

Resolution No. 135

of SGH Senate

of 12 April 2017

on the terms and conditions of admission to the first year of
the full-time and part-time doctoral programmes (third cycle programmes) with
instruction in a foreign language
at the Warsaw School of Economics in the academic year 2017/2018

Pursuant to art. 196.2 of 27 July 2005 - the Law on Higher Education (Journal of
Laws of 2016 item 1842, as amended) and § 106.1.2 of SGH Statutes it is ordered as
follows:

Chapter 1

General provisions

§ 1

1. The resolution relates to the terms and conditions of the admission procedure to doctoral programmes with instruction in a foreign language run as full-time and part-time programmes at the Warsaw School of Economics, hereinafter referred to as SGH, in the academic year 2017/2018.
2. Admission to full-time and part-time doctoral programmes with instruction in a foreign language may be conducted in the following organisational units of SGH:
 - Collegium of Economic Analyses;
 - Collegium of Socio-Economics;
 - Collegium of the World Economy;
 - Collegium of Business Administration;
 - Collegium of Management and Finance,hereinfter referred to as the 'Collegia'.
3. The limit of admissions to full-time and part-time doctoral programmes with instruction in a foreign language in a given academic year shall be established by the Rector at the Collegium Dean's request pursuant to the conditions stipulated in art. 195a of the Law on Higher Education.
4. If after conducting the qualification procedure there remain unfilled limits of places in particular cohorts (editions) of doctoral programmes the Rector may decide to:

- 1) close the admissions or
 - 2) run a supplementary admission, or
 - 3) not commence a given programme edition.
5. Supplementary admission shall be conducted on the basic admission.

§ 2

The announcement of the terms and conditions in the Collegium shall include the information outlined in annex 1 to the resolution.

Chapter 2

The Admission Board

§ 3

1. The admission to full-time and part-time doctoral programmes with instruction in a foreign language shall be conducted by the Collegium Admission Board appointed by the Collegium Dean, hereinafter referred to as the Collegium Admission Board. It is allowed to appoint two Collegium Admission Boards, separately for full-time programmes with instruction in a foreign language and part-time programmes with instruction in a foreign language.
2. The Collegium Admission Board shall be comprised of the academic teachers of a given Collegium in the number of 4 to 8, including the chairperson, the doctoral students' representatives and the administrative employee of a given Collegium.
3. The Dean of the Collegium shall appoint by way of a decision by 15 May 2017 the chairperson, the secretary and other members of the Collegium Admission Board, including the representative of doctoral students from among the candidates proposed by the Doctoral Student Board. The composition of the Collegium Admission Board shall be announced in a way adopted by the Collegium, with suitable information being also posted on the doctoral programme website.

§ 4

1. The Collegium Admission Board shall perform the following duties:
 - 1) establish the mode of candidate assessment, including scores for individual elements subject to the evaluation process and the minimum score to be achieved by the candidate in the admission procedure;
 - 2) advise candidates of the assessment mode in the admission procedure;

- 3) advise candidates of the date and venue of conducting interviews, by posting an announcement on the doctoral programme website and the notice board on the Collegium premises as well as sending it to the indicated by the candidate email address at least seven days prior to the scheduled date;
 - 4) run the admission procedure;
 - 5) provide opinions for the appeals and complaints submitted to the Rector by candidates in connection with the admission procedure;
 - 6) qualify the candidate to the doctoral programme; make admission decisions if the doctoral programme is to be run, announce the admission results and arrange for the admission decisions to be served onto the candidates in writing by registered mail;
 - 7) make an admission procedure report, the template of which is to be found in annex 2 to the resolution, and pass it on to the Rector.
2. A candidate with a movement disability may file for ensuring the right admission conditions. In such an eventuality the Collegium Admission Board meeting shall be held in a building adjusted to the needs of the disabled persons.
 3. Decisions of the Collegium Admission Board shall be signed by all the members who passed such decisions. The Board, may, by way of a resolution, authorise its chairperson to sign decisions on behalf of the members.

§ 5

1. Resolutions of the Collegium Admission Board shall be passed by a simple vote majority.
Should the number of votes be equal, the chairperson shall have the casting vote.
2. Meetings of the Collegium Admission Board shall be recorded in the form of minutes. The minutes shall be signed by the Board's chairperson and secretary.

Chapter 3

The admission procedure

§ 6

1. A candidate enrolled in the admission procedure should be a holder of the professional title of *magister* or its equivalent or be a beneficiary of the 'Diamond Grant' programme as stipulated in art. 187.1 of the act of 27 July 2005 the Law on Higher Education (Journal of Laws of 2016 item 1842 as amended).

2. Candidate admissions shall be conducted via the on-line admission system (ISR) available on the University website.
3. Candidate registration in the system shall be a condition for starting his/her qualification procedure.
4. At a candidate's justified request the Collegium Dean may agree to conduct the interview with the candidate using the means of electronic communication ensuring the transmission of sound and image.

§ 7

1. A doctoral programme candidate shall file the following documents:
 - 1) a programme admission application;
 - 2) a diploma or its copy of completing a long cycle graduate programme or a second cycle programme with instruction in Polish or in a foreign language or its equivalent or a document confirming the candidate is a beneficiary of the 'Diamond Grant' programme as stipulated in § 6.1;
 - 3) a curriculum vitae stating the candidate's scientific achievements (specifically publications, participation in scientific conferences, awards and distinctions and internships) as well as professional accomplishments;
 - 4) a cover letter in which the candidate should present his/her scope of scientific interests;
 - 5) a research proposal for the intended doctoral dissertation
 - 6) a certificate or another document certifying competence in the foreign language being the language of instruction in the doctoral programme.
2. Dependent on the scientific field and the mode of study, the Collegium Dean may require candidates to file other additional documents.
3. The candidate shall be obliged to inform the Admission Board of any changes to his/her personal data which may be material to conducting the admission procedure, specifically the name, surname, domicile address and correspondence address; should the candidate fail to comply with this obligation in relation to the domicile and the correspondence address, the service of any documents or decisions to the previously indicated address shall be legally effective.
4. The candidate who has been qualified for admission to a doctoral programme at SGH in more than one Collegium shall be obliged to state his/her intention concerning the choice of the programme in the academic year 2017/2018 in

writing. The declaration should be submitted with the relevant Collegium Admission Board not later than on 1 September 2017. Should the candidate fail to submit such a declaration in due time, the admission procedure of this candidate shall be discontinued.

§ 8

1. The following criteria shall be used in the admission procedure:
 - 1) the grade on the diploma of higher education; a grade obtained in the field of study closer related to the field of the doctoral programme shall be awarded a higher number of points;
 - 2) the research proposal for the intended doctoral dissertation;
 - 3) documented scientific accomplishments, including scientific publications - articles, book chapters, conference papers;
 - 4) contribution to scientific projects.
2. The candidate may present additional information and opinions concerning his/her scientific qualifications, including recommendations of an independent academic complying with the criteria required of a doctoral candidate's scientific supervisor; a candidate who presents additional information and opinions may be classified higher.
3. The Collegium Admission Board shall establish scores for the submitted documents pursuant to § 7.2.

§ 9

The results of the admission procedure shall be open.

§ 10

1. Based on the results scored by particular candidates in the admission procedure, a ranking list shall be drawn up stipulating the order of candidate admission within the limit of places established for a given programme in the Collegium.
2. The ranking list stipulated in section 1 shall be announced immediately by drawing it up in the Collegium premises and/or publishing it on the Collegium website. The list shall not reveal candidate names, only candidate numbers assigned by the Board along with the scores.

§ 11

1. The admission procedure shall be recorded in the form of a report made in two copies pursuant to § 4.1.7 following the template to be found in annex 2 to the resolution.
2. One copy of the report stipulated in section 1 shall be handed over to the Rector by the chairperson of the Collegium Admission Board within 14 days of the date of announcing the admission procedure results. The other copy shall be filed with the admission procedure records.

Chapter 4

Admission decisions

§ 12

1. The Collegium Admission Board shall make candidate admission decisions following the order resulting from the admission procedure within the limit of places taking into consideration the established by the Board minimum scores required to be admitted.
2. Should two or more candidates receive the same score which makes them eligible for admission but the existing limit of places makes it impossible to admit all of them, the chairperson may apply to the Rector through the Dean to increase the limit of places.

§ 13

Having obtained Rector's approval, stipulated in § 12.2, the Collegium Admission Board shall make a decision to admit additional candidates complying with the conditions specified in § 10.

§ 14

Candidates who have not been admitted due to the lack of places shall be put on a stand-by list. Should there appear any vacant places on the admitted candidates list, these persons shall be admitted following the order of the ranking list. The provision of § 12.2 shall be applied accordingly. The candidate to a full-time doctoral programme who has not been admitted due to the lack of places, may be admitted to a part-time doctoral programme without running the admission procedure from the start, providing the part-time doctoral programme's limit of place has not been filled

and the candidate agrees to such an admission. This decision shall be made by the Admission Board for part-time doctoral programmes.

§ 15

1. The admission or non-admission decision by the Collegium Admission Board shall be served onto the candidate in writing against acknowledgement of receipt, or by registered mail against acknowledgement of receipt.
2. Should the candidate's obligation to inform of any change to his/her domicile or correspondence address be neglected, the service of any documents or decisions to the previously indicated address shall be legally effective.
3. The decisions of the Collegium Admission Board may be appealed by the candidate to the Rector within 14 days of their service.
4. The sole ground for filing an appeal may be an indication of a breach of terms and conditions of admission to doctoral programmes.
5. The appeal against the admission or non-admission decisions shall be decided by the Rector. The Rector may approach the Collegium Admission Board for opinion on this matter. Rector's decision shall be final. It may be appealed to the competent administrative court in Warsaw.

§ 16

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