



ITEM 116

**RESOLUTION NO. 412 OF THE SENATE OF THE UNIVERSITY OF WARSAW**

of 17 April 2019

**on the terms and conditions, and procedure of enrolment for Doctoral Schools  
at the University of Warsaw in the academic year 2019/2020**

Pursuant to article 200(2) of the Higher Education and Science Act of 20 July 2018 (Dz.U. [Journal of Laws], item 1668, as amended) and article 291 of the Act of 3 July 2018 – Regulations Implementing the Higher Education and Science Act (Dz.U., item 1669, as amended), the Senate of the University of Warsaw resolves as follows:

**SECTION I  
GENERAL PROVISIONS**

**§ 1**

The following terms used in this Resolution shall have the following meaning:

- 1) BON – Office for Persons with Disabilities of the University of Warsaw;
- 2) BSD – Office for Doctoral and Postgraduate Studies of the University of Warsaw;
- 3) Doctoral student – a doctoral student of the University;
- 4) Candidate - a candidate for the Doctoral School;
- 5) Selection committee – the selection committee of a given Doctoral School;
- 6) IDS – Interdisciplinary Doctoral School;
- 7) Head of the Doctoral School – the Headmaster or the Headmistress of the Doctoral School or a person acting as the Headmaster or the Headmistress of the Doctoral School;
- 8) Supervisor – a thesis supervisor;
- 9) Chairperson – a Chairperson;
- 10) Rector – the Rector of the University of Warsaw;
- 11) IRK system – the Online Candidate Registration system;
- 12) Doctoral Schools – Specific Discipline Doctoral Schools of the University of Warsaw and Interdisciplinary Doctoral School of the University of Warsaw;
- 13) USOS – University Study-Oriented System;
- 14) Act – Higher Education and Science Act of 20 July 2018;
- 15) Vice-Chairperson – a Vice-Chairperson.

## **§ 2**

1. The Resolution lays down the rules of enrolment for Doctoral Schools. The enrolment procedure shall be conducted through a competitive process.

2. The enrolment procedure shall be conducted in the Specific Discipline Doctoral Schools and IDS established by order of the Rector of the University of Warsaw.

3. In the Doctoral School of Exact and Natural Sciences, the enrolment shall be conducted by the Warsaw Doctoral School of Mathematics and Computer Science, jointly run by the University of Warsaw and the Institute of Mathematics of the Polish Academy of Sciences in the field of mathematics and computer science, in accordance with the rules laid down in this Resolution.

4. In the IDS, the enrolment shall also be conducted, in accordance with the rules laid down in this Resolution, for the Quantitative Psychology and Economics education programme implemented under the Integrated Action Programme for Development of the University of Warsaw, co-financed by the European Social Fund under OP KED, path 3.5.

## **§ 3**

Detailed terms and conditions, and the procedure of enrolment for Doctoral Schools in the academic year 2019/2020, including admissions limits, are laid down in the Appendix to the Resolution.

## **SECTION II BODIES CONDUCTING THE ENROLMENT PROCEDURE**

### **Chapter 1 Composition and operation of selection committees**

## **§ 4**

1. The enrolment procedure shall be conducted by the selection committee.

2. The selection committee may appoint selection teams for a particular scientific discipline or, in the case of IDS, for the entire Doctoral School, which shall formulate recommendations for the evaluation of candidates during the selection procedure.

3. The Chairperson, Vice-Chairperson and other members of the selection committee of a given Doctoral School shall be appointed by the Rector by 15 May 2019, in consultation with the relevant Chairperson of the Doctoral School Organisation Advisory Team, appointed under separate regulations, or the head of the Doctoral School concerned, if any.

4. The selection committee shall be appointed for the period from 15 May 2019 to 15 May 2020.

5. In the event of circumstances preventing a member of the selection committee from participating directly in its work, the Rector shall dismiss this member and appoint a new member in accordance with the rules laid down in sections 6–7.

6. The selection committee of Specific Discipline Doctoral Schools shall be composed of academic staff holding at least a doctoral degree, representing all the scientific disciplines in which the Doctoral School provides doctoral education. There shall be at least four members of such academic staff from each scientific discipline and two representatives of doctoral students designated by the competent body of the doctoral student government.

7. The selection committee of IDS shall be composed of academic staff holding at least a doctoral degree, representing at least three scientific disciplines. There shall be at least three members of such academic staff from each scientific discipline and two representatives of doctoral students designated by the competent body of the doctoral student government.

8. In the selection committee of the Doctoral School of Exact and Natural Sciences, of which the Warsaw Doctoral School of Mathematics and Computer Science is part, hereinafter referred to as WDSMSC, run jointly with the Institute of Mathematics of the Polish Academy of Sciences, hereinafter referred to as IMPAS, there shall be at least one representative of IMPAS.

9. The Chairperson of the selection committee shall appoint the Secretary of the selection committee. The Secretary may be appointed from among the members of the selection committee.

## **§ 5**

1. Members of the selection committee shall maintain impartiality and objectivity in the evaluation of candidates for the Doctoral School.

2. A member of the selection committee shall inform the other members of the selection committee of any circumstances which may affect their impartiality and objectivity in the evaluation of candidates for the Doctoral School. The selection committee may decide to exclude a member of the selection committee from the candidate evaluation procedure if the participation of this member in the procedure could give rise to reasonable doubt.

3. A member of the selection committee shall be by operation of law excluded from the candidate evaluation procedure in particular if:

- 1) they plan to be a supervisor or assistant supervisor of the candidate;
- 2) they were a supervisor of the candidate's master's thesis;
- 3) they are the candidate's superior or are in a different employment relationship with the candidate;
- 4) the candidate is or was a spouse of the member of the selection committee, a relative of the member of the selection committee up to the second degree, or is or was a cohabitant of the member of the selection committee;
- 5) the candidate is or was a person related to the member of the selection committee due to adoption or guardianship;

- 6) they took part in disciplinary proceedings in which the candidate for the Doctoral School or the candidate for their supervisor were accused;
- 7) there are other objective circumstances which may give rise to justified concerns as to the impartiality and objectivity in the evaluation of the candidate.

4. A member of the selection committee who is excluded from the candidate evaluation procedure shall not participate in their evaluation and shall leave the selection committee's meeting room for the time when the candidate is being evaluated.

5. The exclusion of a member of the selection committee from the candidate evaluation procedure shall be recorded in the minutes of the selection committee's meeting.

6. If more than 40% of members of the selection committee are excluded from the evaluation procedure, § 4(5) shall apply mutatis mutandis.

7. A representative of doctoral students referred to in § 4(6) shall also be excluded from the candidate evaluation procedure if their academic tutor or supervisor is planning to become the candidate's supervisor or assistant supervisor.

8. The provisions of section 3(1–3) shall not apply to the evaluation of candidates referred to in § 20(1).

## **§ 6**

The composition of the selection committee shall be made public by the Rector prior to the commencement of the enrolment procedure.

## **§ 7**

1. Resolutions of the selection committee shall be adopted by a simple majority of votes cast in the presence of at least half of its members. In the event of an equal number of votes, the Chairperson shall have the casting vote.

2. All members of the selection committee shall have equal voting rights.

3. The meetings of the selection committee shall be recorded in minutes and the minutes shall be signed by the Chairperson and members of the selection committee who participated in the meeting.

4. During a meeting of the selection committee, only members of the selection committee may be present in the meeting room subject to § 5(4). Moreover, at the invitation of the Chairperson of the selection committee, other persons may be present in the meeting room, including administrative and technical staff.

5. The presence of persons other than members of the selection committee and candidates in the meeting room during the meeting of the selection committee shall be recorded in the minutes referred to in section 3.

## **§ 8**

Members of the selection committee and selection team, as well as Secretaries of the selection committee and selection team shall receive remuneration for their work. The manner of paying the remuneration and remuneration policy shall be determined by the Rector.

## **Chapter 2 Tasks of the selection committee**

## **§ 9**

Tasks of the selection committee shall include in particular the following:

- 1) notifying candidates of the date and place of the interviews; the notice shall be posted on the website of the University of Warsaw at least seven days before the date of the interviews;
- 2) creating selection teams and appointing their members, including their Chairpersons, from among academic staff and doctoral students designated by the competent body of the doctoral student government; the composition of the selection teams shall be published on the website as soon as members are appointed;
- 3) monitoring the course of the selection procedure conducted by the selection teams;
- 4) admitting candidates to the Doctoral School in the form of an entry on the doctoral student list subject to § 30(3);
- 5) taking administrative decisions to refuse admission to the Doctoral School, including the formulation of justification for the refusal;
- 6) examining applications for reconsideration of the case and issuing opinions on complaints submitted by candidates in connection with the enrolment procedure;
- 7) preparation of the following:
  - a) minutes of the meeting of the selection committee;
  - b) the ranking list of persons qualified to be entered on the list of doctoral students;
  - c) the list of persons admitted to the Doctoral School.

## **SECTION III ENROLMENT PROCEDURE**

## **§ 10**

1. The enrolment procedure in a given discipline or, in the case of IDS, in the Doctoral School, shall be conducted through a competitive process by the selection committee.

2. The enrolment procedure in Specific Discipline Doctoral Schools shall include selection proceedings conducted in the scientific disciplines in which education shall be provided in a given Doctoral School, including the Warsaw Doctoral School of Mathematics and Computer Science and the Quantitative Psychology and Economics

education programme implemented under the Integrated Action Programme for Development of the University of Warsaw, co-financed by the European Social Fund under OP KED, path 3.5, in IDS.

3. In IDS, the selection procedure may be conducted in all disciplines except for the Quantitative Psychology and Economics education programme implemented under the Integrated Action Programme for Development of the University of Warsaw, co-financed by the European Social Fund under OP KED, path 3.5, where the enrolment procedure is conducted jointly in the field of social sciences, exact sciences and natural sciences.

4. The selection procedure conducted in a given Doctoral School may have two stages. The decision in this respect shall be made by the selection committee unless the Appendix to the Resolution provides otherwise.

## **§ 11**

1. The aim of the selection procedure is to select the best candidates for education in the Doctoral School by verifying the suitability of candidates for the Doctoral School by evaluating their previous experience and scientific achievements, the description and value of the proposed research project and the results of the interview subject to § 18(8).

2. The deadlines for registration of candidates and a detailed schedule of selection procedures for individual Doctoral Schools, including the deadlines for submitting documents, are specified in the Appendix to this Resolution.

## **§ 12**

1. The selection team, if formed, shall formulate recommendations for the evaluation of candidates for the selection committee.

2. The selection team shall be composed of five persons, the majority of whom shall be members of the selection committee. In justified cases, in particular due to the number of candidates, the number of members of the selection team may be increased by the selection committee, maintaining an odd number of members.

3. The selection team shall be chaired by a member of the selection committee representing the disciplines for which the selection is being made.

4. In the field of mathematics and computer science, a joint selection team shall be formed, which shall be composed of at least seven persons, including at least one representative of IMPAS.

5. At least one scientific discipline in a given field other than the one in which the selection procedure is conducted shall be represented in the composition of the selection team.

6. The majority of the selection team shall be academic staff representing the discipline in which the candidate wishes to pursue education. The majority of the mathematics and computer science selection team shall be academic staff representing one of these disciplines.

7. The selection team shall also include a representative of doctoral students designated by the competent body of the doctoral student government.

8. The provisions of § 5 shall apply mutatis mutandis to members of the selection teams.

9. The provisions of § 7 shall apply mutatis mutandis to meetings of the selection teams.

10. The Chairperson of the selection team may appoint a Secretary from outside the team. The Secretary of the selection team from outside the team shall not have the right to vote.

## **Chapter 1**

### **Conditions for admission to the selection procedure**

#### **§ 13**

A person may be admitted to the selection procedure if they:

- 1) have registered in the IRK system;
- 2) have paid the enrolment fee referred to in § 17;
- 3) hold a Master's degree or an equivalent degree obtained under separate regulations or, in accordance with their declaration, shall hold such a degree until the publication of the list of doctoral students admitted to the Doctoral School, i.e. until 16 September 2019, or are a beneficiary of the "Diamentowy Grant" programme referred to in article 318(2) of the Act of 3 July 2018 – Regulations Implementing the Higher Education and Science Act (Dz.U., item 1669), or, in exceptional cases, justified by the highest quality of scientific achievements, are a first-cycle programme graduate or a student who has completed the third year of the long-cycle Master's degree programme.

#### **§ 14**

1. As far as enrolment for Doctoral Schools is concerned, the IRK system is supported by BSD.

2. As far as the support of the IRK system is concerned, BSD cooperates with the Admissions Office.

3. The rules of registration of candidates for Doctoral Schools and the general enrolment schedule are laid down by the Rector.

#### **§ 15**

1. A person applying for admission to the Doctoral School in the place indicated in the IRK system shall submit an application for admission to the Doctoral School, which should contain at least the following:

- 1) the application stating the subject-matter of the application, including the chosen

discipline in which the candidate plans to pursue education in the Specific Discipline Doctoral School, or, if applying for admission to IDS – the leading scientific discipline, PESEL [Personal Identification Number] or passport number, nationality, contact details (address, e-mail address, telephone number), information whether the candidate gives their consent to receive administrative decisions by electronic means and signature;

- 2) a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtained under separate regulations, or a declaration that the diploma or certificate of obtaining a Master's degree shall be provided by 16 September 2019; if the diploma or certificate is not provided by this date, the selection committee shall refuse to admit the candidate to the Doctoral School;
- 3) a resumé or curriculum vitae containing information about the candidate's scientific interests and scientific activity from 1 October 2014 onwards, subject to § 18 section 7, in particular publications, research work in scientific associations, participation in scientific conferences, participation in research projects, awards, distinctions, research internships and possible recommendations from academics;
- 4) documents confirming the command of foreign languages and a declaration about the command of English to the extent enabling the education in a selected Doctoral School;
- 5) a description of the initial research project proposal subject to section 7;
- 6) a declaration of the planned supervisor about their willingness to be the candidate's supervisor if the candidate is entered on the list of doctoral students and about the number of doctoral students for whom they are the designated supervisor;
- 7) one photograph;
- 8) other documents required by the selection committee of the Doctoral School as specified in the Appendix to the Resolution;
- 9) consent to the processing of personal data for the purposes of the selection procedure.

2. The planned supervisor referred to in section 1(6) may not be a person who is a designated supervisor for more than five doctoral students or persons wishing to get a doctoral degree. In exceptional cases, the head of the Doctoral School may increase this limit by one.

3. Scans of the documents referred to in section 1(2–5), as well as scans of documents confirming the academic activity indicated in the resumé or curriculum vitae (e.g. at least the title page confirming the authorship of the publication) shall be placed by the candidate in the IRK system. The original documents shall be submitted together with the application. Information about academic activity that is not confirmed in the submitted documents, shall not be taken into account by the selection committee when evaluating the candidate.

4. If a disciplinary penalty has been imposed on a person applying for admission to the Doctoral School or if they have been convicted by a final judgment of an intentional offence, they shall include such information in the document referred to in section 1 (3).

5. The Rector may by order specify additional documents to be attached to the application for admission to the Doctoral School. The list of additional documents is specified in the Appendix to the Resolution.

6. A person applying for admission to the Doctoral School shall submit a



translation into Polish or English of documents of a given type if the Appendix to the Resolution so provides.

7. In order to be admitted to IDS, a candidate must present a project including elements of the use of achievements in at least two scientific disciplines, indicating the leading discipline, or a single discipline (but multidisciplinary) project whose aim is to obtain a degree in a field of study without the need to indicate the leading discipline.

8. The right to submit or supplement the application referred to in section 1 and its appendices shall expire on the date of expiry of the deadline for submission of documents specified in the Appendix to the Resolution.

## **§ 16**

1. All personal data provided by candidates shall be processed and stored for the purposes of registration in accordance with regulations and shall be protected.

2. If a candidate is entered on the list of doctoral students, the data used in the enrolment procedure shall be transferred to the University's IT systems, in particular to USOS, and shall be processed in accordance with other applicable regulations for the purposes of organisation and ensuring the proper course of the education process.

## **§ 17**

1. The enrolment fee to be registered to the Doctoral School is PLN 150.

2. The amount of the enrolment fee paid must correspond to the number of selected registrations for which a separate fee has been charged.

3. Candidates shall pay the enrolment fee in advance, no later than on the day following the end of the submission of documents for the purposes of the selection procedure. If the enrolment fee is not recorded in due time, it shall be taken into consideration only at the request of the candidate if it is paid no later than by the end of the day following the deadline for the submission of documents set out in the Appendix. The candidate may submit a request to the selection committee to this effect within three days of the date of publication of the results.

4. The Candidate shall make payment in PLN or foreign currency to an individual bank account generated for each candidate by the IRK system.

5. After payment of the enrolment fee to the bank account of the University of Warsaw, payment confirmation shall be shown in the candidate's personal registration account.

6. In particularly justified cases, the candidate may submit a request to the Deputy Rector for Students and Quality of Education to be exempt from the enrolment fee. Decision regarding requests for exemption from the fee shall be made by the last day of submitting documents for the purposes of the selection procedure.

7. The decision concerning the exemption of the candidate from the enrolment fee shall be made by the Deputy Rector for Students and Quality of Education after reading the documents enclosed with the request confirming the circumstances on the basis of which the candidate requests the exemption from the fee.

8. Candidates shall be entitled, at their request, to reimbursement of the enrolment fee in the following cases:

- 1) resignation from participation in the enrolment procedure before its commencement;
- 2) a refusal to initiate the enrolment procedure in respect of the candidate on the grounds that the enrolment fee has not been paid on time;
- 3) overpayment.

9. The amount of the reimbursed enrolment fee may be reduced by the costs associated with the transaction.

10. Enrolment fees shall be reimbursed by the head of BSD after the end of the enrolment procedure.

## **Chapter 2**

### **Scope and course of the selection procedure**

#### **§ 18**

1. The following shall be in particular taken into account in the selection procedure:

- 1) evaluation of the candidate's scientific activity on the basis of a CV or resumé subject to § 15(3);
- 2) the results of the interview with the candidate subject to section 8;
- 3) evaluation of the proposed research project, including its importance in relation to the scientific knowledge in a given discipline or field.

2. The maximum number of points to be obtained in the enrolment procedure is 100.

3. The selection procedure may have two stages.

4. If the selection committee decides to conduct the selection procedure in two stages:

- 1) in the first stage, the completeness and formal compliance of the submitted documents is checked and the written version of the research project is evaluated. The maximum number of points to be obtained in the first stage of the enrolment procedure is specified in the Appendix to the Resolution;
- 2) persons who received at least 50% of the maximum number of points in the first stage of the enrolment procedure shall be admitted to the second stage of the enrolment procedure, in which the interview and scientific achievements of the candidate described in the CV or resumé shall be evaluated. The maximum number of points to be obtained in the second stage of the enrolment procedure is specified in the Appendix to the Resolution.

5. Admission to the Doctoral School shall be conditional on being on the ranking list within the admissions limit for a given discipline and obtaining a minimum of 51 points in the entire selection procedure. In the case of IDS, the place, within the admissions limit for the whole School, on the ranking list shall be decisive, provided that the candidate has obtained at least 51 points in the whole enrolment procedure.

6. The Appendix to the Resolution may provide for a higher minimum number of points required for admission to the Doctoral School in a given discipline.

7. Only the scientific activity of the candidate from the period from 1 October 2014 inclusive may be taken into account in the enrolment procedure. If the candidate becomes a parent during this period, which is confirmed by submitting the child's birth certificate to the selection committee, this period shall be extended by two years for each child.

8. The enrolment procedure referred to in section 1(2) in the part conducted as part of the interview may be supplemented or replaced in a given discipline with a written examination. In such a case, § 9(1) shall apply *mutatis mutandis*. Information in this respect can be found in the Appendix to the Resolution.

9. The language in which the enrolment procedure is conducted, including the interview, is specified in the Appendix to the Resolution. The interview or its part may be conducted in more than one language.

10. In justified cases, the selection procedure may be conducted remotely using generally available online tools.

## **§ 19**

1. Points shall be awarded to individual elements of the candidate's evaluation in the enrolment procedure referred to in § 18(1).

2. The number of points awarded for particular elements of the candidate's evaluation may differ from one Doctoral School to another. Information in this respect can be found in the Appendix to the Resolution.

3. The number of points obtained by the candidate for particular elements of the evaluation, their sum and the minimum number of points required in order to be entered on the list of doctoral students for a given discipline shall be specified by the selection committee in the justification of the administrative decision to refuse admission to the Doctoral School.

4. Individual marks given to the candidate for the individual elements of the candidate's scientific activity indicated by the candidate, the research project and the evaluated elements of the interview, including, if provided for in the Appendix to the Resolution, the examination, shall be documented in the file.

5. Individual marks given by individual members of selection committees or selection teams shall be confidential.

## **§ 20**

1. The Appendix to the Resolution may allow admission to the Doctoral School of the following persons beyond the admissions limit:

- 1) project managers in the research programmes specified in the order of the Rector, whose implementation in a scientific discipline in which the unit is authorised to confer the doctoral degree commenced or shall commence after 1 October 2017, provided that the financing of the doctoral scholarship from the project is ensured for at least 24 months of education in the Doctoral School;
- 2) contractors or persons recruited to implement projects as part of the research programmes specified in the order of the Rector, whose implementation in a scientific discipline in which the unit is authorised to confer the doctoral degree commenced or shall commence after 1 October 2017, provided that the financing

- of the doctoral scholarship from the project is ensured for at least 24 months of education in the Doctoral School;
- 3) persons for whom financing of the doctoral scholarship was provided by organisational units of the University of Warsaw throughout the entire period of education in the Doctoral School;
  - 4) other persons under agreements between the University of Warsaw and other entities, provided that financing of the doctoral scholarship is provided, including under agreements referred to in article 185(2) of the Act.
2. The provisions of § 18(5) shall apply to persons referred to in section 1.
  3. The selection committee may refuse to apply the preferences referred to in sections 1–2 if the candidate's participation in the implementation of the research programme is insignificant.
  4. The Rector shall establish in the order a list of research programmes referred to in section 1, taking into account leading external programmes.

## **§ 21**

1. Managers of research projects which have started or shall start after 1 October 2017 shall provide the selection committees with written information on the number of persons needed, the profile of the needed candidate and the estimated duration of participation in the project in accordance with the approved project terms and conditions. The expected participation of the candidate in the project may not be less than 24 months from the moment of starting the education in the Doctoral School. Enrolment of persons already performing tasks in scientific projects implemented at the University of Warsaw shall also be allowed.
2. On the basis of the information referred to in section 1, the selection committee shall immediately announce a competition for an additional vacancy in the Doctoral School, specifying the rules of the competition, including the competition requirements, and the procedure and deadline for submitting applications, not less than 14 days from the date of publication of the competition notice on the website of the University of Warsaw. A complaint against the rules of the competition may be lodged with the Rector, but not later than by the deadline for submission of applications. The Rector may cancel the competition and order to conduct it once again in accordance with the amended rules.
3. The selection committee, within 30 days of the deadline for submission of applications, shall conduct the selection procedure in connection with the competition referred to in section 2. The provisions of § 18–19 shall apply *mutatis mutandis*. The head of the research project shall participate in the meeting of the selection committee. Candidates entered on the list of doctoral students in this selection procedure shall start their education from the next semester after the completion of the procedure.
4. In the case of enrolment of persons referred to in §(20)(1)(1) and (3–4), the provisions of § 21(1–3) shall apply *mutatis mutandis*.

**Chapter 3**  
**Detailed provisions concerning the rules and the course of the selection procedure for candidates with disabilities or a chronic disease**

**§ 22**

1. Candidates with disabilities or a chronic disease shall follow the same selection procedure as other candidates applying to be admitted to Doctoral Schools.
2. The interviews or examinations for candidates with disabilities or a chronic disease shall be organised by selection committees or selection teams in cooperation with BON.

**§ 23**

1. If the candidate's disability or chronic disease makes it impossible for them to participate in the selection procedure in the form provided for in the Appendix to the Resolution for a given Doctoral School, the Chairperson of the selection committee shall, at the request of the head of BON, change the form of the selection procedure accordingly.

2. The head of BON shall request the changed form of the selection procedure on the basis of the following:

- 1) the questionnaire for candidates with disabilities and chronically ill, submitted by the candidate, with the candidate's request to change the form of examinations; the candidate shall submit the questionnaire to BON no later than seven days before the end of the submission of documents for the purposes of the selection procedure;
- 2) an interview conducted with the candidate with disabilities or a chronic disease by an employee of BON;
- 3) analysis of medical documentation confirming disability or chronic disease, issued not earlier than 90 days prior to its submission to BON, and, in the case of persons having a disability certificate, a copy of the certificate certified to be a true copy of the original. If the head of BON considers the submitted documentation to be insufficient, they may notify that it is necessary to supplement it.

**§ 24**

Information about the candidate's health shall be protected in accordance with the personal data protection regulations.

**§ 25**

1. Changes in the form of the selection procedure shall include in particular the following:

- 1) extending the duration of an interview or examination. The duration of the examination may be extended by no more than 50% as compared to the duration of the examination for other candidates;
- 2) the use of additional technical devices such as computers, screen readers or alternative mice and keyboards;
- 3) use of an alternative text format such as Braille text, changed font size print, audio recordings and electronic recordings;

- 4) changing the form of the interview or examination from oral to written or from written to oral;
- 5) participation of third parties in the interview or examination, including in particular sign language interpreters, shorthand typists and readers;
- 6) change of location of the interview or examination.

2. If there is more than one changed form of the selection procedure available for a given candidate, the candidate shall indicate the preferred form in the questionnaire. In their request to the Chairperson of the selection committee, the head of BON shall indicate the recommended form of conducting the procedure.

3. A member of the selection committee appointed by the selection committee and a person appointed by the head of BON shall oversee the security of printing materials in alternative formats.

4. Examination papers in alternative formats shall be transcribed to ordinary print by a person appointed by the head of BON.

5. In the case of a test examination in alternative formats, the answers shall be transcribed into a standard questionnaire by a person designated by the head of BON, coded and attached to papers to be evaluated.

6. The decision to refuse to admit the candidate referred to in § 22(1) shall be made by the selection committee after consultation with BON. The selection committee may serve this decision in writing along with any other alternative format.

## **Chapter 4**

### **Results of the enrolment procedure**

#### **§ 26**

The results of the recruitment procedure are not confidential and shall be made public.

#### **§ 27**

1. Taking into account the recommendations of the selection teams formulated in the enrolment procedure, the selection committee shall create, in a decreasing order of the number of points obtained, a ranking list of candidates from the enrolment procedure according to the model determined by the Rector. The ranking list shall determine the order in which doctoral students of the Doctoral School shall be entered on the list of doctoral students within the admissions limit in a given discipline or, in the case of IDS, for the entire School.

2. The ranking list shall include the following:

- 1) first names and surnames of candidates;
- 2) the number of points awarded for each element of the evaluation;
- 3) the final result of the candidates' evaluation in points;
- 4) information whether the candidate has been qualified to be entered on the list of doctoral students of the Doctoral School.

3. The ranking list shall be signed by the Chairperson and members of the selection committee, who participated in the enrolment procedure. Any deletions or changes made to the ranking list after it has been signed shall include justification and shall be confirmed by a signature of the Chairperson of the committee.

4. The candidates shall receive information about the result of the enrolment procedure on their personal registration account in the IRK system.

5. The selection committee shall provide the ranking list referred to in section 1 to the Rector and publish it immediately by posting it in the Secretary's Office of the Doctoral School and on the website of the University of Warsaw. The ranking list shall include the date of the publication.

6. If a candidate notices obvious errors in the published ranking list, they shall report them to the selection committee within three days of its publication. The selection committee shall immediately rectify these errors. The rectification shall be recorded in the report. Upon rectification, section 5 shall apply *mutatis mutandis*.

## **SECTION IV ADMISSION TO THE DOCTORAL SCHOOL**

### **Chapter 1 Establishing the admissions limit and registering on the list of doctoral students**

#### **§ 28**

Candidates qualified to be entered on the list of doctoral students shall be entered on the list of doctoral students of the Doctoral School after they immediately, no later than on 16 September 2019, provide the following:

- 1) the original document entitling them to take up education in the Doctoral School as defined in § 15(1)(2) or an official copy thereof;
- 2) a declaration that they shall be a doctoral student only in the Doctoral School to which they have been admitted.

#### **§ 29**

1. The selection committee shall enter candidates on the list of doctoral students of the Doctoral School in the order established in the enrolment procedure for a given scientific discipline, within the admissions limit for that discipline or for the entire Doctoral School in the case of IDS.

2. If the same number of points as the last person entered on the list of doctoral students of the Doctoral School in a given discipline or on the list of doctoral students of IDS is obtained by more than one candidate, all these candidates shall be entered on the list of doctoral students of the Doctoral School in that discipline or on list of

doctoral students of IDS. Before entering these persons on the list, the Chairperson of the selection committee shall request the Rector's consent to exceed the limit set for a given enrolment procedure.

3. Persons who have not been admitted, because the admissions limit in a given discipline of the Doctoral School or admissions limit in IDS has been reached, shall constitute a reserve group. If there are vacancies on the list of doctoral students admitted to the Doctoral School, these people shall be qualified to be entered on the list of doctoral students in a given discipline of the Doctoral School or on the list of doctoral students of IDS in the order resulting from the number of points obtained, about which they shall be immediately notified. The provisions of section 2 and § 28 shall apply *mutatis mutandis*, but the missing documents shall be submitted by the candidate within seven days of the date of the notification of this obligation.

4. The selection committee shall publish the list of persons admitted to the Doctoral School as soon as the admissions limit is reached by candidates entered on the list of doctoral students of the Doctoral School, but no later than on 17 September 2019. The list shall be signed on behalf of the selection committee by its Chairperson or a Vice-Chairperson authorised by the Chairperson.

5. The list referred to in section 4 shall be updated by the Chairperson of the selection committee or a Vice-Chairperson authorised by the Chairperson to include the persons referred to in section 3 as of 30 September 2019.

6. The final list of persons admitted to the Doctoral School shall be published immediately by posting it in the Secretary's Office of the Doctoral School and publishing it on the website of the University of Warsaw.

### **§ 30**

1. The selection committee shall enter the candidates qualified to be entered on the list of doctoral students of the Doctoral School as soon as they have submitted the required documents within the set deadline.

2. The selection committee shall provide information about the entry on the list of doctoral students on the candidates' personal registration accounts in the IRK system.

3. In the case of non-Polish citizens, the entry on the list of doctoral students shall be based on an administrative decision on the admission of the candidate to the Doctoral School, issued by the Rector or a person authorised by the Rector at the request of the selection committee.



**Chapter 2**  
**Notification of the result of the enrolment procedure**  
**and request for reconsideration of the case**

**§ 31**

1. Information about being entered on the list of doctoral students of the Doctoral School, the administrative decision referred to in § 30(3) and the decision to refuse admission to the Doctoral School shall be provided to the candidate in accordance with the general rules. In addition, the selection committee shall publish the list of persons entered on the list of doctoral students of the Doctoral School by posting it in the Secretary's Office of the Doctoral School and on the website of the University of Warsaw, and shall provide it to the Rector.

2. The decision to refuse admission of a candidate to the Doctoral School shall be signed by the Chairperson of the selection committee or the Vice-Chairperson of the selection committee authorised by the Chairperson. The selection committee shall agree on justification for such a decision.

3. The candidate shall have the right to lodge, within 14 days of the date of delivery of the decision to refuse admission to the Doctoral School, a request for reconsideration of the case.

4. The request referred to in section 3 may be based only on the indication of a breach of the rules of enrolment for the Doctoral School. The request shall indicate precisely the provisions defining the terms and conditions or procedure of enrolment for the Doctoral School which, in the opinion of the party concerned, have been violated and a brief explanation of the alleged violation.

5. The request referred to in section 3 shall be examined by the selection committee within 14 days of its submission. The selection committee shall handle the request by way of an administrative decision.

6. If the selection committee accepts the request referred to in section 3 in its entirety, an administrative decision repealing the decision to refuse admission of the candidate to the Doctoral School shall be issued, the administrative proceedings concerning the refusal shall be discontinued and the candidate shall be entered on the list of doctoral students of the Doctoral School. The provision of § 30(3) shall apply *mutatis mutandis*. If the admissions limit is reached, the Chairperson of the selection committee shall request the Rector's consent to exceed the limit set for a given discipline or for IDS.

7. Before issuing the decision referred to in sections 5–6, the selection committee shall submit to the Rector by electronic means a draft of this decision, including justification, and a scan of the request for reconsideration of the candidate's case. Within 14 days from the date of submitting the draft decision to the Rector, the Rector shall either accept it or request the selection committee to amend or supplement it. The Rector's failure to take a stand within this period shall constitute acceptance of the draft decision.

8. The decision of the selection committee shall be final. A complaint against this decision may be lodged with the Provincial Administrative Court in Warsaw.

**SECTION V  
FINAL PROVISIONS**

**§ 32**

The Resolution shall be made available through its publication in Monitor of the University of Warsaw and on the websites of the University of Warsaw.

**§ 33**

The Resolution shall come into force on the day of passing.

Rector of the University of Warsaw: *M. Pałys*

## **Detailed terms and conditions, and procedure of enrolment for Doctoral Schools at the University of Warsaw in the academic year 2019/2020**

### **1. Doctoral School:**

#### **DOCTORAL SCHOOL OF HUMANITIES**

#### **1.1. Scientific disciplines or fields in which the enrolment procedure is conducted and the admissions limits:**

- archaeology – admissions limit: 7
- philosophy – admissions limit: 11
- history – admissions limit: 16
- linguistics – admissions limit: 23
- literary studies – admissions limit: 25
- cultural and religious studies – admissions limit: 12
- arts – admissions limit: 6

#### **1.2. Required documents:**

- a) the application generated in IRK, stating the subject-matter of the application, including the chosen discipline in which the candidate plans to pursue education, PESEL [Personal Identification Number] or passport number, nationality, contact details (address, e-mail address, telephone number), information whether the candidate gives their consent to receive administrative decisions by electronic means and signature;
- b) a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtained under separate regulations, or a declaration that the diploma or certificate of obtaining a Master's degree shall be provided by 16 September 2019; if the diploma or certificate is not provided by this date, the selection committee shall refuse to admit the candidate to the Doctoral School;
- c) a resumé or curriculum vitae containing information about the candidate's scientific interests and scientific activity from 1 October 2014 onwards, subject to § 18 section 7, in particular publications, research work in scientific associations, participation in scientific conferences, participation in research projects, awards, distinctions, research internships and possible recommendations from academics;
- d) documents confirming the command of foreign languages and a declaration about the command of English to the extent enabling the education in the Doctoral School;
- e) a description of the initial research project proposal (maximum 6,000 characters including spaces along with a bibliography and an abstract of up to 1,000 characters including spaces);
- f) a declaration of the planned supervisor about their willingness to be the candidate's supervisor if the candidate is entered on the list of doctoral students and about the number of doctoral students for whom they are the designated supervisor;
- g) one photograph;
- h) consent to the processing of personal data for the purposes of the selection procedure.

**Optional documents:**

A declaration concerning certificates, awards, distinctions, professional and teaching experience, completed courses and training, achievements in the field of popularization of science.

**1.3. Form of the selection procedure:**

Two-stage procedure:

- a) Stage I: evaluation of the research project and the completeness of documents;
- b) Stage II: an interview and evaluation of the candidate's experience and scientific achievements. The interview shall not include an examination.

**1.4. Schedule of the Doctoral School enrolment procedure:**

- a) registration in IRK: from 1 June 2019 to 5 July 2019;
- b) acceptance of documents: from 1 June 2019 to 7 July 2019;
- c) first round of the enrolment procedure: from 8 July 2019 to 18 July 2019;
- d) result of the enrolment procedure in the first round: 18 July 2019;
- e) second round of the enrolment procedure: from 2 September 2019 to 13 September 2019;
- f) publication of the ranking list: 16 September 2019;
- g) publication of the list of persons admitted to the Doctoral School: 17 September 2019.

**1.5. Language of the enrolment procedure, including interviews:**

Polish or English as chosen by the candidate.

**1.6. Evaluation criteria and method:**

In the first stage of the enrolment procedure, the selection committee shall evaluate the research project submitted by the candidate (maximum number of points: 40).

The project shall be evaluated for the following:

- a) clearly formulated objective of the research (0–10 points);
- b) novelty and originality of the research project (0–10 points);
- c) methodology appropriate for the objective, consistency of argumentation, clarity of argument (0–10 points);
- d) state of the art and the bibliography relevant to achieving the research objective (0–10 points).

In the second stage of the enrolment procedure, the selection committee shall evaluate the candidate's experience and scientific achievements, and shall conduct interviews (total maximum number of points: 60).

Scientific achievements may include the following (0–15 points):

- a) scientific articles;
- b) chapters in multi-author monographs;
- c) own monographs;
- d) speeches at national and international scientific conferences with the accepted paper;
- e) publications in reviewed materials of international conferences.

In the case of multi-author achievements, it shall be necessary to define the percentage share of the candidate in the achievement.

Other elements of evaluation of the candidate's experience and scientific achievements may include awards, distinctions, certificates, professional experience, teaching experience, courses, training, popularization of science, etc. (0–5 points).

The following shall be evaluated during the interview (maximum number of points: 40):

- a) the candidate's competence important from the perspective of conducted research (0–20 points);

- b) justification of the appropriateness of the choice of discipline for the proposed research problems and methods (0–10 points);
- c) outline of the research plan (0–10 points).

**1.7. Deadline for publication of the list of candidates admitted to the Doctoral School:** 17 September 2019.

**1.8. Place of publication of the results of the enrolment procedure:**

- a) IRK;
- b) website of the University of Warsaw;
- c) Secretary's Office of the Doctoral School.

**1.9. Date of commencement of education:** 1 October 2019.

**1.10. Minimum gross doctoral scholarship:**

- a) prior to the mid-term evaluation: PLN 2,371.70;
- b) after the mid-term evaluation: PLN 3,653.70;
- c) allowance for persons with disabilities: PLN 711.51.

## **2. Doctoral School:**

DOCTORAL SCHOOL OF SOCIAL SCIENCES

**2.1. Scientific disciplines or fields in which the enrolment procedure is conducted and the admissions limits:**

- economics and finance – admissions limit: 13
- socio-economic geography and land management – admissions limit: 5
- safety studies – admissions limit: 4
- social communication and media studies – admissions limit: 5
- political and administration science – admissions limit: 18
- management and quality studies – admissions limit: 5
- legal studies – admissions limit: 25
- sociology – admissions limit: 11
- pedagogy – admissions limit: 5
- psychology – admissions limit: 9

**2.2. Required documents:**

- a) the application generated in IRK, stating the subject-matter of the application, including the chosen discipline in which the candidate plans to pursue education, PESEL [Personal Identification Number] or passport number, nationality, contact details (address, e-mail address, telephone number), information whether the candidate gives their consent to receive administrative decisions by electronic means and signature;
- b) a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtained under separate regulations, or a declaration that the diploma or certificate of obtaining a Master's degree shall be provided by 16 September 2019; if the diploma or certificate is not provided by this date, the selection committee shall refuse to admit the candidate to the Doctoral School;
- c) a resumé or curriculum vitae containing information about the candidate's scientific interests and scientific activity from 1 October 2014 onwards, subject to § 18 section 7, in particular publications, research work in scientific associations, participation in scientific conferences, participation in research projects, awards, distinctions, research

- internships and possible recommendations from academics;
- d) documents confirming the command of foreign languages and a declaration about the command of English to the extent enabling the education in the Doctoral School;
- e) a description of the initial research project proposal (maximum 1,800 words and a bibliography);
- f) a declaration of the planned supervisor about their willingness to be the candidate's supervisor if the candidate is entered on the list of doctoral students and about the number of doctoral students for whom they are the designated supervisor;
- g) one photograph;
- h) consent to the processing of personal data for the purposes of the selection procedure.

### **2.3. Form of the selection procedure:**

Two-stage procedure:

- a) Stage I: evaluation of the research project and the completeness of documents;
- b) Stage II: an interview and evaluation of the candidate's experience and scientific achievements. The interview shall not include an examination.

### **2.4. Schedule of the Doctoral School enrolment procedure:**

- a) registration in IRK: from 1 June 2019 to 5 July 2019;
- b) acceptance of documents: from 1 June 2019 to 8 July 2019;
- c) first stage of the selection procedure (evaluation of submitted projects): from 8 July 2019 to 13 July 2019; this period may be extended (if there is a large number of candidates) until 19 July 2019;
- d) interviews: 15–26 July 2019;
- e) publication of the ranking list: by 2 August 2019;
- f) publication of the list of persons admitted to the Doctoral School: 17 September 2019.

### **2.5. Language of the enrolment procedure, including interviews:**

The interview shall be conducted in Polish with elements of English or entirely in English as chosen by the candidate.

### **2.6. Evaluation criteria and method:**

#### **Research project (maximum number of points: 40)**

The following shall be taken into account when evaluating the project:

- a) definition of the research problem (e.g. objective, research questions, hypotheses) (0–10 points);
- b) appropriateness of the proposed methods (0–10 points);
- c) setting the project in the context of existing research and knowledge of literature (0–10 points);
- d) originality of the proposed issues and methodology (0–10 points).

#### **Scientific achievements to date – maximum 20 points**

The following shall be taken into account when evaluating scientific achievements:

- a) active participation in scientific conferences (e.g. paper presentation, poster presentation) (0–4 points);
- b) participation in research projects (0–5 points);
- c) scientific and popular science publications (0–6 points);
- d) science-related organisational activities (e.g. involvement in scientific associations, organisation of conferences) (0–2 points);
- e) academic internships, scholarships, awards received in connection with scientific activities (0–3 points).

In the case of multi-author achievements, the percentage share of the candidate in the achievement must be defined.

**Interview (maximum number of points: 40)**

The following shall be taken into account when determining the result of the interview:

- a) qualitative assessment of the interview on the research project (0–20 points);
- b) knowledge of the subject, substantive knowledge, linguistic correctness and the ability to use a scientific language appropriate for the discipline in which the education is to be provided (0–20 points).

To be admitted to the Doctoral School, the candidate has to obtain at least 20 points for the interview.

**2.7. Publication of the list of persons admitted to the Doctoral School:** 17 September 2019.

**2.8. Place of publication of the results of the enrolment procedure:**

- a) IRK;
- b) website of the University of Warsaw;
- c) Secretary's Office of the Doctoral School.

**2.9. Date of commencement of education:** 1 October 2019.

**2.10. Minimum gross doctoral scholarship:**

- a) prior to the mid-term evaluation: PLN 2,371.70;
- b) after the mid-term evaluation: PLN 3,653.70;
- c) allowance for persons with disabilities: PLN 711.51.

**3. Doctoral School:**

DOCTORAL SCHOOL OF EXACT AND NATURAL SCIENCES

**3.1. Scientific disciplines or fields in which the enrolment procedure is conducted and the admissions limits:**

- astronomy – admissions limit: 5;
- mathematical sciences and computer science (collectively) – admissions limit: 22;
- biological sciences – admissions limit: 17;
- chemical sciences – admissions limit: 18;
- physical sciences – admissions limit: 27;
- Earth and environmental sciences – admissions limit: 11;

The enrolment procedure in the disciplines of computer science and mathematics shall be conducted in the Warsaw Doctoral School of Mathematics and Computer Science (WDSMCS).

**3.2. Required documents:**

- a) the application generated in IRK, stating the subject-matter of the application, including the chosen discipline in which the candidate plans to pursue education, PESEL [Personal Identification Number] or passport number, nationality, contact details (address, e-mail address, telephone number), information whether the candidate gives their consent to receive administrative decisions by electronic means and signature;
- b) a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtained under separate regulations, or a declaration that the diploma or certificate of obtaining a Master's degree shall be provided by 16 September 2019; if the diploma or certificate is not provided by this date, the selection committee shall refuse to admit the candidate to the Doctoral School;
- c) a resumé or curriculum vitae containing information about the candidate's scientific

interests and scientific activity from 1 October 2014 onwards, subject to § 18 section 7, in particular publications, research work in scientific associations, participation in scientific conferences, participation in research projects, awards, distinctions, research internships and possible recommendations from academics;

- d) documents confirming the command of foreign languages and a declaration about the command of English to the extent enabling the education in the Doctoral School;
- e) a description of the scientific interests in the context of the planned research (maximum 5,000 characters including spaces in English and a bibliography);
- f) a declaration of the planned supervisor about their willingness to be the candidate's supervisor if the candidate is entered on the list of doctoral students and about the number of doctoral students for whom they are the designated supervisor;
- g) one photograph;
- h) letters of recommendation from two persons sent directly to the address of the School and contact details of these persons;
- i) first-cycle and second-cycle programme transcripts of records or long-cycle programme transcripts of records or equivalent documents (e.g. diploma supplement);
- j) abstract of the master's thesis or project (up to 2,500 characters in English);
- k) consent to the processing of personal data for the purposes of the selection procedure.

**3.3. Form of the selection procedure:** One-stage procedure

**3.4. Schedule of the Doctoral School enrolment procedure:**

- a) registration in IRK: from 23 May 2019 to 21 June 2019;
- b) acceptance of documents: from 23 May 2019 to 21 June 2019;
- c) selection procedure: from 1 July 2019 to 10 July 2019;
- d) publication of the ranking list: 12 July 2019;
- e) publication of the list of persons admitted to the Doctoral School: 17 September 2019.

**3.5. Language of the recruitment procedure, including interviews/examinations:**

Polish or English as chosen by the candidate. If the Polish language is chosen, the selection procedure shall include a part conducted in English.

**3.6. Evaluation criteria and method:**

- a) scientific achievements: publications, participation in student competitions, research projects, presented papers/seminar and conference messages, research internships (0–15 points);
- b) research project: description of scientific interests in the context of planned research (up to 5,000 characters in English) (0–5 points);
- c) examination – checking the candidate's knowledge and skills in the discipline in written (astronomy, chemical and physical sciences, and in WDSMCS) or oral form (biological sciences and Earth and environmental sciences) (up to 40 points);
- d) evaluation of the candidate's scientific potential (up to 40 points).

In the case of multi-author achievements, the percentage share of the candidate in the achievement must be defined.

In WDSMCS, the evaluation shall be based on letters of recommendation and grades from the studies.



The following shall be taken into account in the case of letters of recommendation:

- a1) an opinion on the candidate's mathematical/IT skills and scientific potential;
- a2) an opinion on the candidate's key qualities as a mathematician/IT specialist (e.g. diligence, orderliness, perseverance, etc.);
- a3) an opinion on the course and nature of the collaboration of the letter's author with the candidate. In the case of grades from the studies, the following shall be taken into account: grades from subjects related to the subject of the master's thesis and grades from subjects related to the widely understood subject of future doctoral thesis declared in the research project.

In the disciplines of physics, chemistry, astronomy, biological sciences, chemical sciences, physical sciences, and Earth and environment sciences – an interview with the candidate. This interview shall include the following elements:

- b1) an interview on the candidate's master's thesis, understanding of the subject, research hypotheses, its implementation, obtained results and conclusions;
- b2) short questions about the presented scientific achievements and about the course of the studies.

**3.7. Publication of the list of persons admitted to the Doctoral School:** 17 September 2019.

**3.8. Place of publication of the results of the enrolment procedure:**

- a) IRK;
- b) website of the University of Warsaw;
- c) Secretary's Office of the Doctoral School.

**3.9. Date of commencement of education:** 1 October 2019.

**3.10. Minimum gross doctoral scholarship:**

- a) prior to the mid-term evaluation: PLN 2,371.70;
- b) after the mid-term evaluation: PLN 3,653.70;
- c) allowance for persons with disabilities: PLN 711.51.

**4. Doctoral School:**

INTERDISCIPLINARY DOCTORAL SCHOOL

**4.1. Scientific disciplines or fields in which the enrolment procedure is conducted and the admissions limits:**

The admissions limit of 20 persons in total in the fields of humanities, social sciences, exact sciences and natural sciences.

Additionally, 15 persons in the Quantitative Psychology and Economics (QPE) education programme implemented under the Integrated Action Programme for Development of the University of Warsaw, co-financed by the European Social Fund under OP KED, path 3.5.

**4.2. Required documents:**

- a) the application generated in IRK, stating the subject-matter of the application, including the chosen discipline in which the candidate plans to pursue education, PESEL [Personal Identification Number] or passport number, nationality, contact details (address, e-mail address, telephone number), information whether the candidate gives their consent to receive administrative decisions by electronic means and signature;
- b) a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtained under separate regulations, or a declaration that the diploma or certificate of obtaining a Master's degree shall be provided by 16 September 2019; if the diploma or certificate is not provided by this

date, the selection committee shall refuse to admit the candidate to the Doctoral School;

- c) a resumé or curriculum vitae containing information about the candidate's scientific interests and scientific activity from 1 October 2014 onwards, subject to § 18 section 7, in particular publications, research work in scientific associations, participation in scientific conferences, participation in research projects, awards, distinctions, research internships and possible recommendations from academics;
- d) documents confirming the command of foreign languages and a declaration about the command of English to the extent enabling the education in the Doctoral School;
- e) a description of the initial research project proposal (maximum 6,000 characters with a bibliography – in the case of QPE programme, maximum 12,000 and a bibliography). The proposal shall include elements of the use of achievements in at least two scientific disciplines, indicating the leading discipline, or a proposal of a single discipline (but multidisciplinary) project whose aim is to obtain a degree in a field of study without the need to indicate the leading discipline;
- f) a declaration of the planned supervisor about their willingness to be the candidate's supervisor if the candidate is entered on the list of doctoral students and about the number of doctoral students for whom they are the designated supervisor;
- g) one photograph;
- h) consent to the processing of personal data for the purposes of the selection procedure.

#### **Other documents**

In the case of QPE programme: a bachelor's or master's thesis or any other text of a scientific nature. Text in English shall be preferred.

#### **4.3. Form of the selection procedure:**

Two-stage procedure:

- a) Stage I: evaluation of the research project and the completeness of documents;
- b) Stage II: an interview comprising a presentation related to a research project combined with an evaluation of the candidate's experience and scientific achievements. The interview shall not include an examination.

#### **4.4. Schedule of the Interdisciplinary Doctoral School enrolment procedure:**

- a) registration in IRK: from 23 May 2019 to 14 July 2019;
- b) submission of documents: from 23 May 2019 to 19 July 2019;
- c) first stage of the enrolment procedure: from 22 July 2019 to 9 August 2019;
- d) completion of the first stage of the enrolment procedure (admission to interview): 9 August 2019;
- e) publication of the ranking list: 9 August 2019;
- f) second stage of the enrolment procedure – interviews: from 9 September 2019 to 14 September 2019;
- g) publication of the list of persons admitted to the Doctoral School: 17 September 2019.

#### **For candidates for QPE programme: first round**

- a) registration in IRK and submission of documents: from 6 May 2019 to 10 June 2019;
- b) publication of the list of candidates admitted to the second stage: 15 June 2019;
- c) second stage of the enrolment procedure (interviews): 23–30 June 2019;
- d) publication of the list of persons admitted to QPE programme: 1 July 2019.

#### **For candidates for QPE programme: second round**

- a) registration in IRK and submission of documents: from 1 July 2019 to 22 July 2019;
- b) publication of the list of candidates admitted to the second stage: 10 August 2019;
- c) second stage of the enrolment procedure (interviews): 1–14 September 2019;
- d) publication of the list of persons admitted to QPE programme: 17 September 2019.

If the admissions limit for QPE programme is not reached, a third round of the enrolment procedure shall be organised. Information about it shall be published on the website of the University of Warsaw and by other means of communication. Candidates may apply only once in a given year.

**4.5. Language of the enrolment procedure, including interviews:**

The interview shall be conducted in Polish with elements of English or entirely in English as chosen by the candidate. In the QPE programme enrolment procedure, interviews shall be conducted in English.

**4.6. Evaluation criteria and method:**

- a) a description of the research project (maximum number of points: 30);
- b) scientific achievements on the basis of the information included in a resumé or curriculum vitae (maximum number of points: 25);
- c) interview (maximum number of points: 45), including the following:
  - a presentation of a scientific topic related to the research project, prepared by the candidate (0–20 points);
  - discussion with the candidate on the justification of the appropriateness of the research area for the proposed research problems and methods, knowledge of the subject, substantive knowledge, linguistic correctness and ability to use the scientific language (0–25 points).

In the case of multi-author achievements, the percentage share of the candidate in the achievement must be defined.

**4.7. Publication of the list of persons admitted to the Doctoral School: 17 September 2019.**

**4.8. Place of publication of the results of the enrolment procedure:**

- a) IRK;
- b) website of the University of Warsaw;
- c) Secretary's Office of the Doctoral School.

**4.9. Date of commencement of education: 1 October 2019.**

**4.10. Minimum gross doctoral scholarship:**

- a) prior to the mid-term evaluation: PLN 2,371.70;
- b) after the mid-term evaluation: PLN 3,653.70;
- c) allowance for persons with disabilities: PLN 711.51.