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**

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**Admission for Doctoral Schools**

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.

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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**

- University of Warsaw
  - Doctoral School of Exact and Natural Sciences (13)
  - Doctoral School of Humanities (9)
  - Doctoral School of Social Sciences (13)
  - Interdisciplinary Doctoral School (2)
Please choose the programme you are interested in (regular studies or implementation doctorate programme)

Interdisciplinary Doctoral School

Filters

Only with active phase

Third cycle

Full-time

- Implementation Doctorate Programme
- Interdisciplinary Doctoral School

Interdisciplinary Doctoral School

Address: ul. Dobra 56/66, 00-312 Warszawa
Phone number: 22 55 20 276
USOSweb page: go to USOSweb
WWW portal: https://msd.uw.edu.pl
After choosing the programme, read the requirements on the website

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:

- the 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.

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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)

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**
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.

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.
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
And after that **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.
Select the appropriate status and click 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 about your secondary education and higher education in accordance with the description in the registration form.
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 symbol are required.

<table>
<thead>
<tr>
<th>Document type *</th>
<th>Document year *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Document type

- Polish diploma of master
- Foreign diploma entitling to undertake thirdcycle (doctoral) studies

Document year

Please enter current year

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.
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 click the: **Interdisciplinary Doctoral School**

Then please choose the appropriate discipline from the offer.
Please click the button **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.

<table>
<thead>
<tr>
<th>Studies</th>
<th>Registration</th>
<th>Admission for Doctoral Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Phase 1</td>
<td>Qualification criteria for this phase</td>
</tr>
<tr>
<td>Document entitling to undertake studies</td>
<td>Return</td>
<td>Continue</td>
</tr>
</tbody>
</table>
The window view **Enrollment applications**

**Description**

**Interdisciplinary Doctoral School**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Recruitment fee</th>
<th>Score</th>
<th>Qualification status</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>200,00 €</td>
<td>---</td>
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<td>---</td>
</tr>
</tbody>
</table>

**Document entitling to undertake studies**

**Internal exams**

- **Standard 1**
  - Research project
  - Score: ---

- **Standard 2**
  - Scientific activity of the candidate
  - Score: ---

- **Standard 3**
  - Interview
  - Score: ---

**Additional information**

- Please provide additional information in order to complete registration.
- **Documents uploaded by candidates (required)**

[Documents and further steps]
To complete the recruitment documents, click Documents uploaded by candidates to the Interdisciplinary Doctoral School.
Please upload recruitment 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 to the system to participate in the recruitment to the Doctoral School

- **Save**

**Field in which the candidate plans to undertake education**
- Select

**Leading discipline in which the candidate plans to undertake education**
- Select

**Secondary discipline in which the candidate plans to undertake education**
- Select

**Title of the examination**
- Select

- **Save and return**
- **Save**

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.
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**.
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 Dobra Street
00-312 Warsaw

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

RECRUITMENT PROCESS

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