

## DOCTORAL SCHOOL RECRUITMENT RULES

### SUPERVISORS RECRUITMENT

1. Recruitment of doctoral students at the Doctoral School shall be preceded by competition for supervisors organised by the Institutes interested in admitting doctoral students for a new academic year in the given discipline.
2. Person wishing to be supervisors shall submit to the Institute Director their information summary form regarding their achievements. A sample information summary form is enclosed at appendix No. 1 hereto.
3. Potential supervisors shall specify in detail the scope of research under which the doctoral student will work by providing the doctoral student with appropriate working and research conditions.
4. The discipline councils shall opine on and submit to the head of the Doctoral School the list of potential supervisors.
5. A supervisor must not supervise more than 5 doctoral students (doctoral students of doctoral studies and of the Doctoral School in total). A supervisor who has published less than 4 significant publications indicated in the evaluation in the last 4 years may supervise at one time no more than 2 doctoral students. Significant publications are those that have been included in the university unit's evaluation.
6. A supervisor must not be a person who during the last 5 years:
  - a) has been a supervisor of at least 4 doctoral students who have been deleted from the list of doctoral students on account of negative outcome of the mid-term evaluation, and lack of their doctoral dissertation progress,
  - b) has been a supervisor of at least 2 doctoral students, who had been applying for a doctoral degree, and each of them has not received positive reviews from at least 2 reviewers, referred to in Article 191 paragraph. 1 of the act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws [Dz. U.] of 2018, item, 1668 as amended).
7. A supervisor may propose a co-supervisor, including a foreign co-supervisor, with whom the doctoral student may conduct a placement.

### RECRUITMENT OF DOCTORAL STUDENTS

8. The Doctoral School recruitment is carried out in the form of a competition, in two stages:
  - a) the first recruitment stage consists in assessment of the content of the documents submitted by the candidate, and classifying the candidate for the second stage. This recruitment stage is carried out without the candidate's participation;
  - b) the second recruitment stage consists in conducting an interview with the candidate

- in compliance with the assessment form enclosed at Appendix No. 2 hereto.
9. The limit of doctoral students to be admitted to the Doctoral School in each year shall be determined by the Rector in proportion to the independent academic staff members representing the given discipline.
  10. The candidates apply for recruitment for the supervisor of their choice from among the supervisors listed on the website of the Doctoral School.
  11. Persons who may be admitted to the Doctoral School are persons who have a degree of magister, magister inżynier or an equivalent degree, or a person referred to in Article 186.2 of the act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws [Dz. U.] of 2018, item, 1668 as amended).
  12. A candidate to the Doctoral School shall submit to the secretariat of the Doctoral School the following documents:
    - a) application for admission to the Doctoral School;
    - b) CV;
    - c) a copy of the magister degree diploma or a certificate of passing the magister examination (original to be presented for inspection);
    - d) preliminary concept of the doctoral dissertation containing the working title of the dissertation, the research objective, the proposed research methods, short review of literature with the bibliography (maximum 3 pages);
    - e) the consent from the future supervisor of the candidate's choice to accept to exercise supervision over the candidate of the given research project;
    - f) 1 photograph – complying with the requirements applicable for ID cards;
    - g) documents certifying knowledge of a modern foreign language of at least B2 level (originals to be presented for inspection);
    - 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).
  13. A candidate who has obtained a graduation diploma from studies abroad that are equivalent to magister studies, shall additionally submit:
    - a) the original diploma;
    - b) a translation of the diploma into Polish, 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) evidence of knowledge of the English language at B2 level
  15. Once the head of the Doctoral School has verified whether the documents are complete, the documents shall be forwarded to the Institutes together with the candidate assessment forms to be used during the interviews.
  16. Admittance to the Doctoral School with waving the September recruitment procedure is allowable (pkt 32) for persons who have obtained grant for their doctoral studies.
  17. In the event referred to in paragraph 16, 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.
  18. After the recruitment has been opened, the candidate shall submit the documents as referred to in paragraph 12, and if the candidate has obtained a graduation diploma from magister studies abroad, also the documents specified in paragraph 13.

19. Foreign candidates may be recruited in an individual procedure, and the interview may be carried out on-line.
20. Candidates for learning pathway with English language of instruction shall be interviewed in English.

#### RECRUITMENT COMMISSION

21. The head of the Doctoral School asks the Institute Director to propose the composition of the recruitment commission for each discipline.
22. A recruitment commission should be appointed by an official decision of the Rector.
23. A recruitment commission should be appointed for each discipline.
24. The recruitment procedure shall be carried out by the recruitment commission proposed by the Institute Director and appointed by a decision of the Rector at the request from the head of the Doctoral School.
25. The commission shall comprise 5 members: three staff members with the degree of dr hab. (including the deputy director of the institute as the chair or another member of the staff of the institute nominated by the Director), a representative of the doctoral students and the secretary.
26. Candidate supervisors must not be members of the recruitment commission.
27. Recruitment commissions shall assess the candidate's achievements in accordance with the form attached at the website of the Warsaw University of Life Sciences – SGGW (in the section of the Doctoral School). Each commission member shall fill in the form individually, making the assessment on the basis of the documentation submitted, without consulting other members of the commission.
28. The recruitment commission tasks include but are not limited to:
  - a) analysing the documents submitted in the course of the recruitment procedure in accordance with the following qualification criteria enclosed at Appendix No. 2a or Appendix No. 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 criteria enclosed at Appendix No. 2a or Appendix No. 2b;
  - d) preparing the ranking list on the basis of points scored by the candidates in the qualification procedure.
29. At the candidate's request, the recruitment commission in the given discipline may apply another interviewing mode, if the candidate is a person with disability applying for admission to the Doctoral School. In such case, the degree and type of disability is taken into account and the characteristics of the given discipline of science.
30. Resolutions of the recruitment commission shall be adopted by ordinary majority of votes cast by all the members of the commission. In case of equal number of votes for and against, the chair shall have the casting vote.
31. Meetings of the recruitment commission shall be recorded in minutes. The minutes shall be signed by all members of the commission. Any deletions and amendments made to the minutes should be substantiated in writing and certified by the signature of the chair of the commission. Upon completion of the qualification procedure, the recruitment commission shall draw up summary minutes which together with the particular minutes regarding particular candidate and the remaining documentation forwarded previously to the Institute, shall be forwarded to the head of the Doctoral School.

## TIMEFRAMES

32. The timeframes adopted in the recruitment process shall be in compliance with the Requirement Schedule of the Doctoral School of the SGGW, which is published annually on the website of the Warsaw University of Life Sciences (SGGW), in the section of the Doctoral School.
33. The Recruitment Schedule may be amended and shall be published on an annual basis on the website of the Warsaw University of Life Sciences – SGGW, in the section of the Doctoral School.

## ADMISSIONS TO THE DOCTORAL SCHOOL

34. The maximum score that may be obtained by a candidate in the qualification procedure is 50 points.
35. The minimum score necessary for admission to the Doctoral School is 26 points. The minimum score does not guarantee admission to the Doctoral School.
36. 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.
37. The final score of the qualification procedure shall be calculated as the average number of points granted to the candidate by each member of the recruitment procedure, in accordance with the assessment form. The points are awarded in a secret process, and the commission members shall not discuss the candidate during the qualification procedure and before the average number of points granted to the candidate is determined.
38. 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.
39. The ranking list referred to in paragraph 36 shall be published by the head of the Doctoral School on the website of the Warsaw University of Life Sciences – SGGW in the section of the Doctoral School, within the timeframe referred to in paragraph 32.
40. Admissions to the Doctoral School are on the basis of the enrolment on the list of doctoral students pursuant to the ranking list.
41. Enrolment on the doctoral student lists for a foreign candidate shall require the Rector's consent, the consent to be requested by the head of the Doctoral School.
42. A decision to refuse admission to the Doctoral School shall be issued by the head of the Doctoral School in writing.
43. In respect of the Doctoral School head's decision to refuse admission, an application for re-examination may be filed with the Rector within 14 days from the date the decision is served.
44. The application for re-examination may be based on detailed specified circumstances of breach of the terms and conditions and mode of recruitment to the Doctoral School only.
45. The application for re-examination shall be opined on by the recruitment commission of the relevant recruitment unit. The decision after the re-examination shall be made by the Rector. The decision shall be final.
46. The application for re-examination shall be filed via the secretariat of the Doctoral School.

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

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

**Interview assessment form**  
**for a candidate to the Doctoral School of SGGW**

.....

(candidate's name and surname)

Interview topics	Number of points (maximum)	Number of points – interview score
<b>Part I. Documents to be assessed as to their contents submitted before the interview</b>		
Presentation of the research problem: <ul style="list-style-type: none"> <li>● working title of the thesis (1 point)</li> <li>● research objective (2 points)</li> <li>● research methods (3 points)</li> <li>● literature review – short, with bibliography (4 points)</li> </ul>	10 points	
Average grades obtained during the 1 <sup>st</sup> and 2 <sup>nd</sup> cycle studies or long-cycle master degree studies: <ul style="list-style-type: none"> <li>● average 4.50 and above – 2 points</li> <li>● average 4.01–4.49 – 1 points</li> <li>● average 4.00 and below – 0 points</li> </ul>	2 points	
Knowledge of a modern foreign language, confirmed on the basis of the documents submitted: <ul style="list-style-type: none"> <li>● above C1 level – 2 points</li> <li>● at least C1 level – 1 point</li> </ul>	2 points	
<b>Total score in Part I</b>	<b>14 points</b>	
<b>Part II. Scientific achievements submitted before the recruitment to be assessed by the commission before and during the interview</b>		
Scientific publications enclosed (evidenced by a printout of the title page): <ul style="list-style-type: none"> <li>● an article at 70 points and more – 4 points</li> <li>● an article at 20 and 40 points – 2 points (max. 3 articles)</li> <li>● other articles – 0.5 point (max. 3 articles)</li> <li>● monograph in the English language – 4 points, in the Polish language – 2 points, (at least 10 publish sheets [<i>Polish: arkusz wydawniczy</i>])</li> <li>● monograph chapter at 20 points and more – 2 points (the number of points for chapters</li> </ul>	12 points	

<p>must not exceed the number of points for a monograph; max. 4 points for a monograph or for chapters)</p> <ul style="list-style-type: none"> <li>● monograph chapter below 20 points – 0,5 point</li> <li>● implementation – 3 points (max. 3 implementations)</li> <li>● patent – 3 points (max. 3 patents)</li> </ul>		
<p>Participation in scientific conferences:</p> <ul style="list-style-type: none"> <li>● 1 oral presentation at an international foreign conference – 1 points,</li> <li>● 1 oral presentation at a national conference – 0.5 points,</li> <li>● 1 poster – 0.5 point,</li> </ul> <p>(Max. 3 activities are subject to assessment).</p>	3 points	
<p>Assessment of other scientific activity – participation in a research group and/or other organisational and scientific activity</p>	1 points	
<p>Other scientific activity (not listed in part II of the assessment questionnaire, e.g. passive participation in conferences, organizing conferences, participation in training, activities in scientific societies, participation in projects - apart from thesis)</p>	4 points	
<b>Total score in part II</b>	<b>20 points</b>	
<b>Part III. Interview</b>		
<b>Each commission member shall grant score individually</b>		
<p>Continuity of reasoning, word choice (scientific/colloquial), answers to commission members' questions</p>	8 points	
<p>Discussing a scientific publication recently read</p>	5 points	
<p>Other activity</p>	3 points	
<b>Total score in Part III</b>	<b>16 points</b>	
<b>Total</b>	<b>50 points</b>	

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

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

**Formularz oceny rozmowy kwalifikacyjnej  
z kandydatem do Szkoły Doktorskiej SGGW  
Dla absolwentów jednolitych studiów magisterskich z tytułem lekarza weterynarii i/lub lekarza  
W DYSCYPLINIE WETERYNARIA**

.....  
(imię i nazwisko kandydata)

Zakres rozmowy	Liczba punktów (maksymalna)	Liczba punktów z rozmowy
<b>Część I. Dokumenty do merytorycznej oceny składane przed rozmową kwalifikacyjną</b>		
Prezentacja projektu badawczego: <ul style="list-style-type: none"> <li>● roboczy tytuł pracy (1 pkt)</li> <li>● cel badań (2 pkt)</li> <li>● metodyka badawcza (3 pkt)</li> <li>● przegląd literatury – krótki, z wykazem bibliografii (4 pkt)</li> </ul>	10 pkt	
Średnia ocen ze studiów I i II stopnia lub jednolitych studiów magisterskich: <ul style="list-style-type: none"> <li>● średnia 4,50 i wyżej – 2 pkt</li> <li>● średnia 4,01–4,49 – 1 pkt</li> <li>● średnia 4,00 i poniżej – 0 pkt</li> </ul>	2 pkt	
Znajomość języka obcego nowożytnego, potwierdzona certyfikatem językowym lub innym dokumentem: <ul style="list-style-type: none"> <li>● na poziomie powyżej C1 – 2 pkt</li> <li>● na poziomie co najmniej C1 – 1 pkt</li> </ul>	2 pkt	
<b>Suma punktów z Części I</b>	<b>14 pkt</b>	
<b>Część II. Aktywność naukowa A. Publikacje naukowe</b>		
Artykuły naukowe (potwierdzone wydrukiem strony tytułowej): <ul style="list-style-type: none"> <li>● artykuł za 70 pkt i więcej – 4 pkt;</li> <li>● artykuł za 20 i 40 pkt. – 2 pkt. (maks. 3 artykuły)</li> <li>● pozostałe artykuły – 0,5 pkt (maks. 3 artykuły)</li> <li>● monografia w języku angielskim 4 pkt, w języku polskim 2 pkt (minimum 10 arkuszy wydawniczych)</li> <li>● rozdział w monografii za 20 pkt i więcej – 2 pkt (liczba punktów za rozdziały nie może</li> </ul>	6 pkt	



przekroczyć liczby punktów za monografię (maksymalnie 4 pkt za monografię lub rozdział)		
<ul style="list-style-type: none"> <li>rozdział w monografii poniżej 20 pkt – 0,5 pkt</li> </ul>		
<p>Udział w konferencjach naukowych:</p> <ul style="list-style-type: none"> <li>1 ustna prezentacja na konferencji międzynarodowej zagranicznej – 2 pkt</li> <li>1 ustna prezentacja na konferencji krajowej – 1 pkt</li> <li>1 poster/plakat – 1 pkt</li> </ul> <p>(maksymalnie 3 aktywności podlegają ocenie)</p>	4 pkt	
<b>B. Pozostała aktywność naukowa i organizacyjna</b>		
Czynne uczestnictwo w kole naukowym	2 pkt	
Udział w kursach, szkoleniach, szkołach letnich, konferencjach (udział bierny), działalność wolontariacka o charakterze naukowym	4 pkt	
Inna działalność o charakterze organizacyjno-naukowym (udział w pracach badawczych potwierdzony zaświadczeniem, czynne uczestnictwo w międzynarodowych organizacjach studenckich, towarzystwach naukowych, udział w organizacji konferencji, kongresów, szkoleń)	4 pkt	
<b>Suma punktów z Części II A (A+B)</b>	<b>20 pkt</b>	
<b>Część III. Rozmowa kwalifikacyjna</b>		
<b>Każdy członek komisji wystawia ocenę indywidualnie</b>		
Sposób prezentacji przed komisją – ciągłość wywodu, dobór słownictwa (naukowe/potoczne), odpowiedzi na pytania członków komisji	8 pkt	
Omówienie ostatniej przeczytanej publikacji o charakterze naukowym	5 pkt	
Inna aktywność (np. społeczna, charytatywna, kulturalna, sportowa, organizacyjna, inne zainteresowania)	3 pkt	
<b>Suma punktów z Części III</b>	<b>16 pkt</b>	
<b>Razem</b>	<b>50 pkt</b>	

[maksymalnie kandydat może uzyskać 50 punktów, próg kwalifikujący do przyjęcia – 26 punktów]

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(data, podpis osoby oceniającej)

**Interview assessment form**

**for a candidate to the Doctoral School of SGGW**

**For graduates of master's studies with the title of Doctor of Veterinary Medicine or Doctor of Medicine**

**IN VETERINARY SCIENCE**

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(candidate's name and surname)

Interview topics	Number of points (maximum)	Number of points – interview score
<b>Part I. Documents to be assets as to their contents submitted before the interview</b>		
Presentation of the research problem: <ul style="list-style-type: none"> <li>● working title of the thesis (1 point)</li> <li>● research objective (2 points)</li> <li>● research methods (3 points)</li> <li>● literature review – short, with bibliography (4 points)</li> </ul>	10 points	
Average grades obtained during the 1 <sup>st</sup> and 2 <sup>nd</sup> cycle studies or long-cycle master degree studies: <ul style="list-style-type: none"> <li>● average 4.50 and above – 2 points</li> <li>● average 4.01–4.49 – 1 point</li> <li>● average 4.00 and below – 0 points</li> </ul>	2 points	
Knowledge of a modern foreign language, confirmed on the basis of the documents submitted: <ul style="list-style-type: none"> <li>● above C1 level – 2 points</li> <li>● at least C1 level – 1 point</li> </ul>	2 points	
<b>Total score in Part I</b>	<b>14 points</b>	
<b>Part II. Scientific activity A. Scientific publications</b>		
Scientific publications enclosed (evidenced by a printout of the title page): <ul style="list-style-type: none"> <li>● an article at 70 points and more – 4 points</li> <li>● an article at 20 and 40 points – 2 points (max. 3 articles)</li> <li>● other articles – 0.5 point (max. 3 articles)</li> <li>● monograph in the English language – 4 points, in the Polish language – 2 points, (at least 10 publish sheets [<i>Polish: arkusz wydawniczy</i>])</li> <li>● monograph chapter at 20 points and more – 2 points (the number of points for chapters must not exceed the number of points for a</li> </ul>	6 points	

monograph; max. 4 points for a monograph or for chapters) <ul style="list-style-type: none"> <li>monograph chapter below 20 points – 0,5 point</li> </ul>		
Participation in scientific conferences: <ul style="list-style-type: none"> <li>1 oral presentation at an international foreign conference – 2 points,</li> <li>1 oral presentation at a national conference – 1 points,</li> <li>1 poster – 1 point,</li> </ul> (Max. 3 activities are subject to assessment).	4 points	
<b>B. Remaining scientific and organizational activity</b>		
Participation in a research group	2 points	
Participation in courses, trainings, summer schools, conferences, scientific volunteering activities	4 points	
Other organizational and scientific activity (participation in research works confirmed by a certificate, active participation in international student organizations, scientific societies, participation in the organization of conferences, congresses, trainings)	4 points	
<b>Total score in part II (A+B)</b>	<b>20 points</b>	
<b>Part III. Interview</b>		
<b>Each commission member shall grant score individually</b>		
Continuity of reasoning, word choice (scientific/colloquial), answers to commission members' questions	8 points	
Discussing a scientific publication recently read	5 points	
Other activity (e.g. social, charity, cultural, sports, organizational, other interests)	3 points	
<b>Total score in Part III</b>	<b>16 points</b>	
<b>Total</b>	<b>50 points</b>	

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

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