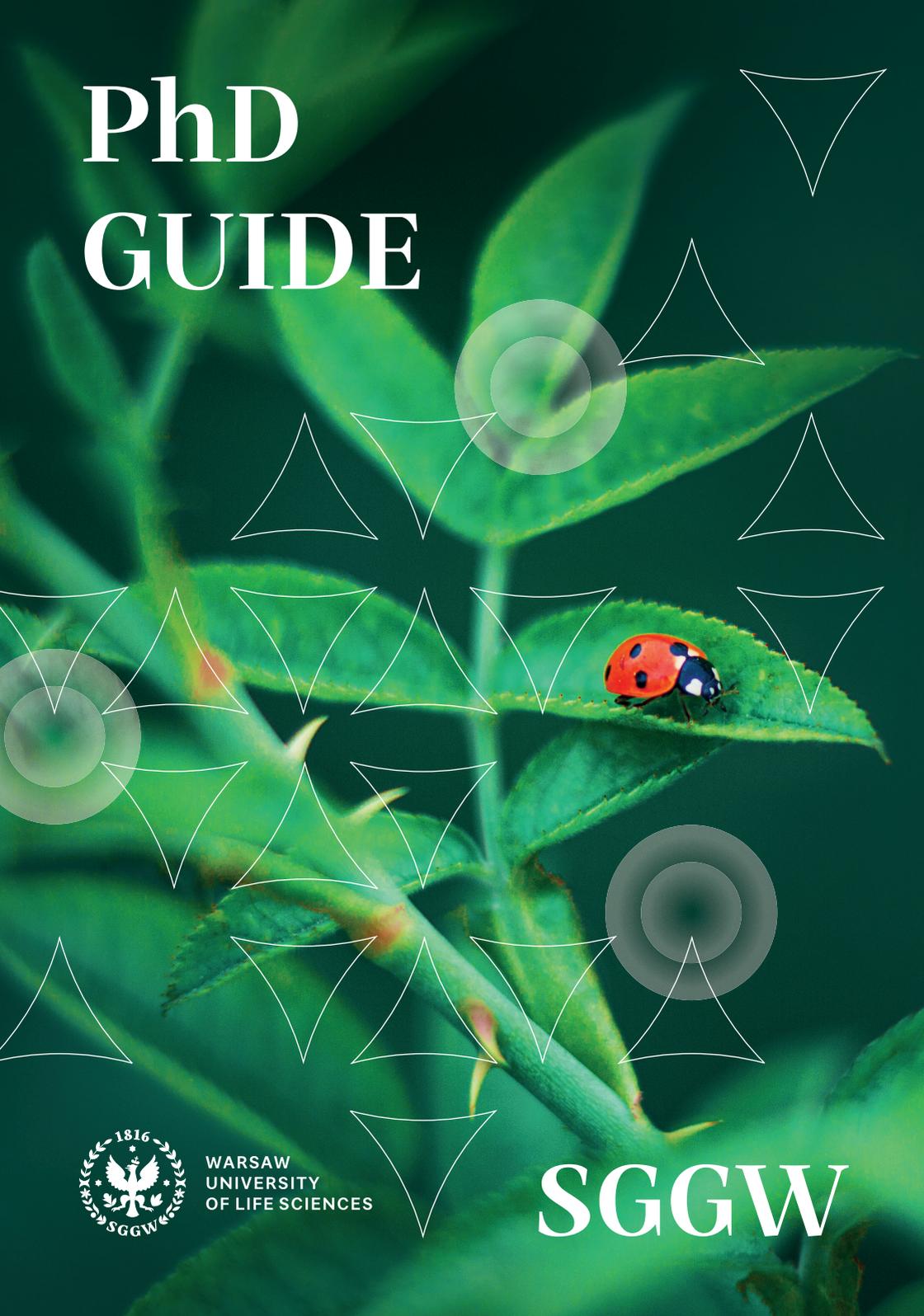


# PhD GUIDE



WARSAW  
UNIVERSITY  
OF LIFE SCIENCES

# SGGW



WARSAW  
UNIVERSITY  
OF LIFE SCIENCES

**Hi!**  
**Welcome to**  
**SGGW**



# About the Doctoral School

## **The Warsaw University of Life Sciences (SGGW)**

**Doctoral School** is a university-wide interdisciplinary unit. It is an organised form of education of doctoral students in various disciplines, preparing them to obtain a doctoral degree. The aim of the Warsaw University of Life Sciences Doctoral School is to support the scientific and personal development of doctoral students, enabling them to acquire knowledge, skills and competences and to become independent lecturers and scholars. The education process at the SGGW Doctoral School comprises a general study path for all doctoral students, in addition to specialized programmes in particular areas/ disciplines.

The SGGW Doctoral School conducts a recruitment and admission process in the following scientific disciplines and subjects:

### **Field of agricultural sciences in disciplines:**

- \* forestry science
- \* agriculture and horticulture
- \* food and nutrition technology
- \* veterinary science
- \* animal science and fisheries

### **Field of science and natural sciences in the discipline:**

- \* biological sciences

### **Field of engineering and technical sciences in disciplines:**

- \* civil engineering and transport
- \* mechanical engineering
- \* environmental engineering, mining and energy
- \* technical information technology and telecommunications

### **Field of social sciences in discipline:**

- \* economics and finance
- \* sociology



**The entire course of study at the Doctoral School is 4 years long.  
The Doctoral School study programme consists of five modules:**

- general and social module – voice production, self-presentation, communication, interpersonal relations, legal, ethical and economic factors affecting scientific work and a modern language;
- methodology module – research methodology, statistics, metrology, area/discipline-specific research methodology, econometric methods in scientific research;
- didactic module – academic teaching methodology, passive teaching practice (no teaching – observation only), active teaching practice (teaching classes to students);
- legal and science dissemination module – intellectual property protection, commercialization of research results, writing research project applications, science popularization workshops;
- specialist module (area/discipline-specific) – doctoral seminars, drafting and reviewing scientific texts (Academic Writing in English), optional subjects.

**Doctoral scholarship**

During the four years of study at the Doctoral School, every student receives a scholarship of at least PLN 2,371.70 gross before the mid-term evaluation and PLN 3,653.70 gross after the mid-term evaluation. Persons with disabilities are entitled to an additional allowance of PLN 711.51 gross.

**Terms of admission to the Doctoral School**

Admission to the Doctoral School takes place in the form of a competition procedure in two stages:

1. the first stage of the admission procedure consists in a substantive review of the submitted documents, following which successful candidates qualify for the second stage. The first stage takes place without the candidate's presence;
2. the second stage consists in an interview with the candidate based on the assessment form whose template is attached to the Terms of Admission for a particular academic year.

Detailed Terms of Admission to the SGGW Doctoral School are published on the website six months before the start of the admissions period.





# About the Warsaw University of Life Sciences (SGGW)





**Warsaw University of Life Sciences** is the oldest agricultural and natural science university in Poland, its origins dating back to 1816. University is a thriving academic centre, enjoying recognition and unwavering interest of young people and teaching staff at home and abroad, valued for their care for the quality of education, faithfulness to the best university traditions, openness to changes and dynamic development.

The SSGW is a modern 21st century university with a campus designed to meet every students' need. It includes 12 well-equipped residence halls for 3,000 students, several snack bars, a canteen, grocery shops, the Dziekanat club, a swimming pool, sport halls, playing fields and indoor tennis courts, shops, a pharmacy, a healthcare centre, libraries and even a summer outdoor cinema which screens films on the wall of one of the residence halls.

At SGGW, students can choose to join any of the 47 student research clubs, an Academic Sporting Union or numerous sporting clubs, the "Promni" Folk Music and Dance Ensemble, the Representative Orchestra or the university choir.

The SGGW also operates WePoint, a service centre for foreigners, which provides foreign students, PhD candidates and scholars with information and assistance, both at the start and throughout their stay at the University.

Modern research centres and laboratories at our disposal, as well as the presence of outstanding experts, allow us to educate and conduct world-class research and transfer results to the economy, which has an impact on innovation and progress, among others in agriculture, food economy and medicine and contributes to the growing importance of Polish science in the world.





# Research centres

The Warsaw University of Life Sciences is not only an important university, but also a prominent science and research centre. The research conducted at the university is on a par with the scientific pursuits of renowned European and global centres. Innovative research, which translates into ground-breaking accomplishments, mostly results from the hard work of highly qualified academic staff, who have decided to advance their scientific careers at the SGGW. The university boasts modern scientific and research facilities, including research centres with laboratory suites featuring state-of-the-art equipment.

## **Water Centre**

The Water Centre is SGGW's oldest research centre and the largest facility in Poland which specializes in water management.

It includes 20 specialist laboratories and a Water Park, with a model of a river reflecting a natural river environment – a unique facility in the country, which enables students and PhD candidates to become acquainted with a system for the modelling of hydraulic and hydrobiological conditions, as well as to observe hydrotechnical engineering structural solutions. The laboratory was set up in 2010 in response to one of the most serious challenges faced by humanity in the 21st century – the challenge of sustainable water management, the stewardship of water resources, water storage and conservation.

## **Translational Medicine Centre**

The Translational Medicine Centre of the Warsaw University of Life Sciences includes three important research centres, which



conduct innovative analyses bridging veterinary and human medicine – the Veterinary Research Centre, the Biomedical Research Centre and the Regenerative Medicine Centre.

### **SGGW Student Health Centre**

The SGGW campus accommodates an Outpatient Clinic which caters to students, doctoral candidates and SGGW employees. The team provides comprehensive healthcare services to patients, while at the same time continuously improving their qualifications and knowledge of the latest developments in medicine. The facility offers services funded by the Polish National Health Fund, as well as private healthcare services. Primary healthcare services are free for all holders of the European Health Insurance Card (EHIC) and for all patients insured by the Polish National Health Fund (NFZ). EU/EEA students who hold a valid EHIC are entitled to free healthcare in Poland with no additional procedures, while non-EU individuals are required to purchase their own private insurance.

### **Food and Nutrition Research and Development Centre**

The Food and Nutrition Research and Development Centre is a joint project undertaken by the Food Science Institute and the Human Nutrition Science Institute.

The Centre was established to create a space for innovative research into food and its production methods. Modern research appliances, premium laboratory equipment and specialist software will strengthen the research base of both faculties, enabling scholars to conduct even better and more precise studies aimed to enhance food production effectiveness and improve the competitiveness of Polish products, while at the same time maintaining their top quality



## Innovative Centre for Nutrition Sciences

The Innovative Centre for Nutrition Sciences was established by the Institute of Human Nutrition Sciences.

It focuses on research into human nutrition. As a leading science, teaching and implementation institution, the Innovative Centre for Nutrition Sciences pursues research which will later be applied to solve nutrition and health-related problems of the Polish society by reducing the incidence of diet-dependent diseases in the country's population, which will translate into concrete health, social and economic benefits.

## Władysław Grabski Main Library

The SGGW Main Library is located at the university's Warsaw Campus. Readers will find more than 600 places in reading rooms, all of which offer wireless Internet access. The library catalogue is fully automated and provides comprehensive information about the available resources.

The Main Library takes part in scientific communication processes by contributing to the documentation of the university's scientific track record and organizing access to full research publications, abstracts, factographic and bibliographic databases, which can be used on-site or from personal and home computers after logging in. The library offers full disabled access.

## SGGW sports facilities

The SGGW boasts its own sports facilities, including a modern, 25-meter long six-lane sport swimming pool, 3 sports halls, a suite of three indoor tennis courts, two dry saunas, a stand-up sunbed, an aerobics room, a gym and many more attractions. All sports facilities offer disabled access.

## Internet access

### The SGGW campus is covered by the University-Wide Computer Network (OSK)

The University's students can enjoy free Internet access after logging into the OSK network through:

- EDUROAM, which is a nationwide and international initiative, enabling SGGW students and doctoral candidates to use free Wi-Fi in a number of academic institutions and scientific and research centres in Poland and worldwide. To use the service, you must have an e-mail address in the sggw.edu.pl domain.
- The Guest wireless network.
- Publicly accessible computer workstations located across the SGGW Main Library and the IT Lab of the Faculty of Applied Informatics and Mathematics.

# Mobility programmes

## Erasmus

Under the Erasmus+ scheme, SGGW students and doctoral candidates can study for a semester at a foreign university, both in EU countries, in associated countries and in non-associated third countries.

Main enrolment into the Erasmus+ programme takes place in November/December.

Scholarships are awarded then for the winter semester and for the summer semester of the following academic year. Supplementary enrolment takes place in late May and early June for the summer semester of the following academic year. The scholarships are available to students of both full-time and part-time 1st and 2nd cycle degree programmes, as well as to PhD candidates.

### Erasmus+

European countries



### Erasmus+

for students - third countries not associated with the programme / outside the EU



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## SGGW Scholarship Fund

SGGW doctoral students may apply for scholarships from the University's own Scholarship Fund four times a year. The funds can be used to travel abroad for research purposes.



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## The Polish National Agency for Academic Exchange (NAWA)

NAWA offers both outgoing and incoming programmes. Polish students and doctoral students have the chance to go as part of the CEEPUS Central European University Exchange Program – which is the second largest academic exchange program in Poland (after Erasmus +) – and on the basis of bilateral agreements concluded with third countries.



# About Warsaw



The Warsaw University of Life Sciences is based in the Polish capital – one of the most dynamically developing cities in Europe. Besides being a major political, economic and cultural centre in the country, it is also a leader of Polish higher education and research. It is home to almost 1.8 million residents and covers a surface area of 517 square kilometres. One of its major highlights is the Old Town district, included in the UNESCO World Heritage List. The city is divided into 18 districts – the SGGW campus is located in Ursynów, which is often called the “Green District”, as it accommodates two nature reserves, i.e. the Stefan Starzyński Kabaty Forest (Las Kabacki) and the Ursynów Escarpment (Skarpa Ursynowska).

-  warszawa
-  WarszawaEN
-  go2warsaw

Map of Warsaw  
(Historical Map,  
Warsaw Today,  
Cycling)



City of Warsaw



Study in Warsaw



Veturilo – city bikes



Route Planner



# Accommodation

International students may apply for accommodation in the SGGW residence halls (IKAR, EDEN). The SGGW residence halls offer single and double rooms for between PLN 500 and 900, depending on the standard.

For more information:



You can also look for accommodation off-campus – there are rooms and flats available for rent across the city. A room in a shared flat usually costs ca. PLN 800–1100 per month.

Websites and groups on FB that can help you to look for a room/flat for rent:



Warsaw Students Accommodation Group on Facebook



Accommodation in Warsaw (ESN official group)

Please remember that these websites and groups are not associated with the SGGW and we cannot be held liable for any services provided by them.

The best way to move around Warsaw is to walk or use public transport (Warszawski Transport Publiczny), which is fast and convenient. Warsaw's public transport network includes buses, trams, metro and Fast Urban Rail trains (SKM). There are two public transport zones in the Warsaw agglomeration – Zone 1 covers almost all of the city of Warsaw, while Zone 2 covers the suburbs. When buying tickets, check whether you will need to cross from one zone to the other.

The following tickets are available in the Warsaw public transport network:

- time-limit tickets (20 minute tickets, single-fare 75 minute tickets, single-fare 90 minute tickets and 75 minute group tickets),
- short-term tickets (one-day ticket valid for 24 hours, 3-day ticket, weekend ticket, as well as group weekend tickets),
- long-term tickets:  
30 days – PLN 110 (student concession ticket – PLN 55),  
90 days – PLN 280 (concession – PLN 140) and for 3 months.

# Transport

Time-limit and short-term tickets are issued in the form of a paper card, while long-term tickets are coded into the Warsaw City Card or student IDs.

For more information visit:



With a valid student ID you can take advantage of special discounts when purchasing tickets. You need to have your ID with you whenever you use a ticket purchased with a discount, otherwise you may be liable to a fine. Warsaw public transport tickets can be purchased using a mobile app or ticket machines, as well as in selected kiosks, shops and Passenger Service Centres.

Public transport timetables can be found on the Warsaw Public Transport (Warszawski Transport Publiczny) website:



Other useful links:



### How to code your ticket on your student ID?

Elektroniczna Legitymacja Studencka/ Student Electronic Card (ELS) acts as a carrier of long term tickets similar to Warszawska Karta Miejska (Warsaw City Card). A 30-day city travel card and a 90-day city travel card may be coded on it.

Tickets may be coded on ELS cards at any WKM coding point.

Tickets coded on ELS cards are used in the same way as tickets coded on personalized WKM cards.

Furthermore:

- If an ELS card is damaged in a way that it is not possible to read a ticket coded on it, please go to one of the passenger service centers.
- If a student gets a new ELS card, he/she may go to one of the passenger service centers to recode a ticket from a WKM card to an ELS card.
- A person whose ELS card is lost or stolen may request for a new card which will be issued with the unused part of the ticket and validity period coded on the lost card. To receive a personalized WKM card, the person is obliged to go to one of the passenger service centers with a certificate from a university containing 11- digit number of the lost ELS card.

# Health

## Health insurance

Health insurance is mandatory for all doctoral students all through their period of residence in Poland. Each student starting out at the SGGW will be asked to present proof of being covered by health insurance.

## Are you an EU national?

EU/EEA students who hold a valid European Health Insurance Card are entitled to use health services free of charge in Poland with no additional procedures.

## Are you from outside the EU?

Non-EU individuals must purchase their own health insurance. As one of the options, you may register with the Polish National Health Fund (NFZ) for ca. PLN 60 per month.



## Step-by-step insurance guide:

1. Required documents:
  - \* two copies of the completed insurance application. You can download the form here:  

  - \* passport with a valid visa or residence permit
  - \* proof of being a student
  - \* proof of having a place of residence in Poland (e.g. a certificate of accommodation in a university residence hall, residence card, lease contract, etc.)
2. To sign a health insurance agreement, you need to visit the NFZ office in ul. Chałubińskiego 8, 00-613 Warsaw.
3. After signing the contract, students will be required to submit a completed and signed ZUS ZZA form (with the insurance code 24 10 XX) to the competent Social Security Institution (ZUS) branch office. You can download the form here:  

4. You can print out the form and submit it in person or send it by mail to the competent ZUS branch office or inspectorate. You can pay for your insurance in advance for a period longer than one month, e.g. for six months.  
  
Obviously you can get private insurance, but we definitely recommend NFZ insurance. More information:  


# About Poland

**Name:** Republic of Poland (Poland)

**Population:** 38 500 000

**Official language:** Polish

**Capital:** Warszawa (Warsaw) - population 1 700 000 / Warsaw agglomeration 2 500 000

**Time zone:** Poland is located in the Central European time zone (GMT + 1 / UTC + 1 hour). From late March to late October Poland is on daylight saving time.

**Currency:** 1 zloty (PLN) = 100 groszy (current exchange rate: [www.nbp.pl](http://www.nbp.pl))

**Country Code:** + 48

**Power plugs:** 230 V / 50 Hz.



**International Organisations:** Poland is a member of all major economic and political international organizations at the global level and regional level: The European Union (EU), The Schengen Area, The United Nations (UN), The North Atlantic Treaty Organization (NATO), The International Monetary Fund (IMF), The United Nations Educational, Scientific and Cultural Organization (UNESCO), The United Nations International Children's Emergency Fund (UNICEF), The World Health Organization (WHO), The Organization for Economic Cooperation and Development (OECD) and the other.

## Weather

Poland is located within the temperate continental climate zone. Over Poland, humid air from the Atlantic clashes with very dry air from the continent. This results in highly variable weather conditions, which may completely change overnight, and in stark differences between particular seasons in consecutive years.

**Spring 5-15°C** ☀️ 🌬️ 🌧️ ❄️  
March, April, May

**Summer 20-30°C** ☀️ 🌧️  
June, July, August

**Autumn 5-13°C** ☁️ 🌧️ 🌬️  
September, October, November

**Winter 0-3°C** ❄️ 🌧️ 🌬️  
December, January, February

## Bank holidays:

- 1 January – New Year
- 6 January – Epiphany
- 1 May – Labour Day
- 3 May – 3 May Constitution Day
- 15 August – Assumption; Polish Armed Forces Day
- 1 November – All Saints' Day
- 11 November – Independence Day

## Additional bank holidays:

- Easter – moveable holiday (Sunday and Monday in March or April)
- Corpus Christi – moveable holiday (Thursday – 60 days after Easter)



## Legalisation of stay

A foreigner planning to study in Poland should legalise his/her stay for the duration of the studies. It is advisable to familiarise yourself with the legalisation procedure beforehand.

**UE/EFTA Citizens** can enter Poland and stay within its territory up to 3 months on the basis of valid travel document (passport) or other valid identity document. If residence in the territory of Poland is longer than 3 months, the EU citizen is required to register his/her residence.

**Non-UE/EFTA Citizens** may enter Poland and stay within its territory on a basis of valid passport and Schengen or national visa (if required). Visa is issued by a consul.

Schengen Visa (C-type visa) is valid in the Schengen Area and permits its holder to remain in the territory of all of the Schengen Area Member Countries for a maximum of 90 days during a 180-day period.

National visa (D-type visa) permits to enter the territory of the Republic of Poland and to stay continuously or for several successive times in this territory for a total duration of more than 90 days during the period of validity of the visa, but not longer than one year.

## Opening a bank account

A foreigner may open an account in any bank of their choice. To do this, you should visit the bank's branch office with the required documents. Depending on the bank, these may include your passport or ID document, as well as a residence card stating the purpose and duration of your stay in Poland. The bank may also ask for your PESEL number – to obtain it, you should visit your local municipal office. Before visiting the bank, you should call the hotline and find out about the required procedures and documents.

- ★ PKO BP
- ★ Alior Bank
- ★ mBank
- ★ Millenium
- ★ ING
- ★ BGŻ BNP Paribas
- ★ Credit Agricole
- ★ Santander Bank Polska

## A Polish telephone number

A foreigner can obtain a Polish phone number in one of the following ways:

1. use a pre-paid phone card;
2. sign a contract with a telecoms operator for a selected monthly plan.

To use the pre-paid card offer:

- buy a phone and a starter pack (available from telecom operators' stores or kiosks);
- register the SIM card with the operator, providing your full name, PESEL number or (if you do not have one) your ID document number; non-EU individuals must provide a passport or residence card number;
- top up your pre-paid card as required by the operator (e.g. every month or every three months – the frequency depends on the top-up amount) or when you use up the topped up funds.

To sign up for a monthly plan, you need to sign an agreement with the operator for at least 12 months. The foreigner is required to visit the operator's branch office with all the required documents (usually including a passport, residence card, working permit, valid credit card, and a student ID, if applicable).

A foreigner with a temporary residence permit cannot sign an agreement for a period exceeding the validity period of the card.

A foreigner residing in Poland on the basis of a visa may only use pre-paid phone cards.

## Mini dictionary

My name is ... - **Nazywam się...**

See you - **Na razie**

Thank you - **Dziękuję**

Please - **Proszę**

I'm sorry / Excuse me - **Przepraszam**

Goodbye - **Do widzenia**

I am from ... - **Jestem z...**

How are you? - **Jak się masz? / Co słychać?**

What's up? - **Jak tam?**

Nice to meet you - **Miło cię poznać**

Where is ...? - **Gdzie jest ...?**

I don't understand - **Nie rozumiem**

I don't speak Polish - **Nie mówię po polsku**

How to say in Polish ...? - **Jak jest po polsku ...?**

What does it mean ...? - **Co to znaczy ...?**

Please repeat -

**Proszę powtórzyć**

How much does it cost? -

**Ile to kosztuje?**

Bless you! /Cheers! -

**Na zdrowie!**

One reduced ticket please -

**Poproszę bilet ulgowy**

A coffee please -

**Poproszę kawę**

a shop - **sklep**

an ATM - **bankomat**

## Emergency numbers:

**112** - general emergency number for all emergency issues

**997** - Police

**998** - Fire brigade

**999** - Ambulance



**Doctoral School**



**Campus map  
SGGW**



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**POLISH** NATIONAL AGENCY  
FOR ACADEMIC EXCHANGE

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