



Item 26

**ORDINANCE NO. 12
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 27 January 2022

**on the establishment of an admissions schedule and
rules for registering candidates to doctoral schools
in the academic year 2022/2023**

Pursuant to the provisions of paragraph 4 section 1 of Resolution No. 17 of the Senate of the University of Warsaw dated 20 January 2021 on rules of admission to doctoral schools at the University of Warsaw (consolidated text: Monitor UW of 2021, item 142), it is hereby ordered as follows:

§ 1

The following Interdisciplinary Doctoral School admissions schedule is hereby established:

- 1) registration via the Internet Recruitment of Candidates (Internetowa Rekrutacja Kandydatów, hereinafter referred to as "IRK"), submission of application for admission to the Interdisciplinary Doctoral School via the IRK: from 5 May 2022 to 19 June 2022;
- 2) admissions procedure:
 - a) 1st stage of the admissions procedure: from 4 July 2022 to 14 July 2022,
 - b) 1st stage of the admissions procedure results announcement: until 14 July 2022,
 - c) publication of the interview schedule (2nd stage): until 14 July 2022,
 - d) 2nd stage of the admissions procedure: from 21 July 2022 to 27 July 2022,
 - e) announcement of the ranking list: until 31 July 2022,
 - f) submission of documents by the accepted persons: from 1 September 2022 to 19 September 2022,
 - g) announcement of the persons admitted: 21 September 2022.

§ 2

The following admissions schedule is hereby established for the Doctoral School of Humanities:

- 1) registration in the IRK, submission of application for admission to the Doctoral School of Humanities via the IRK: from 10 May 2022 to 7 June 2022;
- 2) admissions procedure:
 - a) 1st stage of the admissions procedure: from 22 June 2022 to 4 July 2022,

- b) 1st stage of the admissions procedure results announcement: until 8 July 2022,
- c) publication of the interview schedule (2nd stage): until 8 July 2022,
- d) 2nd stage of the admissions procedure: from 15 July 2022 to 22 July 2022,
- e) announcement of the ranking list: 29 July 2022,
- f) submission of documents by the accepted persons: from 1 September 2022 to 20 September 2022,
- g) announcement of the persons admitted: until 22 September 2022.

§ 3

The following admissions schedule is hereby established for the Doctoral School of Social Sciences:

- 1) registration in the IRK, submission of application for admission to the Doctoral School of Social Sciences via the IRK: from 10 May 2022 to 7 June 2022;
- 2) admissions procedure:
 - a) 1st stage of the admissions procedure: from 22 June 2022 to 1 July 2022,
 - b) 1st stage of the admissions procedure results announcement: until 8 July 2022,
 - c) publication of the interview schedule (2nd stage): until 8 July 2022,
 - d) 2nd stage of the admissions procedure: from 15 July 2022 to 21 July 2022,
 - e) announcement of the ranking list: until 29 July 2022,
 - f) submission of documents by the accepted persons: from 2 August 2022 to 21 September 2022,
 - g) announcement of the persons admitted: until 23 September 2022.

§ 4

The following admissions schedule is hereby established for the Doctoral School of Exact and Natural Sciences:

- 1) 1st round for the astronomy discipline (limit of places: 3 people):
 - a) registration in the IRK, submission of application for admission to the Doctoral School of Exact and Natural Sciences via the IRK: from 1 February 2022 to 18 March 2022,
 - b) submission of recommendation letters: until 9 April 2022,
 - c) admissions procedure:
 - publication of the interview schedule: until 5 April 2022,
 - qualification proceedings: from 12 April 2022 to 23 April 2022,
 - announcement of the ranking list: until 29 April 2022,
 - submission of documents by the accepted persons: from 5 May 2022 to 23 September 2022,
 - announcement of the persons admitted: until 30 September 2022;
- 2) remaining disciplines and 2nd round for the astronomy discipline (limit of places: 2 plus the places not used in the 1st round, as mentioned under item 1):
 - a) registration in the IRK, submission of application for admission to the Doctoral School of Exact and Natural Sciences via the IRK: from 1 April to 19 May 2022,
 - b) submission of recommendation letters – until 4 June 2022,
 - c) admissions procedure:
 - publication of the interview schedule: until 3 June 2022,
 - qualification proceedings: from 6 June 2022 to 24 June 2022,
 - announcement of the ranking list: until 30 June 2022,
 - submission of documents by the accepted persons: from 4 July 2022 to 23 September 2022,

– announcement of the persons admitted: until 30 September 2022

§ 5

The provisions of paragraphs 1–4 do not violate the provisions on the admission of candidates from the reserve group.

§ 6

The interview schedules, including qualification examinations, ranking lists and lists of admitted persons shall be published under the respective tab at the following website: www.szkolydoktorskie.uw.edu.pl.

§ 7

Registration in the IRK is possible at the following address: www.irk.uw.edu.pl.

§ 8

1. Applications for conducting the qualification proceedings remotely, using appropriate communication methods and technologies, shall be submitted within two days from the date of publishing the interview schedule, including the qualification examinations, as mentioned under paragraphs 1–4.

2. The application mentioned under section 1 shall be submitted in the form of a scan signed by the candidate and sent to the address specified on the website of the doctoral school mentioned under paragraph 6.

3. In justified cases, especially where health hazards are concerned, the director of a doctoral school may order the interviews, including the qualification examinations, to be held remotely, using appropriate communication methods and technologies. Candidates shall be informed about such a change of the form at least seven days before the date of the interview or qualification examination.

§ 9

1. An academic staff member interested in increasing the limit of doctoral students for whom they act as the supervisor, shall submit an application to the director of the doctoral school within seven days before the end of registration in the IRK, as set forth under paragraphs 1–4.

2. The application shall be submitted to the director of the doctoral school through the office of the doctoral school secretary, including via the university e-mail account address of the respective doctoral school.

§ 10

An observer delegated by the competent body of the doctoral students self-governing authority may participate in the works of the qualification team after reporting this to the director of a doctoral school no later than two working days before they start working in the team. The observer shall receive access to candidates' data upon signing a declaration on having completed personal data protection training and signing an authorization to process the personal data of the University of Warsaw, which shall be previously appropriately drafted by the school secretary's office.

§ 11

Bibliography shall be included in the character or page limit specified for the research project description, unless the provisions of Resolution No. 17 of the Senate of the University of Warsaw dated 20 January 2021 on rules of admission to doctoral schools at the University of Warsaw stipulate otherwise.

§ 12

In the case of qualification proceedings concerning a candidate holding a foreign diploma, for which an inquiry for the recognition of the diploma has been submitted to the National Agency for Academic Exchange (Narodowa Agencja Wymiany Akademickiej, NAWA), the director of the doctoral school shall submit such an application for further processing pending a response from NAWA.

§ 13

Information on the admissions schedule and rules for registering candidates to doctoral schools in the academic year 2022/2023 shall be published on the respective websites of doctoral schools, along with information that changes may be introduced.

§ 14

The Ordinance enters into force on the day it is signed.

Rector of the University of Warsaw

A. Z. Nowak