

Resolution No. 690/2024
Senate of the Maria Grzegorzewska University
of 24 January 2024

on the rules of admission to the Doctoral School managed by the Maria Grzegorzewska University in Warsaw for the academic year 2024/2025

Pursuant to Article 200(2) and of the Act of 20 July 2018 – The Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended) and § 81(1) of the Statute of the University (APS), adopted by APS Senate Resolution No. 655/2023 of 22 November 2023, the Senate resolves as follows:

§ 1

The Resolution sets out the rules of admission to the Doctoral School managed by the Maria Grzegorzewska University for the academic year 2024/2025.

§ 2

1. The enrollment procedure for the Doctoral School is conducted by the Doctoral School Recruitment Committee, hereinafter referred to as the “Recruitment Committee”, appointed by the Rector.
2. The Recruitment Committee is composed of at least 5 members, including:
 - 1) Chairperson – Head of Doctoral School;
 - 2) at least one academic teacher holding at least the degree of *doktor habilitowany* (habilitation), representing each of the following scientific disciplines: pedagogy, psychology;
 - 3) academic teacher specializing in English teaching;
 - 4) secretary.
3. In justified cases, the Rector may change the composition of the Recruitment Committee.

4. Administrative support for the Recruitment Committee is provided by the Office for Academic Promotion.
5. The Online Candidate Registration System (IRK) system is managed by the Office for Academic Promotion in cooperation with the Head of the Computer Applications Office or a person designated by them, as well as the person appointed to serve as the IRK system administrator during the enrollment period. The responsibilities of this team include:
 - 1) preparing and launching online registration in the IRK system within specified timelines and formats, as well as administering the software used for online registration;
 - 2) launching the Doctoral School Online Enrollment Guide;
 - 3) providing support for the software used to carry out the enrollment process within the IRK system.
6. The IT and Media Department at the University is required to:
 - 1) provide support for computer and office equipment to ensure the smooth operation of the enrollment process;
 - 2) ensure continuous cooperation with individuals who carry out the enrollment process in terms of IT and media support.
7. The Rector's Representative for Persons with Disabilities provides guidance to candidates with special needs, including disabilities, regarding available support during their studies at the Doctoral School. The Representative also collaborates with the Recruitment Committee to assist persons with special needs in online registration via the IRK system and ensuring appropriate conditions during the interview.

§ 3

1. Chairperson of the Committee – Head of Doctoral School:
 - 1) directs the work of the Committee;
 - 2) convenes committee meetings;
 - 3) organizes the day-to-day work of the Committee, also by distributing tasks among individual committee members;

- 4) sets organizational and internal rules governing the work of the Committee to the extent that the work of the Committee is not regulated by other internal or generally applicable laws.
2. Meetings of the Recruitment Committee are recorded in minutes by the secretary. The minutes are signed by the Chairperson and the secretary.
3. The Recruitment Committee makes decisions in the form of resolutions. Resolutions are passed by a simple majority, with at least half of the Committee members present. In the event of a tie, the Chairperson's vote is decisive.
4. In the absence of the Chairperson, a Committee meeting shall be convened and presided over by a member of the Committee authorized by the Chairperson. The provisions of paragraphs 2 and 3 apply accordingly.
5. The doctoral student council, as provided for in the bylaws of the doctoral student council, may appoint a representative to participate in the work of the Recruitment Committee as an observer. The observer:
 - 1) remains impartial in the performance of their duties;
 - 2) may provide comments to the Chairperson of the Recruitment Committee regarding the work of the Recruitment Committee;
 - 3) may attend the meetings of the Recruitment Committee;
 - 4) is not a member of the Recruitment Committee and participates in its work without voting rights.

§ 4

1. The tasks of the Recruitment Committee include, in particular:
 - 1) conducting the enrollment procedure, including maintaining documentation of enrollment procedure;
 - 2) verifying documents submitted by candidates during the enrollment process;
 - 3) notifying candidates of their eligibility for interviews, as well as the date and place of such interviews;
 - 4) conducting interviews with candidates;
 - 5) preparing minutes of the qualification procedure;

- 6) announcing the results of the qualification procedure.

§ 5

1. A person may be admitted to the Doctoral School if they hold a professional master's degree, master of engineering, or an equivalent title and:
 - 1) have obtained consent for scientific supervision of their dissertation from a scientific advisor (prospective supervisor) selected from the list of scientific advisors proposed by the Scientific Council of the Doctoral School, published in advance on the Doctoral School website;
or
 - 2) have obtained consent for scientific supervision of their dissertation from another academic teacher who holds the degree of doktor habilitowany (habilitation) or the title of professor.
2. In exceptional cases, justified by the highest quality of scientific achievements, a person may be admitted to the Doctoral School even if they do not hold a professional master's degree, master of engineering, or an equivalent title, as long as such a person is a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies, including a beneficiary of the "Diamond Grant" program referred to in Article 181 of the Act of 3 July 2018 – Introductory Legislation of the Act – The Law on Higher Education and Science.
3. Scientific achievements of the highest quality are understood as scientific research conducted by an exceptionally talented student, which is of significant importance for the advancement of science, innovation, and the economy, or for the development of international cooperation in science and technology. The candidate's scientific achievements are subject to assessment by the Recruitment Committee.
4. Foreigners may undertake and receive education at the Doctoral School based on:
 - 1) international agreements, under the terms of these agreements;
 - 2) agreements concluded between the University and foreign entities, under the terms of these agreements;
 - 3) decisions of the Minister of Education and Science;

- 4) decisions of the Director of the National Agency for Academic Exchange with regard to its scholarship holders;
 - 5) decisions of the Director of the National Science Center regarding the allocation of funds for the implementation of basic research in the form of a research project, internship or scholarship, qualified for funding through a competition;
 - 6) an administrative decision of the Rector.
5. A foreigner applying for admission to the Doctoral School must have proficiency in the Polish language sufficient to undertake education in this language, in accordance with § 9(6).
6. Candidates who may apply for admission to the Doctoral School on the same terms as Polish citizens include:
- 1) foreigners – citizens of a member state of the European Union, the Swiss Confederation, or a member state of the European Free Trade Agreement (EFTA) – parties to the Agreement on the European Economic Area, their family members, residing in the territory of the Republic of Poland;
 - 2) foreigners who have been granted a permanent residence permit or a resident status
 - 3) long-term residents European Union;
 - 4) foreigners who have been granted a temporary residence permit due to
 - 5) circumstances referred to in Article 159(1) or Article 186 of the Act on Foreigners of 12 December 2013 (consolidated text: Journal of Laws of 2023, item 519, as amended).
 - 6) foreigners who have been granted refugee status in the Republic of Poland or who are provided with temporary protection or subsidiary protection in the territory of the Republic of Poland;
 - 7) foreigners who have a certificate confirming their proficiency in Polish as a foreign language referred to in Article 11a(2) of the Polish Language Act of 7 October 1999 (consolidated text: Journal of Laws of 2021, item 672, as amended) at B1 language proficiency level;
 - 8) holders of the Pole's Card or individuals who have been issued a decision confirming Polish descent;

- 9) foreigners who are the spouse, ascendant or descendant of a citizen of the Republic of Poland and reside in the territory of the Republic of Poland.
1. The admission limit for the Doctoral School for a given academic year is established by the Rector in the recruitment plan, issued by order.
 2. Beyond the admission limit referred to in paragraph 1, the Doctoral School may also admit:
 - 1) candidates who have secured funding to pursue a doctorate that covers the costs of doctoral scholarship and research from research projects funded by external sources (grant) or under agreements with other entities;
 - 2) beneficiaries of the "Implementation Doctorate" program.
 3. In the case of candidates referred to in paragraph 2(1) who do not have secured comprehensive funding to cover the costs of their doctorate studies, i.e., the cost of doctoral scholarship for the entire period of education, the project leader should obtain the Rector's approval for the University to provide the missing funds or identify another source of funding before announcing the competition.
 4. For the persons referred to in paragraph 2, a separate recruitment procedure is announced in line with the terms of § 15.

§ 7

1. The enrollment procedure for the Doctoral School is competitive and is conducted according to the rules set forth herein. The results of the enrollment procedure are public.
2. The enrollment procedure consists of qualification procedure, the enrollment of candidates on the list of doctoral students or a decision on whether the candidate is admitted to the Doctoral School.
3. The purpose of the qualification procedure is to select candidates with the highest aptitude and scientific achievements and the best prospects for graduation, including submission and defense of a high-quality doctoral dissertation.
4. Each candidate is required to prepare a research project related to the selected topic of the dissertation.

5. The enrollment procedure for the Doctoral School is conducted in accordance with the recruitment plan established by the Rector through an order.
6. Each candidate is obliged to meet the deadlines specified in the recruitment plan.

§ 8

The qualification procedure for the Doctoral School consists of the following stages:

- 1) registration of the candidate in the electronic registration system (IRK) and submission of documents required in the enrollment procedure via the system;
- 2) verification of documents submitted by candidates and assigning points in the categories referred to in §13(1)(2) to (4);
- 3) interview;
- 4) submission of the application, declarations, and original documents required in the enrollment procedure by candidates who have been qualified for admission as a result of the enrollment procedure.

§ 9

1. The candidate is required to submit the following electronic versions or scans of documents to the Recruitment Committee, through the IRK registration system, by the deadline specified in the recruitment plan:
 - 1) an application to the Rector for admission to the Doctoral School, generated in the IRK registration system;
 - 2) an information form containing, in particular, the candidate's details and the topic of the research project, the template of which is attached as Appendix No. 2 hereto.
 - 3) consent to exercise scientific supervision for the preparation of the doctoral dissertation including the signature of the scientific advisor, the template of which is attached as Appendix No. 3 hereto.
 - 4) the original or a copy of the diploma of completion of second-cycle studies or uniform master's studies, or a certificate of completion of second-cycle studies

or uniform master's studies and obtaining a professional master's degree, master of engineering, or an equivalent title;

- 5) the grade point average for second-cycle studies or uniform master's studies or for studies completed abroad, recognized as equivalent to second-cycle studies or uniform master's studies;
 - 6) the research project referred to in § 7(4). Detailed guidelines for describing the research project are included in Appendix No. 4 hereto;
 - 7) list of scientific achievements over the past five years, including information on scientific publications, participation in scientific conferences, involvement in research projects, engagement in scientific societies and student research groups, and any distinctions or academic scholarships received;
 - 8) documents confirming the scientific achievements referred to in § 9(1)(7), in particular: copies of scientific publications, certificates confirming active participation in scientific conferences, confirmation of participation in research projects, etc.;
 - 9) a photograph in jpg. format intended for an identity document.
2. A candidate who also took up doctoral studies at the University is obliged to indicate in a research project topic other than the topic of the doctoral dissertation being prepared in the doctoral studies, and a scientific advisor other than the supervisor exercising scientific supervision for the preparation of the doctoral dissertation in the doctoral studies.
 3. The candidate referred to in § 5(2) is required to submit, as appropriate, the original or a copy of the diploma of completion of first-cycle studies or a certificate of completion of first-cycle studies issued by the dean's office or a certificate of completion of the third year of uniform master's studies, and submit other documents in accordance with the requirements set out in § 9(1), excluding (4). Additionally, the grade point average certificate referred to in (5) must cover the period of studies to date, while the list of achievements referred to in (7) should cover the period of the last 3 years.
 4. A candidate holding a diploma of completion of studies abroad, in accordance with the provisions of the Act, confirming the possession of education equivalent to second-cycle studies or uniform master's studies in the Republic of Poland, or recognized as equivalent

to a Polish diploma of completion of second-cycle studies or uniform master's studies and a professional master's degree, master of engineering, or an equivalent title, is required to submit:

- 1) a diploma legalized or affixed with an apostille;
 - 2) a certificate of recognition, obtained through the nostrification procedure, of the equivalence of the diploma with the relevant Polish diploma of completion and professional title – if required by law.
5. Documents drawn up in a foreign language must be submitted by the candidate together with their translations into Polish, performed by a certified translator.
 6. The foreigner is also required to submit a certificate confirming their knowledge of the Polish language at least at B1 language proficiency level, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language, or a certificate confirming completion of a preparatory course for education in Polish conducted by an institution designated by the Minister of Education and Science, or a certificate issued by a university, confirming that the candidate's proficiency in Polish is sufficient to undertake education in this language. In the event that the candidate does not have the aforementioned documents confirming proficiency in the Polish language, they must indicate this in the information form referred to in paragraph 1(2). The University may conduct an examination to confirm the candidate's proficiency in Polish at a level sufficient for the candidate to undertake education at the doctoral school in this language. The candidate will be informed about the date and form of the exam through a message in the IRK system. The composition of the examination board for assessing the Polish language proficiency of the candidate for the Doctoral School is appointed by the Head of the Doctoral School.
 7. In the case of submission of graduation certificates referred to in paragraph 1(4) and paragraph 3, the candidate is required to submit the diploma or a copy of the diploma of graduation to the Office for Academic Promotion immediately after receiving it.
 8. The candidate must pay an enrollment fee of PLN 150 by the registration closing date, by transferring it to the University's bank account.
 9. The Rector, upon a justified request from the candidate, may decide to waive the enrollment fee referred to in paragraph 8.

10. The candidate is entitled, upon request, to a refund of the enrollment fee in the case of:
 - 1) cancellation of participation in the qualification procedure before its commencement;
 - 2) refusal to initiate the enrollment procedure for a specific candidate due to failure to pay the enrollment fee on time;
 - 3) overpayment.
11. The decision regarding the acceptance of the statement referred to in paragraph 11 is made by the Chairperson of the Recruitment Committee. The Chairperson of the Recruitment Committee shall set a deadline for submitting the certificate of completion of studies referred to in paragraph 1(4) no later than the end of enrollment in the Doctoral School.

§ 10

Immediately after becoming eligible for admission to the Doctoral School, the candidate must provide the Office for Academic Promotion with a medical certificate stating that there are no contraindications to study at the Doctoral School.

Failure to comply with this obligation will result in being barred from participation in educational activities at the Doctoral School.

§ 11

1. The documents referred to in § 9 are submitted by candidates via the IRK system. The date specified in the recruitment plan for submitting documents is the final date for their submission in the system.
2. Any documents submitted after the deadline specified in the recruitment plan will not be considered.

§ 12

1. Documents submitted by candidates in the enrollment procedure are subject to

verification by the Recruitment Committee.

2. After verifying the documents, the Recruitment Committee assigns recruitment points in the categories referred to in §13(1)(1) to (3).
3. Candidates who score at least 24 recruitment points during the stage referred to in paragraph 2 are admitted to the interview stage.
4. The Recruitment Committee notifies the candidate of their admission to the qualification procedure and the date of the interviews via the IRK system and e-mail, sent to the e-mail address provided by the candidate in the application for admission to the Doctoral School.
5. The interview may be conducted using means of electronic communication enabling live video and audio transmission. The decision in this regard shall be made by the Chairperson of the Recruitment Committee after consultation with the Recruitment Committee.

§ 13

1. During the qualification procedure, the Recruitment Committee assigns recruitment points to candidates based on:
 - 1) the grade point average for second-cycle studies or uniform master's studies or for studies completed abroad, recognized as equivalent to second-cycle studies or uniform master's studies;
 - 2) evaluation of the candidate's own research project;
 - 3) the candidate's prior scientific achievements;
 - 4) the result of the interview, including English language proficiency enabling the candidate to participate in classes conducted in English.
2. Detailed criteria and rules for assigning and calculating recruitment points in the qualification procedure are specified in Appendix No. 1.
3. Candidates can receive a maximum of 80 points in the qualification procedure.
4. To pass the qualification procedure, the candidate must obtain at least 40 recruitment points and a positive assessment from the interview.
5. The qualification procedure for foreigners admitted to the Doctoral School in the manner

referred to in § 5(4)(1) to (6) is conducted based on verification of the documents listed in § 9. After verifying the documents and conducting the interviews (which may be conducted using real-time remote communication devices), the Recruitment Committee qualifies foreigners who meet the requirements referred to in § 5(1) and (5) for admission to the Doctoral School on a competitive basis, under the same rules as other candidates to the Doctoral School.

6. The scientific advisor of a candidate for the Doctoral School referred to in §5(1) and (2) who is a member of the Recruitment Committee referred to in §2(1) and (2) is excluded from the qualification procedure for that candidate.

§ 14

1. In conducting the qualification procedure, the Recruitment Committee draws up a ranking list. The order of candidates on the ranking list is determined by the number of recruitment points obtained in the qualification procedure.
2. The Recruitment Committee qualifies candidates for admission to the Doctoral School based on the ranking list within the admission limit set by the Rector.
3. Upon completion of the qualification procedure, the Recruitment Committee adopts a resolution indicating candidates qualified for admission to the Doctoral School including candidates not qualified for admission. The resolution is signed by all members of the Recruitment Committee who participated in the voting.
4. The Recruitment Committee documents the results obtained by the candidate in the qualification procedure by preparing a report in accordance with the template specified in Appendix No. 5.
5. The results of the enrollment procedure are announced by the Recruitment Committee on the University's website.
6. At the request of the candidate, the Recruitment Committee informs the candidate about the partial results of the qualification procedure.
7. In the event that candidates qualified for admission decline to pursue education at the Doctoral School, their vacated positions are filled – based on the ranking list, but no later than before the beginning of the education cycle – by candidates who obtained a positive

result in the qualification procedure but were not qualified for admission due to lack of available places.

§15

1. For candidates referred to in § 6(2)(1), a competitive enrollment procedure for the project is first conducted in accordance with the requirements of the project, and such persons must also meet the criteria specified in § 5 of the regulations.
2. In the case of enrollment under the procedure indicated in paragraph 1, this enrollment is announced by the principal investigator of the externally funded research project (grant).
3. The candidate who wins the competitive selection process for the project is admitted to the Doctoral School based on entry into the list of doctoral students. The entry must be preceded by the decision of the Head of the Doctoral School referred to in paragraph 5, which is issued based on the protocol of the competition committee, the candidate's application for admission to the Doctoral School, and the submitted enrollment documentation, in particular the documentation referred to in § 9(1)(1) to (5) and § 9(1)(9), and after verifying the compliance of the enrollment process with the conditions indicated in paragraph 4 of this section.
4. The Head of the Doctoral School, after consulting the Council of the Doctoral School, may consider enrollment for an externally funded research project (grant) to be equivalent to enrollment for the Doctoral School, provided that:
 - a) the enrollment was competitive;
 - b) it was conducted in a transparent manner, free from substantive or ethical doubts;
 - c) it demonstrated the candidate's positive scientific and research potential;
 - d) the scope of the candidate's research corresponds to the disciplines represented at the Doctoral School.
5. The decision of the Head of the Doctoral School regarding the equivalence of enrollment for the research team under a research grant with enrollment for the Doctoral School forms the basis for the candidate's admission to the Doctoral School. In the case of a

negative decision, § 18(1) shall apply accordingly.

6. Admission to the Doctoral School as described in § 15 may occur at any time during the academic year.
7. For candidates referred to in § 6(2)(1), admission to the Doctoral School from the beginning of the second semester is allowed, provided that any uncompleted courses from the compulsory curriculum at the Doctoral School will be completed in the following academic year.
8. A doctoral student admitted to the Doctoral School as a result of the procedure described in § 15 participates in it under the same statutory rules as doctoral students admitted as a result of the standard enrollment procedure.

§ 16

1. Enrollment for a particular discipline may be closed due to the University losing its authorization to provide education in that discipline after the rules and criteria for admission to the Doctoral School for a given academic year have been announced.
2. Enrollment for a particular discipline may be opened due to the acquisition of new authorizations to provide education in that discipline after the rules and criteria for admission to the Doctoral School for a given academic year have been announced.

§ 17

1. Admission to the Doctoral School is finalized through:
 - 1) enrollment on the list of doctoral students – for candidates who are Polish citizens;
 - 2) an administrative decision – for foreign candidates.
2. Enrollment on the list of doctoral students is carried out by the Head of Doctoral School.
3. The decision on the admission of a foreigner to the Doctoral School is issued by the Rector.
4. Information on inclusion in the list of doctoral students and the decision on admission of a foreigner are delivered to the candidate in accordance with the general rules provided

for in the Act.

5. Admission to the Doctoral School is granted if the candidate meets all of the following conditions:
 - 1) fulfilling the requirements specified in § 5,
 - 2) submitting an application generated in the IRK system and the documents required in the enrollment procedure referred to in § 9;
 - 3) obtaining a positive result in the qualification procedure, subject to paragraph 6.
6. In the event that candidates qualified for admission decline to pursue education at the Doctoral School, their vacated positions are filled – based on the ranking list – by candidates who obtained a positive result in the qualification procedure but were not qualified for admission due to lack of available places.
7. A person admitted to the Doctoral School begins education and acquires the rights of a doctoral student upon taking the oath.

§ 18

1. Refusal of admission to the Doctoral School is issued by an administrative decision.
2. A decision to refuse admission to the Doctoral School is issued if one or more of the following conditions are met:
 - 1) failure to fulfill the requirements specified in § 5;
 - 2) failure to submit the documents required in the enrollment procedure referred to in § 9(1);
 - 3) failure to obtain a positive result in the qualification procedure;
 - 4) lack of available places in the Doctoral School within the admission limit set by the Rector.
3. The decision to refuse admission to the Doctoral School is issued by the Head of the Doctoral School, under the authority of the Rector.

§ 19

The candidate has the right to submit a request to the Rector for reconsideration of the

decision of the Head of the Doctoral School. Such a request can only be based on a violation of the recruitment rules set forth in this resolution.

§ 20

In matters not regulated by these Rules for Enrollment Procedure, the provisions of the Act and the Act of 14 June 1960 – The Administrative Procedure Code shall apply.

§ 21

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

President of the Senate of the University
Rector: dr. hab. Barbara Marcinkowska, Prof. APS