

## **SGH Senate Resolution**

**No. 466**

**of 17 April 2019**

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

Pursuant to art. 200 of the act of 20 July 2018 - the Law on Higher Education and Science (Journal of Laws item 1668, as amended) it is resolved as follows:

### **Chapter 1**

#### General provisions

##### § 1

1. The resolution provides for the terms and conditions of admission to the Doctoral School at SGH Warsaw School of Economics in the academic year 2019/2020.
2. Whenever the resolution refers to:
  - 1) the Dean - it should be understood as the Dean of the Doctoral School;
  - 2) ISR - it should be understood as the On-line Registration System of the Doctoral School;
  - 3) the Board - it should be understood as the Admission Board running admissions to the Doctoral School;
  - 4) NAWA - it should be understood as the Polish National Agency for Academic Exchange;
  - 5) the education programme - it should be understood as the education programme of the Doctoral School approved by SGH Senate;
  - 6) the Board Chair - it should be understood as the chairperson of the Admission Board;
  - 7) the Rector - it should be understood as the University Rector;
  - 8) the studies - it should be understood as education in the Doctoral School;
  - 9) the Doctoral School - it should be understood as the Doctoral School of SGH Warsaw School of Economics;
  - 10) the University or SGH - it should be understood as SGH Warsaw School of Economics;

- 11) the PSWiN law - it should be understood as the act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws item 1668, as amended).
3. Admissions to the Doctoral School shall be run by the Board.
  4. The general limit of admissions to the Doctoral School, including the limits for particular programmes, shall be established by the Rector at the Dean's request.
  5. The Rector, at the Dean's request, shall announce by way of a decision the start of admissions to the Doctoral School and its particular programmes.
  6. Should the limit of places not be filled after running admission, the Rector shall decide:
    - 1) to end admission, or
    - 2) to run supplementary admission.
  7. The supplementary admission shall be conducted on the terms applied in the basic admission.

## § 2

1. Admission to the Doctoral School shall be conducted in two stages.
2. The first stage of admission shall consist of assessment of the content presented in the documents submitted by the applicant and qualifying the applicant to take part in the second stage of admission. This stage shall be run without applicant's participation.
3. The second stage of admission shall be a structured interview with the applicant.

## § 3

A template of the information on the terms and conditions of admission to the Doctoral School in the academic year 2019/2020 is to be found in Annex 1 to the resolution.

## **Chapter 2**

### Admission Board

## § 4

1. The Board shall be composed of:
  - 1) the Dean of the Doctoral School as the Board Chair;
  - 2) Doctoral School's Vice Rector as the Board Vice Chair;
  - 3) three members representing the field of management and quality;
  - 4) three members representing the field of political and administration science;

- 5) three members representing the field of economics and finance;
  - 6) two representatives of doctoral candidates.
2. The Rector shall appoint the Board secretary by choosing one administrative employee of the organisational unit providing support to the Doctoral school.
  3. The Rector, at the Dean's request, shall appoint, by way of the Chair's decision, the Vice Chair and the remaining Board members, including doctoral candidates' representatives from among the candidates proposed by the Doctoral Candidates Board. The composition of the Board shall be announced by the Rector in a way adopted by the University, posting the relevant information also on the University website.

## § 5

1. Board's tasks shall involve:
  - 1) running the admission procedure;
  - 2) determining the way of assessing applicants, including the scores for particular elements subject to assessment, both in the first and second stage, and a minimum number of points required of the applicant in the admission procedure in order to be admitted to the Doctoral School;
  - 3) informing applicants of the way of assessment used in the admission procedure;
  - 4) advising applicants of the date and place of conducting qualification interviews by posting this information on the University website and sending it to the e-mail address indicated by the applicant at least seven days before the scheduled date of the interview;
  - 5) qualifying the applicant to be put on the list of doctoral candidates;
  - 6) making a decision of putting the applicant on the list of doctoral candidates or refusing to put the applicant on the list of doctoral candidates;
  - 7) announcing admission results;
  - 8) preparing the administrative decision stipulated in art. 323.1.6 of the PSWiN act and passing it to the Rector for signing, should a decision of putting an applicant on the list of doctoral candidates be made in reference to an applicant being a foreigner;
  - 9) issuing opinions on the applications for reconsidering the case in the admission procedure submitted by applicants to the Rector.
2. Decisions and verdicts of the Board stipulated in section 1.6 shall be signed by all members taking part in the decision making process. The Board may, by way of a

resolution, authorise the Chair to sign verdicts and decisions on behalf of its members. Other resolutions of the Board shall be signed by the Chair.

#### § 6

1. Board resolutions shall be passed with an ordinary majority of votes of the full Board composition.

Should the number of votes be split equally, the Chair shall have a casting vote.

2. Board meetings shall be recorded in the form of minutes. The minutes shall be signed by the Board Chair and the secretary.

### Chapter 3

#### Admission procedure

#### § 7

1. The applicant entered into the admission procedure should hold:
  - 1) a professional title of *magister*, *magister inżynier* or its equivalent;
  - 2) a diploma of higher education from a first cycle programme or a document certifying the completion of the third year of a long cycle graduate programme - applicable to person stipulated in art. 186.2 of the PSWiN act.
2. Applicants registration shall be made using ISR available on the University website.
3. Correct applicant's registration in ISR shall be a necessary condition for starting his/her admission procedure.
4. A person who in the academic year 2019/2020 will be a participant of a doctoral programme started pursuant to the act of 27 July 2005 - the Law on Higher Education (Journal of Laws item 2183, as amended), may not be put on the list of doctoral candidates of the Doctoral School.
5. At a well-grounded request of the applicant the Dean may give consent to the interview being conducted using the vision and sound transmitting media of electronic communication.

#### § 8

1. SGH shall process the following personal data of applicants to the Doctoral School:
  - 1) name and surname;
  - 2) date and place of birth;
  - 3) domicile address;
  - 4) correspondence address;
  - 5) name of the accomplished major;

- 6) profile and field to which the major belongs, and if the major belongs to more than one field - the leading field;
  - 7) result at University graduation;
  - 8) form of study;
  - 9) professional title and date of obtaining it;
  - 10) telephone number;
  - 11) e-mail address.
2. A Doctoral School applicant shall submit the following documents (originals of the documents stipulated in point 2, 5-7 and 9 and originals or certified by the employee of the University organisational unit providing support to the Doctoral School photocopies of documents stipulated in point 3, 4, 8 and 10):
- 1) personal information form - a printout from ISR
  - 2) application for admission to the Doctoral School (specifying the preferred education programme);
  - 3) diploma or diploma copy of a long cycle graduate programme, or second cycle programme with instruction in Polish or a foreign language, or an equivalent diploma, for persons mentioned in art. 186.2 of the PSWiN act, a diploma of completion of a first cycle programme or a document stating the completion of the third year of a long cycle graduate programme;
  - 4) for diplomas issued by foreign universities a document stating recognition of the foreign diploma by NAWA should be submitted;
  - 5) CV including scientific achievements (particularly publications, participation in scientific conferences, awards and distinctions, internships);
  - 6) cover letter detailing the scope of scientific interests of the applicant;
  - 7) research proposal (including the preferred field of study);
  - 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 applicants being foreigners and applying to programmes 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 conditions required of a supervisor pursuant to the PSWiN act;

- 10) for applicants holders of a diploma of completion of a first cycle programme or a document stating the completion of the third year of a long cycle graduate programme - documents stating the highest quality of their scientific achievements.
3. The candidate shall be obliged to immediately inform the Board of any changes made to his/her personal data that may be vital in the admission procedure, particularly the name, surname, domicile address and correspondence address. Should this obligation of informing about a change to the domicile or correspondence address be not obeyed, serving any documents or decisions onto the currently known address shall be legally effective.
4. An applicant qualified for being put on the list of doctoral candidates of SGH Warsaw School of Economics shall be obliged to submit in writing the following statements:
- 1) a statement that the Doctoral School of SGH is the only doctoral school he/she will attend;
  - 2) a statement that he/she holds (does not hold) a doctor's degree, and that should the information of holding a doctor's degree be not disclosed, the applicant undertakes to return the unlawfully obtained doctoral scholarship money;
  - 3) a statement that he/she is not employed as an academic teacher or research worker,  
subject to the circumstances provided for in art. 209.10 in the second sentence of the PSWiN act.
5. Statements mentioned in section 4 should be submitted not later than on 16 September 2019. In the event of a failure to submit the statements stipulated in section 4.1 and 3 in the required time, the admission procedure of the applicant shall be discontinued.

## § 9

1. The qualification criteria for applicants in the admission procedure shall be:
- 1) assessment in the interview;
  - 2) research proposal;
  - 3) scientific achievements, including scientific publications - articles, chapters in books, papers in scientific conferences;
  - 4) implementation of scientific projects;

- 5) opinion of the applicant's research competences issued by an independent research worker complying with the conditions required of the supervisor and provided for in the PSWiN act;
  - 6) the highest quality of scientific achievements confirmed by the relevant documents - for applicants holders of a first cycle programme completion diploma or a document confirming the completion of the third year of a long cycle graduate programme;
  - 7) grade in the diploma of higher education and this grade shall be awarded the more points in the admission procedure, the closer the field of the programme accomplished is to the field of education offered by the Doctoral School.
2. The Board shall determine the maximum number of points awarded in particular criteria stipulated in section 1.

#### § 10

The results of the admission procedure shall be open to public.

#### § 11

1. Pursuant to the results achieved by individual applicants in the admission procedure, a ranking list of applicants to the Doctoral School shall be made within the previously established limit of places.
2. The ranking list mentioned in section 1 shall be announced immediately by drawing it up in front of the University organisational unit providing support to the Doctoral School or posting it on the University website. The list shall include the names and surnames of applicants and the total number of points scored.

#### § 12

The process of two subsequent stages of the admission procedure shall be recorded by the Board in the form of minutes in two counterparts. Templates of the minutes are to be found in Annex 2 to the resolution.

### **Chapter 4**

Decisions of the Admission Board made  
about the applicant in the course of the admission procedure

#### § 13

1. The Board shall qualify the applicant to be put on the list of doctoral candidates. The applicant shall be advised thereof via electronic mail.

2. The Board shall issue a decision to put applicants on the list of doctoral candidates of the Doctoral School following the ranking established in the course of the admission procedure, within the limit of places and accounting for the minimum number of points required for admission.
3. Should two or more applicants receive the same number of points making them eligible for being entered into the list of doctoral candidates and should the limit of places not allow this, the Board Chair shall turn to the Rector for increasing this limit accordingly.

#### § 14

After obtaining Rector's approval, pursuant to § 13.3, the Board shall decide to put the additional number of applicants on the list of doctoral candidates in compliance with the rules outlined in § 11.

#### § 15

1. Board's decision to put applicants on the list of doctoral candidates or a decision to deny admission shall be served onto the applicant in writing at the acknowledgement of receipt, if the decision is sent by post - by a registered letter or at an acknowledgement of receipt.
2. Board's decision denying admission may be appealed to the Rector for reconsideration within 14 days of its service.
3. The only basis for reconsidering the matter may be a breach of terms and conditions of the admission procedure.
4. Having received the request for reconsidering the matter, the Rector may turn to the Board for opinion. Rector's decision shall be final. It can be appealed to the administrative court of the relevant jurisdiction in Warsaw.

#### § 16

To the admission procedure in the scope not provided for by the PSWiN act or by the resolution, the Code of administrative Procedure shall apply.

#### § 17

The resolution shall become effective as of the date of passing.