



Item 87

**ORDINANCE No. 44
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 15 March 2023

**on the establishment of an admissions schedule and
rules for registering candidates to doctoral schools
in the academic year 2023/2024**

Pursuant to the provisions of § 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: UW Monitor of 2023, item 43), it is hereby ordered as follows:

§ 1

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

- 1) registration via the Internet Recruitment of Candidates (in Polish: Internetowa Rekrutacja Kandydatów, hereinafter referred to as "IRK"), submission of application for admission to the Interdisciplinary Doctoral School via the IRK: from 5 May 2023 to 19 June 2023;
- 2) admissions procedure:
 - a) 1st stage of the admissions procedure: from 4 July 2023 to 14 July 2023,
 - b) 1st stage of the admissions procedure results announcement: until 14 July 2023,
 - c) publication of the interview schedule (2nd stage): until 14 July 2023,
 - d) 2nd stage of the admissions procedure: from 21 July 2023 to 27 July 2023,
 - e) announcement of the ranking list: until 1 August 2023,
 - f) submission of documents by the accepted persons: from 2 August 2023 to 19 September 2023,
 - g) announcement of the persons admitted: 21 September 2023.

§ 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 27 April 2023 to 19 June 2023;
- 2) admissions procedure:
 - a) 1st stage of the admissions procedure: from 3 July 2023 to 12 July 2023,

- b) 1st stage of the admissions procedure results announcement: until 18 July 2023,
- c) publication of the interview schedule (2nd stage): until 18 July 2023,
- d) 2nd stage of the admissions procedure: from 26 July 2023 to 1 August 2023,
- e) announcement of the ranking list: until 11 August 2023,
- f) submission of documents by the accepted persons: from 16 August 2023 to 20 September 2023,
- g) announcement of the persons admitted: until 22 September 2023.

§ 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 27 April 2023 to 19 June 2023;
- 2) admissions procedure:
 - a) 1st stage of the admissions procedure: from 3 July 2023 to 9 July 2023,
 - b) 1st stage of the admissions procedure results announcement: until 15 July 2023,
 - c) publication of the interview schedule (2nd stage): until 15 July 2023,
 - d) 2nd stage of the admissions procedure: from 22 July 2023 to 27 July 2023,
 - e) announcement of the ranking list: until 7 August 2023,
 - f) submission of documents by the accepted persons: from 16 August 2023 to 20 September 2023,
 - g) announcement of the persons admitted: until 22 September 2023.

§ 4

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

- 1) registration in the IRK, submission of application for admission to the Doctoral School of Exact and Natural Sciences via the IRK: from 8 May 2023 to 19 June 2023,
- 2) submission of recommendation letters: until 30 June 2023,
- 3) admissions procedure:
 - a) publication of the interview schedule: until 4 July 2023,
 - b) qualification proceedings: from 4 July 2023 to 21 July 2023,
 - c) announcement of the ranking list: until 4 August 2023,
 - d) submission of documents by the accepted persons: from 7 August 2023 to 21 September 2023,
 - e) announcement of the persons admitted: until 30 September 2023.

§ 5

The provisions of §§ 1 to 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 address: www.szkolodoktorskie.uw.edu.pl.

§ 7

Registration in the IRK is possible at the following website 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 §§ 1 to 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 § 6 or by a message sent on the IRK.

3. In justified cases, especially where health hazards are concerned, the director of the 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 §§ 1 to 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 the 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 previously be drafted correctly 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 (in Polish: Narodowa Agencja Wymiany Akademickiej, hereinafter referred to as "NAWA"), the director of the doctoral school shall submit such an application for further processing pending a response from the NAWA.

§ 13

Information on the admissions schedule and rules for registering candidates to doctoral schools in the academic year 2023/2024 shall be published on the respective websites of the doctoral schools, along with information on any changes which may have been introduced.

§ 14

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

Rector of the University of Warsaw

A. Z. Nowak