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RESOLUTION NO. 567

of the SENATE OF THE SGH WARSAW SCHOOL OF ECONOMICS

of 18 September 2019

on the detailed principles and proceedings for the awarding of the academic degree of *doktor* (doctoral degree) or *doktor habilitowany* (associate professor)

Pursuant to Article 192(2) and (3), and Article 221(14) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended),¹⁾ it is hereby regulated as follows:

Chapter I

General provisions

§ 1

The Resolution specifies, in accordance with the Act of 20 July 2018 – Law on Higher Education and Science (hereinafter referred to as the “Act”):

1) proceedings for the awarding of the doctoral degree, including:

- a) method of appointment and change of supervisor(s) or assistant supervisor,
- b) rules for determining the proceedings fee for the awarding of the doctoral degree in extramural mode and for exemption from the fee,
- c) mode of submitting the doctoral dissertation,
- d) appointment procedure and scope of activities of the Committee referred to in Article 192(1) of the Act,

¹⁾The amendments to said Act have been announced in the Journal of Laws of 2024, items 1571, 1871 and 1897.

- e) method of appointing reviewers,
 - f) method of verifying learning outcomes for qualifications at level 8 of PQF (Polish Qualifications Framework) in the case of applicants for a doctoral degree in the extramural mode,
 - g) method of verifying compliance with the requirement referred to in Article 186(1)(3)(a) and (b) of the Act, in the case of multi-author publications,
 - h) additional conditions for admission to the defence;
- 2) detailed proceedings for the awarding of the academic degree of *doktor habilitowany* (associate professor);
 - 3) rules for determining the proceedings fee for the awarding of the academic degree of *doktor habilitowany* and for exemption from the fee;
 - 4) appointment of members of the habilitation committee.

§ 2

1. At the SGH Warsaw School of Economics in Warsaw, hereinafter referred to as the "SGH" or "School":
 - 1) the doctoral degree in disciplines in which the School is authorised to confer this degree shall be conferred by:
 - a) Academic Councils – established in disciplines in which the School is authorised to confer the doctoral degree, if they include at least twelve academic teachers employed at SGH as their primary place of employment as a professor or university professor,
 - b) the SGH Senate – where the Academic Council does not meet the condition set out in point a),
 - c) the SGH Senate – where the proceedings concern the award of a degree in a scientific field;
 - 2) the degree of *doktor habilitowany* in disciplines in which the School is authorised to confer this degree shall be conferred by:
 - a) Academic Councils – established in disciplines in which the School is authorised to confer the degree of *doktor habilitowany*, if they include at least twelve academic teachers employed at SGH as their primary place of employment as a professor or university professor,
 - b) the SGH Senate – where the Academic Council does not meet the condition set out in point a).

2. Whenever reference is made in this resolution to actions taken by the Academic Council and the Chairperson of the Academic Council, it should also be understood to mean the Senate and the Chairperson of the Senate, respectively – in cases where the body competent to confer the degree is the SGH Senate.

§ 3

1. For applications concerning the procedure for the award of the doctoral degree, the deans of the collegia with jurisdiction over the academic discipline shall be the deans of the following collegia:
 - 1) Collegium of Economic Analysis – in the discipline of economics and finance;
 - 2) Collegium of Socio-Economics – in the disciplines of economics and finance, political and administrative sciences;
 - 3) Collegium of World Economy – in the disciplines of economics and finance, management and quality sciences;
 - 4) Collegium of Business Administration – in the disciplines of economics and finance, management and quality sciences;
 - 5) Collegium of Management and Finance – in the disciplines of economics and finance, management and quality sciences.
2. If the applicant is a doctoral student studying at the SGH Doctoral School – the competent dean is the dean of the Doctoral School. The deadlines for submitting applications and performing other activities related to the procedure for the award of the doctoral degree are set forth in the Doctoral School Regulations.
3. Decisions referred to in this resolution, other than the resolution on the granting of an academic degree, are not administrative decisions within the meaning of the Act of 14 June 1960 – the Code of Administrative Procedure.

Chapter II

Proceedings for the awarding of the academic degree of *doktor* (doctoral degree)

§ 4

1. The person concerned, hereafter referred to as the “candidate” or “applicant,” shall apply for the appointment of a supervisor or supervisors or a supervisor and an assistant supervisor (proposing persons to perform these functions) before the procedure for the award of the doctoral degree in the extramural mode is opened. The application shall be submitted to the Dean of the collegium with jurisdiction over the discipline in which the procedure is to be initiated or over the place of employment of the person proposed as a supervisor. If the proposed supervisor is

not an SGH employee, the candidate shall submit an application to the Dean of the collegium with jurisdiction over the discipline in which the procedure is to be initiated. Whenever the further provisions of the resolution concerning the conferral of the doctoral degree refer to the Dean of the collegium without further specification, they shall be understood to mean the Dean of the relevant collegium determined in accordance with the second sentence of this paragraph.

2. The application referred to in paragraph 1 must be accompanied by:
 - 1) a copy of the diploma attesting to the possession of a master's degree or equivalent (the original or a copy of the diploma must be produced for inspection);
 - 2) a proposal for the topic and concept of the doctoral dissertation with an indication of the scientific discipline or field of science in which the proceedings are to be initiated;
 - 3) proposal of a person to act as supervisor(s) or supervisor and assistant supervisor;
 - 4) a list of scientific works with their bibliographic description and information on activities promoting science;
 - 5) information concerning the progress of the candidate's doctoral dissertation or doctoral degree proceedings if the candidate has previously applied for the award of a doctoral degree and the degree was not awarded;
 - 6) other documents, including opinions attesting to the candidate's ability to carry out scientific research, if the candidate has such documents.
3. The diploma referred to in paragraph 2(1) shall also be understood as a foreign diploma conferring the right to apply for the award of a doctoral degree in the country in whose higher education system the higher education institution which awarded it operates.
4. The candidate may also attach to the application a certificate or diploma of graduation, certifying knowledge of a modern foreign language at a language proficiency level of at least B2. The candidate is required to submit the certificate or diploma referred to in the preceding sentence no later than the date of submission of the application referred to in § 9. In particular, certificates or diplomas included in the list constituting an appendix to this resolution may be attached to the application.

- 4a. A candidate who does not have a relevant certificate or diploma of higher education shall take an examination confirming knowledge of a modern foreign language at the B2 language proficiency level, before a committee appointed by the Dean of the competent SGH Collegium, consisting of: the chairperson, who can only be a person employed as a professor or SGH professor, a specialist in the knowledge of a given foreign language indicated by the Director of the SGH Foreign Language Centre, a supervisor.
5. The Dean of the collegium verifies the correctness and completeness of the submitted application. If the application contains errors or is incomplete, they shall request that the applicant correct or supplement it, setting a deadline of no less than 7 but no more than 21 days, counting from the date of delivery of the request.
- 5a. The application and the relevant documents, as well as the request to correct or supplement it, may be delivered using electronic communication means.
6. The Dean of the collegium may appoint a committee from among persons employed as professors or associate professors of the School to prepare an opinion on the initiation of the doctoral procedure, including the completeness of the documents, the subject of the doctoral dissertation and its concept, and the candidates for supervisor(s), or supervisor and assistant supervisor. The opinion is not binding on the Dean of the collegium.
- 6a. In justified cases, before making the decision referred to in § 6(1), the Dean of the collegium may interview the candidate in order to clarify the topic of the dissertation or their research intentions. In the case referred to in the preceding sentence, the deadline referred to in § 6(1) second sentence shall be extended by another 45 days.
7. In justified cases, the topic of the doctoral dissertation may be determined within 6 months from the date of appointment of the supervisor. The provision in the previous sentence shall not apply to a doctoral student of the Doctoral School.
8. A change of dissertation topic may be made with the approval of the Dean of the collegium.

§ 5

In exceptional cases, justified by the highest quality of scientific achievements, the degree of doctor may be conferred on a person who does not fulfil the requirements laid down in § 4(2)(1), who is a graduate of a first-cycle degree programme or a student who has completed the third year of a long-cycle master's degree

programme. The evaluation of the achievements referred to in the preceding sentence is carried out by the competent Academic Council.

§ 6

1. Upon receipt of a complete application referred to in § 4 and a positive opinion of the competent Academic Council on the candidate for supervisor(s), the Dean of the collegium shall issue a decision to open the procedure for the award of the doctoral degree and to appoint a supervisor(s), or a supervisor and an assistant supervisor, specifying a deadline for submission of the doctoral dissertation of no more than 4 years, counting from the date of the decision. The application should be recognised no later than 45 days from the date of receipt, subject to § 4(6a).
2. The decision of the Dean of the collegium shall be immediately delivered to the applicant. A decision refusing to open the procedure for the award of the degree requires justification. The decision of the Dean of the collegium may be appealed to the Rector, or the Vice-Rector in charge of academic degrees acting on the Rector's authority, within 14 days of receipt of the decision. The decision may be delivered using electronic communication means.
3. /repealed/
4. /repealed/

§ 7

1. The supervisor(s) or the supervisor and assistant supervisor shall be appointed by the Dean of the collegium, taking into account, if possible, the candidate's application. The appointment of a person other than the one requested by the candidate as supervisor requires the candidate's consent. The assistant supervisor may also be appointed by the Dean without the candidate's request.
2. In the case referred to in § 3(2), the supervisor(s) or the supervisor and assistant supervisor, shall be appointed by the Dean of the Doctoral School, after consultation with the Dean of the collegium having jurisdiction over the discipline or place of employment of the candidate for supervisor, in accordance with the regulations of the SGH Doctoral School.
3. The supervisor may be a person holding the degree of *doktor habilitowany* (associate professor) or the title of professor, and the assistant supervisor – a person with at least a doctoral degree. A supervisor may be an employee of a foreign higher education or research institution who does not satisfy the requirements referred to in the preceding sentence, provided that they are deemed

by the Academic Council of the relevant scientific discipline to have considerable achievements in scientific questions being the subject of the doctoral dissertation. The condition for the appointment of a supervisor(s) by the Dean of the collegium is a resolution of the competent Academic Council giving a positive opinion of the candidate(s) for supervisor(s).

4. A supervisor cannot be a person who in the last 5 years:
 - 1) served as a supervisor for four doctoral students who were struck out from the register of doctoral students due to a negative mid-term evaluation; or
 - 2) supervised the preparation of a dissertation of at least two people applying for a doctoral degree who received negative reviews.
5. /repealed/
6. The Dean of the collegium may change the supervisor or assistant supervisor only in particularly justified cases. The change may be made at the legitimate request of the candidate or at the legitimate request of the supervisor or assistant supervisor. The removal of the supervisor or assistant supervisor and the appointment of new persons in their place is made in the same decision. A change of supervisor without the candidate's request requires the candidate's consent; if the supervisor resigns, the candidate's consent applies to the new supervisor.
7. In justified cases, a person who is not an SGH employee may be appointed as a supervisor. Before appointing the person referred to in the preceding sentence as a supervisor(s), the Dean of the relevant collegium shall evaluate their academic achievements and their relation to the planned doctoral dissertation.
8. The Dean of the Doctoral School may appoint a committee from among those employed as professors or university professors to prepare an evaluation of the candidate for supervisor and assistant supervisor.
9. The tasks of the supervisor include, in particular, the scientific supervision of the preparation of the doctoral dissertation, including providing the necessary substantive and methodical assistance in the scientific work related to the doctoral dissertation, as well as supervising the work of the assistant supervisor and giving an opinion on the doctoral dissertation submitted by the candidate.
10. The tasks of the assistant supervisor include, in particular, the supervision of the candidate, including in the process of planning the research, its implementation and analysis of the results, as well as the implementation of tasks specified by the supervisor.

§ 8

1. The candidate is required to submit the doctoral dissertation by the deadline set by the Dean of the collegium.
2. In justified cases, in particular due to prolonged research or prolonged illness, the Dean of the collegium may extend the deadline for submission of the doctoral dissertation referred to in paragraph 1, but not more than by 2 years.
3. The Dean of the collegium may not refuse to extend the deadline for the submission of the doctoral dissertation to a candidate for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as well as to a candidate who is raising a child under the age of 4.
4. The total period of preparation of the doctoral dissertation must not exceed 6 years.
5. The date of submission of the doctoral dissertation is the submission of the doctoral dissertation to the supervisor. The supervisor is required to confirm in writing the submission of the doctoral dissertation. Confirmation may also be provided using electronic communication means.
6. The supervisor(s) shall issue an opinion on the doctoral dissertation prepared in the extramural mode within 2 months from the date of its submission for an opinion, and shall immediately notify the candidate of its preparation. Before formulating an opinion, the supervisor or supervisors check it using the Single Anti-Plagiarism System (JSA). Acceptance of the indicators generated in the report from the anti-plagiarism system is a prerequisite for issuing a positive opinion. The opinion, in particular, confirms that the doctoral dissertation meets the prerequisites set forth in Article 187 of the Act. Failure to accept the indicators is tantamount to a negative opinion. The opinion may be prepared in electronic form and submitted using electronic communication means.
7. The doctoral dissertation, with the approval of the Dean of the competent collegium and the supervisor(s), may be written in a language other than Polish.
8. Failure to submit the dissertation within the prescribed time limit or the deadline under paragraphs 1–3 is tantamount to abandonment of the application for degree conferral. This fact is stated by the Dean of the relevant collegium, who issued the decision to open the procedure.

9. In the case referred to in § 3(2), the deadline for submission of the doctoral dissertation is determined in the individual research plan of the doctoral student, established in accordance with the regulations of the SGH Doctoral School. Failure to submit the dissertation by this deadline is grounds for removal from the list of doctoral students.

§ 9

1. The candidate, after receiving a favourable opinion from the supervisor(s), submits an application for the initiation of proceedings for the conferral of the doctoral degree by the competent Academic Council. The application is submitted through the Dean of the relevant collegium and, in the case referred to in § 3(2), through the Dean of the Doctoral School. The application and its attachments may be submitted using electronic communication means.
 - 1a. The competent Academic Council shall refuse to initiate proceedings for the conferral of the doctoral degree if the person who has applied for the initiation of such proceedings does not meet the requirements set forth in Article 186 paragraph 1 items 1–3 or paragraph 2 of the Act, or the requirement referred to in the second sentence of paragraph 1. The decision to refuse to initiate proceedings may be appealed to the Council of Scientific Excellence (*Rada Doskonałości Naukowej*), hereinafter referred to as the “RDN.”
 - 1b. For those who began their doctoral studies before the 2019/2020 academic year and apply for the award of a doctoral degree under the rules set forth in the Act of 20 July 2018 – Law on Higher Education and Science, the procedure for granting the doctoral degree is initiated by the submission of a complete application for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor. The provisions of paragraph 1a apply accordingly.
2. The application referred to in paragraph 1 shall be accompanied by:
 - 1) the doctoral dissertation in hard copy (5 copies) and in an electronic version in the form of a computer file, along with a positive opinion of the supervisor(s) and an accepted report from the Single Anti-Plagiarism System;
 - 2) a declaration of the candidate that the doctoral dissertation is the candidate’s own, and that the candidate enjoys full moral and economic copyrights to the dissertation, as confirmed by the supervisor(s);
 - 3) a copy of the certificate or diploma of higher education (originals to be inspected), certifying knowledge of a modern foreign language at a language

proficiency level of at least B2, as referred to in § 4(4) of this resolution – if not submitted earlier. A candidate who does not have the appropriate certificate shall take the exam before the committee referred to in § 4(4a);

4) a list of current scientific achievements, including at least:

- a) one scientific article published in a scientific journal or in peer-reviewed international conference materials, which in the year of publication of the article in its final form were included in the list compiled in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act, or
- b) one scientific monograph published by a publishing house that, in the year of publication of the monograph in its final form, was included in the list compiled in accordance with the regulations issued pursuant to Article 267(2)(2)(a) of the Act, or a chapter in such a monograph – together with copies of articles and the monograph;

5) confirmation of obtaining learning outcomes for qualifications at the level 8 of PQF, pursuant to the provisions of the Act of 22 December 2015 on the Integrated Qualification System that meet the conditions set out in § 10.

3. A doctoral dissertation shall be accompanied by an abstract in English, and a doctoral dissertation prepared in a foreign language shall also be accompanied by an abstract in Polish. If the doctoral dissertation is not a written work, a description in Polish and English shall be included. The last sentence of paragraph 1 shall apply respectively.

4. /repealed/

5. For multi-author publications, the condition referred to in paragraph 2(4) shall be considered to be met if the candidate's participation in the authorship of:

- 1) an article or a chapter in a monograph – is not less than 50%, with the number of points assigned to the participation being not less than 15, or
- 2) a monograph – is not less than 30%, with the number of points assigned to the participation being not less than 30.

6. The participation referred to in paragraph 5 shall be determined on the basis of the concurring statement of all authors, and the number of points shall be determined on the basis of the list of the minister responsible for higher education, compiled in accordance with the regulations issued pursuant to, respectively, Article 267(2)(2)(b) or Article 267(2)(2)(a) of the Act.

7. The Dean of the collegium shall forward the application referred to in paragraph 1, together with the attachments referred to in paragraph 2 and the documents referred to in § 4, to the Chairperson of the competent Academic Council within 14 days from the date of submission of the application by the candidate, subject to paragraphs 8 and 9. The Dean shall attach to the application a proposal for three candidates for reviewers and a proposal for the composition of the committee for the conduct and acceptance of the public defence of the doctoral dissertation referred to in § 13, and, for doctoral dissertations commenced by 30 September 2019, also a proposal for the composition of the doctoral examination committee.
8. In the case referred to in § 3(2), the Dean of the Doctoral School directs the application referred to in paragraph 1, together with the attachments referred to in § 9(2), to the Chairperson of the competent Academic Council, through the Dean of the relevant collegium.
9. If it is necessary to conduct the examination referred to in § 10(1)(3), the time limit referred to in paragraph 7 shall be calculated from the date the candidate takes this examination.

§ 10

1. The confirmation of the achievement of learning outcomes for qualifications at the level 8 of PQF, subject to § 4(4) and § 27a of this resolution, is:
 - 1) a confirmation of completion of the full educational programme for doctoral studies conducted under the provisions of the Act of 27 July 2005 – Law on Higher Education, made by the university in which these studies were carried out, or
 - 2) a confirmation of the completion of the full programme of training in a doctoral school, made by the university in which the training in the doctoral school was carried out – where the completion of the full cycle of training is understood to include the interruption of training in the doctoral school in connection with the submission of the doctoral dissertation, or
 - 3) passing the doctoral exam before a committee appointed by the Dean of the relevant SGH collegium.
2. The Dean of the relevant collegium shall appoint to the committee referred to in paragraph 1(3) at least three persons holding the academic degree of *doktor habilitowany* (associate professor) or the title of professor specialising in the subject matter of the exam.

3. The exam referred to in paragraph 1(3) shall be ordered by the Dean of the collegium in time to be conducted before the appointment of the doctoral dissertation reviewers. The substantive scope, including the subjects and form of the exam, is determined by the Vice-Rector in charge of academic degrees after consultation with the Deans of the collegia and is announced on the website of the Scientific Council Bureau and the bureaus of the collegia. The exam shall be held no earlier than 21 days from the date of providing the candidate with information on its form and scope. The exam may be conducted using electronic communication means that provide real-time transmission of defence between the participants and real-time multilateral communication in which the exam participants can speak in the course of the exam, with the necessary security rules. Detailed rules for conducting the exam using electronic communication means are determined by the Rector.

§ 11

1. /repealed/
2. /repealed/
3. /repealed/
4. The Chairperson of the competent Academic Council, upon receipt of the application with a set of attachments, subject to § 4(1a), shall include in the agenda of the next meeting of the Academic Council an item concerning the initiation of proceedings for the conferral of the doctoral degree, as referred to in Article 189 of the Act, and the appointment of reviewers of the doctoral dissertation. The meeting of the Academic Council on the matter referred to in the preceding sentence shall be held no later than 45 days after receipt of the dissertation; the months of July and August shall not be included in this period.

§ 12

1. The competent Academic Council shall appoint three reviewers of the doctoral dissertation from among persons who are not employed at SGH.
 - 1a. The reviewer may be a person who holds the academic degree of doktor habilitowany (associate professor) in the scientific field to which the doctoral dissertation relates, or the title of professor. A reviewer may also be an employee of a foreign higher education or research institution who does not satisfy the requirements referred to in the preceding sentence, provided that they are

deemed by the competent Academic Council to have considerable achievements in scientific questions being the subject of the doctoral dissertation.

2. If any of the reviewer candidates proposed by the Dean of the relevant collegium is not appointed, the Chairperson of the Academic Council shall request the Dean to present a different candidate(s). In the event that no appointment is made once again, the council shall appoint as a reviewer(s) a person(s) proposed by the Chairperson or a member of the Academic Council. The deadline for the submission of candidates, no less than 7 days but no more than 14 days, shall be set by the Chairperson of the Academic Council.
3. /repealed/
4. Reviewers shall prepare reviews of the doctoral dissertation within 2 months from the date of delivery of the dissertation to them. A model contract for the preparation of a review will be determined by the Rector by separate regulation. The review may be prepared in electronic form and submitted using electronic communication means.
5. The conclusion of the review is a statement that the doctoral dissertation meets the prerequisites or does not meet the prerequisites referred to in Article 187 of the Act. Reviewers may conclude that the doctoral dissertation should be revised. In the event of such a finding by at least two reviewers, the Chairperson of the competent Academic Council shall refer the dissertation for improvement, setting a deadline for submission of the revised dissertation. After submission of the revised dissertation, the Chairperson of the competent Academic Council shall forward it to the same reviewers for review. Failure to submit a revised dissertation within the prescribed time limit is tantamount to a waiver of the continuation of the proceedings and will result in their discontinuance. The discontinuance is carried out by the competent Academic Council.
6. /repealed/

§ 13

1. For the purpose of conducting and accepting the public defence of the doctoral dissertation, the competent Academic Council shall appoint a committee consisting of at least eight persons employed as professors or university professors conducting research activities in the discipline(s) that are the subject of the dissertation, at an employment rate of not less than half time.

2. The committee, including the Chairperson and the secretary, shall be appointed from among the staff of the collegium where the application for the award of the degree was made and, if necessary, from among the staff of other units. The committee does not include a supervisor or supervisors.

§ 14

1. A person who has received positive reviews from at least 2 reviewers and who has met the requirements set forth in the Act and this resolution may be admitted to the defence of the doctoral dissertation.
2. At the request of the candidate, with the approval of the Chairperson of the competent Academic Council, the defence of the doctoral dissertation may be held in a foreign language. The relevant application in this regard should be submitted by the candidate prior to the appointment of a committee for the conduct and acceptance of the public defence of the doctoral dissertation.
3. The decision on admission to the public defence is issued by the Chairperson of the competent Academic Council, specifying at the same time its date and the language in which the defence will be conducted, if it is a foreign language. The decision to deny admission to the defence may be appealed to the RDN.
4. The day and place of defence of the doctoral dissertation, no later than the date specified by the Chairperson of the Council, shall be set by the Chairperson of the committee referred to in § 13, notifying the candidate, the members of the committee and the Chairperson of the competent Academic Council through the bureau of the relevant collegium. Notification by e-mail to the e-mail addresses provided is acceptable. The bureau of the relevant collegium, which is in charge of organising the public defence, shall prepare an announcement, which shall be signed by the Chairperson of the committee and shall be made public no later than 10 days before the scheduled date of the defence on the School's website, taking into account the deadline specified in paragraph 5. The announcement shall include the name and surname of the doctoral student, the dissertation title, the names and surnames of the supervisor(s) or supervisor and assistant supervisor and reviewers, information on where to access the dissertation, reviews and abstract, and whether the defence will be recorded using audio and video recording devices, along with an appropriate information clause.
5. The Chairperson of the competent Academic Council, no later than 30 days before the scheduled date of defence of the doctoral dissertation, shall make available in

the Public Information Bulletin, hereinafter referred to as “BIP”, on the School’s website, the doctoral dissertation being a written thesis together with its abstract or a description of the dissertation not being a written thesis and reviews, subject to the provisions of the Act.

6. The defence of a doctoral dissertation is public – it may be attended by all interested persons with the right to speak and ask questions, but without the right to vote and participate in the classified part; the public nature of the defence does not apply to the defence of a doctoral dissertation referred to in Article 188(2) of the Act.
- 6a. The defence of the doctoral dissertation may be conducted using electronic communication means that provide for real-time transmission of the defence between its participants, as well as multilateral real-time communication in which the participants in the defence may speak in the course of the defence with the necessary security rules. Detailed rules for the conduct of such a dissertation defence shall be laid down by the Rector.
- 6b. In the case referred to in paragraph 6a, the announcement of the defence shall also include information on the address on the School’s website where interested parties may read the dissertation, as well as information on where they are to report to gain access to the team of defence participants.
7. The public defence of the doctoral dissertation shall be conducted in the following order:
 - 1) opening of the public defence by the committee Chairperson;
 - 2) supervisor’s presentation of the scientific profile of the doctoral student;
 - 3) doctoral student’s self-presentation of the doctoral dissertation summary;
 - 4) presentation of doctoral dissertation reviews by reviewers, and in the absence of a reviewer, the reading of the review by the committee Chairperson or a person designated by the Chairperson;
 - 5) a public discussion, during which members of the committee and other participants in the public defence may ask the candidate questions and make comments on the subject of the doctoral dissertation;
 - 6) the doctoral student’s response to the questions posed and reference to the comments made, including the reviewers’ comments. The candidate is allowed a short period of time (up to 10 minutes) to organise answers to questions and comments made;

- 7) the closed part of the defence, which may be attended only by the members of the committee, the supervisors, the assistant supervisor as well as the reviewers and the minute-taker, dedicated to the discussion of the public defence. At the end of the discussion, the Chairperson orders a secret vote of the committee members, including the reviewers, on whether to accept the public defence of the doctoral dissertation. The Chairperson then puts to a vote the draft resolution of the competent Academic Council on the awarding of the doctoral degree;
 - 8) making public the results of the vote.
8. The public defence of the doctoral dissertation shall be accepted if at least half of the members present at the meeting who are entitled to vote have voted in its favour. Failure to receive the required number of votes in favour is tantamount to refusal to accept the public defence of the doctoral dissertation. For a resolution to be valid, at least half of the committee members must be present.
 9. The public defence of the doctoral dissertation shall be recorded in minutes consisting of two parts: formal and substantive. The formal part includes the following:
 - 1) composition of the committee with confirmed attendance;
 - 2) results of voting on the resolutions;
 - 3) content of the committee's resolution to adopt a public defence;
 - 4) a draft resolution of the competent Academic Council on the award of the doctoral degree;
 - 5) opinion on the distinction of the dissertation (if the request for distinction was made by the reviewers in the review).The substantive part includes a description of the conduct of the public defence, including the questions asked and comments made as well as statements made by the doctoral student.
 10. The Chairperson of the committee shall immediately, but no later than within 21 days, transmit to the Chairperson of the competent Academic Council the resolution on the acceptance of the public defence of the doctoral dissertation and the minutes referred to in paragraph 9. The resolution and minutes shall be signed by the Chairperson of the committee and the secretary. The resolution and minutes may be prepared in electronic form with an electronic signature and delivered using electronic communication means.

11. In the event that at least 2 reviewers formulate in the review a motion to grant distinction to a doctoral dissertation, the Chairperson of the committee shall put the proposal for distinction of the dissertation to a vote of the committee. The proposal is approved and forwarded to the Chairperson of the competent Academic Council when at least 3/5 of the valid votes are cast in favour of the proposal. The absence of the required number of votes is tantamount to a refusal of the distinction and termination of the award procedure. The resolution on the distinction of the dissertation is adopted by the competent Academic Council by a majority of 3/5 valid votes.

§ 15

The degree of doctor shall be conferred on a person who fulfils the requirements set out in Article 186 of the Act and specified in this resolution.

§ 16

1. A person who has fulfilled the conditions referred to in § 15 shall be awarded the academic degree of doctor (*doktor*). The resolution shall be adopted by a simple majority in the presence of at least half of the statutory number of members of the competent Academic Council. The absence of the required number of votes in favour of the conferral of the doctoral degree is tantamount to the adoption of a resolution refusing to confer the degree. To the meeting of the competent Academic Council adopting resolutions in the proceedings for granting the doctoral degree, the Chairperson of the competent Academic Council shall invite the supervisor(s) and the reviewers, who may attend the meeting without the right to vote.
2. In cases where the body responsible for conferring the doctoral degree is the SGH Senate, those members of the Senate who are employed as professors or university professors shall participate in the vote. The resolution shall be adopted by a simple majority of votes in the presence of at least half of the statutory number of such members of the Senate.
3. The resolution on the awarding of the doctoral degree shall be immediately delivered to the candidate. The resolution on the refusal to confer a degree requires a detailed statement of reasons. The resolution shall at the same time constitute the decision on the conferral of the degree. The resolution shall be signed by the Chairperson of the competent Academic Council.

4. The resolution on the refusal to confer a doctoral degree may be appealed to the RDN through the competent Academic Council. The deadline for submitting appeals is 30 days after the resolution is served.
5. The Academic Council shall forward the appeal to the RDN with its opinion and the case file within 3 months from the date of the appeal.

Chapter III

Proceedings for the awarding of the academic degree of *doktor habilitowany* (associate professor)

§ 17

1. Proceedings for the awarding of the academic degree of *doktor habilitowany* (associate professor) shall be initiated upon application submitted to the SGH through the RDN. The Rector or the Vice-Rector in charge of academic degrees authorised by the Rector shall direct the application to the competent Academic Council, at the same time informing the Dean of the collegium in charge of the applicant's place of employment at SGH or, if the applicant is a person employed at another university, informing the Rector of the relevant university.
2. The requirements for the application are specified in the Act.
3. Within 4 weeks from the date of receipt of the application by the SGH, the competent Academic Council may refuse to approve the proceedings for the awarding of the academic degree of *doktor habilitowany* (associate professor) and return the application to the RDN. The deadline for processing an application submitted in June may be extended, by no more than two months.
4. The competent Academic Council shall make available through the Scientific Council Bureau, in the BIP, on the School's website:
 - 1) the applicant's application for the degree of *doktor habilitowany* (associate professor);
 - 2) information about the composition of the habilitation committee;
 - 3) reviews;
 - 4) information on the date, place and manner of the habilitation colloquium;
 - 5) a resolution containing an opinion on the conferral of the degree and the reasons for the decision to confer the degree or to refuse it.
5. The information referred to in paragraph 4(4) shall be made available no later than 10 days before the scheduled date for holding the habilitation colloquium.

§ 18

1. The competent Academic Council, within 6 weeks of receiving the information about the members of the habilitation committee appointed by the RDN, shall appoint the habilitation committee. In the case of information received in June, the deadline may be extended, by no more than two months. A model contract with a member of the habilitation committee shall be determined by the Rector by regulation.
2. The committee shall be composed of:
 - 1) four members appointed by the RDN, including the Chairperson and three reviewers;
 - 2) two members holding the degree of *doktor habilitowany* (associate professor) or the title of professor, employed at SGH, including the secretary;
 - 3) one reviewer holding the degree of *doktor habilitowany* (associate professor) or the title of professor and current scientific achievements and recognised reputation, including international reputation, who is not an employee of SGH.
3. Candidates for members of the habilitation committee, referred to in paragraph 2(2) to 2(3), shall be proposed by the Dean of the collegium having jurisdiction over the applicant's place of employment. If any candidate is not appointed, the Chairperson of the competent Academic Council shall ask the Dean to propose another candidate(s). In the event that, once again, the candidate(s) are not appointed in accordance with the procedure referred to in the preceding sentence, the Council shall appoint the person or persons proposed by the Chairperson or a member of the Academic Council. The deadline for the submission of candidates, no less than 7 days but no more than 14 days, shall be set by the Chairperson of the Academic Council. Candidates for the members of the habilitation committee referred to in paragraph 2(2) to 2(3), in the case of an applicant from outside SGH, shall be proposed by the Chairperson of the competent Academic Council.
4. The competent Academic Council shall elect by secret ballot the members of the committee referred to in paragraph 2(2) to 2(3), and then by resolution appoint the entire habilitation committee by voting on its entire composition (en bloc voting).
5. The duties of the Chairperson of the habilitation committee shall be to direct the work of the committee, including convening and chairing meetings of the committee, announcing the date and venue and chairing the habilitation

colloquium, presenting the results of the committee's work to the competent Academic Council, while the duties of the secretary shall be to prepare and submit to the competent Academic Council the documentation of the proceedings and to present, under the authority of the Chairperson, the results of the committee's work to the competent Academic Council.

6. A reviewer may also be an employee of a foreign higher education or research institution without the degree of *doktor habilitowany* (associate professor) or the title of the professor, provided that they are deemed by the RDN or the competent Academic Council to have considerable achievements within the scope of subject matter related to the achievements of the applicant for the degree of *doktor habilitowany*.
- 6a. A person who has failed to meet the deadline referred to in paragraph 7 twice in the last 5 years may not become a reviewer. The reviewer shall make a statement to that effect before the conclusion of the contract referred to in paragraph 7.
7. Reviewers, within 8 weeks from the date of delivery of the application to them, shall assess whether the scientific achievements of the applicant for the degree of *doktor habilitowany* meet the requirements set forth in Article 219(1)(2) of the Act, and prepare reviews. A model contract for the preparation of reviews shall be determined by the Rector by regulation. The review may be prepared in electronic form and submitted using electronic communication means.
8. The conclusion of the review is an unequivocal statement as to whether or not the candidate's assessed achievements meet the prerequisite referred to in Article 219 of the Act. In the case of a review prepared on the basis of outdated criteria and the absence of the conclusion referred to in the previous sentence, the Chairperson of the competent Academic Council shall refer it for revision. If the subsequent review does not take into account the comments made, this constitutes grounds for changing the reviewer and terminating the contract with the current one.
9. The secretary of the habilitation committee shall immediately forward the received reviews to the members of the habilitation committee. Transmission of the reviews may be carried out using electronic communication means.
10. /repealed/

§ 19

1. Upon receipt of the reviews referred to in § 18, the Chairperson of the habilitation committee, no later than 21 days after receipt of the last review, shall order a meeting of the committee, notifying its members and the Chairperson of the competent Academic Council. If the last review is received in June, the deadline may be extended, by no more than two months.
2. Before formulating an opinion on the conferral of the degree of *doktor habilitowany*, the habilitation committee shall conduct a habilitation colloquium on the scientific achievements of the candidate applying for the degree of *doktor habilitowany*. The habilitation colloquium is public, with the exception of the colloquium on achievements referred to in Article 219(3) of the Act. The provisions of, respectively, § 14(6) and § 14(6a) shall apply to the habilitation colloquium. The habilitation colloquium shall not be conducted if at least two reviewers have formulated negative reviews. In such a situation, the habilitation committee shall issue a negative opinion. At the request of the candidate, submitted to the Chairperson of the habilitation committee no later than 21 days before the scheduled date of the habilitation colloquium, the habilitation committee may agree to conduct the colloquium in a foreign language.
- 2a. The habilitation colloquium is conducted in the following order:
 - 1) self-presentation of scientific achievements by the habilitation candidate;
 - 2) presentation of reviews by the reviewers or reading of reviews in the absence of a reviewer;
 - 3) asking questions by members of the habilitation committee and other participants in the colloquium;
 - 4) the habilitation candidate's answers to the questions posed;
 - 5) /repealed/
 - 6) /repealed/
3. After the completion of the habilitation colloquium, the committee, at its meeting, holds a discussion on the assessment of the habilitation candidate's achievements, taking into account the submitted documentation, as well as the proceedings of the habilitation colloquium. Then, in an open vote, it adopts a resolution containing the opinion on the conferral of the degree of *doktor habilitowany*. The resolution is adopted by a simple majority in the presence of at least 6 members of the habilitation committee. The absence of the required

number of votes for a positive opinion is tantamount to the adoption of a resolution to issue a negative opinion. The resolution shall be signed by the Chairperson and secretary of the habilitation committee. The resolution may be signed using electronic signatures. At the request of an applicant for the degree of *doktor habilitowany*, the committee shall adopt a resolution by secret ballot. The habilitation candidate shall submit a request to this effect, if relevant, with the documents for the initiation of the habilitation procedure. If at least two reviewers have formulated negative reviews, the committee shall issue a negative opinion.

4. The habilitation committee, within 6 weeks from the date of receipt of the review, shall transmit to the competent Academic Council the resolution referred to in paragraph 3, together with the justification, the minutes of the habilitation colloquium, the minutes of the meeting of the habilitation committee containing the results of the vote on the opinion and the documentation of the proceedings on the conferral of the degree of *doktor habilitowany*. If the last review is received in June, the deadline may be extended, by no more than two months.
5. The resolution referred to in paragraph 3 may be prepared in electronic form and transmitted using electronic communication means.

§ 20

1. The degree of *doktor habilitowany* shall be conferred on a person who meets the requirements set forth in Article 219 of the Act.
2. On the basis of the resolution referred to in § 19(3), the competent Academic Council, within one month from the date of its receipt, shall either confer or refuse to confer the degree of *doktor habilitowany*. The competent Academic Council shall refuse to confer a degree if the opinion referred to in § 19(3) is negative. The absence of the required number of votes for the conferral of the degree of *doktor habilitowany* is tantamount to the adoption of a resolution refusing to confer the degree. At the meeting of the competent Academic Council adopting a resolution on the conferral of the degree of *doktor habilitowany*, the Chairperson of the competent Academic Council shall invite the members of the habilitation committee, who may attend the meeting without the right to vote.
3. The resolution of the relevant Academic Council on the awarding of the degree of *doktor habilitowany* is also an administrative decision. Resolution on the refusal to confer the degree requires justification. The resolution shall be signed by the Chairperson of the competent Academic Council.

4. The resolution referred to in paragraph 2 shall be immediately delivered to the applicant.
5. The decision to refuse to confer the degree of *doktor habilitowany* may be appealed to the RDN through the appropriate Academic Council. The deadline for submitting appeals is 30 days after the resolution is served.
6. The competent Academic Council shall forward the appeal to the RDN with its opinion and the case file within 3 months from the date of the appeal.

Chapter IV

Fees for proceedings and conditions and procedure for exemption from the fee

§ 21

1. A person who applies for the awarding of the academic degree of *doktor* (doctoral degree) or *doktor habilitowany* (associate professor) shall pay the fee for conducting the proceedings in this case, as specified in the candidate's contract.
2. The fee is paid to the School's bank account indicated in the contract.
3. The amount of fees may not exceed the cost of the proceedings, taking into account, in particular the salary costs of the supervisor(s), assistant supervisor and reviewers, members of the habilitation committee, as appropriate.
4. The fee calculation takes into account:
 - 1) the amount of salaries as specified in Article 184 of the Act, as well as the public charges due on such salaries, which are an expense of the School;
 - 2) average costs of business trips of persons referred to in paragraph 3, related to the proceedings, including accommodation costs;
 - 3) administrative costs of the proceedings, including the mark-up of indirect costs.
5. The fee shall not be charged to an applicant for a doctoral degree who has completed training at the SGH Doctoral School.
6. In the case of an academic teacher or researcher, the costs of the proceedings shall be borne by the employing university, Polish Academy of Sciences (PAN) institute, research institute or international institute. The School shall conclude a contract for payment of legal expenses with the institutions referred to in the preceding sentence.
7. The fee can also be taken over for an individual by another individual or legal entity, as well as an unincorporated organisational unit, including the candidate's employer. In this case, the University shall enter into a tripartite agreement with the candidate and the party covering the costs of the proceedings.

8. The Rector shall determine by separate regulation:
 - 1) a model of the cost calculation necessary to determine the amount of the proceedings fee;
 - 2) the amount of fees for the proceedings;
 - 3) model agreements referred to in this paragraph, taking into account the possibility of increasing the fees in the event of an increase in the salary costs referred to in Article 184 of the Act.

§ 22

1. In justified cases, the Rector may waive the fee referred to in § 21, in full or in part.
2. The application for exemption from the fee shall be addressed by the candidate to the Rector, through the Dean of the relevant collegium. The Dean shall forward the application to the Rector within 7 days of its receipt, together with their opinion.
3. The Rector shall decide on the exemption from the fee within 30 days of receiving the application. A negative decision requires justification. The decision of the Rector is final. The decision shall be immediately delivered to the applicant.
4. Within 14 days of receiving the Rector's decision, the applicant may submit to the Rector a request for reconsideration of the case; the provisions of paragraph 2 shall apply accordingly.

§ 23

1. The Rector may waive part of the fee in particular in the case of:
 - 1) difficult life situation;
 - 2) difficult material situation, if the per capita income in the applicant's family, calculated in accordance with the principles set out in Article 88 of the Act, does not exceed 1.5 of the amount of income entitling to family benefits as referred to in the regulations on family benefits;
 - 3) when the candidate is an SGH employee who is not an academic teacher;
 - 4) when the candidate is an employee of a university or other research institution with which SGH has a cooperation agreement.
2. The Rector may waive the fee in full notably in the case of:
 - 1) a particularly difficult life situation, including serious illness of the candidate or their dependant;
 - 2) a very difficult material situation, if the per capita income in the applicant's family, calculated according to the rules set forth in Article 88 of the Act, does

not exceed the amount of income entitling to family allowance, as referred to in the regulations on family benefits;

3) when the candidate is an employee of a university or other research institution with which SGH has concluded an agreement on scientific cooperation.

3. The Rector decides on the fee exemption, taking into account in particular the circumstances referred to in paragraphs 1 and 2 and the financial capacity of the School.

Chapter V

Final and transitional provisions

§ 24

The Rector will issue a regulation specifying model contracts with the supervisor, assistant supervisor, reviewer, member of the habilitation committee and the matters referred to in § 21(8) by 15 October 2019.

§ 25

The persons who have completed a doctoral programme at SGH conducted under the existing regulations shall not pay the fees for the conduct of proceedings referred to in § 21.

§ 26

The number of doctoral dissertations supervised by a supervisor or assistant supervisor referred to in § 7(4) does not include those dissertations supervised before 1 October 2019.

§ 27

Doctoral dissertations initiated by 30 April 2019 and not completed before the entry into force of this Resolution, shall be conducted on the basis of the existing regulations, but no longer than until the date specified in Article 179(4)(2) of the Act of 3 July 2018 – Provisions introducing the Act – Law on Higher Education and Science (Journal of Laws, item 1669, as amended). Activities in doctoral dissertation and habilitation proceedings as of 1 October 2019 shall be continued, including by electronic communication means, by the competent Academic Councils, subject to § 28. The provisions of § 12(1) and (2), § 13, § 14 apart from paragraph 1, shall apply accordingly, except that in a doctoral dissertation two reviewers shall be appointed from among persons who are not employed at SGH.

§ 27a

/repealed/

§ 28

1. For the period from 1 October to 31 December 2019, the Senate is the body competent to confer degrees at SGH. During this period, the provisions of this resolution regarding Academic Councils shall apply respectively to the Senate, and those relating to the Chairperson of the Academic Council shall apply respectively to the Rector.
2. Activities in doctoral dissertation or habilitation proceedings performed by the Senate and not completed by 31 December 2019 shall be continued by the competent Academic Council.
3. In doctoral dissertations initiated by 30 April 2019, the commission referred to in § 13(1) and (2), including its Chairperson and secretary, shall be appointed, as a rule, from among the employees of the collegium where the application for the initiation of the proceedings for the conferral of a degree was submitted who are members of the competent Academic Council.
4. Ad hoc Senate committees appointed by the Senate to conduct the public defence of the doctoral dissertation and prepare recommendations to the Senate shall continue to perform the tasks assigned to them even after 31 December 2019. The recommendations of these committees shall be forwarded to the competent Academic Council and shall form the basis for the resolution of this council on the acceptance of the public defence of the doctoral dissertation.
5. In the case of the formulation in a doctoral dissertation initiated before 1 May 2019 by at least one reviewer of a proposal to grant distinction to a doctoral dissertation, the Chairperson of the competent Academic Council shall put the proposal to grant distinction to the dissertation to a vote. The resolution to award the dissertation shall be adopted by the competent Academic Council by a majority of 3/5 of the valid votes cast.

§ 29

The Resolution shall enter into force on 1 October 2019.

Legal status in force as of 19 March 2025.

Appendix to Resolution No. 330 of the Senate of the SGH Warsaw School of Economics of 27 September 2023

List of certificates and diplomas attesting knowledge of a modern foreign language

1. Certificate of proficiency in a foreign language issued by National School of Public Administration (KSAP) as a result of a linguistic verification procedure.
2. Certificates/certification of language proficiency at least at the B2 level on the global scale of language proficiency according to the “Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR) – European Framework of Reference for Languages: learning, teaching, assessment (ESL)”:
 - 1) certification confirming the level of language proficiency issued by the Foreign Language Centre (CNJO) of the SGH Warsaw School of Economics;
 - 2) certificates issued by institutions in the Association of Language Testers in Europe (ALTE) – ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
 - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
 - b) Diplôme d’Étude en Langue Française (DEL F) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSL CF), Diplôme Supérieur d’Etudes Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
 - c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches

- Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),
- d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),
 - e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
 - f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),
 - g) Nederlands als Vreemde Taal/Dutch as a Foreign Language (CNaVT) – Profiel Professionele Taalvaardigheid (PPT) (B2)/Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2-II) (B2)/Dutch as a Second Language II (NT2-II) (B2),
 - h) Prøve i Dansk 3 (B2), Studieprøven (C1),
 - i) Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovene on the Advanced Level (C1);
- 3) certificates of the following institutions:
- a) Educational Testing Service (ETS) – in particular: Test of English as a Foreign Language (TOEFL) – at least 87 pts in an Internet-Based Test (iBT); Test of English as a Foreign Language (TOEFL) – at least 180 pts in a Computer-Based Test (CBT) plus at least 50 pts from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) – at least 510 pts in a Paper-Based Test (PBT) plus at least 3.5 pts from the Test of Written English (TWE) and at least 50 pts from the Test of Spoken English (TSE); Test of English for International Communication (TOEIC) – at least 700 pts; Test de Français International (TFI) – at least 605 pts,
 - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),

- c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute – in particular: English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) – “Communicator”, “Expert”, “Mastery” levels; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business – Stage B “Communicator”, Stage C “Expert”, Stage C “Mastery”; English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2,
- d) Edexcel, Pearson Language Tests, Pearson Language Assessments – in particular: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board – in particular: London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2 – “Pass with Credit”, “Pass with Distinction” levels,
- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia – in particular: International English Language Testing System IELTS – above 6 pts,
- g) Chambre de commerce et d’industrie de Paris (CCIP) – in particular: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,

- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) – in particular: Prüfung Wirtschaftsdeutsch International (PWD) (C1),
 - i) Kultusministerkonferenz (KMK) – in particular: Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder – KMK (B2/C1),
 - j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) – in particular: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) – B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),
 - k) Hochschulrektorenkonferenz (HRK),
 - l) Società Dante Alighieri – in particular: PLIDA B2, PLIDA C1, PLIDA C2,
 - m) Università degli Studi Roma Tre – in particular: Int.It (B2), IT (C2),
 - n) Università per Stranieri di Siena – in particular: Certificazione d’Italiano come Lingua Straniera CILS Due B2, Certificazione d’Italiano come Lingua Straniera CILS Tre C1, Certificazione d’Italiano come Lingua Straniera CILS Quattro C2,
 - o) Pushkin State Russian Language Institute (Pushkin Institute),
 - p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
 - q) Univerzita Karlova v Praze,
 - r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca – centrum pre slovenčinu ako cudzí jazyk,
 - s) Univerzita Komenského v Bratislave; Centrum d’alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
 - t) Council for the Coordination of Foreign Language Proficiency at the University of Warsaw;
- 4) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH – in particular: B2 Certificate in English – advantage, B2 Certificate in English for Business Purposes – advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones

Profesionales (B2), telc Español B2; Certificato Superiore d'Italiano (B2), telc Italiano B2; telc Русский язык B2.

3. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) – HSK level (Advanced).
4. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate – level 1 (Advanced).
5. Diplomas of completion of:
 - 1) higher education in foreign philology or applied linguistics;
 - 2) teachers' college of foreign languages;
 - 3) National School of Public Administration (KSAP).
6. A document issued abroad attesting to the award of an academic title or degree or a degree or title in an artistic field, with the language of instruction in the institution being recognised.
7. A document confirming the completion of higher education or postgraduate studies abroad or in the Republic of Poland – the language of instruction is recognised if the language of instruction was a foreign language only.
8. Foreign-issued document recognised as equivalent to a high school diploma – the language of instruction is recognised.
9. International Baccalaureate Diploma.
10. European Baccalaureate.
11. Certificates of ministerial examinations:
 - 1) at the Ministry of Foreign Affairs;
 - 2) at the office serving the minister competent for economy, Ministry of Foreign Economic Cooperation, Ministry of Foreign Trade, Ministry of Foreign Trade and Maritime Economy;
 - 3) at the Ministry of National Defence, level 3333, level 4444 per STANAG 6001.
12. Certificate issued by the National School of Public Administration (KSAP) confirming qualifications for work as a high-level official.
13. A document certifying entry into the list of sworn translators and interpreters in the Republic of Poland or a document confirming the qualifications of a sworn translator in another member state of the European Union, a member state of the European Free Trade Agreement (EFTA) – a party to the Agreement on the European Economic Area or in the Swiss Confederation.