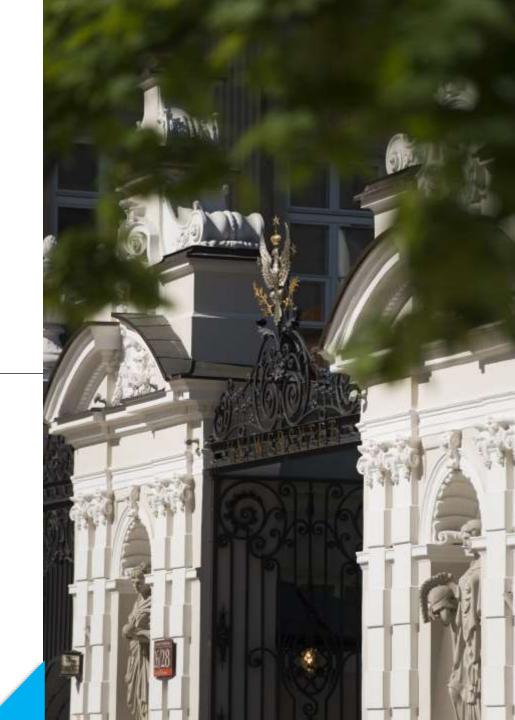


**Doctoral School of Humanities** 

Instruction for completing the application for admission to the Doctoral School of Humanities



## **Dear Candidates!**

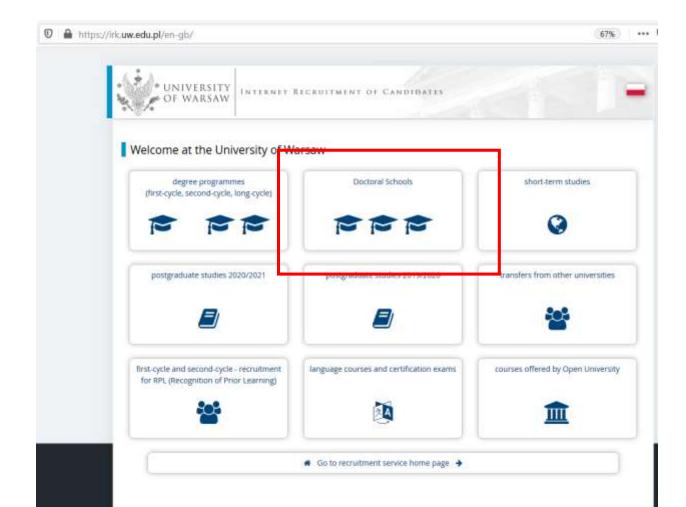
In order to the correctly complete of the application for admission to the Doctoral School of Humanities, we present an instruction, which may be helpful during the registration.

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 Humanities, please choose, UNITS".

Admission for Doctoral Schools

C 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.

Within the specified deadlines remember to:

- o pay the application fee,
- fill out the forms with additional information.

Dear Sir or Madam,

We invite you to read the offer of the University of Warsaw Doctoral Schools by clicking STUDIES or UNITS.



Template of supervisor's declaration - declaration form [LINK]



### Please click the "Doctoral School of Humanities".

# Organizational units

Within the specified deadlines remember to:

- o pay the application fee.
- fill out the forms with additional information.

### 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)



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



👫 🕂 Organizational units 🕂 Doctoral School of HumanIties

### **Doctoral School of Humanities**

Within the specified deadlines remember to:

- o pay the application fee.
- o fill out the forms with additional information.

#### Full-time

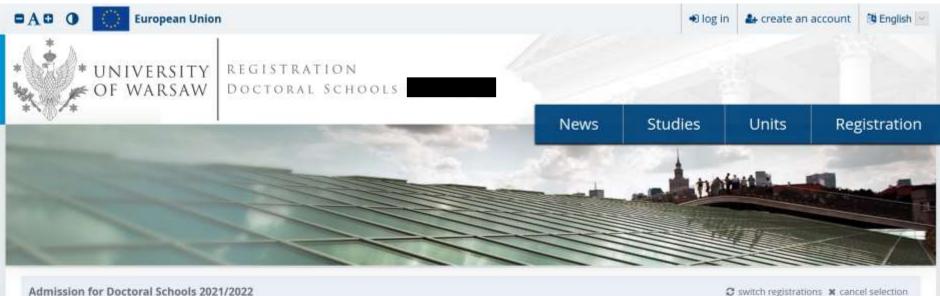
- Archaeology
- Arts Studies
- Cultural and Religion Studies
- History
- Implementation Doctorate Programme
- Linguistics
- Literary Studies
- Philosophy

Please **choose** the discipline you are interested in and read the requirements presented on the site.





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



Admission for Doctoral Schools 2021/2022
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.

By clicking on the buton "create an account", the candidate is directed to the window where he/she agrees for processing of personal data, and also confirms that he/she have read the recruitment resolution and Articles 40 and 41 of the Code of Administrative Procedure.



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".

https://irk.uw.edu.pl/en-gb/auth/register/consent/	
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UNIVERSITY OF WARSAW DOCTORAL SCHOOLS	
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Create an account	
•	Data recipients
U Informati The Controller	Access to your personal data will be granted to authorised employees or associates of the University of Warsaw including members of the recruitment comp processing your data in connection with the of recruitment for studies.
The administrator of your data processed in the recruitment procedure	Recipients of your data may also include entities who will be commissioned by the administrator to perform specific activities involving personal data processing. To e the highest standard of personal data protection, an agreement entrusting personal data processing will be signed with these entities.
You can contact the administrator:	Transfer of data outside the European Economic Area (EEA)
<ul> <li>By mail sent to University of Marsaw, Krakowskie Provimiešcie 26 addressed;</li> </ul>	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
+ by phone: 22 55 20 000.	processing in their data processing centres? In addition, your data will be protected by the standards set out in the Privacy Shield, approved by the European Commits This will provide you data with the appropriate level of security.
Data Protection Officer	Rights related to data processing
The administrator has appointed Data Protection Officer, who can be re-	We guarantee you the exercise of all your rights on the terms set out by the GDPR, namely:
You can contact the Data Protection Officer in all matters related to the	<ul> <li>he right to access your data and receive their copy.</li> </ul>
area of data processing.	the right to rectification your personal data:
The inspector's duties, however, do not include such tasks as providing i providing information about the educational offer of the University of W	<ul> <li>the right to restriction of processing your personal data;</li> </ul>
	<ul> <li>the right to ensure your personal data (subject to Art. 17 s. 3 of the GDPR);</li> </ul>
Purpose and legal grounds for data processing	It 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.
Your personal data, including the recordings of examplant interviews, ci and registration, will be processed in order to conduct the recruitment p recorded.	Obligation to provide data and the consequence of not providing data
The processing of your personal data is necessary to fulfil the legal oblig specified, among others in the Act of 20 July 2018: Law on Higher Educat and internal executive acts in force at the University of Warsaw (Art, 5 s.	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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Password				
Confirm password				
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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.

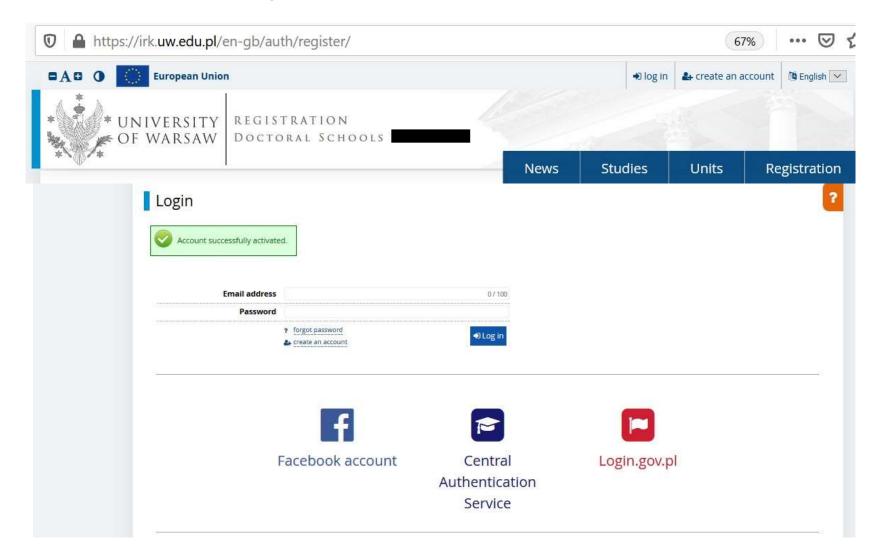
Thank you for choosing our university!

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".

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# Example of the account structure

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

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# Example of the account structure

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# Please click "Basic personal data".

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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'

#### Przeglądaj ... Nie wybrano pliku.

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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 is no 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 scentific achievements demonstrated to date, the candidate uploads

#### A resume or CV outlining the Przeglądaj... Nie wybrano pliku. 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 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. Scan of a declaration by the Przeglądaj. Nie wybrano pliku. planned supervisor 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



BSave

#### Przeglądaj. Nie wybrano pliku.

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

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 Setnetary's Office of a chosen doctoral school (Interdisciplinary Doctoral School – 17.09, 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 ustify 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 texiew, 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 Geant) programme or a statement that an application has been submitted as part of the "Diamentowy Grant" (Diamond Grant) program or a statement that an application has been submitted as part of the individe a divide 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.

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 20, 2022.

Template of the declaration: https://szkolydoktorskie.uw.edu.pl/wp-content/uploads/2022/05/2022\_dyplom\_oswiadczenie\_EN.docx

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



Scan of a declaration by the	Przeglądaj Nie wybrano pliku.
planned supervisor"	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 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. The supervisor's signature should not be pasted as an image into the file.

### Template of supervisor's declaration:

https://szkolydoktorskie.uw.edu.pl/wp-content/uploads/2021/04/oswiadczenie-planowanegopromotora-EN.docx

In order to find a supervisor, candidates for the Doctoral Schools are encouraged to search through the database of supervisors available here [LINK]. The database contains the list of University of Warsaw researchers, who are willing to perform the function of the dissertation supervisor.



### After upload is complete click "Save".

#### \* 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'

#### Przeglądaj ... 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 lisued 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 tite of 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 scentific achievements demonstrated to date, the candidate uploads the Director's consent.

#### A resume or CV outlining the candidate's scientific activity'

#### Przeglądaj... 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.

#### Scan of a declaration by the planned supervisor

#### Przeglądaj... 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 window view – Enrollment applications. To complete the recruitment documents, click "Documents uploaded by candidates to the Doctoral School of Humanities".

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Scans of materials confirming scientific activities indicated in the resumé or CV<sup>\*</sup>

#### Przeglądaj... 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.

Scans of materials confirming scientific activities indicated in the resume/CV shall be attached as a single file (e.g. a couple of scanned certificates in one PDF file). Scans shall only confirm scientific activity.

In the case of papers, a scan of the paper or a certificate from the publishing house confirming that the paper has been accepted for publication may serve as proof. Active participation in conferences should be confirmed by an appropriate certificate.

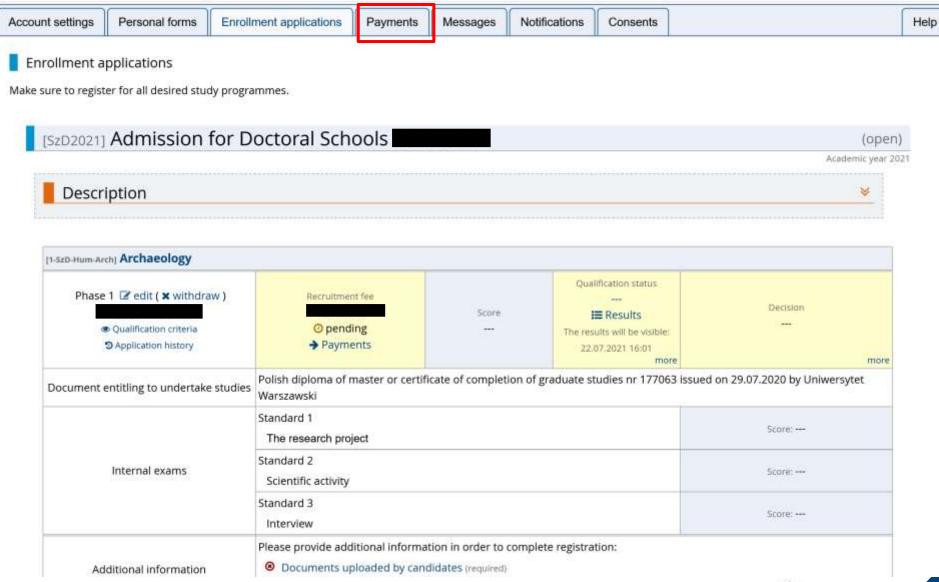


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Once all documents are attached, pages are saved, and the fee is paid, no further steps need to be taken. The application is saved and does not need to be submitted.

The enrollment application may be edited until June 7, 2022, 11:59 p.m. The fee may be paid until June 8, 2022. The day of payment is considered to be the day when the appropriate amount is credited to the University's account

### **Recruitment schedule**

- Registration in the Internet Recruitment of Candidates, referred to as "IRK", submission of an application in the IRK for admission to the Doctoral School of Humanities: 10 May – 7 June, 2022;
- Recruitment procedure:
  - 1st stage of the recruitment procedure: 22 June 4 July, 2022;
  - publication of the results of the 1 st stage of the recruitment procedure: 8 July, 2022;
  - publication of the interview schedule (2nd stage): 8 July, 2022;
  - 2nd stage of the recruitment procedure: 15 July 22 July, 2022;
  - publication of the ranking list: 29 July, 2022;
  - reception of documents from qualified candidates: 1 August 20 September, 2022;
  - announcement of the list of persons admitted to the School: **22 September 2022**;
  - start of education: 1 October 2022.

In case of your admission to the Doctoral School of Humanities you may be required to provide your diploma with an **apostille** and a certified translation.





## DOCTORAL SCHOOL OF HUMANITIES

Doctoral Schools Secretary's Office ul. Dobra 56/66, premises no. 0.108 00-312 Warszawa e-mail: rekrutacja.nh@uw.edu.pl

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