

Instructions No. 28
of the Dean of the Doctoral School at the SGH Warsaw School of Economics
of 31 January 2022

on the procedure for organising trips abroad for doctoral students of the Doctoral School at the SGH Warsaw School of Economics within exchange programmes coordinated by the SGH International Centre and other programmes coordinated by directly recruiting institutions in Poland and abroad, excluding trips abroad within the STER NAWA programme coordinated by the Doctoral School at the SGH Warsaw School of Economics

Pursuant to § 3 of the Rules and Regulations of the Doctoral School at the SGH Warsaw School of Economics (hereinafter: "DS SGH") constituting the schedule to Resolution No. 465 of the Senate of the SGH Warsaw School of Economics of 17 April 2019, I hereby determine as follows:

1. DS SGH doctoral students applying for a **trip abroad within exchange and foreign internship programmes** (a) coordinated by the SGH International Centre (hereinafter: "IC"), (b) other programmes coordinated by directly recruiting institutions in Poland and abroad shall file the following documents with the DS SGH Office:
 - 1) **an application addressed to the Vice-Dean of DS SGH for internationalisation**, indicating:
 - i. the exchange programme within which the exchange or foreign internship is to be carried out;
 - ii. name and contact details of the selected higher education institution with which the SGH Warsaw School of Economics (hereinafter: "SGH") has concluded an agreement that covers doctoral-level exchange, specifying the doctoral school/doctoral programme within which the exchange programme/foreign internship is to be carried out;
 - iii. a justification for the choice of the foreign higher education institution and the doctoral school/doctoral programme at that institution in the context of the education programme and issues of the doctoral dissertation pursued and written at DS SGH;

- iv. forename and surname of the exchange/research internship tutor on the part of the accepting institution with a brief justification;
 - v. the time frame for the exchange/foreign internship;
- 2) **a detailed research plan and/or plan regarding the scope of the education programme** at the 8th level of the Polish Qualifications Framework (hereinafter: "PQF"), **approved and signed by the supervisor of the doctoral dissertation**, referring to the tasks specified in the doctoral student's Individual Research Plan, and indicating the outcomes of the internship (e.g. performance of empirical research and analysis of the results, preparation of a chapter for the doctoral dissertation, preparation of a paper being part of the doctoral dissertation), and a list of the planned courses at the 8th level of PQF in line with the education programme at DS SGH and specified in the Learning Agreement filed in USOS;
- 3) a document confirming the knowledge of the language at the foreign higher education institution in accordance with the appendix to the Rules of qualifying SGH students and doctoral students for trips abroad
- 4) **CV in English.**
2. DS SGH doctoral students applying for **short-term education programmes at doctoral level** carried out by a foreign institution (such as a summer or winter doctoral school, workshops or courses aimed at improving doctoral students' competences) within (a) exchange/foreign internship programmes coordinated by IC, or (b) other programmes coordinated by institutions in Poland and abroad recruiting directly shall file the following documents with the DS SGH Office:
- 1) **an application addressed to the Vice-Dean of DS SGH for internationalisation**, indicating:
- i. the exchange programme within which the short-term education programme is to be carried out;
 - ii. the name of the short-term education programme;
 - iii. the name and contact details of the selected foreign institution organising the short-term education programme;
 - iv. justification for the choice of a given short-term education programme with reference to the Individual Research Plan, including the issues in the doctoral dissertation;
 - v. place and time frame for the foreign short-term education programme;

2) a detailed research plan approved and signed by the supervisor of the doctoral dissertation and/or within the scope of the education programme at the 8th level of PQF, referring to the tasks specified in the doctoral student's Individual Research Plan and indicating the outcomes of the short-term education programme (e.g. analysis/consultation of the research results, preparation of a paper being an element of the doctoral dissertation), and a list of the planned courses at the 8th level of PQF in line with the education programme at DS SGH and specified in the Learning Agreement filed in USOS, etc.;

3) a document confirming the knowledge of the language of instruction for the short-term education programme in accordance with the appendix to the Rules of qualifying SGH students and doctoral students for trips abroad

4) CV in English.

3. DS SGH doctoral students applying for **traineeships abroad** within (a) exchange/foreign internship programmes coordinated by IC, or (b) other programmes coordinated by institutions in Poland and abroad recruiting directly, shall file the following documents with the DS SGH Office:

1) an application addressed to the Vice-Dean of DS SGH for internationalisation, indicating:

- i. the exchange programme within which the traineeship abroad is to be carried out;
- ii. the name and contact details for the selected foreign institution in which the traineeship abroad is to be carried out;
- iii. justification for the choice of the institution in which the traineeship abroad is to be carried out, with reference to the Individual Research Plan, including the issues in the doctoral dissertation;
- iv. the time frame for carrying out the traineeship abroad;

2) a detailed research plan at the 8th level of PQF **approved and signed by the supervisor of the doctoral dissertation**, referring to the tasks specified in the doctoral student's Individual Research Plan and indicating the outcomes of the traineeship abroad (e.g. performance of empirical research, etc.);

3) a document confirming the knowledge of the language at the foreign institution in accordance with the appendix to the Rules of qualifying SGH students and doctoral students for trips abroad

- 4) **CV in English.**
4. Documents referred to in Sections 1-3 shall be filed **at least 30 days prior to the submissions deadline** specified by (a) IC in its Schedule for accepting DS SGH doctoral students for exchange programmes during a given academic year, or (b) other recruiting institution in Poland or abroad **in the form of a scan of the original application signed by the doctoral student and sent from their SGH to the DS SGH Office's email address: bsd@sgh.waw.pl.**
 5. **Based on the documents** referred to in Sections 1-3, **the Vice-Dean of DS SGH for internationalisation shall make the decision whether to approve the DS SGH doctoral student's participation in the trip acceptance procedure.**
 6. For DS SGH doctoral students' trips abroad within (a) exchange and foreign internship programmes coordinated by IC, where more than one candidate applies for one spot, the decision concerning the order in which they are accepted shall be taken by the Vice-Dean of DS SGH based on internally adopted and announced criteria.
 7. For DS SGH doctoral students' trips abroad within (a) exchange and foreign internship programmes coordinated by IC, upon approval on the part of the Vice-Dean of DS SGH for internationalisation of the DS SGH doctoral students' participation in the trip acceptance procedure referred to in Sections 1-3, the doctoral students shall file the documents required in the "Rules of qualifying SGH students and doctoral students for trips abroad" with IC under the procedure stipulated for in the Rules.
 8. For DS SGH doctoral students' trips abroad within (b) other programmes coordinated by institutions in Poland and abroad, the doctoral students shall immediately **send information that they are accepted for the trip abroad from their SGH email address to the DS SGH Office's email address: bsd@sgh.waw.pl**
 9. DS SGH doctoral students participating in an exchange/foreign internship programme or in a short-term education programme (a) coordinated by IC, or (b) other programmes coordinated by institutions in Poland and abroad recruiting directly shall – within 14 days of their return from their trip abroad – send from their SGH email address **the trip report with a description of the trip outcomes** and, for exchange/foreign internship programmes, **an opinion of the research**

internship tutor from the accepting institution to the DS SGH Office's email address.

10. These Instructions shall enter into force on the day of their signing.

DEAN
of the Doctoral School
prof. dr hab. Wojciech Pacho
/signed with a qualified
electronic signature/