

# 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.

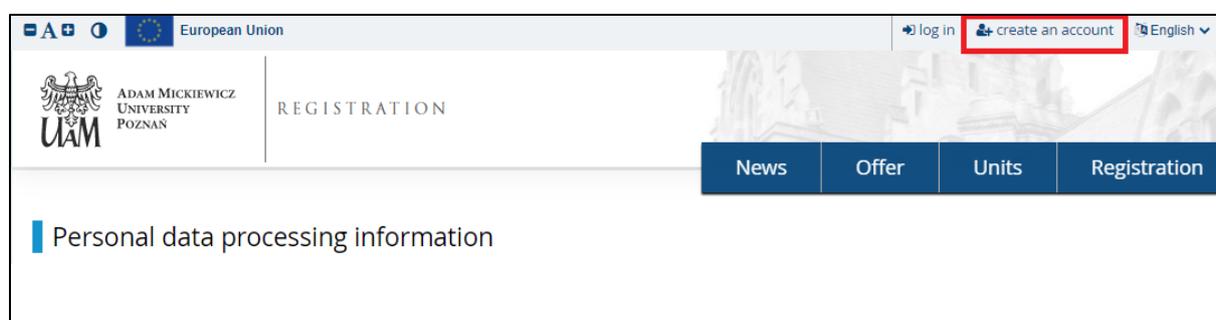


Figure 1. Create an account

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**.

ADAM MICKIEWICZ UNIVERSITY POZNAŃ

RECRUITMENT

Welcome at the Adam Mickiewicz University in Poznań

Degree programmes (first-cycle, second-cycle, long-cycle)

Recruitment for the Doctoral School

Open University

Application for Erasmus+ Student - summer semester 2022

Application for short-term studies - academic year 2022/2023

Postgraduate studies

Go to recruitment service home page →

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.

European Union

ADAM MICKIEWICZ UNIVERSITY POZNAŃ

REGISTRATION RECRUITMENT - DOCTORAL SCHOOL

News Offer Units Registration

Recruitment to the Doctoral School

My account → Personal forms

My account

Within the specified deadlines remember to:

- pay the application fee.
- fill in your exam scores.

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

Personal forms

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

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.

Save

First name *	Marta	5 / 40
Second name		0 / 40
<input type="checkbox"/> 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	
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

5. 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. Save

**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

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

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**

7. 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 <small>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.</small>
Document number	177455 <span>6 / 200</span> <small>There should be no spaces in the number.</small>
Date of issue	19.08.2019 <span>📅</span>
Issuing institution type	Higher education institution (public) <span>▼</span>
Issuing institution name	Uniwersytet im. Adama Mickiewicza w Poznaniu <span>44 / 200</span> <small>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.</small>
Place of issue	Poznań <span>6 / 80</span>
Country of issue *	Poland <span>▼</span>
Comment	<span>0 / 500</span> <small>If you're adding a document of unknown type, please describe it!</small> <small>File is not required for this certificate. Maximal number of files: 1.</small>

Save and add file

Save and return Save and edit exam results Save

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

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 <span>▼</span>
Document series and number *	AAA247473 <span>9 / 20</span> <small>This value must contain only uppercase letters and digits.</small>
Document expiration date *	27.01.2023 <span>📅</span>
Country in which the document has been issued *	Azerbaijan <span>▼</span>

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

Offer

Filters  Only with active phase  [Filter](#) [G](#) [P](#) [U](#)

Organizational units:

Available units

- 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

Selected units

**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)

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

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

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)

- You must accept the information on data processing in the recruitment process and the rules of electronic registration of the candidate.
- In the next step, indicate the entitlement document (diploma), which you provided in the **Education** tab and click **Continue**.

Home → 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  
→ New application

### New application

[r2-SD\_2] Recruitment to the Doctoral School (open)  
[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

Please select your document entitling you to undertake studies. It will be associated with this application.

Qualification criteria for this phase

**Document entitling to undertake studies** Diploma of master nr (?) issued on 20.02.2019 by Aachen University of Technology ▾

[← Return](#) [→ Continue](#)

- 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.

Home → 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  
→ New application

### Additional information

[r2-SD\_2] Recruitment to the Doctoral School (open)  
[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

Qualification criteria for this phase

**Document entitling to undertake studies** Diploma of master nr (?) issued on 20.02.2019 by Aachen University of Technology

CV and cover letter Documents to be attached Graduation diploma obtained outside of Poland Photocopy of passport  
Proposal of a unique research project

#### CV and cover letter

CV and cover letter (filled out)

\* - Fields marked with asterisk symbol are required.

**CV \***  Nie wybrano pliku

**Cover letter \***  Nie wybrano pliku  
with an indication of the scientific discipline

[← 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

### 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: \***  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: \***  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):**  Nie wybrano pliku  
in the original language

**Diploma confirming completion of first cycle studies (Bachelor degree):**  Nie wybrano pliku  
in a certified translation into English or into Polish

**Diploma confirming completion of second cycle studies (Master degree, MSc, MA): \***  Nie wybrano pliku  
in the original language

**Diploma confirming completion of second cycle studies (Master degree, MSc, MA): \***  Nie wybrano pliku  
in a certified translation into English or into Polish

**Do you have supplement? \*** -- select --

[Return](#) [Continue](#)

<input checked="" type="checkbox"/> CV and cover letter	<input type="checkbox"/> Documents to be attached	<input type="checkbox"/> Graduation diploma obtained outside of Poland	<input type="checkbox"/> Photocopy of passport
<input checked="" type="checkbox"/> Proposal of a unique research project			

**Documents to be attached**

**The candidate should print and complete the attached documents below and attach their scans to the designated spaces below:**

- Candidate's declaration
- Candidate's declaration of merit

\* - Fields marked with asterisk symbol are required.

<b>Statement that you are not commencing education in another doctoral school and that you do not have a doctoral degree *</b>	Wybierz plik   Nie wybrano pliku Candidate attach a scan of the signed declaration (number 1)
<b>Statement of documented accomplishments *</b>	Wybierz plik   Nie wybrano pliku Candidates attach a scan of the signed declaration of merit (number 2)
<b>Do you have scientific achievements? *</b>	-- select --
<b>Do you have other achievements? *</b>	-- select --

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

(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 ( <input checked="" type="checkbox"/> withdraw ) 05.05.2022 - 30.06.2022 <a href="#">Qualification criteria</a> <a href="#">Application history</a>	Recruitment fee <b>100.00 €</b> <input type="radio"/> pending <a href="#">Payments</a>	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. <input checked="" type="checkbox"/> CV and cover letter (filled out) <input checked="" type="checkbox"/> Documents to be attached (filled out) <input checked="" type="checkbox"/> Graduation diploma obtained outside of Poland (filled out) <input checked="" type="checkbox"/> Photocopy of passport (filled out) <input checked="" type="checkbox"/> Proposal of a unique research project (filled out) <input checked="" type="checkbox"/> Registration form (required)			
<a href="#">Documents and further steps</a>				

## Documents and further steps



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/](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



My account → Enrollment applications → Registration form

## 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 \***  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**

<b>ID</b>	59
<b>Description</b>	Recruitment fee in "Recruitment to the Doctoral School": ◦ [SD-NBioI-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
<b>Status</b>	<span style="color: orange;">⏰</span>
<b>Payment deadline</b>	07.04.2022 23:59 <span style="color: orange;">?</span> 11.04.2022 23:59 <span style="color: orange;">?</span>
<b>Amount</b>	<b>-300.00 zł</b>

**Bank account for transfers:**  
Payments only by Przelewy24

**Quick payment: Przelewy24** ?

Amount:  PLN I pay

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 <a href="#">edit</a> 05.05.2022 - 30.06.2022 <a href="#">Qualification criteria</a> <a href="#">Application history</a>	Recruitment fee 100.00 € <span style="color: orange;">🕒</span> pending	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. <ul style="list-style-type: none"> <li><span style="color: green;">✔</span> CV and cover letter (filled out)</li> <li><span style="color: green;">✔</span> Documents to be attached (filled out)</li> <li><span style="color: green;">✔</span> Graduation diploma obtained outside of Poland (filled out)</li> <li><span style="color: green;">✔</span> Photocopy of passport (filled out)</li> <li><span style="color: green;">✔</span> Proposal of a unique research project (filled out)</li> <li><span style="color: green;">✔</span> Registration form (filled out)</li> </ul>			
<a href="#">📁 Documents and further steps</a>				