

THE SGGW DOCTORAL SCHOOL RECRUITMENT RULES

CANDIDATE SUPERVISORS

1. Recruitment of doctoral students at the SGGW Doctoral School, hereinafter referred to as the “school” or the “doctoral school”, shall be preceded by recruitment of candidate supervisors organised by the Institutes interested in admitting doctoral students for a new academic year in the given discipline.
2. Candidate supervisors shall submit to the director of the Institute their information summary form. A sample information summary form is enclosed at appendix No. 1 hereto.
3. Potential supervisors shall specify the scope of research in respect of which the doctoral student will prepare their doctoral dissertation, taking into account the obligation to ensure proper conditions for the doctoral students to work and carry out the research.
4. Discipline councils (members of staff who have the title of professor or the degree of doktor habilitowany) shall opine on the list of candidate supervisors and forward the same to the director of the doctoral school within the deadline published in the Recruitment Schedule.
5. A university teacher at the SGGW must not be a supervisor of more than 5 doctoral students. A supervisor who, during the last 4 years, published less than 4 publications shown in the evaluation, may supervise no more than 2 doctoral students at one time. A supervisor must not be a person who during the last 5 years:
 - a) has been a supervisor of 4 doctoral students who have been deleted from the list of doctoral students on account of negative outcome of the mid-term evaluation, or
 - b) has supervised the preparation of dissertation by at least 2 doctoral candidates who have failed to obtain positive reviews as referred to in Article 191.1 of the Act.

RECRUITMENT OF DOCTORAL STUDENTS

6. The doctoral school recruitment is carried out in the form of an open competition, in two stages:
 - a) the first recruitment stage consists in assessment of the content of the documents submitted by the candidate, and qualifying the candidate for the second stage. This recruitment stage is carried out without the candidate’s participation;
 - b) the second recruitment stage consists in an interview with the candidate.
7. The limit for candidates to be admitted to the doctoral school each year shall be determined by the rector in proportion to the number of staff members having the title of professor or the degree of doktor habilitowany representing the given discipline.

8. A fee shall be paid in respect of the doctoral school recruitment. The amount of the fee for the doctoral school requirement procedure and the rules for payment of the fee shall be determined by the rector in the form of an order.
9. Persons who may be admitted to the doctoral school are persons who have a degree of magister, magister inżynier or an equivalent degree, or persons referred to in Article 186.2 of the act of 20 July 2018 – the Law on Higher Education and Science (consolidated text Dz. U. [*Journal of Laws*] of 2023, item 742 as amended).
10. A candidate to the doctoral school shall submit the following documents:
 - a) an application for admission to the doctoral school;
 - b) CV;
 - c) a copy of the uniform long-cycle magister degree studies completion diploma together with a supplement (or 1st cycle and 2nd cycle studies completion diplomas with supplements) or a certificate of having passed the magister examination containing information about the average grades obtained in the course of the studies (originals to be presented for inspection). If the diploma was issued at a time when no diploma supplements were issued, the candidate shall submit a list of completed and credited courses together with the average grades obtained in the course of the studies, certified by the higher education institution;
 - d) a preliminary concept of the doctoral dissertation containing the working title of the dissertation, the research objective, the proposed research methods, a short review of literature with the bibliography (3-5 pages);
 - e) the consent from the future supervisor of the candidate's choice to accept to exercise supervision over the candidate with regard to the proposed concept of the doctoral dissertation;
 - f) 1 photograph – complying with the requirements applicable for ID cards;
 - g) documents certifying the knowledge of a modern foreign language at least at B2 level of the Common European Framework of Reference for Languages (originals to be presented for inspection); if the candidate has a studies completion diploma together with a supplement, the diploma supplement is the document certifying the knowledge of a foreign language at B2 level;
 - h) list of publications and other scholarly and research achievements together with copies of documents evidencing such achievements (originals to be presented for inspection);
 - i) documents evidencing additional qualifications that are important from the point of view of the planned doctoral dissertation (originals to be presented for inspection);
 - j) candidates who are persons with special needs for assistance in the recruitment process may – before the commencement of the competition procedure – file an application describing and documenting their special needs; the form of assistance for such a candidate to the doctoral school depending on the candidate's needs will be determined by the recruitment committee in consultation with the relevant unit responsible for issues of persons with disabilities or a person authorised by the rector in this regard, taking into account the capacities of the SGGW.
11. A candidate who has obtained abroad a graduation diploma from studies that are equivalent to magister studies, shall additionally submit:
 - a) the original diploma;
 - b) a translation of the diploma into Polish or into English, authenticated by competent persons or institutions;
 - c) a document confirming recognition of the diploma or a certificate releasing from the recognition procedure, if required;

- d) a document confirming knowledge of the Polish language at B2 level of the Common European Framework of Reference for Languages (not applicable to candidates for the learning pathway with English language of instruction).
- 12. Once the director of the doctoral school has verified the completeness of the submitted documents, the documents shall be made available to the recruitment committees for particular disciplines.
- 13. Admittance to the doctoral school with waving the recruitment procedure Schedule as referred to in paragraph 28 is allowable for persons who have obtained grant for their doctoral studies. It is possible to admit the candidate as of the beginning of a new semester of studies.
- 14. In the event referred to in paragraph 13, the candidate shall submit to the secretariat of the doctoral school an application together with documentation regarding the grant, which shall constitute grounds to open additional recruitment.
- 15. After the additional recruitment has been launched, the candidate shall submit the documents as referred to in paragraph 10, and if the candidate has obtained a diploma of completion of master degree studies abroad, also the documents specified in paragraph 11.
- 16. Candidates for learning pathway with English language of instruction shall be interviewed in English.

RECRUITMENT COMMITTEE

- 17. The director of the doctoral school shall request the chair of the discipline council to propose the members of the recruitment committee for the given discipline.
- 18. A recruitment committee shall be appointed by the rector at the request of the director of the doctoral school, for each discipline separately.
- 19. The committee shall comprise 5 members, including three staff members with the degree of doktor habilitowany or the title of professor having experience in supervising doctoral dissertations (including a person named by the chair of the discipline council as the chair of the committee), a representative of the doctoral students delegated by the Doctoral Students Council and the secretary.
- 20. A member of the advisory board of the doctoral school who is not a representative of the discipline to which the committee proceedings pertain shall participate in the proceedings of each recruitment committee as an observer.
- 21. Proposed supervisors must not be members of the recruitment committee.
- 22. The tasks of the recruitment committee comprise carrying out the recruitment procedure, including but are not limited to:
 - a) analysing the documents submitted by the candidates in the course of the recruitment procedure in accordance with the qualification criteria contained in Appendix 2a or Appendix 2b;
 - b) sending a notice about the date and time and place of interview to the e-mail address named by the candidate;
 - c) carrying out the interviews in accordance with the qualification criteria contained in part III of Appendix 2A or Appendix 2b;
 - d) preparing the ranking list on the basis of the candidates' points scored in the qualification procedure.
- 23. Recruitment committees shall assess the candidate's achievements in accordance with the recruitment procedure form available from the website of the Warsaw University of

Life Sciences – SGGW (under the doctoral school tab) enclosed as Appendix No. 2a or Appendix No. 2b to the Recruitment Rules. Each member of the committee shall fill in the recruitment procedure form individually, making the assessment on the basis of the documentation submitted, and without consulting other members of the committee.

24. In justified cases, in particular where the candidate to the doctoral school is a person with disability or a foreigner living abroad, the interview may be carried out using means of electronic communication ensuring real-time communication with the candidate. The SGGW shall not be liable for the quality of the connection on the candidate's side.
25. All members of the recruitment committee shall participate in its proceedings.
26. Meetings of the recruitment committee shall be recorded in minutes. The minutes shall be signed by all members of the committee. Any deletions and amendments made to the minutes should be substantiated in writing and certified by the signature of the chair of the committee.
27. Upon completion of the qualification procedure, the recruitment committee shall draw up a collective report which together with the individual reports regarding individual candidates and the remaining documentation forwarded previously, shall be forwarded to the director of the doctoral school.

TIMEFRAMES

28. The timeframes adopted in the recruitment process shall be in compliance with the Requirement Schedule of the SGGW Doctoral School, which shall be published on an annual basis on the website of the Warsaw University of Life Sciences – SGGW under the doctoral school tab.
29. The Recruitment Schedule may be amended. The updated Recruitment Schedule shall be each time published on the website of the Warsaw University of Life Sciences – SGGW under the doctoral school tab.

ADMISSIONS TO THE DOCTORAL SCHOOL

30. The maximum score that may be obtained by a candidate in the qualification procedure is 50 points.
31. The minimum score necessary for admission to the doctoral school is 26 points. Obtaining the minimum score does not guarantee admission to the doctoral school.
32. The grounds for admitting the candidate to the doctoral school is the positive result of the recruitment based on the ranking list created on the basis of the point scores obtained by the candidate in the course of the qualification procedure.
33. The final score of the qualification procedure shall be calculated as the average number of points granted to the candidate individually by each member of the recruitment committee.
34. If two or more persons are scored on the last place of the list within the limit with the same number of points, the score for the doctoral dissertation concept shall decide.
35. The list of admitted candidates shall be published by the director of the doctoral school on the website of the Warsaw University of Life Sciences – SGGW under the doctoral school tab, within the timeframe specified in the Schedule referred to in paragraph 29.

36. Admissions to the doctoral school are on the basis of the entry on the list of doctoral students.
37. Entering a foreign candidate on the doctoral student list shall require the rector's consent, the consent to be requested by the director of the doctoral school.
38. A decision to refuse admission to the doctoral school shall be issued by the director of the doctoral school in writing.
39. An application for reconsideration may be filed in respect of the decision to refuse admission to the doctoral school. The application shall be filed within 14 days from the date the decision is served.
40. The application for reconsideration may be based on detailed specified circumstances of breach of the terms and conditions and mode of recruitment to the doctoral school only.
41. The application for reconsideration shall be opined on by a relevant recruitment committee. The decision regarding the admission to the doctoral school, after reconsideration, shall be made by the rector. The decision shall be final.
42. The application for reconsideration shall be filed via the doctoral school office.

Candidate supervisor's information summary form
 maximum 2 pages – it should be a summary of most important achievements

Name and surname, degree, title:	
Scientific discipline/ disciplines	
Professional development (degrees and titles) in chronological order	
Most important publications/ patents in the last 3 years (maximum 10)	
Experience in work with doctoral students (defended doctoral dissertations, initiated doctoral programmes/procedures) in chronological order	
Project/grants achievements (in the last 10 years)	
Topic – research problem – for which the candidate supervisor seeks a doctoral student	
<u>Contact details:</u> Institute E-mail address Tel.	

**The SGGW Doctoral School
recruitment procedure form**

.....
(candidate's name and surname)

Scope	Maximum score	Candidate's score
Part I. Documents to be assets as to their contents submitted before the interview		
Presentation of the research project: <ul style="list-style-type: none"> ● working title of the thesis (1 point) ● research objective (2 points) ● research methods (3 points) ● literature review – short, with bibliography (4 points) 	10 points	
Average grades obtained during the 1 st and 2 nd cycle studies or long-cycle master degree studies: <ul style="list-style-type: none"> ● average 4.50 and above – 2 points ● average 4.01–4.49 – 1 point ● average 4.00 and below – 0 points 	2 points	
Knowledge of a modern foreign language, confirmed by a language certificate or another document: <ul style="list-style-type: none"> ● at C2 level – 2 points ● at C1 level – 1 point 	2 points	
Total score for Part I	14 points	
Part II. Scientific activity		

<p>Scientific publications (evidenced by a printout of the title page):</p> <ul style="list-style-type: none"> ● an article with 70 points and more – 4 points; ● an article with 20 and 40 points – 2 points (maximum 3 articles) ● other articles – 0.5 point (maximum 3 articles) ● a monograph in the English language – 4 points, in the Polish language – 2 points, (at least 10 publishing sheets [<i>Polish: arkusz wydawniczy</i>]) ● a monograph chapter – 2 (the number of points for chapters must not exceed the number of points for a monograph (maximum 4 points for a monograph or for chapters)) ● a monograph chapter below 20 points – 0.5 point ● implementation – 3 points (maximum 3 implementations) ● a patent – 3 points (maximum 3 patents) 	12 points	
<p>Participation in scientific conferences:</p> <ul style="list-style-type: none"> ● 1 oral presentation at an international foreign conference – 1 point, ● 1 oral presentation at a national conference – 0.5 point, ● 1 poster – 0.5 point, <p>(maximum 3 activities are subject to assessment).</p>	3 points	
Active participation in a research group	1 points	
Other scientific activity (not listed in part II of the assessment questionnaire, e.g., passive participation in conferences, participation in training courses, activity in scientific societies, participation in projects – excluding diploma thesis, minister's scholarship, awards for diploma thesis, etc.)	4 points	
Total score for Part II	20 points	
Part II. Interview		
Each member of the committee shall grant score individually		
Manner of presentation before the committee – continuity of reasoning, word choice (scientific/colloquial), answers to committee members' questions	8 points	

Discussing a scientific publication recently read	5 points	
Other activity (e.g., social, charity, cultural, sport, organisational, other interests)	3 points	
Total score for Part III	16 points	
Total	50 points	

[Maximum score which may be obtained by the candidate is 50 points, the qualifying threshold for admission – 26 points]

.....
 (date, signature (full name) of the assessing person)

**The SGGW Doctoral School
recruitment procedure form**

**for graduates from uniform long-cycle magister degree studies
who have a degree of a veterinarian and/or a physician
IN THE VETERINARY DISCIPLINE**

.....
(candidate's name and surname)

Scope	Maximum score	Candidate's score
Part I. Documents to be assets as to their contents submitted before the interview		
Presentation of the research project: <ul style="list-style-type: none"> ● working title of the thesis (1 point) ● research objective (2 points) ● research methods (3 points) ● literature review – short, with bibliography (4 points) 	10 points	
Average grades obtained during the 1 st and 2 nd cycle studies or long-cycle master degree studies: <ul style="list-style-type: none"> ● average 4.50 and above – 2 points ● average 4.01–4.49 – 1 point ● average 4.00 and below – 0 points 	2 points	
Knowledge of a modern foreign language, confirmed by a language certificate or another document: <ul style="list-style-type: none"> ● at C2 level – 2 points ● at C1 level – 1 point 	2 points	
Total score for Part I	14 points	
Part II. Scientific activity A. Scientific publications		
Scientific publications (evidenced by a printout of the title page): <ul style="list-style-type: none"> ● an article with 70 points and more – 4 points; ● an article with 20 and 40 points – 2 points (maximum 3 articles) ● other articles – 0.5 point (maximum 3 articles) 	6 points	

<ul style="list-style-type: none"> • a monograph in the English language – 4 points, in the Polish language – 3 points (at least 10 publishing sheets [<i>Polish: arkusz wydawniczy</i>]) • a monograph chapter – 2 points (the number of points for chapters must not exceed the number of points for a monograph (maximum 4 points for a monograph or for chapters)) • a monograph chapter below 20 points – 0.5 point 		
Participation in scientific conferences: <ul style="list-style-type: none"> • 1 oral presentation at an international foreign conference – 2 points, • 1 oral presentation at a national conference – 1 point, • 1 poster – 1 point, (maximum 3 activities are subject to assessment).	4 points	
B. Other scientific and organisational activities		
Active participation in a research group	2 points	
Participation in training courses, training sessions, summer schools, conferences (passive participation), science-related volunteering, minister's scholarship, awards for diploma thesis, etc.	4 points	
Other organisational and scientific activity (participation in research work evidenced by a certificate, active participation in international student organisations, scientific societies, participation in organising conferences, congresses and training sessions)	4 points	
Total score for Part II A (A+B)	20 points	
Part III. Interview		
Each member of the committee shall grant score individually		
Manner of presentation before the committee – continuity of reasoning, word choice (scientific/colloquial), answers to committee members' questions	8 points	
Discussing a scientific publication recently read	5 points	
Other activity (e.g., social, charity, cultural, sport, organisational, other interests)	3 points	

Total score for Part III	16 points	
Total	50 points	

[Maximum score which may be obtained by the candidate is 50 points, the qualifying threshold for admission – 26 points]

.....
(date, signature (full name) of the assessing person)