

Instruction no. 43

**from the Dean of the Doctoral School at the SGH Warsaw School of
Economics**

of 12 November 2024

on conducting major examinations from the academic year 2024/2025

Pursuant to § 3 of the Doctoral School Regulations at the SGH Warsaw School of Economics, constituting an appendix to Resolution no. 465 of the Senate of the SGH Warsaw School of Economics of 17 April 2019 (*hereinafter: the Doctoral School Regulations*), I lay down the following rules:

1. By 15th December 2024, the Dean of the Doctoral School appoints Examination Committees to conduct major examinations for the period ending on September 30 of the given academic year.
2. Doctoral students who are in their II year of doctoral education in the given academic year are eligible to take the major examination.
3. The planned dates for major examinations are announced by January 15. The dates for retake examinations are announced by June 30.
4. Doctoral students must register for a specific examination date no later than two weeks before that date. Failure to attend the major examination without legitimate reason shall entail a “wynik niezadawalający” grade (unsatisfactory result).
5. Due to the significance of major examinations, it is recommended that they, as far as possible, consist of two parts: a written and an oral parts.
The written part should last at least 120 minutes and include problem-solving tasks based on the scope of the examination as outlined in the Major Examination Card.
The oral part should include at least two questions, also related to the topics from the Examination Card.
6. The form and duration of the examination must be recorded in the Examination Card under the section "Form of Examination".

7. A total of 100 points can be earned from the major examination.
A score below 60 points results in an "unsatisfactory result", which means the examination is failed.
A score of 60 points or more results in a "satisfactory result", which means the examination is passed.
8. Examination forms from the written part, along with solved examination with each doctoral student's answers, must be submitted to the Doctoral School Office together with an examination protocol.
9. The protocol of the major examination must be prepared in accordance with the provided template from the appendix to the instruction. The protocol must be submitted to the Doctoral School Office within three days of completing the examination.
10. This instruction comes into force on the date of signing.

DEAN

Doctoral School

dr hab. Paweł Wyrozębki, prof. SGH

/signed by qualified electronic signature/

Name of the educational program:

Name of the major exam:

The examination committee:

1/

2/

3/

Name and surname of doctoral student:

1. **Written exam** — (date:)

number of points:

2. **Oral exam** (date:)

Content of the questions:

A)

Number of points:

B)

Number of points:

Total number of points from the oral exam:

3. Total number of points from the major exam:

4. Final assessment from the direction exam: satisfactory result / unsatisfactory result¹

Signatures of committee members:

Report date:

¹ Delete as appropriate.