

PhD UL DOCTORAL SCHOOLS ADMISSION: YOUR RECRUITMENT PROFILE

**FREE YOUR MIND
UWOLNIJ UMYSŁ**

**SZKOŁY DOKTORSKIE UŁ
UL DOCTORAL SCHOOLS**



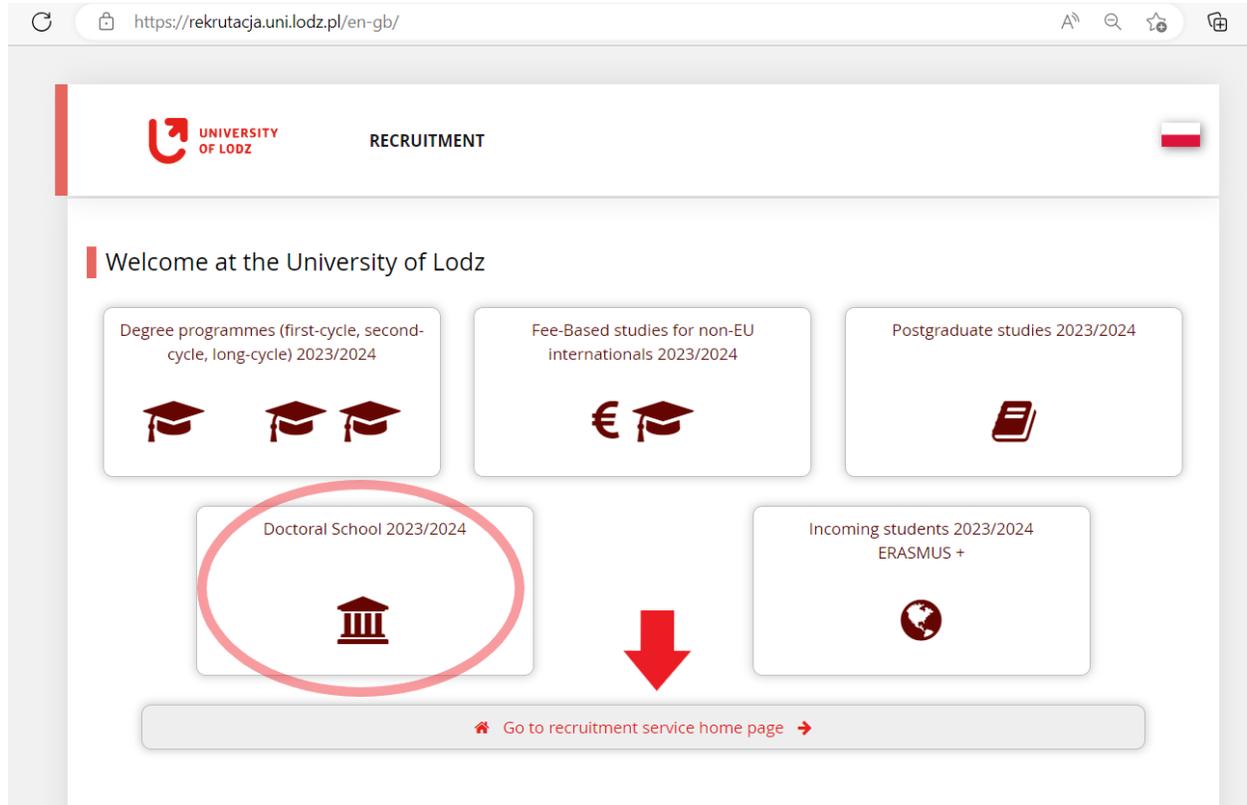
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You will need to register at UL's IRK Portal: <https://rekrutacja.uni.lodz.pl/>

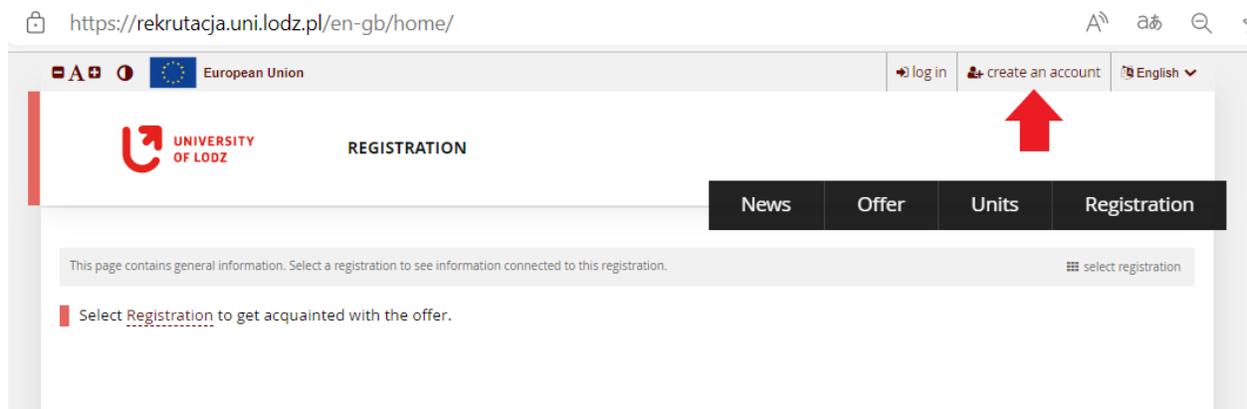
2023



By now, you probably found out about the four UL Doctoral Schools, either at our [website](#), or at the registration [portal](#) (Doctoral School tab) and are aware of the School representing your scientific discipline. You can open your online registration profile. Please switch to the recruitment home page:



When it opens, click on “create an account” on the top menu bar:



Read the GDPR (data protection) clause, tick the box at the bottom and hit the Continue button:

processing on the basis of an agreement.

6. Your personal data will be stored for the period of time that is necessary to achieve the purposes for which they are collected, that is, the admission process. In the case of:

- 1) the candidate's resignation from the participation in the procedure of admission to studies/to the doctoral school, resignation from starting the study programme, or being refused the admission to degree studies/the doctoral school/international academic exchange
 - a) documents submitted during the admission procedure to undergraduate or postgraduate study programmes and international academic exchange are returned to the candidate
 - b) documents submitted during the admission to the Doctoral Schools are kept by the Doctoral School for two years of the end date of the admission process.
 - c) data entered in the IRK admission platform (IRK online system) are deleted;
- 2) being admitted to first or second degree studies / doctoral school / non-degree postgraduate studies / international academic exchange:
 - a) personal data collected by the IRK admission platform are transferred to the University's IT systems;
 - b) documents submitted during the admission procedure are kept in the personal file of the student/PhD candidate/postgraduate course participant.

7. You have the right to:

- 1) access your personal data;
- 2) correct your data if factually incorrect;
- 3) delete or limit processing as well as transfer your data - if legally permitted;
- 4) object to processing;
- 5) withdraw your consent at any time without affecting the lawfulness of the processing that was carried out before the consent was withdrawn;
- 6) file a complaint to the supervisory authority – the President of the Personal Data Protection Office in Poland, seated at: ul. Stawki 2, Warszawa (Warsaw), Poland.

8. Providing personal data is voluntary yet essential for the purposes indicated in Part 3.

Your personal data will be processed in accordance with the Article 6 Part 1 Points (a) (c) and (e) as well as Article 9 Part 2 Point (a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR) in connexion with the Polish Act of 20 July 2018 – Law on Higher Education and Science.

I have read and accept the above information

I resign **Continue**

University of Lodz
ul. Uniwersytecka 3
90-137 Lodz
tel: +48 42 635-40-86, 635-40-83
www: [www: www.uni.lodz.pl](http://www.uni.lodz.pl)

Internetowa Rekrutacja Kandydatów
IRK 1.14.2 (99aedf3a-dirty) :: 2023-03-15 (3)
site map
contact

Enter your e-mail address and profile password:

You will get the activation link via e-mail:

European Union

UNIVERSITY OF LODZ REGISTRATION

Create an account

Email address 0 / 100

Password

Confirm password

Create an account

rekrecja@uni.lodz.pl | Показать список | До: До меню | Отправить | Выйти

Зображення не відображається. Показати | Завжди показувати

Розкрити деталі

Welcome to IRK service of the University of Lodz!

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://rekrutacja.uni.lodz.pl/autn/activate/h0f94a11-b7eb-47e0-a420-2c0897e0c31b/>

You will be able to log in after activating your account.

Thank you for choosing our university!

The first step is filling out your personal forms. If you miss them, the platform will not let you sign up.

All fields with asterisk (*) are obligatory. Please note you should use **Latin script**. Diacritics (e.g. Å, Ö, Ç) are accepted – but characters from other scripts (e.g. Chinese, Cyrillic, Georgian) are not, so if you come from a location where those are used, you should enter your name the way it is transcribed in your international passport. You should leave PESEL number field blank if you are a non-Polish citizen.

The “international candidate” tab is about your legal status in Poland. With internationals, the last option (“I do not meet”) is the default one – but if you have any connections with Poland, please study this part in more detail. Holding your cursor over each option, you can see explanations:

Home → My account → Personal forms → International candidate

Personal forms

Basic personal data | International candidate | Address and contact information | Photo | Education | Additional personal information

International candidate
This form concerns only candidates without Polish citizenship.

* – Fields marked with asterisk symbol are required. Save

Foreigner's status in Poland *

- I have been granted subsidiary protection in the territory of Poland ?
- I hold a valid Pole's Card (Karta Polaka) ?
- I hold a long-term residence permit of the EU in the territory of Poland ?
- I hold a permanent residence permit (settlement permit) in the territory of Poland ?
- I hold refugee status granted by the Republic of Poland ?
- I am a citizen of the European Union (EU) or European Free Trade Association (EFTA) country or member of his/her family, residing in the territory of Poland ?
- I hold at least C1 level certificate in Polish Language ? *It is obligatory to attach a scan of document confirming the fact of being relative to a Polish citizen, including confirmation of Polish citizenship of this relative*
- I hold the formal decision confirming the fact of being relative to a Polish citizen, including confirmation of Polish citizenship of this relative
- I am a spouse, child or parent of the Polish citizen and I live within the territory of Poland ?
- I have been granted a temporary residence permit pursuant to some special circumstances ?

I do not meet any of the conditions mentioned above Save

HOLD THE CURSOR OVER ? TO SEE DESCRIPTIONS

Postcodes with letters are accepted, as are descriptions of apartment location. However, you should enter town and street name in Capital Letters (otherwise the portal pauses and notifies you):

Address of residence

Country * Bahamas

Postal code * 3W67J 5 / 20

Town * Coopers Town 12 / 60

Town size * city

Street Kirkby Off Martins Bus Stop 27 / 80
If your address does not contain a street name, please leave this field empty.

Building number * 3a-4 4 / 20

Apartment number ground floor 12 / 20

Address for correspondence

Address for correspondence different than the primary address **ENTER POLISH POSTAL ADDRESS IF AVAILABLE**

Save

At the “Education” tab, you can leave the University of Lodz Student number field blank (unless you are a UL student/graduate). Do not forget to add details of your higher education at the bottom of page:

Basic personal data International candidate Address and contact information Photo Education Additional personal information

Education

While typing your personal data, remember that if you're enrolled, your data will be uploaded to university systems and printed on university issued documents. In P (such as school names, city names) are written with a capital letter. Only the first letter should be capital, not all of them. Do not enter Cyrillic or Chinese characters, transcription instead. Do not put spaces or any other punctuation in document numbers.

* - Fields marked with asterisk symbol are required. Save

High school

High school country * Nigeria

University of Lodz

Student number 0 / 20
Student number *at the University of Lodz* (if you are or were a student). Save

Depending on applications you want to create, you need to add respective certificates concerning your education or other qualifications. In some cases you can add entering all the information about them. However, you might need to fill in the missing data before printing the documents.

Documents

Higher education Here you can add information about your higher education.

+ Add a document 

Add the details of your “foreign diploma (for doctoral school)”
Please pay attention to all notifications (even in small font) and provide missing data (incl. exam results):

* - Fields marked with asterisk symbol are required. Save

Document type Foreign diploma (for doctoral school) Edit exam results

Document year * 2017
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. 

Document number 67325 5 / 200
There should be no spaces in the number.

Date of issue 17.07.2017

Issuing institution name ..

If you are just after Master’s thesis defense (in Poland – see §2 clause 2 of Recruitment Rules) and soon to receive your thesis defense certificate (keeping the schedule) , please use “?????” in no-spaces field:

* - Fields marked with asterisk symbol are required.

Document type * Polish diploma of master

Document year * 2023
Document year should be the same as in the issue date. If you

Document number ?????
There should be no spaces in the number.

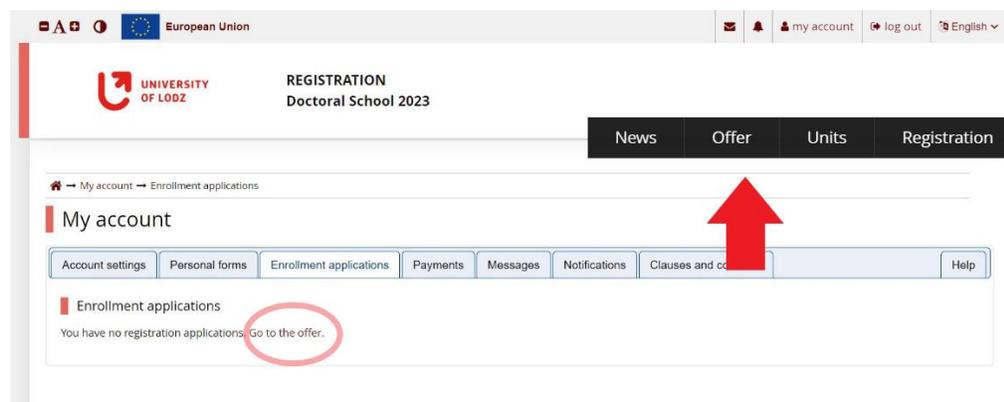
IMPORTANT

The above screenshot does not show you where you should upload your documents. This is just where you enter the details of your higher education credentials.

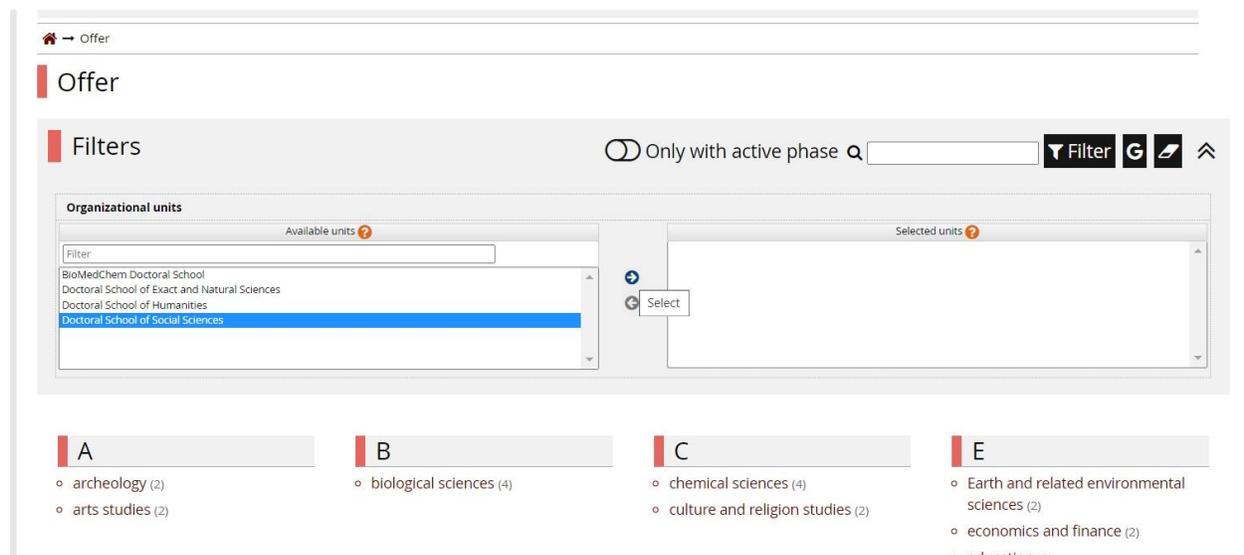
However, you will need plenty of files to upload.

To learn about the upload section, please go to Page 8, more specifically Step 5 at the Enrollment Applications menu.

When you have finished, choose the appropriate Doctoral School from the Offer menu



Now, you have a couple of options. You can either choose a scientific disciplines straight from the list, or double click on the name of the Doctoral School(s) and then press the Filter button above to limit the selection of disciplines to particular School(s) and then click on the name of discipline.



“Additional recruitment... from external funds” pertains to those who have applied for a grant from an external institution (such as NAWA or some other government agency) which would be payable on condition that they are admitted to the School.

If you click on “Only with active phase” switch and press on Filter button, you will limit the selection to the ongoing recruitment rounds.

Filters Only with active phase

- Doctoral School of Social Sciences
- Doctoral School of Social Sciences - Additional recruitment only for candidates whose doctoral scholarship, in the event of admission to the doctoral school, will be financed in whole or in part from external funds (including implementation doctorates and persons qualified for research projects).

You will recognize an active recruitment round by a **lush green** Sign up button under the Details grid (with inactive recruitment, the field is grayish and without the button)

Recruitment rules for the academic year 2023/2024

Admission rules to the Doctoral School for the academic year 2023/2024 are available at:
<https://www.uni.lodz.pl/en/doctoral-school-of-social-sciences/admission>

The recruitment procedure is initiated on the day on which the following two conditions are fulfilled jointly:

- receipt by the Doctoral School of a signed Application for admission to the Doctoral School in written form, printed on a form generated from the IRK system,
- and payment of the PLN 150 recruitment fee (citizens of Ukraine who crossed the Polish border after February 24, 2022 do not have to pay the recruitment fee) and assignment to the chosen Doctoral School. Online registration does not constitute an activity initiating the recruitment procedure.
- If you register in IRK and do not submit a paper application for admission to a Doctoral School and/or do not have

Recruitment committee address	Centrum Szkół Doktorskich UE ul. Matejki 21/23 90-237 Łódź pok. 114
WWW address	https://www.uni.lodz.pl/sdns
Required document	Wykształcenie wyższe

Phase 1 (01.06.2023 00:01 – 13.06.2023 23:59)

To pay your PLN 150 entry fee, please find the Payments tab in “My account” menu.

My account

Within the specified deadlines remember to:

- [pay the application fee.](#)
- [fill out the forms with additional information.](#)

Each of you receives a 26-digit individual account number to transfer your fees to (all have “1240” in common). The funds will be allocated to your specific account regardless of payment description.

You can use international bank transfer if your bank is able to exchange your local currency to PLN. In some cases (proxy bank fees etc.), it may be advised to transfer a little more than PLN 150.

Payments

Remember to set priorities for your payments: [Set priorities](#)

On this page you can view a summary of financial operations on your IRK account. If the system has been configured to support payments in more than one currency, your payments will be divided into separate tables in regard to these currencies. Your account deposits have positive value in the *Amount* column, while charges have a negative value. If an application has not been paid on time or a refund has been made, the payment will be displayed with grey background and its amount will not be calculated into the sum that is displayed above the table.

Zloty (PLN)

Sum: **-150.00 zł**

ID	Description	Status	Payment deadline	Amount
108881	Recruitment fee in "Doctoral School 2023/2024": <ul style="list-style-type: none"> [SDNS] Doctoral School of Social Sciences <small>Created: 01.06.2023 09:35</small>		13.06.2023 23:59 19.06.2023 23:59	-150.00 zł

STATUS & DEADLINES

Your personal bank account for transfers:

University of Lodz
 1240 (only for payments made in PLN currency)

Details for international bank transfer:
 Recipient: The University of Lodz, 68 Narutowicza Str., 90-136 Lodz, Poland
 Bank: Bank PEKAO S.A. II/o Lodz, 270 Piotrkowska Str., 90-361 Lodz, Poland
 SWIFT/BIC: PKOPPLPW, IBAN: PL 1240

The transfer can also be made through the fast payment system - the additional fee is PLN 1 (Blue Media commission).

BANK DETAILS

Quick payment: Blue Media

Amount: 150,00 PLN

You may have noticed that the Deadline section gives two dates.

The first one is the latest you can submit your transfer.

The other one is the latest when the portal automatically accepts your transfer it receives.

You do not have to be the owner of the bank account that your fees are transferred from – and that account does not need to be located in your home country. If it helps, you can pay from a proxy account that your bank suggests to you, or (on your own responsibility) let your friend or relative pay for you.

Please try and use international bank transfer with SWIFT and IBAN.

Your personal bank account for transfers:

University of Lodz

1240 (only for payments made in PLN currency)

Details for international bank transfer:

Recipient: The University of Lodz, 68 Narutowicza Str., 90-136 Lodz, Poland

Bank: Bank PEKAO S.A. II/o Lodz, 270 Piotrkowska Str., 90-361 Lodz, Poland

SWIFT/BIC: PKOPPLPW, IBAN: PL 1240

To form IBAN, please put "PL" in front of the underlined account number (your profile might not show that – we copied and pasted it on the above image to show you the way Polish IBANs are formed).

The account number has 26 characters, while Polish IBANs have 28. All you need to do is to add "PL".

WARNING – DO NOT USE THE “BLUE MEDIA” TOOL IN VAIN

If you already have a bank account based in Poland, you can use the [Blue Media](#) fast payment option and log in to your online banking website (please note that the Blue Media website runs in Polish).

Otherwise, please be **warned against** using the last option of this tool (*dane do przelewu*) because it introduces an intermediate bank, slowing down the procedure rather than making it “quick”.

You can go back to your IRK account and find bank details for direct transfer, as previously explained.

Wybierz metodę płatności

BLIK for users of BLIK (Polish payment app)

Przelew internetowy use if you are a customer of one of 24 Polish banks (click to see list)

DO NOT USE THIS OPTION !!! **Dane do przelewu** it gives you website owner's bank details (waste of time) – use your IRK details instead

Zleć przelew wykorzystując podane dane

MAM KONTO W INNYM BANKU

Podaj adres e-mail

WISH TO ASK US A QUESTION?

To send us a message, use Help tab in “My account” menu (to initiate contact) or respond to our messages under the “Messages” tab (if we already initiated contact with you)

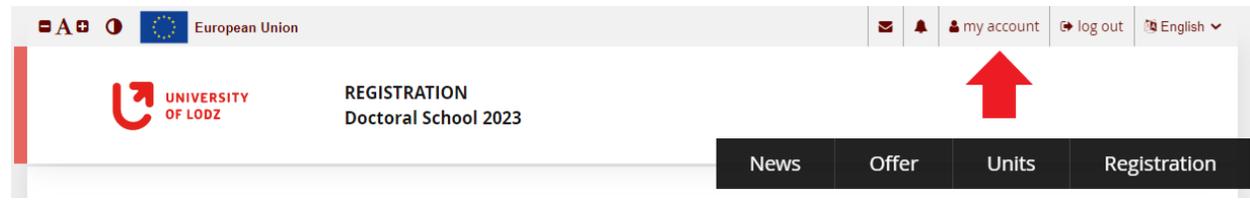
My account

Within the specified deadlines remember to:

- pay the application fee.
- fill out the forms with additional information.

Account settings Personal forms Enrollment applications Payments Messages Notifications Clauses and consents **Help**

Open “My account” menu and find “Enrollment applications” tab where you can manage the content of your application. This is where you can resign (withdraw) from recruitment, check your fee status and be redirected to another tab where you should upload your documentation.



My account



Enrollment applications

[SD2023] Doctoral School 2023/2024 (open)
Academic year 2023/2024

Description

[SDNS] Doctoral School of Social Sciences			
Phase 1 (✕ withdraw) 01.06.2023 - 13.06.2023 Qualification criteria	Recruitment fee 150.00 zł ○ pending → Payments	Qualification status --- The results will be visible: 14.07.2023 18:00	Decision ---
Document type: Take studies	Foreign diploma (for doctoral school) nr 67325 issued on 17.07.2017 by Babcock University		
Document type: Internal exams	Grade from academic credentials	Score: ---	
Additional information	Language test	Score: ---	
	○ 1 point – the minimum score of 60% required to proceed has been achieved		
	○ 0 points – required score not achieved		
	Certified knowledge of foreign languages	Score: ---	
	Publications in the field of social sciences	Score: ---	
	Participation in scientific conferences	Score: ---	
	Participation in the implementation of scientific and research projects	Score: ---	
	Other activity: popularization, organizing, community activities	Score: ---	
Initial outline of the doctoral dissertation	Score: ---		
Interview	Score: ---		
Additional information	Please provide additional information in order to complete registration.		
	● 1. Necessary conditions for recruitment (filled out)		
	● 2. Information about the candidate (filled out)		
	● 4A. Other declarations (filled out)		
	● Survey questions (not required)		
Additional information	● 3. Scientific disciplines and affiliation (filled out)		
	● 4. Language test (filled out)		
	● 5. Documents (upload documents) (required)		
Documents and further steps			

APPLIED BY MISTAKE OR WISH TO RESIGN?

FEE STATUS

1-4 SURVEYS
5 UPLOAD YOUR DOCUMENTS

GENERATE APPLICATION FORM

Start at the very bottom of the page to generate Application Form (it contains both Polish and English). Then go back and click on step 5: Documents (upload documents). You will need the form you just generated and downloaded because it is the first file you are supposed to attach (see next page).

As soon as Documents tab opens up, you can upload your files. The first one is the Application Form you have just downloaded, the other one are required documents for the School you chose.

With the second slot, you should upload your Master's and Bachelor's degrees joined in one file (however, if you are after a direct/long-cycle programme, then your Master's should be enough)

🏠 → My account → Enrollment applications → 5. Documents (upload documents)

5. Documents (upload documents)

Doctoral School 2023/2024
Doctoral School of Social Sciences

Answer deadline: **13 Jun 2023, 11:59 p.m.**

* - Fields marked with asterisk symbol are required.

APPLICATION FOR ADMISSION TO THE DOCTORAL SCHOOL *	<input type="button" value="Wybierz plik"/> Nie wybrano pliku	UPLOAD THE FORM YOU JUST DOWNLOADED
SCANNED DIPLOMA(S) / DEGREE CERTIFICATE(S) OR GRADE AVERAGE AND DECLARATION *	<input type="button" value="Wybierz plik"/> Nie wybrano pliku <small>with multiple certificates, please</small>	PUT YOUR BACHELOR'S AND MASTER'S CERTS. IN ONE FILE <small>them in one file and add translation if possible,</small>
DIPLOMA SUPPLEMENT / ACADEMIC TRANSCRIPT *	<input type="button" value="Wybierz plik"/> Nie wybrano pliku	
AN OUTLINE OF THE PROPOSED DOCTORAL DISSERTATION *	<input type="button" value="Wybierz plik"/> Nie wybrano pliku	"Wybierz plik" = choose file (from your computer)
DECLARATION OF THE DOCTORAL SUPERVISOR OR APPLICATION FOR THE APPOINTMENT OF THE DOCTORAL SUPERVISOR	<input type="button" value="Wybierz plik"/> Nie wybrano pliku	YOU NEED TEMPLATE FOR DECLARATION see explanations below

For "Declaration (of supervisor)" field use [this template](#) if you already know your who your supervisor is, or [that template](#) if you prefer that the School staff choose and appoint a supervisor for you.

CERTIFICATE OF DISABILITY	<input type="button" value="Wybierz plik"/> Nie wybrano pliku	STATEMENT about translation data change etc. (see Rules)
STATEMENT OF OBLIGATION FOR CANDIDATES	<input type="button" value="Wybierz plik"/> Nie wybrano pliku	
DOCUMENT OF LEGAL STAY IN	<input type="button" value="Wybierz plik"/> Nie wybrano pliku	

In the „Statement of Obligation” please use [Annex No. 2 to Recruitment Rules](#) as a template and, just like the Declaration, fill it out, sign, scan and upload. At any time, you can go back and read the recruitment rules, by going to the **Registration** menu, finding the name of your School on the list and clicking on it.

The rules are also available under “Qualification criteria” hyperlink in “Enrollment application” tab.

THANK YOU AND GOOD LUCK!