

SENATE of the
SGH WARSAW SCHOOL OF ECONOMICS
in Warsaw

ABR01.021.4.2021

Resolution no. 67
of the Senate of the SGH Warsaw School of Economics
of 20 January 2021

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 2021/2022

On the grounds of par. 47 subpar. 1 point 15 of the Statute of the SGH Warsaw School of Economics constituting annex to Resolution no. 499 of the Senate of the SGH Warsaw School of Economics 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 2021/2022.
2. Whenever the following terms are mentioned in the resolution:
 - 1) implementation doctorate – it means a programme developed on 29 May 2019 by the Ministry of Science and Higher Education pursuant to Article 376 par. 1 and 2 of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2020, items 85, 374, 695, 875 and 1086), which is aimed at establishing the conditions for development of the cooperation between the scientific environment and the social and economic environment, conducted within the education at the doctoral school and introduction of the possibility of the participant's education at the doctoral school in cooperation with his or her employer;
 - 2) Dean – it means the Dean of the Doctoral School;
 - 3) grant – it means a research project financed by external institutions, especially, such as: the National Science Centre, the National Centre for Research and

Development and the Ministry of Science and Higher Education, in which funds were awarded through a contest;

- 4) IRS – it means the Internet Registration System to the Doctoral School;
 - 5) Committee – it means the recruitment committee conducting recruitment to the Doctoral School;
 - 6) NAWA – it means the Polish National Agency for Academic Exchange;
 - 7) Deputy Deans – they mean Deputy Deans of the Doctoral School;
 - 8) Rector – it means the Rector of the SGH Warsaw School of Economics,
 - 9) Doctoral School – it means the Doctoral School at the SGH Warsaw School of Economics;
 - 10) curriculum – it means the curriculum of the Doctoral School adopted by the Senate of the SGH Warsaw School of Economics;
 - 11) Chairman of the Committee – it means the chairman of the recruitment committee;
 - 12) recruitment path – it means recruitment to the programme:
 - a) of “implementation doctorate” profile,
 - b) of general academic profile – to the research project,
 - c) of general academic profile for other candidates;
 - 13) the University of the SGH Warsaw School of Economics – it means the SGH Warsaw School of Economics;
 - 14) the Act on LHES – it means the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2020, items 85, 374, 695, 875 and 1086).
3. Recruitment to the Doctoral School is conducted by the Committee.
 4. The general limit of admissions to the Doctoral School, with a consideration of limits to particular education programmes, is set by the Rector upon the request of the Dean.
 5. The Rector, upon the request of the Dean, announces by a decision opening recruitment to the Doctoral School with a consideration of particular programmes, profiles and education paths.
 6. The Rector, upon the request of the Dean, can open a special contest procedure for candidates that are beneficiaries of grant programmes, the terms and conditions of which require entry into the list of doctoral students.

7. If, after the recruitment is completed, the set limit is not reached, the Rector, upon the request of the Dean, may decide to conduct supplementary recruitment.
8. The supplementary recruitment is conducted in compliance with the principles binding during the basic recruitment, with the exclusion of dates referred to in par. 9, subpar. 3.
9. Apart from the limit of places set by the Rector, persons whose doctoral scholarships are funded under a research project can be admitted to the Doctoral School.

§ 2

1. Recruitment to the Doctoral School comprises two stages.
2. The first stage of recruitment consists in the substantive assessment of documents submitted by the candidate that constitute the basis for qualifying the candidate to the second stage. This stage of recruitment is conducted without the participation of the candidate.
3. The second stage of recruitment consists in the structured interview with the candidate, which can be conducted with the use of means of electronic communications transmitting sound and vision.

§ 3

The description of detailed assessment criteria of the candidate to the Doctoral School in the academic year 2021/2022 constitutes annex no. 1 to the resolution.

Chapter 2

Recruitment Committee

§ 4

1. The Committee consists of:
 - 1) the Dean of the Doctoral School as the chairman of the committee;
 - 2) Deputy Deans of the Doctoral School as vice-chairmen of the committee;
 - 3) three representatives of the discipline of the management and quality sciences;
 - 4) three representatives of the discipline of the political and administrative sciences;
 - 5) four representatives of the discipline of economics and finance;
 - 6) two representatives of doctoral students.
2. The Rector appoints an administrative employee of the Doctoral School Office as the secretary of the committee.

3. The Rector, by a decision, appoints the chairman, vice-chairmen and, upon the request of the Dean, other members of the committee, including representatives of doctoral students from among candidates proposed by the self-government of doctoral students. The Rector announces the composition of the committee in a manner adopted at the University and posts relevant information on the University's website.
4. The Chairman of the Committee can appoint, from among members of the committee, assessment team or teams, taking into account the needs resulting from specific terms and conditions, and the mode of recruitment, while determining the scope and manner of their operations. The chairman of the assessment team is a member of the committee indicated by the Dean.

§ 5

1. Tasks of the committee include conducting the recruitment procedure and, in particular:
 - 1) determining dates of registering candidates and a detailed schedule of qualification procedures, including dates for submitting documents referred to in par. 8 subpar. 3, paying the recruitment fee referred to in par. 10, as well as declarations referred to in par. 9 subpar. 2;
 - 2) determining detailed scoring for particular parts of the description of the research planned, documents confirming scientific achievements of the candidate in the field of social sciences and documents confirming the highest quality of scientific achievements in the case of candidates with a diploma of graduating from first cycle degree studies or a document confirming completion of the third year of the long-cycle Master's degree programme;
 - 3) notifying candidates of the date and place of conducting interviews;
 - 4) deciding on the qualification to be entered into the list of doctoral students of the Doctoral School or a refusal to admit the candidate to the Doctoral School;
 - 5) announcement of the recruitment results;
 - 6) drawing up an administrative decision referred to in Article 323 par. 1 point 6 of the 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 and administrative decisions of the Committee on the non-admission to the Doctoral School is signed by all members participating in the

process of making such a decision. The committee can, by a resolution, authorise the chairman to sign the ranking list of persons qualified to be admitted to the Doctoral School, the list of persons admitted to the Doctoral School 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 chairman of the committee.
4. The chairman of the committee considers letters and applications of candidates regarding organisational and technical issues related to the recruitment process, in particular, upon a justified request of the candidate, he or she can agree to conducting the interview with the use of means of electronic communication transmitting sound and vision. If the case is particularly complicated, the chairman transfers it to the committee for pronouncing an opinion thereon.

§ 6

1. Resolutions of the committee are passed by a simple majority of votes in the presence of the whole committee. In the case of an equal number of votes the vote of the chairman is decisive.
2. Minutes are taken on the meetings of the committee. Minutes are signed by the chairman and the secretary of the committee.

Chapter 3

Recruitment proceedings

§ 7

1. Registration of the candidate is conducted only in the electronic form via the IRS.
2. The candidate is admitted to the recruitment proceedings provided that he or she:
 - 1) registered in the IRS on time and uploaded in the IRS scans of documents under relevant tabs in JPG or PDF formats specified in par. 8 subpar. 3 within the period of time specified in the resolution of the committee;
 - 2) paid the recruitment fee referred to in par. 10;
 - 3) has:
 - a) Master's title or an equivalent title obtained on the grounds of separate provisions, or, in compliance with his or her declaration, will have such a title until the date set by the resolution of the committee, or
 - b) is the manager of the research project implemented at the SGH Warsaw School of Economics within the programme "Diamond Grant", referred to in

Article 318 par. 2 of the Act of 3 July 2018 – Provisions implementing the Act – the Law on Higher Education and Science, or

- c) in exceptional cases justified with the highest quality of scientific achievements, is the graduate of the first cycle degree studies or a student that has completed the third year of the long-cycle Master's degree programme;
 - 4) has a valid certificate referred to in par. 8 subpar. 3 point 8;
 - 5) will present the opinion referred to in par. 8 subpar. 3 point 5;
 - 6) in the case of candidates to the implementation doctorate programme, will present a document referred to in par. 8 subpar. 3 point 10.
3. As of joining the recruitment proceedings the candidate accepts the terms and conditions thereof.
 4. Access to the IRS 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.
 5. The chairman of the committee considers letters and applications of candidates regarding organisational and technical issues related to the recruitment process, in particular, upon a justified request of the candidate, he or she can agree to conducting the interview with the use of means of electronic communication transmitting sound and vision. If the case is particularly complicated, the chairman transfers it to the committee for pronouncing an opinion thereon.

§ 8

1. The SGH Warsaw School of Economics processes the following personal data of candidates to the Doctoral School:
 - 1) first name and surname;
 - 2) date and place of birth;
 - 3) PESEL (Personal Identification Number);
 - 4) address of residence;
 - 5) correspondence address;
 - 6) name of the faculty of completed studies;
 - 7) the profile and discipline which the faculty is assigned to and in the case the faculty is assigned to more than one discipline – the leading discipline;
 - 8) the result of graduating studies;
 - 9) the form of studies;
 - 10) the professional title and date of obtaining it;

- 11) telephone number;
 - 12) email address.
2. By setting an account at the IRS, the candidates agree to processing their personal data specified in subpar. 1 for the purposes of conducting recruitment proceedings and documenting the course of education at the School. The lack of consent to personal data processing prevents from participation in the recruitment proceedings. Withdrawal of the consent to personal data processing in the course of processing is equivalent to the resignation from application for admission and results in the discontinuance of proceedings.
 3. The candidate qualified for entering into the list of doctoral students of the Doctoral School submits the following documents (original copies of documents referred to in points 1-5, 9 and original copies or certified true copies of documents referred to in points 6-11, made by the employee of the Doctoral School Office), which have been attached by the candidate in the IRS in the form of scans:
 - 1) personal questionnaire – print-out from the IRS;
 - 2) application for admission at the Doctoral School (specifying preferences concerning the education programme);
 - 3) the covering letter in which the candidate specifies the scope of his or her scientific interests;
 - 4) the description of the research planned in the doctoral dissertation (taking into account preferences regarding the scientific discipline) including, among others, the motive of selecting the research problem and its significance for the development of a given area of science, a short review of literature with an indication of research gaps which the candidate intends to fill in, main research questions and research methods, expected theoretical and practical results of solving the research problem;
 - 5) the opinion regarding scientific competences of the candidate issued by an independent scientific employee related to the scientific area within which the candidate will continue education, fulfilling the requirements from a supervisor specified in the Act on the 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, in the case of persons referred to in Article 186 par. 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 IRS, the candidate does not have a diploma, then, a scan of the certificate issued by the relevant deanery 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 recognising the foreign diploma by NAWA should be presented;
- 8) certificate confirming command of a modern language at least at B2 level; in the case of starting education in English a certificate or other document confirming command of this language at C1 level; in the case of starting education in Polish by a foreign candidate a certificate confirming command of this language at C1 level. The list of certificates constitutes annex no. 2 to the resolution;
- 9) CV with a consideration of scientific achievements (in particular scientific publications, participation in scientific conferences, awards and distinctions, internships); achievements enumerated in the CV should be documented in the following manner:
 - a) participation in research projects: a decision on awarding the grant or a copy of a grant agreement, or a certificate specifying the character of the participation in the project,
 - b) scientific publications (an article in a journal: the first page of the article, a book: the title page and the publication page, a chapter in a book: a table of contents and the first page of the article);
 - c) participation in conferences: certificates or programmes confirming participation:
 - active (with a presentation of a paper, a poster, participation in a panel) or
 - passive (without a paper, a poster, participation in a panel);
- 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, 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.

4. The candidate is obliged to immediately notify the committee on changing personal data important for the course of the recruitment and, in particular, the first name, surname, address of residence and correspondence address. In the case of neglecting the obligation to notify of the change of the address of residence or the correspondence address, serving the letter or decision to the hitherto address is legally effective.
5. Until closing the IRS, the candidate has the right to supplement and change data entered into the IRS. Changing the candidate's personal data (citizenship, PESEL (Personal Identification Number), date of birth and sex) is possible provided that the candidate has not selected the level of studies. Otherwise, one should deregister from the IRS recruitment form, change the aforementioned data and re-select proper recruitment form of the SGH Warsaw School of Economics.
6. The opinion referred to in subpar. 2 point 10 can be delivered to the University directly by the academic in the form of an electronic document via the Electronic Platform of Public Administration Services, hereinafter referred to as "ePUAP".

§ 9

1. The person, who in the academic year 2021/2022 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 other doctoral school, cannot be entered into the list of doctoral students at the Doctoral School.
2. The candidate qualified to be entered into the list of doctoral students at the Doctoral School, is obliged to make the following declarations in writing:
 - 1) Doctoral School is the only doctoral school in which he or she will continue education;
 - 2) has a degree (does not have a degree) of PhD and that in the case of concealing the information on the held PhD, he or she will return the illegally collected doctoral scholarship;
 - 3) is not employed as an academic teacher or an academic, with a reservation of the circumstances referred to in Article 209 par. 10 second sentence of the Act on the LHES.

3. Declarations referred to in subpar. 2 should be submitted on the date set by the committee.
4. Submission of declarations by the candidate referred to in subpar. 2 points 1-3 results in the entry into the list of doctoral students.
5. In the case of non-submission of declarations referred to in subpar. 2 points 1-3 on the set date, the recruitment proceedings are discontinued with regard to the candidate.
6. In justified cases the chairman of the committee can determine a new, individual date of entry for a given candidate.
7. In the case of stating non-compliance of data in the declarations referred to in subpar. 2, the employee of the Doctoral School Office submits the documentation to the committee (through the agency of the chairman of the committee), who, with regard to the type and scope of disclosed irregularities, can change the decision on qualification to admission issued on the grounds of untrue data, which results in the refusal to enter the candidate into the list or revoke the decision on the entry.

§ 10

1. The recruitment proceedings are paid.
2. The recruitment fee amounts to PLN 200.
3. The candidate pays the recruitment fee in advance, not later than on the day of ending registration at the IRS.
4. The application of the candidate, who has not paid the recruitment fee in full on time, is left by the committee without consideration.
5. The candidate makes payment to the individual bank account generated by the IRS.
6. The candidate is entitled, upon his or her request, to reimbursement of the recruitment fee in the following cases:
 - a) resignation from participation in the qualification proceedings before starting them,
 - b) not starting the recruitment proceedings with regard to the candidate due to the non-payment of the recruitment fee on time,
 - c) excess payment.

§ 11

1. Criteria for candidate's qualification in the recruitment proceedings:
 - 1) a description of the research planned in the doctoral dissertation comprising:

- a) an introduction (specification of the research area, reasons for selecting the research problem and its significance for the development of a given area of science),
 - b) a short review of literature (key positions regarding the given research problem with an indication of gaps that the candidate intends to fill in, it is not a bibliography),
 - c) main research questions that disaggregate the research problem defined by the candidate into partial elements,
 - d) research methods for solving the research problem,
 - e) expected theoretical and practical results of the research problem selected by the candidate;
- 2) scientific achievements:
- a) scientific publications; articles, chapters in books,
 - b) implementation of scientific projects,
 - c) participation in scientific conferences;
- 3) grade on the diploma of graduating university, whereas, the grade obtained on such a diploma is assigned in the recruitment proceedings with the greater number of points, the closer the curriculum of graduated studies is to the topic of education at the Doctoral School. The candidate indicates one diploma that will be subject to the committee's assessment by attaching it under the relevant tab in the IRS;
- 4) the highest quality of scientific achievement confirmed with relevant documents - 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;
- 5) grade obtained at the interview;
3. The grounds for determining the result of qualification in the enrolment to the Doctoral School comprises detailed criteria for candidate's assessment specified in annex no. 1 hereto, with a reservation that:
- 1) the candidate, who applies to the implementation doctorate programme conducted at the University on the grounds of an agreement concluded with other entity and who has fulfilled the terms and conditions specified in the communication of the Ministry of Science and Higher Education of 29 May 2019 on establishing the "Implementation Doctorate" programme and the acceptance

of applications, i.e., in particular a candidate employed full-time or a candidate who has received a promise of employment by the entity that gives consent to the candidate's education at the Doctoral School within the programme and provides the candidate with an auxiliary mentor, receives the maximum number of points for the description of the research planned in the doctoral dissertation constituting the grounds for the consent of the entity referred to in par. 11 subpar. 1 point 1, to the education at the Doctoral School;

- 2) the candidate, who is the manager of the grant programme implemented in the scope of the scientific disciplines compliant with the curriculum at the Doctoral School, the terms and conditions of which require entry into the list of doctoral students, receives the maximum number of points for the description of the research planned in the doctoral dissertation and implementation of research projects, if the research planned in the doctoral dissertation is materially compliant with the assumptions/aims of the grant programme.

§ 12

1. The information regarding the recruitment proceedings (including the interview, qualification to the second stage of the recruitment and qualification to the entry into the list of doctoral students) is given to candidates through the agency of the IRS or websites appointed to this end. Candidates are obliged to read the information posted in the IRS and on websites of the Doctoral School on an ongoing basis and are held responsible for the consequences of not fulfilling this obligation.
2. On the grounds of the results obtained by particular candidates in the recruitment procedure, after the second stage, a ranking of candidates qualified for the entry into the list of doctoral students of the Doctoral School within the set limit of places is established.
3. After submitting declarations referred to in par. 9 subpar. 2, the chairman of the committee enters candidates into the list of doctoral students and publishes the list of persons admitted to the Doctoral School. The list of persons entered into the list of doctoral students includes first names and surnames of candidates and the total number of points.

Chapter 4

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

§ 13

1. The committee qualifies the candidate to admission to the Doctoral School in compliance with the order set in the recruitment proceedings, within the limit of places, with a consideration of the minimal number of points required for admission, set by the committee.
2. If two or more candidates receive the same number of points that allows them to be entered into the list of doctoral students and at the same time the set limit of places does not allow admission of such candidates, the chairman of the committee turns to the Rector who can increase the limit of places, respectively.
3. Upon obtaining the Rector's consent referred to in subpar. 2, the committee qualifies the additional number of candidates to the entry into the list of doctoral students in compliance with the rules referred to in par. 11.
4. The chairman of the committee enters into the list of persons admitted to the Doctoral School candidates qualified to be entered into the list of doctoral students upon submitting by them declarations referred to in par. 9 subpar. 2 and on the date set by the committee.

§ 14

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.
3. The grounds for the application for reconsideration of the case may only constitute an indication of infringement of the terms and conditions, and the mode of recruitment.
4. Upon receipt of the application for reconsideration of the case, the Rector can turn to the committee for an opinion. The Rector's decision is final. It can be appealed to the competent administrative court in Warsaw.

§ 15

In the scope not regulated by the Act on the LHES or the resolution, the provisions of the Code of Administrative Procedure shall apply to the recruitment proceedings.

§ 16

The Resolution enters into force on the day of its passing.

The President of the Senate of the
SGH Warsaw School of Economics
RECTOR

SGH Warsaw School of Economics
Professor Piotr Wachowiak, PhD

*/signed with qualified
electronic signature/*