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

INSTRUCTIONS FOR FOREIGN CANDIDATES

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HOW DO I CREATE AN IRK ACCOUNT?

Follow the following procedure:
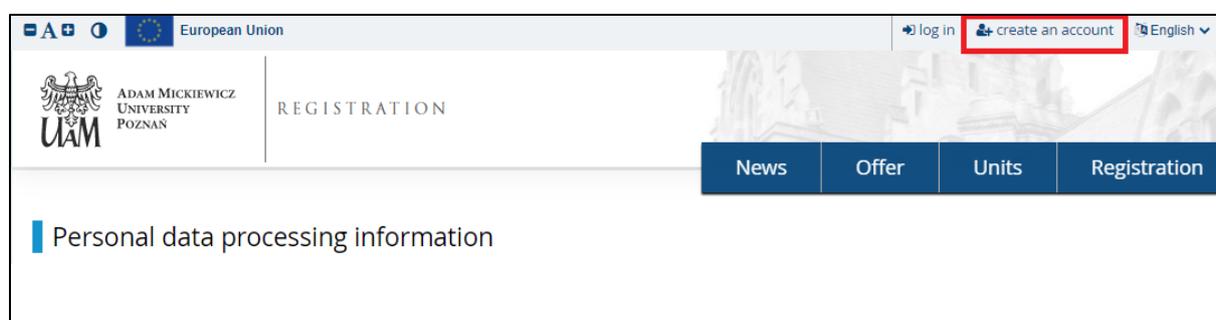
1. Click on the **Create an account** button.

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.** It is necessary to select a recruitment context (this is outlined in step 1)**,** as otherwise the candidate will have access to a limited view of non-recruitment related forms. The selected context can be seen in the fields indicated by the purple box.

Fill in all visible fields:

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

6. Go to the *Address and contact information* tab and complete all visible fields:

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

8. Go to the *Additional personal information* tab and add information about your identity document.

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.

3. Having selected the study program, click on *Sign up.*

4. 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**.

6. You will be asked to enter additional information in your application and, if necessary, to reply to the questions by adding relevant attachments and/or providing an answer from the drop-down list. The number and type of questions asked depend on the recruitment requirements. Fields marked with an asterisk symbol are required.

Proposal of a unique research project

CV and cover letter	Documents to be attached	Graduation diploma obtained outside of Poland	Photocopy of passport

Proposal of a unique research project

Proposal of a unique research project

Please attach proposal of a unique research project with bibliography prepared for the purposes of the admission (up to 8 pages of standard typescript, max. 15,000 characters with spaces)

* – Fields marked with asterisk symbol are required.

Attach proposal of a unique research project: *	Wybierz plik Nie wybrano pliku
	up to 8 pages of standard typescript

← Return   **→ Continue**

CV and cover letter	Documents to be attached	Graduation diploma obtained outside of Poland	Photocopy of passport

Proposal of a unique research project

Photocopy of passport

Photocopy of passport

* – Fields marked with asterisk symbol are required.

Scan of the passport: *	Wybierz plik Nie wybrano pliku

← Return   **→ Continue**

CV and cover letter	Documents to be attached	Graduation diploma obtained outside of Poland	Photocopy of passport

Proposal of a unique research project

Graduation diploma obtained outside of Poland

Photocopy of a document which confirms their education, certified to be a true copy of the original document, i.e. a diploma with a supplement confirming completion of first cycle studies (Bachelor degree) and a diploma with a supplement confirming completion of second cycle studies (Master degree, MSc, MA) in the original language and in a certified translation into English or into Polish

* – Fields marked with asterisk symbol are required.

Diploma confirming completion of first cycle studies (Bachelor degree):	Wybierz plik Nie wybrano pliku
	in the original language
Diploma confirming completion of first cycle studies (Bachelor degree):	Wybierz plik Nie wybrano pliku
	in a certified translation into English or into Polish
Diploma confirming completion of second cycle studies (Master degree, MSc, MA): *	Wybierz plik Nie wybrano pliku
	in the original language
Diploma confirming completion of second cycle studies (Master degree, MSc, MA): *	Wybierz plik Nie wybrano pliku
	in a certified translation into English or into Polish
Do you have supplement? *	-- select --

← Return   **→ Continue**

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

Under the **Documents and further steps** link you will find an electronic document called **Application**, which you should print, sign and attach a signed scan in response to a set of questions visible on the recruitment application page (Application - message "required").

Enrollment applications

[r2-SD_2] Recruitment to the Doctoral School

Description ⌄

[SD-Arch-G1] 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

Phase 3 (✖ withdraw) 05.05.2022 - 30.06.2022 👁 Qualification criteria ↻ Application history	Recruitment fee 100.00 € ⏱ pending ➜ Payments	Score ---	Qualification status ---	Decision ---
Document entitling to undertake studies	Diploma of master nr (?) issued on 20.02.2019 by Aachen University of Technology			
Additional information	Please provide additional information in order to complete registration. ⊘ CV and cover letter (filled out) ⊘ Documents to be attached (filled out) ⊘ Graduation diploma obtained outside of Poland (filled out) ⊘ Photocopy of passport (filled out) ⊘ Proposal of a unique research project (filled out) ⊗ Registration form (required)			
	📄 Documents and further steps			

Documents and further steps

ℹ Within the specified deadlines remember to:
  - pay the application fee,
  - fill out the forms with additional information.

Information concerning this registration

General information
Please remember to submit a signed registration form with a complete set of required documents to https://phdstudies.amu.edu.pl/rekrutacja/submitting_place/

Information about this programme

General information
Candidates recruiting for the "project" should submit the registration form by uploading it to the path: Enrollment applications->Additional information->Registration Form

Required documents

Documents to download	
Registration form	⬇ Download

Registration form

Recruitment to the Doctoral School
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

> *ⓘ* Within the specified deadlines remember to:
> - pay the application fee,
> - fill out the forms with additional information.

Please attach a printed and signed file named "Registration form", generated in IRK system by enrollment applications-> Documents and further steps

Answer deadline: **30 Jun 2022, 11:59 p.m.**

* – *Fields marked with asterisk symbol are required.*   🖫 Save

| Registration form ***** | Wybierz plik | Nie wybrano pliku |

🔄 Save and return   🖫 Save

only for projects

8. 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).

| 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": ○ [SD-NBiol-G1] 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 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: 300,00   **PLN** 🖫 I pay

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

[r2-SD_2] Recruitment to the Doctoral School	(open)
	Academic year 2021-2022

Description ⌄

[SD-Arch-G1] 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

Phase 3 ✎ edit 05.05.2022 - 30.06.2022 👁 Qualification criteria ↺ Application history	Recruitment fee 100.00 € ⧖ pending	Score ---	Qualification status ---	Decision ---
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	📄 Documents and further steps			