



**Ordinance No. 11
of the Rector of the Warsaw University of Life Sciences
of 14 March 2025**

**on the principles and deadlines for paying the recruitment fee to the SGGW Doctoral School for the
academic year 2025/2026 and the conditions and method of reimbursement of the fee**

Pursuant to Article 23(1) of the act of 20 July 2018 Law on Higher Education and Science (consolidated text Journal of Laws of 2024, item 1571, as amended) and item 9 of the SGGW Doctoral School Admission Rules constituting Appendix No. 1 to Resolution No. 68 - 2024/2025 of the Senate of the Warsaw University of Life Sciences of 24 February 2025 amending Resolution No. 78 - 2018/2019 of the Senate of the Warsaw University of Life Sciences of 26 April 2019 on the SGGW Doctoral School admission rules, it is hereby ordered as follows:

§1

1. The amount of the recruitment fee for the SGGW Doctoral School in the academic year 2025/2026, hereinafter referred to as the 'recruitment fee', is:
 - a) PLN 300 (in words: three hundred zlotys) if the recruitment fee is paid into an account in PLN;
 - b) EUR 80 (in words: eighty euros) if the recruitment fee is paid into an account in EUR.
2. Persons applying for admission to the SGGW Doctoral School, hereinafter referred to as candidates, must pay the recruitment fee by 11 August 2025 following § 2 sections 2 and 3.

§2

1. The candidate shall transfer the recruitment fee referred to in § 1(1) to the bank account number indicated during the registration process in the Internet Candidate Recruitment system, hereinafter referred to as IRK, within the time limit specified in § 1(2).
2. If a candidate participates in multiple recruitment processes for the SGGW Doctoral School, they should pay the recruitment fee for every process.
3. Candidates who do not pay the recruitment fee in the amount and by the deadline specified in § 1 will not be admitted to the further stages of the recruitment process.

§3

1. The recruitment fee may be reimbursed in case of:
 - 1) the candidate's written withdrawal from applying for admission to the SGGW Doctoral School submitted before the registration deadline in the IRK system, referred to in § 1(2);
 - 2) paying the recruitment fee after the deadline specified in §1(2);
2. The recruitment fee will be reimbursed to the bank account from which it was paid upon written request by the candidate, subject to section 4.

3. The candidate must send the application for a recruitment fee reimbursement to the SGGW Doctoral School office at the following e-mail address: szkola_doktorska@sggw.edu.pl by 1 September 2025.
4. The candidate shall bear all costs related to the payment of the recruitment fee, including handling costs, bank fees, commissions, and costs associated with the refund of funds overpaid in the recruitment procedure to the SGGW Doctoral School for reasons not attributable to the University.

§4

The supervision of executing the ordinance is entrusted to the SGGW Doctoral School Director.

§5

The ordinance shall enter into force on the date of signature.

Rector
of the Warsaw University of Life Sciences
Prof. dr hab. Michał Zasada
/signed with an electronic qualified signature/