

**SGH Senate**  
**Resolution No. 672**  
**of 29 January 2020**

on the terms and conditions of admissions to the Doctoral School  
at SGH Warsaw School of Economics in the academic year 2020/2021

Pursuant to Article 200 of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws item 1668, as amended), it is hereby resolved as follows:

**Chapter 1**

General provisions

Section 1

1. This Resolution concerns the terms and conditions of admissions to the Doctoral School at SGH Warsaw School of Economics in the academic year 2020/2021.
2. In this Resolution,
  - 1) Implementation Doctorate means the programme established as of 29 May 2019 by the Ministry of Science and Higher Education pursuant to Article 376 (1) and (2) of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws item 1668, as amended), which is aimed to establish conditions for fostering cooperation between the academic 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 (NCN), the National Centre for Research and Development (NCBiR), the Ministry of Science and Higher Education (MNiSW), to which funding has been granted through a competitive process;
  - 4) ISR – means the Doctoral School Internet-based Registration System;
  - 5) applicant – means:
    - a) an applicant to the Implementation Doctorate programme,

- b) an applicant who is a beneficiary of grant programmes,
  - c) other applicants;
- 6) Board – means the Admissions Board conducting admissions to the Doctoral School;
  - 7) NAWA – means the Polish National Agency for Academic Exchange;
  - 8) Deputy Deans – means the deputy deans of the Doctoral School;
  - 9) Rector – means the Rector of SGH Warsaw School of Economics;
  
  - 10) Doctoral School – means the Doctoral School of SGH Warsaw School of Economics;
  - 11) education programme – means the education programme at the Doctoral School as adopted by the SGH Senate;
  - 12) Board Chair – means the chairperson of the Admissions Board;
  - 13) studies – means education at the Doctoral School;
  - 14) University or SGH – means SGH Warsaw School of Economics;
  - 15) LHES Act – means the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws item 1668, as amended).
3. Admissions to the Doctoral School shall be conducted by the Board.
  4. The overall limit of admissions to the Doctoral School, including the limits for particular education programmes, shall be set by the Rector on the Dean's proposal.
  5. The Rector shall, on the Dean's proposal, announce, by way of decision, the opening of admissions to the Doctoral School, including its particular education programmes.
  6. If the limit of places is not filled upon completion of the admissions process, the Rector, acting on the Dean's proposal, may decide to run supplementary admissions.
  7. Supplementary admissions shall be conducted on the terms applicable to the primary admissions process, except for the deadlines referred to in Section 8 (6).
  8. In addition to the limit of places set by the Rector, applicants may be enrolled in the Doctoral School, for whom a doctoral scholarship is funded under a research project.

## Section 2

1. Admissions to the Doctoral School shall be conducted in two stages.

2. The first stage of admissions shall consist in the substantive assessment of the documents submitted by the applicant and qualification of the applicant for the second stage. This stage of admissions shall be run without the applicant's participation.
3. The second stage of admissions shall be a structured interview with the applicant.

#### Section 3

1. A description of the specific terms and conditions of admissions to the Doctoral School in the academic year 2020/2021 is provided in the Annex to this Resolution.
2. A detailed description of the requirements for the Doctoral School applicant is available on the [www.sgh.waw.pl](http://www.sgh.waw.pl) website.

### **Chapter 2**

#### Admissions Board

#### Section 4

1. The Board shall be composed of:
  - 1) the Dean of the Doctoral School as the Board Chair;
  - 2) the Deputy Deans of the Doctoral School as the Board 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 the Board secretary from among the administrative staff of the Doctoral School Office.
3. The Rector shall, by way of decision, appoint the Chair, the Vice Chair and, on the Dean's proposal, the remaining members of the Board, including doctoral students' representatives from among the candidates proposed by the doctoral students' self-government. The composition of the Board shall be announced by the Rector in a manner adopted by the University, posting the relevant information also on the University website.

#### Section 5

1. The Board's responsibilities shall involve the running of the admissions procedure, in particular:
  - 1) setting the deadlines for registration of applicants and a detailed time schedule for the qualification procedures, including the deadlines for the submission of the statements referred to in Section 8(6);
  - 2) notification of applicants of the date and place of qualification interviews via electronic means at the email address indicated by the applicant at least seven days before the scheduled interview date;
  - 3) taking a decision to qualify an applicant for admission to the Doctoral School, admission to the Doctoral School (by placing the applicant on the list of doctoral students), or refuse admission to the Doctoral School;
  - 4) announcement of admission results;
  - 5) preparing the administrative decision referred to in Article 323(1)(6) of the LHES Act and passing it to the Rector for signing, where the decision to place an applicant on the list of doctoral students concerns a foreign applicant;
2. The ranking list of applicants qualified for admission to the Doctoral School and the list of applicants admitted to the Doctoral School as well as administrative decisions of the Board refusing admission to the Doctoral School shall be signed by all the members taking part in the decision-making process. The Board may, by way of resolution, authorise the Chair to sign the ranking list of applicants qualified for admission to the Doctoral School, the list of applicants admitted to the Doctoral School, and to sign decisions on the Board's behalf.

#### Section 6

1. Resolutions of the Board shall be passed by simple majority of all members of the Board.

In the case of an equal number of votes, the Chair shall have a casting vote.
2. Board meetings shall be recorded in minutes. The minutes shall be signed by the Board Chair and secretary.

### Chapter 3

#### Admissions procedure

#### Section 7

1. To be eligible for participation in the admissions procedure, the applicant should hold:

- 1) the Master's (*magister, magister inżynier*) degree or its equivalent;
  - 2) a graduation diploma of a first-cycle programme or a document certifying the completion of the third year of a long-cycle Master's programme – in the case of the applicants referred to in Article 186(2) of the LHES Act.
2. Upon entering the admissions procedure, the applicant shall be deemed to have accepted its terms and conditions.
  3. The admissions procedure shall take into consideration applicants who have completed on time the required formalities in the manner prescribed by resolutions of the Admissions Board.
  4. Registration of applicants shall be performed with the use of the ISR system available on the University website.
  5. Correct registration of an applicant in the ISR system and submission of the documents specified in Section 8(2) shall be prerequisite for the commencement of the procedure for the admission of the applicant concerned.
  6. A person who will be a participant of a doctoral programme in the academic year 2020/2021, which started under the Act of 27 July 2005 – Law on Higher Education (Journal of Laws of 2017 item 2183, as amended). or will be a student of another Doctoral School. may not be placed on the list of doctoral students of the Doctoral School at SGH Warsaw School of Economics.
  7. The Chair of the Board shall consider letters and applications from applicants concerning organisational and technical matters related to the admissions process, in particular, at an applicant's substantiated request, may consent to the interview being conducted with the use of audio and video transmitting means of electronic communication. If a matter is particularly complicated, the Chair shall refer it for the opinion of the Board.

#### Section 8

1. SGH shall process the following personal data of applicants to the Doctoral School:
  - 1) first name and surname;
  - 2) date and place of birth;
  - 3) PESEL registration number;
  - 4) address of residence;
  - 5) correspondence address;
  - 6) name of the completed field of study;

- 7) profile and discipline to which the field of study belongs, and where the field of study belongs to more than one discipline – the leading discipline;
  - 8) university graduation result;
  - 9) form of study;
  - 10) academic degree and the date of obtaining it;
  - 11) telephone number;
  - 12) email address.
2. A Doctoral School applicant shall submit the following documents (originals of the documents referred to in subsections 2, 5, 7, 8 and 10 below, and originals or certified photocopies of the documents referred to in subsections 3, 4, 6, 9, 11 and 12, certified as true copies by an employee of the Doctoral School Office).
- 1) personal information form – a printout from the ISR system;
  - 2) application for admission to the Doctoral School (specifying the applicant's preferences regarding the education programme);
  - 3) graduation diploma or diploma copy of a long-cycle Master's programme, or a second-cycle programme with instruction in Polish or a foreign language, or an equivalent diploma or, for the persons mentioned in Article 186(2) of the LHES Act, a graduation diploma of a first-cycle programme or a document certifying that the applicant has completed the third year of a long-cycle Master's programme;
  - 4) for a diploma issued by a foreign university, a document should be submitted certifying recognition of the foreign diploma by NAWA;
  - 5) CV including academic achievements (in particular, academic publications, participations in academic conferences, awards and distinctions, internships);
  - 6) the achievements mentioned in the CV should be documented in the following manner:
    - a) participation in conferences: certificates or programmes confirming active participation,
    - b) participation in research projects: a grant award decision or copy of a grant agreement, or a certificate describing the nature of participation in a project,

- c) academic publications (article in a journal: the first page of the article; book: the title page and the editorial page; chapter in a book: table of contents and the first page of the article);
- 7) motivation letter in which the applicant specifies the scope of their academic interests;
  - 8) doctoral dissertation research proposal (including preferences regarding the academic discipline), containing, among other things, the motives behind the choice of the research problem and its significance for the academic field concerned, a brief overview of the literature, including the indication of the research gaps the applicant intends to fill, principal research questions and research methods, expected theoretical and practical outcomes of the research problem solution;
  - 9) certificate or other document confirming proficiency in a modern foreign language at a minimum of B2 level; for programmes with instruction in English, a certificate or other document confirming proficiency in English at C1 level; for foreign applicants seeking education in Polish, a certificate or other document confirming proficiency in Polish at C1 level;
  - 10) opinion on the research competences of the applicant, issued by an independent research worker involved in the academic discipline which the applicant is going to study and meeting the conditions required of a supervisor pursuant to the LHES Act;
  - 11) for applicants for the Implementation Doctorate programme – a document confirming that a person admitted to the Doctoral School under the programme is or will be employed on a full-time basis by the entity issuing the document, including the entity's consent to the person's education at the Doctoral School under the programme;
  - 12) for applicants holding a graduation diploma of a first-cycle programme or a document confirming the completion of a third year of a long-cycle Master's programme – documents confirming the highest quality of their academic achievements.
3. In the case of documents submitted through a postal operator, the date of receipt thereof at SGH Warsaw School of Economics shall determine whether the deadline has been met.

4. The applicant shall be required to immediately inform the Board of any changes to their personal data, which may be of significance in the admission procedure, in particular the first name, surname, residence address, and correspondence address. If the obligation to notify a change of residence address or correspondence address is not met, the delivery of a letter or decision to the currently known address shall be legally effective.
5. The opinion referred to in subsection 2(10) above may be delivered to SGH Warsaw School of Economics directly by the research worker in the form of an electronic document or through the Electronic Platform of Public Administration Services, hereinafter referred to as "ePUAP".
6. An applicant qualified for placement on the list of doctoral students at the Doctoral School shall be required to submit statements in writing to the effect that:
  - 1) the Doctoral School at SGH is the only doctoral school he/she will attend;
  - 2) the applicant holds (does not hold) a doctor's degree, and that in the event information on the possession of a doctor's degree is withheld, the applicant undertakes to return unlawfully obtained doctoral scholarship money;
  - 3) the applicant is not employed as an academic teacher or research worker, subject to the circumstances referred to in Article 209(10), second sentence, of the LHES Act.
7. The statements referred to in subsection 6 should be submitted within the deadline set by the Admissions Board.
8. The submission by the applicant of the statements referred to in subsection 6 (1)-(3) shall result in his/her being placed on the list of doctoral students.
9. If the statements referred to in subsection 6 (1)-(3) are not submitted in when due, the admissions procedure shall be discontinued for the applicant concerned.

#### Section 9

1. The qualification criteria for applicants in the admissions procedure shall include:
  - 1) doctoral dissertation research proposal;
  - 2) academic achievements, including academic publications – articles, chapters
  - 3) in books, papers at academic conferences;
  - 4) implementation of research projects;

- 5) opinion on the applicant's research competences, issued by an independent research worker who meets the conditions required of a supervisor pursuant to Section 8 (2);
  - 6) the highest quality of academic achievements, confirmed by relevant documents – for applicants holding a graduation diploma of a first-cycle programme or a document confirming the completion of the third year of a long-cycle Master's programme;
  - 7) grade in the academic graduation diploma; the grade in such a diploma shall be awarded the more points in the admission procedure, the closer the education programme of the completed course of study is to the field of education at the Doctoral School.
  - 8) interview score.
3. The basis for determination of the qualification result in recruitment for the Doctoral School shall be the specific terms and conditions of admissions set forth in the Annex to this Resolution, provided that:
- 1) an applicant who applies to the Implementation Doctorate programme run at the University under an agreement with another entity and meets the conditions set forth in the Communique of the Ministry of Science and Higher Education of 29 May 2019 on the establishment of the "Implementation Doctorate" programme and the call for applications, i.e. in particular, the applicant will be employed on a full-time basis or will obtain a promise of employment by an entity that will consent to his/her education at the Doctoral School under the programme and provide a supporting supervisor for the applicant – shall be awarded the maximum number of points for the doctoral dissertation research proposal, which is a basis for consent of the entity referred to in Section 8(2)(11) for education at the Doctoral School.
  - 2) an applicant who is a beneficiary of a grant programme involving academic disciplines consistent with the education programme at the Doctoral School, the conditions of which require the applicant to be placed on the list of doctoral students, shall be awarded, for the doctoral dissertation research proposal and implementation of research projects, the maximum number of points if the doctoral dissertation research proposal is substantially consistent with the assumptions/objectives of the grant programme.

## Section 10

The results of the admissions procedure shall be open to the public.

## Section 11

1. Based on the results achieved by individual applicants in the admissions procedure, a ranking list of applicants to the Doctoral School shall be created within the previously set limit of places.
2. The ranking list referred to in subsection 1 shall be announced without delay by posting it on the University website. The list shall contain the first names and surnames of applicants and the total number of points.
3. Upon submission of the statements referred to in Section 8(6), the Board shall place applicants on the list of doctoral students and publish the list of persons admitted to the Doctoral School.

## Chapter 4

Decisions of the Admissions Board regarding an applicant in the admissions process

## Section 12

1. The Board shall qualify an applicant for admission to the Doctoral School following the ranking established in the admissions procedure, up to the limit of places, taking into account the minimum number of points set by the Board, required for admission. The applicant shall be advised thereof via electronic means.
2. If two or more applicants receive the same number of points making them eligible for placement on the list of doctoral students, while the limit of places available does not allow such applicants to be admitted, the Board Chair shall refer the matter to the Rector who may increase the limit accordingly.
3. Having obtained the Rector's approval referred to in subparagraph 2 above, the Board shall qualify the additional number of applicants for placement on the list of doctoral students in compliance with the rules set forth in Section 11.
4. The Board shall place applicants on the list of doctoral students and publish the list of persons admitted to the Doctoral School immediately upon their submission of the statements referred to in Section 8(6).
5. The signing of the list of persons admitted to the Doctoral School shall have the effect of a decision to place the persons listed on the list of doctoral students of the Doctoral School.

### Section 13

1. A decision refusing admission shall be delivered to the applicant in writing: in person against acknowledgement of receipt, or by registered mail, return receipt requested.
2. The Board's decision refusing admission may be appealed against within 14 days of its receipt by submitting a request to the Rector for reconsideration of the matter.
3. The only basis for reconsideration of the matter may be a breach of the terms and conditions of the admissions process.
4. Having received a request for reconsideration of the matter, the Rector may seek the Board's opinion. The Rector's decision shall be final. It can be appealed to the competent administrative court in Warsaw.

### Section 14

Where not provided for in the LHES Act, the admissions procedure shall be governed by the Code of Administrative Procedure, as appropriate.

### Section 15

This Resolution shall enter into force on the day of its adoption.