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MONITOR  
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ITEM 142

**ANNOUNCEMENT NO. 6  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 20. May 2021,

**on the uniform text of Resolution No. 17 of the Senate of the University of Warsaw of 20 January 2021 concerning the rules of admission to doctoral schools at the University of Warsaw**

The consolidated text of Resolution No. 17 of the Senate of the University of Warsaw of 20 January 2021 on the rules for admission to doctoral schools at the University of Warsaw shall be published in the appendix to this announcement (Monitor UW of 2021, item 13) taking into account the changes introduced by the resolution No. 48 of the Senate of the University of Warsaw of 21 April 2021 on the consolidated text of Resolution No. 17 of the Senate of the University of Warsaw dated 20 January 2021 concerning the rules of admission to doctoral schools at the University of Warsaw (Monitor UW of 2021, item 113).

Rector of the University of Warsaw  
*A. Z. Nowak*

Appendix

to Announcement No 6 dated 20 May 2021 on the consolidated text of Resolution No. 17 of the Senate of the University of Warsaw of 20 January 2021 concerning the rules of admission to doctoral schools at the University of Warsaw

**RESOLUTION No. 17  
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

dated 20 January 2021

**on rules of admission to doctoral schools at the  
University of Warsaw<sup>1</sup>**

Pursuant to the provisions of Article 200 section 2 of the Law on Higher Education and Science, the Act dated 20 July 2018 (consolidated text: Polish Journal of Laws of 2020, item 85, as amended), the Senate of the University of Warsaw resolves as follows:

**PART I.  
GENERAL PROVISIONS**

**§ 1**

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

- 1) OPD – Office for Persons with Disabilities;
- 2) doctoral student – a PhD student of a doctoral school at the University of Warsaw;
- 3) candidate – a candidate to a doctoral school;
- 4) Code of Administrative Procedure – the Act dated 14 June 1960 – Code of Administrative Procedure (consolidated text: Polish Journal of Laws of 2020, item 256, as amended);
- 5) limit of places – the limit of places available for admission as part of a given discipline in which a doctoral school organizes education or the limit of places available for recruitment as part of the Interdisciplinary Doctoral School;
- 6) IDS – Interdisciplinary Doctoral School;
- 7) Director – the director of a doctoral school;
- 8) School Council – the council of a doctoral school;
- 9) <sup>2</sup>IRK – Internet Recruitment for Candidates System (Online Application System; Internetowa Rejestracja Kandydatów, IRK);
- 10) Secretary's Office – the office of a doctoral school secretary;
- 11) School – a doctoral school;
- 12) Resolution – the Resolution of the Senate of the University of Warsaw on rules of admission to doctoral schools at the University of Warsaw;
- 13) University – University of Warsaw;
- 14) Act – the Law on Higher Education and Science dated 20 July 2018 (consolidated text: Polish Journal of Laws of 2020, item 85, as amended).

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<sup>1</sup>The consolidated text, taking into account the amendments introduced by Resolution No. 48 of the Senate of the University of Warsaw dated 21 April 2021 on amending Resolution No. 17 of the Senate of the University of Warsaw dated 20 January 2021 on the rules for admission to doctoral schools at the University of Warsaw (Monitor UW of 2021, item 113).

<sup>2</sup> With the wording set forth by paragraph 1 item 1 point 1, as mentioned under footnote 1.

## **§ 2**

The Resolution sets forth the rules of admission to doctoral schools starting from the academic year 2021/2022 until the academic year 2023/2024. The admissions procedure is carried out in the form of a competition.

## **§ 3**

Detailed conditions and mode of admission to doctoral schools, including the limits of places for a given academic year, may be found in Appendix No. 1 to the Resolution.

## **§ 4**

1. The admission schedule and rules for registering the candidates to doctoral schools shall be established by the Rector by way of an ordinance, following a consultation with the directors of doctoral schools and the relevant body of the doctoral students self-governing authority. The said schedule and Appendix No. 1 to the Resolution do not refer to the admission mentioned under paragraphs 20-24, unless stipulated otherwise under specific provisions.

2. Where the schedule allows more than one application round in a given academic year, the candidate may take part in only one round. Where an application for admission to a School is submitted as part of more than one application round in a given academic year, the Director shall not consider this application.

3. The Secretary's Offices, working together with the Admissions Office, handle the activities performed in the IRK in connection with the doctoral schools admissions procedure.

## **SECTION II. AUTHORITIES CONDUCTING THE ADMISSIONS PROCEDURE**

## **§ 5**

1. The admissions procedure is carried out by the Director.

2. In matters related to admissions, the Director consults with the School Council in cases specified in the Resolution. The School Council may issue its opinion remotely or by mail (by circulation), including by means of electronic communication. The Director shall decide about using the remote or circulation mode and document such proceedings. No minutes shall be drawn up for opinions issued by circulation.

3. After consulting the School Council, the Director shall appoint the Admissions Coordinator to organize the admissions procedure. In the case of a failure to appoint the Admissions Coordinator, the activities mentioned under paragraph 6 section 1 shall be performed by the Director.

4. The Admissions Coordinator shall be dismissed by the Director at their own discretion or at the request of the Rector or School Council, or if the Admissions Coordinator resigns.

5. Neither the Director nor the Admissions Coordinator may sit on the qualification team.

6. By 15 December, the Director shall submit to the Rector and School Council a report regarding the admissions procedure and admissions exceeding the limits for the School in the previous academic year.

## § 6

1. The Admissions Coordinator shall organize the admissions procedure to the School, including:

- 1) publishing the composition of qualification teams on the School's website;
- 2) supervising the correct operation of the IRK as part of the School admissions procedure;
- 3) supervising the School's process of accepting documents from candidates;
- 4) posting instructions on how to properly complete the application for admission to the School in the IRK;
- 5) reviewing the circumstances regarding the initiation of qualification proceedings, mentioned especially under paragraph 14 and paragraph 15 section 4, based on the submitted documents;
- 6) informing candidates about the obvious mistakes and/or errors mentioned under paragraph 15 section 3, within no more than seven days after the expiry of document submission deadline set forth under paragraph 4 section 1;
- 7) notifying candidates about the dates and places of qualification interviews set in consultation with the chairpersons of the qualification teams – this notification shall be posted on the School's website at least seven days before the date of the qualification interviews;
- 8) organizing the work of such qualification teams, in consultation with their chairpersons and secretaries;
- 9) supervising the efficient and proper conduct of the qualification proceedings carried out by the qualification teams, including in terms of compliance with the Resolution;
- 10) supervising the integrity, impartiality and objectivity of the qualification team members in their assessment of the candidates;
- 11) supervising proper drafting of records during admissions;
- 12) drafting a ranking list, based on the results of the qualification proceedings, and submitting it to the Director;
- 13) informing candidates about the results of their admission process;
- 14) immediately issuing opinions in the cases specified in the Resolution and at the Director's request;
- 15) formulating recommendations regarding admissions for the Director and – in consultation with the Director – for the School Council or qualification team chairpersons and members;
- 16) drafting an admissions report regarding admissions to the School in the previous academic year by 15 November, and then submitting it to the Director;
- 17) performing other activities set forth in the provisions of law and required by the Director in connection with the admissions procedure.

2. The Director may authorize the Admissions Coordinator to perform on their behalf the activities mentioned under the Resolution, except for the activities mentioned under paragraph 5 sections 3 and 4 and those regarding the ranking list mentioned under paragraph 29 section 3.

3. The Secretary's Office provides support for the Admissions Coordinator.

## § 7

1. In consultation with the Rector, the Director, at least 30 days before the commencement of admissions procedure, forms qualification teams for the individual disciplines and appoints their members – in order to conduct the qualification proceedings and to select candidates recommended for admission to the School – from among the candidates that have been submitted for consideration, in a number of not more than 10 persons to be indicated by each of the Rector, heads of the organizational units, academic councils of the academic disciplines, School Council and Admissions Coordinator. A short description or substantiation may be submitted along with the proposed candidates.

2. The qualification team shall be composed no less than six and no more than 15 members. In justified cases, the Director, in agreement with the Rector, may change the number of members and composition of the qualification team during the term mentioned under section 7.

3. Academic staff with at least the degree of a doctor shall be the members of the qualification team. Moreover, one representative of doctoral students delegated by the relevant body of the doctoral students self-governing authority participates in the works of the qualification team as an observer with advisory capacity. The qualification team mainly includes academic staff representing the discipline that the candidate has selected for their education, excluding the qualification team created for the purposes of the Interdisciplinary Doctoral School qualification proceedings. The qualification team shall include at least one academic teacher representing another discipline than the one selected for qualification, subject to paragraph 8 section 2.

4. A person who has submitted a statement on undertaking supervising activities, as mentioned under paragraph 15 section 1 item 7 and section 7, for the candidate being assessed by the qualification team, cannot become a member of such a qualification team.

5. In appointing the qualification team members, the Director shall consider the need to secure representation of various scientific specializations. Before appointing a qualification team member, the Director shall inform the member about the prerequisites for being excluded from assessing candidates, as mentioned under paragraph 9 sections 2 and 3.

6. The Director shall appoint the chairperson and vice-chairperson of the qualification team after obtaining the Admissions Coordinator's opinion. The chairperson shall manage the works of the qualification team, cooperate with the Admissions Coordinator and fulfil other duties set forth in the Resolution. The qualification team vice-chairperson shall mainly serve as the team's chairperson during the chairperson's absence.

7. The qualification team is appointed for a one year term of office. After obtaining the School Council's opinion, the Director may appoint a qualification team to conduct the qualification proceedings as part of a research project or for the purposes of proceedings initiated by an application to reconsider the matter; such appointment may be made for a different term of office.

8. The composition of the qualification team and the name of the doctoral students representative shall be published on the School's website immediately following their appointment.

9. Where the circumstances prevent a qualification team member from direct participation in the work of the team or in other justified cases, including, but not limited to at the request of the Admissions Coordinator, the Director dismisses the individual member of the team and appoints a new one, in accordance with the principles set out in sections 1–8. The new member shall immediately undergo the training mentioned under paragraph 10. This provision shall apply accordingly when the number of qualification team members is extended.

10. The qualification team chairperson, in consultation with the Admissions Coordinator, shall appoint the qualification team secretary. The secretary may be appointed from beyond the qualification team members. In justified cases, the qualification team chairperson shall appoint more than one secretary.

11. The team secretary:

- 1) performs organizational activities requested by the chairperson, vice-chairperson of the qualification team or Admissions Coordinator and also conducts formal verification of the applications for admission to the School in cooperation with them, including, but not limited to a verification in terms of meeting the requirements of paragraph 15 section 1 and 8, and paragraph 18 section 5; the provisions of paragraph 9 section 2–5 shall apply accordingly to exceptions from formal verification of the candidate's application;
- 2) is responsible for the qualification team documentation, including for sending it to the Secretary's Office.

12. The provision of section 4 shall not apply in the case of the admissions mentioned under paragraph 20.

## **§ 8**

1. In justified cases, the qualification team may be appointed for the purposes of qualification proceedings carried out as part of the School admissions procedure outside of the schedule mentioned under paragraph 4 section 1. The provisions of paragraph 7 section 3 shall apply accordingly.

2. The qualification team of the Doctoral School of Exact and Natural Sciences that assesses candidates to the Warsaw Doctoral School of Mathematics and Computer Science shall include at least one representative of the Institute of Mathematics, Polish Academy of Sciences.

3. In the case of the Interdisciplinary Doctoral School, the Director may create a qualification team and appoint its members not later than two weeks before starting the admissions procedure.

## **§ 9**

1. A qualification team member must maintain integrity, impartiality and objectivity in assessing the School candidates.

2. The qualification team member shall inform other team members about all the circumstances that may influence their impartiality and objectivity in assessing candidates to the School. Moreover, the qualification team member shall submit to the Admissions Coordinator a statement concerning the prerequisites for their exclusion from the assessment of candidates, using the template provided by the Admissions Coordinator. The qualification team or the Admissions Coordinator may decide to exclude a qualification team member from assessment of a given candidate if their participation could cause reasonable doubts.

3. A qualification team member may be excluded from assessing the candidate by operation of law, if:

- 1) they were the supervisor of the candidate's Master's thesis;
- 2) they are the candidate's manager or have a different employment relationship with them;
- 3) the candidate is or was their spouse, next of kin or relative by affinity up to the second degree or remains or remained in cohabitation with them;
- 4) the candidate is or was a person related to them through adoption, custody or guardianship;
- 5) they participated in disciplinary proceedings in which the candidate or their planned supervisor were accused;
- 6) there are other objective circumstances that could cause reasonable doubts as to the professional attitude, impartiality or objectivity during the candidate's assessment.

4. The doctoral students' representative mentioned under paragraph 7 section 3 shall be excluded from the work of the team in the cases mentioned under section 3 items 2–6 and if their supervisor or manager plans to become the candidate's supervisor. Should the doctoral student's representative be excluded from the team's work, the relevant body of the doctoral students self-governing authority may delegate another doctoral students' representative as an observer for the assessment of a given candidate, also with advisory capacity.

5. The qualification team member excluded from assessing a candidate shall not participate in their assessment and shall leave the team meeting room for the time of the assessment. Exclusion of a qualification team member from assessing a given candidate shall be recorded in the team meeting minutes, along with the reason for the exclusion; this provision shall apply accordingly to the doctoral students' representative.

6. The provisions of section 3 items 1–2 shall not apply to the assessment of the candidates mentioned under paragraph 20.

## **§ 10**

The qualification team members and their secretaries shall undergo training on the School admissions procedure principles before starting admissions. Participation in the training is mandatory.

## **§ 11**

1. The qualification team shall carry out the qualification proceedings and draft a justification for the admission to or rejection from the School, as mentioned under paragraph 33 section 4.

2. The qualification team shall assess the candidates in the presence of at least 2/3 of the team members that have not been excluded.

3. All the qualification team members shall have equal voice.

4. The qualification team chairperson may appoint a team member to present the candidate's application for admission to the School.

5. The qualification team meetings shall be recorded and the minutes shall immediately be signed by the chairperson and other team members who participated in the meeting and then sent to the Secretary's Office. Should a team member participating in the meeting be unable to sign the minutes by the deadline specified by the chairperson, the chairperson shall make a note about it on the minutes along with a justification. In such a case the note shall replace the signature.

6. Qualification team meetings may only be attended by members and the secretary of that team, subject to paragraph 27 section 1 item 5, with the following being allowed to be present in the meeting room as observers: Director, Admissions Coordinator or doctoral students' representative. Moreover, at the invitation of the qualification team chairperson, administrative and technical support staff and reviewers may be present in the meeting room, as mentioned under section 9.

7. It shall be recorded in the minutes mentioned under section 5 that any people other than the team members are present in the meeting room of the qualification team during the meeting. Moreover, should a member leave the meeting room of the qualification team, it shall also be recorded in each case.

8. In justified cases, the qualification team may operate remotely. In matters other than the qualification of candidates, the qualification team may operate by circulation. The provisions of paragraph 5 section 2 shall apply accordingly.

9. In justified cases, the qualification team may decide that applications for a given discipline – and in the case of applications for admission to the Interdisciplinary Doctoral School, in a given scientific field – shall be reviewed before starting the qualification interviews. In such a case, brief written or electronic reviews of the applications of all candidates in a given scientific discipline or field, as appropriate, shall be drafted. Reviewers shall be selected by the qualification team from among persons with at least the degree of a doctor. The reviewer's personal details are classified. The rules and deadline for drafting the reviews shall be established by the qualification team in consultation with the Admissions Coordinator. The content of the reviews shall be available to the relevant candidate at their request.

## **§ 12**

The chairperson, member, secretary of the qualification team or reviewer shall be entitled to remuneration for their work. The Rector, in consultation with the directors of doctoral schools, shall specify the manner of granting and the amounts of remuneration by way of an ordinance.

### **SECTION III. ADMISSIONS PROCEDURE**

## **§ 13**

1. The admissions procedure consists of qualification proceedings and admission or issuing an administrative decision on the candidate's rejection by the School.

2. The purpose of the qualification proceedings is to find the best candidates for the School by checking their abilities through an assessment of their scientific activity, description and value of the proposed research project and qualification interview results, subject to paragraph 18 section 6.



## **Chapter 1**

### **Terms and conditions for taking part in the qualification proceedings**

#### **§ 14**

The qualification proceedings shall be initiated based on an application for admission to the School, as mentioned under paragraph 15 section 1, submitted by the candidate who:

- 1) managed to register in the IRK by the designated deadline;
- 2) paid the admission procedure fee mentioned under paragraph 17 by the designated deadline;
- 3) and also:
  - a) holds a Master's degree or an equivalent degree obtained under separate regulations or shall hold such a degree by the day determined according to paragraph 4 section 1, as per their own statement, or
  - b) is the research project coordinator for a project carried out at the University as part of the "Diamentowy Grant" [Diamond Grant] program launched by the Minister responsible for higher education and science or submitted an application as part of this program that is currently pending review, or
  - c) is a graduate of a first degree program or a student who has completed the third year of a long-cycle master degree program, and has been approved by the Director in consultation with the qualification team to be considered for admission due to their exceptional, superior scientific achievements demonstrated to date.

#### **§ 15**

1. The candidate shall submit a School admission application only through the IRK. The application shall include the following:

- 1) indication of the selected discipline in which the candidate plans to pursue education or in the case of applying for the Interdisciplinary Doctoral School – fields of science with the specification of the leading field (and where there is no leading field – at least two equivalent disciplines), PESEL number or passport number, nationality, contact information (residence address, e-mail address, telephone number), information whether the candidate agrees to receive administrative decisions by means of electronic communication, consent for processing of personal data for the purposes of the admissions procedure;
- 2) documents confirming that the condition mentioned under paragraph 14 item 3 has been met – as applicable:
  - a) a scan of the graduation diploma of long-cycle Master's degree or postgraduate studies or an equivalent diploma obtained under separate regulations, or in the case of candidates pursuing education in the European Higher Education Area – a certificate of holding a master's degree or a statement that the diploma or certificate conforming the award of a master's degree will be delivered by the date determined according to paragraph 4, section 1, subject to paragraph 14, item 3, letter c; in the case of a diploma equivalent to a long-cycle Master's degree or postgraduate studies graduation diploma, a candidate shall justify such equivalence. In case the diploma was issued in a language other than Polish or English, the candidate shall attach its certified translation.
  - b) in the case mentioned under paragraph 14 item 3 letter b, the candidate shall submit a statement that they have been granted funds by the Minister responsible for higher education and science under the "Diamentowy Grant" [Diamond Grant] program or a statement that an application has been submitted as part of the "Diamentowy Grant" [Diamond Grant] program,

- providing the title of the candidate's project;
- c) in the case mentioned under paragraph 14 item 3 letter c, the candidate shall attach the Director's consent mentioned under this provision.
- 3) a description of the preliminary research project proposal with a title. Appendix No. 1 to the Resolution sets forth the requirements regarding the description;
- 4) a resume or CV outlining the candidate's scientific activity, including scholarly interests and achievements during the five calendar years preceding the application, subject to paragraph 18 section 5, including, but not limited to:
- a) publications,
  - b) research and organizational work at student research groups,
  - c) participation in scientific conferences,
  - d) participation in research projects,
  - e) awards and honourable mentions,
  - f) research internships,
  - g) research skills training programs completed,
  - h) activities promoting science,
  - i) activity in science movement representative bodies,
  - j) average of their university grades,
  - k) professional career,
  - l) level of proficiency in foreign languages,
- 5) scans of materials evidencing scientific activity mentioned in their CV or resume,
- 6) a declaration of the level of proficiency in English allowing the participation in the teaching process at the doctoral school; Appendix No. 1 to the Resolution may specify the required level of proficiency of a particular language and/or languages a candidate has to meet;
- 7) the scan of a declaration by the planned supervisor, confirming their agreement to undertake the duties of a supervisor and of the number of doctoral students, for whom they perform the duties a designated supervisor, in accordance with the template constituting Appendix no.4 to the Resolution, taking into account sections 6 and 7; the candidate may also attach a scan of their planned supervisor's opinion and opinions of other academics about the candidate and their scientific activity and/or proposed research project;
- 8) the photograph of a candidate's face that allows for their identification;
- 9) a declaration confirming whether the candidate was or is a doctoral student or a participant of doctoral studies or whether they have initiated a doctoral dissertation process or whether proceedings to award them a doctoral degree have been initiated – and if yes, the title of their doctoral dissertation or the research project prepared by a candidate, including the name and last name of the candidate's tutor or supervisor;
- 10) a declaration confirming that they have reviewed the Resolution and Articles 40 and 41 of the Code of Administrative Procedure;
- 11) other documents as scans, if they were identified in Appendix no. 1 to the Resolution.

2. Upon the expiry of the deadline for submission of the documents, as set forth in accordance with paragraph 4 section 1, the right to submit and/or amend the application mentioned under section 1 expires. Amending applications after this date shall be ineffective, subject to the provisions of section 3.

3. In especially justified cases, upon the candidate's request submitted within no more than 10 days following the expiry of the deadline for document submission, as set forth under paragraph 4 section 1, the Director may consent to the rectification

of obvious mistakes and/or errors, if such rectification concerns the parts of the application that do not influence the assessment mentioned under paragraph 18 section 1.

4. A properly submitted application for admission to the School shall constitute the basis for undertaking the qualification proceedings. The Director shall leave applications unexamined, where, upon the expiry of the documents submission deadline, as set forth under paragraph 4 section 1, subject to the provisions of section 3, such applications:

- 1) do not contain at least one element mentioned under section 1 item 1-4 and items 6-11, and/or
- 2) contain at least one element mentioned under section 1 items 1-4 and items 6-11, which does not allow for establishing the information necessary to conduct the qualification proceedings, or
- 3) was not submitted through the IRK;
- 4) in the case mentioned under paragraph 4 section 2.

The Admissions Coordinator provides information that an application was left unexamined through the IRK.

5. Information concerning scientific activity that isn't evidenced by materials uploaded into the IRK, shall not be taken into consideration by the qualification team for the candidate's assessment.

6. The planned supervisor, mentioned under section 1 item 7, may only be a person who is not a member of the qualification team competent to assess the candidate, who meets the requirements set forth in the Act, the School's Terms and Conditions and the Senate's of the University of Warsaw resolution that sets forth the rules for awarding a doctoral degree at University of Warsaw

7. The declaration mentioned under section 1 item 7 may be submitted by a person who, as of the day of its submission, remains the designated supervisor for a number of doctoral students not greater than a maximum number of doctoral students allowed to be supervised by one supervisor, as set forth in the School's Terms and Conditions. In special cases and upon the justified request of the planned supervisor, the Director may increase this limit for the purposes of the admissions procedure. The Director shall promptly inform the Admissions Coordinator and the chairperson of the qualification team about granting such consent.

8. The application mentioned under section 1 should be completed in Polish and/or English. The candidate is required to submit a certified translation into Polish and/or English of documents mentioned under section 1 item 2. Should any doubts arise concerning these documents, the Admissions Coordinator request more information from the Director of the Polish National Agency for Academic Exchange, mentioned under Article 326 section 4 of the Act. The candidate is also required to submit translations of their scientific achievement awards mentioned under section 1 items 4-5. In justified cases the Admissions Coordinator, the chairperson and/or the secretary of the qualification team may request that the candidate submit translations of other documents and/or materials included in the application by a designated deadline.

## **§ 16**

All the personal data submitted by candidates is processed and stored for the purposes of the admissions procedure as per the applicable provisions of law and are protected.

## § 17

1. The admissions procedure is conducted against payment.

2. By means of an order, the Rector sets forth the amount of the admission procedure fee for conducting the qualification proceedings to the School, after obtaining the opinion of the relevant body of the doctoral students self-governing authority.

3. Should a candidate participate in more than one qualification proceedings to a School, they shall pay an admission procedure fee for each of them.

4. The candidate shall pay the admission procedure fee no later than on the next day after completing the document submission process, as set forth in accordance with paragraph 4 section 1. The day of payment shall be the day when the appropriate amount is credited to the University's account. The application of a candidate who failed to pay the whole admission procedure fee in a timely manner shall be left unexamined by the Director.

5. The candidate shall remit payment to the individual bank account generated in the IRK.

6. In especially justified cases, the Director may, before the expiry of the document submission deadline mentioned under paragraph 4 section 1, exempt a candidate, upon their application, from the whole and/or a part of the admission procedure fee. Applications within this scope shall be submitted along with a justification to the Secretary's Office via electronic means no later than seven days before the expiry of this deadline.

7. The candidate shall be entitled – upon their application submitted by electronic means to the Director – to reimbursement of the whole or a part of the admission procedure fee if:

- 1) they resigned from the participation in the qualification proceedings before they begin;
- 2) the admissions procedure does not begin for the candidate due to their failure to pay the admission procedure fee on time;
- 3) an overpayment has been made;
- 4) the candidate had been exempted from the whole and/or a part of the admission procedure fee.

The application should include the grounds for claiming reimbursement and the account number to which the reimbursement should be remitted.

8. The reimbursed amount of the admission procedure fee may be lowered by the costs arising from executing the transaction.

9. The Admissions Coordinator orders reimbursement of the admission procedure fee, as mentioned under sections 7-8.

## **Chapter 2**

### **Scope and the course of the qualification proceedings**

#### **§ 18**

1. Qualification proceedings include the assessment of the following items:

- 1) the research project proposed by a candidate;
- 2) the candidate's scientific activity, based on their CV or Resume, documented by scans of materials attached to the application for admission to the School;
- 3) an interview with the candidate, subject to the provisions of section 6;
- 4) other achievements, as long as they were identified in an Appendix to the Resolution.

2. The maximum number of points to be awarded in qualification proceedings and the number of points awarded for each criterion assessed, as mentioned under section 1, are set forth under Appendix No. 1 to the Resolution.

3. The qualification proceedings may be conducted in two stages, if set forth by the Appendix to the Resolution. In case of two-stage qualification proceedings:

- 1) at the first stage the candidate's research project and scientific activity described in their CV and/or Resume and a qualification exam are assessed, as long as Appendix No. 1 to the Resolution stipulates that such an exam is to be administered; the maximum number of points that may be awarded at the first stage is set forth in Appendix no. 1 to the Resolution;
- 2) an interview is assessed at the second stage; candidates who received no less than 50% of maximum number of points available at the first stage, unless Appendix No. 1 to the Resolution does not stipulate otherwise, subject to the provision that the number of candidates admitted to this stage cannot exceed twice the number of places available at the School in a given discipline, unless exceeding this number would be a result of the last candidates from the second stage recommended candidates list received an equal number of points.

4. The requirement for admission to a School shall be a place on the Ranking list that is within the limit of places and getting the number of points from the entire qualification proceedings that is set forth in Appendix No. 1 to the Resolution, however no less than 50% of the maximum number of points to be awarded in the qualification proceedings. Appendix no.1 to the Resolution may also set forth the minimum number of points to be awarded from the second stage that is required for admission to the School.

5. Only the scientific activity of a candidate from the last five calendar years before the last day of the application submission period may be taken into consideration in the qualification proceedings. If a candidate became a parent during this time, as evidenced by a scan of the child's birth certificate attached to the application, this period shall be extended by two years for each child.

6. Where stipulated in the Appendix to the Resolution, the qualification proceedings within the scope mentioned under section 1 item 3 may be supplemented and/or replaced in a given discipline by a qualification examination, taking into account the provisions of section 10. The provisions of paragraph 6 section 1 item 7 shall apply accordingly.

7. The language and/or languages in which the qualification proceedings are conducted, including the interview, are set forth in Appendix No. 1 to the Resolution.

8. The interview with the candidate shall be no shorter than 15 minutes, unless the candidate finishes it early.

9. The interview shall be recorded by the secretary of the qualification team, unless the candidate does not consent to it. The secretary of the qualification team submits the recording to the Secretary's Office, where it is stored for no less than six months from the day of the interview, but no longer than for a year. The candidate shall be entitled to review the contents of the recording of their interview at the Secretary's Office.

10. In justified cases qualification proceedings may be conducted remotely with the use of commonly available Internet tools, as long as the impact of third parties on the proceedings is excluded.

11. Before starting the interview and/or qualification examination, the chairperson and/or the secretary of the qualification team verifies the identity of the candidate. In justified cases they may ask the candidate to produce an identification document and candidates who are not Polish citizens may be asked to present their passport.

## **§ 19**

1. Individual elements of the candidate's assessment in the qualification proceedings, as mentioned under paragraph 18 section 1, are awarded points in accordance with Appendix no.1 to the Resolution.

2. Partial points awarded are documented in the case files, along with a justification for awarding that number of points for the following items:

- 1) research project;
- 2) individual signs of scientific activity evidenced by the candidate;
- 3) elements of the interview subject to assessment, including – as long as this is stipulated in Appendix no. 1 to the Resolution – the qualification examination;
- 4) individual achievements evidenced, as mentioned under paragraph 18 section 1 item 4.

3. Where the qualification team, acting in agreement with the Admissions Coordinator, does not decide otherwise, the number of points a candidate is awarded for the individual elements of the assessment shall be the average of the partial points awarded by the individual members of the qualification team, rounded to the hundredth part of a point.

4. Information concerning the member of the qualification team who awarded a particular partial number of points shall not be published.

5. The Director sets forth the templates for the documentation drafted by the qualification teams for the purposes of the qualification proceedings.

**Chapter 3**  
**Admission process and admissions exceeding the limits**

**§ 20**

1. The admission limits set forth in Appendix no. 1 to the Resolution may be exceeded for:

- 1) persons executing a project as a part of "Industrial Doctorate" program, financed by the Minister responsible for higher education and science;
- 2) persons who received a doctoral scholarship fully financed by the University's organizational unit for a period of 48 months from the start of their education at the School;
- 3) contractors and/or persons recruited to execute a project as part of the research programs mentioned under section 4 and executed in a discipline where the University is authorized to award doctoral degrees, as long as the condition of securing full financing for the doctoral scholarship from the project for a period of at least 36 months from the start of the education at the School is met;
- 4) persons based on an agreement between the University and another entity, as long as the condition of securing full financing of the doctoral scholarship for the period of at least 48 months from the start of the education at the School, including as part of the agreements mentioned in article 185 section 2 of the Act, is met.

2. Admission to the School, as mentioned under section 1, is granted based on:

- 1) section 1 item 1 – upon the Director's consent, according to competition procedures, as set forth in paragraph 21;
- 2) section 1 item 2 – upon the Director's consent, according to additional competition procedures for the School, as mentioned under paragraph 22;
- 3) section 1 item 3 – upon an application from the research project coordinator, which received the positive opinion of the School Council, for the Director to recognize the results of competition proceedings executed to select the research project contractor, after the detailed competition documentation is submitted, or under the joint competition procedure, as mentioned under paragraph 23;
- 4) section 1 item 4 – upon the Director's consent, according to additional competition procedures for the School, as mentioned under paragraph 22, or according to joint competition procedures, as mentioned under paragraph 23, conducted after receiving the positive opinion of the School Council.

3. The Director may set forth the admission schedule in accordance with the procedures mentioned under section 2.

4. The Director, after requesting an opinion from the School Council, shall set forth and announce on the School's website the list of research programs, as mentioned under section 1 item 3, taking into account the leading external programs.

5. The Rector, upon a justified application of the Director or the head of an organizational unit of the University, may, as a matter of exception, agree to grant admission to the School subject to the rules set forth in section 1 items 2-4, if the requirements concerning the financing of the doctoral scholarship are not met, where vitally important interest of the University justifies it.

6. Candidates admitted to the School based on the provisions of section 1 shall begin their education as of the start of the next semester after these proceedings are completed, unless in justified cases the Director sets forth an earlier date for the start of their education.

## **§ 21**

### **Industrial doctorates**

1. The admissions procedure for persons executing a project as a part of the “Industrial doctorate” program, as mentioned under paragraph 20 section 1 item 1, shall consist of two stages and be initiated upon their application.

2. At the first stage the Director conditionally qualifies the candidate to the School, after seeking the opinion of the qualification team. The first stage may be executed exclusively before an application is submitted as a part of the “Industrial doctorate” program, according to the schedule set forth by the Director. The condition for granting conditional qualification to a candidate shall be for them to obtain, by the deadline set forth by the Director, financing as a part of the “Industrial doctorate” program, granted by the Minister responsible for higher education and science. Following this deadline the conditional qualification shall expire. The Director may set forth detailed rules and procedures for the conditional qualification of a candidate.

3. At the second stage, the candidate is required to submit a certificate confirming financing for the project they will execute as a part of the “Industrial doctorate” program.

4. Following submission of the certificate mentioned under section 3 and meeting all other requirements arising from the regulations, the candidate shall be admitted to the School based on the provisions of paragraph 20 section 1 item 1.

## **§ 22**

### **Additional competition**

1. Subject to approval of the Rector, upon the application of a head of an organizational unit of the University, an additional competition to the School may be held in the case mentioned under paragraph 20 section 1 item 2.<sup>3</sup> The application shall be made according to the template constituting Appendix No. 3 to the Resolution.

2. In the case mentioned under section 1 the head of an organizational unit shall determine the scope of the scientific specialization to which research project should apply.

3. Using the information mentioned under section 1 and 2 the Director shall announce an additional competition to the School, determining the competition requirements, as well as the procedure and deadline for submitting applications, not shorter than 14 days from the day the competition is announced on the School’s website. A complaint may be submitted to the rector against the competition requirements announced, however not later than by the end of the deadline for submitting applications. The Rector may cancel the competition and order it to be held again according to revised requirements.

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<sup>3</sup> With the wording set forth by paragraph 1 item 1 point 2, as mentioned under footnote 1.



4. The criteria and method for assessing candidates shall correspond to the criteria and assessment method appropriate for the School, as specified in Appendix No. 1 to the Resolution, subject to the provisions of section 2.

5. Qualification proceedings shall be held by a qualification team appointed on general terms. Upon the application of a head of an organizational unit of the University, the Director may appoint a qualification team with a different composition. The qualification team shall additionally consist of an employee delegated by the head of the organizational unit of the University.

6. The qualification team shall hold the qualification proceedings promptly upon the end of the deadline for submission of applications. The provisions of paragraph 18-19 shall apply accordingly.

7. If no candidate applies for the competition by the specified deadline, the Director shall announce closure of the competition proceedings.

## **§ 23**

### **Joint competition**

1. The joint competition procedure shall be applied when a competition to select a contractor who is a doctoral student has not been held within a research project. The joint competition process shall consist in a simultaneous admissions procedure for the research project and for the School.

2. The Director shall announce a joint competition upon application from the research project coordinator, which is to include information on the required number of people, information on the candidate profile and the expected duration of involvement in the project, according to the approved project execution conditions, as well as the expected doctoral scholarship amount to be granted in the project and the time for which it is to be paid. <sup>4</sup>A sample application is attached as Appendix No. 3 to the Resolution.

3. Based on the information mentioned under section 2 the Director shall announce a joint competition for an additional place at the School. The research program or contract shall set forth the process under which the person to receive a doctoral scholarship is to be selected; upon the Director's consent, the admissions procedure to the School may be held as a competition appropriate for selecting a person whose doctoral scholarship is to be funded, as stipulated by the terms of such a research program or contract. The Admissions Coordinator shall announce the competition without delay on the School's website and in the IRK.

4. Based on the materials and the results of the joint competition, the Admissions Coordinator shall publish the ranking list from the admissions procedure. The provisions of paragraphs 28-32 shall apply accordingly.

5. If no candidate applies for the competition by the specified deadline, the Director shall announce closure of the competition proceedings.

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<sup>4</sup> With the wording set forth by paragraph 1 item 1 point 3, as mentioned under footnote 1.

## **§ 24**

### **Removal**

Subject to the conditions set forth in the School Terms and Conditions, the Director may remove a doctoral student from the list of doctoral students if the student no longer works on the research project or the doctoral scholarship is no longer funded according to paragraph 20 section 1 item 2-4.

## **Chapter 4**

### **Rules and procedure for qualification proceedings applicable to candidates with a disability or a chronic disease**

## **§ 25**

1. Candidates with a disability or a chronic disease are subject to the same qualification procedure as other candidates applying to join the School.

2. Qualification interviews or qualification examinations for candidates with a disability or chronic disease are organized in coordination with the Admissions Coordinator and qualification teams from the Office for Persons with Disabilities.

## **§ 26**

1. In the case of a disability or chronic disease that prevents the candidate from participating in the qualification proceedings as stipulated in Appendix No. 1 to the Resolution, the Admissions Coordinator, upon application from the head of the Office for Persons with Disabilities, shall modify the qualification proceedings within the appropriate scope.

2. The head of the Office for Persons with Disabilities shall apply for modified qualification proceedings to be implemented based on:

- 1) a questionnaire for candidates with disabilities and chronic conditions, containing the candidate's application requesting a modification of the form of the examinations; the candidate shall submit the questionnaire to the Office for Persons with Disabilities at least seven days before the expiry of the deadline for submitting documents, as set forth according to paragraph 4 section 1;
  - 2) an interview with the candidate with a disability or chronic condition held by an employee of the Office for Persons with Disabilities;
- analysis of medical records, issued at least 90 days before their submission to the Office for Persons with Disabilities, confirming the disability or chronic conditions and for persons who have been issued with an official medical decision determining the seriousness of their disability – a certified copy of the decision; if the head of the Office for Persons with Disabilities deems the presented documentation insufficient, they may request it to be supplemented.

## **§ 27**

1. A modification of the qualification proceedings may especially consist in the following:

- 1) extending the time for taking the qualification interview or the qualification examination;
- 2) use of additional technical equipment, such as computers, hearing assistant software or alternative mice and keyboards;
- 3) use of alternative forms of writing, e.g.: the Braille system, different printed font size, audio recordings, electronic records;
- 4) changing the qualification interview or the qualification examination from oral to written or from written to oral;

- 5) participation of third parties in the qualification interview or qualification examination, in particular as sign language interpreters, steno typists and readers;
- 6) change in the location where the qualification interview or qualification examination is to take place.

2. In the questionnaire mentioned under paragraph 26 section 2 item 1 the candidate shall indicate their preferred change to the qualification proceedings. In their application to the Admissions Coordinator, the head of the Office for Persons with Disabilities shall indicate the recommended form of the proceedings.

3. Safety of the process of printing the materials in alternative forms shall be supervised by a person appointed by the Admissions Coordinator in consultation with the head of the Office for Persons with Disabilities.

4. Examination papers in alternative forms shall be rewritten into the ordinary form of writing by a person indicated by the head of the Office for Persons with Disabilities.

5. In the case of test examinations in alternative forms of writing, answers shall be rewritten into a standard test form by a person appointed by the head of the Office for Persons with Disabilities and then coded, included and assessed with other papers.

## **Chapter 5**

### **Determining the results of the admissions procedure**

#### **§ 28**

1. The results of the admissions procedure are public and shall be published on the School's website.

2. In the case of two-stage proceedings, the Admissions Coordinator shall also publish the results of the first stage. The provisions of paragraph 29 shall apply as appropriate.

#### **§ 29**

1. Taking into account the results of the qualification proceedings, the Admissions Coordinator shall draft a ranking list of candidates from the admissions procedure, according to the template in Appendix No. 5 to the Resolution.

2. The ranking list shall include:

- 1) names and surnames of the candidates;
- 2) titles of the candidates' research projects;
- 3) number of points awarded for each of the criteria subject to assessment, as mentioned under paragraph 18 section 1;
- 4) final candidate assessment result expressed in points;
- 5) information on whether the candidate:
  - a) has been admitted to the School,
  - b) has received recommendation to be admitted to the School,
  - c) is a reserve candidate, as mentioned under paragraph 30 section 7;
  - d) failed to qualify for admission to the School or has been denied admission.
- 6) indication of the planned supervisor, according to the declaration attached to the application.

3. The Admissions Coordinator shall present the ranking list and any changes thereto to the Director. The Director shall approve the presented list, make changes to it or send it for corrections. Approval or sending for corrections may take place by electronic means.

4. The candidate shall receive information on the results of the admissions procedure in their personal IRK registration account.

5. The current ranking list mentioned under section 1, approved by the Director, shall be published on the School's website.

**SECTION IV**  
**ADMISSION TO A DOCTORAL SCHOOL**  
**Chapter 1**  
**Determining the list of admitted persons**

**§ 30**

1. The candidate recommended according to paragraph 29 section 2 item 5 letter b shall be admitted to the School by being entered into the list of doctoral students, ordered according to the sequence determined in the admissions procedure, subject to the admissions limit. The entry shall only be made once the candidate delivers, not later than by the day determined according to paragraph 4 section 1, the following:

- 1) an original copy of the document confirming qualifications to begin education at the School, as set forth under paragraph 15 section 1 item 2, or its official copy; in the case mentioned under paragraph 14 item 3 letter b, an entry into the list of doctoral students shall be conditioned upon the delivery of a document certifying that the candidate has been granted funding from the Minister responsible for higher education under the "Diamentowy Grant" [Diamond Grant] program;
- 2) the documents printed from IRK and signed:
  - a) declaration on starting education at the School to which the student was admitted and selection of the discipline for their education at the School, if they were admitted within the admission limit in at least two disciplines;
  - b) School admission application document;
  - c) personal data processing declaration for educational purposes.

2. In particularly justified cases, the Director may prolong the deadline for submitting the documents mentioned under section 1.

3. In justified cases, the Director may condition a candidate's entry into the list of doctoral students on submitting a translation of a specific document – including a sworn translation or legalization (apostille) of the document – by a specific and reasonable deadline. A condition may also be imposed by means of an administrative decision.

4. In particularly justified cases, the Rector may increase the admissions limit, upon application of the Director with a positive recommendation of the School Council.

5. If several candidates that ranked last in the School admissions ranking list receive the same number of points, the Director shall apply to the Rector to approve exceeding the admissions limit. If the Rector gives their consent, the provision of section 4 shall apply accordingly and all those candidates shall be admitted to the School. If the Rector does not give their consent, the candidates in the last place of the ranking list shall constitute a reserve group, as mentioned under section 7, and shall be admitted to the School if places on the list of doctoral students admitted to the School become available in a number at least corresponding to the number of such candidates.

6. Should the documents mentioned under section 1 not be delivered by the set deadline, the Director shall issue an administrative decision refusing admission to

the School. The Director shall issue the administrative decision refusing admission to the School also in the case of failure to submit the required translation or legalization document, according to section 3, by the set deadline.

7. Candidates not admitted due to the admission limit being exceeded shall constitute a reserve group. If places on the list of doctoral students admitted to the School become available by 1 October, the aforementioned persons shall be admitted to the School in the order resulting from the number of the points awarded. The Admissions Coordinator shall notify the candidate without delay about their admission as part of this process. The provision of section 1 and 6 shall apply accordingly, however the candidate shall deliver the missing documents within seven days from the day of being notified of such an obligation, and not later than by 30 September, upon the pain of their admission being null and void by operation of law.

8. Admission of candidates to the School shall be recorded on the ranking list mentioned under paragraph 29.

### **§ 31**

The Admissions Coordinator shall notify the candidates on admission to the School using their personal registration accounts in IRK.

### **§ 32**

1. In the case of candidates who are not Polish citizens, admission and refusal of admission to the School takes place by way of an administrative decision of the Rector. The Rector may authorize the Director or the Admissions Coordinator to issue the administrative decision on their behalf. The provisions of Article 40 paragraphs 4 and 5 of the Code of Administrative Procedure shall apply accordingly. The provisions of paragraph 30 shall apply as appropriate.

2. The administrative decision mentioned under section 1 may be conditioned, upon other things, on submitting to the Director, by the designated deadline, a legalized diploma of long-cycle Master's degree studies or postgraduate studies or equivalent, under the pain of the decision being null and void. The provisions of paragraph 29 shall apply as appropriate. The Director shall notify the Head of the Office for Foreigners without delay about the nullity of the decision.

## **Chapter 2**

### **Notification of the admission procedure results and the application to reconsider the matter**

### **§ 33**

1. The administrative decision mentioned under paragraph 32 and the administrative decision refusing admission to the School shall be submitted to the candidate pursuant to general rules. The statement mentioned under paragraph 15 section 1 item 10 replaces information concerning the failure to indicate a document service attorney.

2. The Director shall refuse to admit a candidate to the School in the cases specified in the Resolution, including:

- 1) where the candidate fails to qualify for admission to the School or where the candidate remains in the reserve group after 30 September;
- 2) where the candidate fails to submit the diploma or certificate mentioned under paragraph 15 section 1 item 2 by the designated deadline; this provision shall not apply in the cases mentioned under paragraph 14 item 3 letter b and c;
- 3) where the documents mentioned under paragraph 30 section 1 point 2 and section 6 are not submitted by the designated deadline.

3. The qualification team shall formulate a descriptive justification for the admission or refusal to admit to the School for each of the candidates. This justification, along with the results of the qualification proceedings, is presented to the Admissions Coordinator by the chairperson or secretary of the qualification team. The Admissions Coordinator may request the chairperson or secretary of the qualification team for the team to supplement the justification by the set date.

4. The justification for the administrative decision denying admission to the School shall include the number of points obtained by the candidate for the individual elements assessed and set forth in Appendix No. 1 to the Resolution, the total number of points and the minimum threshold authorizing admission to the School. In the case of admissions to other doctoral schools than the Interdisciplinary Doctoral School, the threshold for admission to the School is set forth for a particular academic discipline.

5. The candidate is entitled to submit an application to reconsider the matter stipulated in the administrative decision denying admission to the School within 14 days of the decision being served. The grounds for the application may include, but not be limited to an indication that the School admission rules were infringed, providing the exact provisions of the School admission rules that the candidate believes to have been infringed and a concise explanation of the alleged infringement.

6. The application mentioned under section 5 shall be examined by the Director by way of issuing an administrative decision. The Director may request the existing qualification team to perform particular activities in connection to the application submitted or establish a new qualification team for that purpose.

7. Should the limit of places be reached, to consider the application mentioned under section 5, the Director requests the Rector's consent to exceed the limit.

8. The Director's administrative decision mentioned under section 6 shall be final. A complaint against such decision may be lodged to the Voivodship Administrative Court in Warsaw.

## **SECTION V**

### **TEMPORARY AND FINAL PROVISIONS**

#### **§ 34**

The limit of doctoral students mentioned under paragraph 15 section 7 shall also include the current participants of doctoral studies.

**§ 35**

The Resolution shall enter into force on the date of its adoption.

Chairperson of the Senate of the University of Warsaw  
Rector: *A. Z. Nowak*

**Detailed conditions and mode of admission  
to doctoral schools at the University of Warsaw**

**1. Doctoral School providing education:**

Doctoral School of Humanities

**1.1. Academic disciplines under the admissions procedure and the limit of places:**

- 1) archaeology – limit of 7 places;
- 2) philosophy – limit of 11 places;
- 3) history – limit of 16 places;
- 4) linguistics – limit of 23 places;
- 5) literary studies – limit of 25 places;
- 6) culture and religion studies – limit of 12 places;
- 7) arts studies – limit of 6 places;

**1.2. Required documents:**

Mentioned under paragraph 15 section 1 of the Resolution, provided that the application includes:

- 1) in the case of materials confirming the scientific activity indicated in the resume or CV and regarding scientific publications – no more than two full scans of the candidate's articles or sections in collective works deemed the most important by the candidate; the remaining candidate's publications shall be confirmed with scans of title pages;
- 2) a description of the initial research project proposal, no longer than 6,000 characters including spaces and a summary of the research project no longer than 1,000 characters including spaces; the description shall include references relevant for the research objective which shall not be included in the character limit;
- 3) declaration confirming at least B2 level fluency in English.

**1.3. Form of qualification proceedings and number of points to be awarded:**

Two-stage proceedings:

- 1) 1st stage: assessment of the research project and candidate's scientific activity,
- 2) 2nd stage: interview.

Maximum number of points to be awarded in the qualification proceedings – 100 points:

- 1) 1st stage – 60 points (number of points required to qualify for the 2nd stage – 30 points).
- 2) <sup>5</sup>2nd stage – 40 points (number of points required to qualify for the 2nd stage – 20 points);

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<sup>5</sup> With the wording set forth by paragraph 1 item 2 point 1, as mentioned under footnote 1.



#### **1.4. Language of qualification proceedings, including the interview:**

The interview shall be held in Polish with elements of English or entirely in English, according to candidate's preferences indicated in the IRK.

#### **1.5. Assessment criteria and method:**

##### **1.5.1. Initial description of the research project (maximum number of points – 40)**

When assessing the project, the following shall be taken into account:

- 1) research objective (0-10 points);
- 2) novelty and originality of the research project (0-10 points);
- 3) methodology appropriate for the objective pursued, consistency of argumentation, transparency of reasoning (0-10 points);
- 4) description of the current status of research with references relevant for the research objective (0-10 points).

##### **1.5.2. Scientific activity of the candidate (maximum number of points – 20)**

When evaluating scientific activity, the following elements, confirmed by means of scanned documents, shall be taken into account:

- 1) scientific publications, including scientific articles, sections in multi-author monographs, single-author monographs, publications in peer-reviewed international conferences materials (0-8 points);
- 2) presentations at national and international scientific conferences with an approved paper (0-8 points);
- 3) other elements of the evaluation of the candidate's experience and scientific achievements, including awards, honourable mentions, certificates, professional experience, teaching experience, activity in an academic scientific movement, training, promotion of science, etc. (0–4 points).

##### **1.5.3. Interview (maximum number of points – 40)**

When assessing the interview, the following shall be taken into account:

- 1) candidate's competencies relevant for the research conducted (0-20 points);
- 2) justification of the accurate selection of the academic discipline and methodology for the proposed research issues (0-5 points);
- 3) ability to present the need for the planned research (0-5 points);
- 4) overview of the research plan (0-10 points).

#### **6<sup>1</sup>1.6. Condition of admission to the School:**

Obtaining at least 50 points in the entire qualification proceedings, including at least 30 points in the 1st stage of the qualification proceedings and at least 20 points from the second stage of the qualification procedure.

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<sup>6</sup> With the wording set forth by paragraph 1 item 2 point 2, as mentioned under footnote 1.

## **2. Doctoral School providing education:**

Doctoral School of Social Sciences

### **2.1. Academic disciplines under the admissions procedure and the limit of places:**

- 1) economics and finance – limit of 13 places;
- 2) social and economic geography and spatial management – limit of 5 places;
- 3) security studies – limit of 4 places;
- 4) social communication and media studies – limit of 5 places;
- 5) political science and public administration – limit of 18 places;
- 6) management and quality studies – limit of 5 places;
- 7) law – limit of 25 places;
- 8) sociology – limit of 11 places;
- 9) education – limit of 5 places;
- 10) psychology – limit of 9 places.

### **2.2. Required documents:**

Mentioned under paragraph 15 section 1 of the Resolution, provided that the application includes:

- 1) in the case of materials confirming the scientific activity indicated in the resume or CV and regarding scientific publications – no more than two full scans of the candidate's articles or sections in collective works deemed the most important by the candidate; the remaining candidate's publications shall be confirmed with scans of title pages;
- 2) a description of the initial research project proposal, no longer than 14,000 characters including spaces; the description includes the references relevant for the research objective which shall not be included in the character limit. Should the application include graphic elements relevant for the project evaluation, the project may be attached as a PDF file. The appendix may not exceed four pages, font type: Times New Roman or equivalent, font size: at least 11 points, line spacing: 1, upper and lower margin: at least 1.5 cm, side margins: at least 2 cm.

### **2.3. Form of qualification proceedings and number of points to be awarded:**

Two-stage proceedings:

- 1) 1st stage: assessment of the research project and candidate's scientific activity,
- 2) 2nd stage: interview.

Maximum number of points to be awarded in the qualification proceedings – 100 points:

- 1) 1st stage – 60 points (number of points required to qualify for the 2nd stage – 30 points);
- 2) <sup>7</sup>2nd stage – 40 points (number of points required to qualify for the 2nd stage – 20 points);

### **2.4. Language of qualification proceedings, including the interview:**

The interview shall be held in Polish with elements of English or entirely in English, according to candidate's preferences indicated in the IRK.

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<sup>7</sup> With the wording set forth by paragraph 1 item 2 point 3, as mentioned under footnote 1.

## **2.5. Assessment criteria and method:**

### **2.5.1. Research project (maximum number of points – 40)**

When assessing the project, the following shall be taken into account:

- 1) defining the research issue e.g. the objective, research questions, hypotheses (0–10 points);
- 2) adequacy of the proposed methodology (0-10 points);
- 3) placing the project in the context of previous research and knowledge of literature (0–10 points);
- 4) originality of the proposed issues and methodology (0-10 points).

### **2.5.2. Scientific activity of the candidate (maximum number of points – 20)**

When evaluating scientific activity, the following elements, confirmed by means of scanned documents, shall be taken into account:

- 1) active participation in scientific conferences e.g. presenting a paper or poster (0-4 points);
- 2) participation in research projects (0-5 points);
- 3) scientific and popular scientific publications (0-6 points);
- 4) organizational activity related to science e.g. activity in student research groups, conference organization (0-2 points);
- 5) scientific internships, scholarships, awards for scientific activity (0-3 points).

In the case of multi-author achievements, the candidate must define the percentage share of their participation in the achievement.

### **2.5.3. Interview (maximum number of points – 40)**

When assessing the interview, the following shall be taken into account:

- 1) candidate's competencies presented during the interview regarding the research project (0-20 points);
- 2) understanding of the issues to be handled, subject-matter knowledge, correct language and the ability to use the scientific language appropriate for the academic discipline in which education is going to be provided (0-20 points).

## **<sup>8</sup>2.6. Condition of admission to the School:**

Obtaining at least 50 points in the entire qualification proceedings, including at least 30 points in the 1st stage of the qualification proceedings and at least 20 points from the second stage of the qualification procedure.

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<sup>8</sup> With the wording set forth by paragraph 1 item 2 point 4, as mentioned under footnote 1.

### **3. Doctoral School providing education:**

Doctoral School of Exact and Natural Sciences

#### **3.1. Academic disciplines under the admissions procedure and the limit of places:**

- 1) astronomy – limit of 5 places;
- 2) mathematics and computer sciences – limit of 22 places;
- 3) biological sciences – limit of 17 places;
- 4) chemical sciences – limit of 18 places;
- 5) physical sciences – limit of 27 places;
- 6) Earth and related environmental sciences – limit of 11 places.

The admissions for mathematics and computer sciences academic disciplines is being carried out as part of the Warsaw Doctoral School of Mathematics and Computer Science (Warszawskiej Szkoły Doktorskiej Matematyki i Informatyki, hereinafter referred to as “WSDMI”).

#### **3.2. Required documents:**

- 1) mentioned under paragraph 15 section 1 of the Resolution, provided that the application includes:
  - a) a document confirming at least B2 proficiency level in English or a declaration of the level of proficiency in English allowing education at the School;
  - b) a description of the initial research project proposal in English; The description may not exceed four pages, font type: Times New Roman or equivalent, font size: at least 11 points, line spacing: 1, upper and lower margin: at least 1.5 cm, side margins: at least 2 cm;
- 2) other:
  - a) contact data of two persons who will send recommendation letters regarding the candidate directly to the address [sd.nsp.xxx@uw.edu.pl](mailto:sd.nsp.xxx@uw.edu.pl), which is specific for a given discipline, where xxx means:
    - astro for the astronomy discipline;
    - biol for the biological sciences discipline;
    - chem for the chemical sciences discipline;
    - fiz for the physical sciences discipline;
    - mat for the mathematics and computer sciences discipline;
    - nzs for the earth and related environmental sciences discipline;failure to receive the recommendation letters does not mean that the application for admission to the School is incomplete; the letters may be taken into consideration when evaluating the candidate’s scientific potential;
  - b) scanned transcripts of records of the graduate and postgraduate studies or the uniform Master’s degree studies, or equivalent documents (e.g. diploma supplement);
  - c) abstract of the master’s thesis or master’s project in English (up to 3 000 characters with spaces).

#### **3.3. Form of qualification proceedings and number of points to be awarded:**

One-stage proceedings.

Maximum number of points to be awarded in the qualification proceedings – 100 points.

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<sup>9</sup> With the wording set forth by paragraph 1 item 2 point 5, as mentioned under footnote 1.

### **3.4. Language of qualification proceedings, including the interview:**

The interview shall be held in Polish or English, according to candidate's preferences indicated in the IRK. If Polish is selected, a part of the interview may be held in English.

### **3.5. Assessment criteria and method:**

#### **3.5.1. Initial research project proposal (maximum number of points – 5)**

When evaluating the initial research project proposal, the following shall be taken into account:

- 1) the feasibility of the project in the context of documented competencies of the candidate;
- 2) the academic importance of the project;
- 3) anticipated added value for the scientific community of the academic discipline.

#### **3.5.2. Scientific activity of the candidate (maximum number of points – 15)**

When evaluating scientific activity, the following elements, confirmed by means of scanned documents, shall be taken into account:

- 1) scientific publications (a scan of the front page is required; in the case of multi-author achievements, the percentage share of the candidate's participation in the achievement must be defined)
- 2) confirmed participation in student competitions;
- 3) confirmed participation in research projects (a scan of the certificate issued by the project coordinator is required);
- 4) presentations delivered or seminar and conference messages (a scan confirming presentation delivery is required);
- 5) documented research internships;
- 6) achievements within students' research groups (a scan of the certificate signed by the chairperson of the group is required).

#### **3.5.3. Qualification examination (maximum number of points – 40)**

Verifying the candidate's knowledge and skills within the particular academic discipline in writing (chemical and physical sciences, mathematics and computer science) or oral form (astronomy, biological sciences and earth and related environmental sciences).

In justified cases (e.g. where the candidate stays abroad), at the written request of the candidate addressed to the chairperson of the qualification team appointed for the particular academic discipline, the written examination may be replaced with an oral examination carried out remotely with the use of generally available online tools.

#### **3.5.4. Interview (maximum number of points – 40)**

The interview entails an assessment of the candidate's scientific potential. The interview may comprise the following elements:

- 1) discussion of the candidate's Master's thesis (understanding of the subject, research hypotheses, their implementation, results obtained and conclusions);
- 2) questions about the academic record and the course of the graduate and postgraduate studies or the uniform Master's degree studies, including subjects related to the doctoral dissertation;
- 3) questions pertaining to information included in letters of recommendations, including the nature and results of cooperation of the candidate with the authors of these letters;
- 4) questions pertaining to the doctoral project and other information included in the documentation submitted by the candidate.

**<sup>10</sup>3.6. Condition of admission to the School:**

Obtaining at least 50 points in the entire qualification proceedings.

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<sup>10</sup> With the wording set forth by paragraph 1 item 2 point 6, as mentioned under footnote 1.

#### **4. Doctoral School providing education:**

Interdisciplinary Doctoral School

##### **4.1. Fields under admission process and the limit of places:**

20 places in total in humanities, social sciences and exact and natural sciences.

Additionally – 10 places in Quantitative Psychology and Economics educational program (hereinafter “QPE”).

##### **4.2. Required documents:**

- 1) mentioned under paragraph 15 section 1 of the Resolution, provided that the application includes:
  - a) declaration confirming at least B2 level fluency in English;
  - b) a description of the initial research project proposal – no longer than 14,000 characters including spaces; references, graphs, maps, etc. that may be attached as an annex in PDF format shall not be included in the character limit;
  - c) a description of the initial research project proposal must indicate fields included in the doctoral project and the main field; the research project proposal may also be a single-field and interdisciplinary project, if the disciplines are equally covered – in such a case, the candidate shall attach the justification for submitting application to the Interdisciplinary Doctoral School; a description of the initial research project proposal must include a separate clarification as to what the multi-field or interdisciplinary research project entails;
  - d) for QPE – a description of the initial research project proposal must be drawn in English;
- 2) for the QPE program the a bachelor’s or master’s thesis must also be attached as a PDF file.

##### **4.3. Form of qualification proceedings and number of points to be awarded:**

Two-stage proceedings:

- 1) 1st stage: assessment of the research project and candidate’s scientific activity,
- 2) 2nd stage: interview.

The interview includes a presentation related to the research project; such presentation should not repeat the content of the project. The purpose of this presentation is to present a research question, set it in the broader context, etc. and allowing for an assessment of the candidate’s research predispositions. In justified cases (e.g. where the candidate stays abroad), at the written request of the candidate addressed to the Admissions Coordinator, the interview may be carried out remotely with the use of generally available online tools.

Maximum number of points to be awarded in the qualification proceedings – 100 points:

- 1) 1st stage – 40 points (number of points required to qualify for the 2nd stage – 20 points);
- 2) <sup>11</sup>2nd stage – 60 points (number of points required to qualify for the 2nd stage – 30 points);

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<sup>11</sup> With the wording set forth by paragraph 1 item 2 point 7, as mentioned under footnote 1.

#### **4.4. Language of qualification proceedings, including the interview:**

The interview shall be held in Polish or English, according to candidate's preferences indicated in the IRK. If Polish is selected, a part of the interview may be held in English.

The interview for the QPE program shall be held in English.

#### **4.5. Assessment criteria and method:**

##### **4.5.1. Research project (maximum number of points – 30)**

When assessing the project, the following shall be taken into account:

- 1) defining the research issue, including the objective, research questions, hypotheses (0–10 points);
- 2) novelty and originality of the research project (0–5 points);
- 3) methodology appropriate for the objective pursued, the use of methodology beyond the main field (0–10 points);
- 4) status of research with the references relevant for the research objective (0–5 points).

##### **4.5.2. Scientific activity of the candidate (maximum number of points – 10)**

##### **4.5.3. Interview (maximum number of points – 60)**

When assessing the interview, the following shall be taken into account:

- 1) the ability to demonstrate the relevance of the issue related to the research project, in particular from the point of view of its belonging to multiple fields and disciplines (0–30 points);
- 2) the appropriateness of the research area selected for the proposed research issues and methods; understanding of the issues handled, subject-matter knowledge, language correctness and the ability to use the scientific language (Polish and/or English) (0–30 points).

##### **<sup>12</sup>4.6. Condition of admission to the School:**

Obtaining at least 50 points in the entire qualification proceedings, including at least 20 points in the 1st stage of the qualification proceedings and at least 30 points from the 2nd stage of the qualification procedure.

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<sup>12</sup> With the wording set forth by paragraph 1 item 2 point 8, as mentioned under footnote 1.



Appendix No. 2

to the Resolution No. 17 of the Senate of the University of Warsaw dated  
20 January 2021  
on rules of admission to doctoral schools at the University of Warsaw

*TEMPLATE*

**Application Form for Research Project Coordinators**

Research project coordinator	<i>First name and surname</i>
Project coordinator contact details	<i>Phone number/E-mail address</i>
Project No.	
Funding contract No.	
Project duration in accordance with the funding contract	<i>from ... to ...</i>
Source of funding	<i>E.g. National Science Centre, National Centre for Research and Development, Foundation for Polish Science</i>
Name of the research program	<i>E.g. Sonata-BIS</i>
Title of the research project	
Scientific discipline	
Description of the candidate's profile	
Research topic	
Limit of places	
Grant amount (gross)	
Guaranteed grant payment period	<i>number of months</i>
Planned commencement date of project grant payments	
Justification of the need for admission	

.....  
(signature of the project coordinator)

Appendix No. 3

to the Resolution No. 17 of the Senate of the University of Warsaw dated  
20 January 2021  
on rules of admission to doctoral schools at the University of Warsaw

*TEMPLATE*

**Application Form for heads of organizational units**

Head of the organizational unit	<i>First name and surname</i>
Organizational unit of the University	
Contact to the person responsible at the unit	<i>Phone number/E-mail address</i>
Source of funding	<i>PSP elements</i>
Scientific discipline	
Scientific specialization	
Limit of places	
Grant amount (gross) before the mid-term evaluation	
Grant amount (gross) after the mid-term evaluation	
Guaranteed grant payment period	<i>number of months</i>
Justification of the need for admission	

.....  
(signature of the head of the organizational unit)

.....  
(signature of the Bursar's Plenipotentiary)

.....  
(signature of the Rector)

*TEMPLATE*

.....  
(full name of the candidate for the doctoral school)

.....  
(full name of the planned supervisor)

**DECLARATION OF THE PLANNED SUPERVISOR  
ON UNDERTAKING THE DUTIES OF A SUPERVISOR**

I, .....  
(full name of the individual submitting the declaration)

represent that I am willing to undertake the duties of a supervisor for the doctoral school candidate, should they be admitted to the doctoral school.

I confirm my willingness with regard to the candidate's admissions procedure in the following doctoral schools (please indicate an academic discipline and project title):

- Doctoral School of Humanities in the academic discipline: .....  
.....
- Doctoral School of Social Sciences in the academic discipline: .....  
.....
- Doctoral School of Exact and Natural Sciences in the academic discipline:  
.....
- Interdisciplinary Doctoral School.

I further represent that as of the date of submitting the declaration, I remain an appointed supervisor for the following number of doctoral students: .....<sup>1</sup>.

At the same time, I represent that over the last five years:

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<sup>1</sup> The indicated number of doctoral students should include individuals in doctoral schools and participants of doctoral studies.

- I have not been a supervisor for four doctoral students, who were removed from the list of doctoral students due to the negative result of the mid-term evaluation<sup>2</sup>;
- I have not acted as the supervisor of a dissertation by at least two individuals pursuing a doctoral degree, who have not received positive reviews for their doctoral dissertations;
- I have not received a negative result of evaluation of my supervisor duties during the mid-term evaluation of a doctoral student.

I represent that I am aware that the submission of this declaration prevents me from participating in the qualification team evaluating the candidate. I am also aware that the submission of this declaration is not tantamount to the appointment for the supervisor of a doctoral student and I have been informed about the disciplinary liability for submitting false statements.

.....  
signature of the individual submitting the  
statement

Warsaw, .....

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<sup>2</sup> the first mid-term evaluation pursuant to the provisions of Article 202 section 2 of the Higher Education and Science Act dated 20 July 2018 (consolidated text: Polish Journal of Laws of 2020, item 85, as amended) will be conducted in September 2021;

*TEMPLATE*

**Ranking list of candidates from the admissions procedure for**  
.....  
**as part of** .....  
**in the academic year 20.../20...**

1. Candidate evaluation criteria:
- 1) Standard 1 (... points)
  - 2) Standard 2 (... points)
  - 3) Standard 3 (... points)
  - 4) Standard 4 (... points)

2. Taking into account the criteria set forth in section 1, the Admissions Coordinator/School Director drafted a ranking list of candidates from the admissions procedure for ..... as part of admissions for the academic year 20.../20..... for the ..... academic discipline/program.

Ranking position	Last name	First Name/s	Title of the research project	Planned supervisor	Standard 1	Standard 2	Standard 3	Standard 4	Final score	Qualification status