

RESOLUTION NO. 356
of the SENATE OF THE SGH WARSAW SCHOOL OF ECONOMICS
of 17 January 2024
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 2024/2025

Pursuant to Article 200(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended¹⁾) and § 47(1)(15) of the Statutes of the SGH Warsaw School of Economics, annexed 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 2024/2025.
2. In this Resolution:
 - 1) Dean – means the Dean of the Doctoral School;
 - 2) 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;
 - 3) ISR – means the Doctoral School Internet-based Registration System;
 - 4) Committee – means the Recruitment Committee conducting admissions to the Doctoral School;

¹⁾ The amendments to the consolidated text of the aforementioned Act were published in Journal of Laws of 2023, items 1088, 1234, 1672, 1872 and 2005.

- 5) NAWA – means the Polish National Agency for Academic Exchange;
- 6) Act on LHES – means the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended).

§ 2

1. The selection process to the Doctoral School is carried out for individual programmes under the following profiles:
 - 1) implementation profile, for candidates who will pursue a doctoral programme under 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 2023, item 742, as amended¹⁾), 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, or
 - 2) general academic profile – to a research project or
 - 3) general academic profile for other candidates.
2. The Rector, upon consultation with the Dean, launches a selection process for individual programmes of study.
3. If, after recruitment, there are any vacancies left, or if a sufficient number of individuals is not recruited to allow for the launch of the programme – the Rector, at the request of the Dean, may decide to carry out a supplementary recruitment.
4. Supplementary recruitment is carried out according to the rules applicable to regular recruitment.
5. If there are too few individuals to launch education under a given programme, candidates are issued decisions discontinuing the procedure and the recruitment fee is reimbursed.
6. A candidate can be recruited for only one programme in one profile.
7. A candidate may participate in only one recruitment process in a given academic year.

§ 3

1. The recruitment procedure to the Doctoral School consists of two stages and commences on the next working day after the ISR registration is completed.

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. The first stage of recruitment is carried out without the candidate's participation.
3. The second stage is a structured interview with the candidate, which at the reasonable request of the candidate, with the approval of the Chair of the Committee, may be held by means of electronic communication that transmit audio and video in real time.
4. The interview consists of two parts. The first one covers the issue of the candidate's research intentions. The other one concerns issues related to the discipline of the programme to which the candidate is applying.
5. The interview is conducted in Polish for candidates who are Polish citizens or in English for candidates who are foreigners.
6. A candidate is considered eligible for the second stage if they are awarded a minimum of 45 points from the first stage.
7. The minimum number of points a candidate must obtain in the recruitment procedure after the second stage is 75 points.
8. The description of the detailed criteria for evaluation of a candidate in the process of admission to the Doctoral School is provided in Appendix No. 1 hereto.

§ 4

1. Persons with disabilities may apply for an adapted form of the interview to suit their needs, whereby an adapted form does not mean an exemption from the interview or reduced requirements, but is only intended to level the playing field with regard to disabilities.
2. To this end, no later than three days before the closing date of the ISR, the candidate shall provide the Chair of the Committee with a written request for adaptations of the interview. The request should include a justification with an indication of the preferred form of the interview adaptation and a document confirming special needs, submitted to the Office for Accessibility and Support of Persons with Disabilities.
3. Requests submitted 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 determines how to adapt the

interview format. These adaptations are determined according to the candidate's individual needs based on the documents provided by the candidate, and in particular consist in:

- 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 in real-time;
- 4) conducting the interview in a form that allows a direct exchange of ideas, with the help of other means supporting communication, including, but not limited to, those referred to in the Act of 19 August 2011 on Sign Language and Other Means of Communication (Journal of Laws of 2023, item 20);
- 5) provision of a sound system, holding the interview in a room equipped with an induction loop or other hearing support solutions.

Chapter 2

Recruitment Committee

§ 5

1. 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.
2. The Chair of the evaluation team is designated by the Chair of the Committee.

§ 6

1. The Committee is responsible for:
 - 1) establishing the rules for registering candidates;
 - 2) carrying out the recruitment procedure, and in particular:
 - a) determining a recruitment schedule,
 - b) deciding on the eligibility 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.
2. The ranking list of persons eligible for enrolment in the Doctoral School is signed by all members of the Committee who participated in establishing the same.

3. The list of those enrolled in the list of persons admitted to the Doctoral School is signed by the Chair of the Committee and forwarded by them to the Rector for approval.
4. The Chair of the Committee reviews letters and requests from candidates on organisational and technical matters related to the recruitment procedure. 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 shall be adopted by a simple majority of votes in the presence of at least half of the Committee members. 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

Candidate registration and 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 person who, in the academic year 2024/2025, will be a participant in a doctoral programme undertaken under the Act of 27 July 2005 – Law on Higher Education (Journal of Laws of 2017, item 2183, as amended²⁾) or will pursue education at another doctoral school may not be enrolled as a doctoral student at the Doctoral School.
3. The candidate, by registering in the ISR, confirms that they have read the recruitment rules and undertake to abide by them.
4. The registration of candidates shall be conducted exclusively electronically through the ISR system.
5. The candidate is admitted to the recruitment procedure provided that they have properly registered before the deadline specified in the recruitment schedule, i.e.

²⁾ The amendments to the consolidated text of the aforementioned Act were published in Journal of Laws of 2017, item 2201, of 2018, items 138, 650, 730, 912, 1000, 1115 and 1693.

- 1) in the ISR the candidate made a statement that they have knowledge of the English language to a degree sufficient to participate in the educational process, filled in all the required tabs and uploaded:
 - 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 § 11(1)(2–9);
- 2) paid the recruitment fee.
6. The application of a candidate who has properly registered in the ISR is classified in the ISR as “Qualified to stage I”. Other applications are classified as “Not registered” in the ISR and are not considered in the recruitment procedure.
7. Access to the ISR is closed for candidates at 4:00 p.m. of the official time in the territory of the Republic of Poland, on the last day of the registration deadline for the relevant recruitment profile.
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 the personal data entered in the ISR relevant to the recruitment process, and in particular the forename, 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 on the recruitment process (including the number of points awarded in the first and second stages, eligibility for subsequent stages, interview date and eligibility for entry to the list of doctoral students) is provided to candidates via the ISR or e-mail address provided by the candidate. Candidates are required to keep up to date with the information provided via the ISR and e-mail, and are responsible for the consequences resulting from failure to do so.

11. The following scope of personal data on candidates for the Doctoral School that may be included in the personal questionnaire referred to in § 11(1)(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 diploma supplement on the basis of which the candidate is recruited;
 - 13) information contained in the document legalizing the document that forms the basis for the application for admission to the Doctoral School; or
 - 14) information contained in the apostille;
 - 15) information contained in the certificate confirming that the diploma entitles the student to study at a Doctoral School in the country of issue;
 - 16) information contained in the foreign diploma authorisation document issued by NAWA;
 - 17) name of the field of study completed;
 - 18) profile and discipline to which the field of study is assigned, and if the field of study is assigned to more than one discipline – the leading discipline;
 - 19) result of graduating studies;

- 20) form of completed studies;
- 21) professional title and date of obtaining it;
- 22) telephone number;
- 23) e-mail address;
- 24) information about scientific achievements (participation in research projects, scientific conferences, scientific publications);
- 25) information about academic interests.

§ 9

1. The recruitment fee amounts to PLN 300.
2. The fee must be paid no later than on the day of ending registration at the ISR.
3. 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 Committee;
 - 2) discontinuance of the recruitment procedure in the case referred to in § 2(5).

§ 10

1. On the basis of the results obtained by individual candidates in the recruitment procedure, after the second stage, a list of candidates eligible for enrolment in the list of doctoral students of the Doctoral School within the established limit of places is created.
2. If two or more candidates receive the same number of points as the last candidate eligible for admission within the limit of places, all of them shall be included in the list of candidates eligible for admission.

§ 11

1. A candidate eligible for enrolment in the list of doctoral students of the Doctoral School shall submit the original documents listed in paragraphs 1–4, 8, and present the originals for the purpose of having copies certified as true to the original by an employee of the Doctoral School Bureau of the other documents they uploaded to 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 curriculum);

- 3) a cover letter in which the candidate states the scope of their scientific interests;
- 4) 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;
- 5) 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;
- 6) in the case of a foreign university diploma:
 - a) a long-cycle Master's degree or second-cycle degree diploma,
 - b) diploma supplement,
 - c) legalization of the diploma or apostille,
 - d) a certificate confirming that the diploma entitles the student to study at a Doctoral School in the country of issue. This certificate is not necessary if such information is included in the diploma or in the supplement.
In the absence of a certificate and information in the diploma or in the supplement, the candidate is required to provide a foreign diploma recognition document issued by NAWA in response to a request for foreign diploma information (full NAWA);
- 7) 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;
- 8) in the case of candidates applying for the programme at the implementation level – 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;
 - 9) 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) there are no prerequisites specified in the Act on LHES that cause the loss of the right to a doctoral scholarship.
 3. The documents referred to in paragraph 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. Candidates for the programme under the implementation profile submit documents in Polish.
 4. The opinion referred to in paragraph 1(4) 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 in a timely manner or finding inconsistencies in the statements referred to in paragraph 2 will result in a decision not to admit the candidate to the Doctoral School.

Chapter 4

Decisions regarding the candidate in the recruitment process

§ 12

1. A decision on the refusal to admit a candidate to the Doctoral School is delivered to the candidate on the terms set forth in the Act of 14 June 1960, Code of Administrative Procedure (Journal of Laws of 2023, item 775).
2. The candidate has the right to appeal the Rector's decision on the refusal of admission to the Doctoral School within 14 days after the same is delivered and to apply to the Rector for reconsideration of the case.
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.

§ 13

In the scope not regulated by the Act on LHES or the resolution, the provisions of the Act of 14 June 1960 – the Code of Administrative Procedure (Journal of Laws of 2023, item 775) apply accordingly to the recruitment procedure.

§ 14

The resolution takes effect upon adoption.

President of the SGH Senate

RECTOR

dr hab. Piotr Wachowiak, Professor of SGH

/signed with a qualified

electronic signature/