

INSTRUCTION FOR COMPLETING THE APPLICATION FOR ADMISSION IN IRK System

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 of Candidates (IRK): https://irk.uw.edu.pl/en-gb





Please choose Doctoral Schools





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



Admission for Doctoral Schools

C switch registrations 🗙 cancel selection

The offer displayed on this page is limited to the selected registration. If you want to see the rest of the offer, select a different registration.

Dear Sir or Madam,

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

Please click the: Interdisciplinary Doctoral

School

Organizational units	
Filters	Only with active phase Q Filter G 🖉 😵
University of Warsaw	University of Warsaw
• Doctoral School of Exact and Natural Sciences (13)	
 Doctoral School of Humanities (9) 	and the first and
Doctoral School of Social Sciences (13)	and the second se
• Interdisciplinary Doctoral School (2)	Address 00-927 Warszawa, ul. Krakowskie
	Przedmieście 26/28
	Phone number 55-20-000
	USOSweb page 🖾 go to USOSweb

WWW portal C http://www.uw.edu.pl

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



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 doctoral students 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.

Limits: IDS - 30

Table of contents 1. About Note Instructions Education Education program Supervisors 0 Scholarships Recruitment 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

The Qualification Team of the MSD consists of 15 people

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.

Rights related to data processing

We guarantee you the exercise of all your rights on the terms set out by the GDPR, namely:

- 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;
- the right to erasure your personal data (subject to Art. 17 s. 3 of the GDPR);
- 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.

¹ 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)

² <u>https://www.google.com/about/datacenters/inside/locations/index.html</u>







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

Create an account





You will see a message that the activation link has been sent to your e -mail address.



Facebook account



Central Authentication Service



Login.gov.pl

After receiving an activation link to your email address you can activate your account by clicking 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

Enter your email address and password and click the button Log in





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

		News Studies	Units	Registration
→ My account				
My account				
Account setting Personal forms	Eprollment applications Payments	Messages Notifications Consents		Help
	Identification data	Login methods	0	
	E-mail: IRK identifier:	Login.gov.pl % connect Facebook % connect		
	After time specified by applicable regulations, registrations are archived and candidates' data deleted from the system. If you do not wish to lose access to your	CAS Sconnect Change USOS password to IRK password after being admitted to studies.	Θ	
@ Change e-mail address	account, you can indicate you want to keep it in the form below.	Notification settings		
Change password	I want to keep my account in the system for future	Preferred notifications language:		



And after that basic personal data

My account





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**

Basic personal data	International candidate	Address and contact information	Photo	Education	Additional personal information	
Basic personal data						
hile typing your personal dat. uch as first names, surnames	a, remember that if you're	enrolled, your data will be uploaded to u	niversity syster	ns and printed on u not all of them. Do	iniversity issued documents. In Polish, pr	roper names use Latin
inscription instead. If you have	ve double surname, there	should be no spaces around the hyphen.	For example: J	anina Maria Nowak	-Kowalewska.	
– Fields marked with asterisk s	ymbol are required.	🖺 Save				
First name	•*	0 / 40				
Second name	•*	0 / 40				
	🔽 l don't have a mid	dle name				
Surname	•*	0 / 40				
PESEL numbe	r*	0/11				
	The PESEL number is	required for Polish citizens.				
Gende	r* select	~				
Date of birth	۱* dd.mm.rrrr	E	1			
Place of birth	ı*	0 / 60				
Country of birth	۱* select	~				

Select the appropriate status and click buton Save. Then please choose the tab Address and contact information

Personal forms

Basic personal data	International candidate Address and contact information Photo F Education Education Education Education
International candid	ate
his form concerns only can	didates without Polish citizenship.
* – Fields marked with asteris	ik symbol are required.
Foreigner's status in Pola	and * 🗌 I use temporary protection in the territory of Poland 💡
	🗌 I am a citizen of the Ukraine using temporary protection in the territory of Poland based on Article 2 section 6 of the Act on assistance to citizen of Ukraine in connection with the armed conflict on the territory of that country of 12 March 2022. 💡
	\Box I have been granted subsidiary protection in the territory of Poland $oldsymbol{O}$
	🗌 I hold the valid Card of the Pole 💡
	🗌 I hold a long-term residence permit of the EU in the territory of Poland 😯
	\Box l hold a permanent residence permit (settlement permit) in the territory of Poland 💡
	\square I hold refugee status granted by the Republic of Poland ${\it O}$
	🗌 l am a citizen of the European Union (EU) or European Free Trade Association (EFTA) country or member of his/her family, residing in the territo 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 😮
	\Box 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 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 🚱



🖹 Save

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**

Basic personal data	International candidate	Address and contact information	Photo	Education	Additional personal information
Address and contact	information		\smile		
While typing your personal d	ata, remember that if you're	enrolled, vour data will be uploaded to u	niversity system	ns and printed on i	university issued documents. In Polis
such as city and street name instead.	s) are written with a capital	letter. Only the first letter should be capit	al, not all of th	em. Do not enter C	yrillic or Chinese characters, use Latir
* – Fields marked with asterish	symbol are required.	🖺 Save			
Contact information					
Email add	ress	32 / 254			
	In order to set a new page.	address, go to the email address change			
Phone numb	er *	0 / 20			
Alternative phone nun	ıber	0 / 20			
Address of residence					
Count	ry * select	~			
Postal co	de * 00-000	0 / 6			
Τον	vn *	0 / 60			
Town si	ze * select	v			
St	reet	0 / 80			
	If your address does this field empty.	not contain a street name, please leave			
Building numb	er *	0 / 20			
Apartment nun	ıber	0 / 20			
Address for correspor	dence				
Address for corresponde	ence				



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

Personal form	IS				
Basic personal data	International candidate	• Address and contact information	Photo Education	Additional personal information	
Photo					
Photo requirements and a	link to the page with examples	are at the bottom of the site. Remember	r that an incorrect or poor-quality photo	will not be accepted by the administ	ration.
* – Fields marked with aster	isk symbol are required.		🖺 Save		
Pl	hoto * Change: Wybierz plik	Nie wybrano pliku			
Profile picture privacy se	ettings 🛛 Everyone can see	e my photo.			
	🔘 My photo can be	seen only by people who are logged in	۱.		
	My photo can be	seen only by people who attend the s	ame classes as l.		
	🔘 My photo can be	seen only by me (and the recruitmen	t commission).		
	This setting will apply	in USOSweb after admission.			
			B Save		



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

Basic personal data 🛛 🛛 A	Address and	contact inform	ation 🙆 Photo	Educatio	n 🖪 Ad	ditional personal inf	formation			
Education										
While typing your personal data, re university issued documents. In Po enter Cyrillic or Chinese characters,	remember th Polish, proper rs, use Latin t	at if you're enroll names (such as s ranscription inste	ed, your data will be school names, city na sad. Do not put space	uploaded to univer ames) are written wi es or any other pun	sity systems. ' ith a capital le ctuation in do	our personal data wi tter. Only the first lett cument numbers.	ill be displayed on tter should be capi	n students lists and printed on ital, not all of them. Do not		
Depending on what studies you apply information about them. However, yo	oly for, you nei you might nee	ed to add respecti d to fill in the mis:	ve certificates concern sing data before printi	ing your education o ing the enrollment ap	or other qualifi oplication form	cations. In some cases j L	s you cal	dd a docur	ment	ent
* Fields marked with asterisk symbol	ol are required	Ĺ								
Secondary education							* - F	ields marked with aste	risk symb	symbol are required.
High school type*								D		•
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High school city*	•							Document n	umber	
Documents	Add inform	nation about you and add certificat	r maturity or equival	lent documents bel	ow (concerns	only candidates for fir	îrst deg			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.
								Date o	ofissue	ue dd.mm.rrrr
Olympiads and contests							-	Issuing institutio	on type	/pe
Documents	Here you process.	can add informat	ion about your achie	vements in olympia	ads and other	contests, which you w	want to	Issuing institution	n name	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.
	Save a	and add certificat	e					Place	fissue	
Higher education								11466 0		
Student number	r							Country of	issue *	2*
	Student nu	mber at the Univ	versity of Warsaw (if y	you are or were a st	udent).			Col	mment	ant 0/
Documents	Add inform studies).	nation about you	r higher education b	elow (concern com)	y candidates f	or second degree stud	udies, do 			If you're adding a document of unknown type, please describe it!
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Certificates and other docu	uments req	uired to start s	tudies							
Documents	Add inform	nation about you ind add certificat	r other certificates b	elow (concerns only	y candidates f	or studies which requ	uire additional cer	tificates).		

Additional information for Candidates who do not have a MSc diploma at the time of registration in the IRK system.

Add a document

– Fields marked with asterisk symb	bol are required.	Please choose:
Document type *		•Polish diploma of master
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.	or
Document number	0 / 200 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.	•Foreign diploma entitling
Date of issue	dd.mm.rrrr	(doctoral) studies
Issuing institution name		Document year
Place of issue	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.	Please enter current year
Country of issue *		Country of issue
comment	07500 If you're adding a document of unknown type, please describe it!	Please choose the country of issue



Document type

Please complete your additional personal information in accordance with the description in the registration form and click the button **Save**

Personal forms

Additional personal info	rmation					
le typing your personal data, h as first names, city names) ead. Do not put spaces or an	remember that if you're are written with a capita / other punctuation marl	enrolled, your data will be uploaded to u l letter. Only the first letter should be cap ks in document numbers.	niversity syste ital, not all of t	ms and printed on u hem. Do not enter (university issued documents. In Polish, pr Cyrillic or Chinese characters, use Latin ti	roper names ranscription
Fields marked with asterisk syr	nbol are required.	🖺 Save				
Identification document						
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ocument series and numbe	r [0 / 20				
	This value must conta	in only uppercase letters and digits.				
Document expiration date	dd.mm.rrrr	t	1			
Country in which the document has been issued ^a	select	~				





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



Then please click Choose studies from the offer



Please click the: Interdisciplinary Doctoral School

Offer

Filters		\bigcirc Only with active phase Q	Tilter G 🖉 🕫
Organizational units			
	Available units 💡	Se	elected units 🕜
Filter Doctoral School of Exact and Natural Sciences Doctoral School of Humanities Doctoral School of Social Sciences Interdisciplinary Doctoral School			
A	В	C	E
 Archeology (1) Arts (1) Astronomy (1) 	 Biological Sciences (1) 	 Chemical Sciences (1) Computer and Information Science (1) Cultural and Religious Studies (1) 	 Earth and related environmental sciences (1) Economics and Finance (1) Education (1)
H History (1)	Implementation Doctorate		Management and Quality Studies (1)
- 113001y (1)	Programme	 Linguistics (1) Literary Studies (1) 	 Mathematics (1)

Then please choose the appropriate discipline from the offer.



Please click the button Sign up

Det	ails
Code	4-SzD-MSD
Organizational unit	Interdisciplinary Doctoral School
Area/discipline	Archeology, Philosophy, History, Linguistics, Literary Studies, Cultural and Religious Studies, Arts, Economics and Finance, Social and Economic Geography and Spatial Management, Security Studies, Social Communication and Media Studies, Political Science and Public Administration, Management and Quality Studies, Law, Sociology, Education, Psychology, Computer and Information Science, Mathematics, Biological Sciences, Chemical Sciences, Physical Sciences, Earth and related environmental sciences, Astronomy
Form of studies	Full-time
Level of education	Third cycle
Language(s) of instruction	English, Polish
Admission limit	30
Duration	4 years
Office opening hours	ul. Dobra 56/66 00-312 Warszawa tel: 22 55 20 268, 22 55 20 276 rekrutacja.msd@uw.edu.pl
WWW address	🗗 https://msd.uw.edu.pl
Required document	Higher education
	question

🔿 Sign up



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.

Admission for Doctoral Schools	Registration
Phase 1	Phase
Qualification criteria for this phase	
	Document entitling to
	undertake studies
A Poturn	
e Ketulli	

The window view Enrollment applications

ral data	Affiliations	Documents and	d exam scores	Enrollment app	lications	Payments	Messages	Account history	Clauses and consents	Roles
[SzD202	3] Admis	sion for D	octoral Scl	hools 2023	3/2024	ļ			(op	en)
									Academic yea	r 2023
Des	cription								*	
[4-SzD-MSD]	Interdiscipli	nary Doctoral S	chool							
	Phase 1 3 05.05.2023 - 19.0 @ Qualification 3 Application 1	edit 06.2023 criteria nistory	Recruitm 200.0 O pen	nent fee 00 zł nding	Sc	:ore	Qualification st E Result	atus	Decision 	
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		Standard 1 Research project						Score: 🖋		
Interna	Internal exa	ams	Standard 2 Scientific activity of the candidate						Score: 🖋	
			Standard 3 Interview					Score: 🖋		
	Additional info	rmation	Please provide ac	dditional informat uploaded by cand	ion in orde idates (requ	r to complete	registration.			
				🖹 Docum	nents and f	urther steps				-

To complete the recruitment documents, click Documents uploaded by candidates to the Interdisciplinary Doctoral School

ral data Affiliations Document	s and exam scores	Enrollment applications	Payments	Messages	Account history	Clauses and consents	Roles
[SzD2023] Admission for	Doctoral Sch	100ls 2023/2024	4			(ope	en)
						Academic year	2023
Description						♦	
Description							
[4-SzD-MSD] Interdisciplinary Docto	ral School						
Phase 1 🕝 edit 05.05.2023 - 19.06.2023 @ Qualification criteria ③ Application history	Recruitm 200.0 O pen	ent fee 0 zł ding	icore 	Qualification sta I≡ Results	tus	Decision 	
Document entitling to undertake stu	dies						
	Standard 1 Research proje	Standard 1 Research project					
Internal exams	Standard 2 Scientific activity	Standard 2 Scientific activity of the candidate					
	Standard 3 Interview	Standard 3 Score: &					
Additional information	Please provide ac	ditional information in ord	er to complete uired)	registration.	L		
		Documents and	further steps				_

Please upload recrutiment documents and then click Save

Documents uploaded by candidates Admission for Doctoral Schools 2023/2024 Interdisciplinary Doctoral School



List of documents that the candidate must upload in the system to participate in the recruitment to the Doctoral School

Answer deadline: 19 Jun 2023, 11:59 p.m.

* – Fields marked with asterisk symb	pol are required.	罔 Save	
Field in which the candidate plans to undertake education *	select	\checkmark	
Leading discipline in which the candidate plans to undertake education *	select	\checkmark	
Secondary discipline in which the candidate plans to undertake education *	select	\checkmark	
Title of the nreliminary	candidate should indicate whether they were or are a doctoral student or a participant of doctoral studies or Doctoral School or whether they have initiated a doctoral dissertation process or whether proceedings to award them a doctoral degree have been initiated *	select 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 participant of doctoral studies, - they were or are a participant of Doctoral School, - they have initiated a doctoral dissertation process, - proceedings to award them a doctoral degree have been initiated, - they were awarded a degree of doktor.	
	Information whether the candidate agrees to receive administrative decisions by means of electronic communication *	select V	
		Save and return	\mathcal{A}

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

User profile

	data Affiliations Documents and exam scores Enrollment applications Payments					Account his	tory Clauses and cons	sents Roles
Złoty (PL	PLN)						Sum: -	200.00 zł
D		De	escription			Status	Payment deadline	Amount
Rec	 cruitment fee in "Ad [4-SzD-MSD] Int eated: 23.08.2023 14:28 	mission for Doctoral Schools 2023 erdisciplinary Doctoral School	/2024":			0	20.06.2023 23:59 ? 21.06.2023 10:59 ?	-200.00 zł

Your personal bank account for transfers: Quick payment: ING imoje 🚱 University of Warsaw Amount: PLN Elpa (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.)





SECRETARIAT OF THE INTERDISCIPLINARY DOCTORAL SCHOOL

University of Warsaw 56/66 DobraStreet 00-312 Warsaw

tel: (+48) 22 55 20 268, (+48) 22 55 20 276 <u>rekrutacja.msd@uw.edu.pl</u>

RECRUITMENT PROCESS

Recruitment coordinator - Sebastian Juszczak - koordynator.msd@uw.edu.pl

