

TEMPLATE

Information on the terms and conditions of admission to the Doctoral School
in SGH Warsaw School of Economics
in the academic year 2019/2020

1. General information:

- 1) The Doctoral School is run in SGH Warsaw School of Economics (SGH);
- 2) SGH holds the right to confer the scientific degree of *doktor* of
sciences in the following fields:
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 - ;
- 3) time period of education in the Doctoral School of SGH - 8 semesters.
- 4) general limit of places: persons;
- 5) limits in particular education programmes:
 - a) Economics with instruction in English persons,
 - b) Economics persons,
 - c) Finance persons,
 - d) Management and Quality persons
 - e) Politics and Administration persons;
- 6) minimum number of points required of the applicant in the admission procedure
.....;
- 7) at a grounded request of the applicant, the Dean of the Doctoral School may agree to
conduct the qualification interview using the vision and sound transmitting electronic
communication media.

2. Required documents

- 1) personal information form - a print-out from ISR;
- 2) application for admission (stating the preferred education programme);
- 3) diploma or copy of the diploma of completion of a long cycle graduate programme, or a
second cycle programme with instruction in Polish or in a foreign language or an
equivalent diploma or for persons stipulated in art. 186.2 of the PSWiN act a diploma of
completion of a first cycle programme or a document confirming the completion of the
third year of a long cycle graduate programme;
- 4) if the diploma has been issued by a foreign university, a document stating recognition of
this diploma by the Polish National Agency for Academic Exchange should be submitted;

- 5) CV including scientific achievements (in particular publications, participation in scientific conferences, awards and distinctions, internships);
- 6) cover letter presenting the scope of applicant's scientific interests;
- 7) Research Proposal (stating the preferred field of science);
- 8) certificate or another document confirming proficiency in a modern foreign language at a minimum of B2 level; for programmes with instruction in English a certificate or another document confirming proficiency in this language at C1 level; for foreign applicants intending to start a programme with instruction in Polish a certificate or another document confirming proficiency in this language at C1 level;
- 9) opinion on the research competences of the applicant issued by an independent research worker complying with the necessary conditions required from a supervisor pursuant to the act;
- 10) for candidates holders of the first cycle programme completion diploma or a document stating the completion of the third year of a long cycle graduate programme - documents stating the highest quality of scientific achievements;
- 11) date of document submission:..... .

3. Description of the admission procedure:

- 1) the admission procedure shall be conducted by the Admission Board:
- 2) the admission procedure shall consist of two stages:
 - a) the first stage of admission consists of assessment of the content of the documents submitted by the applicant - this stage takes place without applicant's participation,
 - b) the second stage of the admission procedure shall be a structured qualification interview with the applicant;
- 3) criteria of assessment and scores for particular criteria:
 - a) assessment in the qualification interview points,
 - b) Research Proposal points,
 - c) scientific achievements, including scientific publications - articles, book chapters, papers at scientific conferences points,
 - d) implementation of research projects points,
 - e) opinion on the research competences of the candidate issued by an independent research worker complying with the conditions required of a supervisor pursuant to the act points,
 - f) documents confirming the highest quality of scientific achievements - for applicants holders of the first cycle programme completion diploma or a document stating the completion of the third year of a long cycle graduate programme points,

- g) grade on the diploma of higher education, where the number of points awarded to a grade is the higher the closer the field of study is to the area of education in the Doctoral School points, including:
- diploma of higher education points,
 - diploma of higher education in social sciences (economics and finance, political and administration sciences) points (should a candidate submit more than one diploma of higher education, the points shall only be awarded one time - for the diploma which can score the highest number of points);
- 4) the Admission Board shall qualify applicants to be entered in the list of doctoral candidates of the Doctoral School according to the ranking established in the qualification procedure within the limit of places accounting for the minimum number of points required for admission established by the Board;
- 5) if two or more applicants receive the same number of points making them eligible for being put on the list of doctoral candidates and at the same time the available limit of places does not allow for such admissions, the Board Chair shall turn to the Rector to increase the available limit of places;
- 6) the time of publishing the results of the admission procedure: ;
- 7) the place of publishing the results of the admission procedure:
- SGH Warsaw School of Economics
.....
ul.
.....-..... Warszawa
room No.
and/or website: www.sgh.waw.pl;
- 8) persons who have been qualified to be put on the list of doctoral candidates shall be obliged to appear in the place and time indicated by the Admission Board in order to deal with all the admission formalities;
- 9) the date of starting education in the Doctoral School