



**Ordinance No. 23 of the  
Rector  
of the Warsaw University of Life Sciences  
dated 7 April 2026**

**on determining the rules and deadlines for paying the recruitment fee for the Doctoral School of the Warsaw University of Life Sciences (SGGW) for the academic year 2026/2027, and the conditions and procedure for refunding 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 10 of the Recruitment Rules for the Doctoral School of SGGW constituting Annex No. 1 to Resolution No. 50 – 2025/2026 of the Senate of the Warsaw University of Life Sciences of 26 January 2026 on the recruitment rules for the SGGW Doctoral School at the Warsaw University of Life Sciences, it is hereby ordered, as follows:

§ 1

1. The amount of the fee for the admission process to the SGGW Doctoral School in the 2026/2027 academic year, 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 held in PLN;
  - b) 80 EUR (in words: eighty euros), if the recruitment fee is paid into an account held in EUR.
2. A person applying for admission to the SGGW Doctoral School, hereinafter referred to as the candidate, is required to pay the recruitment fee by 6 July 2026 in accordance with §2(2) and

§ 2

1. The candidate shall pay the recruitment fee referred to in § 1(1) to the bank account number indicated on the SGGW Doctoral School website under the ‘Recruitment’ tab within the deadline specified in § 1(2) and shall attach confirmation of payment to the Internet Candidate Registration System, hereinafter referred to as IRK.
2. Where a candidate participates in more than one admission procedure for the SGGW Doctoral School, they shall pay the recruitment fee for participation in each of them.
3. A candidate who fails to pay the recruitment fee in the amount and by the deadline specified in § 1 shall not be admitted to the subsequent stages of the admission process.

§ 3

1. The recruitment fee is refundable in the event of:
  - 1) the candidate’s written withdrawal from applying for admission to the SGGW Doctoral School, submitted before the deadline for registration in the IRK referred to in §(1) 2;
  - 2) payment of the recruitment fee after the deadline specified in § 1(2).



2. The recruitment fee shall be refunded upon the candidate's written request, to the bank account from which the recruitment fee was paid or to another bank account specified by the candidate, subject to para. 4.
3. The candidate is required to send the request for a refund of the recruitment fee to the secretariat of the SGGW Doctoral School, email address: [szkola\\_doktorska@sggw.edu.pl](mailto:szkola_doktorska@sggw.edu.pl), by 31 July 2026.
4. The candidate shall bear all costs associated with the payment of the recruitment fee, including handling charges, bank charges, commissions, as well as costs associated with the refund of overpaid funds in the admission procedure to the SGGW Doctoral School for reasons not attributable to the University.

§ 4

The implementation of this ordinance is entrusted to the Director of the SGGW Doctoral School.

§ 5

Supervision of the implementation of this ordinance is entrusted to the Vice-Rector for Science.

§ 6

This ordinance shall enter into force on the date of its signing.

Rector

of the Warsaw University of Life Sciences,

Prof. dr hab. Michał Zasada

/signed with a qualified electronic signature/