Annex 2 to SGH Senate Resolution No. 466
of 17 April 2019

TEMPLATE

Minutes of the Admission Board meeting of (date) ............. with a purpose to conduct the first stage of the admission procedure to the Doctoral School in SGH Warsaw School of Economics

On (date) ........................................ a meeting of the Admission Board appointed by the Rector took place, sitting as:
Chair: ..............................................................
Vice Chair: ..........................................................
Members: ..........................................................
Doctoral Candidates' Representative: .............................................
Secretary: ..........................................................

The Admission Board carried out an assessment of the content of the documents submitted by the following applicants:
1. ........................................................................
2. ........................................................................
3. ........................................................................

Criteria of assessment and scores in particular criteria:
1) Research Proposal ............... points;
2) scientific achievements, including scientific publications - articles, chapters in books, papers at scientific conferences .......... points;
3) implementation of research projects ............ points;
4) opinion on the research competences of the applicant issued by an independent research worker complying with the requirements stipulated in the act ................. points;
5) documents stating the highest quality of research achievements - for applicants holders of the first cycle programme completion diploma or a document confirming
the completion of the third year of a long cycle graduate programme ............ points;

6) grade on the higher education diploma, where the grade is awarded the more points in the admission procedure, the closer the field of the completed programme is to the field of education in the Doctoral School ........ points, including:
   a) diploma of higher education ............ points;
   b) diploma of completion of a programme in the discipline of social sciences (economics and finance, political and administration sciences, management and quality sciences) ........ points.

Should an applicant submit more than one diploma of higher education, the points shall be awarded one time - for the diploma which can score the highest number of points.

Based on the adopted criteria the Board has established a list of persons qualified for the second stage of the admission procedure (points scored in each criterion shall be published next to the name).

1. ........................................
2. ........................................
3. ........................................

and a list of persons who have not been qualified for the second stage of the qualification procedure (points scored in each criterion shall be published next to the name).

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Board Chair ............................................................
Secretary .............................................................
Minutes of the Admission Board meeting of (date) .......... with a purpose to conduct the second stage of the admission procedure and qualify the applicant for the list of doctoral candidates in the Doctoral School in SGH Warsaw School of Economics

On (date) .............................................. a meeting of the Admission Board appointed by the Rector took place, sitting as:
Chair: ..............................................................
Members: ..............................................................
Doctoral Candidates' Representative: ..............................................................
Secretary: ..............................................................

The Admission Board has conducted structured qualification interviews with the following applicants:
1. ..............................................................
2. ..............................................................
3. ..............................................................

List of persons who received the following scores in the interviews:
1. ...............  
2. ............... 

Having conducted the first and second stage of the admission procedure, in connection with the adopted general limit of places of ............... persons, including the limits of places 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;
and the established minimum number of points of ............... required from the applicant
in the admission procedure, the following list of persons qualified for the list of doctoral candidates in particular education programmes has been established:

1. Economics with instruction in English:
   1) ................ (provide individual scores in various criteria) ............ Total ............. points

List of persons not qualified for the list of doctoral candidates:

1. ................ (provide individual scores in various criteria) ............ Total ............. points

Board Chair ............................................................
Board Secretary ............................................................
Minutes of the Admission Board meeting of (date) ............ with a purpose to put applicants on the list of doctoral candidates starting education in the Doctoral School in SGH Warsaw School of Economics in the academic year 2019/2020.

On (date) ..................... a meeting of the Admission Board appointed by the Rector took place, sitting as:

Chair: ...............................................................
Vice Chair: ...............................................................
Members: ....................................................................
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Doctoral Candidates’ Representative: ...............................................................
Secretary: ........................................................................

As a result of the conducted by the Admission Board first and second stage of the admission procedure to the Doctoral School in SGH Warsaw School of Economics the following persons have been qualified for the list of doctoral candidates in particular education programmes:

1. Economics with instruction in English:
   1)........ (name and surname, no score)
   2) ........

2. Economics:
   1)........ (name and surname, no score)
   2) ........

Having complied with the necessary formalities required to put applicants on the list of doctoral candidates, pursuant to SGH Senate Resolution No. 466 of 17 April 2019 on the terms and conditions of admission to the Doctoral School in SGH Warsaw School of Economics in the academic year 2019/2020, the following persons
have been put on the list of doctoral candidates in particular education programmes to begin education in the Doctoral School in SGH Warsaw School of Economics in the academic year 2019/2020:

1. Economics with instruction in English:
   1) ........ (name and surname, no score)
   2) ........

2. Economics:
   1) ....... (name and surname, no score)
   2) ........

Board Chair ..............................................................
Secretary ...............................................................