

## **WUT Doctoral Schools Admissions for the 2020/2021 Spring semester**

In order to take part in the admissions process to the WUT Doctoral Schools for the 2020/2021 Spring semester, including the interview, it is obligatory to register in the IRK system and submit the following documents:

1. Application to a chosen Doctoral School //available in the IRK system//
2. Master's degree diploma or other document confirming obtaining a Master's degree. Temporarily, it is acceptable to submit a Master's degree completion certificate issued by the Students Registration Office (Dział Ewidencji Studentów) or by the Dean's Office.

**NOTE:** Candidates from the countries outside the European Union must submit a certified translation of Master's diploma (unless it is issued in English) and an **INDIVIDUAL RECOGNITION STATEMENT** issued by the Polish National Agency for Academic Exchange (NAWA). The document is necessary in order to confirm whether a foreign diploma is equivalent to a Polish one and entitles the candidate to undertake education at a Doctoral School. In order to get a letter confirming that the candidate's diploma entitles the candidate to undertake education at a Doctoral School, apply for an individual statement according to the following instruction: <https://nawa.gov.pl/en/recognition/how-to-obtain-a-recognition-statement>

The procedure takes approximately 30 days.

**Please note!** A general Recognition Statement concerning recognition of a given type of higher education degrees obtained abroad generated by the KWALIFIKATOR system is not enough to undertake education at Doctoral School.

3. Diploma supplement (or an equivalent document) or a Master's degree studies result certificate issued by the Students Registration Office (Dział Ewidencji Studentów) or by the Dean's Office
4. CV
5. Cover letter
6. List of achievements which confirm the aptitude for research work (list of publications and conference presentations, participation in research projects, involvement in students research groups, awards, etc.)
7. Personal data form //available in the IRK system//
8. Doctoral studies declaration //available in the IRK system//
9. Employment declaration //available in the IRK system//
10. Personal data processing consent //available in the IRK system//
11. Confirmation of the registration fee payment of PLN 150 made by bank transfer to the individual account generated by the online registration system

**PLEASE NOTE:** Online registration and the registration fee concern admission to a particular Doctoral School. In case of applying for admission to another Doctoral School, it is required to register again and pay a separate registration fee.

**All documents have to be uploaded to the IRK system, hard copies will have to be submitted to PhD. Students Office on the date specified later.**

In case of any problems with the IRK system, send an e-mail to [dod@pw.edu.pl](mailto:dod@pw.edu.pl) (PhD. Students Office - Dział Obsługi Doktorantów) and [Adam.Zamerski@pw.edu.pl](mailto:Adam.Zamerski@pw.edu.pl). Attach a screenshot of the issue to help us resolve it.

In case of any questions contact WUT PhD. Students Office [dod@pw.edu.pl](mailto:dod@pw.edu.pl), tel. 234 6330, 6404, 7041 or a particular Doctoral School's secretary:

Doctoral School No. 1 – inż. Ewa Szczygieł [szd1@pw.edu.pl](mailto:szd1@pw.edu.pl), tel. 234 7574

Doctoral School No. 2 – mgr Marta Jaglińska [Marta.Jaglinska@pw.edu.pl](mailto:Marta.Jaglinska@pw.edu.pl), tel. 234 8268

Doctoral School No. 3 – mgr inż. Grzegorz Mańko [g.manko@elka.pw.edu.pl](mailto:g.manko@elka.pw.edu.pl), tel. 234 6155

Doctoral School No. 4 – mgr Justyna Misiejuk [justyna.misiejuk@pw.edu.pl](mailto:justyna.misiejuk@pw.edu.pl), tel. 234 5247

Doctoral School No. 5 – mgr Agnieszka Stańczak [a.stanczak@il.pw.edu.pl](mailto:a.stanczak@il.pw.edu.pl), tel. 234 6481

**PLEASE NOTE!** The Admission procedure to Doctoral School no 5 is not conducted in the Spring semester.