

DOCTORAL SCHOOLS – RECRUITMENT IN THE ONLINE RECRUITMENT SYSTEM (IRK)

INSTRUCTIONS FOR FOREIGN CANDIDATES

Prepared by: Marta Jankowska

AMU IT CENTRE

Document date: 20 May 2025

HOW DO I CREATE AN ACCOUNT?

Follow the following procedure:

1. Click on the “**Create an account**” button.

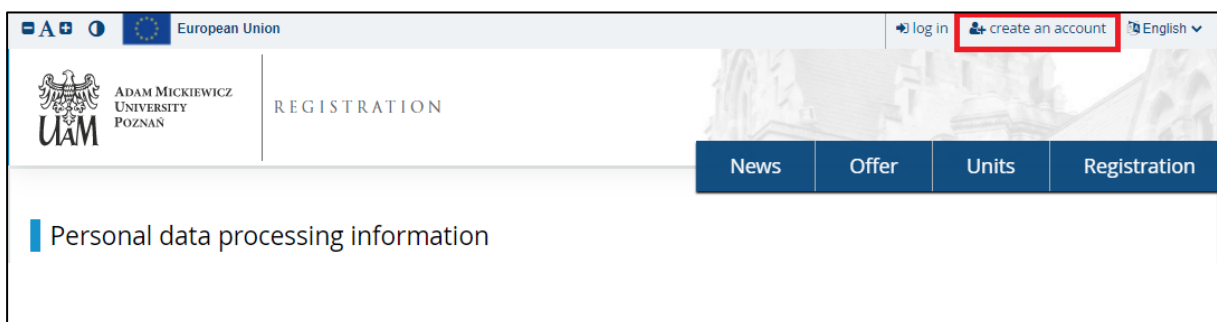


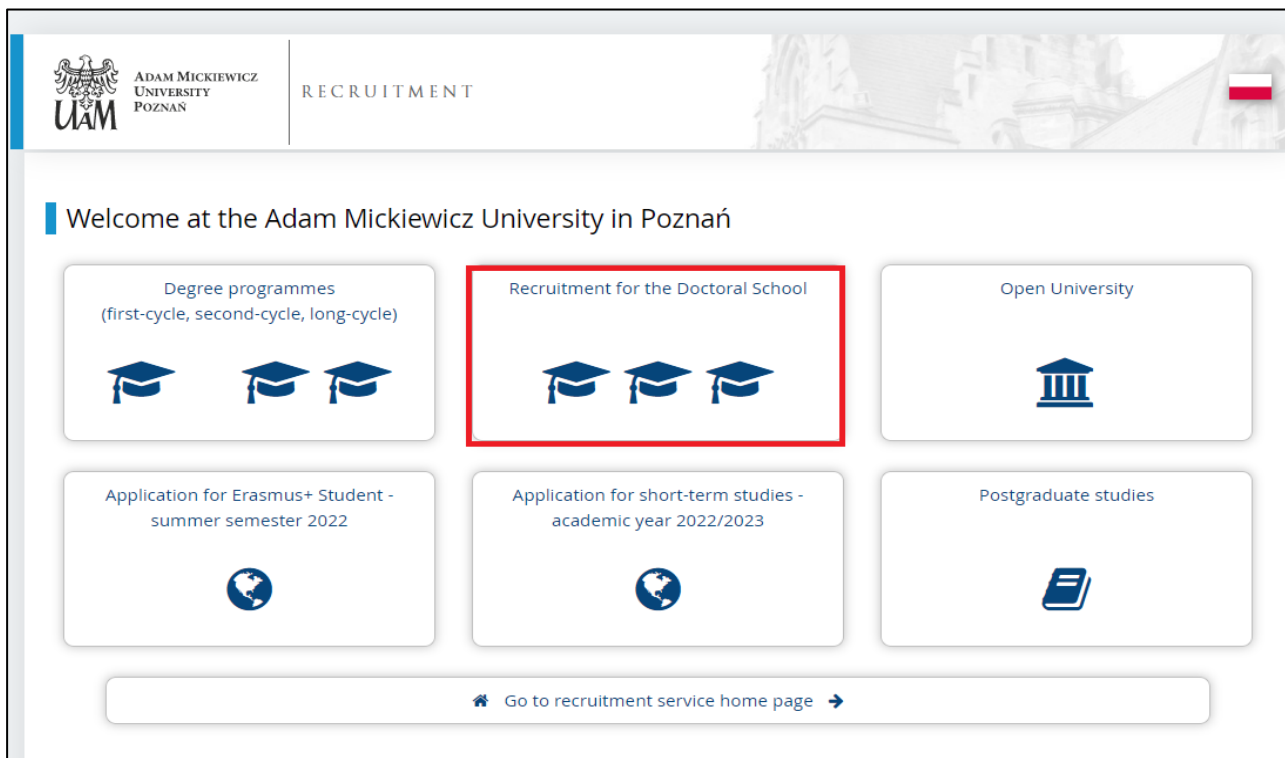
Figure 1. Create an account

2. Accept: **Personal data processing information**.
3. Enter your e-mail address and password.
4. An activation link will be sent to the provided e-mail address.
5. Click on the link – your account is active and you can log in.

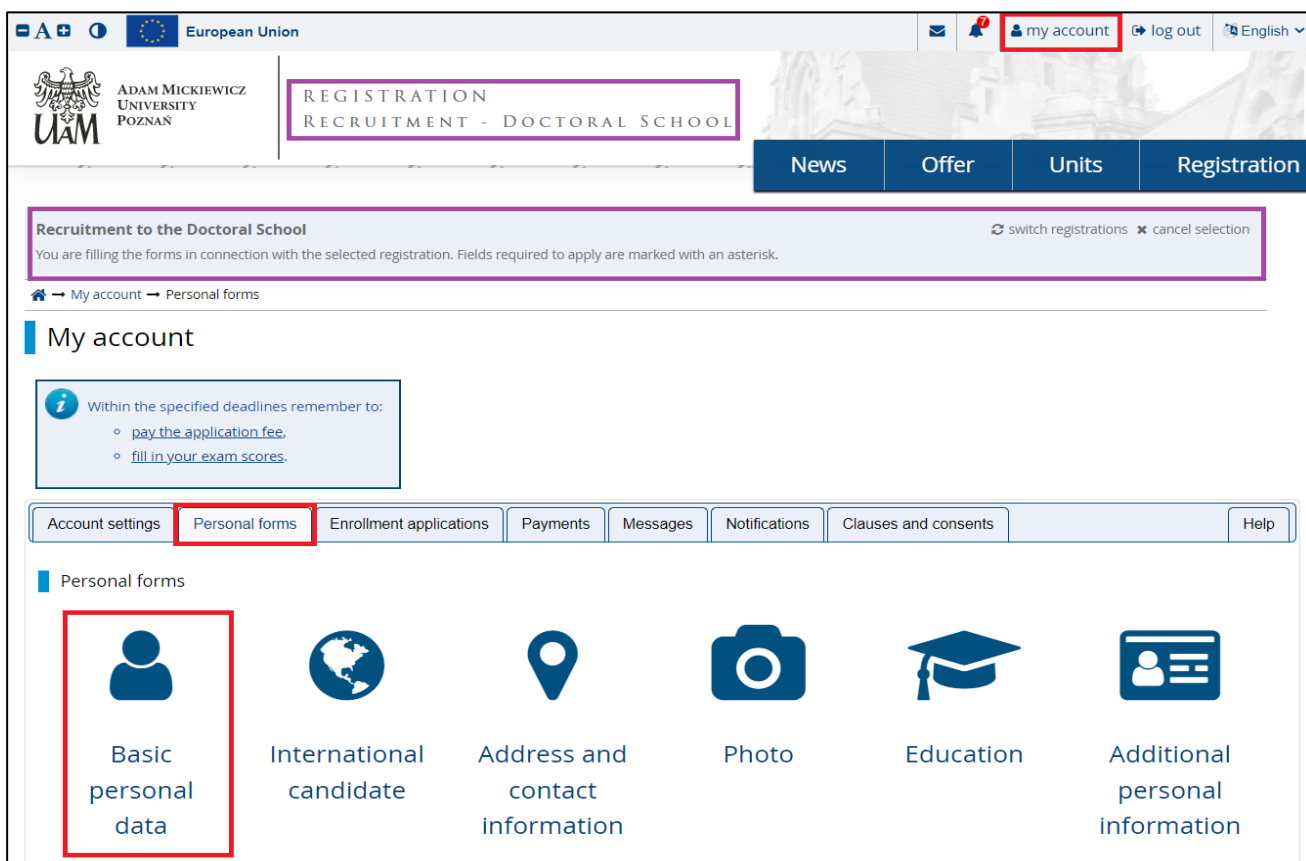
PROVIDING THE CANDIDATE'S DATA

If you have to provide additional data required in the recruitment process:

1. Go to the IRK website and select the link **Recruitment for the Doctoral School**.



2. Log in to IRK and go to the **My account** tab.
3. Go to the **Personal forms** tab.
4. Click on **Basic personal data**.



Fill in all visible fields:

My account → Personal forms → Basic personal data

Personal forms

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

Basic personal data

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 Polish, proper names (such as first names, surnames, 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, use Latin transcription instead. If you have double surname, there should be no spaces around the hyphen. For example: Janina Maria Nowak-Kowalewska.

* - Fields marked with asterisk symbol are required.

First name * Marta 5 / 40

Second name 0 / 40
 I don't have a middle name

Surname * Kowalska 9 / 40

PESEL number 0 / 11
The PESEL number is required for Polish citizens.

Gender * female

Date of birth * 27.0 00

Place of birth * S 6 / 60

Country of birth * Poland

I have Polish citizenship * no
This field cannot be changed after applying for studies.

Citizenship * Afghanistan

Save Save

Go to the **International candidate** tab and select the appropriate option:

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.

Foreigner's status in Poland *

- I have been granted subsidiary protection in the territory of Poland
- I hold the valid Card of the Pole
- 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 issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language
- I hold the formal decision on Polish origin
- I am a spouse, child or parent of the Polish citizen and I live in 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 Save

5. Go to the **Address and contact information** tab and complete it:

Personal forms

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

Address and contact information

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 Polish, proper names (such as city and street 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, use Latin transcription instead.

* - Fields marked with asterisk symbol are required. Save

Contact information

Email address 19 / 254
In order to set a new address, go to the email address change page.

Phone number * +48 570 507 339 15 / 20

Alternative phone number 0 / 20

Messages settings

Share email address

Share phone number

Signature

Address of residence

Country * Poland

Postal code * 60-685 6 / 6

Town * Poznań 6 / 60

Town size * city

Street 0 / 80
If your address does not contain a street name other than the city name, please leave this field empty.

Building number * 2 1 / 20

Apartment number 0 / 20

Address for correspondence

Address for correspondence different than the primary address

6. Go to the **Education** tab and complete the data listed below.

My account → Personal forms → Education → Edit document

Polish diploma of bachelor

* - Fields marked with asterisk symbol are required. Save

Document type Polish diploma of bachelor

Document year * 2019
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 177455 6 / 200
There should be no spaces in the number.

Date of issue 19.08.2019

Issuing institution type Higher education institution (public)

Issuing institution name Uniwersytet im. Adama Mickiewicza w Poznaniu 44 / 200
Please enter a town to display a list of institutions that are based in it. If the institution you are looking for is not on the list, please enter it manually.

Place of issue Poznań 6 / 80

Country of issue * Poland

Comment 0 / 500
If you're adding a document of unknown type, please describe it!
File is not required for this certificate. Maximal number of files: 1.

Save and add file

Save and return Save and edit exam results Save

8. Go to the **Additional personal information** tab.

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

Additional personal information

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 Polish, proper names (such as first 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, use Latin transcription instead. Do not put spaces or any other punctuation marks in document numbers.

* - Fields marked with asterisk symbol are required. [Save](#)

Identification document

Document type *	passport	▼
Document series and number *	AAA247473	9 / 20
	* This value must contain only uppercase letters and digits.	
Document expiration date *	27.01.2023	🗓
Country in which the document has been issued *	Azerbaijan	▼

[Save](#)

RECRUITMENT – DOCTORAL SCHOOLS

In order to enroll in a particular program:

1. Go to the **Offer** tab.
2. Select a program you are interested in. Use the **Units** filter to limit the view of the offer.

ADAM MICKIEWICZ UNIVERSITY POZNAŃ REGISTRATION RECRUITMENT - DOCTORAL SCHOOL

News Offer Units Registration

Recruitment for the Doctoral School [switch registrations](#) [cancel selection](#)

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.

Offer

Filters [Only with active phase](#) [Filter](#) [G](#) [📄](#) [⬆](#)

Organizational units:

Available units [?](#)

Selected units [?](#)

Filter

- Doctoral School of Natural Sciences
- Doctoral School of Exact Sciences
- Doctoral School of Social Sciences
- Doctoral School of Humanities
- Doctoral School of Languages and Literatures

A

- Administration and political sciences (1)
- Archeology (2)
- Art studies (2)
- Astronomy (3)

B

- Biological sciences (17)

C

- Chemical sciences (15)
- Computer science (1)
- Cultural and religious studies (2)

E

- Earth sciences (2)

H

- History (3)
- Human geography and land management (1)

L

- Legal studies (3)
- Linguistics (1)
- Literary studies (2)

M

- Mathematics (2)

P

- Pedagogy (1)
- Philosophy (1)
- Physical sciences (7)
- Psychology (1)

S

- Social communication and media sciences (1)
- Sociology (1)

T

- Theological studies (1)

Offer → Project - The novel role of STAT1 in Vascular Smooth Muscle Cell and Macrophage common and - specific transcriptional responses that reflect onset and progression of atherosclerosis

Table of contents

Details

Code	SD-NBiol-G1
Organizational unit	Doctoral School of Natural Sciences
Form of studies	Full-time
Language(s) of instruction	English, Polish
Admission limit	1
Required document	Documents entitling to study

[Ask a question](#)

Phase 2 (03.03.2022 12:00 – 07.04.2022 23:59)

[➔ Sign up](#)

Past phases in this registration:

- Phase 1 (14.06.2021 13:40 – 30.07.2021 23:59)

- Having selected the study program, click on **Sign up**.
- You must accept the information on data processing in the recruitment process and the rules of electronic registration of the candidate.

5. In the next step, indicate the entitlement document (diploma), which you provided in the **Education** tab and click **Continue**.

The screenshot shows a web interface for a 'New application'. The title is 'New application' with a subtitle '(12-50_2) Recruitment to the Doctoral School (open)'. Below this, there is a section for 'Qualification criteria for this phase'. A dropdown menu is open, showing 'Diploma of master nr (7) issued on 20.02.2019 by' and 'University of Technology'. At the bottom of the form, there are two buttons: a red 'Return' button and a green 'Continue' button. The 'Continue' button is highlighted with a red box.

6. A window with additional information will then appear – tabs to which appropriate attachments must be inserted and/or answers provided from a selected drop-down list. The number and type of questions asked depend on the recruitment requirements. Click the **Continue** button until the candidate receives a message stating that the application has been created.

The screenshot shows a web interface for 'Additional information'. The title is 'Additional information' with a subtitle '(50-2024) Recruitment to the Doctoral School (open)'. Below this, there is a section for 'Qualification criteria for this phase'. A dropdown menu is open, showing 'Diploma of master nr Mj01234 issued on 20.12.2021 by University of Tallin'. Below this, there are several tabs for attachments: 'Candidate's statement', 'CV and cover letter', 'Graduation diploma obtained outside of Poland', 'High school diploma or equivalent', 'Knowledge of a modern foreign language at B2 level', 'Photocopy of passport', 'Proposal of a unique research project', and 'Scientific and other achievements'. The 'Candidate's statement' tab is selected. Below the tabs, there are two questions: 'Have you been or are you a participant in another Doctoral School?' and 'Do you have a doctoral degree?'. Both questions have dropdown menus. At the bottom of the form, there are two buttons: a red 'Return' button and a green 'Continue' button. The 'Continue' button is highlighted with a red box. A black arrow points to the 'Scientific and other achievements' tab, and a red arrow points to the 'Continue' button.

7. Once you have created your application, go to the **My account** → **Enrollment applications**.



You have successfully created a recruitment application. Go to the page [My account](#) → [Enrollment applications](#) to view the list of additional forms and/or documents that need to be printed and submitted.

8. A recruitment application window will appear. You must select the **Documents and next steps** link.

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

Enrollment applications

[SD-2024] Recruitment to the Doctoral School

(open)

Academic year 2023/2024

Description

Phase 1 (withdraw)	Recruitment fee	Score	Qualification status	Decision
04.06.2024 - 24.02.2027 Qualification criteria Application history	100.00 € pending Payments	---	---	--- Details
Document entitling to undertake studies	Diploma of master nr MJ01234 issued on 20.12.2021 by University of			
Additional information	Please provide additional information in order to complete registration. <ul style="list-style-type: none"> An application for an adaptation of the interview (disabled person) and/or a request for a remote interview (not required) Candidate's statement (filed out) CV and cover letter (filed out) Graduation diploma obtained outside of Poland (filed out) High school diploma or equivalent (filed out) Knowledge of a modern foreign language at B2 level (filed out) Photocopy of passport (filed out) Proposal of a unique research project (filed out) Registration form and a statement of achievements (required) Scientific and other achievements (filed out)			
	Documents and further steps			



In the **Documents and next steps** link, the candidate will find electronic documents titled Statement of achievements and Application for admission to the Doctoral School (**arrow 1**), which must be printed and signed by hand or using a qualified electronic signature (trusted signature).

The screenshot shows a web interface titled "Documents and further steps". It contains three main sections:

- Information concerning this registration:** A box with an information icon and text: "Within the specified deadlines remember to:" followed by two bullet points: "pay the application fee" and "fill out the forms with additional information". A red box highlights this section, and a red arrow labeled "2" points to it from the right.
- Information about this programme:** A section with a "General information" header and a blank form area. A red arrow labeled "1" points to this section from the right.
- Required documents:** A section with a "Documents to download" header. It lists "A statement of achievements" and "Registration form". To the right of these items is a red-bordered box containing four "Download" buttons, each with a document icon and a small flag icon (UK or EU).

Scans of the signed documents should be attached by returning to the **'my account – recruitment applications'** panel (or alternatively, by following the link to **complete the additional information form marked with arrow no. 2**). In the Additional Information section, there is a dedicated set for uploading documents – you should click on the link **Application and statements of achievements**.

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

Enrollment applications

[SD-2024] Recruitment to the Doctoral School

(open)

Academic year 2023/2024

Description

Phase 1 (<input checked="" type="checkbox"/> withdraw) 04.06.2024 - 24.02.2027 🔍 Qualification criteria 📄 Application history	Recruitment fee 100.00 € 🕒 pending ➔ Payments	Score ---	Qualification status ---	Decision: --- 📄 Details
Document entitling to undertake studies	Diploma of master nr Mj01234 issued on 20.12.2021 by University i			
Additional information	Please provide additional information in order to complete registration. <ul style="list-style-type: none">🚫 An application for an adaptation of the interview (disabled person) and/or a request for a remote interview (not required)🟢 Candidate's statement (filed out)🟢 CV and cover letter (filed out)🟢 Graduation diploma obtained outside of Poland (filed out)🟢 High school diploma or equivalent (filed out)🟢 Knowledge of a modern foreign language at B2 level (filed out)🟢 Photocopy of passport (filed out)🟢 Proposal of a unique research project (filed out)🚫 Registration form and a statement of achievements (required)🟢 Scientific and other achievements (filed out)			
📄 Documents and further steps				

9. Next, you need to pay the recruitment fee - go to the **Quick payment: Przelewy24** link: **Application** → **Payments** or **My account** - **Payments** and pay the amount via the

Przelewy24 system (enter the amount and click the **I pay** button). Recruitment fee – 75 Euros

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

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: **-300.00 zł**

ID	59
Description	Recruitment fee in "Recruitment to the Doctoral School":
	Created: 06.04.2022 10:26
Status	⦿
Payment deadline	07.04.2022 23:59 ? 11.04.2022 23:59 ?
Amount	-300.00 zł

Bank account for transfers:
Payments only by Przelewy24

Quick payment: Przelewy24 ?

Amount: **PLN** [I pay](#)

10. Information about the qualification status and the decision will be visible in the Recruitment application.

Enrollment applications

[SD-2024] Recruitment to the Doctoral School (open)
Academic year 2023/2024

Description

Phase 1 (✖ withdraw) 04.06.2024 - 24.02.2027 • Qualification criteria • Application history	Recruitment fee 100.00 € ⦿ pending → Payments	Score ---	Qualification status ---	Decision --- % Details
Document entitling to undertake studies	Diploma of master nr MJ01234 issued on 20.12.2021 by University of Łódź			
Additional information	Please provide additional information in order to complete registration: <ul style="list-style-type: none"> • An application for an adaptation of the interview (disabled person) and/or a request for a remote interview (filled out) • Candidate's statement (filled out) • CV and cover letter (filled out) • Graduation diploma obtained outside of Poland (filled out) • High school diploma or equivalent (filled out) • Knowledge of a modern foreign language at B2 level (filled out) • Photocopy of passport (filled out) • Proposal of a unique research project (filled out) • Registration form and a statement of achievements (filled out) • Scientific and other achievements (filled out) 			

[Documents and further steps](#)

DECISIONS

The candidate to whom an electronic decision has been issued will receive a notification on their IRK account (bell icon at the top of the window next to the 'my account' button). If the option named Notify by email about new notifications is enabled in the Notification settings section, information regarding an IRK notification will also be sent to the email account assigned to the IRK user.

The screenshot shows the 'My account' page with a navigation menu at the top. The 'Notifications' tab is selected. Below the navigation menu, there is a table of notifications. The first row of the table is highlighted with a red box, showing a notification titled 'A decision regarding your application has been issued' with a date of '15 May 2026, 10:42 a.m.'.

<input type="checkbox"/>	<input type="checkbox"/>	Title	Date
<input type="checkbox"/>	<input type="checkbox"/>	A decision regarding your application has been issued	15 May 2026, 10:42 a.m.
<input type="checkbox"/>	★		14 May 2026, 12:56 p.m.
<input type="checkbox"/>	★		14 May 2026, 12:56 p.m.
<input type="checkbox"/>	★		14 May 2026, 12:56 p.m.
<input type="checkbox"/>	★		14 May 2026, 12:56 p.m.
<input type="checkbox"/>	★		14 May 2026, 12:53 p.m.

The screenshot shows the details of the notification 'A decision regarding your application has been issued'. The notification text is highlighted with a red box. The text reads: 'A decision regarding your application "Archeology" has been issued for you as an electronic document. To receive it, go to the decisions page. After clicking "Receive the decision" link, a new e-mail message with an authorization code will be sent. Entering the code is an additional confirmation of your identity and is equivalent to confirmation of receipt of the document and generating an Official Receipt Certificate (UPO), containing the date and time of delivery of the decision. After completing the process, both documents will be available for download from the same page, linked earlier. If the decision is not received, it will be presumed as delivered after 14 days from the date the first notice was sent.'

To collect the decision, you must go to the decision notification and click the "**Collect decision**" link. An email containing an authorisation code will be sent to the IRK user's email address. Entering the authorisation code confirms receipt of the document and the generation of the so-called UPO (Official Receipt). In the event that the decision is not collected, delivery is

deemed to have been completed after 14 days from the date the first notification regarding the possibility of collecting the document was sent.

[Home](#) → [My account](#) → [Enrollment applications](#) → [Archeology](#)

Decisions

[SD-2024] Recruitment to the Doctoral School (open)
[SD-Arch] Archeology – Phase 1

i Within the specified deadlines remember to:

- [fill out the forms with additional information,](#)
- [fill in your exam scores,](#)
- [upload a scan of your certificate.](#)

Decision number SD-Arch/2023/11

Published 15 May 2026, 10:42 a.m.

Available actions [Receive the decision](#) [Download decision](#)

[Home](#) → [My account](#) → [Enrollment applications](#) → [Archeology](#) → [Receive the decision](#)

Receive the decision

[SD-2024] Recruitment to the Doctoral School (open)
[SD-Arch] Archeology – Phase 1

i Within the specified deadlines remember to:

- [fill out the forms with additional information,](#)
- [fill in your exam scores,](#)
- [upload a scan of your certificate.](#)

i The code for receiving the decision has been sent to the e-mail address: marjan25@amu.edu.pl.

An authorization code has been sent to your e-mail address. Enter the code to receive the decision and generate an Official Receipt Certificate (UPO). The code is valid for 10 minutes from the moment it is sent.

[Reset PIN code](#)


Email address marjan25@amu.edu.pl

PIN code 0 / 6

[← Return](#) [Confirm decision receipt](#)

Decisions

[SD-2024] Recruitment to the Doctoral School (open)
[SD-Arch] Archeology – Phase 1

 Decision has been successfully received.



Within the specified deadlines remember to:

- [fill out the forms with additional information,](#)
- [fill in your exam scores,](#)
- [upload a scan of your certificate.](#)

Decision number SD-Arch/2023/11

Published 15 May 2026, 10:42 a.m.

Delivered 15 May 2026, 10:49 a.m.

Available actions  [Download decision](#)  [Download UPO \(PDF\)](#)  [Download UPO \(XML\)](#)

APPEAL

A candidate who has been refused admission and has received their decision electronically has the right to lodge an appeal. To do this, go to your recruitment application (**My account - > Recruitment applications**), find the **Appeal** link in the Additional information list, then click on it and attach a file.






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

Enrollment applications

[SD-2024] Recruitment to the Doctoral School (open)
Academic year 2023/2024

Description











[SD-Arch] Archeology

Phase 1  04.06.2024 - 24.07.2027 Qualification criteria Application history	Recruitment fee zł  paid	Score ---	Qualification status  qualified	Decision  not admitted Download decision  Details
---	---	--------------	---	--

Document entitling to undertake studies: Polish diploma of bachelor nr issued on 19.09.2019 by Uniwersytet im. Adama Mickiewicza w Poznaniu

Additional information

Please provide additional information in order to complete registration.

-  An application for an adaptation of the interview (disabled person) and/or a request for a remote interview (not required)
-  **Appeal (not required)**
-  Candidate's statement (filled out)
-  CV and cover letter (filled out)
-  High school diploma or equivalent (filled out)
-  Knowledge of a modern foreign language at B2 level (filled out)
-  Proposal of a unique research project (filled out)
-  Registration form and a statement of achievements (filled out)
-  Scientific and other achievements (filled out)
-  Wymagane dokumenty (filled out)

[Documents and further steps](#)