

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 IRK ACCOUNT?

Follow the following procedure:

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

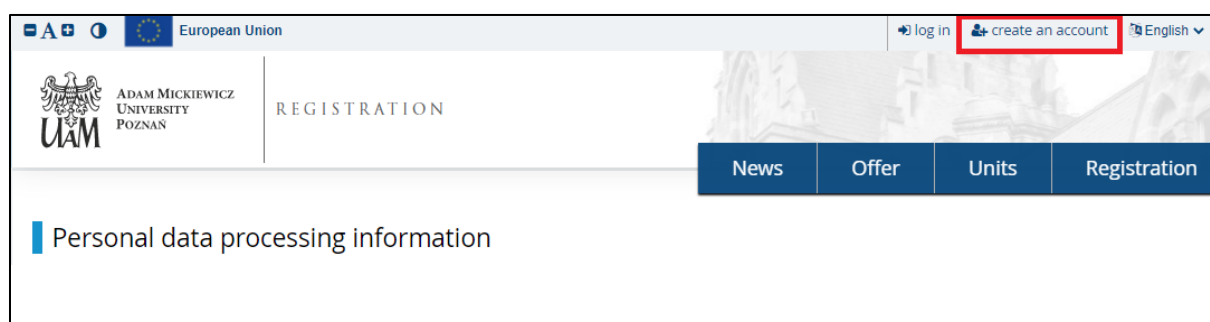


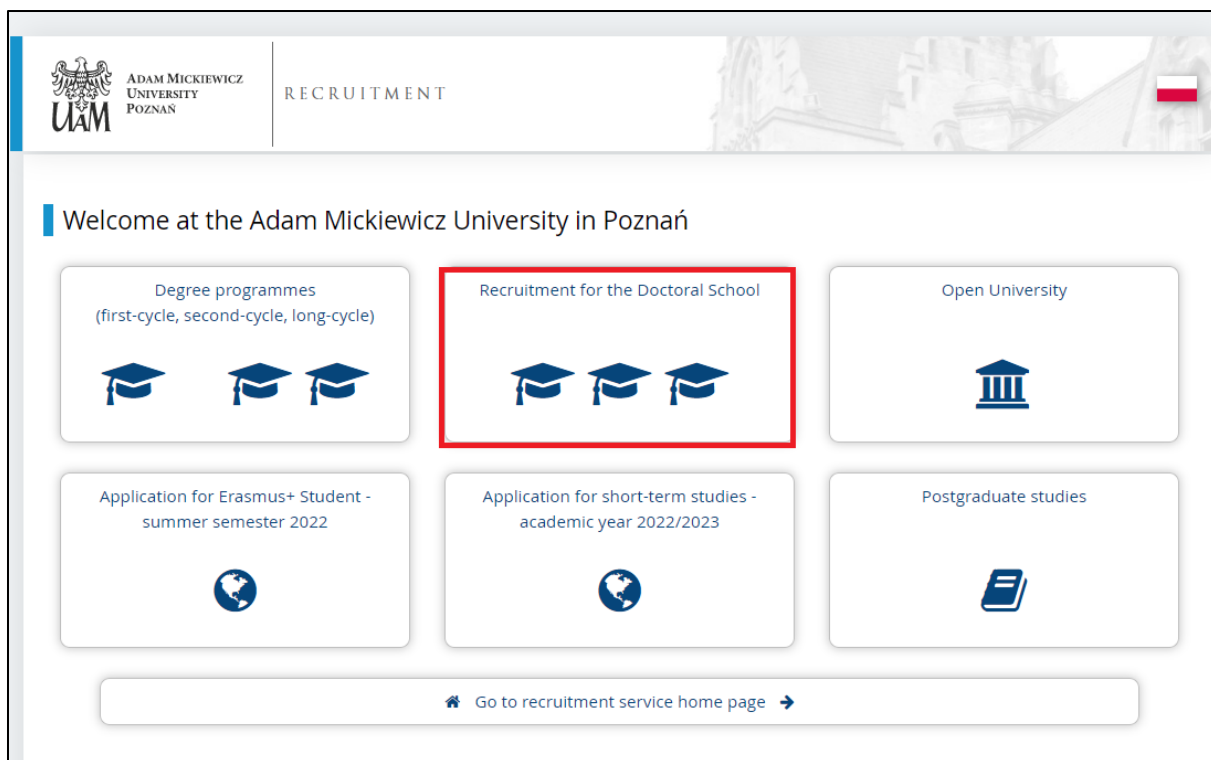
Figure 1. Create an account

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.

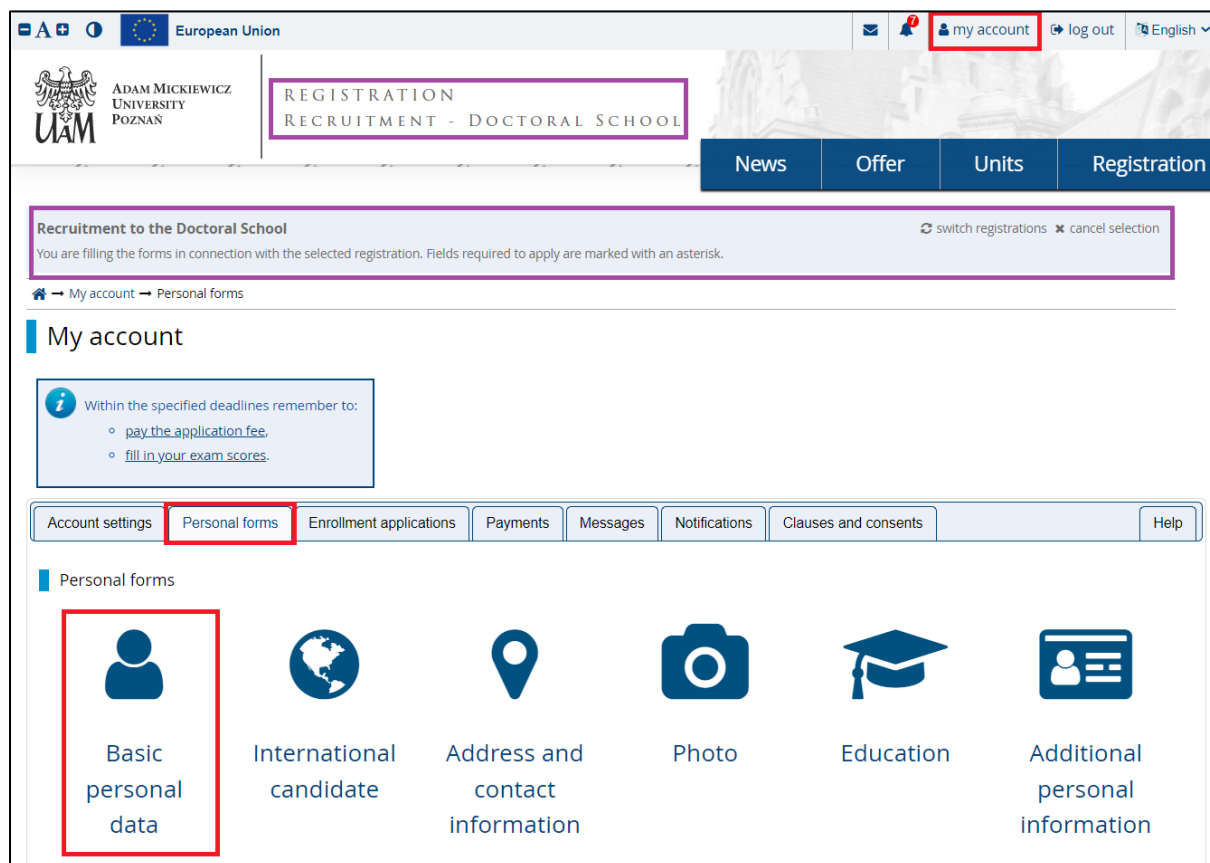
PROVIDING THE CANDIDATE'S DATA

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**.



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.

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 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.

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.

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
There should be no spaces in the number. 6 / 200

Date of issue 19.08.2019

Issuing institution type Higher education institution (public)

Issuing institution name Uniwersytet im. Adama Mickiewicza w Poznaniu
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. 44 / 200

Place of issue Poznań 6 / 80

Country of issue * Poland

Comment
If you're adding a document of unknown type, please describe it! 0 / 500
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.

Identification document

Document type * passport

Document series and number AAA247473
This value must contain only uppercase letters and digits. 9 / 20

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.



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REGISTRATION

RECRUITMENT - DOCTORAL SCHOOL

News

Offer

Units

Registration

Recruitment for the Doctoral School

switch registrations x 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

Organizational units:

Available 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

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)

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-NBioI-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)

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**.

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

6. You will be asked to enter additional information in the application and, if necessary, answer questions by adding appropriate attachments and/or answering from the drop-down list. Fields marked with an asterisk are required.

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

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

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 * Wybierz plik Nie wybrano pliku

Cover letter * Wybierz plik 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: *

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

CV and cover letter

Documents to be attached

Oświadczenie kandydata

Proposal of a unique research project

High school diploma or equivalent

Wymagane dokumenty

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 of merit

* - Fields marked with asterisk symbol are required.

Statement of documented accomplishments *

Now: 664.jpg

Change: Wybierz plik

Nie wybrano pliku

Candidates attach a scan of the signed statement No.2

Do you have scientific achievements? *

-- select --

Do you have other achievements? *

-- select --

Return

Continue

CV and cover letter

Documents to be attached

Oświadczenie kandydata

Proposal of a unique research project

High school diploma or equivalent

Wymagane dokumenty

Oświadczenie kandydata

The statement applies a doctoral degree or participant in another Doctoral School

* - Fields marked with asterisk symbol are required.

Have you been or are you a participant in another Doctoral School? *

-- select --

Do you have a doctoral degree? *

-- select --

Return

Continue

6. 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.

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 (✕ 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



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

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 * Wybierz plik Nie wybrano pliku

Save and return Save

7. 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": <ul style="list-style-type: none"> [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	07.04.2022 23:59 ?
deadline	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**

8. 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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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 (filled out)

Documents and further steps