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

Recruitment under a joint program with IDEAS NCBR
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 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/autb/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.
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

<table>
<thead>
<tr>
<th>Basic personal data</th>
<th></th>
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<tbody>
<tr>
<td><strong>First name</strong></td>
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<tr>
<td><strong>Second name</strong></td>
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<tr>
<td>I don't have a middle name</td>
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<tr>
<td><strong>Surname</strong></td>
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<tr>
<td><strong>PESEL number</strong></td>
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<tr>
<td>The PESEL number is required for Polish citizens.</td>
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<tr>
<td><strong>Gender</strong></td>
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<tr>
<td><strong>Date of birth</strong></td>
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<tr>
<td><strong>Place of birth</strong></td>
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<tr>
<td><strong>Country of birth</strong></td>
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</tr>
<tr>
<td><strong>I have Polish citizenship</strong></td>
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<tr>
<td>This field cannot be changed after applying for studies.</td>
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<tr>
<td><strong>Citizenship</strong></td>
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</tr>
</tbody>
</table>

Fields marked with asterisk symbol are required.
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".

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**Personal forms**

- Basic personal data
- International candidate
- Address and contact information
- Photo
- Education
- Additional personal information

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**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><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>
<tr>
<td><strong>Save</strong></td>
</tr>
</tbody>
</table>
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.

**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.

Click the button „Save”.
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”.

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**Secondary education**

**High school type**
- Start entering name of your school and the system will display a list of hints. Please enter a town name to the Example: after typing ‘Warsaw 107’ the system will display a list of schools based in Warsaw that contain ‘107’. If no hits are found, please enter manually.

**High school city**
- Add information about your high school or equivalent documents (for instance, result of first degree studies).
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: 2023

“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”.

<table>
<thead>
<tr>
<th>Identification document</th>
<th>Military service data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document type*</td>
<td>Military service status</td>
</tr>
<tr>
<td>Document series and number*</td>
<td>Military service category</td>
</tr>
<tr>
<td>Document expiration date*</td>
<td>Military Replenishment Council</td>
</tr>
</tbody>
</table>

*Fields marked with asterisk symbol are required.
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.

In case of recruitment for a joint program, please choose the option:

*Computer science with particular emphasis on artificial intelligence, machine learning and their applications – in cooperation with IDEAS NCBR*
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

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   - Scholarships
   - IRK registration instruction
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   - 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>Organizational unit</th>
<th>Academic area/discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-SDNSP-Astro</td>
<td>Doctoral School of Exact and Natural Sciences</td>
<td>Astronomy</td>
</tr>
</tbody>
</table>

Form of studies: Full-time

Language(s) of instruction: English, Polish

Admission limit: 5

Duration: 4 years

Office opening hours:
- ul. Żwirki i Wigury 95
- 02-089 Warszawa
- tel. 22 55 22 144; 22 55 22 145
- poniedziałek-piątek 10:00-14:00
- rekrutacja.nosp@uw.edu.pl

WWW address: https://szkolydoksorskie.uw.edu.pl/sd

Required document: Higher education

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**”.

**My account**

**Enrollment applications**

Make sure to register for all desired study programmes.

**Admission for Doctoral Schools**

(open)  
Academic year 2021

**Description**

**Phase 1 (withdraw)**  
05.05.2021 - 28.06.2021

- **Qualification criteria**
- **Recruitment fee**
  - pending
  - Payments
- **Score** ---
- **Qualification status** ---
  - The results will be visible:
  - more
- **Decision** ---

**Document entitling to undertake studies**

**Internal exams**

- Qualification examination
- Interview
- Initial research project proposal
- Scientific activity of the candidate

**Additional information**

Please provide additional information in order to complete registration:

- **Documents uploaded by candidates to the Doctoral School of Exact and Natural Sciences** (required)
Please upload recruitment documents and then click „Save”.

<table>
<thead>
<tr>
<th>1. Diploma or a certificate of holding a master's degree *</th>
<th>Wybierz plik</th>
<th>Nie wybrano pliku</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate should upload (PDF files) 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 – 21.09.2023). 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 the case the diploma was issued in a language other than Polish or English, the candidate should 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 &quot;Diamond Grant&quot; 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 Ministry responsible for higher education and science under the “Diamond Grant” (Diamond Grant) program or a statement that an application has been submitted as part of the “Diamond 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>
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</tbody>
</table>

| 2. Title of the initial research project proposal * | Title of the initial research project proposal in English. |

<table>
<thead>
<tr>
<th>3. Description of the initial research project proposal in English *</th>
<th>Wybierz plik</th>
<th>Nie wybrano pliku</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 include in the page limit. The description must be delivered as PDF file.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4. A resume or CV outlining the candidate's scientific activity *</th>
<th>Wybierz plik</th>
<th>Nie wybrano pliku</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>5. Scans of materials confirming scientific activities referred to in the resume or CV *</th>
<th>Wybierz plik</th>
<th>Nie wybrano pliku</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 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.</td>
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<table>
<thead>
<tr>
<th>6. Document confirming level in English *</th>
<th>Wybierz plik</th>
<th>Nie wybrano pliku</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>
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</tbody>
</table>

| 7. Planned supervisor's data * | | |
| Academic degree/title, name, last name of planned supervisor |

| 8. Scan of a declaration by the | Wybierz plik | Nie wybrano pliku |
| Academic degree/title, name, last name of planned supervisor |
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 25, 2023.

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’.
Once all documents are attached, pages are saved, 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.).
If you have any questions regarding recruitment for the joint program between the Doctoral School of Exact and Natural Sciences of the University of Warsaw and IDEAS NCBR, please contact us via the following e-mail address:

tpm@mimuw.edu.pl
DOCTORAL SCHOOL
OF EXACT AND NATURAL SCIENCES

Doctoral Schools Secretary’s Office
2c Banacha St., room 0.05 and 0.06
02-097 Warsaw

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

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