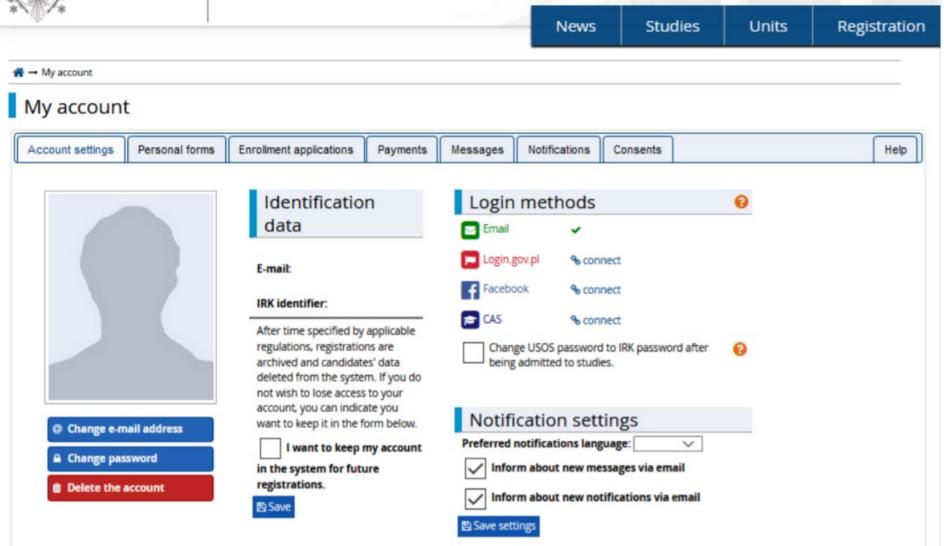
Once your account has been activated, simply log in by re-entering your email and password and click "create an account"

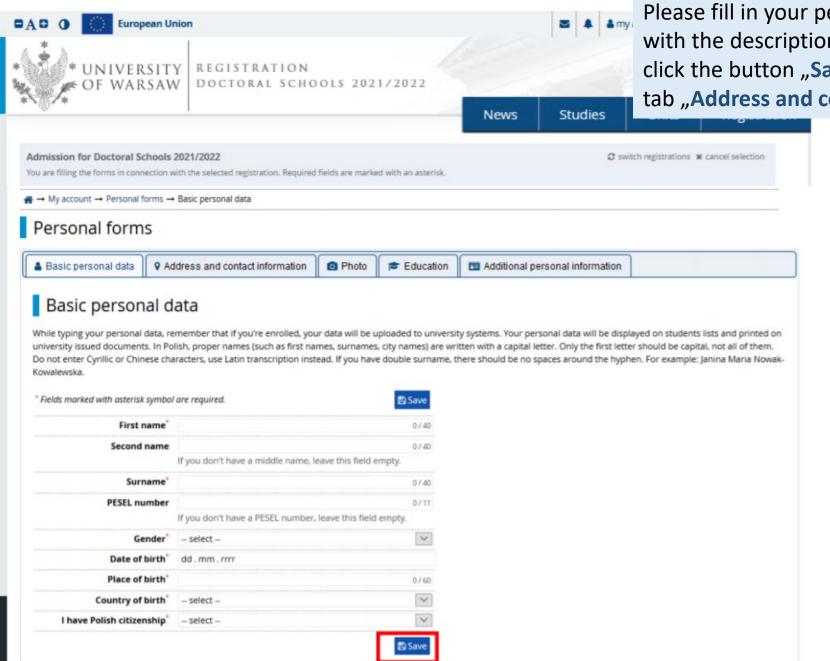




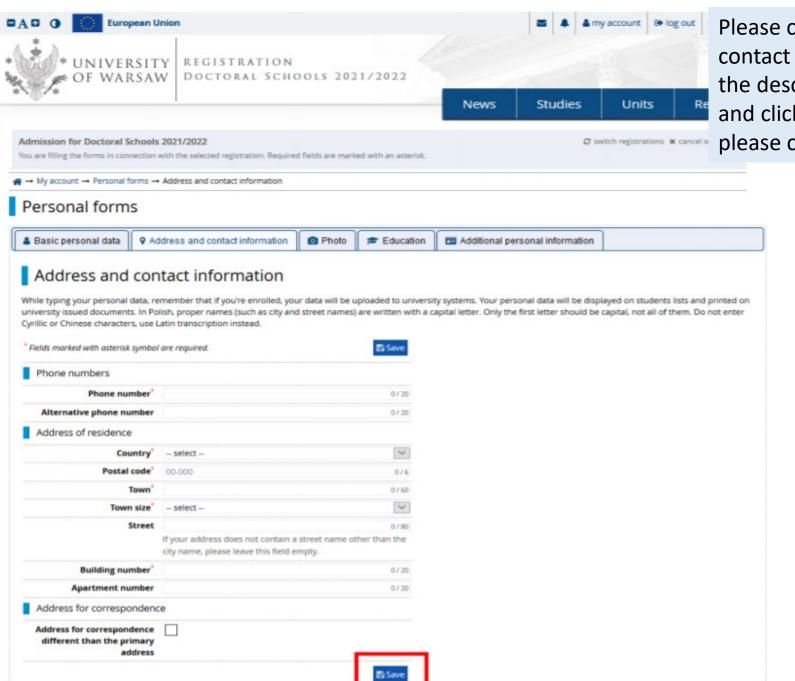


In order to complete your personal data, go to the window **Personal forms** -> basic personal data





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"

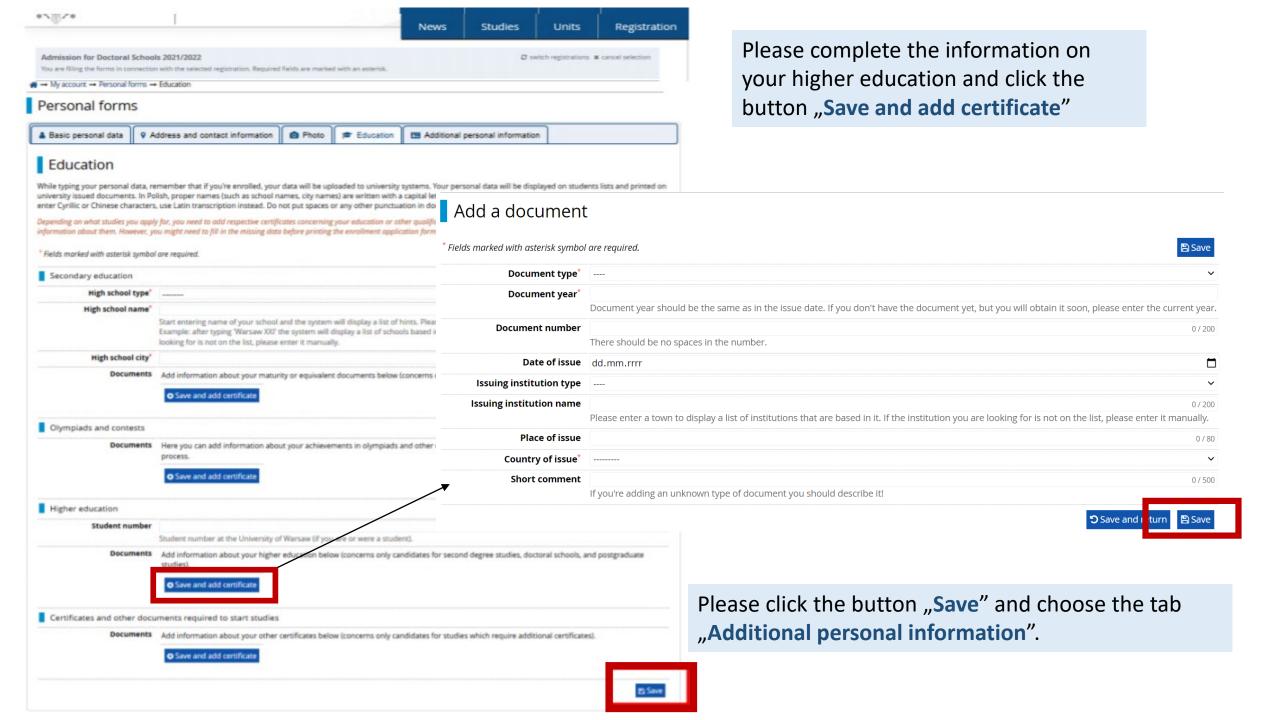


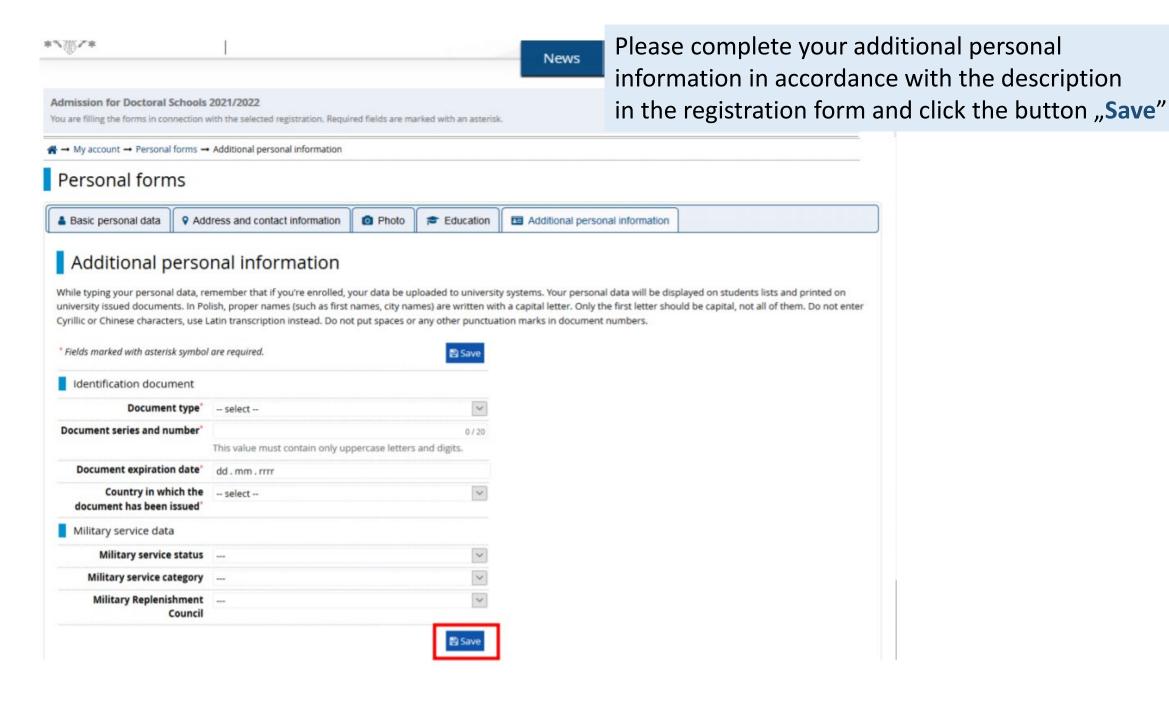
Please complete your address and contact information in accordance with the description in the registration form and click the button "Save". Then please choose the tab "Photo".



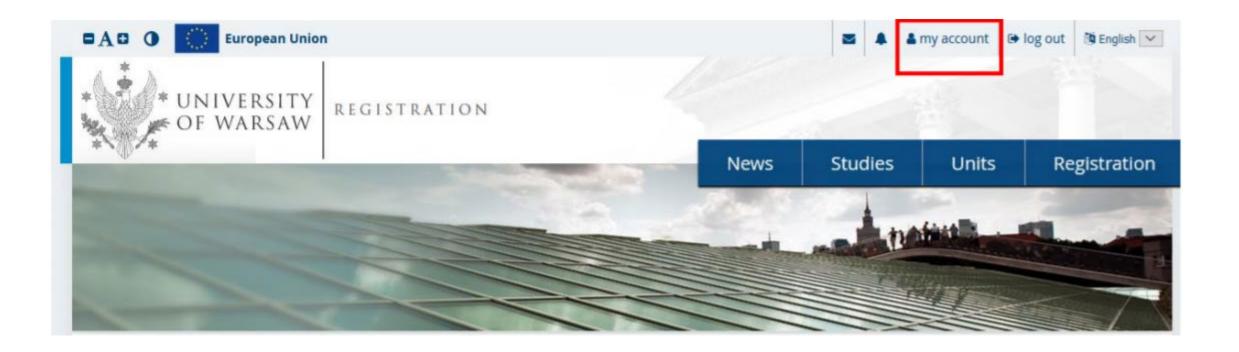
Upload the photo and select the appropriate privacy settings. Click the button "Save" and choose the tab "Education"

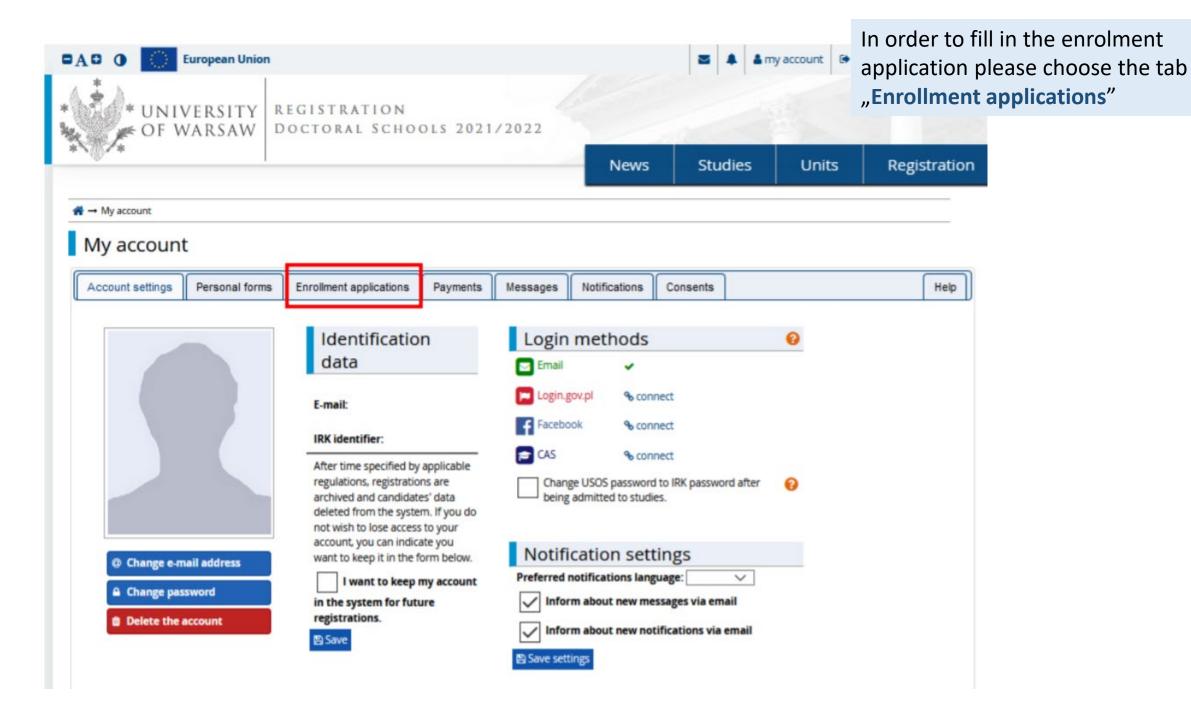
Studies Registration News Units S switch registrations * cancel selection You are filling the forms in connection with the selected registration. Required fields are marked with an asterisk. → My account → Personal forms → Photo Personal forms Basic personal data Address and contact information Photo 4 Additional personal information **Education** 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. Choose photo Przeglądaj... Nie wybrano pliku. Maximal picture size is 5 MB. **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.



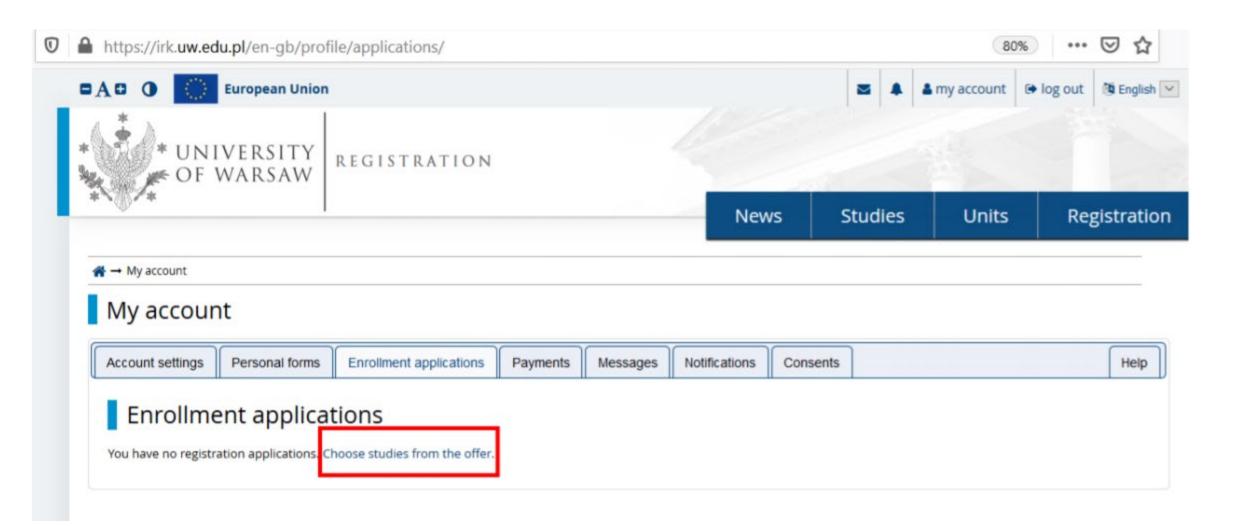


Returning to the main view My Account is possible after clicking the button "my account"





Then please click "Choose studies from the offer".



→ Registration

Then please choose the appropriate programme from the offer.

Registration

Description

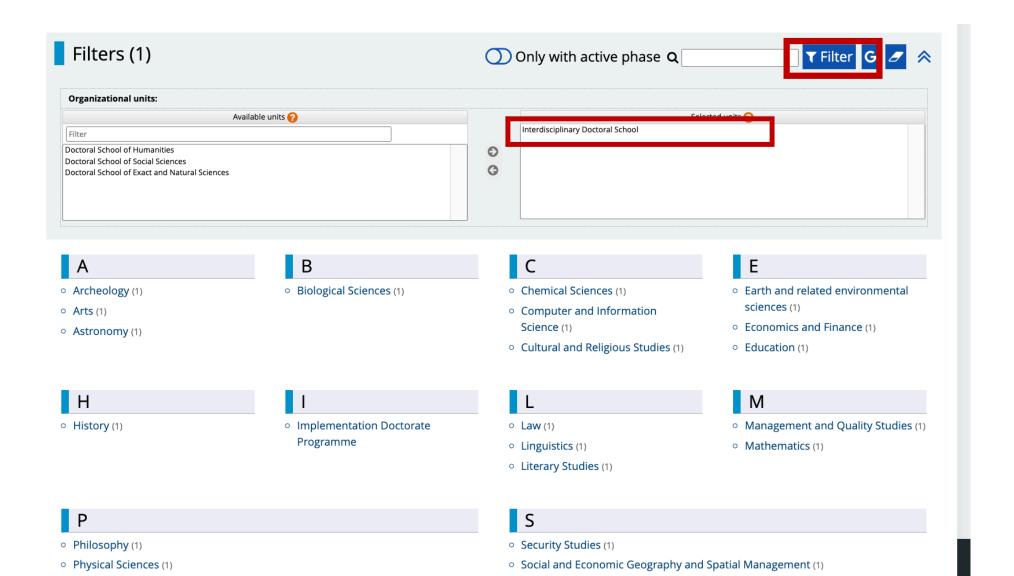
The University of Warsaw, established in the year 1816, is the best and largest school of higher education in Poland. We are distinguished by high quality education, qualified academics and a rich research and didactic infrastructure.

Programmes and registration phases

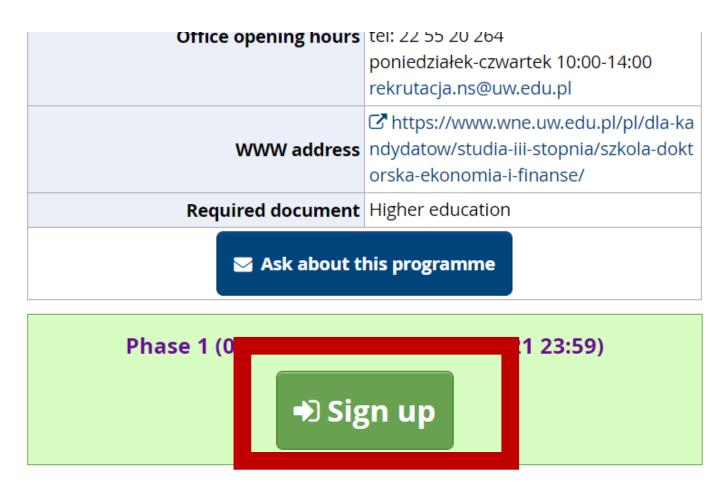
No.	Studies	Phase 1	Phase 2	
1	Astronomy	from: 01.02.2022 12:00 to: 18.03.2022 23:59	from: 01.04.2022 12:00 to: 19.05.2022 23:59	
2	Biological Sciences	from: 01.04.2022 00:00 to: 19.05.2022 23:59		
3	Chemical Sciences	from: 01.04.2022 00:00 to: 19.05.2022 23:59		
4	Earth and Related Environmental Sciences	from: 01.04.2022 00:00 to: 19.05.2022 23:59		
5	Implementation Doctorate Programme	from: 01.03.2022 13:00 to: 08.04.2022 23:59		
6	Implementation Doctorate Programme	from: 01.03.2022 13:00 to: 08.04.2022 23:59		
7	Implementation Doctorate Programme	from: 01.03.2022 13:00 to: 08.04.2022 23:59		
8	Implementation Doctorate Programme	from: 07.03.2022 13:01 to: 15.04.2022 23:59		
9	Interdisciplinary Doctoral School	from: 05.05.2022 00:01 to: 19.06.2022 23:59		
10	Physical Sciences	from: 01.04.2022 00:00 to: 19.05.2022 23:59		
11	Warsaw Doctoral School of Mathematics and Computer Science	from: 01.04.2022 00:00 to: 19.05.2022 23:59		
Page	Pages: 1 Page length: 10, 25, 50, 100, 20			

Please choose: "Interdisciplinary Doctoral School" and then click "Filter"

Please choose the scientific discipline.



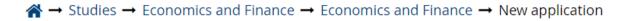
apted to the guidance of a doctoral nceived is not limited rses held by Another rn about oted to d abroad.



uring the 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".



New application

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

Studies	[2-SzD-NS-EiF] Economics and Finance	
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		
	← Return	→ Continue



The window view – Enrollment applications. To complete the recruitment documents, click

"Documents uploaded by candidates" and "Documents uploaded [SzD2021] Admission for Doctoral Schools 2021/ by candidates to the Interdisciplinary Doctoral School".

Description \Rightarrow

2-SzD-NS-EiF] Economics and Finance				
Phase 1	Recruitment fee 150.00 zł pending Payments	Score 	Qualification status Results The results will be visible: 21.07.2021 23:59 more	Decision mor
Document entitling to undertake studies	dies Polish diploma of master or certificate of completion of graduate studies nr (?) issued on (?).(?).2021 by (?)			
	Standard 1 The research project		Score:	
Internal exams	Standard 2 Scientific activity		Score:	
	Standard 3 Interview		Score:	
	Please provide additional information in order to complete registration:			
Additional information	Documents uploaded by candidates (required)			
	Documents uploaded by candidates to the Doctoral School of Social Sciences (required)			
	L Docu	ıments and further steps		

→ My account → Enrollment applications → Documents uploaded by candidates

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 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

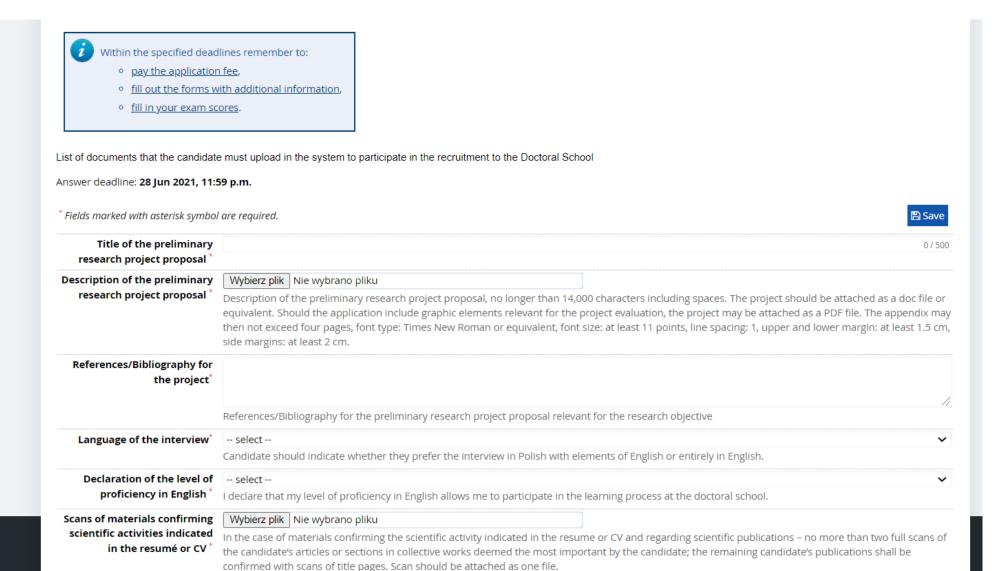
Candidate should upload: scan of a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtained under separate regulations or in the case of candidates pursuing education within the European Higher Education Area -a certificate of obtaining 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

Please upload recrutiment documents and then click "Save".



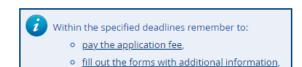


My account

To pay the recruitment fee, please click the button "Payments".

Help

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



o fill in your exam scores.

Account settings Personal forms Enrollment applications Payments Messages Notifications Consents

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: -150.00 zł

ID	Description	Status	Payment deadline	Amount
233785	Study recruitment payment in "Admission for Doctoral Schools 2021/2022": • [2-SzD-NS-EiF] Economics and Finance Created: 28.05.2021 15:29	0	29.06.2021 23:59 (30.06.2021 10:59)	-150.00 zł
Your personal bank account for transfers: University of Warsaw 65 1160 2244 5270 0000 0012 1530 (only for payments made in PLN currency) For payments made in EUR or USD currency, please visit the website.			Quick payment: ING imoje Amount: 150,00	? PLN ≣I pay



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