

**FREE YOUR MIND  
UWOLNIJ UMYSŁ**

**SZKOŁY DOKTORSKIE UŁ  
UL DOCTORAL SCHOOLS**



## **FAQ – Recruitment to UL Doctoral School of Social Sciences with IRK platform**

**Q:** I have signed up a week ago, filled out many sections, but nothing has happened since then. I got no feedback whatsoever. How can I assure myself that my application is fine?

**A:** Please send us a message – go to “My account” section and find “Help” tab on your right.

**Q:** The recruitment schedule provides for deadline for delivery of diploma certificates till a specific date. So, if I am residing abroad, am I expected to deliver my documents via a postal operator before that date, or I can deliver the original documents slightly later, that is before the date of signing the oath act as specified in Section 8(3) of the recruitment rules?

**A:** You should submit a request for a later submission of your paper documents (before the date of signing the oath at the start of classes) and wait to see if it is accepted by the Director of the Doctoral School.

**Q:** Will the date of signing the oath act be notified to successful candidates after recruitment process?

**A:** The date of signing the oath can vary between candidates, and it depends on your arrival date, which should generally take place in late September or early October.

**Q:** I am still unsure if am applying to a Doctoral School I have on my mind or not, for I was only able to upload very few files and the registration cannot let me through. Is it possible that the platform signed me up for a Master’s degree instead, and if so, please how to solve this?

**A:** Please go to your user profile section “Personal forms” and open “Education” tab. Now, under “Documents” heading, you should choose “Document type” option “Foreign diploma for doctoral school”, and avoid the “for Master’s Degree” option. If you have already chosen “Foreign diploma (for Master’s)” by mistake, please delete the entry and start over with correct details. Also, this section has no space for attaching images of your documents. Instead, you should upload both your Bachelor and Master’s certificates (and other required documents) in “Enrollment applications” section, Step 5. “Documents (upload documents)”. Our [guide](#) also explains this.



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**Q:** I have uploaded my Master's degree with all transcripts, but the system say it is not enough to register. What should I do?

**A:** First, maybe try to register by choosing the desired Doctoral School, either from the Offer or Registration menu. The green button saying "Sign up" on the right-hand side should still be visible. Still, if any required data are missing in your Personal Forms, the platform will not let you register but it will display a note framed in red. The note will let you know the missing registration steps (if so, click on the hyperlinked text to make up for them). Most likely, some of your personal data (such as contact information, degree details and grades) are yet to be entered.

**Q:** I have uploaded details of my research publications but they are in non-Latin script. Is this fine?

**A:** Please attach translation into English (Latin script) so that they are ready for evaluation stage.

**Q:** Right now what I have to do is to upload my updated files. Is it okay to upload them withing 7 days after the deadline?

**A:** Please observe the deadline (as seen on top of upload slots, under the "Step 5. Documents" heading of "Enrollment Applications" tab, as well as in the appropriate line of Registration part). After this date, it will not be possible to attach any documents because the IRK system will be closed.

**Q:** Could you please send me template of "Questionnaire for Evaluation of Candidate's Documentation" document? I couldn't find it.

**A:** The file you are looking for is Annex No. 5 to Recruitment Rules. You can download it at the Doctoral School's website, or maybe in Qualification Criteria part of "Enrollment Applications" tab. If still unable to find it, please send us a message (Help tab) or respond to our previous messages.

**Q:** The online payment has a problem and there is an error. Could you please help me?

**A:** We are sorry but please do not use the BlueMedia button if your bank account is based outside Poland (it will direct your funds to another intermediate bank and this may prolong the transfer process). Instead, please use the bank account details stated in the candidate's profile and attach a transfer confirmation file to your next message.



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**Q:** While my bank is fine with exchanging currency to PLN, it still keeps rejecting the transfer request where I used the 26-digit number from Payments tab as IBAN and "Pekao SA" as name of the bank, please advise?

**A:** Please put "PL" in front of the 26-digit number to form the correct IBAN, which should be 28 characters long in Poland. It is also possible (but rare) that your banking system uses an old name of the bank, which used to be "Bank Polska Kasa Opieki SA" – maybe try this one instead.

**Q:** Is my Cambridge First Certificate enough to exempt me from taking the language test? Also, I have received my Bachelor's degree from a university which uses both English and other languages in classroom – you cannot see it in the transcripts but I swear that my degree was all English-taught.

**A:** Your First Certificate may be enough if it certifies B2 level of CEFR. Your degree will also exempt you if it states an English-taught curriculum or if you attach a Medium of Instruction certificate to it.

**Q:** Can we use a ball point and a white paper for rough work during the language test? Also the test seems rather long, so may I pick up my phone if my colleague makes an urgent call?

**A:** You can make a rough copy of your answers (at the start, maybe show it to the camera that your sheet is clear). But you should not answer your phone or contact anyone aside from the test leader. If you finish your test really fast, you can submit it before the time limit, and you are free to go.

**Q:** When will you announce the list of students who attend the interview stage ?

**A:** Information about the progression to interview stage will be sent in a couple of days by direct message – please be aware that the committee takes time to assessing each candidate's documents.

## [RECRUITMENT RULES](#)

### [TIMETABLE AND ADMISSION LIMITS \(AUGUST 2023\)](#)

