

# Doctoral School

guide for candidates

# ADMISSIONS TO THE DOCTORAL SCHOOL

WHAT SHOULD I KNOW BEFORE THE ADMISSIONS?

WHAT DOES THE INTERVIEW LOOK LIKE?

WHAT KIND OF DOCUMENTS DO I NEED?

WHAT DOES THE ADMISSIONS PROCESS LOOK LIKE?

HOW DO I PREPARE FOR THE INTERVIEW?

*Answers to the above and more can be found further on.*

# BASIC INFORMATION

Starting from the 2022/2023 Fall semester, the admission process is conducted to [one Doctoral School of the Warsaw University of Technology](#), which has been established through the merging of five Doctoral Schools.

Recruitment to the Doctoral School is conducted by means of a competition, [twice a year](#), for the Fall and Spring semesters.

The results of the competition are public.

At least two months before the admissions, the [schedule](#) with all the significant deadlines as well as the information on the amount of the recruitment payment are published on the Doctoral School's [website](#).

# BASIC INFORMATION

- Before applying for the admission, find a potential supervisor in order to establish details of [the prospective research topic](#).

**NOTE:** the list of research topics **will not be available** in the IRK system.

- A potential supervisor can be found through [the database of supervisors](#).

- Scans of all the recruitment documents must be submitted via the IRK system.
- All the declarations must be printed out, signed, scanned and uploaded in the system.

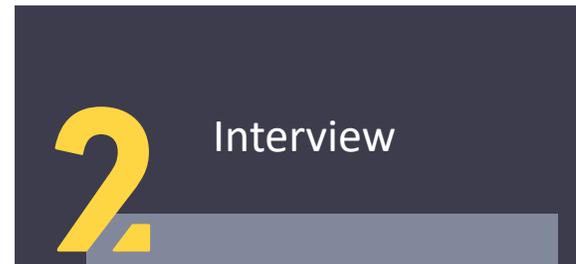
**NOTE:** Remember to keep the hard copies of the documents. **After being admitted** to the Doctoral School, you will be obligated to submit them to the PhD Students Office.

- If you are a candidate who is awarded the scholarship within [an external project or program](#), you may apply for the admission to the Doctoral School outside the admissions schedule, within a separate competition. There might be additional requirements to fulfill within the competition.
- If you have [a disability certificate](#), you follow the same admission rules as other candidates. In particular circumstances, however, it is possible to apply for the adjustment of the recruitment process to your needs.
- If you apply for the admission within the [‘Implementation doctorate’](#) program, first you need to meet all the requirements set the by Ministry of Higher Education and Science. In this case, the admission to the Doctoral School may be conducted outside the regular schedule.

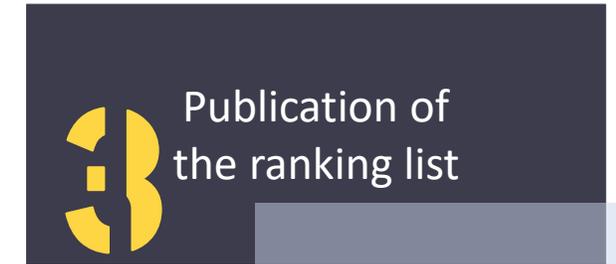
# STAGES OF THE RECRUITMENT PROCESS



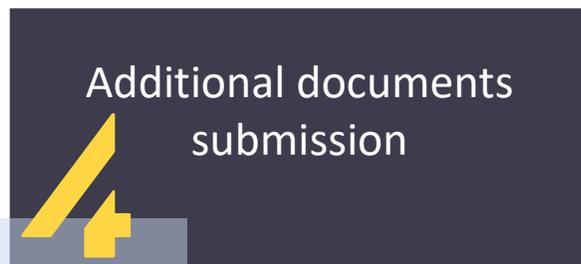
Fill in the basic personal data and your education details, submit the enrollment application and upload all the documents required at this stage.



You will be invited for an interview, only after submitting all the documents required at the first stage of the recruitment process.



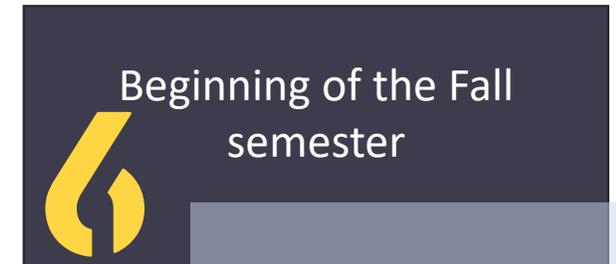
You can be placed on the ranking list only after positively passing the substantive assessment.



If you are placed on the ranking list, you need to submit additional documents.



You can be placed on the list of admitted only after submitting the additional documents and fulfilling all the requirements set in the [Admission Rules](#).



After being admitted to the Doctoral School, the PhD Students Office will inform you about further steps.

# REQUIRED DOCUMENTS

## BASIC DOCUMENTS

*documents submitted in the IRK system by each candidate*

1. letter of application
2. personal data form
3. personal data processing information
4. doctoral school's documents declaration
5. doctoral studies / doctoral school declaration
6. English language declaration
7. prospective research topic and the acceptance of the supervisor
8. information on the risk factors to health and life occurring during the doctoral education
9. photo
10. confirmation of the registration fee payment
11. diploma / a document confirming Master's degree
12. CV
13. list of achievements

## ADDITIONAL DOCUMENTS

*documents submitted in the IRK system after the publication of the ranking list – only qualified candidates*

1. declaration on the selection of the discipline  
→ candidates qualified within more than one scientific discipline at the Warsaw University of Technology
2. declaration on the selection of the doctoral school  
→ in case of candidates applying for the admission to other doctoral schools
3. document confirming the degree which entitles to apply for the admission to a doctoral school – a diploma or a declaration on the submission of the proper document

**NOTE:** *Candidates holding a diploma of graduation from a country outside of the EU, along with the recruitment documents, submit a certified translation of the diploma into Polish language (if it is in a language other than English) and a diploma supplement, as well as a personalized certificate issued by the National Agency for Academic Exchange (NAWA).*

*If the Candidate is waiting for a certificate from NAWA at the time of registration, they should include in the IRK system the so-called recognition statement generated from the NAWA KWALIFIKATOR system and confirmation of submitting documents in the NAWA SYRENA system regarding the issuing of individual information about the diploma, confirming the eligibility of applying for admission to the School.*

# CANDIDATE PROFILE

You can be admitted to the Doctoral School if:

1

you have a **Master's degree**, Master Engineer degree or equivalent, obtained in Poland or in other country

*In case of a diploma issued outside the EU, it is obligatory to obtain an **Individual Recognition Statement** issued by the Polish National Agency for Academic Exchange ([NAWA](#)), with the information that the diploma entitles you to undertake education at a doctoral school.*

**NOTE:** The procedure may take approximately 60 days, therefore, it is important to apply in advance.

2

your result of study is at least **good**

*In case of a foreign diploma, the result of study shall be converted in accordance with the scale of the Polish grading system.*

**NOTE:** You may be asked to submit additional documents necessary for the verification of the result of study.

3

you are not a participant of any other doctoral school

4

you have registered in the **IRK system** within the deadline given in the admission schedule

*The registration of candidates is conducted via the IRK system: [irk.pw.edu.pl](http://irk.pw.edu.pl). The exact **instructions** on how to register can be found on the Doctoral School's website.*

5

you have submitted the **application to the Doctoral School** along with all the **required documents** within the deadline given in the admission schedule

*The list of required documents can be found [here](#).*

6

you have paid the **recruitment fee** within the deadline

**NOTE:**

- *In the case of applying to more than one discipline, it is obligatory to make a separate recruitment fee payment for each application.*
- *The recruitment fee payment shall be transferred to an individual account. The bank account number for transfer can be found in the IRK system.*
- *The payment is not returnable.*

7

you have obtained the **grade 6,0** and have been included within the limits of admission for the given discipline

*The grade is calculated in accordance with the formula presented [here](#).*

*The maximum number of candidates who may be admitted to the Doctoral School is established by the Rector at least two months before the beginning of admission.*

# REQUIREMENTS

Candidates to the Doctoral School submit in the IRK system the **application** along with the following documents:

1

confirmation of knowledge and acceptance of the [Rules of Admission](#), [Doctoral School's Regulations](#) and the [Doctoral School's Educational Program](#)

**NOTE:** The confirmation is **required** to submit the application and go through all the recruitment stages.

2

document confirming the degree which entitles to apply for the admission to a doctoral school (Master's **diploma**)

*In case of lack of a master diploma, you may submit a declaration of passing the exam issued by Faculty/Institute till the day stated in the admission schedule.*

**NOTE:** In case of your master thesis defence scheduled during the admission process, you may submit a declaration of a scheduled diploma exam issued by Faculty/Institute. The diploma itself or a declaration of passing the diploma exam shall be submitted right after receiving it.

3

CV and **list of achievements** confirming research experience

*The achievements may consist of publications, conference presentations, projects participation, activities in student organizations, certificates, awards etc.*

4

letter of application, personal data form, personal data processing information

*The forms are available for download in the IRK system. They need to be printed out, signed, scanned and uploaded again.*

5

English language declaration

*Some of the courses are conducted in English, therefore, the appropriate knowledge of English is required.*

*The declaration can be completed and generated in the IRK system.*

**NOTE:** the declaration must be printed out, signed, scanned and reuploaded in the system.

6

declaration of being or not being a participant of another **doctoral school**

*In case you have been a participant of a doctoral school / doctoral studies you need to give details on the duration of education as well as the details on the research topic along with the name of supervisor.*

**Note:** the declaration must be printed out, signed, scanned and reuploaded in the system.

7

prospective research topic along with the **potential supervisor's declaration** for research work supervision and the information on **the risk factors** to health and life occurring during the doctoral education

*Before applying for the admission to the Doctoral School you need to contact a chosen potential supervisor in order to obtain his/her acceptance and establish details on your prospective research topic. The description of the topic is required during the recruitment process; therefore, it is crucial to find a potential supervisor beforehand and set out the rules of cooperation.*

8

confirmation of the **recruitment fee** payment / payments

*More details on the recruitment fee can be found [here](#).*

9

photo

*Upload a good quality photo in a JPG format, not larger than 50 KB.*

**NOTE:** the photo you upload in the system will be used in your Student's ID Card after being admitted to the Doctoral School.

# RECRUITMENT PROCESS

After submitting the obligatory documents and meeting the formal requirements, you will go through a substantive assessment.

## SUBSTANTIVE ASSESSMENT

*The substantive assessment is conducted by the members of the the Grading Committee within a given discipline.*

**NOTE:** You need to meet all the formal requirements in order to go through the substantive assessment.

**1** Prospective research topic assessment

*The assessment includes:*

- *ability to define aims of the project;*
- *planned research methodology and the scope of the research;*
- *the legitimacy of undertaking the research topic*
- *knowledge about the current stage of the research in the chosen discipline*

**2** Achievements assessment

*Including scientific and professional background.*

**3** Interview

*The interview includes the assessment of:*

- *plans connected with the realization of research within the chosen discipline;*
- *knowledge concerning the chosen discipline;*
- *discourse skills, argumentation, the ability to use scientific language of a given discipline;*
- *other issues related to the scientific discipline within which the research topic shall be realized.*

**NOTE:** Detailed rules of interview can be found [here](#).

## RULES FOR INTERVIEWING

- the interview takes around **20-30 minutes**
- you may present your achievements and the scope of study with the use of a multimedia presentation
- the presentation may take up to **10 minutes**
- in the case of Polish candidates, the interview is conducted **partially in English**
- in the case of foreign candidates, the interview is conducted **solely in English**
- the interview may be conducted in an **on-line** form
- the Grading Committee may verify your **identity**

- your potential **supervisor** may take part in the interview, but only passively
- the **grade** from the scope of 0 to 10, is given according to the following formula:

$$\text{grade} = 0,3 * K + 0,2 * O + 0,5 * R$$

K, O, R – points from the scope of 0 to 10 (with 0.1 accuracy)

**K** – prospective research topic

**O** – achievements

**R** – interview

*Note: when  $R < 5$ , grade = 0.*

*In order to be admitted to the Doctoral School it is necessary to obtain at least 6,0 points.*

## RECRUITMENT PROCEDURE COMPLETION

1

### Ranking list

*Based on the recruitment procedure, the ranking list for each discipline is established by the Grading Committee and published on the University's website.*

*In order to be admitted to the Doctoral School, you need to be placed on the ranking list and submit the required **additional documents** within the deadline indicated in the admission schedule.*

***The list of admitted** is published on the University's website. If you do not hold the Polish citizenship, the decision on the admission to the Doctoral School shall be issued by the Rector.*

2

### Admission to the Doctoral School

*The procedure is completed after the publication of **the list of admitted** to the Doctoral School.*

#### NOTE:

- *if you applied for the admission to **more than one doctoral school**, you need to submit a declaration on the selection of one of them*
- *if you applied for the admission to **more than one discipline** within the WUT Doctoral School, you need to submit a declaration on the selection of one of them*
- *both declarations can be found in the IRK system*

*In case you have not been placed on the list of admitted, you will receive the rejection decision issued by the Head of the Doctoral School. If you do not hold the Polish citizenship, the decision shall be issued by the Rector.*

3

### Rejection of the admission to the Doctoral School

*NOTE: You have the right to apply for the reconsideration of your case, within 14 days of the receipt of the decision. Such an application may be submitted in the event of violations of the Doctoral School's [Rules of Admission](#).*

## ADDITIONAL INFORMATION

- Doctoral School's [website](#)
- Doctoral School's [Rules of Admission](#)
- Doctoral School's [Educational Program](#)
- Doctoral School's [Regulations](#)
- In case of questions contact the PhD Students Office [dod@pw.edu.pl](mailto:dod@pw.edu.pl)