

RESOLUTION NO. 259

of the SENATE OF THE SGH WARSAW SCHOOL OF ECONOMICS

of 18 January 2023

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 2023/2024

Pursuant to Article 200(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, item 574, 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 2023/2024.
2. In this Resolution:
 - 1) Implementation Doctorate – means the programme announced pursuant to Article 376(1) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws [Dz.U.] of 2022, item 574, 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;
 - 2) Dean – means the Dean of the Doctoral School;

¹⁾ Amendments to the consolidated text of this Act were announced in the Journal of Laws [Dz.U.] of 2022, items 583, 655, 682, 807, 1010, 1079, 1117, 1459, 2185 and 2306.

- 3) 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;
- 4) ISR – means the Doctoral School Internet-based Registration System;
- 5) Committee – means the Recruitment Committee conducting admissions to the Doctoral School;
- 6) NAWA – means the Polish National Agency for Academic Exchange;
- 7) recruitment path – means recruitment to the programme:
 - a) of “Implementation Doctorate” profile or
 - b) of general academic profile – to a research project or
 - c) of general academic profile for other candidates;
- 8) the Act on LHES – means the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws [Dz.U.] of 2022, item 574, as amended);
- 9) BON – means the Office of Accessibility and Support for People with Disabilities.

§ 2

1. The selection process for individual programmes of study at Doctoral School is initiated by the Rector, on the Dean’s proposal, by way of a decision. In the same procedure, the Rector may initiate the selection process for candidates who are beneficiaries of grants, the terms of which require to enrol as a doctoral student.
2. The Rector, on the Dean’s proposal, sets the admission limits for each selection path at Doctoral School.
3. The minimum number of students required to start programmes in the general academic profile and the implementation profile is 5.
4. In addition to the admission limits, determined by the Rector, the Doctoral School may admit students for whom the funding of the doctoral scholarship is awarded under the grant throughout the training period.
5. If after the recruitment process the minimum number of students is not reached, the Rector, on the Dean’s proposal, may decide to conduct supplementary recruitment.
6. Supplementary recruitment is carried out according to the rules applicable to regular recruitment.

7. In the absence of the required number of students, as referred to in paragraph 3, candidates are issued decisions discontinuing the procedure.

§ 3

1. The recruitment procedure to the Doctoral School includes two stages.
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 done without the candidate's participation.
3. The second stage is a structured interview with the candidate, which may also take place by means of electronic communication transmitting sound and video in real time.
4. The interview shall be conducted in Polish or in English.
5. A candidate is qualified for the second stage if they receive a minimum of 45 points.
6. The minimum number of points a candidate must obtain in the recruitment procedure after the second stage is 75 points.
7. 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 shall include a justification with an indication of the preferred form of the interview adaptation and the documents as referred to in paragraph 4.
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 BON employee, determines how to adapt the interview format. These adaptations are determined according to the candidate's individual needs based on the statement provided by the

candidate. The dean may ask the candidate to present a valid document confirming the disability.

5. In adapting the second stage of recruitment to the needs of a person with a disability, the following possibilities exist:
 - 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 [Dz.U.] of 2017, item 1824, of 2022, items 583 and 830);
 - 5) provision of a sound system, a room equipped with an induction loop or other hearing support solutions;
 - 6) other forms of adaptation depending on the individual capabilities and needs of the candidate.

Chapter 2

Recruitment Committee

§ 5

1. The Committee shall be composed of:
 - 1) the Dean of the Doctoral School as the Committee Chair;
 - 2) the Deputy Deans of the Doctoral School as the Committee 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 an administrative employee of the Doctoral School Bureau as the secretary of the Committee.

3. The Rector shall, by way of a decision, appoint the Chair, Vice-Chairs and, on the Dean's proposal, the remaining members of the Committee, including representatives of doctoral students from among the candidates proposed by the PhD Student Union.
4. The Committee members shall be announced by the Rector in a manner adopted at the School, also by including relevant information on the School's website.
5. 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.

The Chair of the evaluation team is designated by the Dean.

§ 6

1. The tasks of the Committee include conducting the recruitment procedure, in particular:
 - 1) determining the recruitment schedule, including deadlines for registering candidates in the ISR, conducting interviews, submitting documents, and paying the recruitment fee;
 - 2) deciding on the qualification 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;
 - 3) announcing the recruitment results;
 - 4) drawing up an administrative decision referred to in Article 323(1)(6) of the Act on 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, the list with the recruitment results, and administrative decisions of the Committee on the non-admission to the Doctoral School are signed by all members participating in the process of making such decisions. The Committee may, by a resolution, authorise the Chair to sign the ranking list of persons qualified to be admitted to the Doctoral School, the list with the recruitment results 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 Committee Chair.
4. The Committee Chair shall consider letters and applications of candidates regarding organisational and technical issues related to the recruitment procedure, in particular, upon a justified request of the candidate, they may agree to conduct the interview with the use of means of electronic communication transmitting audio and video. 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

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 candidate who, in the academic year 2023/2024, will be a participant of doctoral studies started pursuant to the Act of 27 July 2005 – the Law on Higher Education (Journal of Laws [Dz.U.] of 2017, item 2183, as amended²⁾) or will continue education in another doctoral school, cannot be entered into the list of doctoral students at the Doctoral School.
3. As of joining the recruitment procedure the candidate accepts and respects the terms and conditions thereof.
4. The registration of candidates shall be conducted exclusively electronically through the ISR system.

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

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.
 - 1) completed the personal questionnaire and uploaded under the relevant tabs in the ISR:
 - 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)(2-11);
 - 2) paid the enrolment fee.
6. The application of a candidate who has properly registered in the ISR is classified as "Qualified to Stage I" in the ISR.

Other applications are classified as "Not Accepted" in the ISR and are not considered in the further recruitment procedure.
7. Access to the ISR 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.
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 personal data relevant to the recruitment process and entered into the ISR, in particular name, 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 regarding the recruitment process (including the interview, qualification for the second stage of the recruitment process, and qualification for entry to the list of doctoral students) is provided to candidates via the ISR or via the e-mail address provided by the candidate. Candidates are obliged to read the information

posted in the ISR and sent via e-mail on an ongoing basis and are held responsible for the consequences of not fulfilling this obligation.

11. The following range of personal data concerning candidates to 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 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 250.
2. The fee must be paid no later than on the day of ending registration at the ISR.
3. The date on which the fee is paid shall be the date on which the fee is recorded in the individual bank account generated by the ISR.
4. 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 Recruitment Committee;
 - 2) cancellation of the recruitment procedure in the case referred to in § 2(7).

§ 10

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

§ 11

1. The candidate qualified for entering into the list of doctoral students of the Doctoral School shall submit the originals of the documents mentioned in points 1-5, 8, 10

and the originals or copies certified to be in compliance with the original by an employee of the Doctoral School Bureau of the documents referred to in points 6, 7, 9, 11, which have been attached by the candidate in 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) the description of the research objectives planned in the doctoral dissertation;
- 5) 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;
- 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 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;
- 7) 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);

- 8) a statement confirming that the candidate has sufficient command of English to be able to pursue education at the SGH Doctoral School. A model of the statement is set out in Appendix No. 2 to the resolution;
 - 9) 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;
 - 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, along 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.
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) the candidate is not employed as an academic teacher or researcher, except for the purpose of carrying out a research project referred to in Article 119(2)(2) and (3) of the Act on LHES, or is not entitled 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 Implementation Doctorate programme submit documents in Polish.

4. The opinion referred to in paragraph 1 (5) 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 timely 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 student to the Doctoral School.

Chapter 4

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

§ 12

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. The application must be submitted through the Committee.
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 the LHES or the resolution, the provisions of the Act of 14 June 1960 – the Code of Administrative Procedure (Journal of Laws [Dz.U.] of 2022, items 2000 and 2185) shall apply respectively to the recruitment procedure.

§ 14

The Resolution shall enter into force on the date of its signature.

President of the SGH Senate

RECTOR

dr hab. Piotr Wachowiak, prof. SGH

/signed with a qualified

electronic signature/