

RESOLUTION NO. 175

of the SENATE OF THE SGH WARSAW SCHOOL OF ECONOMICS

of 23 February 2022

on the terms and conditions, and the mode of recruitment to the Doctoral School at the SGH Warsaw School of Economics in the academic year 2022/2023

Pursuant to Article 200(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, items 478, 619, 1630, 2141 and 2232) and § 47(1)(15) of the SGH Statute constituting an appendix to Resolution No. 499 of the SGH Senate of 29 May 2019, as amended, it is resolved as follows:

Chapter 1

General provisions

§ 1

1. The Resolution concerns the terms and conditions, and the mode of recruitment to the Doctoral School at the SGH Warsaw School of Economics in the academic year 2022/2023.
2. In this Resolution:
 - 1) Implementation Doctorate – means the programme, announced pursuant to Article 376(1) of the Act of 20 July 2018. – Law on Higher Education and Science (Journal of Laws of 2021, items 478, 619, 1630, 2141 and 2232), the aim of which is to establish conditions for fostering cooperation between the scientific community and the social and economic community, pursued within the framework of education at a doctoral school, and to provide an opportunity to educate a doctoral school participant in partnership with the business operator employing the participant;
 - 2) Dean – means the Dean of the Doctoral School;
 - 3) grant – means a research project financed by third-party institutions, in particular the National Science Centre, the National Centre for Research and Development, the ministry responsible for higher education and science, to which funding has been granted through a competitive process;

- 4) ISR – means the Doctoral School Internet-based Registration System;
- 5) Committee – means the Recruitment Committee conducting admissions to the Doctoral School;
- 6) NAWA – means the Polish National Agency for Academic Exchange;
- 7) recruitment path – means recruitment to the programme:
 - a) of “Implementation Doctorate” profile or
 - b) of general academic profile – to a research project or
 - c) of general academic profile for other candidates;
- 8) the Act on LHES – means the Act of 20 July 2018 – Law on Higher Education and Science.

§ 2

1. The selection process for individual programmes of study in the Doctoral School is initiated by the Rector, on the Dean’s proposal, by way of a decision. In the same procedure, the Rector may initiate the selection process for candidates who are beneficiaries of grant programs, the terms of which require to enrol as a doctoral student.
2. The Rector, on the Dean’s proposal, sets the admission limits for each programme of study in the Doctoral School.
3. The minimum number of students required to start programmes in the general academic profile and the implementation profile is 5.
4. In addition to the admission limits, determined by the Rector, the Doctoral School may admit students for whom the funding of the doctoral scholarship is granted by the research project throughout the training period.
5. If after the recruitment process the minimum number of students is not reached, the Rector, on the Dean’s proposal, may decide to conduct supplementary recruitment.
6. Supplementary recruitment is carried out according to the rules applicable to regular recruitment.
7. If the minimum number of students is not reached, candidates are issued a discontinuance decision.

§ 3

1. The recruitment procedure to the Doctoral School includes two stages.

2. The first stage consists in substantive assessment of documents submitted by the candidate, which are the basis for qualifying the candidate to the second stage. This stage of recruitment is done without the candidate's participation.
3. The second stage is a structured interview with the candidate, which may take place using electronic means of communication that transmit audio and video.
4. The interview shall be conducted in Polish or in English.
5. A candidate is qualified for the second stage if they receive a minimum of 45 points.
6. The minimum number of points a candidate must obtain in the recruitment procedure after the second stage is 75 points.
7. The description of the detailed criteria for evaluation of a candidate in the process of admission to the Doctoral School constitutes Appendix No. 1 to the resolution.

§ 4

1. A person with a disability may apply to have the interview format adapted to their needs based on their disability.
2. To this end, no later than three days before the closing date of the ISR, the candidate shall submit a written request to the Chair of the Committee.
3. Applications after the deadline referred to in paragraph 2 will not be considered.
4. The Chair of the Committee, in consultation with a staff member of the Office for Accessibility and Support of Persons with Disabilities shall determine any modifications to the interview format. These modifications are determined on the basis of the candidate's individual needs based on the current documentation provided by the candidate to confirm the nature of the candidate's disability.
5. In adapting the second stage of recruitment to the needs of a person with a disability, in particular the following possibilities exist:
 - 1) extension of interview time;
 - 2) participation of third parties, especially those acting as sign language interpreters, in the interview;
 - 3) changing the interview format: from face-to-face to electronic means of communication transmitting audio and video;
 - 4) replacing the interview with a direct written exchange of ideas.

Chapter 2

Recruitment Committee

§ 5

1. The Committee shall be composed of:
 - 1) the Dean of the Doctoral School as the Committee Chair;
 - 2) the Deputy Deans of the Doctoral School as the Committee Vice-Chairs;
 - 3) three members representing the academic discipline of Management and Quality;
 - 4) three members representing the academic discipline of Political and Administration Science;
 - 5) four members representing the discipline of Economics and Finance;
 - 6) two members representing doctoral students.
2. The Rector shall appoint an administrative employee of the Doctoral School Bureau as the secretary of the Committee.
3. The Rector shall, by way of a decision, appoint the Chair, Vice-Chairs and, on the Dean's proposal, the remaining members of the Committee, including representatives of doctoral students from among the candidates proposed by the PhD Student Union.
4. The Committee members shall be announced by the Rector in a manner adopted at the School, also by including relevant information on the School's website.
5. The Chair of the Committee may appoint, from among the members of the Committee, an assessment team or teams, taking into account the needs arising from specific terms and conditions and the mode of recruitment, and determining the scope and manner of their operations.

The Chair of the assessment team is a Committee member, designated by the Dean.

§ 6

1. The tasks of the Committee include conducting the recruitment procedure and, in particular:
 - 1) determining the recruitment schedule, including deadlines for registering candidates in the ISR, conducting interviews, submitting documents, and paying the recruitment fee;

- 2) deciding on the qualification to be entered into the list of doctoral students of the Doctoral School or on a refusal to admit the candidate to the Doctoral School;
 - 3) announcing the recruitment results;
 - 4) drawing up an administrative decision referred to in Article 323(1)(6) of the Act on LHES, and submission thereof to the Rector for signature, in the case of decisions on entering a foreign candidate into the list of doctoral students.
2. The ranking list of persons qualified for entering into the list of doctoral students of the Doctoral School, the list with the recruitment results, and administrative decisions of the Committee on the non-admission to the Doctoral School are signed by all members participating in the process of making such decisions. The Committee may, by a resolution, authorise the Chair to sign the ranking list of persons qualified to be admitted to the Doctoral School, the list with the recruitment results and decisions on its behalf.
 3. The list of persons entered into the list of persons admitted to the Doctoral School is signed by the Committee Chair.
 4. The Committee Chair shall consider letters and applications of candidates regarding organisational and technical issues related to the recruitment procedure, in particular, upon a justified request of the candidate, they may agree to conduct the interview with the use of means of electronic communication transmitting audio and video. If the case is particularly complicated, the Chair shall transfer it to the Committee for pronouncing an opinion thereon.

§ 7

1. Resolutions of the Committee are passed by a simple majority of votes in the presence of the whole Committee. The Chair shall have the casting vote in the event of a tie.
2. Committee meetings shall be minuted. Minutes shall be signed by the Chair and the secretary of the Committee.

Chapter 3

Recruitment procedure

§ 8

1. A candidate who holds a Master's title, a Master of Engineering or equivalent, or a person referred to in Article 186(2) of the Act on LHES may be admitted to the Doctoral School.
2. A candidate who, in the academic year 2022/2023, will be a participant of doctoral studies started pursuant to the Act of 27 July 2005 – the Law on Higher Education (Journal of Laws of 2017, item 2183, as amended) or will continue education in another doctoral school, cannot be entered into the list of doctoral students at the Doctoral School.
3. As of joining the recruitment procedure the candidate accepts and respects the terms and conditions thereof.
4. The registration of candidates shall be conducted exclusively electronically through the ISR system.
5. The candidate is admitted to the recruitment proceedings provided that they have properly registered before the deadline specified in the recruitment schedule, i.e.
 - 1) completed the personal questionnaire and uploaded under the relevant tabs in the ISR:
 - a) a current photograph that meets the requirements specified in the ISR system,
 - b) scans, in JPG or PDF format, of relevant documents from among those listed in par. 11 subpar. 1 pt. 2-11;
 - 2) paid the enrolment fee.
6. The application of a candidate who has properly registered in the ISR is classified as "Admitted to Stage I" in the ISR. The remaining applications are classified as "Discontinued" in the ISR and are not considered in the further recruitment procedure.
7. Access to the ISR is closed for candidates at 4:00 p.m. of the standard time in the territory of the Republic of Poland, on the last day of the period of relevant recruitment.
8. Until the ISR is closed, the candidate has the right to complete and amend the data entered into the ISR. The candidate may amend their personal data

(nationality, PESEL, date of birth, and sex) provided that they did not choose the cycle yet. Otherwise, the candidate must deregister from the ISR recruitment form, amend the information referred to hereinabove, and reselect the relevant SGH recruitment form.

9. The candidate is obliged to immediately notify the Committee of any change in personal data relevant to the recruitment process, in particular name, surname, residence address and correspondence address. If the obligation to notify the change of residence address or correspondence address is not fulfilled, service of the letter or decision to the previous address shall be deemed to be effective.
10. Information regarding the recruitment process (including the interview, qualification for the second stage of the recruitment process, and qualification for entry to the list of doctoral students) is provided to candidates via the ISR or via the e-mail address provided by the candidate. Candidates are obliged to read the information posted in the ISR and sent via e-mail on an ongoing basis and are held responsible for the consequences of not fulfilling this obligation.
11. The following range of personal data concerning candidates to the Doctoral School that may be included in the personal questionnaire referred to in par. 11, subpar. 1, pt. 1 is established:
 - 1) names and surname;
 - 2) date and place of birth;
 - 3) gender;
 - 4) nationality;
 - 5) PESEL (Personal Identification Number) or, if there is no PESEL, the name and number of the identity document and the name of the country in which the document was issued;
 - 6) photograph of the candidate;
 - 7) information about the country in which the secondary school leaving certificate was obtained;
 - 8) information whether the candidate was an SGH student in the past;
 - 9) residence address;
 - 10) correspondence address;

- 11) information about the document constituting the basis for application for admission to the Doctoral School – name of the university, number, date and place of issue of the diploma confirming graduation;
- 12) information contained in the foreign diploma recognition document issued by NAWA;
- 13) name of the field of study completed;
- 14) profile and discipline to which the major is assigned and in the case the major is assigned to more than one discipline – the leading discipline;
- 15) result of graduating studies;
- 16) form of studies;
- 17) professional title and date of obtaining it;
- 18) telephone number;
- 19) e-mail address;
- 20) information about scientific achievements (participation in research projects, scientific conferences, scientific publications);
- 21) information about academic interests.

§ 9

1. The recruitment fee amounts to PLN 250.
2. The fee must be paid no later than on the day of ending registration at the ISR.
3. The date on which the fee is paid shall be the date on which the fee is recorded in the individual bank account generated by the ISR.
4. A candidate is entitled to the reimbursement of the recruitment fee in the following cases:
 - 1) resignation from the recruitment procedure before the closing date of the ISR – at the written request of the candidate, addressed to the Chair of the Recruitment Committee;
 - 2) cancellation of the recruitment procedure in the case referred to in par. 2 subpar. 7.

§ 10

1. On the basis of the results obtained by individual candidates in the recruitment procedure, after the second stage, a list of candidates qualified for entry to the list of doctoral students of the Doctoral School is created within the established limit of places.

2. If two or more candidates receive the same number of points as the last candidate qualified for admission within the limit of places, all of them shall be included in the list of candidates qualified for admission. In this case, the maximum limit of places shall be increased accordingly.

§ 11

1. The candidate qualified for entering into the list of doctoral students of the Doctoral School shall submit the originals of the documents mentioned in points 1-5, 8, 10 and the originals or copies certified to be in compliance with the original by an employee of the Doctoral School Bureau referred to in points 6, 7, 9, 11, which have been attached by the candidate in the ISR in the form of scans:
 - 1) personal questionnaire – print-out from the ISR;
 - 2) application for admission to the Doctoral School (specifying preferences concerning the education programme);
 - 3) a cover letter in which the candidate states the scope of their scientific interests;
 - 4) the description of the research planned in the doctoral dissertation;
 - 5) an opinion on the candidate's scientific competence issued by an academic staff member associated with the scientific discipline, within which the candidate will continue education, who meets the supervisor requirements specified in the Act on LHES;
 - 6) a diploma or an extract of a diploma of graduating the long-cycle Master's degree programme or second-cycle degree studies in Polish or in a foreign language, or an equivalent diploma, or, in the case of persons referred to in Article 186(2) of the Act on the LHES, a diploma of graduating first-cycle degree studies or a document confirming that the candidate completed the third year of the long-cycle Master's degree programme. If, at the moment of registration in the ISR, the candidate does not have a diploma, then, a scan of the certificate issued by the relevant Dean's Office should be attached with the scan of the declaration that the diploma will be delivered on a date set by the Committee;
 - 7) in the case of a diploma of a foreign university, a document confirming the recognition of the foreign diploma by NAWA should be presented;
 - 8) a statement confirming that the candidate has a sufficient command of English to be able to pursue education at the Doctoral School of SGH. A model of the statement is set out in Appendix No. 2 to the resolution;

- 9) achievements listed in the relevant ISR form (in particular: scientific publications, participation in research projects, participation in scientific conferences) should be documented as follows:
 - a) participation in research projects: a decision on awarding a grant or a copy of a grant agreement, or a certificate specifying the nature of participation in the project,
 - b) scientific publications (a journal article: the first page of the article, a book: the title page and the publication page, a chapter in a book: the table of contents and the first page of the article),
 - c) participation in conferences: certificates or programmes confirming participation;
 - 10) in the case of candidates applying for the Implementation Doctorate Programme – a document confirming that the person admitted to the Doctoral School within the programme is or will be employed full-time by the entity issuing the document, along with the consent of this entity to this person's education at the Doctoral School within the programme;
 - 11) in the case of candidates with a diploma of graduating first-cycle degree studies or a document confirming completing the third year of the long-cycle Master's degree programme – documents confirming the highest quality of scientific achievements.
2. In addition, the candidate shall declare in writing that:
- 1) the Doctoral School is the only doctoral school in which the candidate will study;
 - 2) they do not have a doctoral degree and that in case of concealing the information about their doctoral degree the candidate shall undertake to return the illegally collected doctoral scholarship;
 - 3) they are not employed as an academic teacher or researcher, except for the purpose of carrying out a research project referred to in Article 119(2)(2) and (3) of the Act, or are not entitled to a doctoral scholarship.
3. The documents referred to in subpar. 1 may be in Polish or English. If the original document is in a language other than Polish or English, a translation by a sworn translator should be attached to that document.

4. The opinion referred to in subpar. 1 pt. 5 may be delivered to the School directly by the academic staff member in the form of an electronic document via the Electronic Platform of Public Administration Services, hereinafter referred to as “ePUAP.”
5. Failure to submit the required documents or finding inconsistencies in the statements referred to in par. 2 will result in a decision not to admit the student to the Doctoral School.

§ 12

A candidate who submits the required documents by the deadline is entered into the list of doctoral students of the Doctoral School.

Chapter 4

Decisions of the Recruitment Committee regarding the candidate in the recruitment process

§ 13

1. The decision on the refusal of admission to the Doctoral School is served to the candidate in writing: personally on receipt or by mail – by a registered letter with a confirmation of receipt.
2. The candidate has the right to appeal the Committee’s decision on the refusal of admission within 14 days as of the serving thereof and to apply to the Rector for reconsideration of the case. The application must be submitted through the Committee.
3. Only an indication of infringement of the terms and conditions, and the mode of recruitment may constitute the grounds for the application for reconsideration of the case.
4. The decision of the Rector is final. It may be appealed to the Provincial Administrative Court in Warsaw.

§ 14

In the scope not regulated by the Act on the LHES or the resolution, the provisions of the Act of 14 June 1960 – the Code of Administrative Procedure (Journal of Laws of 2021, items 735, 1491 and 2052) – shall apply respectively to the recruitment proceedings.

§ 15

The Resolution shall enter into force on the date of its signature.

President of the SGH Senate

RECTOR

dr hab. Piotr Wachowiak, professor of SGH

/signed with a qualified electronic signature/

Detailed assessment criteria of a candidate for the Doctoral School at the SGH Warsaw School of Economics in the academic year 2022/2023

1. Assessment criteria and the number of points for particular achievements:

- 1) a description of the research planned in the doctoral dissertation – 0-40 points, including:
 - a) introduction (defining the research area, reasons for choosing the research problem and its importance for the development of the field of science) – 0-5 points,
 - b) a brief literature review (key items on the research problem with an indication of the gaps the candidate intends to fill) – 0-10 points,
 - c) major research questions that disaggregate into sub-elements the candidate's research problem – 0-15 points,
 - d) research methods to solve the research problem – 0-5 points,
 - e) theoretical expectations and practical outcomes of the research problem selected by the candidate – 0-5 points;
- 2) a candidate who applies to the Implementation Doctorate Programme, conducted at the School under an agreement with another entity, and meets the conditions specified in the Communication issued pursuant to Article 376(1) and Article 376(2)(1) of the Act on LHES, i.e., in particular, the candidate will be employed on a full-time basis or will obtain a promise of employment by an entity that will consent to the candidate's education at the Doctoral School under the programme and provide a supporting supervisor for the candidate – shall be awarded the maximum number of points for the description of the research planned in the doctoral dissertation, underlying the entity's agreement;
- 3) a candidate, who is the manager of the grant programme pursued in scientific disciplines consistent with the curriculum of the Doctoral School, the terms of which require enrolment in the doctoral students list, shall receive the maximum number of points for the description of the research planned in the doctoral dissertation and the implementation of the scientific projects, if the

research planned in the dissertation is substantially consistent with the goals and objectives of the grant programme;

4) for documented academic achievements in the social sciences:

a) scientific publications:

- in scientific journals from the list of the ministry responsible for higher education and science,
 - author monographs,
 - author chapters in scientific monographs,
 - co-authored chapters in scientific monographs,
 - editing a scientific monograph
- may receive 5 points for each publication;

b) research projects:

- acting as a project manager in a research project – 5 points,
- acting as a contractor in a research project – 3 points;

c) conferences:

- active participation in national conferences (with a presentation of a paper, a poster, participation in a panel),
 - active participation in foreign or international conferences (with a presentation of a paper, a poster, participation in a panel),
- 0-3 points for each conference (depending on the type of participation and type of conference);

3) grade on a higher education diploma:

a) grade on a diploma obtained in the field of social sciences:

- grade on a diploma of the long-cycle Master's degree programme or second-cycle degree studies in Polish or in a foreign language, or an equivalent diploma:
 - – grade on a diploma: 5.0 or more – 15 points,
 - – grade on a diploma: 4.5 – 10 points,
 - – grade on a diploma: 4.0 – 5 points,
 - – grade on a diploma: 3.5 or 3 – 0 points;
- grade on a diploma of graduating first-cycle degree studies or a document confirming that the candidate completed the third year of the long-cycle Master's degree programme:
 - – grade on a diploma: 5.0 or more – 10 points,

- – grade on a diploma: 4.5 – 6 points,
- – grade on a diploma: 4.0 – 3 points,
- – grade on a diploma: 3.5 or 3, or confirmation of completion of the third year of study – 0 points;

b) grade on a diploma obtained in other fields of science:

– a diploma of graduating the long-cycle Master's degree programme or second-cycle degree studies in Polish or in a foreign language, or an equivalent diploma:

- – grade on a diploma: 5.0 or more – 10 points,
- – grade on a diploma: 4.5 – 6 points,
- – grade on a diploma: 4.0 – 3 points,
- – grade on a diploma: 3.5 or 3 – 0 points;

– a diploma of graduating first-cycle degree studies or a document confirming that the candidate completed the third year of the long-cycle Master's degree programme:

- – grade on a diploma: 5.0 or more – 5 points,
- – grade on a diploma: 4.5 – 3 points,
- – grade on a diploma: 4.0 – 1 points,
- – grade on a diploma: 3.5 or 3, or confirmation of completion of the third year of study – 0 points.

2. An interview, during which the Committee asks and assesses 2 questions:

- a) question no. 1 from the subject matter of the research planned: 0-15 points,
- b) question no. 2 from the discipline of the programme for which the candidate applies: 0-20 points.

3. The assessment covers only the achievements that are properly documented and do not raise any doubts, as well as that have been entered into relevant tabs or fields in the recruitment form.

4. Achievements that are documented illegibly and scans attached in a way that makes them difficult or impossible to read will not be assessed.

Appendix No. 2 to Resolution No. 175 of the Senate of the SGH Warsaw School of Economics of 23 February 2022

Sample candidate statement of English proficiency

Candidate's forename and surname:.....

I declare that I have the command of English language to the extent that I am able to participate in the educational process at the Doctoral School of SGH Warsaw School of Economics.

Date

Candidate's Signature