

## 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. Prospective 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 financing and proper conditions for the doctoral students to work and carry out the research.
4. Discipline councils or, in absence of a discipline council – the SGGW Senate shall verify the information summary forms submitted, 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 fewer than 4 publications shown in the ministry evaluation list, may supervise no more than 2 doctoral students at a time. Moreover, 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 shall be carried out in the form of an open competition, and it shall consist of three stages:
  - a) the first recruitment stage consists in formal verification of the documents submitted. Only those candidates who successfully complete verification of the documents shall be admitted to the second stage;
  - b) the second recruitment stage consists in substantive assessment of the documents by the recruitment committee;
  - c) the third recruitment stage consists in an interview with the candidate and assessment of the doctoral dissertation concept.
7. The limit for candidates to be admitted to the doctoral school each year shall be determined by the rector in the form of an order.
8. In justified cases, the university shall reserve the right to admit a lower or higher number than the one specified as the limit referred to in par. 7.

9. A fee shall be paid in respect of the doctoral school recruitment – the amount of the fee and the rules for payment shall be determined by the rector in the form of an order.
10. 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 2024, item 1571).
11. A person 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 2024, item 1571) may apply for admission to the doctoral school if: they have obtained a grant, e.g. “Perły Nauki” [“*Pearls of Science*”], are the first and/or corresponding author of two publications from the JCR list and the author or co-author of a patent or implementation.
12. 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;
  - 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 in total);
  - 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; if the future supervisor of the candidate’s choice is not an SGGW employee, the candidate shall attach the consent of the second supervisor or auxiliary supervisor who must be an SGGW employee;
  - 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) a list of publications and other academic 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 shall be determined by the recruitment committee in consultation with the relevant unit competent for issues of persons with disabilities or a person authorised by the rector in this regard, taking into account the capacities of the SGGW.
13. A candidate who has secured financing for the research for their doctoral studies under an ongoing project shall submit a printout from a respective system, confirming the fact of granting the financing and a statement of the project manager containing in particular information on the candidate’s planned role in the project and on the scholarship granted. A candidate who may obtain financing for the research in the future under a submitted

project shall submit a confirmation of filing the project application, including a printout from a respective system.

14. A candidate who has obtained a graduation diploma from studies that are equivalent to magister studies abroad, shall additionally submit:
  - a) a copy of the original diploma;
  - b) 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 English language at B2 level of the Common European Framework of Reference for Languages (applicable to candidates for the learning pathway with the English language of instruction);
  - e) a document confirming knowledge of the Polish language at B2 level of the Common European Framework of Reference for Languages (applicable to candidates for the learning pathway with the Polish language of instruction);
15. After formal verification of the submitted documents, the documents shall be made available to the recruitment committees appointed for particular disciplines.
16. Candidates for learning pathway with the 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:
  - a) three staff members with the minimum degree of doktor habilitowany having experience in supervising doctoral dissertations (including a person named by the chair of the discipline council as the chair of the committee);
  - b) a secretary with the minimum degree of doktor;
  - c) a representative of the doctoral students delegated by the Doctoral Students Council.
20. Proposed supervisors must not be members of the recruitment committee. Moreover, auxiliary supervisors referred to in par. 12 e) must not be members of the committee.
21. The tasks of the recruitment committee comprise:
  - a) analysing the documents submitted by the candidates in the course of the recruitment procedure in accordance with the criteria contained in Appendix 2;
  - b) notifying candidates via electronic means of communication about the date, time and place of the interview;
  - c) carrying out the interviews in accordance with the criteria contained in part II of Appendix 2;
  - d) preparing the ranking list on the basis of the candidates' points scored in the qualification procedure.
22. Recruitment committees shall assess the candidate's achievements in accordance with the recruitment procedure form enclosed as Appendix No. 2 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.

23. In justified cases, where the candidate to the doctoral school is a person currently staying 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.
24. All members of the recruitment committee shall participate in its proceedings held at the site of the SGGW.
25. 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 must be substantiated in writing and certified by the signature of the chair of the committee.
26. 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 office of the doctoral school.

#### TIMEFRAMES

27. 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.
28. 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.

#### ADMISSION TO THE DOCTORAL SCHOOL

29. The maximum score that may be obtained by a candidate in the qualification procedure is 60 points.
30. Obtaining the minimum score shall not guarantee admission to the doctoral school.
31. The grounds for admitting the candidate to the doctoral school shall be 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.
32. 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.
33. 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. In the case of the same number of points for the doctoral dissertation concept, the number of points obtained for academic publications/implementation activity shall decide.
34. 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 par. 27.
35. Admission to the doctoral school shall be on the basis of entry on the list of doctoral students.
36. 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.
37. A decision to refuse admission to the doctoral school shall be issued by the director of the doctoral school in writing.

38. 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.
39. 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.
40. 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.
41. 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:	
Academic 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	
Achievements in the area of projects/grants (in the last 5 years)	
Subject area of the research project for which the candidate student is being recruited	
<u>Contact details:</u> Institute E-mail address Telephone number	

**The SGGW Doctoral School  
recruitment procedure form**

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

Scope	Maximum score	Score obtained
<b>Part I. Substantive assessment of the documents</b>		
<p>Knowledge of a modern foreign language, confirmed by a language certificate or another document:</p> <ul style="list-style-type: none"> <li>• at C2 level – 2 points</li> <li>• at C1 level – 1 point</li> </ul>	2 points	
<p>Academic publications – evidenced by a printout of the title page (maximum 3 publications to be assessed):</p> <ul style="list-style-type: none"> <li>• paper for 70 points and more – 4 points</li> <li>• paper for 20 and 40 points – 2 points</li> <li>• other papers – 0.5 point</li> <li>• monograph in English – 4 points, in Polish – 3 points (at least 10 publishing sheets);</li> <li>• monograph chapter – 2 points</li> </ul> <p>Implementation activity (maximum 3 activities to be assessed):</p> <ul style="list-style-type: none"> <li>• implementation – 4 points</li> <li>• patent – 4 points</li> </ul>	12 points	
<p>Authorship or co-authorship in conference reports (maximum 3 activities to be assessed):</p> <ul style="list-style-type: none"> <li>• presentation at an international conference – 2 points</li> <li>• presentation at a national conference – 1 point</li> <li>• poster – 1 point</li> </ul>	6 points	
<p>Other academic activity (not listed in part I of the assessment questionnaire, e.g. activity in academic societies and research groups, participation in projects, minister's scholarship, awards for diploma theses, etc.) (maximum 4 activities, 1 point for each)</p>	4 points	
<b>Total score for Part I</b>	<b>24 points</b>	

<b>Part II. Interview</b> <b>Each committee member shall grant a score individually</b>		
Research project granted, ensuring financing of the research and completion of the doctoral dissertation (8 points) or submitted and pending research project application from which financing of the research and completion of the doctoral thesis is to be secured (2 points)	8 points	
Presentation of the doctoral dissertation concept: <ul style="list-style-type: none"> <li>• working title of the dissertation (1 point);</li> <li>• research objective and scope (research concept) (4 points);</li> <li>• research methodology and methods (3 points);</li> <li>• literature review – brief, with bibliography (2 points)</li> </ul>	10 points	
Assessment of presentation of the doctoral dissertation concept before the committee – continuity of reasoning, familiarity with the subject area, vocabulary selection (academic/colloquial), answers to questions	14 points	
Discussing of an academic publication of the candidate's choice	4 points	
<b>Total score for Part II</b>	<b>36 points</b>	
<b>Total</b>	<b>60 points</b>	

[maximum score which may be obtained by the candidate is 60 points, minimum admission threshold – 31 points]

.....

(date, legible signature of the assessing person)