

# SELF-ASSESSMENT REPORT ON THE QUALITY OF EDUCATION IN THE DOCTORAL SCHOOL

Szkoła Doktorska

Uniwersytet SWPS

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# PART A

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## Director / Head of Doctoral School

### First Name

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### Last Name

Piotrowski

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-

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# VISITING CARD

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## Basic Information about the Doctoral School

### Year of Creation

2019

### Institution running the doctoral school

Uniwersytet SWPS



| Field of Education | Education Disciplines                                            |
|--------------------|------------------------------------------------------------------|
| The arts           | fine arts and art conservation                                   |
| Humanities         | literary studies<br>culture and religion studies                 |
| Social sciences    | political and administrative sciences<br>sociology<br>psychology |

| Name/Scope of the Education Program (PL)                                    | Name/Scope of the Education Program (EN)                               |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------|
| Program kształcenia w Szkole Doktorskiej Nauk Społecznych i Humanistycznych | Study Program at the Doctoral School of Social Sciences and Humanities |
| Program kształcenia w Szkole Doktorskiej Nauk Społecznych i Humanistycznych | Study Program at the Doctoral School of Social Sciences and Humanities |
| Program kształcenia w Szkole Doktorskiej Uniwersytetu SWPS.                 | Study Program at the Doctoral School of the SWPS University            |
| Program kształcenia w Szkole Doktorskiej Uniwersytetu SWPS zmiana           | Study Program at the Doctoral School of the SWPS University change     |

### Characteristics of the Doctoral School

The Doctoral School (DS) of SWPS University (USWPS) is an interdisciplinary body providing education in social sciences, humanities, and the arts. Our mission is to train highly professional academics prepared to work in international teams, conducting innovative research that contributes to the advancement of science and makes a real difference in society.

DS's development strategy is based on three pillars:

Strengths of the Doctoral School:

Key accomplishments

What distinguishes our DS?

### Additional Information about the Doctoral School

#### Educating Staff

Numerical data for the evaluation period

| Educating Staff  | Instructors | Supervisors | Assistant Supervisors |
|------------------|-------------|-------------|-----------------------|
| Number of people | 84          | 44          | 15                    |

## Doctoral Students

Number of doctoral students (total): 96

| Recruitment during the evaluation period                           | 2019/<br>2020 | 2020/<br>2021 | 2021/<br>2022 | 2022/<br>2023 | 2023/<br>2024 | 2024/<br>2025 | Total |
|--------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|-------|
| Number of recruited doctoral students                              | 28            | 18            | 11            | 17            | 10            | 12            | 96    |
| Number of doctoral students who completed the doctoral school      | 10            | 3             | 0             | 0             | 0             | 0             | 13    |
| Number of doctoral students removed from the doctoral student list | 8             | 4             | 0             | 0             | 0             | 1             | 13    |

| Mid-term evaluation results | Positive | Negative |
|-----------------------------|----------|----------|
| Number of Doctoral Students | 62       | 0        |

| Educational Programs                                                   | Number of Doctoral Students |
|------------------------------------------------------------------------|-----------------------------|
| Study Program at the Doctoral School of Social Sciences and Humanities | 30                          |
| Study Program at the Doctoral School of Social Sciences and Humanities | 44                          |
| Study Program at the Doctoral School of the SWPS University            | 10                          |
| Study Program at the Doctoral School of the SWPS University change     | 12                          |

### Additional Numerical Data on Doctoral Students

|                                                                                                                            |    |
|----------------------------------------------------------------------------------------------------------------------------|----|
| Number of foreign doctoral students                                                                                        | 11 |
| Number of doctoral students with disabilities                                                                              | 2  |
| Number of doctoral students in the Implementation Doctorate program                                                        | 4  |
| Number of doctoral students in the EU program                                                                              | 3  |
| Number of doctoral students employed by the institution running the doctoral school as academic teachers or research staff | 9  |

## Graduates

Numerical data for the evaluation period

|                                                                                                  |    |
|--------------------------------------------------------------------------------------------------|----|
| Number of graduates who applied for initiation of proceedings for the award of a doctoral degree | 12 |
| Number of doctoral students who completed the doctoral school                                    | 9  |

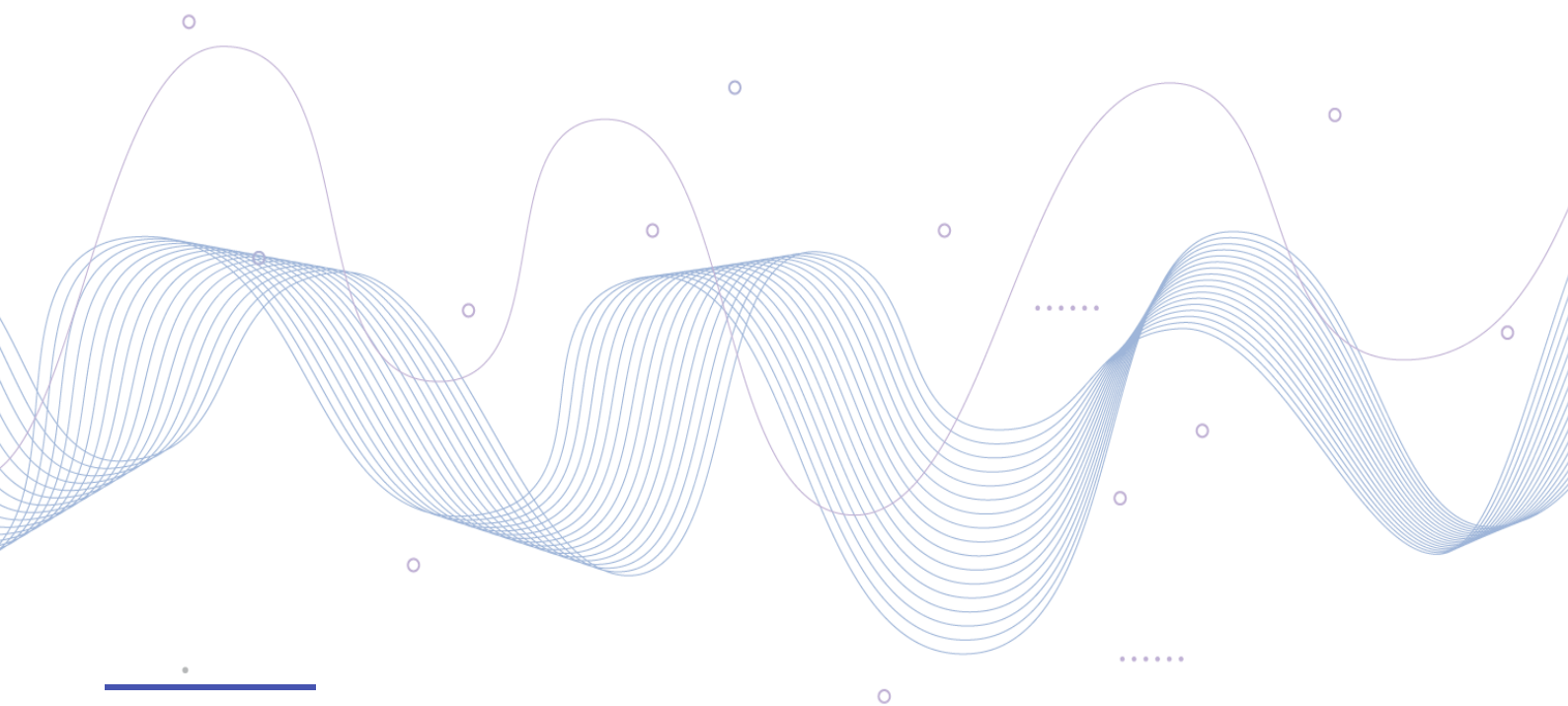
# INFORMATION ON THE ENTITY'S COOPERATION WITH THE DOCTORAL STUDENTS' COUNCIL

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At the beginning of the academic year, the Government selects representatives to form a Doctoral Student Government Council comprised of doctoral students from various disciplines. The Council's main function is to advise the Director of the Doctoral School and the Doctoral School's Council on protecting the doctoral students' interests, ensuring the proper conditions for education, and acting for the good of doctoral students. Representatives of the Doctoral Student Government Council are members of **the Scientific Councils of the Institutes** offering doctoral education and **the Doctoral School Council**. The Government is responsible for preparing and holding the Doctoral Research Session, which includes arranging a convenient date, accepting applications, drafting an agenda, conducting the session, and inviting guests to deliver plenary lectures. Participation in the session is mandatory. This not only provides experience in organizing academic events, but also empowers doctoral students and allows them to integrate with the community of USWPS. Collaboration with the Government takes the shape of regular, monthly meetings held throughout the academic year. Meetings involve presentations and discussions on planned changes to documents, rules, and the course of important events (such as the mid-term evaluation, organization of the Doctoral Research Session). The detailed tasks of the Doctoral Student Government are contained in the Regulations of the Doctoral School. Collaboration with the Doctoral Student Government is very good. Doctoral students' opinions and suggestions are taken into consideration when amending internal regulations. **Good practices include** frequent and regular (monthly) personal meetings between the Director of the Doctoral School and the Doctoral Student Government Council, which allow for constant communication, collaboration on the best solutions, and prompt response to emerging challenges.

# INFORMATION ON THE DOCTORAL SCHOOL GROUPED BY 8 EVALUATION CRITERIA

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## 1. Adequacy of the education program and individual research plans to the learning outcomes for qualifications at PRK level 8 and their implementation

**Linking the curriculum with learning outcomes.** The curriculum ensures that learning outcomes at level 8 of the PQF are acquired. Educational content is divided into 5 thematic blocks. Almost all classes and activities at the DS are conducted in English: **BLOCK 1 - Academic skills:** doctoral students learn to prepare scientific texts (P8S8\_UK), conference presentations (P8S\_UK), grant applications (P8S\_UO, P8S\_KR), prepare to teach classes (P8S\_UU); acquire knowledge on the ethical aspects and the commercialization of knowledge (P8S\_KO, P8S\_KR). **BLOCK 2 – Methodology and research work:** enhancing such competencies as research methodology (P8S\_WG; P8S\_UW), teamwork (P8S\_UO; P8S\_UU), analyzing and managing scientific data (P8S\_UW; P8S\_KR). Classes are supplemented by an internship at a Research Center or science team. **BLOCK 3 – Mentoring and career development:** aimed at integrating doctoral students with the university environment. These are integration and mentoring classes (P8S\_WK), as well as planning self-development (P8S\_UU; P8S\_KK; P8S\_KO). By working at a research center / in the supervisor's science team, participating in science meetings, and teaching classes, doctoral students integrate with the University's environment (P8S\_UU; P8S\_KO). **BLOCK 4 - Science lectures and seminars:** doctoral students participate in a series of lectures delivered by leading researchers from Poland and foreign institutions. Lecturers represent various fields and disciplines of science, facilitating better interdisciplinarity (P8S\_WG; P8S\_WK, P8S\_UW). Each lecture includes a Q&A session, enabling discussion with the speaker (P8S\_UK). **BLOCK 5 - Collaboration with Research Centers and teams, as well as the socioeconomic environment:** doctoral students receive their education through work at one of 33 research/implementation centers or on a research team. This is a crucial element of a doctoral student's development at SWPS University, allowing them to be part of a mature, well-functioning team. We believe that this provides the optimum conditions for advancement and promotes the implementation of the majority of the learning outcomes included in level 8 of the PQF (P8S\_WG, P8S\_WK, P8S\_UW, P8S\_UK, P8S\_UO, P8S\_UU, P8S\_KO, P8S\_KR).

**Individual Research Plans.** The IRP is a key tool for planning and monitoring. It comprises (1) a detailed plan of the thesis, (2) a 4-year schedule of planned activities, and (3) the planned scientific or artistic effects. All plans included in the IRP are aimed at acquiring specific learning outcomes. Implementation of the IRP is monitored through the doctoral student's annual reports. In the event of deviation from the plan, corrective action is taken. This multistage system ensures that research plans are carried out to a high standard and that the prescribed learning outcomes are met. The IRP and the annual reports are accepted by the DS Director.

**Interdisciplinarity and development of transversal competencies.** Interdisciplinarity is a foundational element of education. Doctoral students choose elective classes in various disciplines, which enables them to grow their research skills and tools. During research sessions, doctoral students present and discuss the results of their research in an interdisciplinary setting (each doctoral student delivers 2 presentations in the course of education). Transversal competencies, such as critical thinking, project management, and receiving feedback, are developed both in-class and during science or artistic activity.

**A system for the enhancement of the curriculum of education.** The Council of the DS conducts regular reviews of the curriculum and gathers doctoral students' feedback through surveys, which enables identifying areas for improvement. An example of measures undertaken to address doctoral students' needs was the introduction of additional classes "Preparation to teach using new technologies" from the 2025/26 academic year. In addition to the university-wide System for Ensuring High Quality Education, the Doctoral School also has an internal document entitled "Procedures used to ensure high quality education at the Doctoral School of SWPS University", which specifies the processes for ensuring the quality of education.

**Self-assessment.** Curriculum of education comprises interdisciplinarity, high quality of content, and a division into blocks, which ensures that learning outcomes at level 8 of the PQF are achieved with a focus on internationalization. A key element of the curriculum is doctoral students' collaboration with experienced teams, fostering growth in an authentic and prospective academic environment. Providing more classes tailored to each of the disciplines remains a key challenge. Plans include further development of international collaboration (co-tutelle agreements, a new curriculum in the discipline of law in collaboration with the European University Viadrina in Frankfurt as part of a Polish National Agency for Academic Exchange (NAWA) program).

## 2. Method of verifying learning outcomes for qualifications at PRK level 8

**Availability and transparency of learning outcome verification rules for qualifications at level 8 of the PQF.** The rules of learning outcome verification are available to all interested parties and can be found in the following documents: Many of the learning outcomes are verified based on doctoral students' achievements outside traditional forms of classes, including: (1) conducting scientific work as part of an internship in a research center/team, (2) participating in two Doctoral Research Sessions with presentations on the doctoral student's progress, (3) presenting a report/poster at a science conference, (4) attending summer/winter school, (5) participating in a research grant financed from internal or external funds, (6) undertaking a placement abroad. By the 25/26 academic year, verification of doctoral students' teaching competencies will be carried out based on obligatory visitations during the classes.

**Transparency and thoroughness of the learning outcome verification process for qualifications at level 8 of the PQF.** In the first semester of education, the doctoral student receives the necessary documents, including the curriculum and internal regulations. During introductory classes on education and academic career development ("Workshop 0: At the Start of the Doctorate"), they receive in-depth information about the requirements placed on doctoral students. Transparency and thoroughness of the learning outcome verification process is largely assured by objectivization. The requirements outlined in course syllabuses are communicated to doctoral students at the beginning of each semester and are the same for everyone. Whereas the verification of learning outcomes obtained outside traditional classes is mostly based on relevant documents submitted by the doctoral student, such as: a certificate of active participation in a conference, summer or winter school, a research placement abroad, a grant award, membership in a research, implementation, or commercialization project team. To enable reliable verification of the P8S\_UK outcome, classes are taught almost exclusively in English and doctoral students are obligated to participate in two internal Research Sessions that are held in English.

**A comprehensive procedure for enhancing learning outcome verification methods for qualifications at level 8 of the PQF.** Refinement of learning outcome verification methods is assured through:

The methods for improving the standards of learning outcome verification result from collaboration between the Director of the Doctoral School and class instructors, as well as discussions at monthly meetings of the Doctoral School Council, whose members include representatives from all disciplines (including Directors of Institutes) where education is provided, along with a representative from the Doctoral Student Government Council.

The learning outcome verification process is subject to regular evaluation by the Director of the Doctoral School and the Doctoral School Council, primarily based on (1) anonymous evaluations of classes by doctoral students, which provide information on the subjective assessment of classes and enable corrective action if doubts are raised about the learning outcome verification, (2) proposed changes formulated by members of the Doctoral School Council and aimed at improving the methods of verifying education (for example, English was accepted as the obligatory language during Doctoral Research Sessions, enabling better verification of language competence, P8S\_UK).

**Self-assessment Strengths** - The Doctoral School provides an opportunity to supplement the learning outcome verification process based on a variety of additional academic activities, such as attending a summer school, a placement abroad, or participation in a research project, which go beyond traditional classes and occur in the context of actual research work. Doctoral students improve their language skills by participating in classes taught in English. We systematically monitor the process of education and the quality of relations between doctoral students and supervisors. We regularly hold meetings of the Director of the Doctoral School and the Doctoral Student Government Council, as well as a mentoring meeting for both doctoral students and supervisors. **Directions of growth** - Ensuring that the rules for crediting certain activities are more transparent and objective. This is especially true for academic internships at a research/implementation center or research group. Currently, we do not have transparent indications for the head of the center/team regarding the baseline requirements for a doctoral student. Next academic year, we plan to develop a catalog of framework competencies that each doctoral student will have to confirm as part of their academic internship. **Opportunities** - Further development of the quality of education can be supported by the Center for Teaching Excellence and Innovation (CTEI) established at the University in 2023. The center aims to support USWPS organizational units in enhancing staff qualifications and assist in improving learning outcome verification methods. In the current academic year, the Doctoral School has established a partnership with the CTEI. As a result, a course on the use of modern technologies in teaching was added to the curriculum of education. **Challenges** - Because doctoral schools are a relatively new institution in Poland, general standards for the verification of certain learning outcomes, such as methods for confirming knowledge of the fundamental dilemmas of modern civilization (P8S\_WK), participation in scientific discourse (P8S\_UK), or fulfillment of researchers' and creators' social obligations (P8S\_KO) have not been established yet. Thus, we recognize a potential danger in the fact that the verification of such outcomes is currently subjective and specific to each of the doctoral schools in Poland, failing to ensure consistency of education across the country.



### 3. Qualifications of academic teachers or research staff conducting education at the doctoral school

**Adequacy of academic or artistic achievements.** The staff involved in doctoral student education belongs to two groups: (1) doctoral thesis supervisors and (2) class instructors. Some employees perform both roles. **The supervisor function** can only be performed by a professor or individual with a doktor habilitacyjny degree who is a member of one of the research/implementation centers or groups operating at the University, or is the holder of an external grant that includes a doctoral scholarship. There are currently 33 such centers at USWPS, and approximately 60% of their members are senior academic employees representing the disciplines applicable to the education offered. Limiting potential supervisors to members of centers/groups ensures that doctoral students have the opportunity to collaborate with distinguished researchers and work from the first days of education as part of an academic team conducting advanced research with an established research agenda.

The **teaching staff** selection process primarily involves the DS Director and DS Council members. In addition to research and teaching staff, selected classes at the DS are co-taught by employees of other organizational units of the university, including the Center for Knowledge Transfer (a unit for research commercialization) and the Office for Research (a unit that offers support in obtaining external grants and administering projects). Classes that involve employees who are not research and teaching staff are conducted in tandem with a member of the research and teaching staff.

**The quality of efforts to support the professional development of these individuals, specifically in relation to performing supervisor or assistant supervisor functions, which are undertaken by these individuals and by the entity managing the doctoral school.** The DS provides supervisors with information on educational requirements. This helps supervisors of newly admitted doctoral students introduce them to the structure of the University. After analyzing the first full cycle of education (2019-2023) and examining the needs of supervisors in the spring of 2024, we began holding peer-mentoring meetings to provide training to supervisors beginning in the 2024/2025 academic year. The meetings are led by experienced and successful doctoral thesis supervisors. During the meetings, supervisors share good practices, offer assistance in dealing with difficult situations, and provide support.

SWPS University prioritizes developing employees' teaching competencies. The Internal Educational Quality Management System (EQMS), introduced by the Rector's Order, is a comprehensive system for enhancing the professional competencies of USWPS academic staff. Twice during the academic year, a Teaching Competencies Week is held, which consists of a series of training courses and workshops for teaching staff, including ones on transversal competencies. USWPS also employs seven teaching advisors who are members of the Center for Teaching Excellence and Innovation. They assist employees in such matters as examinations, the application of modern technologies, resolving difficult situations, and planning work with postgraduate/doctoral students. The Teaching Competencies Week and the support of Teaching Advisors are university-wide tools, available to all teachers employed at USWPS. Undertaking development activities is also part of the biennial periodic evaluation of employees. At the beginning of each biennial evaluation period, employees who serve as supervisors or teach classes at the DS speak with their superiors to establish a work schedule for the following two years, including activities to develop teaching competencies. These activities may include participation in specific training courses, consultations with a teaching advisor, etc. In accordance with the EQMS, the Doctoral School also has "Procedures used to ensure high quality education at the Doctoral School of SWPS University."

**Thoroughness of the actions implemented by the entity to verify these individuals' qualifications.** The evaluation of DS staff is carried out systematically each academic year in accordance with the following procedure: 1. anonymous evaluation of classes done by doctoral students after the end of the semester; 2. internal, anonymous surveys that enable doctoral students to evaluate the quality of collaboration with supervisors; 3. internal, anonymous surveys that enable supervisors to evaluate the quality of collaboration with their doctoral students;

The results of the 2024 anonymous surveys revealed that doctoral students highly value their collaboration with supervisors. The supervisors' assessment of their own work and their evaluation of the quality of doctoral students' work were also high. This indicates that both sides of the educational process perceive the collaboration as satisfactory. At the beginning of their education, doctoral students meet during the "Workshop 0: At the Start of the Doctorate", where they are introduced to the **Representative for Mediation and Mentoring**, who conducts these classes and offers support in difficult issues, including difficulties in collaborating with the supervisor. The Representative may intervene on behalf of the doctoral student. Such interventions may be kept anonymous from university or DS authorities. Currently, there are no conflicts between supervisors and doctoral students at the DS that are subject to supervision by DS authorities. Overall, we rate staff qualifications and Doctoral School supervision over the quality of employees' work highly. In May 2024, the European Commission renewed USWPS' HR Excellence in Research certificate for another three years. This is a distinction awarded to institutions that provide the best working conditions to their academic researchers.

**Self-assessment.** **Strengths** - The high requirements for supervisors (membership in a research/implementation center, significant academic or artistic achievements) mean that only about 60% of exceptional academic researchers at SWPS University meet the criteria for doctoral student supervisors. This ensures that doctoral students receive the highest quality of academic care. **Weaknesses** - Lack of a well-defined program for the development of teaching competencies intended strictly for doctoral student supervisors. Regular peer-mentoring meetings focused on the development of supervisors began in the 2024/2025 academic year, but we have yet to see the results of these activities. **Opportunities** - USWPS joining the ERUA (European Reform University Alliance) in 2023 provides an opportunity for greater internationalization of staff who provide education to doctoral students, both in the areas of teaching and supervision, which may facilitate the acquisition of new competencies and the implementation of good practices. **Challenges** - There are no apparent dangers related to teaching staff.

## 4. Quality of the recruitment process

**Quality and availability of information and internal acts of law on the operation of the doctoral school.** USWPS makes every effort to ensure that information on the operation of the DS is easily accessible, up-to-date, and understandable to candidates from Poland and abroad. Necessary internal acts of law, including DS regulations, rules of recruitment, and detailed descriptions of the curricula of education, are published in two languages: Polish and English. These documents can be found on the university's website and in the Bulletin of Public Information. The DS website presents detailed information about potential supervisors, their bios, photos, lists of publications, links to academic profiles (Google Scholar, ResearchGate), and information about the centers they work in. These solutions allow candidates to easily access comprehensive information about recruitment at the DS, which significantly improves the quality of the recruitment process and helps build trust among potential doctoral students.

**Accessibility, transparency, and an open style of the rules of recruitment. On-time publication.** The doctoral school's rules of recruitment are adopted by the University's Senate at least six months before the recruitment process begins. Recruitment begins in June, while the profiles of potential supervisors and legal acts in Polish and English are posted on the website in February. This method of presenting the DS offer and the recruitment timeline allows for the acquisition of valuable candidates, both from Poland and abroad.

**Method of conducting the competition.** The competition referred to in Article 200, section 2 of the Act is conducted pursuant to the Resolution "Rules, conditions, and procedure for recruitment to the Doctoral School of SWPS University in the 20\_\_/20\_\_ academic year" adopted by the Senate of USWPS. Before applications are accepted, a description of the next steps in the recruitment procedure is posted on the Doctoral School's website. On the recruitment website, we also publish a list of potential supervisors along with information about them (research area, publications, requirements for a doctoral students). The competition is divided into several stages: Candidates whose scholarship is funded by an external grant are admitted on the basis of a competition procedure that is slightly modified (the grant holder is the chair of the recruitment committee, etc.). Due to the fact that decisions in grant competitions are rarely synchronized with the organization of the academic year, doctoral students whose scholarship is funded by a grant are sometimes admitted to the DS after the academic year begins. In such cases, doctoral students are advised that they must complete any courses that they have not yet passed during the next academic year. During the period of operation of the DS (2019-2024), a total of 96 people were admitted (56 doctoral students whose scholarship is/was financed by SWPS funds, and 40 financed by external funds). Below are the numbers of accepted/rejected candidates by year. The decrease in the numbers of accepted and rejected individuals is partially related to the increasing requirements for candidates, which result in fewer people deciding to join the recruitment process.

The number of people accepted and rejected by year - USWPS funding (in 2019-2024, the number of candidates from all disciplines was approximately 2 times the number of places we offered:  $M = 1.97$  persons per place): 2019/2020: 28 accepted, 25 rejected, 2 appeals; 2020/2021: 5 accepted, 8 rejected, 2 appeals; 2021/2022: 6 accepted, 8 rejected, appeals: 1; 2022/2023: 5 accepted, 6 rejected, appeals: 0; 2023/2024: 5 accepted, 9 rejected, 0 appeals; 2024/2025: 7 accepted, 11 rejected, appeals: 0.

The number of people admitted to the DS by year - external funding (in 2019-2024, the number of candidates from all disciplines was approximately 5 times the number of places we offered:  $M = 4.75$  persons per place): 2019/2020: 0 accepted, 0 rejected, appeals: 0; 2020/2021: 13 accepted, 69 rejected, appeals: 0; 2021/2022: 5 accepted, 15 rejected, appeals: 0; 2022/2023: 12 accepted, 51 rejected, appeals: 0; 2023/2024: 5 accepted, 35 rejected, appeals: 0; 2024/2025: 5 accepted, 20 rejected, appeals: 0.

**Catering to the needs of individuals with disabilities.** The recruitment process caters to the needs of people with disabilities in terms of the adaptation of conditions. This is to ensure that such individuals can fully participate in the process. A candidate who is a person with a disability may, in the course of the recruitment process, submit a request for adaptation of conditions with an indication of the scope and type of support needed. The process of adjusting the recruitment procedure to ensure full participation of a person with a disability is supervised by the staff of the DS Office at the request of the candidate. Currently, there are two doctoral students with disabilities receiving education at the DS (2.8% - as of December 31, 2024).

**Verification of candidates' aptitudes.** Candidates' aptitudes for academic activity are evaluated through a multi-step process:

1. Recruitment is preceded by contact with the potential supervisor, which includes a preliminary assessment of academic potential and the quality of the research project;
2. During the recruitment process, the selection committee analyzes the applicants' documents, including their scientific achievements and professional experience;
3. Interviews are used to verify the candidate's competencies in communication (also in English), critical thinking, and ability to conduct research. Based on these procedures, the DS only accepts candidates who meet high academic standards.

**Thoroughness of activities aimed at improving the recruitment process.** The DS constantly monitors the recruitment process, introducing changes to improve the quality of procedures. The rules of recruitment are adjusted on an annual basis. This includes modifications to score thresholds and the scoring of academic achievements. As of 2023/2024, the monitoring process includes candidate surveys, which facilitate a more precise adjustment of procedures to meet the needs of applicants. Conclusions from the recruitment analysis enable the improvement of existing procedures, as well as development of new tools to support candidates, such as informational meetings before the start of the recruitment process.

**Self-assessment.** Strengths - Precise and objective recruitment criteria, and a multi-stage process for evaluating competencies to conduct academic activity. Weaknesses - The candidate survey is a new addition to the DS's recruitment monitoring process, which may have delayed the process of refining procedures. In some disciplines, such as literary studies, the number of senior academic researchers who meet the internal criteria for supervisors is small, giving candidates little choice.

**Opportunities** - SWPS University's increasing international activity (such as participation in international consortia, membership in the alliance of European universities) is an opportunity to increase the number of candidates entering the recruitment process from other countries, improving the competitiveness and quality of the doctoral students admitted.

**Challenges** - The small number of places offered in the recruitment process, especially in the most sought-after discipline of psychology, means that many well-prepared and highly competent candidates cannot begin academic work, which weakens the potential of the University and the development of academic staff in Poland.

## 5. Quality of scientific or artistic supervision and support for conducting scientific activities

**Method and criteria for appointing and changing a supervisor.** Supervisors are selected from academic teachers who hold at least the academic degree of doktor habilitowany, and have significant achievements in the given discipline, obtained within the last five years. A supervisor may be entrusted up to five doctoral students undertaking education at the Doctoral School. In the recruitment procedure, the candidate contacts the potential supervisor to establish the topic of the doctoral thesis and the terms of collaboration. The supervisor is appointed by the Director of the DS within 3 months of the candidate's admission to the DS. A change of supervisor is possible at the justified request of the doctoral student or as a result of the written withdrawal of the supervisor. A doctoral student may apply for a change of supervisor once in the course of their education. This restriction does not apply if the change of supervisor is due to reasons not attributable to the doctoral student. Decisions on the matter are made by the Director of the DS. The process is described in DS Regulations (2024) §5 and §8.

**Ways to ensure the high quality of collaboration between doctoral students and their supervisors, including conflict resolution.** The high quality of collaboration between doctoral students and their supervisors is ensured by:

**Ways to provide doctoral students, including doctoral students with disabilities and doctoral students who are parents, with proper the conditions and support.** At USWPS, Rector's Order No. 66/2021, which defines the principles of inclusivity in recruitment and education, is enforced. This order also applies to the DS. All Faculties are adapted to the needs of individuals with disabilities, and doctoral students have access to the SensusAccess tool, which enables the conversion of documents into accessible formats. The Accessibility, Scholarship and Student Events Center supports doctoral students and staff in adapting the educational process. The university also organizes staff training courses, covering topics related to working with people who require special accommodations. University staff have access to a "Database of Good Practices" (a collection of tips for working with individuals with disabilities or neurodivergent individuals).

**The degree of inclusion of prominent professionals employed outside the entity in activities aimed at supporting doctoral students in conducting academic activities, including the academic or artistic supervision of doctoral students** USWPS actively collaborates with foreign academics, involving them in support for doctoral students. These professionals are invited to deliver one-time lectures as well as semester-long classes (for example, Prof. Luzelle Naude, a specialist in conducting and analyzing qualitative research from the University of the Free State, South Africa). Foreign researchers also serve as associate supervisors (Prof. Jorge Gato of the University of Porto) and supervisors in co-tutelle programs (Prof. Tomaso Erseghe of the University of Padua). Foreign academics also support doctoral students by offering academic supervision during placements at their research institutions, which is an important component of the internationalization of education. In the 24/25 academic year, we have increased efforts to internationalize education at the DS. This is supported by membership in the ERUA alliance and the launch of two MSCA programs. Our next steps will be to sign more co-tutelle agreements, increase the number of foreign supervisors, and develop interdisciplinary research projects carried out under the supervision of international experts. In 2024, we received funds for the development and internationalization of doctoral students, as part of the NAWA Support for European Universities competition. This will support our activities in the coming years (the project includes a joint education program in the discipline of law, conducted with the European University Viadrina in Frankfurt, Germany).

**Thoroughness of verification and evaluation of the work of supervisors and assistant supervisors, as well as measures taken by the entity to improve the quality of their work.** At SWPS University, only some of the employed senior academic researchers meet the requirements for becoming doctoral student supervisors. These are members of research centers and holders of ongoing external grants. This ensures that doctoral students will only work with successful academics. Verifying supervisors' work is also important in the course of education. To this end:

## 6. Integrity of the mid-term evaluation process

Selection of criteria and objective rules for conducting evaluations, and their accessibility and transparency. From the moment of admission, doctoral students have access to the Knowledge Base, which offers resources on mid-term evaluations. In the 4th semester of education, a meeting is held with the Director and Office of the Doctoral School. During this meeting, doctoral students are introduced to the course of evaluation. In preparation for the mid-term evaluation, doctoral students complete an "Individual Research Plan (IRP) Report," describing in detail the task that (1) have been completed, (2) are in-progress, (3) have not yet been completed, and (4) abandoned tasks from the IRP. The IRP report is approved by the supervisor and supplemented with attachments documenting achievements, such as publications or confirmations of participation in placements. The report includes a "Substantive Report", which is a concise description of the progress in achieving the research goals, and the supervisor's opinion on that progress. The doctoral student indicates in detail which tasks were completed and whether they were done on schedule or delayed. This document structure provides the Committee with a holistic view of the doctoral student's academic work, enabling them to track progress and assess the likelihood of completing the research on schedule. With precise procedures and detailed requirements, the mid-term evaluation is an effective tool for monitoring and improving the scientific work of doctoral students.

Prior to the mid-term evaluation, Committee members receive forms to assess the degree of task completion, the progress of the work, and the likelihood of completing the doctoral thesis within the deadline specified in the IRP. Committee members fill out a form in which they indicate (1) the compliance of the doctoral student's activities with the IRP and (2) the quality of justifications for uncompleted tasks. They pay particular attention to whether the accomplishments to date suggest a high probability of completing the research work on time. At the evaluation meeting, the doctoral student delivers a short presentation and the Committee conducts an interview.

After the mid-term evaluation, Committee members convene in secret to complete a report and adopt a resolution on the positive or negative outcome of the evaluation. The report, which includes a justification for the evaluation outcome, is provided to the doctoral student. A positive outcome of the evaluation means that the doctoral student (1) is conducting research in accordance with the IRP, or (2) deviates from the original arrangements to a justified degree, which does not jeopardize the completion of research plans within the allotted time. In the case of a negative outcome, the Committee finds that the degree of IRP completion does not ensure the completion of education within the allotted time, resulting in deregistration of the doctoral student.

Composition and powers of the committee conducting the evaluation. The mid-term evaluation is carried out by a three-member committee, formed specifically for the evaluation of the progress of a particular doctoral student. Members are suggested by the Director of the Institute. The proposed composition of the Committee is presented for approval by the Director of the DS. Members are appointed by the Vice-Rector for Research. Each Committee includes at least one person employed outside USWPS who is an expert in the subject matter of the doctoral thesis. The Committee's meeting is also attended by an employee of the Office of the DS, who is responsible for supervising procedural compliance. A representative of the Doctoral Student Government Council may participate in the Committee's meetings. For this purpose, the doctoral student submits an application to the Director of the DS.

Committee members may not be individuals who:- within the last five years supervised 4 doctoral students who received a negative mid-term evaluation;- supervised two doctoral students who received a negative evaluation of their theses;- in the past, participated in conference presentations, publications, grant applications together with the doctoral student;- collaborate with the doctoral student as part of the same research team/center/grant.

Timeliness and method of conducting evaluations. The mid-term evaluation is to be conducted within three months of commencing the 5th semester of education. In the case of doctoral students who begin their education on a different date (for example, those accepted for a grant), the mid-term evaluation date is adjusted accordingly. The Director of the DS notifies the doctoral student and the supervisor of the evaluation date at least 21 days in advance.

The Committee conducts the mid-term evaluation based on (1) the submitted "Individual Research Plan Report" and the substantive report; (2) the supervisor's opinion on progress in writing the doctoral thesis; and (3) the activities presented by the doctoral student that were not originally included in the IRP, but are relevant to the research/art project. The supervisor/supervisors should be present during the evaluation.

The mid-term evaluation begins with an introduction of the committee members and an explanation to the doctoral student of how the meeting will proceed. Next, the doctoral student begins their speech. This is followed by a stage of questions from the Committee members on the progress of IRP completion, the reasons for deviations from the original arrangements, and ways to prevent issues. After the meeting, the Committee members deliberate and vote by majority on the outcome of the evaluation. Next, the chair of the Committee prepares the report and resolution in consultation with the other members, which they sign. Information on the outcome of the evaluation is announced to the doctoral student, the supervisor, and other persons present. Since the 2019/2020 academic year, 62 doctoral students have taken part in the mid-term evaluation. In all cases, the Committees decided on a positive outcome.

Thoroughness of the entity's efforts to improve the evaluation process. The course of the evaluation is monitored at each stage by the Office and Director of the DS. After the evaluations in a given academic year are completed, the course of the procedure is discussed with the Director and Office of the DS, the Doctoral Student Government, the DS Council, and the Vice-Rector for Research. If necessary, suggestions for changes are made (for example, in the previous year, doctoral students suggested an earlier start to the scheduling of evaluations). Our experiences suggest that the current rules for conducting mid-term evaluations are reliable and objective, as confirmed by the opinions of external experts participating in mid-term evaluations at our University.



## 7. Internationalization

**The degree of staff internationalization, including academic or artistic mobility and activity in the academic teachers' international environment.** International academic activity (scientific travel, participation in international scientific conferences, international collaboration to conduct research and publish results) is a natural way of working at USWPS (see staff profiles in the Appendix). The University is a member of the alliance of European Universities. We have Erasmus+ program agreements with 172 universities and 35 bilateral agreements for regular academic exchanges. We are currently implementing 6 international development projects funded by the NAWA, the Foundation for the Development of the Education System, the Ministry of Science and Higher Education, and the European Commission, 17 international research and development projects, including 12 funded under the Horizon Europe program. We rate the activity of the DS staff in this regard as high. Two foreign assistant supervisors (Prof. Jorge Gato, University of Porto, Portugal, and Prof. Justyna Bell, Oslo Metropolitan University, Norway) and one co-tutelle supervisor (Prof. Tomaso Erseghe, Padova University, Italy) are currently involved in the education of doctoral students. Classes on qualitative research analysis methods will be taught by Prof. Luzelle Naude (University of the Free State, South Africa) this academic year. We also regularly invite scientists from foreign centers to deliver guest lectures to doctoral students (including Dr. Matthew Skintana, Prof. Marco Tagliabue, Prof. Tina Miller, Prof. Saba Safdar, Prof. Roy. F. Baumeister, Prof. John Blenkinsopp, Prof. Tomaso Erseghe). The close connection between DS education and the functioning of research centers and groups, which have a wide network of international collaborators, also provides doctoral students with the opportunity to work in an international environment.

**The degree of internationalization of education at the doctoral school and academic activities of doctoral students.** With few exceptions, education at the DS is conducted in English, which supports the internationalization process. Doctoral students' international activity is an important aspect of education and is included in every IRP and every annual report. The form of international activity a doctoral student should undertake is subject to arrangements with the supervisor and depends on the specific research areas. We focus on: 1. participation in placements abroad, study visits, 2. active participation in foreign conferences, 3. membership in academic/artistic teams implementing projects that include international collaboration, 4. publications in journals or collective works on an international scale.

With our accession to the ERUA alliance, we have increased our internationalization efforts. In 2024, we submitted an application in the NAWA Support for European Universities competition for doctoral school internationalization. The application received funding (PLN 1 million 253 thousand), which will provide us with funds for doctoral students' trips to foreign centers, allow us to develop a curriculum of education in the discipline of law together with the European University Viadrina (Frankfurt), and enable us to organize an international summer school for doctoral students from ERUA universities at USWPS.

**Methods of including the needs of foreign doctoral students in the doctoral school's education process.** The Doctoral School is bilingual. All communications, information and documents related to education are prepared in Polish and English, or in English only. The internal platform used by the University community (Virtual University) also has its Polish and English versions. The staff that make up the DS Office receive regular language training, and one staff member has been assigned to handle foreign doctoral student matters. The Inauguration of the Academic Year at the DS and Doctoral Research Sessions are also held in English. Because the University offers a number of undergraduate and graduate courses in English (including Psychology, Computer Science, Design, Management and leadership, English studies), foreign doctoral students not only have the opportunity to freely develop their teaching skills, but also to work in an integrated, international environment.

**Methods of increasing the visibility of the doctoral school abroad and the effectiveness of those methods.** The DS uses the EURAXESS platform created by the European Commission to reach international candidates with information. From conversations with foreign doctoral students, we know that many of them learned about the DS from the EURAXESS platform. In 2023, USWPS joined the ERUA alliance of European universities (which now includes 8 universities), and the Director of the DS became a member of one of the alliance's working groups - the Doctoral School Network (DSN). The goal of the DSN is to develop mechanisms to facilitate academic exchange and the internationalization of education. Because ERUA activities are promoted at each member university of the alliance, promoting USWPS abroad is much easier. One outcome is work on launching joint doctoral training in the discipline of law with the European University Viadrina (Frankfurt, Germany), implemented under a grant funded by the NAWA - Support for European Universities Program. The first intake of doctoral students is planned for the 2026/2027 academic year. Since 2017, SWPS University is a member of the European University Association (EUA), which represents over 850 universities from 49 countries. The EUA influences EU policy in the areas of higher education, research, and innovation and is the leading voice for doctoral education in Europe, conducting activities through the Council for Doctoral Education (EUA-CDE; 38 countries, 277 Universities), which promotes collaboration and the exchange of good practices.

Another factor contributing to the visibility of the DS is the university's participation in a number of international research consortia offering membership and education to our doctoral students, such as the Cicerone consortium (with 9 European universities); the Co-Create consortium (15 universities from across the world); the PEN consortium (28 research institutions from 6 European countries); the Like-a-Pro consortium (31 institutions from European countries), as well as international grants focused on the training of doctoral students in as part of the M. Skłodowska-Curie Doctoral Networks (USWPS is currently implementing 2 MSCDN projects). During the doctoral school's operation, we accepted 12 doctoral students from abroad: from Bosnia and Herzegovina (1), India (1), Italy (1), Turkey (2), Pakistan (2), Slovakia (1), Ukraine (3), and the USA (1). In the context of the school's size, the relatively large number of foreign applications demonstrates that current promotional activities have been successful.

**Self-assessment.** **Strengths** - The completely bilingual operation of the DS creates a good environment to develop competencies in the area of working in international environments. Experience in training foreign doctoral students and working with foreign lecturers and supervisors facilitates further development in these aspects; **Weaknesses** - A relatively small proportion of assistant supervisors from foreign universities and a still relatively small proportion of foreign doctoral students (12.5%). Individual events organized by the DS (primarily some guest lectures) are still conducted in

Polish.**Opportunities** - Participation in the ERUA alliance of European universities, increasing activity in international consortia and projects that increase the international visibility of USWPS.**Challenges** - Changes in the visa policies of Poland and the EU create uncertainty about the optimal directions for internationalization of the doctoral community.

## 8. Effectiveness of doctoral education

| Percentage of individuals who obtained a doctoral degree                                                             | Doctoral students who applied for initiation of proceedings for the award of a doctoral degree | Doctoral students who were awarded a doctoral degree | Doctoral students who were denied the award of a doctoral degree |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------|
| in the number of doctoral students who completed their education at the doctoral school during the evaluation period | 92 %                                                                                           | 69 %                                                 | 0 %                                                              |
| in the total number of doctoral students who completed their education at the doctoral school                        | 86 %                                                                                           | 64 %                                                 | 0 %                                                              |

**On-time completion of education in accordance with the curriculum.** In the first year of the DS, 19/20 academic year intake, whose deadline for theses submission was Sept. 30, 2023 - 3 people submitted their theses in the first deadline and obtained their degrees, 7 people submitted their theses at a later date (6 have already obtained their degrees), and 10 people are extending their education. In the second intake, with a theses submission deadline of Sept. 30, 2024 - 2 people submitted their theses in the first deadline and 1 at a later date - all theses are being reviewed; 13 people are extending their education. No graduates have been denied a degree thus far. **The evaluation of the quality of education by doctoral students, the results of this evaluation and how the entity uses those results to improve the education process.** The DS provides opportunities for doctoral students to evaluate the education: (1) doctoral students complete anonymous surveys evaluating curricular content and the quality of instruction, (2) the Doctoral Student Government Council evaluates and approves the curriculum, (3) anonymous surveys are conducted to evaluate collaboration with supervisors. The results of the 2021-2024 evaluation of classes reveal that doctoral students are satisfied with the quality of education. DS authorities monitor the information posted on ELA.NAUKA.GOV.PL for doctoral schools. We monitor the dropout rate of doctoral students at the DS of USWPS and compare it with data for other universities. During the period under review, the DS of SWPS saw its dropout rate decrease from 17% in 2019-2021 to 4.7% in 2020-2022, Jagiellonian University - from 12% to 8%, Warsaw University - from 14% to 10%, the University of Lodz - from 15.4% to 6.2%, Nicolaus Copernicus University - from 18.6% to 10.4%, and Kozminski University - from 9% to 7%. In this respect, the DS of USWPS is comparable to other doctoral schools.

### 1. political and administrative sciences

#### Achievement Description

Despite the presence of the discipline of Political and Administrative Sciences in the Doctoral School program, for organizational reasons, we have not yet conducted admission and do not educate doctoral students in this discipline. Most of the scientists working at the Institute of Social Sciences and representing the discipline of Political and Administrative Sciences, also represents Sociology, and they conduct studies in this discipline. However, we do not rule out education in this discipline in the future.

### 2. culture and religion studies

#### Achievement Description

**(1) Artistic Grey Area.** Anna Karpińska conducts research on the Polish art market in the context of its invisible, non-auction part. Her doctoral dissertation, entitled "Artysta na szaro. Pozaaukcyjny obrót dziełami sztuki w Polsce" (The gray artist. The non-auction trade in art in Poland) analyzes the mechanisms of the informal, often invisible art market, which is a key but little-known area in Poland. The art market in Poland is relatively small compared to many international markets, and a significant proportion of transactions take place outside of official auctions and galleries. Anna Karpińska investigates how this non-formal market works, to what extent it influences artists' careers, and what the mechanisms of valuing artworks in this space are. Her project fills a gap in studies on Polish culture and the creative economy, providing new data and analytical measures to describe this phenomenon. Anna Karpińska's studies are embedded in an interdisciplinary context, combining perspectives from cultural economics, sociology of art and cultural management studies. They contribute to a better understanding of the dynamics of the art market in Poland and can be of significant practical importance - both for artists and for cultural institutions striving to support and professionalize this sector.

In the course of her three years of study, Anna Karpińska has made significant progress in the realization of her research project. She has developed a detailed outline of her doctoral dissertation, in which she presents a historical overview of the Polish art market and an analysis of contemporary phenomena in this field. She has started collaborating with the Centre

for Research on the Creative Economy at the University of Social Sciences and Humanities, where she participates in the international CICERONE project as part of the Horizon 2020 program. In this project, she studies the human branding of Wisława Szymborska and her relationship with the book market. Her academic achievements include publications related to the creative economy and papers at national conferences. In 2022, she gave a paper on the image of artists in Poland at the "(Pop) Culture" conference.

Her analysis of the Polish art market offers insights into the mechanisms of operation and valuation of artworks outside the official circuit, which is relevant for artists, collectors and cultural decision-makers. This project can also contribute to the professionalization of the Polish art market and make it more transparent. Thanks to her interdisciplinary approach and commitment to international projects, Anna Karpińska develops studies that combine theory with practical application.

**(2) Electronic Media Consumption at Work.** Dominik Daszkiewicz conducts studies on the impact of the mode of work (stationary, remote, hybrid work) on the consumption of electronic media. His doctoral thesis, entitled "Wpływ trybu wykonywanego pracy na wykorzystanie mediów elektronicznych (The impact of work mode on the use of electronic media)", is an innovative analysis of changing media habits in the context of the transformation of the labor market and the dynamic development of digital technologies. The studies are inspired by the lifestyle changes that resulted from the COVID-19 pandemic and the change in the working style of millions of people around the world. Dominik Daszkiewicz's studies touch on one of the important consequences of these changes - media consumption. The research work is based on the Uses and Gratifications Theory, which analyzes the motivations and needs of media users. The studies combine media science perspectives with the sociology of work, examining the ways in which different modes of work affect the consumption of electronic media, including social media, streaming services, and mobile applications. His studies fill a significant gap in the literature, which has so far focused mainly on the impact of the media on private life, ignoring the professional context and its relationship to the media. During his three years of study, Dominik Daszkiewicz conducted studies using media activity diaries. He conducted individual in-depth interviews with respondents, which broadened the analysis of the results obtained. He published a chapter in the scientific monograph "New technologies. Challenges and perspectives for criminal law", in which he analyzed the legal aspects of word-of-mouth marketing. He presented the results of his research at the international conference "Generative Methods: AI as a collaborator and companion in the social science and humanities" in 2024 and at the national conference "Fake news and disinformation in the modern world".

Dominik Daszkiewicz's research makes an important contribution to the development of media studies and digital culture research. In times when remote and hybrid work are becoming the norm, his analysis of the relationships between work mode and media consumption helps to understand how changing working conditions affect people's everyday lives. The results of his studies can have practical applications in the design of media measures, remote work policies and corporate communication strategies.

**(3) Absence in Animations.** Katarzyna Żmuda conducts studies on the phenomenon of absence in mainstream animations. Her doctoral dissertation, entitled "O nieobecności w animacjach (On Absence in Animations)", explores this concept as an inseparable element of animation, analyzing it in the perspective of the medium, the depicted world, and the market. This project, a pioneer in Polish literary and media studies, attempts to characterize animation as a medium of absence. Animation is one of the most important but underestimated audiovisual genres, often pushed into the category of children's productions or "fairy tales". Katarzyna Żmuda questions these stereotypes, pointing to the complexity and uniqueness of the animation medium. Her research fills a gap in the scientific discourse, which until now has only marginally addressed the subject of absence in animation, despite existing references in studies on live-action film. In her studies, the doctoral student analyzes how absent elements - such as actors, camera, or randomness - influence the perception and structure of animation. She also considers how these absences shape the relationships between animation and reality, as well as how they affect the reception and market of animated films. Her project not only redefines the view of animation as a medium, but also opens new perspectives in the study of audiovisual culture. During the first two years of her education, Katarzyna Żmuda conducted a detailed literature search, covering both interdisciplinary studies on absence in different fields (philosophy, music, mathematics) and key film studies publications. She developed her own methodology, focused on film and media analysis, with optional use of interdisciplinary measures. She designed a work structure covering four key areas: the semantics of animation, its specificity as a medium, relationships with reality, and the market and social consequences of the infantilization of animation. Katarzyna Żmuda's project offers an innovative look at animation, pointing to its complexity and significance in audiovisual culture.

**(4) The Grotesque as a Cinematic Means of Expression.** Natalia Chojna is conducting research on the grotesque in Polish feature films from 1956 to 2016. In her doctoral thesis ("Groteska w polskim filmie fabularnym. 1956–2016"; Grotesque in Polish Fiction Film), she analyzes the meaning of the grotesque as an artistic form in cinema, its functions, symbolism and influence on the shaping of Polish cultural identity. Chojna's research work fills a gap in Polish film studies, combining theoretical reflection with an in-depth analysis of film works.

The grotesque as an artistic phenomenon plays an important role in Polish cinema, especially in the context of historical and social trauma. Films analyzed by Natalia Chojna, such as Andrzej Wajda's "Kanal", Andrzej Munk's "Eroica" or Małgorzata Szumowska's "Body/Ciało", demonstrate how the grotesque can be a measure of critical reflection on reality and a form of ironic commentary on contemporary problems. Chojna particularly emphasizes the importance of the grotesque in depictions of key historical events, such as the Warsaw Uprising, or in films about camp experiences and individual experiences. Her studies include the theories of the grotesque by Mikhail Bakhtin and Wolfgang Kayser, which form the basis for developing her own methodology for analyzing films. Natalia Chojna proposes a new perspective on the grotesque as a measure of expressing Polish collective and individual experiences in cinema. The doctoral student has completed most of the theoretical chapters, including detailed analyses of the concept of the grotesque and its application in cinema, and has analyzed about 50 feature films out of more than 200 works viewed. She divided the structure of her work into two parts: collective experiences (war and post-war) and individual experiences (e.g. body, illness, death), which allows for a more comprehensive approach to the topic. To the present, the doctoral student has published chapters in



scientific monographs, including "Kanał and Eroica. Grotesque in Film Images of the Warsaw Uprising" in the monograph 'Century of the Columbus Generation' (ed. Barbara Giza). Her articles have been published in the scientific journal *Pleograf*, including 'Grotesque and Irony in Kornblumenblau' and 'Comedy in the Film Body/Ciało'. She presented her studies during the National Scientific Conference The Artist's Motif in Films, TV Series and Computer Games in Lublin. She also conducted film lectures and workshops, including classes at the Polish Film Academy and the Summer University for Polish Teachers.

### 3. sociology

#### Achievement Description

**(1) Symbolic Boundaries Between Social Classes in Poland.** Kacper Leśniewicz conducts research on the symbolic boundaries of Polish social classes, in particular the working class and the middle class. His doctoral dissertation, entitled "My vs Oni – granice symboliczne klasy ludowej i klasy średniej w Polsce" (We vs Them – Symbolic Boundaries Between Working and Middle Class in Poland), analyzes the cultural and social mechanisms of creating divisions and their impact on the social structure. Kacper Leśniewicz's work fills an important gap in Polish sociological research by examining the topic of social classes in the context of growing inequalities and dynamic social changes.

Symbolic boundaries are a key mechanism for creating and perpetuating class divisions. They refer to the mental barriers and cultural norms that define the belonging and division of social groups. In Poland, where the political transformation, deindustrialization and economic changes have significantly affected the working class, the analysis of these boundaries allows for a better understanding of relationships in society. Kacper Leśniewicz conducted a total of 68 individual qualitative interviews with representatives of the working and middle classes in Poland, covering various regions such as Wałbrzych, Warsaw and smaller towns. The doctoral student led a research project funded by the SWPS University on the cultural mechanisms of creating symbolic boundaries. His article "Granice symboliczne – inne spojrzenie na klasy społeczne" (Symbolic Boundaries – a Different Look at Social Classes) has recently been accepted for publication in "Przegląd Socjologiczny." He presented his results at numerous national and international conferences, including at the University of Lodz and as part of the international event "Bourdieu, Work and Inequalities" in Paris. He co-organized a seminar on social classes together with the University of Warsaw, which became a platform for the exchange of knowledge in the scientific community.

**(2) Analysis of the Functioning of the Italian Neo-Fascist Movement.** Jakub Woroncow is conducting research on Italian neo-fascism and its impact on political life. His doctoral dissertation, entitled "Neofaszyzm włoski. Anatomia zjawiska i jego wpływ na życie polityczne" (Italian Neo-Fascism. The Anatomy of the Phenomenon and its Influence on Political Life) analyzes the phenomenon of neo-fascism in its historical, social and political context, examining its contemporary manifestations and mechanisms of influence. This work is an important contribution to international research on political extremism and ideological changes in Europe. Italian neo-fascism, which continues the political tradition of Italian fascism from the interwar period, plays an important role in the contemporary political landscape. Jakub Woroncow places his research in the broader context of sociological and political science theories, such as the works of Roger Griffin and Emilio Gentile, which are key sources for the analysis of fascism as an ideological and cultural phenomenon. His research includes an analysis of the impact of neo-fascism on the Italian political system, its relationship with the populist movement, and strategies for using new media to build an image and mobilize society. His project also shows the role of internet memes as carriers of extremist content, which is an innovative approach to research on contemporary propaganda. The doctoral student developed detailed theoretical and methodological chapters, analyzing the genesis of neo-fascism and its transformations in the social and media context.

He conducted an extensive library research, including research in libraries and archives in Karlsruhe, Munich, Rome, Parma and Milan. He published the chapter "Marsz Niepodległości jako węzeł kontaktowy europejskiej sceny neofaszystowskiej" (The Independence March as a Contact Point for the European Neo-Fascist Scene) in the monograph entitled "Śmierć Wrogom Ojczyzny! Anatomia polityczna Marszu Niepodległości (red. Przemysław Witkowski)" [Death to the Enemies of the Fatherland! Anatomia polityczna Marszu Niepodległości] [Death to the Enemies of the Fatherland! Political Anatomy of the Independence March] (ed. Przemysław Witkowski), published by the Książka i Prasa Publishing Institute. His chapter "Short History of Pan-Slavism and Its Impact on Central Europe in the Nineteenth and Twentieth Centuries" on the history of Pan-Slavism was also published in a monograph by Palgrave Macmillan: Pan-Slavism and Slavophilia in Contemporary Central and Eastern Europe (ed. Suslov, M., Čejka, M., Đorđević, V.).

Jakub Woroncow's academic work provides new analytical tools for the study of political extremism and its impact on democratic institutions. This research allows for a better understanding of how historical fascist traditions are transforming in response to contemporary challenges such as globalization and digitalization.

**(3) Lifelong Learning in an Intergenerational Perspective.** Magdalena Romanowska conducts research on intergenerational education and learning processes into old age. Her doctoral dissertation, entitled "Uczenie do starości. Edukacja międzypokoleniowa w perspektywie relacyjnej" (Learning into Old Age. Intergenerational Education in a Relational Perspective), focuses on the relational aspects of aging and old age in a social context, taking into account both the generational perspective and posthumanist phenomena. In the face of an aging society and growing generational differences, the doctoral student's project makes an important contribution to understanding the relationship between the young and older generations. Her research explores how differences in experiences and values contribute to intergenerational conflicts, as well as what strategies can be used to overcome them. This research has the potential to be implemented in practice – one of the goals is to create an educational program that promotes reflection on old age and intergenerational relationships.

So far, the doctoral candidate has conducted individual in-depth interviews (IDI) with young people and senior citizens, analyzing their perspectives on aging and intergenerational relationships, carried out focus group interviews (FGI) with

young people using an old-age simulator, and then developed research tools such as interview scenarios and questionnaires for use in pre-testing and post-testing. Magdalena Romanowska also prepares publications on intergenerational ambivalence and relational values, including an article submitted to the journal "Studia Socjologiczne." She also presented the results of her research on intergenerational conflicts and ambivalences at the international conference "Aging and Gerontology" in Budapest and other scientific events. The doctoral student was also the coordinator of the Warsaw Intergenerational Week, involving students and the academic community of the SWPS University in the project. Her activities also included the organization of popularization events during the Science Picnic of the Copernicus Science Center. Magdalena Romanowska's academic work fills a gap in Polish research on old age and intergenerational education, offering a new perspective on social relations in an ageing society.

**(4) Discrimination Against the Burakumin in Modern-Day Japan.** Ewa Korzeniowska is conducting research on the discrimination against the Burakumin in Japan, analyzing the class and caste determinants of this phenomenon. Her doctoral dissertation, entitled "Dyskryminacja Burakuminów: klasowe przyczyny i korelaty zjawiska" (Discrimination Against the Burakumin: Class-Based Causes and Correlates of the Phenomenon), is a pioneering project in Polish research on Japanese society. In her research, Ewa Korzeniowska combines sociology, anthropology and cultural studies to better understand the social mechanisms of marginalization of excluded groups, including the Burakumin.

Burakumin, a social group in Japan, historically perceived as "impure", still experience various forms of discrimination today, despite the official abolition of their separate legal status in 1871. The doctoral student's research sheds light on the cultural, historical and structural sources of this discrimination, contributing to the understanding of its causes and social consequences. Ewa Korzeniowska also analyzes this topic in the Polish context, comparing the situation of the Burakumin with the Polish working class, which makes it possible to grasp the similarities and differences between the phenomena of marginalization in two different cultures. Her research fills a gap in the global discourse on social exclusion by combining a sociological perspective with cultural research.

Ewa Korzeniowska published a chapter in a monograph from the series "Młodzi Naukowcy 2.0. Tom I" [Young Scientists 2.0. Volume I] (ed. J. Korpysa, P. Niedźwiedzka-Rystwej) entitled "Burakumin in Class Context of Japan," as well as a poster entitled "Analiza porównawcza dyskursów dotyczących grupy Burakumin w Japonii i klasy ludowej w Polsce" (Comparative Analysis of Discourses on the Burakumin Group in Japan and the Working Class in Poland) during the Sociological Congress in 2022 and presented her research at the Multidisciplinary Doctoral Conference at the University of Szczecin. She is a member of the team implementing the Erasmus+ project MediaNumeric, dealing with media education and digital competences. She also collaborates with the NCN OPUS grant team "Grey Voters," researching the impact of demography on electoral behavior in Poland.

#### 4. fine arts and art conservation

##### Achievement Description

Fine Arts and Art Conservation will be included in the DS curriculum in the 2024/2025 academic year. In this discipline, we are currently training only two doctoral students who are at the beginning of their research work, in the first year of their education, and have not yet presented their IPB and have not achieved significant scientific/artistic achievements.

#### 5. literary studies

##### Achievement Description

In the discipline of literary studies, during the evaluation period, three doctoral students were studying at the USWPS DS, and one of the doctoral students was removed due to a lack of progress in her academic work. As a result, the number of possible achievements for doctoral students in this discipline is small (2).

**(1) The House on Mango Street.** Anna Popławska, a doctoral student at the SWPS University Doctoral School, conducts pioneering research in the discipline of literary studies, based on her own translation of the novel "The House on Mango Street" by Sandra Cisneros into Polish. Her doctoral dissertation entitled "Studium procesu przekładu literackiego in vivo podczas tłumaczenia na język polski noweli Sandry Cisneros pt. The House on Mango Street" (Study of the literary translation process in vivo while translating the novel "The House on Mango Street" by Sandra Cisneros into Polish) analyzes literary translation as a dynamic process, taking into account both contemporary translation norms and strategies for dealing with elements of the 'third culture' present in Latin American literature. Sandra Cisneros, the author of "The House on Mango Street," is one of the most important figures in Chicano literature (sociopolitical literature exploring themes of Mexican-American culture) in the United States. The novel, published in 1984, is about the coming-of-age of Esperanza Cordero in Chicago's Hispanic neighborhood. The book has won the recognition of readers and critics alike, becoming a must-read in American schools and universities. Its significance has been established through numerous awards, including the American Book Award, and its inclusion in the list of American literary classics. Despite international recognition, the novel has not yet been fully translated into Polish, which makes Anna Popławska's research important, not only from a scientific, but also from a literary point of view.

In her academic work Anna Popławska has not only taken on the complex task of translating a novel, but also of studying the translation process as an act of linguistic communication in which cultural and social factors play an important role. Her research includes, among other things, (1) theoretical aspects of literary translation – analysis of the specifics of translating fiction, accepted norms in English-Polish translation, and required translation strategies for Mexican-American culture elements while translating into Polish; (2) practical translation process – a detailed study of the translation process of the source text, its verification and editing, using modern digital tools for the analysis of literary texts; (3) exploration of

intercultural elements – a study of the way to properly convey Mexican-American culture, which plays a key role in Sandra Cisneros's work, to the Polish reader without losing its unique characteristics. During her first year of studies, Anna Popławska presented the initial results of her research at the 8th Academic Conference "Między słowami – Między światami," (Between words – Between Worlds) where she gave a presentation on translation problems and strategies related to elements of the 'third culture.' She has also started collaborating with the CLARIN-PL scientific consortium, which enables her to use advanced digital technologies and tools for the automatic processing of natural language. Anna Popławska's work makes a significant contribution to the development of literary studies and translation studies in Poland. Thanks to her research, "The House on Mango Street" has a chance to become available to Polish readers, and her translation may contribute to the popularization of Hispanic literature in Poland. Popławska's research also sheds light on translation processes, offering new tools for analysis and practical tips for literary translators. Her doctoral dissertation not only enriches knowledge about the literary translation processes, but also enables a better understanding and appreciation of cultural diversity in literature. In this way, Anna Popławska's work strengthens the Polish presence on the international arena in the field of literary studies. Despite the relatively short period of time spent working on her dissertation – Anna Popławska only started her studies at the SWPS University Doctoral School in the academic year 2022/2023 – she has already made significant progress in her research. In just one year, she conducted research on literature, defined a detailed research scope and developed an outline for her doctoral dissertation. Her academic activity included presenting preliminary research results at a national conference, preparing a post-conference article, and establishing cooperation with the international consortium CLARIN-PL. Such intense commitment and work dynamics indicate the doctoral student's great scientific potential, as well as her determination to develop research on literary studies and translation studies at the highest level.

**(2) The Relations Between Western and Chinese Literature After 1989.** Piotr Machajek, a current doctoral student at the SWPS University Doctoral School, specializes in analyzing the relations between Western and Chinese literature in the 21st century. In his doctoral dissertation, entitled "The World in China, China in the World: Decoding Relations Between World Literature and Literature in Mainland China in the 21st Century," he examines the influences and interactions between world literature and Chinese literature after 1989, which represents a key turning point in China's modern history. Thanks to the interdisciplinary approach of the doctoral student, his work shows Chinese literature as a dynamic system that not only draws on Western models, but also enriches them with its own cultural perspectives. Piotr Machajek pays special attention to the Chinese school of comparative literature, modern trends in Chinese literature (e.g., online literature and science fiction), as well as their reception in Western discourses. His research fills a gap in Polish literary studies, shedding new light on the global significance of Chinese literature.

During his studies, Piotr Machajek made significant progress in his research project. He is already the author of several academic articles published in international journals, such as "Asian Studies" and "Porta Orientalis." One of his articles on Chinese comparative literature was also accepted for a monograph published by the Adam Mickiewicz University in Poznań. In addition, he became a member of the team implementing the international grant "China Horizons: Dealing with a Resurgent China," funded under the Horizon Europe program. As part of the grant project, the doctoral student does research on contemporary cultural phenomena in China, which significantly enriches his doctoral dissertation. During his studies, Piotr Machajek also presented the results of his research at international conferences, including in Poznań and Riga, where he discussed the discourse of world literature in China and the Chinese school of comparative literature. He also participated in summer schools, such as the "Li Zehou and Contemporary Chinese Philosophy" summer school at the University of Ljubljana, which allowed him to collaborate with renowned researchers and enrich his analyses with Chinese perspectives.

Piotr Machajek's work is of significant importance to Polish literary studies, expanding knowledge about Chinese literature and its place in the global literary discourse. Thanks to his interdisciplinary approach and innovative combination of Western and Chinese perspectives, his research will contribute to a better understanding of literature as an intercultural dialogue. In the context of China's growing role on the international stage, his work also has the potential to influence the way in which Chinese literature is perceived and analyzed in Poland.

## 6. psychology

### Achievement Description

**(1) Basic Research on Mimicry, the "Social Glue".** Paweł Muniak has distinguished himself with significant academic achievements, which include publications, conference activity and grant awards. His research, carried out as part of the NCN Preludium Bis grant, focuses on the mechanisms of mimicry as a mechanism that strengthens social bonds. In particular, he introduced an innovative approach by studying the spillover effect of mimicry, i.e., its impact on third parties and observers of interactions. His research has significantly advanced the field of mimicry in social relations. During his four years of studies, Paweł Muniak published 16 scientific papers as an author and co-author, most of which appeared in prestigious international journals in the field of social psychology (e.g., *Journal of Experimental Social Psychology*). His research brings significant new insights to the international body of knowledge on mimicry, showing its impact on bystanders and prosocial behavior. In his publications, Paweł Muniak also explored the potential applications of mimicry in marketing and management.

The doctoral student actively participated in scientific conferences. He presented his results at the "19th General Meeting of the European Association of Social Psychology" (EASP) in Kraków (2023) and at the "18th Annual Meeting of the Polish Social Psychological Society." In addition, he completed a five-month internship at Leuphana University in Germany in 2023, where he conducted additional research in collaboration with professor Oliver Genschow.

**(2) Eye tracking Tests Used in the Process of Training Tram Drivers.** Anna Warchoń-Jakubowskai is pursuing an industrial doctorate in the discipline of Transport Psychology, focusing on improving the safety and work efficiency of tram drivers.

Her research, conducted in cooperation with the Eye Tracking Research Center at the SWPS University, involves recording the visual attention of tram drivers while driving a simulator. The comparative analysis of the results of beginner and experienced tram drivers aims to develop an effective training program that will increase the comfort and safety of their work and the safety of passengers. As part of the Industrial Doctorate Program, Anna Warchoń-Jakubowska combines scientific activity with professional practice, serving as the Head of the Psychological Support Department at Tramwaje Warszawskie. Her research is the first in Poland to use eye tracking to analyze behavior of tram drivers, which is an innovative approach in transport psychology. Anna Warchoń-Jakubowska has received numerous awards for her scientific and implementation achievements, including an award from the Ministry of Education and Science on the 5th anniversary of the Implementation Doctorate Program. Her popular science video on the use of eye tracking in tram driver training won first place in the "Social Sciences Research" category. Anna Warchoń-Jakubowska's research has a direct impact on the social environment, contributing to the improvement of public safety and raising the standards of training for city transport workers.

**(3) Moral Development and Moral Judgment in the Preschool Period.** Katarzyna Myślińska-Szarek conducted research on the social and situational determinants of moral judgments among preschool children. Her doctorate, based on a series of three scientific publications, focused on analyzing how various factors influence the moral judgments made by children aged from 2 to 7. Katarzyna Myślińska-Szarek has shown that children, from an early age, are able to take the social context into account when assessing the behavior of others. These discoveries included the influence of self-interest on children's moral judgments, the importance of the moral character of those involved in interactions, and the role of the purpose that prosocial or antisocial behavior serves. The research work of Katarzyna Myślińska-Szarek has resulted in publications in prestigious scientific journals such as *Developmental Science*, *Social Development* and *Developmental Psychology*. The research findings provide important information for the theory of moral development, indicating that the ability to make complex moral judgments develops at an earlier stage of life than previously thought. Katarzyna Myślińska-Szarek's research also has application potential, e.g., in the moral education of children and in the creation of strategies supporting the development of prosocial attitudes at an early age. In recognition of her scientific achievements, she was awarded the NCN PRELUDIUM grant, and then the NCN OPUS grant, thanks to which she was able to carry out further research on the influence of self-interest on children's moral judgments. She also received a NAWA scholarship as part of the Bekker grant, which allowed her to work at the Social Minds Lab at the University of Michigan, where she continues her research in an international scientific environment, developing her interests in social and developmental psychology.

**(4) Supporting Health with Online Interventions.** Iga Palacz-Poborczyk, a doctoral student of the SWPS University Doctoral School (fourth year), focuses her research on the design and evaluation of interventions that support the long-term maintenance of a healthy lifestyle. Her doctoral dissertation, titled "The Implementation and Evaluation of the Theory-Based Weight Loss Maintenance Intervention: Choosing Health Randomised Controlled Trial" combines advanced research methodology with practical solutions regarding public health. Her work aims to improve the quality of life of overweight and obese people through the use of modern, individualized online interventions.

The problem of overweight and obesity is one of the greatest health challenges of the 21st century, affecting millions of people worldwide. In order to meet these challenges of civilization, Iga Palacz-Poborczyk integrates health psychology with advanced digital technologies in her research, which allows for the design of effective interventions that can be scaled to the population. Her research is part of the global drive to develop effective, sustainable solutions in the field of public health, responding to the contemporary needs of the society. During her studies, the doctoral student has had many academic achievements, including publications in prestigious international journals, speeches at conferences and participation in research projects. These include an article entitled „Developing the 'Choosing Health' Digital Weight Loss and Maintenance Intervention: Intervention Mapping Study" published in the *Journal of Medical Internet Research* (IF: 7.4), in which the doctoral student made a key contribution to the development and implementation of the intervention, and "A Healthy Lifestyle is a Journey: Exploring Health Perceptions and Self-Defined Facilitators to Health Through Photo-Elicitation" published in *Psychology & Health* (IF: 2.4). As part of the international HOMING project, funded by the Foundation for Polish Science, the doctoral student actively participated in the creation and evaluation of interventions promoting a healthy lifestyle. She was also involved in the project "Wybieramy Zdrowie" (Choosing Health), where she played a key role in developing results and implementing health interventions.

Iga Palacz-Poborczyk regularly presents the results of her research at international conferences, such as the European Health Psychology Society (EHPS), and is involved in the Open Digital Health initiative, promoting the idea of open science.

**(5) Strategies for (Even More) Effective Learning.** Ewa Butowska-Buczyńska conducts research on the mechanisms of learning, memory and the effectiveness of various educational strategies. Her research has gained wide recognition in the scientific community, and its results provide important insights for education and cognitive psychology. Dr. Butowska has published extensively, including numerous articles in prestigious international journals, and has presented her research at many international scientific conferences. Despite her relatively short period of scientific work, she is the author of several publications, including being the first author of two papers in the journal "Memory & Cognition" (IF: 2.2) and the first author of a publication in one of the world's most important scientific journals, "Proceedings of the National Academy of Sciences" (PNAS; IF = 9.4) entitled "The Role of Variable Retrieval in Effective Learning," in which she and her research team showed that variability in the context of information retrieval significantly increases learning efficiency. In a series of six experiments, she proved that retrieval practice in a variety of contexts strengthens long-term retention of information and improves knowledge transfer, which has crucial implications for the design of educational programs. This study not only makes an important contribution to the psychology of memory, but also provides practical recommendations for teachers and trainers, emphasizing the importance of a flexible teaching approach. The publication in PNAS summarizes and crowns her work, which resulted in her obtaining a doctoral degree.

In addition to her publishing activities, Ewa Butowska-Buczyńska has actively participated in international scientific conferences, presenting the results of her research at events such as the Psychonomic Society Annual Meeting in 2022 in Boston and the SARMAC (Society for Applied Research in Memory and Cognition) Conference in Japan in 2023. Her

presentations met with great interest, and the results of her research on the effectiveness of various learning strategies made a significant contribution to the international debate on optimizing learning processes. The high quality of her scientific work was also recognized by the National Science Centre, which awarded her an NCN Preludium research grant in 2021.

# ATTACHMENTS

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## Added files

Adequacy of the education program and individual research plans to the learning outcomes for qualifications at PRK level 8 and their implementation

- ENG Study Program 2019.2020.pdf
- ENG Study Program 2020.2021.pdf
- ENG Study Program 2023.2024.pdf
- ENG Study Program 2025.2026.pdf

Method of verifying learning outcomes for qualifications at PRK level 8

- ENG INDIVIDUAL RESEARCH PLAN 2025.pdf
- ENG INDIVIDUAL RESEARCH PLAN 2025 appendix.pdf
- Syllabuses - Blocks 1\_5.pdf

Qualifications of academic teachers or research staff conducting education at the doctoral school

- ENG Literary Studies.pdf
- ENG culture and religion studies.pdf
- ENG political science and public administration.pdf
- ENG Sociology.pdf
- ENG Psychology.pdf
- ENG fine arts and art conservation.pdf



## Quality of the recruitment process

- Admission Committees 2019.2020 i 2020.2021\_EN.pdf
- Admission Committees 2021.2022\_EN.pdf
- Admission Committees 2022.2023\_EN.pdf
- Admission Committees 2023.2024\_EN.pdf
- Admission Committees 2024.2025\_EN.pdf
- ENG Recruitment regulations 2019\_20.pdf
- ENG Recruitment regulations 2020\_21.pdf
- ENG Recruitment regulations 2021\_22.pdf
- ENG Recruitment regulations 2022\_23.pdf
- ENG Recruitment regulations 2023\_24.pdf
- ENG Recruitment regulations 2024\_25.pdf
- ENG Regulations of the Doctoral School 2019\_2020.pdf
- ENG Regulations of the Doctoral School 2021\_2022.pdf
- ENG Regulations of the Doctoral School 2022\_2023.pdf
- ENG Regulations of the Doctoral School 2023\_2024.pdf
- ENG Regulations of the Doctoral School 2024\_2025.pdf

## Quality of scientific or artistic supervision and support for conducting scientific activities

- ENG Documents for the mid-term evaluation (protocol, opinion, statement, report for the mid-term evaluation + appendix).pdf



# STATEMENTS

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I hereby declare that the information contained in the self-assessment report is fully consistent with the factual and legal status.



I hereby declare that the information contained in the self-assessment report in Polish and English is fully identical in substance.



I hereby declare that the documents attached to the self-assessment report in Polish and English are fully identical in substance.

Signature

# AUTHORIZATIONS

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## Added files

Upoważnienie\_prof. K. Piotrowski\_42.pdf

**Resolution No. 42/2019**  
**of the Senate of the SWPS University of Social Sciences and Humanities**  
**Dated May 10, 2019**  
**on Determining the Study Program**  
**at the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**

On the basis of Article 291 of the Act of July 3, 2018, introductory provisions of the Act — the Law on Higher Education and Science read together with Article 28 section 1 item 12 and 201 sections 3 and 4 of the Act of July 20, 2018 — the Law on Higher Education and Science, the Senate of the SWPS University of Social Sciences and Humanities decides as follows:

**§ 1**

1. The Senate of the SWPS University of Social Sciences and Humanities determines the study program at the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the wording attached to this Resolution.
2. The Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities, in accordance with the study program referred to in section 1, may be conducted from the academic year 2019/2020.

**§ 2**

The Resolution shall enter into force on the date of its adoption.

Chair of the Senate  
of the SWPS University of Social Sciences and  
Humanities

Professor Roman Cieślak

**Study Program at  
the Doctoral School of Social Sciences and Humanities  
of the SWPS University of Social Sciences and Humanities**

**Remaining in Effect Since the Academic Year 2019/2020**

**Chapter I.**

*General Principles and Rules Governing the Learning Process  
at the Doctoral School of Social Sciences and Humanities  
of the SWPS University of Social Sciences and Humanities*

§1

1. The study program at the **Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities** (SDNSiH) prepares students for research and teaching work and leads to the achievement of learning outcomes at level 8 of the Polish Qualifications Framework (PQF 8) in the scope of:
  - 1) advanced knowledge in the discipline associated with the area of conducted research, including the latest scientific achievements;
  - 2) knowledge of research methodology and the ability to conduct scientific research and classes, including teaching students with the use of new technologies;
  - 3) social competencies associated with research and academic work and the social role of a scholar.
2. The implementation of the study program at the **Doctoral School of Social Sciences and Humanities** supports the process of acquiring knowledge, skills, and competencies necessary for contemporary academic work.

§2

1. Education at the Doctoral School of Social Sciences and Humanities creates the conditions for:
  - 1) implementation of the study program, including: obligatory courses, electives, research and teaching trainings, and individual activity;
  - 2) implementation of the research plan and conducting independent scientific research;
  - 3) academic cooperation within research centers and teams (including informal ones), including international ones;
  - 4) preparation by a Doctoral Student:
    - a) publication in the form of a scientific monograph or a chapter in such a monograph, published by a publishing house which, in the year of its publication in the final form, was included in a list drawn up in accordance with the applicable law and/or;

- b) at least one scientific publication in a peer-reviewed scientific journal included in the list of scientific journals and/or;
  - c) at least one scientific article published in peer-reviewed materials from an international conference.
- 5) preparation of a doctoral dissertation under the supervision of a Supervisor or Supervisors or a Supervisor and a Dissertation Advisor;
  - 6) development of knowledge, skills and competencies at level 8 of the Polish Qualifications Framework;
  - 7) participation in university life and in the academic community in Poland and abroad.

### §3

1. The study program at the Doctoral School of Social Sciences and Humanities is based on the following principles:

- 1) the program is interdisciplinary and is implemented through:
  - a) the presence of both disciplinary and interdisciplinary courses in the program;
  - b) conducting research involving various academic fields.
- 2) doctoral dissertations represent a high academic standard achieved through competitive admission for doctoral studies, expert Supervisors and appropriate preparation of Doctoral Students for conducted research tasks;
- 3) the program provides a selection of courses and activities from a pool of elective options, depending on individual needs and interests;
- 4) the program includes a large number of courses and activities that teach skills necessary to function effectively in the modern scientific and academic world and in the broader socio-economic environment;
- 5) the framework structure of the program is the same for all disciplines (psychology, culture and religion studies, sociology and literary studies); however, the specific program content offered within individual disciplines differs and may change annually;
- 6) the study program places particular emphasis on so-called transferable competencies (academic, social and research skills);
- 7) some classes are conducted in English, which creates an opportunity to develop academic language skills and participate in the program for international doctoral students, including the Erasmus program; the Doctoral Student's individual activity can also be conducted in English (e.g., a presentation at the Doctoral Research Session or during international conferences and Summer/Winter School, preparing a publication in English, an internship abroad, preparing a doctoral dissertation in English), which fosters the development of language skills to the extent that enables participation in the international research environment;
- 8) Doctoral Students are provided with support (including financial support, depending on available funds) regarding their cooperation with foreign research centers (research internships, participation in research conferences). The reason for this is enabling Doctoral Students to achieve the highest possible standards in academic work and the level of knowledge, skills and social competencies, as well as to promote the internationalization of education;

- 9) A mentoring program is offered to Doctoral Students to support the process of conscious academic development and career planning, which at the same time promotes exchanging experiences in the community of Doctoral Students;
- 10) the total scope of program courses for the studies is at least 38 ECTS credits from obligatory courses plus 14 ECTS credits from elective courses and activities. In total, the Doctoral Student must obtain 52 ECTS credits (in the case of literary scholars, 36 ECTS credits from obligatory courses and 14 ECTS credits from elective courses, in total 50 ECTS credits — they do not take a course on quantitative data analysis). Details in Appendices No. 1 and No. 2;
- 11) courses at the Doctoral School of Social Sciences and Humanities are available in full-time mode only. More than half of the study program for Doctoral Students requires presence at the organizational unit that conducts the studies (Warsaw or Wrocław) and is conducted in the form of full-time courses and academic work requiring direct participation of academic teachers, Supervisors and Doctoral Students.

## **Chapter II.**

### *Courses in the Study Program of the Doctoral School of Social Sciences and Humanities, the Corresponding Number of ECTS Credits and Forms of Assessment*

#### §1

1. The framework study program at the Doctoral School of Social Sciences and Humanities of the SWPS University, including the number of hours, the type of courses, the form of assessment and the number of ECTS credits, is included in Appendix No. 1 to the Study Program at the Doctoral School of Social Sciences and Humanities. The division of courses and activities into individual years of studies can be found in Appendix No. 2.
2. Courses are divided into obligatory, elective and individual activity:
  - 1) obligatory courses are the basis of the program. Doctoral Students are required to complete all obligatory courses and thus earn 38 ECTS credits during the studies (psychology, sociology, culture and religion studies) and 36 ECTS credits (literary studies);
  - 2) courses to choose from (electives) — Doctoral Students choose courses themselves depending on their needs and interests, as well as the available list of courses in a given academic year;
  - 3) the Doctoral Student's individual activity consists primarily of the implementation of the research plan, which is the basis for the statutory mid-term evaluation, but there is also the possibility of completing elements of the study program through student's own activity, including: participation in the work of research centers and teams (including informal ones), presentations at the Doctoral Research Session, at national and international conferences, through participation in an internship abroad, academic winter/summer school, through the implementation of Student's own grant, or also through participation in the mentoring and career development program.
3. A Doctoral Student is obligated to complete obligatory courses and obtain at least 4 ECTS credits from a pool of courses or activities to choose from in the first, second and third year of studies each, and 2 ECTS credits in the fourth year (a total of 14 ECTS credits during the course of studies.) The credit requirements, broken down by year of studies, can be found

in Appendix No. 2.

4. The study program lasts four years and is divided into five thematic, integrated blocks, in which some of the classes are conducted in English:
  - 1) Block 1. Academic skills;
  - 2) Block 2. Methodology and research;
  - 3) Block 3. Mentoring and career development;
  - 4) Block 4. Lectures and seminars (disciplinary and interdisciplinary);
  - 5) Block 5. Cooperation with research centers or teams and with the socio-economic environment
5. Objectives and descriptions of thematic blocks:

### **Block 1. Academic Skills:**

The objective of Block 1 is to equip the Doctoral Student with transferable academic skills. The courses in Block 1 are designed to enable the Doctoral Student to acquire and develop the skills necessary to present research results in academic publications and conference presentations in Poland and abroad, as well as to prepare them to obtain funds for the implementation of research ideas. Within this block, the following courses are obligatory: Academic writing at two levels (1) in Polish and (2) in English; (3) Conference presentations; (4) Ethics in science and intellectual property; (5) Grant toolkit (in cooperation with the Office for Research of the SWPS University of Social Sciences and Humanities.) In addition to preparing a doctoral dissertation, the following is required as part of the obligatory individual activity: (1) participation in the Doctoral Research Session (presentation or poster); (2) Presentation in front of academic board of the respective discipline, which is necessary to initiate doctoral proceeding and (3) Teaching training conducted as a *teaching assistant* in cooperation with the Supervisor and/or other members of the research center or team. Elective courses in Block 1 include: (1) Advanced English in Research (developing English skills in the world of science), (2) Advanced grant applications (preparing individual and/or team application and its submission) and (3) Participation in academic conferences (with an individual and/or co-authored paper or poster — a maximum of 1 ECTS credit can be obtained per year, i.e., a total of 3 ECTS during the course of studies).

### **Block 2. Methodology and Research:**

The objective of Block 2 is to provide Doctoral Students with advanced methodological and research knowledge about the methods, techniques, research tools and programs used to support the analysis of data used in research. The obligatory courses include: (1) Methodology and research planning at the basic level (within the discipline), (2) Quantitative data analysis in the following disciplines: psychology, sociology, culture and religion studies (the level is adapted to the given discipline); (3) Qualitative data analysis in the following disciplines: psychology, sociology, culture and religion studies, literary studies (the level is adapted to the given discipline); (4) Doctoral seminars (the number of meetings and dates are determined by the Supervisor,



who organizes them at least once a month.) Regular and active participation in doctoral seminars (including group seminars) led by the Supervisor and Assistant Supervisor is crucial for both acquiring methodological knowledge and advancing one's own research work. During each year of studies, the Doctoral Student must successfully complete the Doctoral Seminar (1 ECTS per year.) As part of the obligatory individual activity, the Doctoral Student presents the Director of the SDNSiH with an individual research plan agreed with the Supervisor, including a schedule for the preparation of the doctoral dissertation, within 12 months from the date of beginning the studies. Afterwards, the implementation of the plan is subject to a mid-term evaluation in the middle of the studies (at the end of the second year), as required by law. The evaluation is carried out by a Committee (the composition of the Committee is defined by law, the Supervisor is not a member of the Committee.) A positive mid-term evaluation gives the right to continue education at the Doctoral School, a negative one leads to the removal from the list of doctoral students.

Among the courses to choose from in Block 2 for the third and fourth year, there are advanced courses in: (1) Data analysis (according to the needs of a given discipline, with the support of the latest programs and interfaces); (2) Data visualisation in R / Data visualisation and infographics; (3) Interdisciplinary research; (4) Mixed method; (5) Participation in *Summer/Winter School* (max. 4 ECTS can be obtained during the course of the studies, 2 ECTS for participation in one Summer/Winter School).

### **Block 3. Mentoring and Career Development:**

The objective of Block 3 is to develop the potential of beginner researchers, to help them consciously plan their academic career development and to support Doctoral Students in the process of obtaining a doctoral degree. Obligatory courses include a workshop: (1) “At the Start of the Doctorate,” which introduces Doctoral Students to the world of level-3 education, helps them to understand the requirements and to plan the schedule for their studies and dissertation work.

The elective courses and activities include: (1) Researcher Development Framework and Career Development; (2) Creativity in learning and (3) any activities to choose from the mentoring program: individual consultations, ad hoc peer-mentoring groups, and writing events.

### **Block 4. Lectures and Seminars (Disciplinary & Interdisciplinary):**

The objective of Block 4 is to enable Doctoral Students to participate in the core courses for the given discipline, but also to acquire interdisciplinary knowledge. Courses are selected from the offer for a given academic year. This block includes: (1) Lecture in one's own field (reviewing paradigms, theories, concepts and approaches); (2) Academic seminars, both in Polish and in English (selection from the offer for the given academic year); (3) Guest lectures (e.g., in the lecture series “The Challenges of Humanities of the 21st Century”). The selection of topics and invited guests is related

to the development of research in a given discipline and University's activities in the fields of innovation, internationalization and obtaining funding for such activities, e.g., from NCBR and NCN funds. Students can choose (1) Lecture in an additional field (e.g., a sociology lecture for psychologists, etc.)

## **Block 5. Cooperation with Research Centers or Teams and with the Socio-Economic Environment**

The objective of Block 5 is to develop the Doctoral Student's ability to cooperate with a selected research center and research team (including informal ones). Working with centers allows students to: get involved in the academic world, gain scientific and academic experience, contribute to the academic community, learn how to write articles and other academic papers, participate in academic discussions, learn critical thinking, and observe academic career development of other students. Block 5 also includes objectives related to the commercialization and dissemination of the research results beyond the academic sphere and providing information on the principles of knowledge transfer between the university and the socio-economic environment. The block includes obligatory (1) research training and (2) a course on the challenges of knowledge transfer to and from the socio-economic environment. Elective activities include: (1) Participation in journal club / academic club / thematic seminars; (2) Managing own grant; (3) Research internship abroad; (4) Participation in a research / commercialization / implementation / academic knowledge dissemination project (also outside the university).

## **Chapter III.**

### *Learning Outcomes*

#### §1

The learning outcomes for the study program conducted at the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities are based on the PQF 8. Learning outcomes are divided into knowledge, skills and social competence for each of the five thematic blocks above, included in the study program:

| <b>Graduate of the Doctoral School of Social Sciences and Humanities:</b> |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Block</b>                                                              | <b>Knowledge</b>                                                                                                                                                                                                                                                                                                      | <b>Skills</b>                                                                                                                                                                                                                                                                                                                                             | <b>Social Competence</b>                                                                                                                                                                                                                                                                                                                           |
| <b>Block 1. Academic Skills</b><br><b>Block 1. Research Skills</b>        | - knows and understands the rules regarding the dissemination of research results, including in the <i>open access</i> form (P8S_WG);<br>- knows and understands how to disseminate research results, also to the general public (P8S_UK), including preparing a conference presentation and an academic publication; | - is able to write a scientific article and prepare a paper for a scientific conference;<br>- is able to present research results;<br>- is able to prepare a grant application;<br>- is able to plan and conduct classes using modern methods and tools (P8S_UU);<br>- is able to participate in academic discourse and communicate on specialized topics | - is ready to recognize the value of knowledge in solving cognitive and practical problems (P8S_KK);<br>- is ready to fulfill the social obligations of researchers and artists (P8S_KO) and initiate activities on behalf of the public interest;<br>- is ready to speak publicly and participate in academic discussions and discourse (P8S_UK). |

|                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                 | <ul style="list-style-type: none"> <li>- is aware of the ethical principles of conducting scientific research and academic activities;</li> <li>- is familiar with the available grant competitions;</li> <li>- is qualified for conducting classes.</li> </ul>                                                                                                                                                                                                                                                                                                                                               | to the extent of enabling active participation in international academic communities (P8S_UK).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Block 2. Methodology and Research</b><br><br><b>Block 2. Methodology and Research</b>                                                                        | <ul style="list-style-type: none"> <li>- knows and is able to apply the methodology of scientific research in a given discipline (P8S_WG);</li> <li>- has the knowledge necessary to plan research;</li> <li>- has specialized knowledge of the developed research problem;</li> <li>- knows data analysis methods and techniques;</li> <li>- is familiar with data analysis programs.</li> </ul>                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>- is able to apply methodological knowledge in order to set objectives, define research questions and hypotheses, as well as to plan and implement research activities;</li> <li>- is able to collect data;</li> <li>- analyze them critically;</li> <li>- is able to interpret the results of scientific research and draw conclusions;</li> <li>- is able to develop and apply research methods, techniques and tools in a creative way;</li> <li>- is able to use knowledge from various academic disciplines to plan research (P8S_UW);</li> <li>- is able to assess the quality of a source of knowledge from a methodological perspective.</li> </ul> | <ul style="list-style-type: none"> <li>- is ready to critically evaluate research methods, techniques and tools;</li> <li>- is able to conduct a discussion related to research methodology;</li> <li>- understands a different methodological point of view.</li> </ul>                                                                                              |
| <b>Block 3. Mentoring &amp; Career Development</b><br><br><b>Block 3. Mentoring &amp; Career Development</b>                                                    | <ul style="list-style-type: none"> <li>- knows and understands the process of obtaining a doctorate;</li> <li>- is aware of the psychosocial conditions of research work;</li> <li>- knows how to plan work and influence own efficiency;</li> <li>- knows the objectives, methods and techniques of mentoring support in the academic community.</li> </ul>                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>- is able to consciously plan and act for self-development (P8S_UU);</li> <li>- is able to inspire and organize the development of others (P8S_UU);</li> <li>- is able to search for, use and provide peer-mentoring support;</li> <li>- is able to critically analyze and evaluate expert activities and other creative work, as well as critically assess own contribution in the development of a given scientific discipline;</li> <li>- is able to use knowledge regarding research process to plan own activities.</li> </ul>                                                                                                                         | <ul style="list-style-type: none"> <li>- is able to think and act in the academic community in an independent, creative and entrepreneurial manner;</li> <li>- shows initiative in creating new ideas and searching for innovative solutions;</li> <li>- shares experience and knowledge and inspires others to develop (P8S_UU).</li> </ul>                          |
| <b>Block 4. Lectures and Seminars</b><br>(disciplinary and interdisciplinary)<br><br><b>Block 4. Lectures and Seminars</b> (disciplinary and interdisciplinary) | <ul style="list-style-type: none"> <li>- knows and understands the achievements of the represented academic discipline to a degree that enables critical evaluation and revision of existing paradigms (P8S_WG);</li> <li>- knows and understands the latest scientific developments and global achievements, including theoretical foundations and general issues for a given academic discipline (P8S_WG);</li> <li>- knows and understands selected specific issues related to own specialization;</li> <li>- knows the main scientific developments in the given academic discipline (P8S_WG);</li> </ul> | <ul style="list-style-type: none"> <li>- is able to use domain knowledge to identify, formulate and innovatively solve complex problems and perform research-related tasks;</li> <li>- is able to critically evaluate the achievements and own contribution within a given academic discipline;</li> <li>- is able to respect the intellectual property rights and principles of ownership regarding academic activities (P8S_KR).</li> </ul>                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>- is ready to critically evaluate the achievements of the represented discipline (P8S_KK);</li> <li>- is ready to represent their position during substantive discussions, including interdisciplinary ones;</li> <li>- is ready to uphold and develop the ethos of the research and artistic communities (P8S_KR).</li> </ul> |

|                                                                                                                                                                                                                     |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                     | <p>- recognizes the broader context of academic and research activities, including: the fundamental dilemmas of modern civilization; the economic, legal, ethical and other essential conditions of the academic activity (P8S_WK).</p>       |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                      |
| <p><b>Block 5. Cooperation with Research Centers or Teams and with the Socio-Economic Environment</b></p> <p><b>Block 5. Cooperation with Research Centers or Teams and with the Socio-Economic Environment</b></p> | <p>- knows and understands the basic principles of knowledge transfer to the economic and social spheres, as well as the commercialization of the results of academic activity and the <i>know-how</i> related to these results (P8S_WK).</p> | <p>- is able to transfer the results of academic activity to the economic, social and cultural spheres (P8S_UW);</p> <p>- is able to disseminate the results of academic activities, also in popular forms</p> <p>- is able to initiate debates (P8S_UK);</p> <p>- is able to think and act in an entrepreneurial manner;</p> <p>- is able to prepare recommendations for the public and private sectors.</p> | <p>- is ready to plan and implement individual and team research or creative work, also in the international community (P8S_UO).</p> |

Appendix No. 1. General study program of the Doctoral School of Social Sciences and Humanities

Appendix No. 2. The division of courses and activities into individual years of studies

| Categories/Course Titles                                                                                                                                         | Year of studies            | Number of course hours                | ECTS credits                                         | Comment                                                      | Course form                      | Course type                                                                        | Form of assessment   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------|------------------------------------------------------|--------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------|----------------------|
|                                                                                                                                                                  | Year                       | 1 h = 45 minutes/ No. of course hours | for a given course during the studies / ECTS credits | total ECTS credits during the studies                        | Type of a course                 | Obligatory or elective                                                             | Credits for grade    |
| <b>Block 1. Academic Skills</b>                                                                                                                                  |                            |                                       |                                                      |                                                              |                                  |                                                                                    |                      |
| Academic Writing [PL]                                                                                                                                            | I (summer semester)        | 12                                    | 2                                                    |                                                              | workshop                         | obligatory                                                                         | credit with grade    |
| Academic Writing [EN]                                                                                                                                            | II (winter semester)       | 12                                    | 2                                                    |                                                              | workshop                         | obligatory                                                                         | credit with grade    |
| Conference Presentations (PL / EN)                                                                                                                               | II (summer semester)       | 6                                     | 1                                                    |                                                              | workshop                         | obligatory                                                                         | credit with grade    |
| Ethics in Science and Intellectual Property                                                                                                                      | II (winter semester)       | 6                                     | 1                                                    |                                                              | lecture                          | obligatory                                                                         | credit without grade |
| Grant Toolkit (in cooperation with the Office for Research of the SWPS University)                                                                               | II (summer semester)       | 6                                     | 1                                                    |                                                              | workshop                         | obligatory                                                                         | credit with grade    |
| Teaching Training as a <i>Teaching Assistant</i>                                                                                                                 | I and II and III           | 30                                    | 3                                                    | 1 ECTS per year for 10 hours, a total of 3 ECTS over 3 years | training                         | obligatory                                                                         | credit without grade |
| Participation in the Doctoral Research Session (presentation or poster)                                                                                          | II / III / IV              | x                                     | 1                                                    |                                                              | individual activity              | obligatory                                                                         | credit without grade |
| Presentation in front of the academic council of a given discipline before initiating doctoral proceeding                                                        | IV                         | x                                     | 2                                                    |                                                              | individual activity              | obligatory                                                                         | credit without grade |
| <b>Overview of obligatory courses in block 1 / Total:</b>                                                                                                        |                            | <b>72</b>                             | <b>13</b>                                            |                                                              |                                  |                                                                                    |                      |
| <b>Elective courses:</b>                                                                                                                                         |                            |                                       |                                                      |                                                              |                                  |                                                                                    |                      |
| Advanced English in Research [EN]                                                                                                                                | II / III (summer semester) | 12                                    | 2                                                    |                                                              | workshop                         | elective                                                                           | credit without grade |
| Advanced Grant Applications (preparation of individual and/or team application and its submission)                                                               | III / IV                   | 6                                     | 2                                                    |                                                              | workshop and individual activity | elective                                                                           | credit without grade |
| Paper or poster at an academic conference (individual)                                                                                                           | II / III / IV              | x                                     | 3                                                    | 1 ECTS each, max. 3 ECTS in total                            | individual activity              | obligatory                                                                         | credit without grade |
| <b>Block 2. Methodology and Research</b>                                                                                                                         |                            |                                       |                                                      |                                                              |                                  |                                                                                    |                      |
| Methodology and Research Planning (basic level) in the discipline                                                                                                | I (summer)                 | 15                                    | 2                                                    |                                                              | workshop                         | obligatory                                                                         | credit with grade    |
| Quantitative Data Analysis in the following disciplines: psychology, sociology, culture and religion studies (level adjusted to the discipline)                  | II (winter)                | 12                                    | 2                                                    |                                                              | workshop                         | obligatory for psychology and sociology, elective for culture and religion studies | credit with grade    |
| Qualitative Data Analysis in the following disciplines: psychology, sociology, culture and religion studies, literary studies (level adjusted to the discipline) | II (summer)                | 12                                    | 2                                                    |                                                              | workshop                         | obligatory                                                                         | credit with grade    |

|                                                                                                                      |                                  |             |                         |                                                                          |                                                                |                              |                      |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------|-------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------|----------------------|
| Doctoral Seminars (the number of meetings and dates are determined by the Supervisor, who organizes them)            | I and II and III and IV          | 24          | 4                       | 1 ECTS per year, 4 ECTS in total (min. 6 meetings per year, 1 hour each) | seminar                                                        | obligatory                   | credit with grade    |
| Individual Research Plan (statutory requirement)                                                                     | I                                | x           | (statutory requirement) |                                                                          | individual work in cooperation with a supervisor               | obligatory                   | credit without grade |
| Mid-term evaluation (statutory requirement)                                                                          | II                               | x           | (statutory requirement) |                                                                          | individual work                                                | obligatory                   | credit without grade |
| <b>Overview of obligatory activities in block 2 / Total:</b>                                                         |                                  | <b>63</b>   | <b>10</b>               |                                                                          |                                                                |                              |                      |
| <i><b>Elective courses:</b></i>                                                                                      |                                  |             |                         |                                                                          |                                                                |                              |                      |
| Advanced quantitative/qualitative data analysis (to choose from, e.g., R, modeling, meta-analysis, MatLab, Atlas.ti) | III / IV                         | 12          | 2                       |                                                                          | workshop                                                       | elective                     | credit without grade |
| Data Visualisation in R [EN] or Data Visualisation and Infographics [EN]                                             | III / IV                         | 12          | 2                       |                                                                          | workshop                                                       | elective                     | credit with grade    |
| Interdisciplinary research [EN]                                                                                      | III / IV                         | 12          | 2                       |                                                                          | workshop                                                       | elective                     | credit with grade    |
| Mixed method [EN]                                                                                                    | III / IV                         | 12          | 2                       |                                                                          | workshop                                                       | elective                     | credit without grade |
| Participation in the <i>Summer/Winter School</i> [PL/EN]                                                             | I / II / III / IV                | x           | 4                       | 2 ECTS per School; max. 4 ECTS in 4 years                                | workshop                                                       | elective                     | credit without grade |
| <b>Block 3. Mentoring and Career Development</b>                                                                     |                                  |             |                         |                                                                          |                                                                |                              |                      |
| Workshop: At the Start of the Doctorate                                                                              | I (winter semester, first class) | 9           | 2                       |                                                                          | workshop                                                       | obligatory                   | credit without grade |
| <b>Overview of obligatory activities in block 3 /Total:</b>                                                          |                                  | <b>9</b>    | <b>2</b>                |                                                                          |                                                                |                              |                      |
| <i><b>Elective courses:</b></i>                                                                                      |                                  |             |                         |                                                                          |                                                                |                              |                      |
| Researcher Development Framework and Career Development [PL/EN]                                                      | II / III / IV                    | 6           | 1                       |                                                                          | workshop                                                       | elective                     | credit without grade |
| Creativity in Learning [PL]                                                                                          | I / II / III (summer semester)   | 6           | 1                       |                                                                          | workshop                                                       | elective                     | credit without grade |
| 1:1 mentoring consultations; ad hoc peer-mentoring groups; writing events                                            | I / II / III / IV                | as required | 0                       | 0                                                                        | mentoring, tutoring, coaching, consulting, networking, support | for those who are interested | without credit       |
| <b>Block 4. Lectures and Seminars (Disciplinary &amp; Interdisciplinary)</b>                                         |                                  |             |                         |                                                                          |                                                                |                              |                      |
| Lecture in own discipline [PL/EN] (reviewing paradigms, theories, concepts, approaches)                              | I                                | 15          | 2                       |                                                                          | lecture with seminar elements                                  | obligatory                   | credit without grade |
| Academic seminars (selection from the offer) [PL]                                                                    | II                               | 12          | 2                       |                                                                          | seminar                                                        | obligatory                   | credit with grade    |

|                                                                                                                                                                                   |                   |                                                                       |   |                                                   |                               |            |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------|---|---------------------------------------------------|-------------------------------|------------|----------------------|
| Seminars and workshops [EN] (selected from the list)                                                                                                                              | III               | 12                                                                    | 2 |                                                   | seminar                       | obligatory | credit with grade    |
| Guest lectures (e.g., The Challenges of Humanities of the 21st Century Lecture Series) [PL or EN]                                                                                 | I and II and III  | 6                                                                     | 3 | 1 ECTS per lecture, 3 ECTS in total               | lecture                       | obligatory | credit without grade |
| Overview of obligatory activities in block 4 /Total:                                                                                                                              |                   | 45                                                                    | 9 |                                                   |                               |            |                      |
| Elective courses from the second discipline:                                                                                                                                      |                   |                                                                       |   |                                                   |                               |            |                      |
| Lecture in an additional discipline (e.g., a sociology lecture for psychologists, etc.)                                                                                           | III / IV          | 15                                                                    | 2 |                                                   | lecture with seminar elements | elective   | credit without grade |
| Block 5. Cooperation with Research Centers or Teams and with the Socio-Economic Environment<br>Cooperation with Research Centers or Teams and with the Socio-Economic Environment |                   |                                                                       |   |                                                   |                               |            |                      |
| Research Training                                                                                                                                                                 | I / II            | 12                                                                    | 2 |                                                   | training                      | obligatory | credit without grade |
| Challenges of Knowledge Transfer to and from the Socio-Economic Environment                                                                                                       | III / IV          | 15                                                                    | 2 |                                                   | workshop                      | obligatory | credit with grade    |
| Overview of obligatory courses in block 5 /Total:                                                                                                                                 |                   | 27                                                                    | 4 |                                                   |                               |            |                      |
| Activities to choose from:                                                                                                                                                        |                   |                                                                       |   |                                                   |                               |            |                      |
| Journal club / academic club / thematic seminars                                                                                                                                  | I / II / III / IV | min. 3h/year                                                          | 2 | 1 ECTS per year; max. 2 in 4 years                | moderated seminars            | elective   | credit without grade |
| Managing own grant                                                                                                                                                                | I / II / III / IV | x                                                                     | 4 | 2 ECTS per grant; max. 4 ECTS within 4 years      | individual activity           | elective   | credit without grade |
| Research internship abroad                                                                                                                                                        | I / II / III / IV | x                                                                     | 4 | 2 ECTS per internship; max. 4 ECTS within 4 years | individual activity           | elective   | credit without grade |
| Participation in a research/commercialization/implementation project                                                                                                              | I / II / III / IV | x                                                                     | 2 |                                                   | individual activity           | elective   | credit without grade |
| Overview of ECTS credits of all obligatory courses: 38 ECTS credits                                                                                                               |                   | total: 38 (obligatory) + 14 (elective) = 52 ECTS credits over 4 years |   |                                                   |                               |            |                      |
| Overview of ECTS credits of all elective courses: 41 ECTS (maximum) of which 4 ECTS to obtain per year (except for the 4th year - 2 ECTS) = 14 ECTS (minimum)                     |                   |                                                                       |   |                                                   |                               |            |                      |

|                 | Block 1                                                                                            |    |                                                      |                                                                                                        |                   |    | Block 2                  |    |                   |    | Block 3                                                              |   | Block 4               |    | Block 5                                                                                                                                                                    |    | overview of obligatory courses |                       | Elective courses and individual activity (to choose from) |
|-----------------|----------------------------------------------------------------------------------------------------|----|------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------|----|--------------------------|----|-------------------|----|----------------------------------------------------------------------|---|-----------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------------------------|-----------------------|-----------------------------------------------------------|
| Year of studies | Academic Writing, Grant Applications and Ethics<br>Academic Writing, Grant Applications and Ethics |    | Conference Presentations<br>Conference Presentations |                                                                                                        | Teaching Training |    | Methodology and Research |    | Doctoral Seminars |    | Mentoring and Career Development<br>Mentoring and Career Development |   | Lectures and Seminars |    | Cooperation with Research Centers or Teams and with the Socio-Economic Environment /<br>Cooperation with Research Centers or Teams and with the Socio-Economic Environment |    | TOTAL NUMBER OF ECTS CREDITS   | TOTAL NUMBER OF HOURS | TOTAL ECTS CREDITS to be obtained in a given year         |
| 1               | 2                                                                                                  | 12 | 0                                                    | 0                                                                                                      | 1                 | 10 | 2                        | 15 | 1                 | 6  | 2                                                                    | 9 | 3                     | 17 | 2                                                                                                                                                                          | 12 | 11                             | 69                    | 4                                                         |
| 2               | 4                                                                                                  | 24 | 1                                                    | 6                                                                                                      | 1                 | 10 | 4                        | 24 | 1                 | 6  | 0                                                                    | 0 | 3                     | 14 |                                                                                                                                                                            |    | 16                             | 96                    | 4                                                         |
| 3               | 0                                                                                                  | 0  | 3                                                    | Doctoral Research Session; conferences; presentation in front of an academic council in the discipline | 1                 | 10 | 0                        | 0  | 1                 | 6  | 0                                                                    | 0 | 3                     | 14 | 2                                                                                                                                                                          | 15 | 5                              | 30                    | 4                                                         |
| 4               | 0                                                                                                  | 0  |                                                      |                                                                                                        | 0                 | 0  | 0                        | 0  | 1                 | 6  | 0                                                                    | 0 | 0                     | 0  |                                                                                                                                                                            |    | 6                              | 21                    | 2                                                         |
| Total           | 6                                                                                                  | 36 | 4                                                    | 6                                                                                                      | 3                 | 30 | 6                        | 39 | 4                 | 24 | 2                                                                    | 9 | 9                     | 45 | 4                                                                                                                                                                          | 27 | 38                             | 216                   | 14                                                        |



**Resolution No. 4/2020**  
**of the Senate of the SWPS University of Social Sciences and Humanities**  
**Dated January 24, 2020**  
**on Determining the Study Program**  
**at the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**

On the basis of Article 28 section 1 item 12 and 201 sections 3 and 4 of the Act of July 20, 2018 — the Law on Higher Education and Science, the Senate of the SWPS University of Social Sciences and Humanities decides as follows:

**§ 1**

1. The Senate of the SWPS University of Social Sciences and Humanities determines the study program at the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the in the wording constituting an appendix to this Resolution.
2. The Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities, in accordance with the study program referred to in section 1, may be conducted from the academic year 2020/2021.

**§ 2**

The Resolution shall enter into force on the date of its adoption.

Chair of the Senate  
of the SWPS University of Social Sciences and  
Humanities

Professor Roman Cieślak

**Study Program at  
the Doctoral School of Social Sciences and Humanities at the  
SWPS University of Social Sciences and Humanities**

remaining in effect since the academic year 2020/2021

**Chapter I. General Terms and Conditions of the Education Process at the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities**

§1

1. The study program at the **Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities** (SDNSiH) prepares students for research and teaching work and leads to the achievement of learning outcomes at level 8 of the Polish Qualifications Framework in the scope of:
  - a. advanced knowledge in a discipline related to the area of conducted research, including the latest scientific developments;
  - b. knowledge of research methodology and the ability to conduct scientific research and teaching classes, including with the use of new technologies in student education;
  - c. social competencies associated with research and academic work and the social role of a scientist.
2. The implementation of the study program at the **Doctoral School of Social Sciences and Humanities** supports the process of acquiring knowledge, skills, and competencies necessary in contemporary academic work.

§2

1. Education at the Doctoral School of Social Sciences and Humanities creates the conditions for:
  - a. implementation of the study program, including: obligatory courses, electives, research and teaching trainings, and individual activity;
  - b. implementation of the individual research plan (IPB) and conducting independent research;
  - c. mid-term evaluation;
  - d. academic cooperation within research centers and teams (including informal ones), including international ones;
  - e. preparation by the Doctoral Student
    - a) a publication in the form of a scientific monograph or a chapter in such a monograph, issued by a publishing house which was formally listed on the date said monograph was published in its final form,  
drawn up in accordance with the law and/or;
    - b) at least one scientific publication in a peer-reviewed scientific journal listed in the list of scientific journals and/or;
    - c) at least one scientific article published in peer-reviewed materials from an international conference.

- d) preparing a doctoral dissertation or a collection of papers under the supervision of a Supervisor or Supervisors or a Supervisor and a Dissertation Advisor;
- e) development of knowledge, skills and competencies at level 8 of the Polish Qualifications Framework; participation in university life and in the academic community.

### §3

1. The study program at the Doctoral School of Social Sciences and Humanities is based on the following principles:

- a. the program is interdisciplinary and is implemented through:
  - i. the presence of both subject-specific and interdisciplinary courses in the program;
  - ii. conducting research involving different academic fields and disciplines.
- b. doctoral dissertations represent a high academic standard achieved through competitive admission to the Doctoral School, expert Supervisors and appropriate preparation of Doctoral Students for conducted research and academic tasks;
- c. the program provides a selection of courses and activities from the offer, depending on individual needs and interests;
- d. the program includes a large number of courses and activities that teach skills necessary to function effectively in the modern academic world and in the broader socio-economic environment;
- e. the framework structure of the program is the same for all disciplines (psychology, culture and religion studies, sociology and literary studies); however, the specific program content offered within individual disciplines differs and may change annually;
- f. the study program places particular emphasis on so-called transferable competencies (academic, social and research skills);
- g. some classes are conducted in English, which creates an opportunity to develop academic language skills and participate in international programs, including the Erasmus program and other types of inter-institutional cooperation; the Doctoral Student's individual activity can also be carried out in English (e.g., a presentation at the Doctoral Research Session, during international conferences and Summer/Winter School, preparing a publication in English, an internship in a different institution, preparing a doctoral dissertation in English), which fosters the development of language skills to the extent that enables participation in the international research environment;
- h. Doctoral Students are provided with support (including financial support, depending on available funds) regarding their participation in scientific conferences. The reason for this is enabling Doctoral Students to achieve the highest possible standards in academic work and the level of knowledge, skills and social competencies, as well as to promote the internationalization of education;
- i. A mentoring program is offered to Doctoral Students to support the process of conscious academic development and career planning, which at the same time promotes exchanging experiences in the community of Doctoral Students;
- j. the total scope of program courses for the studies is at least 30 ECTS credits from obligatory courses plus 12 ECTS credits from elective courses and activities. In total, a Doctoral Student must obtain 42 ECTS credits.
- k. courses at the Doctoral School of Social Sciences and Humanities are available in full-time mode only; more than half of the study program for Doctoral Students requires presence at

the organizational unit that conducts the studies (Warsaw or Wrocław) and is carried out in the form of full-time courses and academic work requiring direct participation of academic teachers, Supervisors and Doctoral Students.

## **Chapter II. Courses in the Study Program of the Doctoral School of Social Sciences and Humanities, the Corresponding Number of ECTS Credits and Forms of Assessment**

### **§1**

1. The range of courses offered by the SWPS University's Doctoral School of Social Sciences and Humanities for a given academic year, including the list of courses, number of hours, course type, type of assessment, and number of ECTS credits, is included in a resolution adopted by the Board of the Interdisciplinary Doctoral School.

Courses are divided into obligatory, elective and individual activity:

- a. obligatory courses form the basis of the program; Doctoral Students are required to complete all obligatory courses and thus earn 30 ECTS credits during the studies;
  - b. courses to choose from (electives) — Doctoral Students choose courses themselves depending on their needs and interests, as well as the available list of courses in a given academic year;
  - c. the Doctoral Student's individual activity consists primarily of the implementation of the individual research plan, which is the basis for the (statutory) mid-term evaluation, but there is also the possibility of completing elements of the study program through student's own activity, including: participation in the work of research centers and teams, presentations at the Doctoral Research Session, at national and international conferences, through participation in an internship in a different institution, academic winter/summer school, through the implementation of Student's own grant, or also through participation in the mentoring and career development program.
2. The study program lasts four years and is divided into five thematic, integrated blocks, in which some of the classes are conducted in English:
    - a. Block 1. Academic Skills;
    - b. Block 2. Methodology and Research;
    - c. Block 3. Mentoring and Career Development;
    - d. Block 4. Lectures and Seminars (Disciplinary & Interdisciplinary);
    - e. Block 5. Cooperation with Research Centers or Teams and with the Socio-Economic Environment.
  3. During the course of the studies, the Doctoral Student is obligated to obtain the required number of ECTS credits and pass the obligatory courses and elective courses according to the table below:

| <b>Block</b>                      | <b>Scope</b>                                                                                                                                                                  | <b>Number of ECTS credits to be obtained in the block during 4 years of studies</b> |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Block 1. Academic Skills          | academic writing; teaching training; preparing conference presentations and grant applications; ethics in science and respecting intellectual property; research integrity    | obligatory: 11 to choose from: 2 to 5                                               |
| Block 2. Methodology and Research | doctoral seminars and individual research plan; research methodology and planning; data analysis (quantitative, qualitative, mixed approach) supported by analytical programs | obligatory: 8 to choose from: 2 to 10                                               |

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                           |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Block 3. Mentoring and Career Development                                                 | planning a research and academic career and a career that includes transfer between university and the socio-economic environment through individual consultations in the field of monitoring support; peer-mentoring workshops                                                                                                                                                                                                                        | obligatory: 2 to choose from: 1 to 9      |
| Block 4. Lectures & Seminars                                                              | disciplinary and interdisciplinary lectures and seminars (obligatory and elective), including guest lectures                                                                                                                                                                                                                                                                                                                                           | obligatory: 5 to choose from: 1 to 3      |
| Block 5. Cooperation with Research Centers, Teams and with the Socio-Economic Environment | obligatory research training in a center and/or research team, as well as classes on knowledge transfer to and from the socio-economic environment; journal club, student research club, thematic seminars, conducting own grant; research internship in another institution; participation in a research, commercialization, implementation or knowledge dissemination project (also outside the university), as well as popular science publications | obligatory: 4 to choose from: 2 to 12     |
|                                                                                           | Total ECTS credits in the study program                                                                                                                                                                                                                                                                                                                                                                                                                | obligatory: 30<br>elective:<br>minimum 12 |

#### 4. Objectives and description of each thematic block:

##### **Block 1. Academic Skills**

The objective of Block 1 is to equip the Doctoral Student with transferable academic skills. The courses in Block 1 are designed to enable the Doctoral Student to acquire and develop the skills necessary to present research results in academic publications and conference presentations in Poland and abroad, as well as to prepare them to obtain funds for the implementation of research ideas. Within this block, obligatory courses are conducted in the fields of: academic writing; preparing conference presentations and grant applications; ethics in science and respecting intellectual property; research integrity. This block also includes teaching training. As part of obligatory individual activity, in addition to writing the doctoral thesis, the following requirements must be met: (1) participation in the Doctoral Research Session (presentation or poster); (2) presentation in front of academic board of the respective discipline, which is necessary to initiate doctoral proceeding and (3) Teaching training conducted as a *teaching assistant* in cooperation with the Supervisor and/or other members of the research center or team. As part of the offer of elective classes and activities included in Block 1, a Doctoral Student may receive consultations on their grant application and participate in scientific conferences (presenting their own or co-authored paper or poster). Participation in conferences is an important element of developing English language skills in the academic world.

##### **Block 2. Methodology and Research**

The objective of Block 2 is to provide Doctoral Students with advanced methodological and research knowledge about the methods, techniques, research tools and programs used to support the analysis of data used in research. Obligatory courses include primarily courses on: research methodology and planning (within the given discipline), as well as quantitative or qualitative data analysis. Doctoral Seminars are also obligatory (the number of meetings and dates are determined by the Supervisor, who organizes them,

at least once a month). Regular and active participation in doctoral seminars (including group seminars) led by the Supervisor and Assistant Supervisor is crucial for both acquiring methodological knowledge and advancing one's own research work. During each year of studies, the Doctoral Student must successfully complete the Doctoral Seminar (1 ECTS per year.)

As part of the obligatory individual activity, the Doctoral Student presents the Director of the SDNSiH with an individual research plan (IPB) agreed with the Supervisor, including a schedule for the preparation of the doctoral dissertation, within 12 months from the date of beginning the studies. Afterwards, the implementation of the plan is subject to a mid-term evaluation in the middle of the studies (at the end of the second year), as required by law. The evaluation is carried out by a Committee (the composition of the Committee is defined by law, the Supervisor may not be a member of the Committee.) A positive mid-term evaluation gives the right to continue education at the Doctoral School, a negative one leads to the removal from the list of doctoral students.

Elective courses and activities in Block 2 include advanced courses on: quantitative/qualitative data analysis supported by the latest programs; advanced research methodology, e.g., interdisciplinary research or methodological triangulations. Participation in the *Summer/Winter School* is also rewarded with credits.

### **Block 3. Mentoring and Career Development**

The objective of Block 3 is to develop the potential of beginner researchers, to help them consciously plan their academic career development and to support Doctoral Students in the process of obtaining a doctoral degree. Obligatory classes include workshop 0: At the Start of the Doctorate, which introduces Doctoral Students to the world of level-3 education, helps them to understand the requirements and to plan the schedule for their studies and dissertation work. The mentoring program offers courses and activities to choose from, including peer-mentoring seminars and individual consultations in the form of academic coaching and counseling on development planning based on, i.a., the research competence model: Researcher Development Framework (Vitae)

### **Block 4. Lectures and Seminars (Disciplinary & Interdisciplinary)**

The objective of Block 4 is to enable Doctoral Students to participate in the core courses for the given discipline, but also to acquire interdisciplinary knowledge. Courses are selected from the offer for a given academic year. This block includes courses in the core discipline (a review of paradigms, theories, concepts and approaches), interdisciplinary seminars, as well as guest lectures (e.g., in the series “The Challenges of Humanities of the 21st Century”), and open lectures. The selection of topics is related to the development of research in a given discipline and University’s activities in the fields of innovation, internationalization and obtaining funding for such activities.

### **Block 5. Cooperation with Research Centers or Teams and with the Socio-Economic Environment**

The objective of Block 5 is to develop the Doctoral Student's ability to cooperate with a selected

research center and research team. Working with centers allows students to: get involved in the academic world, gain scientific and academic experience, contribute to the academic community, learn how to write articles and other academic papers, participate in academic discussions, learn critical thinking, and observe academic career development of other students. Block 5 also includes objectives related to the commercialization and dissemination of the research results beyond the academic sphere and providing information on the principles of knowledge transfer between the university and the socio-economic environment. The block includes obligatory research training and a course on the challenges of knowledge transfer to and from the socio-economic environment. Elective activities include, i.a.: research training, participation in journal club / research club / thematic seminars; conducting own grant; research internship at another institution; participation in a research, commercialization, implementation project or a project related to dissemination of academic knowledge, as well as popular science publications.

### Chapter III. Learning Outcomes

#### §1

The learning outcomes for the study program conducted at the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities are based on level 8 of the Polish Qualifications Framework. Learning outcomes are divided into knowledge, skills and social competence for each of the five thematic blocks above, included in the study program:

| Graduate of the Doctoral School of Social Sciences and Humanities:     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Block                                                                  | Knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Social Competence                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Block 1. Academic Skills</b><br><br><b>Block 1. Research Skills</b> | <ul style="list-style-type: none"> <li>- knows the rules regarding the dissemination of research results, including in the <i>open access</i> form (P8S_WG);</li> <li>- knows how to disseminate research results, also to the general public (P8S_UK), including preparing a conference presentation and an academic publication;</li> <li>- is aware of the ethical principles and integrity of conducting scientific research and academic activities;</li> <li>- is familiar with the available grant competitions;</li> <li>- is qualified for conducting classes</li> </ul> | <ul style="list-style-type: none"> <li>- is able to write a scientific article and prepare a paper for a scientific conference;</li> <li>- is able to present research results;</li> <li>- is able to prepare a grant application;</li> <li>- is able to plan and conduct classes using modern methods and tools (P8S_UU);</li> <li>- is able to participate in academic discourse and communicate on specialized topics to the extent enabling active participation in international academic communities (P8S_UK)</li> </ul> | <ul style="list-style-type: none"> <li>- is ready to recognize the value of knowledge in solving cognitive and practical problems (P8S_KK);</li> <li>- is ready to fulfill the social obligations of researchers and artists (P8S_KO) and initiate activities on behalf of the public interest;</li> <li>- is ready to speak publicly and participate in academic discussions and discourse (P8S_UK).</li> </ul> |

|                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>Block 2. Methodology and Research</b></p> <p><b>Block 2. Methodology and Research</b></p>                                                                       | <ul style="list-style-type: none"> <li>- knows and is able to apply the methodology of scientific research in a given discipline (P8S_WG);</li> <li>- has the knowledge necessary to plan research;</li> <li>- has specialized knowledge of the developed research problem;</li> <li>- knows data analysis methods and techniques;</li> <li>- is familiar with data analysis programs</li> </ul> | <ul style="list-style-type: none"> <li>- is able to apply methodological knowledge in order to set objectives, define research questions and hypotheses, as well as to plan and implement research activities;</li> <li>- is able to collect data;</li> <li>- analyze them critically;</li> <li>- is able to interpret the results of scientific research and draw conclusions;</li> <li>- is able to develop and apply research methods, techniques and tools in a creative way;</li> <li>- is able to utilize knowledge in various fields of science to plan and conduct research (P8S_UW);</li> <li>- is able to assess the quality of a source of knowledge from a methodological perspective</li> </ul> | <ul style="list-style-type: none"> <li>- is ready to critically evaluate research methods, techniques and tools;</li> <li>- is able to conduct a discussion related to research methodology;</li> <li>- understands a different methodological point of view</li> </ul>                                                                     |
| <p><b>Block 3. Mentoring &amp; Career Development</b></p> <p><b>Block 3. Mentoring &amp; Career Development</b></p>                                                   | <ul style="list-style-type: none"> <li>- knows and understands the preparation process for a doctorate;</li> <li>- is aware of the psychosocial conditions of research work;</li> <li>- knows how to plan work and influence own efficiency;</li> <li>- knows the objectives, methods and techniques of mentoring support in the academic community</li> </ul>                                   | <ul style="list-style-type: none"> <li>- is able to consciously plan and act for self-development (P8S_UU);</li> <li>- is able to plan individual scientific endeavors;</li> <li>- is able to inspire and organize the development of others (P8S_UU);</li> <li>- is able to search for, use and provide peer-mentoring support;</li> <li>- is able to critically analyze and evaluate expert activities and other creative work, as well as critically assess own contribution in the development of a given scientific discipline;</li> <li>- is able to use knowledge regarding research process to plan own activities</li> </ul>                                                                        | <ul style="list-style-type: none"> <li>- is able to think and act in the academic community in an independent, creative and entrepreneurial manner;</li> <li>- shows initiative in creating new ideas and searching for innovative solutions;</li> <li>- shares experience and knowledge and inspires others to develop (P8S_UU)</li> </ul> |
| <p><b>Block 4. Lectures and Seminars (disciplinary &amp; interdisciplinary)</b></p> <p><b>Block 4. Lectures and Seminars (disciplinary and interdisciplinary)</b></p> | <ul style="list-style-type: none"> <li>- knows and understands the achievements of the represented academic discipline to a degree that enables critical evaluation and revision of existing paradigms (P8S_WG);</li> <li>- knows and understands the latest scientific development and global achievements</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>- is able to use disciplinary and interdisciplinary knowledge to identify, formulate and innovatively solve complex problems and perform tasks related to research</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>- is ready to critically evaluate the achievements of the represented discipline and own contribution to its development (P8S_KK);</li> <li>- is ready to represent their position during substantive discussions, including interdisciplinary ones;</li> </ul>                                      |



|  |                                                    |                                                                          |  |
|--|----------------------------------------------------|--------------------------------------------------------------------------|--|
|  | including<br>theoretical foundations and<br>issues | (P8S_UW);<br>- is able to make<br>critical evaluation of<br>achievements |  |
|--|----------------------------------------------------|--------------------------------------------------------------------------|--|

|                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|                                                                                                                                                                                                                             | <p>general for a given academic discipline (P8S_WG);</p> <ul style="list-style-type: none"> <li>- knows and understands selected specific topics, regarding own specialization;</li> <li>- knows the main development trends of a given academic discipline (P8S_WG);</li> <li>- recognizes the broader context of research and academic activities, i.a.: fundamental dilemmas of modern civilization, the economic, legal, ethical and other essential conditions of the academic activity (P8S_WK)</li> </ul> | <p>and own contribution within a given discipline academic;</p> <ul style="list-style-type: none"> <li>- is able to respect the intellectual property rights and principles of ownership academic (P8S_KR)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Block 5.<br/>Cooperation with Research Centers or Teams and with the Socio-Economic Environment</b></p> <p><b>Block 5.<br/>Cooperation with Research Centers or Teams and with the Socio-Economic Environment</b></p> | <ul style="list-style-type: none"> <li>- knows and understands the basic principles of knowledge transfer to the economic and social spheres and commercialization of the results of academic activity and the <i>know-how</i> related to these results (P8S_WK)</li> </ul>                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>- is able to plan and complete individual and team research or creative endeavors, also in the environment international (P8S_UO).</li> <li>- is able to transfer the results of academic activity to the economic, social and cultural spheres (P8S_UW);</li> <li>- is able to disseminate the results of academic activities, also in popular forms;</li> <li>- is able to initiate debates (P8S_UK);</li> <li>- is able to think and act in an entrepreneurial manner;</li> <li>- is able to prepare recommendations for the public and private sectors</li> </ul> | <ul style="list-style-type: none"> <li>- is ready to fulfill the social obligations of researchers, initiate activities on behalf of the public interest and think and act in an entrepreneurial manner (P8S_KO);</li> <li>- is ready to uphold and develop the ethos of the research communities by conducting academic activities in an independent manner, respecting the principle of public ownership of the results of academic activities, taking into account the principles regarding intellectual property (P8S_KR)</li> </ul> |

**Resolution No. 80/2022**  
**of the Senate of the SWPS University of Social Sciences and Humanities**  
**Dated December 16, 2022**  
**on Determining the Study Program**  
**at the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**

On the basis of Article 28 section 1 item 12 and 201 sections 3 and 4 of the Act of July 20, 2018 — the Law on Higher Education and Science, after consulting the Doctoral Student Government of the SWPS University, the Senate of the SWPS University decides as follows:

**§ 1**

1. The Senate of the SWPS University of Social Sciences and Humanities determines the study program at the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the in the wording constituting an appendix to this Resolution.
2. The Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities, in accordance with the study program referred to in section 1, may be conducted from the academic year 2023/2024.

**§ 2**

The Resolution shall enter into force on the date of its adoption.

Chair of the Senate  
of the SWPS University of Social Sciences and  
Humanities

Professor Roman Cieślak

**Study program in  
the Doctoral School of Social Sciences and Humanities at  
the SWPS University of Social Sciences and Humanities  
effective from the academic year 2023/2024**

**General assumptions and principles of the educational  
process in the Doctoral School of Social Sciences and  
Humanities at the SWPS University of Social Sciences  
and Humanities**

**§1**

1. The study program at the **Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities** (hereinafter referred to as: Doctoral School), prepares for research, creative and didactic work and allows for achieving learning outcomes at level 8 of the Polish Qualification Framework (8 PRK) in the following fields:
  - 1) advanced knowledge related to the area of ongoing **scientific research or creative activity, including the latest developments in science or fine arts and design;**
  - 2) knowledge of research methodology and the ability to conduct scientific research and teaching activities, including the use of new technologies in educating students;
  - 3) social competences relating to scientific and research or creative activities and the social role of the scholar or creator.
2. The **Doctoral School study program** supports the process of knowledge acquisition, skills and competencies needed in modern academic work.

**§2**

Studying at the Doctoral School provides the conditions for:

1. taking advantage the study program including: compulsory and elective classes, academic and didactic practice and own activity, aimed at achieving the learning outcomes in knowledge, skills and competencies at level 8 of the Polish Qualification Framework;
2. participating in the life of the university and the scientific community;
3. implementing an individual research plan (IPB) and conducting independent scientific research or creative activities;
4. conducting a mid-term evaluation;
5. cooperating within domestic and international research or creative centers and teams (including informal ones);
6. preparing a dissertation or a series of articles by Doctoral Students supervised by a Supervisor/Supervisors or a Supervisor and an Assistant Supervisor, as well as at least one of the following:

- 1) publication in the form of a scientific monograph or a chapter in such a monograph issued by a publishing house that, in the year of publication in its final form, was included in a list compiled in accordance with the law or;
- 2) at least one scientific article in a peer-reviewed scientific journal  
Included in the list of scientific journals or;
- 3) at least one scientific article published in peer-reviewed materials from an international conference.

### §3

The study program at the Doctoral School is based on the following assumptions:

1. the program is interdisciplinary in nature and is implemented through:
  - 1) both discipline-specific and interdisciplinary activities  
included in the program;
  - 2) conducting research at the intersection of various fields and disciplines.
2. doctoral theses represent a high scientific standard achieved through competitive recruitment to the Doctoral School, expert Supervisor faculty and adequate preparation of Doctoral Students for their research, creative and academic tasks;
3. the program provides a choice of classes and activities, depending on individual needs and interests;
4. the classes provided in the program teach the skills necessary to function effectively in today's academic world and in the broader socio-economic environment;
5. the framework of the program is the same for all disciplines (psychology, cultural and religious sciences, sociological sciences, literary studies, fine arts and art conservation), but the specific program content offered within each discipline is different and may change annually;
6. the classes are conducted in Polish or English;
7. The Doctoral Students are provided with support (including financial, depending on available funds) for, among other things, their participation in scientific conferences. This is to enable the Doctoral Students to achieve the highest possible standards in their academic work and level of knowledge, skills and social competence, as well as to promote the internationalization of education;
8. The Doctoral Students are offered a mentoring program to support the process of conscious scientific or creative development and career planning for scientific, didactic-scientific, artistic or artistic-didactic careers, which at the same time fosters a culture of experience exchange in the Students' community;
9. the total amount of classes covered in the program for the entire course of study includes 30 ECTS credits from compulsory classes plus 12 ECTS credits from elective classes and activities. In total, the Doctoral Students have to accumulate 42 ECTS credits;
10. classes at the Doctoral School are conducted exclusively on a full-time basis; more than half of the study program requires attendance at the organizational unit conducting it (Warsaw or Wrocław) and is carried out as full-time teaching and research work requiring direct participation of academic teachers, Supervisors and Doctoral Students.

**Activities covered in the Doctoral School,  
corresponding ECTS credits and forms of completion**

**§4**

1. The selection of courses in the Doctoral School for a given academic year, together with the list of subjects, number of hours, form of classes, form of credit and number of ECTS credits, is the subject of a resolution to be adopted by the Interdisciplinary Doctoral School Council.
2. Classes are divided into compulsory, elective and self-activity:
  - 1) compulsory classes form the basis of the program; the Doctoral Students are required to pass all of them to earn 30 ECTS credits during their studies;
  - 2) as for elective classes and activities - the Doctoral Students select them depending on their needs and interests and their offer in a given academic year; the Doctoral Students are required to accumulate 12 ECTS credits;
3. The education program is spread over four years and is divided into five thematic, integrated blocks:
  - 1) Block 1. Academic Skills;
  - 2) Block 2. Methodology and research work;
  - 3) Block 3. Mentoring and career development;
  - 4) Block 4. Lectures and scientific seminars (within a given discipline and interdisciplinary ones);
  - 5) Block 5. Collaboration with research/creative centers or teams and with the socio-economic environment.
4. In the course of their education, the Doctoral Students have to obtain the required number of ECTS credits and pass compulsory and elective classes according to the table below:

| <b>Block</b>                              | <b>Scope</b>                                                                                                                                                                                                                                                                                      | <b>Number of ECTS to be obtained in the block in 4 years of education</b> |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Block 1. Academic skills                  | academic writing; teaching practice; preparing conference speeches and grant applications; ethics in science and respecting intellectual property; commercialization of research and creative activity                                                                                            | compulsory: 11 ECTS<br>elective: 2-5 ECTS                                 |
| Block 2. Methodology and research work/   | doctoral seminars; activity in research centers; research methodology and planning; data analysis (quantitative, qualitative, mixed approaches)                                                                                                                                                   | compulsory: 8 ECTS<br>elective: 2-10 ECTS                                 |
| Block 3. Mentoring and career development | planning a scientific, scientific-didactic, artistic or artistic-didactic career taking into account the transfer between the university and the socio-economic environment through individual mentoring support consultations with the supervisor in doctoral seminars; peer-mentoring workshops | compulsory: 2 ECTS<br>elective: 1-9 ECTS                                  |
| Block 4. Lectures and scientific seminars | lectures and seminars within a given discipline and interdisciplinary ones (compulsory and elective), including lectures by invited guests                                                                                                                                                        | compulsory: 5 ECTS                                                        |

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |
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|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | elective: 1-3 ECTS                                    |
| Block 5. Collaboration with research/creative centers or teams and with the socio-economic environment/ | compulsory research internship at a center and/or in a research or creative group, as well as classes in knowledge transfer to and from the socio-economic environment; journal club, students' research club, thematic talks, managing a research project; research internship at another institution; participation in a research or commercialization project; or implementation or dissemination of scientific knowledge (including outside the university), as well as popular science publications | compulsory: 4 ECTS<br>elective: 2-12 ECTS             |
|                                                                                                         | Total ECTS in the education program                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | compulsory: 30 ECTS<br>elective: a minimum of 12 ECTS |

## 5. Objectives and description of each thematic block:

### Block 1. Academic skills

Classes in Block 1 enable the Doctoral Students to acquire and develop the skills necessary to present research results (including creative activities) in scientific publications and conference speeches in Poland and abroad, as well as to prepare for raising funds for the implementation of research and creative ideas. Block 1 includes the following compulsory courses: academic writing; preparing conference speeches and grant applications; ethics in science and respecting intellectual property; Teaching practice is also carried out in this block. In terms of compulsory self-activity, parallel to the preparation of the PhD dissertation, the following is required: (1) participation in the Doctoral Students' Scientific Session (speech or poster); (2) presentation before the scientific council of a given discipline or members of the Research Center, necessary for the initiation of the doctoral procedure; and (3) teaching practice. As part of Block 1 elective classes and activities, Doctoral Students can consult on their grant application and participate in scientific conferences (with an authored or co-authored paper or poster).

### Block 2. Methodology and research work

The purpose of Block 2 is to provide the Doctoral Students with advanced methodological and research knowledge of the applied methods, techniques, research tools and programs supporting data analysis used in research processes. Compulsory classes include: methodology and research planning (in a given discipline) and quantitative or qualitative data analysis. Doctoral seminars (meetings or consultations with supervisor(s) or a supervisor and assistant supervisor) are also mandatory. Regular and active participation in doctoral seminars is crucial both for the acquisition of methodological knowledge and for the progress of own research work. In each year of studies, the Doctoral Students have to receive credit for their Doctoral seminar (1 ECTS per year).

Block 2 elective courses and activities include advanced classes in: quantitative/qualitative data analysis with the support of state-of-the-art software; advanced research methodology, e.g., interdisciplinary research. Credit is also given for participation in Summer/Winter Doctoral Sessions, as well as workshops and trainings.

### **Block 3. Mentoring and career development**

The purpose of Block 3 is to develop the potential of adept researchers, to help them make informed plans for the development of their scientific, creative or teaching careers, and to support the Doctoral Students in the process of obtaining their degrees. Compulsory classes include: workshop 0: Introduces Doctoral Students to the III stage studies at the very beginning, helps them orient themselves to the requirements and plan their study schedule and dissertation work; the PhD seminar is carried out under the supervision of a Supervisor/Supervisors or a Supervisor and an Assistant Supervisor supporting Doctoral Students in the development and implementation of their individual research and dissertation plan, incorporating and supervising research and teaching activities. Classes and activities to choose from in the mentoring program include peer mentoring conversations and counseling on planning the development of an academic, creative or teaching career (theoretical and practical aspects).

### **Block 4. Scientific lectures and seminars (within a given discipline and interdisciplinary ones)/**

The purpose of Block 4 is to enable the Doctoral Students to take core courses for their discipline, but also to gain interdisciplinary knowledge. Courses are selected from those offered in a given academic year. This block includes core discipline classes (on the nature of paradigms, theories, concepts and approaches), interdisciplinary seminars, as well as guest and open lectures. The selected topics are related to the development of research in the discipline and the university's efforts to innovate, internationalize and obtain external funding for such activities.

**Block 5. Collaboration with research/creative centers or teams and with the socio-economic environment** The purpose of Block 5 is to develop the Doctoral Students' ability to cooperate with research/creative centers or teams. This allows the students to get immersed in the scientific or creative world, gain scientific and academic practice, contribute to the academic community, gain skills to prepare articles and other scientific papers, participate in scientific discussions, learn critical thinking, observe the development of academic careers of colleagues. Block 5 also includes objectives related to commercialization and dissemination of the results of research and creative activity outside the academic sphere, as well as providing principles of knowledge transfer between the university and the socio-economic environment. The block includes mandatory scientific internships and a course on the challenges of knowledge transfer to and from the socio-economic environment. Elective activities include: participation in a journal club/students' research club/thematic talks; managing own grant; a research internship at another



institution; participation in a research, commercialization, knowledge implementation/dissemination project, as well as popular science publications.

## Learning outcomes

### §5

The learning outcomes of the study program implemented at the Doctoral School are based on level 8 of the Polish Qualification Framework. The learning outcomes presented below are divided into knowledge, skills and social competencies for each of the above five thematic blocks covered by the program:

| Graduate of the Doctoral School:              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Block                                         | Knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Social competencies                                                                                                                                                                                                                                                                                                   |
| <b>Block 1. Research skills</b>               | <ul style="list-style-type: none"> <li>- knows the rules for disseminating the results of research or creative activities, including <i>open access</i> (P8S_WG);</li> <li>- knows how to disseminate the results of scientific or creative activities, including in popular forms;</li> <li>- is aware of ethical principles and research integrity in conducting academic, scientific or creative activities;</li> <li>- knows about available grant competitions including visual arts funding programs;</li> <li>- is prepared for teaching (P8S_WG);</li> </ul> | <ul style="list-style-type: none"> <li>- can write a scientific article and prepare a paper for a scientific conference;</li> <li>- can present the results of research or creative activities;</li> <li>- is able to prepare a grant application or an art project funding application;</li> <li>- is able to plan and conduct teaching activities using modern methods and tools (P8S_UU);</li> <li>- is able to participate in scientific discourse and communicate on specialized topics to the extent that enables active participation in an international scientific or cultural environment (P8S_UK);</li> </ul> | <ul style="list-style-type: none"> <li>- is ready to recognize the importance of knowledge in solving cognitive and practical problems (P8_KK);</li> <li>- is ready to fulfill the social obligations of researchers and creators as well as initiate activities in favor of the public interest (P8S_KO);</li> </ul> |
| <b>Block 2. Methodology and research work</b> | <ul style="list-style-type: none"> <li>- knows and is able to apply the methodology of scientific research in the discipline;</li> <li>- has the necessary knowledge to plan research;</li> <li>- has specialized knowledge of the developed research problem;</li> </ul>                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>- is able to apply methodological knowledge to set goals, define research questions and hypotheses, as well as plan and implement the research intentions;</li> <li>- is able to collect data;</li> <li>- critically analyze it;</li> <li>- is able to interpret the results of scientific research and draw conclusions;</li> </ul>                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>- is ready to critically evaluate research methods, techniques and tools (P8S_KK);</li> <li>- understands a different methodological point of view (P8S_KO);</li> </ul>                                                                                                        |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                           |
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|                                                  | <ul style="list-style-type: none"> <li>- is familiar with data analysis methods and techniques;</li> <li>- is familiar with programs for data analysis (P8S_WG);</li> </ul>                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>- is able to develop and creatively apply research methods, techniques and tools;</li> <li>- is able to use knowledge from various fields of science to plan and implement research;</li> <li>- is able to evaluate the quality of a knowledge source from a methodological perspective (P8S_UW);</li> </ul>                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                           |
| <b>Block 3. Mentoring and career development</b> | <ul style="list-style-type: none"> <li>- knows and understands the process of preparing for a PhD;</li> <li>- is aware of the psychosocial conditions of scientific or creative work;</li> <li>- knows how to plan their work and influence their efficiency;</li> <li>- knows the goals, methods and techniques of mentoring support in the academic world (P8S_WG);</li> </ul> | <ul style="list-style-type: none"> <li>- can consciously plan and act on behalf of their own development;</li> <li>- can plan individual scientific or creative ventures;</li> <li>- can inspire and organize the development of others;</li> <li>- can seek, use, and provide peer mentoring;</li> <li>- is able to critically analyze and evaluate expert and other creative works, as well as critically evaluate their own contribution to the development of the scientific discipline;</li> <li>- is able to use knowledge of the research or creative process in planning their own activities (P8S_UU);</li> </ul> | <ul style="list-style-type: none"> <li>- can think and act within the academic community in an independent, creative and entrepreneurial manner;</li> <li>- takes the initiative in creating new ideas and searching for innovative solutions;</li> <li>- shares experience, knowledge and inspires others to develop (P8S_KR)</li> </ul> |

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                       |
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| <p><b>Block 4. Lectures and scientific seminars</b> (within a given discipline and interdisciplinary ones)</p> | <ul style="list-style-type: none"> <li>- knows and understands the existing body of work of the represented scientific discipline in the degree allowing to critically evaluate and revise existing paradigms;</li> <li>- knows and understands the latest scientific or creative achievements and international developments including theoretical basis and general issues for a given discipline;</li> <li>- knows and understands selected specific issues, related to their own specialization;</li> <li>- knows the main development trends of their discipline (P8S_WG);</li> <li>- recognizes the broader context of scientific and research activities, among others: the fundamental dilemmas of modern civilization, economic, legal, ethical and other relevant conditions of scientific or creative activity (P8S_WK)</li> </ul> | <ul style="list-style-type: none"> <li>- is able to use knowledge from their discipline and other disciplines to identify, formulate and solve complex problems in an innovative way, as well as perform tasks of a research or creative nature;</li> <li>- is able to critically evaluate the achievements and own contributions within their discipline;</li> <li>- is able to respect the rules of intellectual property and ownership of the business (P8S_UW);</li> </ul> | <ul style="list-style-type: none"> <li>- is ready to critically evaluate the achievements of the represented discipline and critically assess their own contribution to its development (P8S_KR);</li> <li>- is ready to represent their position during substantive discussions, including those of an interdisciplinary nature (P8S_KK);</li> </ul> |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                       |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p><b>Block 5.</b><br/> <b>Collaboration with</b><br/> <b>research/creative</b><br/> <b>centers</b><br/> <b>or teams and with</b><br/> <b>the</b><br/> <b>socio-</b><br/> <b>economic</b><br/> <b>environment</b></p> | <p>- knows and understands the basic principles of transferring knowledge to the economic and social environment and commercializing results of their Scientific activities (P8S_WK);</p> | <p>- is able to plan and carry out individual and team research or creative projects, including in the international teams (P8S_UO).<br/> - is able to transfer the results of their scientific or creative activities to the economic, social and cultural environment;<br/> - is able to disseminate the results of scientific or creative activity, including in popular forms (P8S_UW);<br/> - is able to initiate a debate<br/> - is able to think and act in an entrepreneurial manner;<br/> - is able to prepare recommendations for the public and private sectors (P8S_UK);</p> | <p>- is ready to fulfill social obligations of the researcher or creator, initiate efforts for the benefit of public interest and think and act in an entrepreneurial manner (P8S_KO);<br/> - is willing to uphold and develop the ethos of the research or creative community by conducting scientific or creative activities in an independent manner, respecting the principle of public ownership of the results of scientific or creative activities taking into account the principles of intellectual property protection (P8S_KR);</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Resolution No. 120/2023**  
**of the Senate of the SWPS University**  
**Dated December 15, 2023**  
**on the Amendment of Resolution No. 80/2022**  
**of the Senate of the SWPS University of Social Sciences and Humanities**  
**as of December 16, 2022**  
**on Determining the Study Program**  
**at the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**from the Academic Year 2023/2024**

On the basis of Article 28 section 1 item 12 and Article 201 sections 3 and 4 of the Act of July 20, 2018 — the Law on Higher Education and Science, and paragraph 11 section 1 item 9 and paragraph 62 section 5 of the Statute of the SWPS University, after consulting the Doctoral Student Government of the SWPS University, the Senate of the SWPS University decides as follows:

**§ 1**

In Resolution No. 80/2022 of the Senate of the SWPS University of Social Sciences and Humanities dated December 16, 2022, on determining the study program at the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities from the academic year 2023/2024 (hereinafter referred to as: “**Resolution No. 80/2022**”, the Senate of the SWPS University introduces the following changes:

- 1) the title of Resolution No. 80/2022 is amended as follows:  
“on Determining the Study Program at the SWPS University's Doctoral School”;
- 2) paragraph 1 section 1 of Resolution No. 80/2022 shall be replaced by the following:  
“1. The Senate of the SWPS University determines the study program at the SWPS University's Doctoral School in the wording constituting an appendix to this Resolution”;

- 3) in the appendix to Resolution No. 80/2022 (Study Program at the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities remaining in effect from the academic year 2023/2024), hereinafter referred to as: “**Study program**” the Senate of the SWPS University introduces the following changes:
- a) the title of the study program is changed to:  
“Study Program at the SWPS University’s Doctoral School”;
  - b) the words “Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities” used in the study program, both in singular and plural, are replaced by the words “SWPS University’s Doctoral School”, used in singular or plural, accordingly;
  - c) in paragraph 3 in item 5, the word “and” is replaced by a comma, and after the words “fine arts and art conservation” the words “and political and administrative sciences” are added;
  - d) after paragraph 4, paragraph 4<sup>1</sup> is added with the following wording:

#### **„§ 4<sup>1</sup>**

1. A Doctoral Student who has been admitted to the Doctoral School in a discipline other than the one in which they completed their studies is obligated to supplement their knowledge in the selected discipline by passing an exam in three out of five subjects selected by the supervisor and approved by the Director of the Doctoral School, no later than by the end of the second year of studies at the Doctoral School.
2. A Doctoral Student may be fully or partially released by the Director of the Doctoral School from the obligation referred to in section 1, under the rules set out in the SWPS University’s Doctoral School Regulations.”

#### **§ 2**

The consolidated text of the Study program, including the changes referred to in paragraph 1 item 3, constitutes an appendix to this Resolution.

#### **§ 3**

The Resolution comes into force on October 1, 2024, and applies to the studies started at the SWPS University's Doctoral School from the academic year 2023/2024.

Chair of the Senate  
of the SWPS University

Professor Roman Cieślak

## **The Study Program of the Doctoral School of SWPS University**

### **General assumptions and principles of the educational process in the Doctoral School at the SWPS University**

#### **§1**

1. The study program at the **Doctoral School of the SWPS University** (hereinafter referred to as: Doctoral School), prepares for research, creative and didactic work and allows for achieving learning outcomes at level 8 of the Polish Qualification Framework (8 PRK) in the following fields:
  - 1) advanced knowledge related to the area of ongoing **scientific research or creative activity, including the latest developments in science or fine arts and design;**
  - 2) knowledge of research methodology and the ability to conduct scientific research and teaching activities, including the use of new technologies in educating students;
  - 3) social competences relating to scientific and research or creative activities and the social role of the scholar or creator.
2. The **Doctoral School study program** supports the process of knowledge acquisition, skills and competencies needed in modern academic work.

#### **§2**

Studying at the Doctoral School provides the conditions for:

1. taking advantage the study program including: compulsory and elective classes, academic and didactic practice and own activity, aimed at achieving the learning outcomes in knowledge, skills and competencies at level 8 of the Polish Qualification Framework;
2. participating in the life of the university and the scientific community;
3. implementing an individual research plan (IPB) and conducting independent scientific research or creative activities;
4. conducting a mid-term evaluation;
5. cooperating within domestic and international research or creative centers and teams (including informal ones);
6. preparing a dissertation or a series of articles by Doctoral Students supervised by a Supervisor/Supervisors or a Supervisor and an Assistant Supervisor, as well as at least one of the following:



- 1) publication in the form of a scientific monograph or a chapter in such a monograph issued by a publishing house that, in the year of publication in its final form, was included in a list compiled in accordance with the law or;
- 2) at least one scientific article in a peer-reviewed scientific journal  
Included in the list of scientific journals or;
- 3) at least one scientific article published in peer-reviewed materials from an international conference.

### §3

The study program at the Doctoral School is based on the following assumptions:

1. the program is interdisciplinary in nature and is implemented through:
  - 1) both discipline-specific and interdisciplinary activities included in the program;
  - 2) conducting research at the intersection of various fields and disciplines.
2. doctoral theses represent a high scientific standard achieved through competitive recruitment to the Doctoral School, expert Supervisor faculty and adequate preparation of Doctoral Students for their research, creative and academic tasks;
3. the program provides a choice of classes and activities, depending on individual needs and interests;
4. the classes provided in the program teach the skills necessary to function effectively in today's academic world and in the broader socio-economic environment;
5. the framework of the program is the same for all disciplines (psychology, cultural and religious sciences, sociological sciences, literary studies, fine arts and art conservation, political and administrative sciences ), but the specific program content offered within each discipline is different and may change annually;
6. the classes are conducted in Polish or English;
7. The Doctoral Students are provided with support (including financial, depending on available funds) for, among other things, their participation in scientific conferences. This is to enable the Doctoral Students to achieve the highest possible standards in their academic work and level of knowledge, skills and social competence, as well as to promote the internationalization of education;
8. The Doctoral Students are offered a mentoring program to support the process of conscious scientific or creative development and career planning for scientific, didactic-scientific, artistic or artistic-didactic careers, which at the same time fosters a culture of experience exchange in the Students' community;
9. the total amount of classes covered in the program for the entire course of study includes 30 ECTS credits from compulsory classes plus 12 ECTS credits from elective classes and activities. In total, the Doctoral Students have to accumulate 42 ECTS credits;
10. classes at the Doctoral School are conducted exclusively on a full-time basis; more than half of the study program requires attendance at the organizational unit conducting it (Warsaw or Wroclaw) and is carried out as full-time teaching and research work requiring direct participation of academic teachers, Supervisors and Doctoral Students.

**Activities covered in the Doctoral School,  
corresponding ECTS credits and forms of completion**

**§4**

1. The selection of courses in the Doctoral School for a given academic year, together with the list of subjects, number of hours, form of classes, form of credit and number of ECTS credits, is the subject of a resolution to be adopted by the Interdisciplinary Doctoral School Council.
2. Classes are divided into compulsory, elective and self-activity:
  - 1) compulsory classes form the basis of the program; the Doctoral Students are required to pass all of them to earn 30 ECTS credits during their studies;
  - 2) as for elective classes and activities - the Doctoral Students select them depending on their needs and interests and their offer in a given academic year; the Doctoral Students are required to accumulate 12 ECTS credits;
3. The education program is spread over four years and is divided into five thematic, integrated blocks:
  - 1) Block 1. Academic Skills;
  - 2) Block 2. Methodology and research work;
  - 3) Block 3. Mentoring and career development;
  - 4) Block 4. Lectures and scientific seminars (within a given discipline and interdisciplinary ones);
  - 5) Block 5. Collaboration with research/creative centers or teams and with the socio-economic environment.
4. In the course of their education, the Doctoral Students have to obtain the required number of ECTS credits and pass compulsory and elective classes according to the table below:

| <b>Block</b>                              | <b>Scope</b>                                                                                                                                                                                                                                                                                      | <b>Number of ECTS to be obtained in the block in 4 years of education</b> |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Block 1. Academic skills                  | academic writing; teaching practice; preparing conference speeches and grant applications; ethics in science and respecting intellectual property; commercialization of research and creative activity                                                                                            | compulsory: 11 ECTS<br>elective: 2-5 ECTS                                 |
| Block 2. Methodology and research work/   | doctoral seminars; activity in research centers; research methodology and planning; data analysis (quantitative, qualitative, mixed approaches)                                                                                                                                                   | compulsory: 8 ECTS<br>elective: 2-10 ECTS                                 |
| Block 3. Mentoring and career development | planning a scientific, scientific-didactic, artistic or artistic-didactic career taking into account the transfer between the university and the socio-economic environment through individual mentoring support consultations with the supervisor in doctoral seminars; peer-mentoring workshops | compulsory: 2 ECTS<br>elective: 1-9 ECTS                                  |
| Block 4. Lectures and scientific seminars | lectures and seminars within a given discipline and interdisciplinary ones (compulsory and elective), including lectures by invited guests                                                                                                                                                        | compulsory: 5 ECTS                                                        |

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | elective: 1-3 ECTS                                    |
| Block 5. Collaboration with research/creative centers or teams and with the socio-economic environment/ | compulsory research internship at a center and/or in a research or creative group, as well as classes in knowledge transfer to and from the socio-economic environment; journal club, students' research club, thematic talks, managing a research project; research internship at another institution; participation in a research or commercialization project; or implementation or dissemination of scientific knowledge (including outside the university), as well as popular science publications | compulsory: 4 ECTS<br>elective: 2-12 ECTS             |
|                                                                                                         | Total ECTS in the education program                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | compulsory: 30 ECTS<br>elective: a minimum of 12 ECTS |

## 5. Objectives and description of each thematic block:

### Block 1. Academic skills

Classes in Block 1 enable the Doctoral Students to acquire and develop the skills necessary to present research results (including creative activities) in scientific publications and conference speeches in Poland and abroad, as well as to prepare for raising funds for the implementation of research and creative ideas. Block 1 includes the following compulsory courses: academic writing; preparing conference speeches and grant applications; ethics in science and respecting intellectual property; Teaching practice is also carried out in this block. In terms of compulsory self-activity, parallel to the preparation of the PhD dissertation, the following is required: (1) participation in the Doctoral Students' Scientific Session (speech or poster); (2) presentation before the scientific council of a given discipline or members of the Research Center, necessary for the initiation of the doctoral procedure; and (3) teaching practice. As part of Block 1 elective classes and activities, Doctoral Students can consult on their grant application and participate in scientific conferences (with an authored or co-authored paper or poster).

### Block 2. Methodology and research work

The purpose of Block 2 is to provide the Doctoral Students with advanced methodological and research knowledge of the applied methods, techniques, research tools and programs supporting data analysis used in research processes. Compulsory classes include: methodology and research planning (in a given discipline) and quantitative or qualitative data analysis. Doctoral seminars (meetings or consultations with supervisor(s) or a supervisor and assistant supervisor) are also mandatory. Regular and active participation in doctoral seminars is crucial both for the acquisition of methodological knowledge and for the progress of own research work. In each year of studies, the Doctoral Students have to receive credit for their Doctoral seminar (1 ECTS per year).

Block 2 elective courses and activities include advanced classes in: quantitative/qualitative data analysis with the support of state-of-the-art software; advanced research methodology, e.g., interdisciplinary research. Credit is also given for participation in Summer/Winter Doctoral Sessions, as well as workshops and trainings.

### **Block 3. Mentoring and career development**

The purpose of Block 3 is to develop the potential of adept researchers, to help them make informed plans for the development of their scientific, creative or teaching careers, and to support the Doctoral Students in the process of obtaining their degrees. Compulsory classes include: workshop 0: Introduces Doctoral Students to the III stage studies at the very beginning, helps them orient themselves to the requirements and plan their study schedule and dissertation work; the PhD seminar is carried out under the supervision of a Supervisor/Supervisors or a Supervisor and an Assistant Supervisor supporting Doctoral Students in the development and implementation of their individual research and dissertation plan, incorporating and supervising research and teaching activities. Classes and activities to choose from in the mentoring program include peer mentoring conversations and counseling on planning the development of an academic, creative or teaching career (theoretical and practical aspects).

### **Block 4. Scientific lectures and seminars (within a given discipline and interdisciplinary ones)/**

The purpose of Block 4 is to enable the Doctoral Students to take core courses for their discipline, but also to gain interdisciplinary knowledge. Courses are selected from those offered in a given academic year. This block includes core discipline classes (on the nature of paradigms, theories, concepts and approaches), interdisciplinary seminars, as well as guest and open lectures. The selected topics are related to the development of research in the discipline and the university's efforts to innovate, internationalize and obtain external funding for such activities.

**Block 5. Collaboration with research/creative centers or teams and with the socio-economic environment** The purpose of Block 5 is to develop the Doctoral Students' ability to cooperate with research/creative centers or teams. This allows the students to get immersed in the scientific or creative world, gain scientific and academic practice, contribute to the academic community, gain skills to prepare articles and other scientific papers, participate in scientific discussions, learn critical thinking, observe the development of academic careers of colleagues. Block 5 also includes objectives related to commercialization and dissemination of the results of research and creative activity outside the academic sphere, as well as providing principles of knowledge transfer between the university and the socio-economic environment. The block includes mandatory scientific internships and a course on the challenges of knowledge transfer to and from the socio-economic environment. Elective activities include: participation in a journal club/students' research club/thematic talks; managing own grant; a research internship at another

institution; participation in a research, commercialization, knowledge implementation/dissemination project, as well as popular science publications.

**„§ 4<sup>1</sup>**

1. A Doctoral Student who has been admitted to the Doctoral School in a discipline other than the one in which they completed their studies is obligated to supplement their knowledge in the selected discipline by passing an exam in three out of five subjects selected by the supervisor and approved by the Director of the Doctoral School, no later than by the end of the second year of studies at the Doctoral School.
2. A Doctoral Student may be fully or partially released by the Director of the Doctoral School from the obligation referred to in section 1, under the rules set out in the SWPS University's Doctoral School Regulations.”

**Learning outcomes**

**§5**

The learning outcomes of the study program implemented at the Doctoral School are based on level 8 of the Polish Qualification Framework. The learning outcomes presented below are divided into knowledge, skills and social competencies for each of the above five thematic blocks covered by the program:

|       | Graduate of the Doctoral School: |        |                     |
|-------|----------------------------------|--------|---------------------|
| Block | Knowledge                        | Skills | Social competencies |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Block 1. Research skills</b></p>               | <ul style="list-style-type: none"> <li>- knows the rules for disseminating the results of research or creative activities, including <i>open access</i> (P8S_WG);</li> <li>- knows how to disseminate the results of scientific or creative activities, including in popular forms;</li> <li>- is aware of ethical principles and research integrity in conducting academic, scientific or creative activities;</li> <li>- knows about available grant competitions including visual arts funding programs;</li> <li>- is prepared for teaching (P8S_WG);</li> </ul> | <ul style="list-style-type: none"> <li>- can write a scientific article and prepare a paper for a scientific conference;</li> <li>- can present the results of research or creative activities;</li> <li>- is able to prepare a grant application or an art project funding application;</li> <li>- is able to plan and conduct teaching activities using modern methods and tools (P8S_UU);</li> <li>- is able to participate in scientific discourse and communicate on specialized topics to the extent that enables active participation in an international scientific or cultural environment (P8S_UK);</li> </ul> | <ul style="list-style-type: none"> <li>- is ready to recognize the importance of knowledge in solving cognitive and practical problems (P8_KK);</li> <li>- is ready to fulfill the social obligations of researchers and creators as well as initiate activities in favor of the public interest (P8S_KO);</li> </ul> |
| <p><b>Block 2. Methodology and research work</b></p> | <ul style="list-style-type: none"> <li>- knows and is able to apply the methodology of scientific research in the discipline;</li> <li>- has the necessary knowledge to plan research;</li> <li>- has specialized knowledge of the developed research problem;</li> </ul>                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>- is able to apply methodological knowledge to set goals, define research questions and hypotheses, as well as plan and implement the research intentions;</li> <li>- is able to collect data;</li> <li>- critically analyze it;</li> <li>- is able to interpret the results of scientific research and draw conclusions;</li> </ul>                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>- is ready to critically evaluate research methods, techniques and tools (P8S_KK);</li> <li>- understands a different methodological point of view (P8S_KO);</li> </ul>                                                                                                        |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | <ul style="list-style-type: none"> <li>- is familiar with data analysis methods and techniques;</li> <li>- is familiar with programs for data analysis (P8S_WG);</li> </ul>                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>- is able to develop and creatively apply research methods, techniques and tools;</li> <li>- is able to use knowledge from various fields of science to plan and implement research;</li> <li>- is able to evaluate the quality of a knowledge source from a methodological perspective (P8S_UW);</li> </ul>                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                           |
| <b>Block 3. Mentoring and career development</b> | <ul style="list-style-type: none"> <li>- knows and understands the process of preparing for a PhD;</li> <li>- is aware of the psychosocial conditions of scientific or creative work;</li> <li>- knows how to plan their work and influence their efficiency;</li> <li>- knows the goals, methods and techniques of mentoring support in the academic world (P8S_WG);</li> </ul> | <ul style="list-style-type: none"> <li>- can consciously plan and act on behalf of their own development;</li> <li>- can plan individual scientific or creative ventures;</li> <li>- can inspire and organize the development of others;</li> <li>- can seek, use, and provide peer mentoring;</li> <li>- is able to critically analyze and evaluate expert and other creative works, as well as critically evaluate their own contribution to the development of the scientific discipline;</li> <li>- is able to use knowledge of the research or creative process in planning their own activities (P8S_UU);</li> </ul> | <ul style="list-style-type: none"> <li>- can think and act within the academic community in an independent, creative and entrepreneurial manner;</li> <li>- takes the initiative in creating new ideas and searching for innovative solutions;</li> <li>- shares experience, knowledge and inspires others to develop (P8S_KR)</li> </ul> |

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| <p><b>Block 4. Lectures and scientific seminars</b> (within a given discipline and interdisciplinary ones)</p> | <ul style="list-style-type: none"> <li>- knows and understands the existing body of work of the represented scientific discipline in the degree allowing to critically evaluate and revise existing paradigms;</li> <li>- knows and understands the latest scientific or creative achievements and international developments including theoretical basis and general issues for a given discipline;</li> <li>- knows and understands selected specific issues, related to their own specialization;</li> <li>- knows the main development trends of their discipline (P8S_WG);</li> <li>- recognizes the broader context of scientific and research activities, among others: the fundamental dilemmas of modern civilization, economic, legal, ethical and other relevant conditions of scientific or creative activity (P8S_WK)</li> </ul> | <ul style="list-style-type: none"> <li>- is able to use knowledge from their discipline and other disciplines to identify, formulate and solve complex problems in an innovative way, as well as perform tasks of a research or creative nature;</li> <li>- is able to critically evaluate the achievements and own contributions within their discipline;</li> <li>- is able to respect the rules of intellectual property and ownership of the business (P8S_UW);</li> </ul> | <ul style="list-style-type: none"> <li>- is ready to critically evaluate the achievements of the represented discipline and critically assess their own contribution to its development (P8S_KR);</li> <li>- is ready to represent their position during substantive discussions, including those of an interdisciplinary nature (P8S_KK);</li> </ul> |
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|                                                                                                                                 |                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p><b>Block 5.</b><br/><b>Collaboration with research/creative centers or teams and with the socio-economic environment</b></p> | <p>- knows and understands the basic principles of transferring knowledge to the economic and social environment and commercializing results of their Scientific activities (P8S_WK);</p> | <p>- is able to plan and carry out individual and team research or creative projects, including in the international teams (P8S_UO).<br/>- is able to transfer the results of their scientific or creative activities to the economic, social and cultural environment;<br/>- is able to disseminate the results of scientific or creative activity, including in popular forms (P8S_UW);<br/>- is able to initiate a debate<br/>- is able to think and act in an entrepreneurial manner;<br/>- is able to prepare recommendations for the public and private sectors (P8S_UK);</p> | <p>- is ready to fulfill social obligations of the researcher or creator, initiate efforts for the benefit of public interest and think and act in an entrepreneurial manner (P8S_KO);<br/>- is willing to uphold and develop the ethos of the research or creative community by conducting scientific or creative activities in an independent manner, respecting the principle of public ownership of the results of scientific or creative activities taking into account the principles of intellectual property protection (P8S_KR);</p> |
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**Resolution No. 116/2024**  
**of the Senate of SWPS University**  
**Dated December 20, 2024,**  
**on Amending Resolution No. 80/2022**  
**of the Senate of SWPS University of Social Sciences and Humanities**  
**Dated December 16, 2022,**  
**on Establishing the Teaching Program**  
**of the Doctoral School of SWPS University**

Pursuant to Article 28 section 1 pt. 12 and Article 201 sections 3 and 4 of the Act of July 20, 2018 - the Law on Higher Education and Science, and § 11 section 1 pt. 9 and section 2, and § 62 section 5 of the Statute of the SWPS University, having consulted with the Doctoral Student Government of SWPS University, the Senate of SWPS University hereby enacts:

**§ 1**

The Senate of SWPS University hereby amends Resolution No. 80/2022 of the Senate of SWPS University of Social Sciences and Humanities dated December 16, 2022, on establishing the teaching program of the Doctoral School of SWPS University (as amended), hereinafter referred to as the **“Amended Resolution”**, in such a way that, in the annex to the Amended Resolution (hereinafter referred to as the **“Teaching Program”**):

- 1) in § 1, after section 2, a section 3 is added with the following wording:  
“3. Education at the Doctoral School lasts 4 years.”;
- 2) in § 2:
  - a) in pt. 1, the word “teaching” is replaced with the word “professional”;
  - b) the previous designations of pts. 2-6 receive the designations of pts. 3-7, and pt. 2 is given the following wording:  
“2. pursuing professional internships by conducting classes or participating in conducting classes in a minimum scope of 10 teaching hours annually in year 1, 2, and 3 of education;”;
- 3) in § 3:
  - a) pt. 9 is given the wording:  
“9. the total scope of classes included in the complete teaching program is 34 ECTS credits from obligatory classes and 12 ECTS credits from elective classes and activities. In total, Doctoral Students are required to complete 46 ECTS credits;”;

b) pt. 10 is given the wording:

“10. classes at the Doctoral School are conducted both in full-time mode and part-time mode; a portion of the Doctoral Student teaching program requires attendance at the organizational unit (Warsaw or Wrocław) responsible for teaching classes. This portion is completed as full-time classes and scientific work and requires the direct participation of academic teachers, Supervisors, and Doctoral Students.”;

4) in § 4:

a) in section 2 pt. 1 the words “30 ECTS credits” are replaced with “34 ECTS credits”;

b) in the table referred to in section 4:

– in the row “Block. 1. Academic skills”, in the column “Scope”, the row is given the wording:

“academic writing; professional internship; preparing conference speeches and grant applications; ethics in science and respecting intellectual property; commercialization of research and creative activity; substantive preparation for teaching classes with the use of new technologies.”;

– in the row “Block. 1. Academic skills”, in the column “Number of ECTS credits required in the block during 4 years of education”, the row is given the wording:

“obligatory: 15 ECTS credits elective: 2 to 5 ECTS credits”;

– in the row “Total ECTS credits in the teaching program”, in the column “Number of ECTS credits required in the block during 4 years of education”, the row is given the wording:

“obligatory: 34 ECTS credits elective: a minimum of 12 ECTS credits”;

c) in section 5:

– the content entitled „Block 1. Academic skills” is given the wording:

“Block 1 classes are designed to help Doctoral Students acquire and develop the skills needed to present research results, including creative activities, in scientific publications and during speeches given at conferences in Poland and abroad, as well as to prepare them to secure funding for the implementation of research and creative ideas. As part of this block, obligatory courses are conducted in the fields of: academic writing; preparing conference speeches and grant applications; ethics in science and respecting intellectual property. This block also includes professional internships and theory classes, training to teach classes with the use of new technologies. As part of obligatory individual activity, in addition to writing the doctoral thesis, the following

requirements must be met: (1) participation in the Doctoral Students' Scientific Session (two speeches given in English); (2) a speech given before the scientific board of the given discipline or members of the Research Center, required to initiate the procedure for conferring a doctoral degree and (3) a professional internship in a minimum scope of 10 teaching hours annually in year 1, 2, and 3 of education. As part of the offer of elective classes and activities included in Block 1, a Doctoral Student may receive consultations on their grant application and participate in scientific conferences (presenting their own or co-authored paper or poster).";

- in the content entitled „Block 3. Mentoring and career development”, the words “education on the 3rd level” are replaced with the word “academic”.

## **§ 2**

The uniform text of the Teaching Program, including the amendments referred to in § 1, constitutes an annex to this resolution.

## **§ 3**

The remaining provisions of the Amended Resolution remain unchanged.

## **§ 4**

This Resolution shall come into force as of the date of its adoption and:

- 1) is applicable to education at the Doctoral School of SWPS University commencing in the 2025/2026 academic year,
- 2) in the scope of the amendments specified in § 1 pt. 1, pt. 2, pt. 3(b), pt. 4(c) indent two of this resolution – is applicable to education at the Doctoral School of SWPS University commenced before the 2025/2026 academic year.

Chairman of the Senate  
of SWPS University

Prof. dr hab. Roman Cieślak

**The Teaching Program  
of the Doctoral School  
of SWPS University**

**General Principles and Regulations for the Teaching Process at  
the Doctoral School  
of SWPS University**

**§1**

1. The Teaching Program of the **Doctoral School of SWPS University** (hereinafter referred to as the Doctoral School) prepares individuals for research, creative, and teaching work and enables them to acquire learning outcomes at level 8 of the Polish Qualifications Framework (8 PQF) in the scope of:
  - 1) advanced knowledge in the field associated with the relevant area of **scientific research or creative activity, covering the latest achievements in science or visual arts, including design;**
  - 2) knowledge of research methodology and skills associated with conducting research and teaching classes, including with the use of new technologies for teaching students;
  - 3) social competencies associated with the scientific and research activity or the creative and social role of a scholar or creator.
2. The teaching program of **the Doctoral School** supports the process of acquiring knowledge, skills, and competencies required in contemporary academic work.
3. Education at the Doctoral School lasts 4 years.

**§2**

Education at the Doctoral School creates conditions for:

1. completing the teaching program which includes: obligatory classes, elective classes, science and professional internships, and individual activity, leading to the attainment of learning outcomes associated with knowledge, skills, and competencies at level 8 of the Polish Qualifications Framework;
2. pursuing professional internships by conducting classes or participating in conducting classes in a minimum scope of 10 teaching hours annually in year 1, 2, and 3 of education;
3. participating in university life and the scientific environment;
4. completing an individual research plan (IRP) and conducting independent scientific research or creative activity;
5. conducting a midterm evaluation;
6. collaborating as part of domestic and international research or creative centers and teams (including ones of an informal nature);

7. preparing a doctoral thesis or a collection comprising a cycle of articles under the guidance of a Supervisor or Supervisors, or a Supervisor and an Auxiliary Supervisor, and at least one of the following:
  - 1) a publication in the form of a scientific monograph or a chapter in such a monograph, issued by a publishing house which was formally listed on the date said monograph was published in its final form, or;
  - 2) at least one scientific publication in a peer-reviewed scientific journal included in the official list of scientific journals, or;
  - 3) at least one scientific article published in peer-reviewed materials from an international conference.

### **§3**

The Teaching Program of the Doctoral School is based on the following principles:

1. the program is interdisciplinary and is completed by means of:
  - 1) participating in the program of classes which is both specific to the discipline in question and interdisciplinary in nature;
  - 2) conducting research across various fields and disciplines.
2. doctoral theses represent a high scientific standard as a result of recruitment into the Doctoral School through a search procedure, the professionalism of science Supervisors, and the Doctoral Students' preparation to undertake research, creative, and academic tasks;
3. the curriculum enables selection from a list of classes and activities depending on individual needs and interests;
4. the classes included in the program develop skills necessary to function efficiently in the contemporary academic world and in a broader socioeconomic environment;
5. the framework of the program is identical for each discipline (psychology, culture and religion studies, sociology, literary studies, fine arts and art conservation, and political and administrative sciences), however, specific curricular content offered as part of individual disciplines is different and may be subject to annual changes;
6. classes are conducted in Polish or English;
7. Doctoral Students receive support (including funds, depending on the available resources), notably for their participation in scientific conferences. This is to enable Doctoral Students to achieve the highest standards in scientific work and the highest level of knowledge, skills, and social competencies, and to facilitate the internationalization of education;
8. Doctoral Students are offered a mentoring program to support the process of conscientious scientific or creative development and the planning of a career in science and research, teaching and research or arts and research, arts and teaching, and to form a culture of experience sharing in the Doctoral Students' environment;
9. the total scope of classes included in the complete teaching program is 34 ECTS credits from obligatory classes and 12 ECTS credits from elective classes and activities. In total, Doctoral Students are required to complete 46 ECTS credits;
10. classes at the Doctoral School are conducted both in full-time mode and part-time mode; a portion of the Doctoral Student teaching program requires attendance at the organizational unit (Warsaw

or Wrocław) responsible for teaching classes. This portion is completed as full-time classes and scientific work and requires the direct participation of academic teachers, Supervisors, and Doctoral Students.

**Classes included in the Doctoral School's program,  
the applicable ECTS credits, and means of passing**

**§4**

1. The offer of classes at the Doctoral School in the given academic year, along with the list of courses, the number of hours, the mode of classes, means of passing, and number of ECTS credits, are specified in a resolution taken by the Board of the Interdisciplinary Doctoral School.
2. Classes include obligatory classes, elective classes, and independent activity:
  - 1) obligatory classes form the core program; Doctoral Students must pass all obligatory classes, acquiring 34 ECTS credits in the course of their education;
  - 2) elective classes and activities – Doctoral Students independently choose elective classes based on their needs and interests, and the offer for the given academic year; Doctoral Students are obligated to acquire 12 ECTS credits;
3. The teaching program spans four years and is divided into five integrated thematic blocks:
  - 1) Block 1. Academic skills;
  - 2) Block 2. Research methodology and work;
  - 3) Block 3. Mentoring and career development;
  - 4) Block 4. Science lectures and seminars (in the relevant discipline and interdisciplinary);
  - 5) Block 5. Collaboration with research or creative centers or teams and with the socioeconomic environment.
4. In the course of their education, Doctoral Students are obligated to acquire the necessary number of ECTS credits and to pass both obligatory classes and those selected from the offer of elective classes, in accordance with the following table:

| <b>Block</b>                            | <b>Scope</b>                                                                                                                                                                                                                                                                                 | <b>Number of ECTS credits required in the block during 4 years of education</b> |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Block 1. Academic skills                | academic writing; professional internship; preparing conference speeches and grant applications; ethics in science and respecting intellectual property; commercialization of research and creative activity; substantive preparation for teaching classes with the use of new technologies. | obligatory: 15 ECTS credits<br>elective: 2 to 5 ECTS credits                    |
| Block 2. Research methodology and work/ | doctoral seminars; research center activity; research methodology and planning; data analyses (quantitative, qualitative, mixed methods)                                                                                                                                                     | obligatory: 8 ECTS credits<br>elective: 2 to 10 ECTS credits                    |

|                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |
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| Block 3. Mentoring and career development                                                      | planning a science and research, teaching and research, or arts and research career, an arts and teaching career, and a career with transfer between the university and the socioeconomic environment, through individual consultations with the supervisor on mentoring support as part of doctoral seminars; peer mentoring workshops                                                                                                                                                                | obligatory: 2 ECTS credits<br>elective: 1 to 9 ECTS credits           |
| Block 4. Science lectures and seminars                                                         | discipline-related and interdisciplinary lectures and seminars (obligatory and elective), including guest lectures                                                                                                                                                                                                                                                                                                                                                                                     | obligatory: 5 ECTS credits<br>elective: 1 to 3 ECTS credits           |
| Block 5. Collaboration with research teams and centers and with the socioeconomic environment/ | obligatory science internship in the center and/or in a research or creative group, as well as classes on the transfer of knowledge to and from the socioeconomic environment; journal club, academic club, thematic seminars, conducting research projects; research internship at another institution; participation in a project aimed at research, commercialization, implementation, or the dissemination of scientific knowledge (also outside the university), and popular science publications | obligatory: 4 ECTS credits<br>elective: 2 to 12 ECTS credits          |
|                                                                                                | Total ECTS credits in the teaching program                                                                                                                                                                                                                                                                                                                                                                                                                                                             | obligatory: 34 ECTS credits<br>elective: a minimum of 12 ECTS credits |

## 5. Aim and description of each thematic block:

### Block 1. Academic skills

Block 1 classes are designed to help Doctoral Students acquire and develop the skills needed to present research results, including creative activities, in scientific publications and during speeches given at conferences in Poland and abroad, as well as to prepare them to secure funding for the implementation of research and creative ideas. As part of this block, obligatory courses are conducted in the fields of: academic writing; preparing conference speeches and grant applications; ethics in science and respecting intellectual property. This block also includes professional internships and theory classes, training to teach classes with the use of new technologies. As part of obligatory individual activity, in addition to writing the doctoral thesis, the following requirements must be met: (1) participation in the Doctoral Students' Scientific Session (two speeches given in English); (2) a speech given before the scientific board of the given discipline or members of the Research Center, required to initiate the procedure for conferring a doctoral degree and (3) a professional internship in a minimum scope of 10 teaching hours annually in year 1, 2, and 3 of education. As part of the offer of elective classes and activities included in Block 1, a Doctoral Student may receive consultations on their grant application and participate in scientific conferences (presenting their own or co-authored paper or poster).

### Block 2. Research methodology and work

Block 2 is designed to provide Doctoral Students with advanced methodology- and research-



related knowledge on the methods, techniques, and tools applied in research, as well as data analysis programs utilized in research procedures. Obligatory classes primarily include courses on: research methodology and planning (within the given discipline), as well as quantitative or qualitative data analysis. Doctoral seminars (meetings or consultations between the doctoral student and their supervisor or supervisors, or supervisor and auxiliary supervisor). Doctoral Students' regular and active participation in doctoral seminars is key to acquiring methodology-related knowledge and progressing original research work. In every year of education, Doctoral Students are required to pass their Doctoral Seminar (1 ECTS credit each year).

Elective courses and activities in Block 2 include advanced classes on: quantitative / qualitative data analysis supported by the latest programs; advanced research methodology, such as interdisciplinary research. Participation in Summer School or Winter School, as well as workshops and training courses, is also recognized.

### **Block 3. Mentoring and career development**

Block 3 is designed to develop the potential of novice researchers, assist them with the informed planning of their scientific, creative, or teaching career growth, and to support Doctoral Students in the process of obtaining their doctoral degree. Obligatory classes include: the 0 workshop: At the start of the doctoral procedure, which introduces Doctoral Students to the academic environment, facilitates navigating the requirements and planning the education schedule and thesis work; the doctoral seminar conducted under the guidance of the Supervisor or Supervisors, or Supervisor and Auxiliary Supervisor, who support the Doctoral Students in establishing and completing individual research plans and planning their doctoral thesis work, introducing and supervising scientific and teaching activity. Elective classes and activities as part of the mentoring program include peer mentoring seminars and advice on planning the development of a scientific, creative, or teaching career (theoretical and practical aspects).

### **Block 4. Science lectures and seminars (in the relevant discipline and interdisciplinary)/**

Block 4 is designed to facilitate Doctoral Students' participation in core courses for the given discipline, as well as the acquisition of interdisciplinary knowledge. Courses are selected from a list applicable to the given academic year. This block includes courses in the core discipline (conducted as a review of paradigms, theories, concepts, and approaches), interdisciplinary seminars, as well as lectures delivered by guests and open lectures. The choice of subject matter is associated with research progress in the respective discipline, as well as the university's activities in the field of innovations, internationalization, and securing external funds for this type of work.

### **Block 5. Collaboration with research teams and centers and with the socioeconomic environment**

Block 5 is designed to develop the Doctoral Students' collaboration skills with the chosen research center, and research or creative team. Collaboration with research centers facilitates entering the scientific or creative environment, gaining practical scientific and academic experience, co-creating the academic community, acquiring the skills necessary to write scientific articles and other works, participating in science-related discussions, learning critical thinking, witnessing the

academic growth of colleagues. Additionally, Block 5 involves pursuing goals associated with commercializing and disseminating the results of research and creative activity outside the academic realm, as well as teaching the rules of knowledge transfer between the university and the socioeconomic environment. The block includes an obligatory science internship and a course on the challenges of knowledge transfer to and from the socioeconomic environment. Elective activities include participation in a journal club / academic club / thematic seminars; management of one's own grant; a research internship at another institution; involvement in a project aimed at research, commercialization, implementation / scientific knowledge dissemination, and popular science publications.

#### §4<sup>1</sup>

1. Doctoral Students admitted to the Doctoral School in a discipline other than the one associated with their completed studies shall be obligated to acquire the necessary knowledge in the selected discipline by passing an examination in three courses of their choice from a list of five courses specified by the supervisor and approved by the Director of the Doctoral School, no later than the end of the second year of their Doctoral School education.
2. The Director of the Doctoral School may discharge a Doctoral Student from the obligation referred to in section 1 in part or in full, in accordance with the rules stated in SWPS University's Doctoral School Regulations.

### Learning outcomes

#### §5

The learning outcomes included in the teaching program conducted at the Doctoral School are based on level 8 of the Polish Qualifications Framework. The learning outcomes are divided into knowledge, skills, and social competencies for each of the aforementioned thematic blocks covered by the program:

| Doctoral School Graduates:      |                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                             |
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| Block                           | Knowledge                                                                                                                                                                                                                                                                                                                                                                                                  | Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Social competencies                                                                                                                                                                                                                                                                                         |
| <b>Block 1. Research skills</b> | <ul style="list-style-type: none"> <li>- is familiar with the rules of disseminating the results of research or creative activity, also in <i>open access</i> mode (P8S_WG);</li> <li>- knows how to disseminate the results of scientific or creative activity, also in popular formats;</li> <li>- is aware of the ethical principles and research diligence applicable to academic activity,</li> </ul> | <ul style="list-style-type: none"> <li>- is able to write a scientific article and prepare a paper for a scientific conference;</li> <li>- is able to present the results of research or creative activity;</li> <li>- is able to write a grant application or an application for artistic project funding;</li> <li>- is able to plan and teach classes using contemporary methods and tools (P8S_UU);</li> <li>- is able to participate in scientific discourse and</li> </ul> | <ul style="list-style-type: none"> <li>- is prepared to recognize the importance of knowledge in resolving cognitive and practical problems (P8_KK);</li> <li>- is prepared to fulfill the social obligations of a researcher and creator and initiate actions that benefit the public (P8S_KO);</li> </ul> |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                |
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|                                                  | <p>scientific research, or creative activity;</p> <ul style="list-style-type: none"> <li>- is familiar with the available grant competitions, including visual arts funding programs;</li> <li>- is prepared to teach classes (P8S_WG);</li> </ul>                                                                                                                                                                | <p>communicate on specialist topics</p> <p>to a degree that enables active involvement with the international scientific or cultural environment (P8S_UK);</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                |
| <b>Block 2. Research methodology and work</b>    | <ul style="list-style-type: none"> <li>- is familiar with can use the scientific research methodology of the given discipline;</li> <li>- has the knowledge needed to plan research;</li> <li>- has specialist knowledge in the area of the analyzed research problem;</li> <li>- is familiar with data analysis techniques and methods;</li> <li>- is familiar with data analysis programs (P8S_WG);</li> </ul>  | <ul style="list-style-type: none"> <li>- is able to apply knowledge of methodology to establish goals, define research questions and hypotheses, as well as plan and achieve research aims;</li> <li>- is able to gather data;</li> <li>- is able to critically analyze data;</li> <li>- is able to interpret the results of scientific research and draw conclusions;</li> <li>- is able to enhance and creatively apply research methods, techniques, and tools;</li> <li>- is able to utilize knowledge in various fields of science to plan and conduct research;</li> <li>- is able to assess the quality of a source of knowledge from a methodological perspective (P8S_UW);</li> </ul> | <ul style="list-style-type: none"> <li>- is prepared to critically assess research methods, techniques, and tools (P8S_KK);</li> <li>- understands a different, methodological point of view (P8S_KO);</li> </ul>                                                                                                                              |
| <b>Block 3. Mentoring and career development</b> | <ul style="list-style-type: none"> <li>- knows and understands the preparation process for a doctorate;</li> <li>- is aware of the psychological and social determinants of research and creative work;</li> <li>- knows how to plan their work and affect their efficiency;</li> <li>- is familiar with the goals, methods, and techniques of mentoring support in the academic environment (P8S_WG);</li> </ul> | <ul style="list-style-type: none"> <li>- is able to intentionally plan and act towards their own development;</li> <li>- is able to plan individual scientific and creative endeavors;</li> <li>- is able to inspire and organize the development of other individuals;</li> <li>- is able to seek, utilize, and deliver peer mentoring support;</li> <li>- is able to critically analyze and assess expert activity and other creative work, as well as critically assess their own contribution to the development of the given scientific discipline;</li> <li>- is able to utilize knowledge about the research or creative process when</li> </ul>                                        | <ul style="list-style-type: none"> <li>- is able to think and act in an academic environment in an independent, creative, and entrepreneurial manner;</li> <li>- demonstrates initiative in forming new ideas and seeking innovative solutions;</li> <li>- shares their experience and knowledge, inspiring others to grow (P8S_KR)</li> </ul> |

|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                           |
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|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | planning their own activity (P8S_UU);                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                           |
| <b>Block 4. Science lectures and seminars</b><br>(in the relevant discipline and interdisciplinary); | <ul style="list-style-type: none"> <li>- is familiar with and understands the body of knowledge in the relevant scientific discipline to a degree that enables critically assessing and revising existing paradigms;</li> <li>- is familiar with and understands the latest scientific and creative achievements, as well as the global body of knowledge comprising the fundamental theories and general topics in the given discipline;</li> <li>- is familiar with and understands selected detailed topics associated with their own specialization;</li> <li>- is familiar with the primary growth trends in the given discipline (P8S_WG);</li> <li>- recognizes the broader context of scientific and research activity, such as the fundamental dilemmas of contemporary civilization and the economic, legal, ethical, and other relevant determinants of scientific and creative activity (P8S_WK);</li> </ul> | <ul style="list-style-type: none"> <li>- is able to apply knowledge of their own discipline and other disciplines to identify, formulate, and provide novel solutions to complex problems, and complete research or creative tasks;</li> <li>- is able to critically assess the body of knowledge, as well as their own contribution, in the given discipline;</li> <li>- is able to respect the principles of intellectual property and proprietorship (P8S_UW);</li> </ul> | <ul style="list-style-type: none"> <li>- is prepared to critically assess the body of knowledge in the represented discipline as well as their own contribution to that discipline's development (P8S_KR);</li> <li>- is prepared to convey their own position in substantive discussions, including in an interdisciplinary context (P8S_KK);</li> </ul> |

|                                                                                                                       |                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p><b>Block 5.</b><br/><b>Collaboration with research teams and centers or with the socioeconomic environment</b></p> | <p>- is familiar with and understands the fundamental principles of transferring knowledge into the socioeconomic sphere, and commercializing the results of scientific activity (P8S_WK);</p> | <p>- is able to plan and complete research or creative endeavors both individually and in teams, including in an international environment (P8S_UO);<br/>- is able to transfer the results of scientific or creative activity into the economic, social, and cultural sphere;<br/>- is able to disseminate the results of scientific or creative activity, also in popular formats (P8S_UW);<br/>- is able to initiate debates;<br/>- is able to think and act in an entrepreneurial manner;<br/>- is able to formulate recommendations for the public and private sector (P8S_UK);</p> | <p>- is prepared to fulfill the social obligations of a researcher and creator, initiate actions that benefit the public, and think and act in an entrepreneurial manner (P8S_KO);<br/>- is prepared to uphold and enhance the ethos of research or creative environments by independently pursuing scientific or creative activity and observing the principle of public ownership of the outcomes of scientific or creative activity in the context of intellectual property protection (P8S_KR);</p> |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



**INDYWIDUALNY PLAN BADAWCZY (IPB)**  
**OBEJMUJĄCY KSZTAŁCENIE W SZKOLE DOKTORSKIEJ**  
**UNIwersYTETU SWPS**  
**INDIVIDUAL RESEARCH PLAN (IRP)**  
**IN THE DOCTORAL SCHOOL OF SWPS UNIVERSITY**

Zgodnie z zapisami art. 202 ust. 1 PSWiN oraz § 10 oraz § 11 ust. 1 Regulaminu Szkoły Doktorskiej – Doktorant, w uzgodnieniu z promotorem lub promotorami, opracowuje indywidualny plan badawczy zawierający w szczególności harmonogram przygotowania rozprawy doktorskiej i przedstawia go podmiotowi prowadzącemu szkołę doktorską w terminie 12 miesięcy od dnia rozpoczęcia kształcenia. W przypadku wyznaczenia promotora pomocniczego plan jest przedstawiany po zaopiniowaniu przez tego promotora. Realizacja IPB podlega ocenie śródkresowej na koniec drugiego roku kształcenia i kończy się wynikiem pozytywnym albo negatywnym, zaś jej wynik wraz z uzasadnieniem jest jawny<sup>1</sup>.

*In accordance with the provisions of Art. 202 section 1 PSWiN and § 10 and § 11 section 1 of the Regulations of the Doctoral School – doctoral students, in consultation with the doctoral student supervisor(s), shall draw up an individual research plan including in particular a schedule for the preparation of the doctoral dissertation and they shall submit it to the entity operating the doctoral school within 12 months of the date of the commencement of education. If an assistant supervisor is appointed, the plan shall be presented after the provision of opinion by that supervisor. The mid-term evaluation shall end with a positive or negative result. The result of the evaluation, together with the justification, shall be public.*

**CZĘŚĆ I. INFORMACJE OGÓLNE**  
**PART 1. GENERAL INFORMATION**

|                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------------------------|--|
| Imię i nazwisko Doktoranta/ki<br>Full name of the Doctoral student                                                    |  |
| Numer albumu<br>Student no                                                                                            |  |
| Dyscyplina naukowa<br>Scientific discipline                                                                           |  |
| Tytuł/stopień naukowy, imię i nazwisko promotora/ki głównego/ej<br>Title/academic degree, full name of the supervisor |  |

<sup>1</sup> Niedopełnienie wykonania planowanych działań i osiągnięcia innych efektów działalności naukowej przewidzianych w IPB może doprowadzić do negatywnego wyniku oceny śródkresowej, a co za tym idzie do skreślenia z listy doktorantów Szkoły Doktorskiej Uniwersytetu SWPS.

<sup>1</sup> Failure to implement the planned activities and achieve other effects of scientific activity provided for in IRP may lead to a negative result of the mid-term evaluation, and thus to removal from the list of doctoral students of the Doctoral School of SWPS University.



|                                                                                                                                                                           |                                                                                                                                                                                                                                              |
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| Tytuł/stopień naukowy, imię i nazwisko promotora/ki pomocniczego/ej (jeśli został włączony)<br>Title/academic degree, full name of the assistant supervisor (if included) |                                                                                                                                                                                                                                              |
| Planowany temat rozprawy doktorskiej polsku i/lub angielsku<br>Planned topic of the doctoral dissertation in Polish and/or English                                        |                                                                                                                                                                                                                                              |
| Wskazanie planowanej formy rozprawy doktorskiej:<br>Planned form of the doctoral dissertation:                                                                            | <input type="checkbox"/> monografia naukowa<br>scientific monograph<br><input type="checkbox"/> zbiór opublikowanych i powiązanych tematycznie artykułów naukowych<br>a collection of published and thematically related scientific articles |
| Planowany termin złożenia rozprawy doktorskiej<br>Planned date for submitting the doctoral dissertation                                                                   |                                                                                                                                                                                                                                              |

**CZĘŚĆ II. KONSPEKT ROZPRAWY DOKTORSKIEJ (załącznik 1)**  
**PART II. OUTLINE OF THE DOCTORAL DISSERTATION (attachment 1)**

Konspekt należy dołączyć do formularza IPB jako osobny dokument (maksymalnie 5 stron, czcionką 12 p., Times New Roman z interlinią 1,5).

Konspekt powinien zawierać następujące elementy:

- a) przegląd teoretyczny wraz z wskazaniem luki badawczej;
- b) pytania badawcze i hipotezy lub tezy;
- c) opis metodologii, metod badawczych i narzędzi;
- d) wskazanie formy rozprawy doktorskiej:
  - i. monografii naukowej lub zbioru opublikowanych i nieopublikowanych powiązanych tematycznie artykułów naukowych opatrzonych autorem (uwzględniając szczegółowe rekomendacje dotyczące cyklu prac i autoreferatu określone przez właściwą radę naukową instytutu);
  - ii. w dyscyplinie sztuki plastyczne i konserwacja dzieł sztuki rozprawę doktorską może stanowić praca projektowa, konstrukcyjna, technologiczna lub wdrożeniowa, a także samodzielna i wyodrębniona część pracy zbiorowej;
  - iii. rozprawa doktorska może składać się z cyklu prac opublikowanych i nieopublikowanych;
- e) wstępny przegląd literatury i wstępną bibliografię;
- f) termin złożenia rozprawy doktorskiej;



The outline should be attached to the IPB form as a separate document (maximum 5 pages, 12-point font, Times New Roman with 1.5 line spacing).

The outline should contain the following elements:

- a) theoretical overview with an indication of the research gap;
- b) research questions and hypotheses or theses;
- c) description of the methodology, research methods and tools;
- d) indication of the form of the doctoral dissertation:
  - i. scientific monograph or collection of published and unpublished thematically related scientific articles with a self-review (taking into account detailed recommendations regarding the cycle of works and the self-review specified by the relevant scientific council of the institute);
  - ii. in the discipline of fine arts and conservation of works of art, a doctoral dissertation may be a design, construction, technological or implementation work, as well as an independent and separate part of a collective work;
  - iii. a doctoral dissertation may consist of a cycle of published and unpublished works;
- e) a preliminary literature review and a preliminary bibliography;
- f) the deadline for submitting the doctoral dissertation;

**CZĘŚĆ III. HARMONOGRAM PRACY NAD ROZPRAWĄ DOKTORSKĄ (INNY W PRZYPADKU MONOGRAFII, INNY W PRZYPADKU TEMATYCZNEGO ZBIORU PUBLIKACJI)**

**PART III. SCHEDULE OF WORK ON THE DOCTORAL DISSERTATION (DIFFERENT IN THE CASE OF MONOGRAPHY, DIFFERENT IN THE CASE OF THE THEMATIC COLLECTION OF PUBLICATIONS)**

| Szczegółowe zadania w toku pracy nad rozprawą doktorską, w tym planowane badania, wyjazdy naukowe, konferencje, itp.<br>Detailed tasks during the work on the doctorate, including planned research, conferences etc. | Plan półroczny/Half-year plan |   |               |   |               |   |               |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---|---------------|---|---------------|---|---------------|---|
|                                                                                                                                                                                                                       | Rok/Year<br>1                 |   | Rok/Year<br>2 |   | Rok/Year<br>3 |   | Rok/Year<br>4 |   |
|                                                                                                                                                                                                                       | 1                             | 2 | 1             | 2 | 1             | 2 | 1             | 2 |
|                                                                                                                                                                                                                       |                               |   |               |   |               |   |               |   |
|                                                                                                                                                                                                                       |                               |   |               |   |               |   |               |   |
|                                                                                                                                                                                                                       |                               |   |               |   |               |   |               |   |





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\* Uwaga: Tabelę należy traktować jak diagram Gantta, wypełniając kolorem poszczególne komórki (półrocza danego roku akademickiego), w którym zaplanowane będzie określone działanie. **Należy dodawać liczbę wierszy w zależności od potrzeb.**

\* Note: The table should be treated as a Gantt diagram, filling in with color the individual cells (six months of a given academic year) in which a specific action will be planned. **Add the number of lines as needed.**

| <b>CZĘŚĆ IV. PLANOWANE EFEKTY DZIAŁALNOŚCI NAUKOWEJ</b><br><b>PART IV. PLANNED EFFECTS OF RESEARCH ACTIVITIES</b>                                                |                                                                     |                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>EFEKTY</b><br><b>EFFECTS</b>                                                                                                                                  | <b>Przed oceną śródkresową</b><br><b>Before mid-term evaluation</b> | <b>Po ocenie śródkresowej</b><br><b>After mid-term evaluation</b> |
| Publikacje<br>Publications                                                                                                                                       |                                                                     |                                                                   |
| Wystąpienia konferencyjne<br>Conference presentations                                                                                                            |                                                                     |                                                                   |
| Aplikacje grantowe, w których doktorant będzie pełnił funkcję kierownika projektu<br>Grant applications in which the PhD student will act as the project manager |                                                                     |                                                                   |
| Aplikacje grantowe, w których doktorant będzie pełnił funkcję członka zespołu<br>Grant applications in which the PhD student will serve as a team member         |                                                                     |                                                                   |



|                                                                                                  |  |  |
|--------------------------------------------------------------------------------------------------|--|--|
| Działania<br>popularyzujące wiedzę<br>naukową<br>Activities popularizing<br>scientific knowledge |  |  |
| Inne planowane efekty<br>(jakie?)<br>Other planned effects<br>(what?)                            |  |  |

**CZĘŚĆ V. EFEKTY UCZENIA SIĘ NA POZIOMIE 8. POLSKIEJ RAMY KWALIFIKACJI ZAKŁADANE DO OSIĄGNIĘCIA W WYNIKU REALIZACJI INDYWIDUALNEGO PLANU BADAWCZEGO (załącznik 2)**  
**PART V. LEARNING OUTCOMES AT LEVEL 8 OF THE POLISH QUALIFICATION FRAMEWORK ASSUMED TO ACHIEVE AS A RESULT OF IMPLEMENTING AN INDIVIDUAL RESEARCH PLAN (attachment 2)**

- wypełnia Promotor/ka  
- to be completed by the supervisor

**EWENTUALNE ZMIANY W INDYWIDUALNYM PLANIE BADAWCZYM<sup>2</sup>**  
**CHANGES IN THE INDIVIDUAL RESEARCH PLAN**

Informacja o wprowadzonych zmianach w odniesieniu do poprzedniej wersji IPB wraz z podaniem i udokumentowaniem przyczyn zmian:

Information about the changes made in relation to the previous IRP version, together with the specification and documentation of the reasons for the changes:

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.....  
data i czytelny podpis Doktoranta/ki do całości IPB  
date and the signature of the Doctoral student to whole IRP

<sup>2</sup> Uwaga! Wypełniać tylko wtedy, kiedy zmiany będą niezbędne.

<sup>2</sup> Attention! Complete only when changes are necessary.



|                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Indywidualny Plan Badawczy został przygotowany w uzgodnieniu z promotorem/promotorami</b><br><b>The Individual Research Plan was prepared in agreement with the supervisor/supervisors</b> |  |
| Data i czytelny podpis Promotora/ki głównego/ej<br>Date and signature of the supervisor                                                                                                       |  |
| Data i czytelny podpis Promotora/ki pomocniczego/ej<br>Date and signature of the assistant supervisor                                                                                         |  |

|                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Przyjęcie i akceptacja Indywidualnego Planu Badawczego</b><br><b>Acceptance of the Individual Research Plan</b>                                                                            |  |
| Data złożenia IPB w Biurze Szkoły Doktorskiej i podpis osoby przyjmującej dokument<br>Date of submitting IRP to the Doctoral School Office and signature of the person accepting the document |  |
| Data przyjęcia/odrzucenia IPB i czytelny podpis Dyrektora Szkoły Doktorskiej<br>Date of acceptance/rejection of IRP and signature of the Director of the Doctoral School                      |  |
| Uwagi:<br>Comments:                                                                                                                                                                           |  |

**Załączniki:**

**Attachments:**

1. Konspekt rozprawy doktorskiej – wytyczne znajdują się w części II tego formularza.
2. Efekty uczenia się na poziomie 8. Polskiej Ramy Kwalifikacji zakładane do osiągnięcia w wyniku realizacji Indywidualnego Planu Badawczego.
1. Outline of the doctoral dissertation – guidelines can be found in part II of this form.
2. Learning outcomes at level 8 of the Polish Qualifications Framework assumed to be achieved as a result of the implementation of the Individual Research Plan.



Appendix 2 Learning outcomes to be achieved as a result of the Individual Research Plan (IPB) - **to be completed by the Supervisor**

*A PhD student at the Doctoral School earns level 8 of the Polish Qualifications Framework. Indicate which of the learning outcomes have been implemented as part of the Individual Research Plan planned with the PhD student.*

| Learning outcome characteristics category              | Descriptive category - fundamental aspects                            | Description component code | Level 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | IPB |
|--------------------------------------------------------|-----------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Doctoral School graduate knows and understands:</b> |                                                                       |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |
| <b>Knowledge</b>                                       | Scope and depth - completeness of cognitive perspective and relations | P8S_WG                     | to the extent that it is possible to revise existing paradigms - the world's achievements, including theoretical foundations, general issues and selected specific issues - appropriate to the given scientific discipline;<br><br>main development trends of the scientific disciplines encompassed by the studies;<br><br>research methodology;<br><br>rules for disseminating the results of scientific activity, including through open access;                     |     |
|                                                        | Context - determinants, results                                       | P8S_WK                     | fundamental dilemmas of modern civilization;<br><br>economic, legal, ethical and other relevant conditions of scientific activity;<br><br>basic principles of knowledge transfer to the economic and social spheres and commercializing the results of scientific activity and the know-how associated with these results.                                                                                                                                              |     |
| <b>Doctoral School graduate is able to:</b>            |                                                                       |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |
| <b>Skills</b>                                          | Using knowledge to solve problems and perform tasks                   | P8S_UW                     | use knowledge from various fields of science or the to creatively identify, formulate and innovatively solve complex problems or perform tasks of a research nature, in particular: <ul style="list-style-type: none"><li>– define the purpose and object of scientific research, formulate a research hypothesis</li><li>– develop methods, techniques and research tools and creatively apply them</li><li>– infer from the results of scientific research;</li></ul> |     |



|                                              |                                                                                                                                                  |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                              |                                                                                                                                                  |        | <p>make a critical analysis and evaluation of the results of scientific research, expert activities and other creative works and their contribution to the development of knowledge;</p> <p>transfer the results of scientific activity to the economic and social spheres.</p>                                                                                                                                                                                                                                       |  |
|                                              | Communicating - receiving and creating statements and messages, disseminating knowledge in the scientific community and using a foreign language | P8S_UK | <p>communicate on specialized topics to a degree that enables active participation in the international scientific community;</p> <p>disseminate the results of scientific or creative activity, including in popular forms;</p> <p>initiate debates;</p> <p>participate in scientific discourse;</p> <p>speak a foreign language at the B2 level of the Common European Framework of Reference for Languages to a degree that enables participation in an international scientific and professional environment.</p> |  |
|                                              | Organizing work - planning and teamwork                                                                                                          | P8S_UO | plan and implement individual and team research or creative projects, including international ones.                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|                                              | Learning - planning own development and the development of others                                                                                | P8S_UU | <p>independently plan and act for their own development and inspire and organize the development of others;</p> <p>plan classes or groups of classes and implement them using modern methods and tools;</p>                                                                                                                                                                                                                                                                                                           |  |
| <b>Doctoral School graduate is ready to:</b> |                                                                                                                                                  |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Social competencies</b>                   | Critical evaluation                                                                                                                              | P9S_KK | <p>critically evaluate achievements within a given scientific discipline;</p> <p>critically evaluate own contribution to the development of a given scientific discipline;</p> <p>recognize the importance of knowledge in solving cognitive and practical problems;</p>                                                                                                                                                                                                                                              |  |
|                                              | Responsibility - fulfilling social obligations and acting in the public interest                                                                 | P8S_KO | <p>fulfill social obligations of researchers and creators;</p> <p>initiate actions for the public interest;</p>                                                                                                                                                                                                                                                                                                                                                                                                       |  |



|  |                                                                  |        |                                                                                                                                                                                                                                                                                                                                                                   |  |
|--|------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |                                                                  |        | think and act in an entrepreneurial manner;                                                                                                                                                                                                                                                                                                                       |  |
|  | Professional role -<br>developing independence<br>and work ethos | P8S_KR | sustain and develop the ethos of research and creative communities, including: <ul style="list-style-type: none"><li>– conducting scientific activities in an independent manner,</li><li>– respecting the principle of public ownership of the results of scientific activity, taking into account the principles of intellectual property protection.</li></ul> |  |

**Supervisor's opinion on the scientific quality of the results of the PhD student's research work presented for evaluation  
and the obtained learning outcomes, along with their link to the PhD thesis**

.....  
Supervisor's signature and date

| GENERAL INFORMATION ABOUT COURSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Course title: Writing grant proposals (Niezbędnik grantowy)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |
| Academic Year 2022/2023 semester: winter/summer*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Discipline: Social Sciences                                                                         | Language of the course: English                                                                                                                                                                                                                                                  | Form of classes: Seminar                                        |
| Number of hours in the study plan: 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | The total number of hours of the doctoral student's work<br>1 ECTS = 25-30 h                        |                                                                                                                                                                                                                                                                                  | Number of ECTS: 1                                               |
| LECTURER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |
| Name, academic title/degree:<br>Prof. Tomasz Zaleskiewicz<br>Prof. Agata Gasiorowska<br>Monika Mikolajczak                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Doctoral School of Social Sciences and Humanities SWPS University of Social Sciences and Humanities | E-mail address: <a href="mailto:tzaleskiewicz@swps.edu.pl">tzaleskiewicz@swps.edu.pl</a> ; <a href="mailto:agasierowska@swps.edu.pl">agasierowska@swps.edu.pl</a> ; <a href="mailto:mmikolajczak@swps.edu.pl">mmikolajczak@swps.edu.pl</a><br><br>Office hours: Contact by email |                                                                 |
| COURSE DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |
| <b>Aims of the course:</b><br>The main aim of the course is to familiarize students with various aspects of preparing applications for funding research projects. The classes are divided into 3 parts. Part 1 covers issues related to the preparation of a research problem, planning research tasks, budget and research team. Part 2 presents the technical aspects of competitions for project funding (types of calls, funding institutions, osf system, etc.). Part 3 is devoted to the details of preparing a proposal under one of the NCN calls. |                                                                                                     |                                                                                                                                                                                                                                                                                  | <b>Admission requirements:</b>                                  |
| DETAILED TOPIC OF CLASSES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                     |                                                                                                                                                                                                                                                                                  | <b>Literature for specific classes or for the whole course:</b> |
| <b>Teaching forms:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |
| 1. Development of a research problem; sequence of work on the project; evaluation criteria for application; budget construction; building a research team                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                     |                                                                                                                                                                                                                                                                                  | Materials prepared by lecturers.                                |
| 2. Institutions that fund research projects; principles of operation of the National Science Center; competitions announced by the NCN; formal issues related to the submission of applications; formal elements of applications; application procedures at SWPS University                                                                                                                                                                                                                                                                                |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |
| 3. Submission of applications under the NCN call for proposals; what to consider when preparing the application; setting up your own account in osf; elements of the application                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |
| 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                 |

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| Scope of the effect      | Course learning outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Symbol           |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Knowledge</b>         | <ul style="list-style-type: none"> <li>Knows the rules of dissemination of research results, also in the <i>open access</i> mode</li> <li>Knows how to disseminate the results of scientific activity, also in popular forms, including preparing a conference presentation and a scientific publication;</li> <li>Is aware of the ethical principles and research diligence in conducting scientific research and academic activity;</li> <li>Is aware of the accessible grant competitions;</li> <li>Is prepared to run academic classes</li> </ul> | P8S_WG           |
| <b>Skills</b>            | <ul style="list-style-type: none"> <li>Can write a scientific article and prepare a presentation for a scientific conference</li> <li>Can present research results</li> <li>Knows how to prepare a grant application</li> </ul>                                                                                                                                                                                                                                                                                                                       | P8S_UU           |
|                          | <ul style="list-style-type: none"> <li>Knows how to plan and conduct classes using the most modern methods and tools</li> <li>Is able to take part in the academic discourse and communicate on specialist topics to a degree that he or she is able to actively participate in the international scientific environment</li> </ul>                                                                                                                                                                                                                   | P8S_UK           |
| <b>Social Competence</b> | <ul style="list-style-type: none"> <li>Is ready to acknowledge the significance of knowledge in cognitive and practical problem solving</li> <li>Is ready to fulfil the social commitments of researchers and creators as well as initiate actions for public interest;</li> <li>Is ready to speak in public, take part in discussions and scientific discourse</li> </ul>                                                                                                                                                                            | P8S_KK<br>P8S_KO |

| METHODS OF VERIFYING THE LEARNING OUTCOMES (ASSIGNMENTS TO BE COMPLETED TO PASS THE COURSE)* | Number of points |
|----------------------------------------------------------------------------------------------|------------------|
| Participation in the classes                                                                 | 50               |
| Preparation of a proposal to be submitted as the NCN Preludium grant                         | 50               |

\* Types of proposed tasks: test (written, multiple choice, oral), quiz, essay, homework, in-class activities (e.g. individual and group presentations)



| ACTIVITY OF THE DOCTORAL STUDENT:*                                                                                                                       | TOTAL NUMBER OF HOURS OF THE DOCTORAL STUDENT: |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1. Reading and analysis of assigned texts.                                                                                                               | 4                                              |
| 2. Writing original grant proposal.<br><br><i>Please write a presentation / project depending on the indicated tasks verifying the learning outcomes</i> | 18                                             |
| 3. Participation in classes, active participation in discussions and team work during classes                                                            | 6                                              |
|                                                                                                                                                          |                                                |

\* Please select the doctoral student's activity and assign the estimated number of hours so that the total number of hours of the doctoral student agrees with the number of ECTS indicated at the beginning of the table

| DETAILED CONDITIONS*/REQUIREMENTS FOR PASSING THE COURSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Guidelines on the tasks to be performed and deadlines for the submission of work / presentation, etc.</p> <p>Students are requested to prepare their grant proposal. It will be evaluated in two stages: 1) formal evaluation by Scientific Research Office, and 2) substantive evaluation by the Ph.D. supervisor. The project must receive a positive evaluation in both stages.</p> <p>In order to pass the course, it is necessary to achieve from 60 to 100 points</p> <p><i>According to the type of activity, please choose either the reference to the grades or to pass.</i></p> <p>In each case, the number of points determining the limits of passing or individual grades should be given.</p> |

\*A space to enter additional information on final projects (e.g. scope, themes, criteria), tests, the number of absences allowed, the method of assessing activity during classes etc.

| GENERAL INFORMATION ABOUT COURSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                                                                                                                                                                                                                                 |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Course title: <b>Methodology and research planning in the discipline</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |                                                                                                                                                                                                                                                                                 |                          |
| Academic Year 2024/2025 semester: winter/summer*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Discipline: Sociology              | Language of the course: English                                                                                                                                                                                                                                                 | Form of classes: seminar |
| Number of hours in the study plan: 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    | The total number of hours of the doctoral student’s work 45 h                                                                                                                                                                                                                   | Number of ECTS: 2        |
| LECTURER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |                                                                                                                                                                                                                                                                                 |                          |
| Name, academic title/degree:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Doctoral School of SWPS University | E-mail address: ppustulka@swps.edu.pl                                                                                                                                                                                                                                           |                          |
| Dr hab. Paula Pustulka, Professor of the SWPS University                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    | Office hours: Thursday, as stated on Virtual University/ Wirtualna Uczelnia                                                                                                                                                                                                     |                          |
| COURSE DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |                                                                                                                                                                                                                                                                                 |                          |
| <b>Aims of the course:</b><br>This course offers a concise yet comprehensive introduction to research methods in social sciences, with a particular focus on sociology. Starting with the discussion of the stages of the research process, inclusive of planning conceptual, empirical and impact tasks within a designated period of PhD studies, the key methods will be discussed. Paying attention to qualitative, quantitative and mixed-methods research, the students will be able to understand, select and consult (in peer and mentoring settings) approaches that they could then implement in their doctoral projects. Crucially, beyond basic knowledge and overviews, specific elements and level of the course will be tailored to the pre-existing skillset and interests of the attendees. |                                    | <b>Admission requirements:</b><br>1 <sup>st</sup> year of PhD studies in Sociology<br>General understanding of scientific method<br>At least intermediate knowledge and experience with one research method/stream.                                                             |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                    |                                                                                                                                                                                                                                                                                 |                          |
| <b>DETAILED TOPIC OF CLASSES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    | <b>Literature for specific classes or for the whole course:</b>                                                                                                                                                                                                                 |                          |
| <b>Teaching forms:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |                                                                                                                                                                                                                                                                                 |                          |
| 1. Mapping the landscape of contemporary social research:<br>- Roots and branches of empirical sociology.<br>- Baseline (quiz) & a primer in methods and techniques<br>- Key methodological debates.<br>- Research interests, projects and objectives of the course attendees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                    | 1. Bryman, A. (2016). <i>Social research methods</i> . Oxford University Press.<br>2. Denzin, N. K., & Lincoln, Y. S. (Eds.). (2011). <i>The Sage handbook of qualitative research</i> . Sage.<br>3. Babbie, E. R. (2020). <i>The practice of social research</i> . Cengage Au. |                          |

|                                                                                                                                               |                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Research design and research process.<br>Research planning and its challenges.<br>Notes on social research ethics.                         | 4. Tashakkori, A., 1998. <i>Mixed methodology: Combining qualitative and quantitative approaches</i> . Sage.                                                                                                                                                   |
| 3. Qualitative tradition in social research.<br>Overview of usage in sociology, benefits and challenges.<br>Tips & tricks / Basics of MaxQDA. | 5. Creswell, J. (2003) <i>Mixed methods research</i> . Sage.                                                                                                                                                                                                   |
| 4. Quantitative methods in sociology.<br>Overview of usage in sociology, benefits and challenges.<br>Tips & tricks / Basics of SPSS.          | 6. Bornat, J., & Wengraf, T. (2000). <i>The turn to biographical methods in social science</i> (pp. 1-30). P. Chamberlayne (Ed.). Abingdon, UK: Taylor & Francis.                                                                                              |
| 5. Mixed-methods research.<br>Research outputs and impact.<br>Summing up and going forward.                                                   | 7. Devine, F., & Heath, S. (1999). <i>Sociological research methods in context</i> . Bloomsbury Publishing.                                                                                                                                                    |
|                                                                                                                                               | 8. Letherby, G. (2003). <i>Feminist research in theory and practice</i> . McGraw-Hill Education.                                                                                                                                                               |
|                                                                                                                                               | Please note that any edition of the above handbooks can be used.<br>Additionally, be advised that a more tailored list of the course literature will be added and assigned after Class 1, in accordance with the attendees' needs regarding Learning Outcomes. |
|                                                                                                                                               |                                                                                                                                                                                                                                                                |

| Scope of the effect      | Course learning outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Symbol           |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Knowledge</b>         | <ul style="list-style-type: none"> <li>Knows and is able to use scientific research methodology in the given discipline (P8S_WG);</li> <li>Has the essential knowledge to plan research;</li> <li>Has specialist knowledge in the studied area;</li> <li>Knows the methods and techniques of data analysis;</li> <li>Knows the software to analyse data</li> </ul>                                                                                                                                                                                                                                                                                           | P8S_WG           |
| <b>Skills</b>            | <ul style="list-style-type: none"> <li>Knows how to apply methodological knowledge to set a goal, define questions and research hypotheses in order to plan and carry out research plans;</li> <li>Is able to collect data;</li> <li>Is able to analyse them critically;</li> <li>Know how to interpret results of scientific research and draw conclusions;</li> <li>Can develop and creatively apply methods, techniques and research tools;</li> <li>Is able to use knowledge from different areas of science to plan and carry out research</li> <li>Is able to assess the quality of the source of knowledge from the methodical perspective</li> </ul> | P8S_UW           |
| <b>Social Competence</b> | <ul style="list-style-type: none"> <li>Is ready to critically assess the methods, techniques and research tools;</li> <li>Can lead a discussion linked to methodology of research;</li> <li>Understands a different methodological point of view</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  | P8S_KK<br>P8S_KO |

| <b>METHODS OF VERIFYING THE LEARNING OUTCOMES (ASSIGNMENTS TO BE COMPLETED TO PASS THE COURSE)*</b>                                                                                                                                                                                                                                                                   | <b>Number of points</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| In-class participation: taking part in quizzes, discussions of the assigned literature and problem cases, Q&A sessions.                                                                                                                                                                                                                                               | 25                      |
| Open book final exam: the students will be given 5 questions/tasks/cases that they will solve/respond to by applying methodological knowledge and proposing methods-driven solutions. Quiz materials, notes and other knowledge sources (handbooks, GoogleScholar etc.) are allowed during the quiz. There will be one question-task per class, each worth 15 points. | 75                      |

| <b>ACTIVITY OF THE DOCTORAL STUDENT:*</b>           | <b>TOTAL NUMBER OF HOURS OF THE DOCTORAL STUDENT:</b> |
|-----------------------------------------------------|-------------------------------------------------------|
| 1. In-class activities                              | 5                                                     |
| 2. Readings – assigned texts, additional materials. | 15                                                    |
| 3. Final quiz preparations and completion           | 25                                                    |
|                                                     |                                                       |

*\* Please select the doctoral student's activity and assign the estimated number of hours so that the total number of hours of the doctoral student agrees with the number of ECTS indicated at the beginning of the table*

| DETAILED CONDITIONS*/REQUIREMENTS FOR PASSING THE COURSE                                                                                                                                                                                                                           |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Guidelines on the tasks to be performed and deadlines for the submission of work / presentation, etc.                                                                                                                                                                              |     |
| Task 1: In-class participation is worth 25 points. Minimum to pass the class: 15. Students will receive information on their score at the end of Class 5. In case of absences, the students will be required to complete additional assignments to compensate for the points lost. |     |
| Task 2: Information on the open book exam will be posted on GoogleClassroom on the agreed date of the open book exam. Detailed information on the content and format will be included in the post. Range of points: 0-75, minimum to pass: 36                                      |     |
| The number of points accumulated by the student will determine the final grade in accordance with the following scale:                                                                                                                                                             |     |
| 91 – 100 %                                                                                                                                                                                                                                                                         | 5.0 |
| 81 – 90 %                                                                                                                                                                                                                                                                          | 4.5 |
| 71 – 80 %                                                                                                                                                                                                                                                                          | 4.0 |
| 61 – 70 %                                                                                                                                                                                                                                                                          | 3.5 |
| 51 – 60 %                                                                                                                                                                                                                                                                          | 3.0 |
| 0 – 50 %                                                                                                                                                                                                                                                                           | 2.0 |

\*A space to enter additional information on final projects (e.g. scope, themes, criteria), tests, the number of absences allowed, the method of assessing activity during classes etc.

| GENERAL INFORMATION ABOUT COURSE                                                                                                                                                                                                                                                                      |                                                                                                           |                                                                                          |                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Course title: <b>Workshop 0: At the outset of your PhD studies</b>                                                                                                                                                                                                                                    |                                                                                                           |                                                                                          |                                                                     |
| Academic Year 2024/2025<br>semester: winter                                                                                                                                                                                                                                                           | Discipline: psychology                                                                                    | Language of the course: English                                                          | Form of classes: workshop                                           |
| Number of hours in the study plan: 9                                                                                                                                                                                                                                                                  |                                                                                                           | The total number of hours of the doctoral student’s work<br>1 ECTS = 25-30 h             | Number of ECTS: 2                                                   |
| LECTURER                                                                                                                                                                                                                                                                                              |                                                                                                           |                                                                                          |                                                                     |
| Name, academic title/degree:<br>dr hab. Justyna Ziółkowska, prof. SWPS<br>University                                                                                                                                                                                                                  | Doctoral School of Social Sciences and<br>Humanities SWPS University of Social<br>Sciences and Humanities | E-mail address: jziolkowska@swps.edu.pl<br><br>Office hours: meetings to be set by email |                                                                     |
| COURSE DESCRIPTION                                                                                                                                                                                                                                                                                    |                                                                                                           |                                                                                          |                                                                     |
| <b>Aims of the course:</b><br>The aim of the course is to discuss challenges which doctoral students face as well as coping and assistance measures that are available to them. The workshop also has a community-building aim, offering an opportunity for getting to know fellow doctoral students. |                                                                                                           |                                                                                          | <b>Admission requirements:</b><br>----                              |
| DETAILED TOPIC OF CLASSES<br>Teaching forms: Workshops                                                                                                                                                                                                                                                |                                                                                                           |                                                                                          | Literature for specific classes or for the whole course:            |
| - Getting to know fellow doctoral students and getting to know SWPS University.                                                                                                                                                                                                                       |                                                                                                           |                                                                                          | The texts and web pages will be provided on the Classroom platform. |
| - Expectations and challenges of academic and research work.                                                                                                                                                                                                                                          |                                                                                                           |                                                                                          |                                                                     |
| - Strategies, methods and techniques of support in academic and research work.                                                                                                                                                                                                                        |                                                                                                           |                                                                                          |                                                                     |
| - Analysis of personal strengths and weaknesses related to academic and research work.                                                                                                                                                                                                                |                                                                                                           |                                                                                          |                                                                     |
| - Search for individual measures of support in research work and productivity.                                                                                                                                                                                                                        |                                                                                                           |                                                                                          |                                                                     |
| - Individual sessions: discussion of goals and plans for next year                                                                                                                                                                                                                                    |                                                                                                           |                                                                                          |                                                                     |

| Scope of the effect      | Course learning outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Symbol |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Knowledge</b>         | <ul style="list-style-type: none"> <li>- Knows and understands the process of drafting a doctoral thesis;</li> <li>- Is aware of the psychosocial conditions of research work;</li> <li>- Know how to plan one's own work and influence one's own productivity;</li> <li>- Knows the goals, methods and techniques of mentoring support in the academic world</li> </ul>                                                                                                                                                                                                                                                      | P8S_WG |
| <b>Skills</b>            | <ul style="list-style-type: none"> <li>- Can consciously plan and act in favour of one's own development</li> <li>- Can plan individual scientific projects;</li> <li>- Can inspire and organize the development of other people</li> <li>- Can seek, use and provide peer-mentoring support;</li> <li>- Can critically analyse and assess the expert activity and other types of creative work, as well as critically evaluate one's own contribution</li> <li>- into the development of a given scientific discipline;</li> <li>- Can use the knowledge in the research process in planning one's own activities</li> </ul> | P8S_UU |
| <b>Social Competence</b> | <ul style="list-style-type: none"> <li>- Can think and act in the academic environment in an independent, creative and entrepreneurial way;</li> <li>- Shows initiative in creating new ideas and looking for innovative solutions;</li> <li>- Shares experience, knowledge and inspires others to grow (P8S_UU)</li> </ul>                                                                                                                                                                                                                                                                                                   | P8S_KR |

| METHODS OF VERIFYING THE LEARNING OUTCOMES (ASSIGNMENTS TO BE COMPLETED TO PASS THE COURSE)*                                                                                                                                                                                                                                                                                                                              | Number of points |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>To pass the course the student must:</p> <ul style="list-style-type: none"> <li>- Take part in in-class tasks.</li> <li>- Prepare an individual power-point presentation about themselves for the first meeting.</li> <li>- Prepare an individual development plan based on in-class tasks and the analysis of literature.</li> <li>- Take part in the individual session on goals and plans for next year.</li> </ul> | n/a              |

\* Types of proposed tasks: test (written, multiple choice, oral), quiz, essay, homework, in-class activities (e.g. individual and group presentations)

| ACTIVITY OF THE DOCTORAL STUDENT:*                                                                    | TOTAL NUMBER OF HOURS OF THE DOCTORAL STUDENT: |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Reading and analysis of assigned texts. The texts will be provided on the Classroom platform.         | 10                                             |
| Preparation of a power-point presentation about themselves.                                           | 6                                              |
| Preparation of an individual development plan based on in-class tasks and the analysis of literature. | 25                                             |
| Participation in classes, active participation in discussions and teamwork during classes.            | 9                                              |
|                                                                                                       |                                                |

\* Please select the doctoral student's activity and assign the estimated number of hours so that the total number of hours of the doctoral student agrees with the number of ECTS indicated at the beginning of the table

| DETAILED CONDITIONS*/REQUIREMENTS FOR PASSING THE COURSE                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>In order to pass the course, student <u>must complete all the assigned tasks</u>:</p> <ul style="list-style-type: none"> <li>- Take part in in-class tasks</li> <li>- Prepare an individual power-point presentation about themselves for the first meeting</li> <li>- Prepare an individual development plan based on in-class tasks and the analysis of literature.</li> <li>- Take part in the individual session on goals and plans for next year.</li> </ul> |

\*A space to enter additional information on final projects (e.g. scope, themes, criteria), tests, the number of absences allowed, the method of assessing activity during classes etc.



| GENERAL INFORMATION ABOUT COURSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                      |                                                                                 |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------|
| From Anthropocene to Plantationocene: <b>From Anthropocene to Plantationocene. Mastering Nature in Literature and Culture.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                      |                                                                                 |                          |
| Academic Year 2023/2024<br>Summer semester                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Discipline: Literary and Cultural Studies                                            | Language of the course: English                                                 | Form of classes: lecture |
| Number of hours in the study plan:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | The total number of hours of the doctoral student’s work: 30 HRS<br>1 ECTS = 25-30 h |                                                                                 | Number of ECTS: 1        |
| LECTURER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                      |                                                                                 |                          |
| Name, academic title/degree:<br><b>Prof. dr hab. Tadeusz Rachwał</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Doctoral School SWPS University.                                                     | E-mail address: trachwal@swps.edu.pl<br><br>Office hours: on appointment        |                          |
| COURSE DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                      |                                                                                 |                          |
| <b>Aims of the course:</b><br><br>The lecture will be devoted to thinking about ways in which human beings have, as it were, overwritten the world of nature and thus invented themselves as its masters. Though overwriting seems to be a mechanism of erasure, it may also be associated with the notion of palimpsest which hides beneath its surface other, less visible, layers of writing. Studying palimpsests is thus a textual version of what geologists call “stratigraphy” – the study of the layers of rock sedimentation, whose most recent layer is the layer of what has been called Anthropocene, the layer which reflects “rapid global dissemination of novel materials including elemental aluminum, concrete, and plastics that form abundant, rapidly evolving ‘technofossils’”. The lecture proposes a projection of the geological concept of Anthropocene upon humanities (literary and cultural studies, also upon psychology) in order to bring in a perspective on the ways man was posited as nature’s master as well the possibility of overcoming Anthropocene’s “construction of the human biopolitical body as an identity separate to the world around it” (Ballard). Though it seems impossible to erase what Anna Tsing sees as human “signature on Earth”, the |                                                                                      | <b>Admission requirements:</b><br>Fluent command of spoken and written English. |                          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>metaphor of human activities seen as a kind of writing imposing anthropocentric vision of the world in which nature appears as inferior to humans.</p> <p>The themes to be discussed during the lecture will be related to both construction and deconstruction of this division and will be based on a few literary and cultural texts (films, artworks) read with an eye on what Patrick Gamez sees as the “non-anthropocentric thrust” and the place of the non-human world. The course will develop students’ interpretive skills and the ability to academically problematize complex figurations of phenomena associated with anthropocentrism. One more task of the course is to familiarize students with some aspects of post-humanist discourse as an alternative approach to thinking about human condition and place in the world</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DETAILED TOPICS OF CLASSES</b><br><b>Teaching forms:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Literature for specific classes or for the whole course:</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1. anthropocentrism // anthropocene                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2. plantationocene // slavery //                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3. posthumanism and nature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4. returns to nature 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5. returns to nature 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Adams, Matthew, Anthropocene Psychology: Being Human in a More-Than-Human World, 2020. <a href="#">(13) (PDF) Anthropocene Psychology: Being Human in a More-Than-Human World (researchgate.net)</a></p> <p>Ballard, Susan. 2021. <i>Art and Nature in the Anthropocene: Planetary Aesthetics</i>. London and New York: Routledge.</p> <p>Derrida Jacques. 1997 (1967). <i>Of Grammatology</i>. Translated by Gayatri Chakravorty Spivak. Baltimore: John Hopkins University Press.</p> |

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|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <p>Harman, Graham. <i>Object Oriented Ontology: A New Theory of Everything</i>. London: Penguin 2018.</p> <p>Haraway, Donna. <i>Staying with the Trouble. Making Kin in the Chthulucene</i>. Duke University Press, 2016.</p> <p>Herbrechter, Stefan. 2018. "Posthumanism and the Ends of Education." <i>on_education. Journal for Research and Debate</i>, 1.2: 1-5.<a href="https://www.oneducation.net/no-02-september-18/posthumanism-and-the-ends-of-education/">https://www.oneducation.net/no-02-september-18/posthumanism-and-the-ends-of-education/</a></p> <p>Gamez, Patrick, "Metaphysics or Metaphors for the Anthropocene? Scientific Naturalism and the Agency of Things," <i>Open Philosophy</i> 2018; 1: 191–212.</p> <p>González, Jennifer. "The Face and the Public: Race, Secrecy, and Digital Art Practice." <i>Camera Obscura</i> 70, Vol. 24, No. 1, 37-65.</p> <p>Horn, Eva, and Bergthaller, Hannes, <i>The Anthropocene. Key Issues for the Humanities</i>, Routledge, London and New York, 2022.</p> <p>Tsing, Anna et.al. <i>Arts of Living on a Damaged Planet</i>, The University of Minnesota Press, 2017.</p> |
| ... |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Scope of the effect      | Course learning outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Symbol |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Knowledge</b>         | <ul style="list-style-type: none"> <li>Knows and understands the existing achievements in the field so as to be able to critically evaluate and revise the existing paradigms</li> <li>Knows and understands the most recent developments in the field and the global achievements in the theoretical basis and general topics of the given academic field</li> <li>Knows and understands the selected detailed topics linked to one's own specialty;</li> <li>Knows the general tendencies in the given scientific discipline</li> </ul> | P8S_WG |
|                          | <ul style="list-style-type: none"> <li>Sees the larger context of the scientific and research activities, in particular the fundamental dilemmas of the modern civilization, economic, legal and ethical and other crucial factors influencing the scientific activity</li> </ul>                                                                                                                                                                                                                                                         | P8S_WK |
| <b>Skills</b>            | <ul style="list-style-type: none"> <li>Knows how to use the knowledge from the given field and from others to identify, formulate and innovatively solve complex problems and execute research tasks concerning various aspects of war in the contemporary world</li> </ul>                                                                                                                                                                                                                                                               | P8S_UW |
|                          | <ul style="list-style-type: none"> <li>Is able to critically evaluate the achievements of the discipline and to bring in original contribution to it</li> <li>Is able to respect the principles of intellectual property and one's own academic activity</li> </ul>                                                                                                                                                                                                                                                                       | P8S_KR |
| <b>Social Competence</b> | <ul style="list-style-type: none"> <li>Is ready to critically evaluate the achievements of the represented field and to critically assess one's own contribution to its development</li> <li>Is ready to represent one's point of view during thematic discussions, also those of interdisciplinary character</li> </ul>                                                                                                                                                                                                                  | P8S_KK |

| METHODS OF VERIFYING THE LEARNING OUTCOMES (ASSIGNMENTS TO BE COMPLETED TO PASS THE COURSE)*                                                                                                                                                                                                                                                                                                                    | Number of points |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <ul style="list-style-type: none"> <li>An essay (about 1000 words) addressing a chosen theme from the class. Advice concerning the feasible subjects will be given to students in class, but the choice of the topics of the essays is up to them. Class participation will also be a significant part of the assessment. The essay should be sent not later than 19 June 2024 to my e-mail address.</li> </ul> | 60               |
| <ul style="list-style-type: none"> <li>Class participation. Each student will be asked to prepare an individual presentation on a chosen topic addressing issues relevant for the subjects discussed in lectures.</li> </ul>                                                                                                                                                                                    | 40               |

\* Types of proposed tasks: test (written, multiple choice, oral), quiz, essay, homework, in-class activities (e.g. individual and group presentations)

| ACTIVITY OF THE DOCTORAL STUDENT:*                                                                                                                                                    | TOTAL NUMBER OF HOURS OF THE DOCTORAL STUDENT: |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1. Preparation of presentations                                                                                                                                                       | 5                                              |
| 2. Writing critical summaries of assigned texts or a short essay<br><br><i>Please write a presentation / project depending on the indicated tasks verifying the learning outcomes</i> | 10                                             |
| 3. Participation in classes, active participation in discussions and team work during classes                                                                                         | 15                                             |
| total                                                                                                                                                                                 | 30                                             |

\* Please select the doctoral student's activity and assign the estimated number of hours so that the total number of hours of the doctoral student agrees with the number of ECTS indicated at the beginning of the table

| DETAILED CONDITIONS*/REQUIREMENTS FOR PASSING THE COURSE                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>91 – 100 pts. - 5 (very good)</p> <p>81 –90 pts. - 4+ (good plus)</p> <p>71 –80 pts. - 4 (good)</p> <p>61 – 70 pts. - 3+ (satisfactory plus)</p> <p>51 –60 pts. - 3 (satisfactory) below 51 pts - fail (2)</p> |

\*A space to enter additional information on final projects (e.g. scope, themes, criteria), tests, the number of absences allowed, the method of assessing activity during classes etc.

**Doctoral School of Social Sciences and Humanities SWPS University**  
**Academic Year 2024/2025**

| GENERAL INFORMATION ABOUT COURSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                     |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course title:<br><b>Challenges of knowledge transfer to and from the socio-economic environment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                     |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Academic Year 2024/2025<br>semester: winter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Discipline:                                                                                         | Language of the course:<br>English                                                                                                                           | Form of classes:<br>workshop                                                                                                                                                                                                                                                                                                                                                                                             |
| Number of hours in the study plan:<br>15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | The total number of hours of the doctoral student's work<br>2 ECTS = 50-60 h                        |                                                                                                                                                              | Number of ECTS: 2                                                                                                                                                                                                                                                                                                                                                                                                        |
| LECTURER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                     |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Name, academic title/degree:<br><b>Dr. Konrad Maj (HumanTech Center)</b><br><b>Iwona Gawrycka (CTW)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Doctoral School of Social Sciences and Humanities SWPS University of Social Sciences and Humanities | E-mail address: <a href="mailto:kmaj@swps.edu.pl">kmaj@swps.edu.pl</a><br><a href="mailto:igawrycka@swps.edu.pl">igawrycka@swps.edu.pl</a><br>Office hours:: |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| COURSE DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                     |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Aims of the course:</b><br>The aim of the course is to familiarize doctoral students with the issues of knowledge transfer to and from the socio-economic environment. The issues discussed will concern innovation, copyrights and financing research and implementation of innovative ideas. The course covers both theoretical and practical issues.                                                                                                                                                                                                                                                                           |                                                                                                     |                                                                                                                                                              | <b>Admission requirements:</b><br>Lack                                                                                                                                                                                                                                                                                                                                                                                   |
| DETAILED TOPIC OF CLASSES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                     |                                                                                                                                                              | Literature for specific classes or for the whole course:                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Teaching forms:</b> Mini - lecture / discussion / exercises in groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                     |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>1. Introduction</b><br>- Challenges of knowledge transfer and cooperation with the socio-economic environment<br>- definitions of innovation and innovative activity (according to OECD);<br>- definitions of research, development and pre-implementation works (according to OECD), TRL levels;<br>- Description of the passing task                                                                                                                                                                                                                                                                                            |                                                                                                     |                                                                                                                                                              | <ul style="list-style-type: none"><li>Kelley, T., Kelley, D. (2013). Creative Confidence: Unleashing the Creative Potential Within Us All. The Crown Publishing Group.</li><li>Osterwalder, A., Pigneur, Y. (2010). Business Model Generation: A Handbook for Visionaries, Game Changers, and Challengers. Willey</li><li>Taipale, I. (2013). 100 Social Innovations from Finland. Finnish Literature Society.</li></ul> |
| <b>2. Social innovations - theory and practice</b><br>- social innovations (definitions, e.g. according to the EU), examples and importance of social innovations in the development of a sustainable economy (criteria of positive environmental impact, social impact and good governance - i.e. ESG), EU and world policy towards social innovations<br>- methods of analyzing social and economic needs (Design Thinking ) and designing solutions (Product/Service Design, agile methods);<br>- risk analysis, competition analysis, analysis of the state of knowledge and technology in the context of designing innovations, |                                                                                                     |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                          |

### **3. Commercialization and transfer of knowledge to practice**

- definitions related to knowledge transfer and commercialization, principles of commercialization at the USWPS, support of CTW and the Research Projects Department (stages of project development towards commercialization, examples of implementations, scientific and industrial consortia) + commercial cooperation with business (research services - SWPS Innowacje offer);
- discussion of applications for the Lider program and for another current NCBR competition (showing what the above-mentioned theory and knowledge are for).
- communication with the socio-economic environment, Startup dictionary

### **4. Financing of application projects and intellectual property protection**

Canvas business model

- financing of application projects (public and non-public funds), rules, differences, examples (e.g. NCBR competitions);
- protection of intellectual property in R&D projects - copyrights, inventions, utility models, industrial designs, trademarks, know-how (definitions, examples, risks);

### **Project presentations**

| Scope of the effect      | Course learning outcomes                                                                                                                                                                                                                                                                                                                            | Symbol |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Knowledge</b>         | <ul style="list-style-type: none"> <li>Knows and understands the basic principles of knowledge transfer to the economic and social area as well as commercialization of results of the scientific activity and the <i>know-how</i> linked to these results (P8S_WK)</li> </ul>                                                                      | P8S_WK |
| <b>Skills</b>            | <ul style="list-style-type: none"> <li>Is able to plan and carry out individual as well as team research and creative projects, also in an international environment</li> </ul>                                                                                                                                                                     | P8S_UO |
|                          | <ul style="list-style-type: none"> <li>Can transfer results from the scientific activity to the economic, social and cultural sphere;</li> <li>Can disseminate results of the scientific activity, also in a popular form;</li> </ul>                                                                                                               | PS_UW  |
|                          | <ul style="list-style-type: none"> <li>Is able to initiate a debate</li> <li>Can think and act in an entrepreneurial way;</li> <li>Can formulate recommendations for the public and private sector</li> </ul>                                                                                                                                       | P8S_UK |
| <b>Social Competence</b> | <ul style="list-style-type: none"> <li>Is ready to fill in the social commitments of researchers and creators, initiate actions for public interest, as well as think and act in an entrepreneurial way</li> </ul>                                                                                                                                  | P8S_KK |
|                          | <ul style="list-style-type: none"> <li>Is ready to uphold and develop the ethos of the research community by running the scientific activity in an independent way, respecting the principle of the public ownership of the results of scientific activity, taking into consideration the principles of intellectual property protection</li> </ul> | P8S_KR |

| METHODS OF VERIFYING THE LEARNING OUTCOMES (ASSIGNMENTS TO BE COMPLETED TO PASS THE COURSE)* | Number of points |
|----------------------------------------------------------------------------------------------|------------------|
| Project upload to the classroom platform                                                     | 90               |
| Verbal discussions during classes and comments on the Classroom and Meet Chatbox.            | 10               |

\* Types of proposed tasks: test (written, multiple choice, oral), quiz, essay, homework, in-class activities (e.g. individual and group presentations)



| ACTIVITY OF THE DOCTORAL STUDENT:*                                                                                                                                                                                                                                               | TOTAL NUMBER OF HOURS OF THE DOCTORAL STUDENT: |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1. Preparation by the doctoral student (could it be in a group form of up to 3 people) of a project to use their research (planned, implemented) in practice in the form of social innovation along with a business model, financing plan and the issue of intellectual property | 30                                             |
| 2. Participation in classes, active participation in discussions and team work during classes                                                                                                                                                                                    | 3                                              |
| 3. Reading literature and preparing for classes                                                                                                                                                                                                                                  | 20                                             |

\* Please select the doctoral student's activity and assign the estimated number of hours so that the total number of hours of the doctoral student agrees with the number of ECTS indicated at the beginning of the table

| DETAILED CONDITIONS*/REQUIREMENTS FOR PASSING THE COURSE                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Details of the passing the course will be posted on the Classroom platform.</p> <p>The project should be placed in the Classroom system for min. 5 days before the last class.</p> <p>51 points and more pass the course.</p> |

\*A space to enter additional information on final projects (e.g. scope, themes, criteria), tests, the number of absences allowed, the method of assessing activity during classes etc.

**In the discipline of literary studies, we educate a relatively small number of doctoral students, which is why the number of researchers in this field is lower than suggested**

**Associate Professor Marcin Jacoby; <https://orcid.org/0000-0002-6117-0252>**

Sinologist, translator and literary scholar. At the SWPS University, he is the Dean of the Faculty of Humanities and the Head of the East Asian Civilisation Research Center. Professor Jacoby is a renowned sinologist specializing in classical Chinese literature and culture of ancient China. His research covers a wide range of topics, from political strategies and persuasive narratives in philosophical works of the Warring States period (453-221 B.C.E.) to contemporary social and cultural transformations in China and South Korea. As a translator and literary scholar, he translates ancient Chinese texts into Polish and analyzes the mechanisms of communication and narrative impact in Eastern culture. Professor Jacoby was associated with the University of Warsaw for many years, where he conducted research on classical Chinese literature. His academic background is combined with extensive experience in cultural and science diplomacy institutions: from 2017 to 2021, he was the Head of the Office for International Cooperation at the SWPS University; 2008-2017 — the manager of Project Asia at the Adam Mickiewicz Institute, 2002-2008 — work in the Oriental Art Department of the National Museum in Warsaw.

Professor Jacoby is actively involved in **international research projects, focusing on the study of ancient and modern China. He has managed and participated in many prestigious grant projects, including China Horizons — Dealing With a Resurgent China (DWARC; 2022–2025, European Commission Grant, Horizon Europe; Head of a research team analyzing the cultural sector in China), Grant from the Ministry of Science and Higher Education in the “Doskonała nauka” (Perfect Science) program (2022; organization of an international scientific conference at the SWPS University), participation in the grant of the Academy of Music in Kraków “Ballada lutni,” (Ballad of the Lute) under the direction of Jerzy Żak (2015–2016).** In addition to his extensive research experience, Professor Jacoby is also the author of many publications, both scientific and popular, introducing Polish readers to the cultures of Asia. Among the key scientific publications of recent years, there is a monograph “Sztuka perswazji w starożytnych Chinach. Opowiadka alegoryczna w okresie Walczących Państw (453–221 r. p.n.e.)” [The Art of Persuasion in Ancient China. Allegorical Narrative of the Warring States Period (453-221 B.C.E.)], Wydawnictwo Akademickie Dialog (2018), a chapter in a monograph entitled “In Search of Effective Communication with Decision-Makers for the Post-Truth Era: Discourse Strategies from Pre-Imperial China” (a monograph “Evaluation in the post-truth world,” pub. Routledge 2024), translation of a selection from the ancient Chinese work “Strategies of the Warring States (Zhanguo ce),” Wydawnictwo Akademickie Dialog (2023) and academic articles published in “Roczniki Humanistyczne” (“Lüshi Chunqiu and the Value-based Leadership Model in Ancient China,” 2022) and in Asian Studies (“History as Parable. Indirect Persuasion in the Lüshi Chunqiu,” 2022). Among the popular science publications, “Chiny bez makijażu” [China Without Make Up] (pub. MUZA) and “Korea Południowa. Republika żywiołów” [South Korea. A Republic of Elements] (pub. MUZA).

Professor Jacoby collaborates with many foreign centers, regularly participates in international conferences and participates in public debates as an expert on Asia. He successfully combines academic activities with active participation in research projects and

initiatives popularizing knowledge about East Asia, building bridges between science and practice of contemporary international relations.

**Associate Professor Agnieszka Pantuchowicz;** <https://orcid.org/0000-0003-3238-0864>

Philologist, translator, literary scholar. At the SWPS University, she holds the position of Vice-Director of the Institute of Humanities. Professor Agnieszka Pantuchowicz specializes in translation theory and comparative literature, with a particular focus on translation studies, culture studies, and feminist criticism. Her research focuses on the relationship between normativity and resilience in translation and culture, the epistemological and political dimension of authenticity in literary discourse, and the role of language in shaping cultural identities and narratives. She is also an active translator and scientific editor, co-creating the *Cultures in Translation* publishing series (pub. Peter Lang). **At the SWPS University, Professor Pantuchowicz is leading two interdisciplinary research projects. The first one deals with natural language processing and its social impact, while the second one is investigating how reading literature affects the choice of specific linguistic expressions and the social attitudes.**

She has published more than 60 scientific articles and co-edited six volumes of collected works, including **"Normativity and Resilience in Translation and Culture"** (pub. Peter Lang) and a special issue of the *European Journal of American Studies* entitled **"America to Poland: Cultural Transfers and Adaptations."** She is the author of significant chapters in monographs, such as: **"Conspiring to Be Unknown; or, Is a Bob Dylan There?"** (monograph **"All Along Bob Dylan,"** pub. Routledge), **"On Gender Silencing in Translation: A Case Study in Poland"** (monograph **"Language and Literature in a Glocal World,"** pub. Springer), **"Neighboring with the Roofless. Imagin(in)g Homeless Others"** (monograph **"Literary Representations of Precarious Work, 1840 to the Present,"** pub. Springer) and **"Bloodless Academicians and the Power of Translation Studies"** (monograph **"Translation and Global Spaces of Power,"** pub. De Gruyter). Recent publications also include academic articles in prestigious journals, including **"An Introduction to Poetic Forms,"** published in *"Anglica. An International Journal of English Studies"* (2023, Routledge; 100 points MNiSW) and **"Zielona granica i męska histeria"** (The Green Boarder and the Hysteria of Men) published in the *"Czas Kultury"* magazine (100 points MNiSW).

Professor Pantuchowicz's research combines a theoretical approach to literature and translation with teaching practice and the promotion of knowledge, which contributes to the construction of an interdisciplinary dialogue between culture, literature and language.

**Associate Professor Mikołaj Wiśniewski;** <https://orcid.org/0000-0002-1365-7576>

Literary scholar, translator and essayist. He is a recognized researcher of American and English literature. In 2007, he obtained his doctorate with the dissertation entitled **"Ironie Orpheus: Deconstructing Kantian Aesthetics in Walt Whitman, Robert Frost and William Carlos Williams."** In 2019, his monograph prepared on the basis of his habilitation monograph, **"Nowy Jork i okolice. O twórczości Jamesa Schuylera"** (New York and Its Surroundings. About the Works of James Schuyler) was nominated for the Gdynia Literary Prize in the essay category. He is a contributor to the magazine *"Literatura na Świecie"* and a Fulbright Program grantee. Professor Wiśniewski is also an active promoter of literature, representing the SWPS University at events organized by Państwowy Instytut Wydawniczy and in Polskie Radio programs. He collaborates with the American Institute for Philosophical and Cultural Thought, where he is a co-editor of a volume on the thoughts of Herman

Melville in the series “Philosophy as a Way of Life: Texts and Studies” (pub. Brill). His most important publications in recent years include academic articles in leading literary studies journals: “Subversive Triviality: John Ashbery’s and James Schuyler’s *A Nest of Ninnies*” (2024) in the magazine “Critique — Studies in Contemporary Fiction” (200 points MNiSW), “Everything honks, everything creaks: Frank O’Hara and the early poetry of James Schuyler” (2024) in “Arizona Quarterly” (70 points MNiSW) and “The Matrix of Poetry: James Schuyler’s Diary” (2017) in “Polish Journal for American Studies.” He is also the author of academic monographs, including “Vladimir Nabokov and the Fiction of Memory” (2019, pub. Fundacja Augusta hr. Cieszkowskiego) and the editor of the monograph “Kurt Vonnegut” (2023, pub. the University of Warsaw).

**In the discipline of Culture and Religion studies, we educate a relatively small number of doctoral students, which is why the number of researchers in this field is lower than suggested**

**Associate Professor Mirosław Filiciak; <https://orcid.org/0000-0003-1791-8881>**

Professor Mirosław Filiciak is a media scholar and a specialist in contemporary media and digital culture. He is the Director of the Institute of Humanities at the SWPS University, the Head of the Center for Cultural Research of Technologies and the Head of the Department of Cultural Studies at the Faculty of Humanities in Warsaw. His research focuses on the impact of digital technologies on cultural participation, the analysis of the Internet, computer games, the transformation of television and informal content distribution. Professor Filiciak is the author of many influential publications in the discipline of media studies. His achievements include, among others, **chapters in prestigious international monographs, such as: “Generation Channel 36”: Pirated VHS Tapes and Remembering the Polish People’s Republic in the Age of P2P Networks** (monograph “Materializing Memories: Dispositifs, Generations, Amateurs,” 2018, pub. Bloomsbury Publishing), **“Poland: Where the State Ends, the Hamster Begins”** (monograph “Shadow Libraries: Access to Knowledge in Global Higher Education,” 2018, pub. Massachusetts Institute of Technology Press), **“Narrating AI stories: Selected strategies”** (monograph: **“Algorithms, Artificial Intelligence and Beyond,”** 2024, pub. Routledge). In addition, Professor Filiciak is the author of numerous scientific articles in journals with a high impact on the discipline, such as “Arts” (140 points) and “Teksty Drugie” (100 points), as well as numerous texts in Polish and international journals, including: “Kultura i Społeczeństwo,” “Kultura Współczesna” and “European Journal of American Studies.” His monograph **“Weź pan Rambo!: Społeczna historia magnetowidów w Polsce”** [Mister, Get Rambo! A Social History of VHS Players in Poland] (2022) analyzes the cultural significance of media technology in Poland.

Professor Filiciak has led and participated in numerous research projects financed by national and international institutions. **These include projects such as “Following the Smartphone: Ethnography of the Emergent Urban Cultures of Networked Individuals” (2020-2024) — an NCN Opus project analyzing the impact of mobile technologies on everyday social practices; “Polskie BBS-y: archeologia wczesnych mediów społecznościowych (1996-2004)” [Polish BBS': Archaeological Research of Early Social Media (1996-2004)] (2023-2027) — NCN Preludium Bis project, devoted to researching the history of Polish online platforms and their role in shaping contemporary social media. As part of his international cooperation, the professor also participated in the project “Grassroots of Digital Europe” (2022-2026), funded by the European Commission, which aims to analyze digital cultural heritage in Europe.**

At the SWPS University, Professor Filiciak teaches classes in new media, audiovisual culture and pop culture. In his teaching activities, he combines theoretical research with practical analyses of digital culture, thus contributing to the education of the next generation of media scholars and cultural researchers. As Deputy Editor of “Kultura Popularna” quarterly magazine, he shapes the academic discourse on digital media and contemporary culture.

**Professor Dorota Ilczuk — <https://orcid.org/0000-0001-6921-9033>**

Professor Dorota Ilczuk is an outstanding economist specializing in culture management and the study of the creative industries. Her work combines academic research with the implementation of practical projects, focusing on cultural policy, the creative economy and the artistic labor market. Professor Ilczuk is the Head of the Creative Economy

Research Center at the SWPS University. She teaches cultural economics, cultural policy, obtaining funds for cultural projects and the transformation of competition. She is the founder and long-standing Chair of the “Pro Cultura” Foundation. From 2001 to 2007, she was president of the CIRCLE network (Cultural Information and Research Centres Liaison in Europe). She is a member of the European Cultural Parliament and an advisor for international cultural research programs. Particularly important research projects that have been realized in recent years include: **“Policzone i policzeni! Artystki i artyści w Polsce” [All Counted! Artists in Poland] (2024) — a project commissioned by the Fryderyk Chopin Institute as part of the Ogólnopolska Konferencja Kultury, organized by the Ministry of Culture and National Heritage. The aim of the study was to determine the number of actively working artists in Poland and to diagnose their professional situation, which allowed for the formulation of the introductory provisions of an act on the profession of artist. This is the first study of its kind in Poland, conducted on such a large scale. The research team led by Professor Ilczuk collected data from 5,000 artists, analyzing their professional status and systemic needs, and the results of the study made it possible to estimate the costs of the artist support system and created the basis for cultural policy in Poland; “Who’s Smiling? Łańcuchy produkcji sektora muzyki w Polsce” [Who’s Smiling? Production Chains of the Polish Music Industry] (2023) is a project carried out in cooperation with SWPS Innowacje and Music Export Poland. The study analyzed the networks of connections in the music sector in Poland, focusing on production chains and flows of added value in various phases of the music creation process. Experts from the music industry, including well-known musicians such as Muniék Staszczuk and Ralph Kamiński, took part in the survey. The results of the project emphasized the necessity of supporting artists and pointed to systemic challenges in the creative sector.** Professor Ilczuk is also the author of many influential scientific publications, including the monograph recently published by Routledge entitled “Artists Labour Market, Cultural Policy, and Creative Economy” (2024), which presents a model of the Polish cultural economy.

Professor Ilczuk is a pioneer in the development of cultural economics as a scientific discipline in Poland. Her projects have a significant impact on the shaping of cultural policy and the professionalization of the artistic community on an international scale. Thanks to extensive cooperation with international organizations such as The European Association of Cultural Researchers (ERICArts) and the Association for Cultural Economics International (ACEI), she is a researcher who shapes the development of this field of research in an international dimension, which makes her a leader in the field of research on culture and creative economy.

**Associate Professor Piotr Majewski — <https://orcid.org/0000-0002-5276-7751>**

Professor Piotr Majewski is a cultural researcher and a sociologist. He researches social phenomena and is interested in urban anthropology, architecture, and sociology of pop music and sport. His research interests also include ethnicity and nationalism (in particular in the Lower Silesia district of Poland and the Balkans, especially the Republic of Macedonia), and the process of cultural memory reproduction. **He collaborates with the Instytut Badań Przestrzeni Publicznej (Public Space Research Institute) at the Academy of Fine Arts in Warsaw, and is a member of the scientific board of the Observatory Foundation,** which carries out social research and projects. He was a member of the Steering Committee in programs conducted by Poland’s **Ministry of Culture and National Heritage**, such as “Rozwój infrastruktury kultury” (Development of Cultural Infrastructure) and “Kultura dostępna” (Accessible Culture). He has participated in numerous research projects, including those commissioned by the Ministry of Culture and National Heritage, the National Centre for

Culture and the Ministry of Science and Higher Education, i.a., “Wizje narodu wśród macedońskich elit politycznych w kontekście kultury popularnej i życia codziennego. Kulturoznawcza interpretacja dyskursu narodowościowego” (Visions of the Nation Among Macedonian Political Elites in Popular Culture and Everyday Life. Cultural Interpretation of Nationalistic Discourse), ”Kategoria narodowości śląskiej. Analiza i interpretacja deklaracji o przynależności do narodu śląskiego” (The Category of the Silesian Nationality. The Analysis and Interpretation of Declarations Concerning Identification with the Silesian Nation), “Stadion – miasto – kultura. Euro 2012 i przemiany kultury polskiej” (Stadium – City – Culture. EURO 2012 and the Transformation of the Polish Culture).

Professor Majewski is the **author and co-author of numerous publications, including monographs published by prestigious international publishers**, e.g., “Teaching History. Celebrating Nationalism. School History Education in Poland” (pub. Routledge, 2021), “The Memory Politics of the Cursed Soldiers in Poland. Authoritarian Nationalism, Hegemony and Emotions” (pub. Routledge, 2024), **chapters in collective works**, e.g., “The Politics of Sports in Poland After 1945: From Socialist Mass Sports to Market-Oriented Elite Sports?” (a chapter in a monograph: E. Rojo-Labaien, Á. Rodríguez-Díaz, J. Rookwood (eds.), “Sport, Statehood and Transition in Europe: Comparative Perspectives from Post-Soviet and Post-Socialist Societies,” pub. Routledge, 2020), and **scientific articles in leading journals**, e.g., “Politics of Memory in Upper Silesian Schools. Between Polish Homogeneous Nationalism and Its Silesian Discontents” (2020, article in “Memory Studies” journal, 100 points MNiSW), “The Memory Politics of Cursed Soldiers, Antisemitism and Racialisation” (2023, article in “Nations and Nationalism” journal, 100 points MNiSW), “The Contested Symbolism of the ‘Cursed Soldiers’: Hegemony, Memory and the Politics of Fear in Poland” (2024, article in “History and Memory” journal, 140 points MNiSW).

At the SWPS University, Professor Majewski teaches classes in research methodology of social sciences and humanities, as well as planning and running field research; the anthropological, sociological and cultural theory; urban issues (urban sociology and anthropology); politicization of culture, various forms of cultural opposition, and social and cultural identity.

Despite the presence of the discipline of *Political and Administrative Sciences* in the Doctoral School program, for organizational reasons, we have not yet conducted admission and do not educate doctoral students in this discipline. Most of the scientists working at the Institute of Social Sciences and representing this discipline, also represents sociology, and they conduct studies in this discipline. However, we do not rule out education in this discipline in the future.



**Professor Piotr Kwiatkowski;** <https://orcid.org/0000-0003-2139-9551>

Sociologist, specializing in public opinion and market research. Long-standing Researcher at the Institute of Sociology of the University of Warsaw, as well as Vice-Director of the Public Opinion Research Center (CBOS) in Warsaw (1986–1991), Co-founder and Vice-President of Pentor Research International (1991–2010), Chairman of the Board at TNS Polska (2011–2016), Director and Member of the Global Board at Kantar Public (2016–2017). He was one of the initiators and participants of the works related to the PKJPA — the Quality Control Program for Pollsters, which promoted Polish quality standards for market and social opinion polls conducted in the field.

Professor Piotr Kwiatkowski is a member of the Center for Research on the Economics of Memorial Sites (USWPS) and the Institute of Social Sciences. **He has been the Editor in Chief of the academic quarterly “Kultura i Społeczeństwo” (since 2019).** In his academic work, he focuses on the study of collective memory, which is developing at the intersection of social, political and culture sciences. **He has led projects such as “Współczesne społeczeństwo polskie wobec przeszłości” [The Contemporary Polish Society in the Face of Its Past] — team member and head of empirical research, the State Committee for Scientific Research (KBN) / the Institute of Political Studies at the Polish Academy of Sciences PAN (2002–2005); “II wojna światowa w pamięci zbiorowej współczesnego społeczeństwa Polskiego” [Second World War in the Collective Memory of the Contemporary Polish Society] (Museum of the Second World War in Gdańsk, 2009), “Niepodległa ’18” [Independent ‘18] (research on the collective memory related to regaining independence by Poland in 1918, the National Centre for Culture, 2016), and “Publiczność muzeów” [Museum Visitors] (National Institute for Museums and Public Collections since 2017).**

Professor Kwiatkowski was the editor of a special issue of the “International Journal of Sociology” (2006), entitled “Collective Memory and Social Transition in Poland,” and during his academic career he published numerous articles, chapters in collective works, and scientific monographs. Between 2020 and 2024, he published four scientific articles on topics related to history, historical policy and social issues. These works include articles in magazines such as “Kultura i Społeczeństwo” (70 points MNiSW), “Studia Socjologiczne” (70 points MNiSW) and “Przegląd Historyczny” (100 points MNiSW). He is also the author of recently published academic monographs, “Obrońcy pańszczyzny” [Serfdom Defenders] (2023; pub. Wydawnictwo Krytyki Politycznej) and “Ludowa historia Polski” [A Peasant’s History of Poland] (2020; pub. W.A.B.).

**Associate Professor Paulina Pustulka;** <https://orcid.org/0000-0001-6679-0365>

Sociologist. She carries out interdisciplinary research on youth and generations, especially in relation to life transitions and gender studies, family sociology and migration research. She specializes in Qualitative Longitudinal Research (QLR), mixed-methods, and social research ethics. She received her doctorate in sociology from Bangor University in North Wales. (2015) She has collaborated with the University of Leeds, University College London, OsloMet, Sapir College and Karlstad University. At the SWPS University, she is the Head of the Youth Research Center. **She is also the Editor in Chief of the prestigious scientific journal “Polish Sociological Review,” published by the Polish Sociological Association.**

Between 2017 and 2024, Professor Pustulka published 42 scientific articles, including 10 in journals that are awarded 140 or 100 points. These works focus mainly on the topics of migration, transformation of social roles, and intergenerational relations in the context of global social and economic changes. Her research is characterized by an interdisciplinary

approach, taking into account social, cultural and political aspects, which makes it an important contribution to the development of contemporary sociology of migration and social relations. Professor Pustulka is also the author and editor of several internationally recognized monographs. In 2021, she published the monograph "Erasmus+ during the COVID-19 pandemic. The experiences of Erasmus students in Poland," published by Wydawnictwo Fundacji Rozwoju Systemu Edukacji. In 2018, she was the editor of two important monographs: "Transnational Polish families in Norway: social capital, integration, institutions and care," published by Peter Lang Publishing Group, and "Contemporary Migrant Families. Actors and Issues," published by Cambridge Scholars Publishing. In this works, she focuses on issues related to the life of migrant families, their social integration and the challenges they face in new socio-cultural conditions.

**Between 2018 and 2023, Professor Pustulka led/leads three research projects funded by the National Science Center, which focus on the analysis of intergenerational and migratory aspects of adolescence and motherhood: "Tranzycja do macierzyństwa w trzech pokoleniach Polek. Międzygeneracyjne badanie podłużne" [Transition to Motherhood Across Three Generations of Women. A Cross-Generational Longitudinal Study] (NCN SONATA), "Wchodzenie w dorosłość w czasach ultra-niepewności: międzypokoleniowa teoria 'rozedrganych' tranzycji" [Becoming an Adult in Times of Ultra-Uncertainty: Intergenerational Theory of 'Emotionally Charged' Transitions] (NCN OPUS), "Relacje międzypokoleniowe we wchodzeniu-w-dorosłość migrantów i migrantek. Badanie polskich rodzin młodych dorosłych w Niemczech i Norwegii" [Intergenerational Relations In Migrants' Transitions-to-Adulthood. Polish Families with Young Adult Children in Germany and Norway] (2023).**

**Associate Professor Mikołaj Cześnik; <https://orcid.org/0000-0003-0246-1321>**

Sociologist and political scientist. Director of the Institute of Social Sciences at the SWPS University and member of the Center for the Study of Democracy. His research interests include public opinion and citizen voting preferences. He specializes in the analysis of political systems, especially democracy. He frequently comments on political issues in the media. **He is a member of Polskie Generalne Studium Wyborcze [Polish General Election Study], a pioneer Polish initiative, which aims to systematically and scientifically record and analyze the process and the results of parliamentary elections, in Poland.**

Between 2017 and 2024, he published 12 academic articles in leading political science and sociology journals, including "Party Politics" (200 points MNiSW), "Studia Socjologiczne" (70 points MNiSW), "Polish Sociological Review" (70 points MNiSW), and "East European Politics" (70 points MNiSW). He is also the author of monographs (e.g., "Reguły, zamiary, praktyki. Prawo wyborcze i wybory 2017-2020" [Rules, Intentions, Practices. Election Law and Elections 2017-2020]; 2022, pub. SCHOLAR) and chapters in international monographs, including, i.a., "Populism in Poland" (monograph: "Populism Around the World. A Comparative Perspective," pub. Springer) and "Party System Stability" (monograph: "Consequences of Context: How the Social, Political and Economic Environment Affects Voting," pub. Rowman & Littlefield). **Since 2023, he has been the leader of the project "W stronę nowej ery demokracji przedstawicielskiej – Aktywizacja zaufania obywateli Europy w czasach kryzysów i polaryzacji" [Towards a New Era of Representative Democracy – Activating the Trust of European Citizens in Times of Crises and Polarization] funded by HORIZON EUROPE program.**

**Associate Professor Michał Wenzel; <https://orcid.org/0000-0002-2998-4934>**

Sociologist. He specializes in research methodology in social sciences, political attitudes and sociological aspects of mass media. He researches how mass media shapes political attitudes and civil society. He studies the correlation between pre-election polls and political marketing. He also specializes in public opinion polls and statistics. He is interested in the role that social movements play in processes of democratization. He has also done some research on trade unions and labor law. **He is a member of the research team of the Democratic Audit of Poland, operating at the Center for the Study of Democracy at the SWPS University.** Author and co-author of numerous scientific articles, e.g., on socio-economic models and social movements. **Led the project “Wpływ mediów na postawy polityczne” [Media Influence on Political Attitudes] (NCN OPUS).**

Between 2017 and 2024, he published 17 scientific articles and one monograph, and edited two monographs. His work focuses on analyzing the social and political aspects of contemporary phenomena such as social movements, disinformation, civil society, and political knowledge. Professor Wenzel's recent publications include articles in journals “Teoria Polityki” (140 points MNiSW), “East European Politics and Societies” (100 points MNiSW), “International Political Science Review” (100 points MNiSW), as well as chapters and editing of international monographs, including “Understanding Central Europe” (pub. Routledge) and “Disinformation. Social and Media Contexts” (pub. Peter Lang).

**Associate Professor Adam Leszczyński; <https://orcid.org/0000-0002-9730-462X>**

Historian, political scientist, journalist, and a commentator. Member of “Krytyka Polityczna.” Author of numerous books on history and in the genre of literary reportage, including: “Skok w nowoczesność. Polityka wzrostu w krajach peryferyjnych 1943–1980” [A Leap into Modernity. The Politics of Growth in Peripheral Countries] (2013, pub. Wydawnictwo Krytyki Politycznej) and academic monographs, including “Obrońcy państwowości” [Serfdom Defenders] (2022, pub. Wydawnictwo Krytyki Politycznej). For his tome “Ludowa historia Polski” [A Peasant’s History of Poland] (2020, pub. W.A.B) he was nominated for the “Nike” Literary Award. **Winner of many scholarships and awards, including those of Fundacja Kultury, the Ministry of National Education, the Foundation for Polish Science. Scholarship holder of the “Polityka” weekly magazine. Acting Director of the Instytut Myśli Politycznej im. Gabriela Narutowicza [Gabriel Narutowicz Institute for Political Thought].** Between 2020 and 2024, he also published four scientific articles in journals such as “Przegląd Historyczny” (100 points MNiSW) and “Kultura i Społeczeństwo” (70 points MNiSW).

**Professor Dariusz Doliński; ORCID: <https://orcid.org/0000-0002-4225-4258>**

Professor Dariusz Doliński is a social psychologist specializing in research on the mechanisms of social influence, obedience to authority, and prosocial behavior. His academic achievements cover a wide range of topics, including methods of social influence, cognitive heuristics, and phenomena related to the COVID-19 pandemic, such as unrealistic optimism or perception of danger. Professor Doliński is a member of the Polish Academy of Sciences (PAN), the Committee for Psychology at the Polish Academy of Sciences (PAN), and former President of the Polish Social Psychological Society. **In 2019-2023 and in the following term, starting in 2023, he remains a member of the Rada Doskonałości Naukowej (RDN).** Winner of the award of the Minister of Science for lifetime achievement in 2025.

Professor Doliński is the author of over 150 scientific publications, including numerous articles published in prestigious scientific journals and monographs. Between 2017 and 2024, he published 62 scientific articles, the vast majority of which appeared in leading journals in the field of social psychology. His monographs published by the prestigious Routledge publishing house also have a unique impact on the development of social psychology, e.g., “The Social Psychology of Obedience Towards Authority. An Empirical Tribute to Stanley Milgram” and “The Field Study in Social Psychology. How to Conduct Research Outside of a Laboratory Setting?” His works are regularly cited by researchers around the world, and Professor Doliński himself is one of the most outstanding Polish psychologists. **Between 2018 and 2024, Professor Doliński carried out two research projects funded by the National Centre for Research and Development (“Budowanie zaufania do szczepień ochronnych z wykorzystaniem najnowszych narzędzi komunikacji i wpływu społecznego” [Building Confidence in Prophylactic Vaccination Using the Latest Communication and Social Impact Tools] — a project on the study of attitudes towards vaccination and communication strategies increasing acceptance of vaccination) and the National Science Centre (“Konflikt unikanie-unikanie i jego konsekwencje dla posłuszeństwa w paradygmacie Milgrama” [The Avoidance-Avoidance Conflict and Its Implications for Obedience in Milgram's Paradigm] — a study of the influence of emotions and cognitive mechanisms on the obedience to authority in difficult decision-making situations).** His interdisciplinary approach combines social psychology with practical applications in the fields of public health, education, management and marketing. Professor Doliński is actively involved in teaching activities at the SWPS University, where he supervises doctoral research and supports the development of young scientists.

**Professor Aleksandra Łuszczynska; ORCID: <https://orcid.org/0000-0002-4704-9544>**

Professor Aleksandra Łuszczynska is an outstanding researcher in the field of health psychology and clinical psychology, specializing in the analysis of psychological determinants of health behaviors such as diet, physical activity, and preventive healthcare. Her research work also focuses on improving the quality of life of people struggling with chronic illnesses and extreme stress. Professor Łuszczynska develops and evaluates interventions aimed at changing health behaviors, and also examines their effectiveness on an individual and population scale.

She is a member of AcademiaNet — a prestigious online database of the most influential female researchers from around the world. One of the top 2 percent of most frequently cited researchers in the world (Top 2% Scientists Worldwide 2024 by Stanford University). She is the recipient of numerous international awards, including the Distinguished Scientific Contributions Award from the International Association of Applied Psychology. She is also an editor at the “Social Science & Medicine” journal (health

psychology section). Author of more than 200 publications. Between 2017 and 2024, Professor Łuszczynska published 62 scientific articles in highly prestigious and highly ranked journals. These include: 28 publications appeared in journals for 140 points MNiSW, 12 publications were published in magazines for 200 points MNiSW. This is evidence of Professor Łuszczynska's not only significant, but outstanding contribution to the development of health psychology and related fields of science. Her work includes systematic reviews and meta-analyses as well as empirical studies, which are often conducted in collaboration with international research teams. Winner of the Prime Minister of the Republic of Poland's award for achievements in scientific activities in 2024.

**Between 2018 and 2024, Professor Łuszczynska has carried out or is carrying out 11 externally funded research projects.** These projects included both basic and applied research, and their topics were closely related to the development of health policies and interventions aimed at improving public health. Examples of completed projects: CO-CREATE (funded by the European Commission as part of the Horizon 2020 initiative) — research on obesity preventive policies, co-created with adolescents; MELIORA (funded by the European Union) — a project dedicated to the psychosocial factors contributing to breast cancer prevention; LIKE-A-PRO (Horizon Europe) — research on the implementation of alternative sources of proteins in the diet. Her interdisciplinary approach combines psychology, public health and health policies, resulting in the implementation of practical solutions, e.g., in the prevention of overweight and obesity or the promotion of healthy eating behaviors. The results of her work were used by the World Health Organization (WHO) to develop guidelines for the promotion of healthy behaviors, such as reducing sedentary lifestyle. She is the Head of the CARE-BEH Center for Applied Research on Health Behavior and Health at the SWPS University, which cooperates with the world's leading research centers, including The University of Zurich, the Freie Universität in Berlin, Peking University and Deakin University in Australia. Professor Łuszczynska manages a team of ten doctoral students conducting research in three main areas: Designing health interventions, analyzing psychosocial resources related to quality of life, implementing health policies and analyzing their effectiveness.

Her academic achievements, implemented projects and involvement in the education of young scientists form the foundation for effective and innovative education at the SWPS University's Doctoral School.

**Associate Professor Aleksandra Cislak-Wójcik; ORCID: <https://orcid.org/0000-0002-9880-6947>**

Professor Cislak-Wójcik is a social and political psychologist, founder and former Head of the Center for Research on Social Relations, Co-Director of the Creative Leadership postgraduate program, **she is the Vice-President of the Polish Social Psychological Society and Vice-Rector for Research at the SWPS University.** Author of scientific papers on power, identification, social perception and conflict resolution. Winner of scholarship programs for outstanding young scientists run by the FNP, Polityka, and the Ministry of Science and Higher Education. Graduate of social psychology at the SWPS University and journalism and social communication at the University of Warsaw. Professor Cislak-Wójcik's academic focus is on power. She investigates how exercising power changes a person and how a person is changed as a result of being subject to power. What is the difference between power and a sense of control? What is worth strengthening in employees? He is also interested in identifying with social groups, especially with groups such as business organizations. She is looking for an answer to the question of whether it is always good for companies when employees identify strongly with their workplace. She analyzes power



and gender relations and the social perception of women in contemporary societies. She also investigates why some Poles support anti-environmental policy.

Professor Cislak-Wójcik is also the author of many influential scientific publications. Between 2018 and 2025, she authored over 40 scientific articles published in prestigious scientific journals, 10 of which in journals that received 140 or 200 points on the list of MNiSW (Ministry of Science and Higher Education). She is also a co-author of chapters in the monographs "Routledge Handbook of Illiberalism" (pub. Routledge) and "The Cambridge Handbook of Political Psychology" (pub. Cambridge University Press). **Professor Cislak-Wójcik is also an experienced leader of research projects, including those financed from external sources: "Sprawując władzę czy kontrolę? Krótko- i długoterminowe efekty kontroli osobistej i kontroli nad innymi" [Exercising Power or Control? Short- and Long-Term Effects of Personal Control and Control over Others] (NCN OPUS) and "Czy silna identyfikacja może szkodzić grupie? Rola bezpiecznych i defensywnych form identyfikacji z grupą w relacjach wewnątrzgrupowych i realizacji grupowych celów" [Can Strong Identification Harm a Group? The Role of Safe and Defensive Forms of Identification with a Group in Intergroup Relations and the Achievement of Group Goals] (NCN OPUS), currently participating in the implementation of a project funded by the Leverhulme Trust "Does Identity Rhetoric Boost Online Political Messages?"**

**Associate Professor Katarzyna Byrka; ORCID: <https://orcid.org/0000-0003-4220-4063>**

Katarzyna Byrka, Associate Professor at the SWPS University, is a social psychologist specializing in environmental and health psychology. **She is the Chair of the International Affairs Committee in the General Council for Higher Education (Komisja ds. Międzynarodowych w Radzie Głównej Nauki i Szkolnictwa Wyższego) for the 2022–2025 term.** Her research interests focus on the discrepancies between people's statements and their actual behavior, i.e., the relationship between attitudes and behavior. She is particularly interested in methods of measuring attitudes indirectly, not based on statements or declarations. Professor Byrka is the Head of the Social Behavior Research Center. Her academic achievements include numerous publications in renowned scientific journals, as well as participation in international research projects. Between 2017 and 2024, Professor Byrka published 29 scientific articles, twelve of which were published in journals that received 140 or 200 points on the MNiSW list. **During this period, she carried out/is carrying out three grants financed from external sources: "System celów tożsamościowych: Ja dążeniowe w interakcji i kontekście" [Identity Purpose System: The Aspirational Self in Interaction and Context] (NCN Beethoven), "Dążenie do autodefiniujących celów a poddawanie się i uleganie pokusom" [Pursuing Self-Defining Goals Versus Giving Up and Succumbing to Temptation] (NCN SONATA Bis), "Segmentacja konsumentów energii elektrycznej za pomocą fazowego modelu zmiany: Analiza czynników wpływających na akceptację narzędzi zarządzania stroną popytową" [Segmentation of Electricity Consumers Using a Phase Change Model: Analysis of Factors Influencing Acceptance of Demand Management Tools] (NCN OPUS).**

Professor Byrka is also a winner of prestigious awards and distinctions, including the Iuventus Plus competition organized by the Ministry of Science and Higher Education and the START program implemented by the Foundation for Polish Science. Her interdisciplinary approach combines social, environmental and health psychology, which results in the implementation of practical solutions in the promotion of pro-environmental and pro-health behaviors.

**Associate Professor Jarosław Michałowski; ORCID: <https://orcid.org/0000-0002-5811-740X>**

Jarosław Michałowski, Associate Professor at the SWPS University, is a psychologist specializing in neuroscience of emotions and clinical psychophysiology. His research focuses on the neural correlates of emotional experiences and the relationship between emotions and cognitive processes. He analyzes the mechanisms of the development, persistence and treatment of mental health issues such as anxiety disorders, personality disorders and procrastination. Professor Michałowski is also a certified therapist, a supervisor of cognitive-behavioral therapy (CBT) and a schema therapist. He treats patients with neurosis, anxiety disorders, depression and difficulties in maintaining healthy relationships. He is the Head of the Laboratory of Affective Neuroscience at the SWPS University, where he carries out numerous research projects concerning, among others, the neural correlates of procrastination, emotional contagion, and the impact of fear on alertness and selective attention. **Between 2018 and 2024, he carried out/is carrying out four externally funded research projects: “Mapowanie ludzkich emocji w obliczu zmian klimatycznych w relacji do zdrowia psychicznego oraz podejmowania działań” [Mapping Human Emotions in the Face of Climate Change in Relation to Mental Health and Taking Action] (NCN Grieg), “Jak zwiększyć skuteczność działania psychoterapeutycznych technik wyobrażeniowych?” [How to Increase the Effectiveness of Psychotherapeutic Imagery Techniques?] (NCN Sonata BIS), “Neuronalne mechanizmy problemów z regulacją emocji i deficytów wykonawczych w prokrastynacji” [Neuronal Mechanisms of Emotional Dysregulation and Executive Dysfunctions in Procrastination] (NCN OPUS), “Psychoterapia prokrastynacji – skuteczność oraz mechanizmy neuronalne i behawioralne Terapii Poznawczo-Behawioralnej oraz Restrykcji Czasu Pracy” [Psychotherapy of Procrastination – The Effectiveness and Neural and Behavioral Mechanisms of Cognitive Behavioral Therapy and Work Time Restraint] (NCN OPUS).**

Professor Michałowski is also the author of numerous influential scientific publications in renowned journals such as “Personality and Individual Differences,” “International Journal of Psychophysiology,” “Social Cognitive and Affective Neuroscience.” Between 2017 and 2024, he published 24 scientific articles, including 3 articles in journals which scored 200 points according to the MNiSW list and 6 articles worth 140 points. Professor Michałowski's achievements are not only testament to his interdisciplinary approach, combining psychology, neuroscience and behavioural sciences in the study of complex health and social problems, but also his significant impact on the development of global knowledge. **In 2024, he was selected by Polskie Towarzystwo Psychologiczne to be part of a team of experts collaborating with a national consultant in the field of psychotherapy. He is also the Chair of the Working Group operating within the coalition “Porozumienie dla Psychoterapii,” created by the University of Warsaw, the SWPS University, the Jagiellonian University, and the Institute of Psychology of the Polish Academy of Sciences (PAN).**

*Due to the fact that education in the discipline of Fine Arts and Art Conservation only started from the academic year 2023/2024, the number of doctoral students, as well as academic teachers and supervisors involved in their education is small. At the moment, three scientists representing this discipline are cooperating with the Doctoral School.*

**Associate Professor Karol Murlak** — <https://orcid.org/0000-0001-8194-0501>

Professor Karol Murlak is a renowned designer and scientist in the discipline of Fine Arts and Art Conservation, whose interdisciplinary approach and innovative projects combine artistic work with scientific activity. His career path includes academic development and research, as well as significant achievements in industrial design and the education of students and doctoral students.

Professor Karol Murlak graduated from Falmouth College of Art (UK) and the Academy of Fine Arts in Warsaw, obtaining a Master's degree in the Faculty of Interior Design in 2007. Already during his studies, his artistic and design work was recognized, which resulted in him being awarded a prestigious scholarship from the Minister of Culture and National Heritage. In 2013, he obtained a Doctoral Degree, defending a dissertation on synesthetic design, which became an important focus of his further research activities. From 2016 to 2024, he was a professor at the Pratt Institute (New York, USA), where he worked in the School of Design. Since 2024, he has been the Dean of the Department of Design at the University of Texas at Austin (USA). Professor Murlak is the Director of the Institute of Design at the SWPS University.

**Professor Murlak's research activities include leading and participating in the implementation of a number of externally funded grants, including the \$5 million NSF Convergence Accelerator Grant (2021) for research on a hydrogel based on marine algae supporting adaptation of agriculture to climate change; projects funded by the European Research Council Executive Agency (ERC), related to the role of physical prototypes in adapting cities to climate change (\$3.8 million); as well as grants from the Ministry of Culture and National Heritage supporting the development of innovative materials.** His academic achievements also include numerous publications, including in international journals such as “Craft Research” (pub. Intellect Ltd.) where he published research on the process of creating new materials and the “European Journal of Wood and Wood Products” (pub. Springer Nature) on the use of expanded wood in furniture design. He is also the author of chapters in monographs on design education and innovative design techniques.

In addition to his academic and university activities, Professor Murlak **is a renowned designer whose works have been presented at many prestigious international exhibitions, including: London Design Festival, where he presented innovative designs in the field of lighting systems; Salone del Mobile in Milan, where solar street furniture co-created by him was exhibited; Łódź Design Festival, where he presented sensory lighting systems.** His artistic activities focus on creating functional utility objects and exploring the potential of new materials such as wood and hydrogels.

Professor Murlak combines the ability to conduct interdisciplinary research with design practice, which makes him a leader in his field and an expert of international significance. His ability to cooperate with the industry, cultural institutions and science results in the implementation of projects of great social significance, such as the development of ecological materials or the popularization of sustainable design practices. With teaching



experience on several continents, he successfully trains the staff of future artists and designers, combining a traditional approach to art with the latest technologies.

**Professor Mariusz Wszolek** - <https://orcid.org/0000-0002-8830-189X>

Professor Mariusz Wszolek is a leading Polish communication researcher (communication studies — an interdisciplinary field of science that studies communication processes in various contexts — interpersonal, group, mass and digital), whose scientific activity focuses on the theory and practice of communication design, especially in the context of inclusive, participatory and sustainable approaches to design. He combines academic experience with project practice and consultations in the field of communication strategies, which makes him a valued expert both in Poland and internationally. Professor Wszolek graduated in Visual Communication and obtained the habilitation in the discipline of Fine Arts and Art Conservation. He is the coordinator of an external doctoral studies program at the SWPS University in the same discipline. As part of his academic work, he teaches courses in Theory and Practice of Design, Corporate Identity, Packaging Design, and Creation, developing students' knowledge at various stages of their careers. His practical activities also include cooperation with academic and business institutions, including the University of Wrocław, Strefa Kultury Wrocław (Wrocław Culture Zone), Media Markt and NOTI, which he supports as a communication designer.

**Professor Wszolek actively participates/participated in the implementation of scientific projects financed by the National Science Center (NCN) and the European Commission, including “Sustainable Transitions through Democratic Design (CoDesign4Transitions)” funded by the European Commission as part of the Marie Skłodowska-Curie Actions Doctoral Networks program, which aims to develop a methodology for designing sustainable social solutions. The project will be carried out between 2024 and 2028 by a consortium of universities from 7 countries; “Education Programme Component 2. Mobility Projects in Higher Education,” implemented under the EEA Financial Mechanism (Norway Grants) in cooperation with Volda University College (Norway), which aims to develop innovative solutions in project-based education, with an emphasis on participation and sustainable development; “MEDFAKE: Budowanie zaufania do szczepień ochronnych z wykorzystaniem najnowszych narzędzi komunikacji i wpływu społecznego” (MEDFAKE: Building confidence in prophylactic vaccination using the latest communication and social impact tools) financed by NCBR as a part of the GOSPOSTRATEG-II program.**

Professor Wszolek is also the author of several dozen scientific publications, including articles in international scientific journals and chapters in monographs. His publications focus on communication design, sustainability and advertising theory. The most important of them have been published in prestigious magazines such as “Communication Design” (pub. Taylor and Francis) and monographs (Professor Wszolek is the editor of the “Manual” publishing series — a series of textbooks on communication design). Professor Wszolek is an interdisciplinary scientist who contributes significantly to the development of communication design theory and practice at the national and international level. His research and projects are applied in both academic environments and industrial practice, promoting sustainable development and an inclusive approach to design.

**Professor Tomasz Bierkowski**; <https://orcid.org/0009-0007-3419-7103>

Professor Tomasz Bierkowski is a renowned designer, researcher, trainer and design critic, associated with the Academy of Fine Arts in Katowice, where he is the Head of the Graphic Design Department, and the SWPS University, where he lectures in the discipline of Graphic Design. His specialization includes the design of scientific and popular science

publications, visual identities, and issues related to the design of reading experiences and project validation. As a researcher, he focuses on analyzing the relationship between user experience (UX) and typography, as well as the effectiveness of visual messages.

Professor Bierkowski's academic achievements include numerous publications and monographs that have brought him recognition both at home and abroad. He is the author of the following books: "O typografii" [About Typography] (2008), "Solidaryca – fenomen komunikacyjny" [The Solidaryca Font – A Communication Phenomenon] (2018), "Typografia dla humanistów" [Typography for Humanists] (co-author Professor E. Repucho, 2018), "Teksty nie tylko o typografii" [Texts About Typography and More] (2020) and "Six Lessons in Typography at RISD" (co-author Prof. Krzysztof Lenk, 2021). He also publishes articles on typography and visual communication in recognized scientific journals and specialist press. Professor Bierkowski is also actively involved in teaching and training. He conducts design workshops both in Poland and abroad, collaborating with such institutions as Anglia Ruskin University in Cambridge, Mimar Sinan Fine Arts University in Istanbul, the University of Illinois, the University of Reading and Missouri State University. In 2012 and 2013, he was a visiting professor at the Academy of Fine Arts and Design in Bratislava.

In addition to teaching and research activities, professor Bierkowski is involved in practical and consulting work. In 2018-2020, he collaborated with the branding agency Admind in Kraków, implementing projects in the field of visual strategies. As a juror and chairman of the competition committees, he participates in the evaluation of international design competitions. At the SWPS University, professor Bierkowski, in cooperation with Dr. Adam Anacik-Kryza, conducts interdisciplinary research on the quality of education and in the area of legal design. His work combines an innovative approach to graphic design with a deep understanding of the role of visual communication in scientific and social contexts, making him one of the leading experts in his field.

Justification for the selection of recruitment committees in the context of ensuring and guaranteeing high recruitment standards

The selection and operation of Admission Committees are regulated by resolutions of the Senate outlining the "Rules, conditions and procedures for admission to the SWPS University Doctoral School" In selecting committee members, special attention is given to their high level of scientific research achievement, experience in training academic personnel, and strong engagement in organizational responsibilities at the University. Throughout the recruitment process, particular care is taken to ensure that neither committee members nor candidates are placed in situations of conflict of interest or mutual dependency. Detailed provisions outlined in the "Rules..." document designed to ensure and guarantee a high standard of recruitment include, among others:

**Paragraph 2, Section 5**, stipulates that each committee must comprise at least three academic teachers recognized for their scholarly achievements in the relevant discipline. Each time, we ensure that committee members represent diverse research areas within the discipline, thus guaranteeing adequate representation of varied research perspectives: "The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes."

**Paragraph 3, Section 3**, specifies that all committee resolutions regarding opinions on the acceptance or rejection of candidates must be adopted by a simple majority vote in the presence of at least three Admission Committee members: "Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive."

**Paragraph 3, Section 6**, indicates that if committee members find that the substantive scope of the proposed research plan exceeds their competencies, they may invite an additional expert with an advisory voice to the meeting: "The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the chairperson, if in the course of substantive proceedings it is necessary to seek additional expert opinion."

**Paragraph 4, Sections 1, 2, 3, and 4**, establish criteria for excluding specific committee members from participating in the recruitment process of a given candidate. Section 1 explicitly outlines key and most likely scenarios requiring the exclusion of a committee member from proceedings: "A member of the Admission Committee is subject to exclusion from participation in the admission procedure of a given candidate if:

- 1) they are the candidate's superior or have another employment-related relationship;
- 2) the candidate is or has been their spouse, relative, or in-law up to the second degree, or is or has been cohabiting with a Recruitment Committee member;
- 3) the candidate is or has been associated with the Recruitment Committee member through adoption, guardianship, or trusteeship;
- 4) they participated in disciplinary proceedings where the candidate to the Doctoral School or their proposed supervisor was the accused;
- 5) they participated in issuing the contested decision;
- 6) they have been indicated in the recruitment proceedings as the candidate's potential supervisor;
- 7) there exist other objective circumstances raising justified concerns about impartiality and objectivity in evaluating the candidate."

**Decision No. 1/2019**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**Dated June 7, 2019**  
**on the appointment of**  
**Admission Committees for the Doctoral School of Social and Human Sciences**  
**at SWPS University of Social Sciences and Humanities**

Based on Chapter 2, sections 2 and 3 of Annex No. 1 to Resolution No. 52/2019 of the Senate of SWPS University of Social Sciences and Humanities, dated May 23, 2019, on establishing the principles, conditions, and procedures for the recruitment process to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2019/2020, I order as follows:

**§ 1**

1. I appoint the a Admission Committee in the discipline of Cultural and Religious Studies with the following members:
  - 1) prof. dr hab. Tadeusz Rachwał;
  - 2) prof. dr hab. Dorota Ilczuk;
  - 3) dr hab. Mirosław Filiciak, prof. of the SWPS University.
2. I appoint the recruitment committee for the Admission Process in the discipline of Literary Studies, composed of:
  - 1) prof. dr hab. Tadeusz Rachwał;
  - 2) prof. dr hab. Dorota Ilczuk;
  - 3) dr hab. Mirosław Filiciak, prof. of the SWPS University.
3. I appoint the recruitment committee for the Admission Process in the discipline of Sociology, composed of:
  - 1) dr hab. Izabela Grabowska-Lusińska, prof. of the SWPS University;
  - 2) dr hab. Mikołaj Cześniak, prof. of the SWPS University;
  - 3) dr hab. Michał Wenzel, prof. of the SWPS University.

4. I appoint the recruitment committee for the Admission Process in the discipline of Psychology (Warsaw), composed of:
- 1) dr hab. Aleksandra Cisłak – Wójcik, prof. of the SWPS University;
  - 2) dr hab. Izabela Krejtz, prof. of the SWPS University;
  - 3) prof. dr hab. Jerzy Trzebiński.
5. I appoint the recruitment committee for the Admission Process in the discipline of Psychology (Wrocław Branch), composed of:
- 1) dr hab. Katarzyna Byrka, prof. of the SWPS University;
  - 2) prof. dr hab. Tomasz Zaleśkiewicz;
  - 3) dr hab. Justyna Ziółkowska, prof. of the SWPS University;
  - 4) dr hab. Agata Gąsiorowska, prof. of the SWPS University.

## **§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
of the SWPS University of Social Sciences and Humanities

prof. dr. hab. Grzegorz Sędek

**Decision No. 1/2020**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**Dated July 1, 2020**  
**regarding the appointment of Admission Committees in the admission process**  
**for the Doctoral School of Social and Human Sciences**  
**of SWPS University of Social Sciences and Humanities**  
**for the academic year 2020/2021**

Pursuant to § 2.2 and § 2.3 of the Rules, Conditions, and Procedures for Admission to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities, constituting Annex No. 1 to Resolution No. 3/2020 of the Senate of SWPS University of Social Sciences and Humanities dated January 24, 2020, regarding the determination of the Rules, Conditions, and Procedures for Admission to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2020/2021, as amended by Resolution No. 58/2020 of the Senate of SWPS University of Social Sciences and Humanities dated June 19, 2020, regarding the amendment of Resolution No. 3/2020 of the Senate of SWPS University of Social Sciences and Humanities dated January 24, 2020, regarding the determination of the Rules, Conditions, and Procedures for Admission to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2020/2021, I hereby order as follows:

**§ 1**

1. I appoint the a Admission Committee for the admission process to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2020/2021 (hereinafter referred to as the "Admission Process") in the discipline of Cultural and Religious Studies, composed of:

- 1) prof. dr hab. Tadeusz Rachwał;
- 2) prof. dr hab. Dorota Ilczuk;
- 3) dr hab. Mirosław Filiciak, prof. of the SWPS University.

2. I appoint the Admission Committee for the Admission Process in the discipline of Literary Studies, composed of:
  - 1) prof. dr hab. Tadeusz Rachwał, prof. of the SWPS University;
  - 2) prof. dr hab. Dorota Ilczuk;
  - 3) dr hab. Mirosław Filiciak, prof. of the SWPS University.
3. I appoint the Admission Committee for the Admission Process in the discipline of Sociology, composed of:
  - 1) dr hab. Krzysztof Jaskułowski, prof. of the SWPS University;
  - 2) dr hab. Piotr Kwiatkowski, prof. of the SWPS University;
  - 3) dr hab. Michał Wenzel, prof. of the SWPS University.
4. I appoint the Admission Committee for the Admission Process in the discipline of Psychology (Warsaw), composed of:
  - 1) dr hab. Wojciech Kulesza, prof. of the SWPS University;
  - 2) dr hab. Izabela Krejtz, prof. of the SWPS University;
  - 3) prof. dr hab. Jerzy Trzebiński.
5. I appoint the Admission Committee for the Admission Process in the discipline of Psychology (Wrocław Branch), composed of:
  - 1) dr hab. Katarzyna Byrka, prof. of the SWPS University;
  - 2) prof. dr hab. Tomasz Zaleśkiewicz;
  - 3) dr hab. Justyna Ziółkowska, prof. of the SWPS University;
  - 4) dr hab. Agata Gąsiorowska, prof. of the SWPS University.

## **§ 2**

The Admission Committees referred to in § 1 shall appoint their chairpersons from among their members.

## **§ 3**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
of the SWPS University of Social Sciences and Humanities

prof. dr. hab. Grzegorz Sędek



Justification for the selection of recruitment committees in the context of ensuring and guaranteeing high recruitment standards

The selection and operation of Admission Committees are regulated by resolutions of the Senate outlining the "Rules, conditions and procedures for admission to the SWPS University Doctoral School" In selecting committee members, special attention is given to their high level of scientific research achievement, experience in training academic personnel, and strong engagement in organizational responsibilities at the University. Throughout the recruitment process, particular care is taken to ensure that neither committee members nor candidates are placed in situations of conflict of interest or mutual dependency. Detailed provisions outlined in the "Rules..." document designed to ensure and guarantee a high standard of recruitment include, among others:

**Paragraph 2, Section 5**, stipulates that each committee must comprise at least three academic teachers recognized for their scholarly achievements in the relevant discipline. Each time, we ensure that committee members represent diverse research areas within the discipline, thus guaranteeing adequate representation of varied research perspectives: "The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes."

**Paragraph 3, Section 3**, specifies that all committee resolutions regarding opinions on the acceptance or rejection of candidates must be adopted by a simple majority vote in the presence of at least three Admission Committee members: "Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive."

**Paragraph 3, Section 6**, indicates that if committee members find that the substantive scope of the proposed research plan exceeds their competencies, they may invite an additional expert with an advisory voice to the meeting: "The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the chairperson, if in the course of substantive proceedings it is necessary to seek additional expert opinion."

**Paragraph 4, Sections 1, 2, 3, and 4**, establish criteria for excluding specific committee members from participating in the recruitment process of a given candidate. Section 1 explicitly outlines key and most likely scenarios requiring the exclusion of a committee member from proceedings: "A member of the Admission Committee is subject to exclusion from participation in the admission procedure of a given candidate if:

- 1) they are the candidate's superior or have another employment-related relationship;
- 2) the candidate is or has been their spouse, relative, or in-law up to the second degree, or is or has been cohabiting with a Recruitment Committee member;
- 3) the candidate is or has been associated with the Recruitment Committee member through adoption, guardianship, or trusteeship;
- 4) they participated in disciplinary proceedings where the candidate to the Doctoral School or their proposed supervisor was the accused;
- 5) they participated in issuing the contested decision;
- 6) they have been indicated in the recruitment proceedings as the candidate's potential supervisor;
- 7) there exist other objective circumstances raising justified concerns about impartiality and objectivity in evaluating the candidate."

**Decision No. 4/2021**  
**of the Director of the Interdisciplinary Doctoral School**  
**of SWPS University of Social Sciences and Humanities**  
**dated June 15, 2021**  
**regarding the appointment of Admission Committees in the admission process**  
**for the Doctoral School of Social and Human Sciences**  
**of SWPS University of Social Sciences and Humanities**  
**for the academic year 2021/2022**

Pursuant to § 27.2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 2.2-4 of the Rules, Conditions, and Procedures for Admission to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2021/2022, constituting an annex to Resolution No. 7/2021 of the Senate of SWPS University of Social Sciences and Humanities dated January 29, 2021, regarding the determination of the Rules, Conditions, and Procedures for Admission to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2021/2022, I hereby order as follows:

§ 1

1. I appoint the a Admission Committee for the admission process to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2020/2021 (hereinafter referred to as the "Admission Process") in the discipline of Literary Studies, composed of:
  - 1) dr hab. Mirosław Filiciak, prof. of the SWPS University - Chairman of the Committee;
  - 2) prof. dr hab. Dorota Ilczuk;
  - 3) prof. dr hab. Tadeusz Rachwał.
2. I appoint the Admission Committee for the Admission Process in the discipline of of Cultural and Religious Studies, composed of:
  - 1) dr hab. Mirosław Filiciak, prof. of the SWPS University - Chairman of the Committee;
  - 2) prof. dr hab. Dorota Ilczuk;
  - 3) prof. dr hab. Tadeusz Rachwał.

3. I appoint the Admission Committee for the Admission Process in the discipline of Sociology, composed of:
  - 1) dr hab. Mikołaj Cześćnik, prof. of the Uniwersytetu SWPS - Chairman of the Committee;
  - 2) dr hab. Katarzyna Januszkiewicz, prof. of the SWPS University;
  - 3) dr hab. Michał Wenzel, prof. of the SWPS University.
4. I appoint the Admission Committee for the Admission Process in the discipline of Psychology (Warsaw), composed of:
  - 1) dr hab. Wojciech Kulesza, prof. of the SWPS University - Chairman of the Committee;
  - 2) dr hab. Izabela Krejtz, prof. of the SWPS University;
  - 3) Prof. dr hab. Jerzy Trzebiński.
5. I appoint the Admission Committee for the Admission Process in the discipline of Psychology (Wrocław Branch), composed of:
  - 1) prof. dr hab. Tomasz Zaleśkiewicz - Chairman of the Committee;
  - 2) dr hab. Katarzyna Byrka, prof. of the SWPS University;
  - 3) dr hab. Agata Gąsiorowska, prof. of the SWPS University;
  - 4) dr hab. Justyna Ziółkowska, prof. of the SWPS University;

### § 3

The Decision comes into force as of the date of its signing.

Director of the Interdisciplinary  
Doctoral School  
of SWPS University of Social Sciences and Humanities

dr hab. Izabela Grabowska,  
prof. of the SWPS University

**Decision No. 1/2021**  
**of the Director of the Interdisciplinary Doctoral School**  
**of SWPS University of Social Sciences and Humanities**  
**Dated April 9, 2021**  
**on the appointment of Admission Committees for the "Implementation PhD" program**  
**in the admission process for the Doctoral School of Social and Human Sciences**  
**at SWPS University of Social Sciences and Humanities**  
**for the academic year 2021/2022**

Based on § 27 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 9 section 1 of the Detailed Recruitment Principles for the Doctoral School for candidates whose doctoral scholarships will be financed from external sources, including national and international research projects (grants), constituting Annex No. 2 to the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2021/2022, approved by Resolution No. 7/2021 of the Senate of SWPS University of Social Sciences and Humanities dated January 29, 2021, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2021/2022, I order as follows:

**§ 1**

1. I appoint the a Admission Committee for the "Implementation PhD" program for the admission process to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2024/2025 with the following members:
  - 1) dr Agata Jastrzębowska-Tyczkowska – Chairwoman, Coordinator of the "Implementation PhD" program at SWPS University of Social Sciences and Humanities;
  - 2) dr hab. Mikołaj Cześnik, prof. of the SWPS University - Representative of the Council of the Interdisciplinary Doctoral School;
  - 3) dr hab. Izabela Grabowska, prof. of the SWPS University - Representative of the Council of the Interdisciplinary Doctoral School;

- 4) prof. dr hab. Tadeusz Rachwał - Representative of the Council of the Interdisciplinary Doctoral School;
- 5) prof. dr hab. Grzegorz Sędek - Representative of the Council of the Interdisciplinary Doctoral School;
- 6) prof. dr hab. Tomasz Zaleśkiewicz - Representative of the Council of the Interdisciplinary Doctoral School;
- 7) Iwona Gawrycka – Representative of the Center for Knowledge Transfer;

## **§ 2**

The Decision comes into force as of the date of its signing.

Director of Interdisciplinary Doctoral School  
of SWPS University of Social Sciences and Humanities

dr hab. Izabela Grabowska,  
prof. of the SWPS University

**Decision No. 2/2021**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 15 June 2021**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2021/2022**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2021/2022 approved by Resolution No. 7/2021 of the SWPS University of Social Sciences and Humanities Senate of 29 January 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2021/2022, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled *"The pursuit of self-defining goals, giving in and giving in to temptations"*, funded by the National Science Center No. 2018/30/E/HS6/00465 within the framework of the Preludium BIS competition, headed by dr hab. Katarzyna Byrka, prof. of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2021/2022 in the following composition:

- 1) dr hab. Katarzyna Byrka, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;
- 2) dr Katarzyna Cantarero;

- 3) dr Magdalena Król;
- 4) Anna Zajęc - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Izabela Grabowska,  
prof. of the SWPS University

**Decision No. 3/2021**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 15 June 2021**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2021/2022**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2021/2022 approved by Resolution No. 7/2021 of the SWPS University of Social Sciences and Humanities Senate of 29 January 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2021/2022, I decide as follows:

**§1**

I appoint the Competition Committee to award the competition for implementing the research project entitled *“Determinants and consequences of an everyday moral dilemma between honesty and deception”* funded by the National Science Center No. 2020/39/B/HS6/02196 under the Opus 20 competition, headed by dr Katarzyna Cantarero, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2021/2022 in the following composition:

- 1) dr Katarzyna Cantarero - head of the research project, chairwoman of the Competition Committee;
- 2) dr hab. Katarzyna Byrka, prof. of the SWPS University



- 3) prof. dr hab. Dariusz Dolinski;
- 4) Anna Zając - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Izabela Grabowska,  
prof. of the SWPS University

**Decision No. 4/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 20 March 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2021/2022**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2021/2022 approved by Resolution No. 7/2021 of the SWPS University of Social Sciences and Humanities Senate of 29 January 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2021/2022, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled "The Role of Linguistic Markers of Agency in Mobilizing Collective Action", funded by the National Science Center, headed by dr hab. Magdalena Formanowicz, prof. of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2021/2022 in the following composition:

- 1) dr hab. Magdalena Formanowicz, prof. of the SWPS University - Chairwoman of the Committee;
- 2) dr hab. Aleksandra Cisłak-Wójcik, prof. of the SWPS University
- 3) dr. Marta Witkowska;

- 4) Anna Zajęc - representative of the Human Resources Department.

**§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 5/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 20 March 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2021/2022**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2021/2022 approved by Resolution No. 7/2021 of the SWPS University of Social Sciences and Humanities Senate of 29 January 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2021/2022, I decide as follows:

**§1**

I appoint the Competition Committee to award the competition for implementing the research project entitled. "Why we mimic emotions even when no one is watching: Limited visual contact and emotional mimicry" funded by the National Science Center, headed by dr hab. Michał Olszanowski, prof. of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2021/2022 in the following composition:

- 1) dr hab. Michał Olszanowski, prof. of the SWPS University - Chairman of the Committee;
- 2) dr hab. Aleksandra Szymków-Sudziarska, prof. of the SWPS University
- 3) dr Natalia Frankowska;

- 4) Anna Zajęc - representative of the Human Resources Department.

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

Justification for the selection of recruitment committees in the context of ensuring and guaranteeing high recruitment standards

The selection and operation of Admission Committees are regulated by resolutions of the Senate outlining the "Rules, conditions and procedures for admission to the SWPS University Doctoral School" In selecting committee members, special attention is given to their high level of scientific research achievement, experience in training academic personnel, and strong engagement in organizational responsibilities at the University. Throughout the recruitment process, particular care is taken to ensure that neither committee members nor candidates are placed in situations of conflict of interest or mutual dependency. Detailed provisions outlined in the "Rules..." document designed to ensure and guarantee a high standard of recruitment include, among others:

**Paragraph 2, Section 5**, stipulates that each committee must comprise at least three academic teachers recognized for their scholarly achievements in the relevant discipline. Each time, we ensure that committee members represent diverse research areas within the discipline, thus guaranteeing adequate representation of varied research perspectives: "The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes."

**Paragraph 3, Section 3**, specifies that all committee resolutions regarding opinions on the acceptance or rejection of candidates must be adopted by a simple majority vote in the presence of at least three Admission Committee members: "Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive."

**Paragraph 3, Section 6**, indicates that if committee members find that the substantive scope of the proposed research plan exceeds their competencies, they may invite an additional expert with an advisory voice to the meeting: "The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the chairperson, if in the course of substantive proceedings it is necessary to seek additional expert opinion."

**Paragraph 4, Sections 1, 2, 3, and 4**, establish criteria for excluding specific committee members from participating in the recruitment process of a given candidate. Section 1 explicitly outlines key and most likely scenarios requiring the exclusion of a committee member from proceedings: "A member of the Admission Committee is subject to exclusion from participation in the admission procedure of a given candidate if:

- 1) they are the candidate's superior or have another employment-related relationship;
- 2) the candidate is or has been their spouse, relative, or in-law up to the second degree, or is or has been cohabiting with a Recruitment Committee member;
- 3) the candidate is or has been associated with the Recruitment Committee member through adoption, guardianship, or trusteeship;
- 4) they participated in disciplinary proceedings where the candidate to the Doctoral School or their proposed supervisor was the accused;
- 5) they participated in issuing the contested decision;
- 6) they have been indicated in the recruitment proceedings as the candidate's potential supervisor;
- 7) there exist other objective circumstances raising justified concerns about impartiality and objectivity in evaluating the candidate."

**Decision No. 7/2022**  
**of the Director of the Interdisciplinary Doctoral School**  
**of SWPS University of Social Sciences and Humanities**  
**dated May 19, 2022**  
**regarding the appointment of Admission Committees in the admission process**  
**for the Doctoral School of Social and Human Sciences**  
**of SWPS University of Social Sciences and Humanities**  
**for the academic year 2022/2023**

Pursuant to § 27.2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 2.2-4 of the Rules, Conditions, and Procedures for Admission to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2022/2023, constituting an annex to Resolution No. 81/2021 of the Senate of SWPS University of Social Sciences and Humanities dated December 17, 2021, regarding the determination of the Rules, Conditions, and Procedures for Admission to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2022/2023, I hereby order as follows:

**§ 1**

1. I appoint the Admission Committee for the admission process to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2022/2023 (hereinafter referred to as the "**admission process**") in the discipline of Literary Studies, composed of:
  - 1) dr hab. Mariusz Czubaj, prof. of the SWPS University – Chairperson;
  - 2) prof. dr hab. David Malcolm;
  - 3) prof. dr hab. Tadeusz Rachwał.
2. I appoint the Admission Committee for the admission process in the discipline of Cultural and Religious Studies, composed of:
  - 1) dr hab. Mirosław Filiciak, prof. of the SWPS University – Chairperson;
  - 2) prof. dr hab. Dorota Ilczuk;
  - 3) prof. dr hab. Tadeusz Rachwał.

3. I appoint the Admission Committee for the admission process in the discipline of Sociological Sciences, composed of:
  - 1) prof. dr hab. Piotr Kwiatkowski – Chairperson;
  - 2) dr hab. Paulina Pustułka, prof. of the SWPS University;
  - 3) prof. dr hab. Krzysztof Jaskułowski.
4. I appoint the Admission Committee for the admission process in the discipline of Psychology (Warsaw), composed of:
  - 1) dr hab. Wojciech Kulesza, prof. of the SWPS University – Chairperson;
  - 2) dr hab. Izabela Krejtz, prof. of the SWPS University;
  - 3) prof. dr hab. Jerzy Trzebiński.
5. I appoint the Admission Committee for the admission process in the discipline of Psychology (Wrocław Branch), composed of:
  - 1) dr hab. Katarzyna Byrka, prof. of the SWPS University – Chairperson;
  - 2) dr hab. Agata Gąsiorowska, prof. of the SWPS University;
  - 3) dr hab. Justyna Ziółkowska, prof. of the SWPS University.

## § 2

The Decision comes into force as of the date of its signing.

Director of the Interdisciplinary  
Doctoral School  
of SWPS University of Social Sciences and Humanities

dr. hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University



**Decision No. 2/2022**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated May 19, 2022**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School of Social and Human Sciences**  
**at SWPS University of Social Sciences and Humanities**  
**for the academic year 2022/2023 in the discipline of Literary Studies**

Based on § 27 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2022/2023, constituting an annex to Resolution No. 81/2021 of the Senate of SWPS University of Social Sciences and Humanities dated December 17, 2021, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2022/2023, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2022/2023 conducted in the second instance in the discipline of Literary Studies, with the following members:

- 1) dr hab. Agnieszka Pantuchowicz, prof. of the SWPS University – Chairwoman;
- 2) dr hab. Marcin Jacoby, prof. of the SWPS University;
- 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Ciślak-Wójcik,  
prof. of the SWPS University

**Decision No. 3/2022**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated May 19, 2022**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School of Social and Human Sciences**  
**at SWPS University of Social Sciences and Humanities**  
**for the academic year 2022/2023 in the discipline of Culture and Religion studies**

Based on § 27 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2022/2023, constituting an annex to Resolution No. 81/2021 of the Senate of SWPS University of Social Sciences and Humanities dated December 17, 2021, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2022/2023, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2022/2023 conducted in the second instance in the discipline of Culture and Religion studies, with the following members:

- 1) dr hab. Agnieszka Pantuchowicz, prof. of the SWPS University – Chairwoman;
- 2) dr hab. Mariusz Czubaj, prof. of the SWPS University;
- 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Ciślak-Wójcik,  
prof. of the SWPS University

**Decision No. 4/2022**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated May 19, 2022**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School of Social and Human Sciences**  
**at SWPS University of Social Sciences and Humanities**  
**for the academic year 2022/2023 in the discipline Sociology**

Based on § 27 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2022/2023, constituting an annex to Resolution No. 81/2021 of the Senate of SWPS University of Social Sciences and Humanities dated December 17, 2021, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2022/2023, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2022/2023 conducted in the second instance in the discipline of Sociology, with the following members:

- 1) dr hab. Adam Leszczyński, prof. of the SWPS University – Chairman;
- 2) dr hab. Michał Wenzel, prof. of the SWPS University;
- 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Ciślak-Wójcik,  
prof. of the SWPS University

**Decision No. 5/2022**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated May 19, 2022**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School of Social and Human Sciences**  
**at SWPS University of Social Sciences and Humanities**  
**for the academic year 2022/2023 in the discipline Psychology**

Based on § 27 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2022/2023, constituting an annex to Resolution No. 81/2021 of the Senate of SWPS University of Social Sciences and Humanities dated December 17, 2021, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2022/2023, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2022/2023 conducted in the second instance in the discipline of Psychology, with the following members:

- 1) prof. dr hab. Paweł Ostaszewski – Chairman;
- 2) prof. dr hab. Aleksandra Łuszczynska;
- 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Cisłak-Wójcik,  
prof. of the SWPS University

**Decision No. 8/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 30 June 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 approved by Resolution No. 81/2021 of the SWPS University of Social Sciences and Humanities Senate of 17 December 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled *"The impact of an anti-inflammatory probiotic supplementation on cognitive functioning in the elderly population – the moderating role of the dietary pattern."*, funded by the National Science Center No. 2021/43/O/HS6/02074 within the framework of the Preludium BIS competition, headed by dr hab. Aneta Brzezicka, professor of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 in the following composition:

- 1) dr hab. Aneta Brzezicka, professor of the SWPS University - head of the research project, chairwoman of the Competition Committee;

- 2) dr. Katarzyna Kuć;
- 3) dr hab. Aleksandra Kroemeke, professor of the SWPS University;
- 4) Anna Zajęc - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 9/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 30 June 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 approved by Resolution No. 81/2021 of the SWPS University of Social Sciences and Humanities Senate of 17 December 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled *"Trust as a polymorphous phenomenon. Psychological specificity of trust in communal-sharing and market-pricing relations."* funded by the National Science Center No. 2021/41/B/HS6/03104 under the OPUS competition, headed by dr hab. Agata Gąsiorowska, professor of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 in the following composition:

- 1) dr hab. Agata Gąsiorowska, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;
- 2) dr hab. Jakub Traczyk, prof. of the SWPS University

- 3) prof. dr hab. Tomasz Zaleskiewicz;
- 4) Anna Zając - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University



**Decision No. 10/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 30 June 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 approved by Resolution No. 81/2021 of the SWPS University of Social Sciences and Humanities Senate of 17 December 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023, I decide as follows:

**§1**

I appoint the Competition Committee to award the competition for implementing the research project entitled. *"Market mindset as a result of attachment insecurity. Exploration of the relation and its psychological mechanisms."* funded by the National Science Center No. 2021/43/O/HS6/00778 under the PRELUDIUM BIS competition, headed by dr hab. Agata Gąsiorowska, professor of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 in the following composition:

- 1) dr hab. Agata Gąsiorowska, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;
- 2) dr hab. Jakub Traczyk, prof. of the SWPS University

- 3) prof. dr hab. Tomasz Zaleskiewicz;
- 4) Natalia Bińskowska - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 11/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 30 June 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 approved by Resolution No. 81/2021 of the SWPS University of Social Sciences and Humanities Senate of 17 December 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled *"Meaning-reconstruction process in cancer. The role of psychological flexibility. Intensive longitudinal and experimental studies."* funded by the National Science Center No. 2020/39/B/HS6/01927 under the OPUS competition, headed by dr hab. Aleksandra Kroemeke, professor of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 in the following composition:

- 1) dr hab. Aleksandra Kroemeke, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;
- 2) Dr hab. Aneta Brzezicka, prof. of the SWPS University

- 3) Dr hab. Wojciech Białaszek, prof. of the SWPS University
- 4) dr Anna Orylska - Committee Member
- 5) Anna Zajęc - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 12/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 25 June 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 approved by Resolution No. 81/2021 of the SWPS University of Social Sciences and Humanities Senate of 17 December 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled *"Self-regulation, physical environment, or public health containment policies? Explaining physical activity and sedentary behavior during the COVID-19 pandemic"*, funded by the National Science Center No. 2021/43/O/HS6/00712 under the PRELUDIUM BIS competition, headed by prof. dr hab. Aleksandra Łuszczyńska, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 in the following composition:

- 1) prof. dr hab. Aleksandra Łuszczyńska - head of the research project, chairwoman of the Competition Commission;

- 2) dr. Anna Banik;
- 3) dr. Jakub Kus;
- 4) Anna Zajęc - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 13/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 20 June 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 approved by Resolution No. 81/2021 of the SWPS University of Social Sciences and Humanities Senate of 17 December 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled *"Psychotherapy of Procrastination - Effectiveness and Neural and Behavioral Mechanisms of Cognitive Behavioral Therapy and Time Restriction."* funded by the National Science Center No. 2021/43/B/HS6/02024 under the OPUS competition, headed by dr hab. Jarosław Michalowski, professor of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 in the following composition:

- 1) dr hab. Jarosław Michałowski, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;
- 2) dr Konrad Piotrowski;
- 3) dr Maciej Kościelniak;

- 4) Natalia Bińkowska - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University



**Decision No. 14/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 25 June 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 approved by Resolution No. 81/2021 of the SWPS University of Social Sciences and Humanities Senate of 17 December 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled *"Meaning-reconstruction process in cancer. The role of psychological flexibility. Intensive longitudinal and experimental studies."* funded by the National Science Center No. 2020/39/B/HS6/01927 under the OPUS competition, headed by dr hab. Aleksandra Kroemeke, professor of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 in the following composition:

- 1) dr hab. Aleksandra Kroemeke, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;
- 2) Dr hab. Aneta Brzezicka, prof. of the SWPS University

- 3) Dr hab. Wojciech Białaszek, prof. of the SWPS University
- 4) dr Anna Orylska - Committee Member
- 5) Anna Zajęc - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 15/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 19 December 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 approved by Resolution No. 81/2021 of the SWPS University of Social Sciences and Humanities Senate of 17 December 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled "Evaluation and prediction of machine operator attentiveness & alertness based on eye movement dynamics" carried out within the framework of the Eyes41CU project (No. 101072410), headed by dr hab. Izabela Krejtz, professor of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 in the following composition:

- 1) dr hab. Izabela Krejtz, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;
- 2) dr Krzysztof Krejtz;

3) Natalia Bińkowska - representative of the Human Resources Department.

**§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 16/2022**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 19 December 2022**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 approved by Resolution No. 81/2021 of the SWPS University of Social Sciences and Humanities Senate of 17 December 2021 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2022/2023, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled "Real-time prediction of cognitive load in learning situations" carried out within the framework of the Eyes41CU project (No. 101072410), headed by dr hab. Izabela Krejtz, professor of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2022/2023 in the following composition:

- 1) dr hab. Izabela Krejtz, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;
- 2) dr. Krzysztof Krejtz;
- 3) Natalia Bińkowska - representative of the Human Resources Department.

**§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

Justification for the selection of recruitment committees in the context of ensuring and guaranteeing high recruitment standards

The selection and operation of Admission Committees are regulated by resolutions of the Senate outlining the "Rules, conditions and procedures for admission to the SWPS University Doctoral School" In selecting committee members, special attention is given to their high level of scientific research achievement, experience in training academic personnel, and strong engagement in organizational responsibilities at the University. Throughout the recruitment process, particular care is taken to ensure that neither committee members nor candidates are placed in situations of conflict of interest or mutual dependency. Detailed provisions outlined in the "Rules..." document designed to ensure and guarantee a high standard of recruitment include, among others:

**Paragraph 2, Section 5**, stipulates that each committee must comprise at least three academic teachers recognized for their scholarly achievements in the relevant discipline. Each time, we ensure that committee members represent diverse research areas within the discipline, thus guaranteeing adequate representation of varied research perspectives: "The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes."

**Paragraph 3, Section 3**, specifies that all committee resolutions regarding opinions on the acceptance or rejection of candidates must be adopted by a simple majority vote in the presence of at least three Admission Committee members: "Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive."

**Paragraph 3, Section 6**, indicates that if committee members find that the substantive scope of the proposed research plan exceeds their competencies, they may invite an additional expert with an advisory voice to the meeting: "The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the chairperson, if in the course of substantive proceedings it is necessary to seek additional expert opinion."

**Paragraph 4, Sections 1, 2, 3, and 4**, establish criteria for excluding specific committee members from participating in the recruitment process of a given candidate. Section 1 explicitly outlines key and most likely scenarios requiring the exclusion of a committee member from proceedings: "A member of the Admission Committee is subject to exclusion from participation in the admission procedure of a given candidate if:

- 1) they are the candidate's superior or have another employment-related relationship;
- 2) the candidate is or has been their spouse, relative, or in-law up to the second degree, or is or has been cohabiting with a Recruitment Committee member;
- 3) the candidate is or has been associated with the Recruitment Committee member through adoption, guardianship, or trusteeship;
- 4) they participated in disciplinary proceedings where the candidate to the Doctoral School or their proposed supervisor was the accused;
- 5) they participated in issuing the contested decision;
- 6) they have been indicated in the recruitment proceedings as the candidate's potential supervisor;
- 7) there exist other objective circumstances raising justified concerns about impartiality and objectivity in evaluating the candidate."

**Decision No. 3/2023**  
**of the Director of the Doctoral School**  
**of SWPS University of Social Sciences and Humanities**  
**Dated May 25, 2023**  
**on the appointment of Admission Committees**  
**in the admission process for the Doctoral School**  
**of SWPS University for the academic year 2023/2024**

Based on § 27 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 2 section 1 of Order No. 21/2019 of the Rector of SWPS University of Social Sciences and Humanities dated May 10, 2019, regarding the establishment of the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities (with later amendments), and in connection with § 2 sections 2-5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences of SWPS University of Social Sciences and Humanities for the academic year 2023/2024, constituting an annex to Resolution No. 79/2022 of the Senate of SWPS University of Social Sciences and Humanities dated December 16, 2022, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2023/2024, I order as follows:

**§ 1**

1. I appoint the a Admission Committee for the admission process to the Doctoral School of of SWPS University for the academic year 2023/2024 (hereinafter referred to as the "Admission Process") in the discipline of Literary Studies with the following members:
  - 1) dr hab. Mariusz Czubaj, prof. of the SWPS University - Chairman of the Committee;
  - 2) prof. dr hab. David Malcolm;
  - 3) prof. dr hab. Tadeusz Rachwał;
2. I appoint the Admission Committee for the Admission Process in the discipline of Cultural and Religious Studies with the following members:
  - 1) dr hab. Mirosław Filiciak, prof. of the SWPS University - Chairman of the Committee;
  - 2) prof. dr hab. Dorota Ilczuk;



- 3) prof. dr hab. Tadeusz Rachwał.
3. I appoint the Admission Committee for the Admission Process in the discipline of Sociology with the following members:
  - 1) dr hab. Piotr Kwiatkowski, prof. of the SWPS University - Chairman of the Committee;
  - 2) dr hab. Paulina Pustuka, prof. of the SWPS University;
  - 3) dr hab. Michał Wenzel, prof. of the SWPS University.
4. I appoint the Admission Committee for the Admission Process in the discipline of Psychology with the following members:
  - 1) prof. dr hab. Grzegorz Sędek - Chairman of the Committee;
  - 2) prof. dr hab. Andrzej Falkowski;
  - 3) dr hab. Agata Gąsiorowska, prof. of the SWPS University;
  - 4) dr hab. Magdalena Król, prof. of the SWPS University;
  - 5) dr hab. Jarosław Michałowski, prof. of the SWPS University.

### **§ 3**

The Decision comes into force as of the date of its signing.

Director of Doctoral School  
of SWPS University of Social Sciences and Humanities

dr. hab. Kamila Jankowiak-Siuda,  
prof. SWPS University

**Decision No. 3/2023**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated May 30, 2023**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School at SWPS University**  
**for the academic year 2023/2024 in the discipline of Literary Studies**

Based on § 23 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2023/2024, constituting an annex to Resolution No. 79/2022 of the Senate of SWPS University of Social Sciences and Humanities dated December 16, 2022, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2023/2024, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of SWPS University for the academic year 2023/2024 conducted in the second instance in the discipline of Literary Studies, with the following members:
  - 1) dr hab. Agnieszka Pantuchowicz, prof. of the SWPS University – Chairwoman;
  - 2) dr hab. Marcin Jacoby, prof. of the SWPS University;
  - 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Ciślak-Wójcik,  
prof. of the SWPS University

**Decision No. 4/2023**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated May 30, 2023**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School at SWPS University**  
**for the academic year 2023/2024 in the discipline of Culture and Religion studies**

Based on § 23 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2023/2024, constituting an annex to Resolution No. 79/2022 of the Senate of SWPS University of Social Sciences and Humanities dated December 16, 2022, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2023/2024, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of SWPS University for the academic year 2023/2024 conducted in the second instance in the discipline of Culture and Religion studies, with the following members:
  - 1) dr hab. Agnieszka Pantuchowicz, prof. of the SWPS University – Chairwoman;
  - 2) dr hab. Mariusz Czubaj, prof. of the SWPS University;
  - 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Ciślak-Wójcik,  
prof. of the SWPS University

**Decision No. 5/2023**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated May 30, 2023**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School at SWPS University**  
**for the academic year 2023/2024 in the discipline of Sociology**

Based on § 23 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2023/2024, constituting an annex to Resolution No. 79/2022 of the Senate of SWPS University of Social Sciences and Humanities dated December 16, 2022, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2023/2024, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of SWPS University for the academic year 2023/2024 conducted in the second instance in the discipline of Sociology, with the following members:
  - 1) dr hab. Adam Leszczyński, prof. of the SWPS University – Chairman;
  - 2) prof. dr hab. Krzysztof Jaskółowski;
  - 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Ciślak-Wójcik,  
prof. of the SWPS University

**Decision No. 6/2023**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated May 30, 2023**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School at SWPS University**  
**for the academic year 2023/2024 in the discipline of Psychology**

Based on § 23 section 2a of the Statute of SWPS University of Social Sciences and Humanities in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2023/2024, constituting an annex to Resolution No. 79/2022 of the Senate of SWPS University of Social Sciences and Humanities dated December 16, 2022, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities for the academic year 2023/2024, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of SWPS University for the academic year 2023/2024 conducted in the second instance in the discipline of Psychology, with the following members:

- 1) prof. dr hab. Paweł Ostaszewski – Chairman;
- 2) prof. dr hab. Edward Nęcka;
- 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Ciślak-Wójcik,  
prof. of the SWPS University

**Decision No. 2/2023**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 5 May 2023**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2023/2024**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024 approved by Resolution No. 79/2022 of the SWPS University of Social Sciences and Humanities Senate of 16 December 2022 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024, I decide as follows:

**§1**

I appoint the Competition Committee to award the competition for implementing the research project entitled *Intergenerational Relations In Migrants' Transitions-to-Adulthood. Polish families with young adult children in Germany and Norway (IRIMTA).*, funded by the National Science Center No. 2022/47/O/HS6/00976 under the PRELUDIUM BIS competition, headed by dr hab. Paula Pustulka, prof. of the SWPS University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2023/2024 in the following composition:

- 1) dr hab. Paula Pustulka, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;

- 2) Dr Justyna Sarnowska- Wilczyńska - Committee Member;
- 3) Dr hab. Mikołaj Cześćnik, prof. of the SWPS University - Committee Member;
- 4) Anna Piotrowska - Representative of the Interdisciplinary Doctoral School;
- 5) Joanna Buczyńska - Representative of the Human Resources Department;
- 6) Anna Zając - Committee Secretary.

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 4/2023**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 19 May 2023**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2023/2024**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024 approved by Resolution No. 79/2022 of the SWPS University of Social Sciences and Humanities Senate of 16 December 2022 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled *"Polish Bulletin Board Systems: archaeology of early social media (1996-2004)." , funded by the National Science Center No. 2022/47/O/HS2/02112 within the framework of the Preludium BIS competition, headed by dr hab. Mirosław Filiciak, prof. of the SWP University, within the procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities in the academic year 2023/2024 in the following composition:*

- 1) dr hab. Mirosław Filiciak, prof. of the SWP University - head of the research project, chairman of the Competition Committee;
- 2) dr Kuba Piwowski - Committee Member;



- 3) dr Mateusz Felczak - Committee Member;
- 4) Joanna Buczyńska - Representative of the Human Resources Department;
- 5) Anna Zając - Committee Secretary.

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 5/2023**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 2 June 2023**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2023/2024**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024 approved by Resolution No. 79/2022 of the SWPS University of Social Sciences and Humanities Senate of 16 December 2022 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024, I decide as follows:

**§1**

I appoint the Competition Committee to award the competition for implementing the research project *"Going beyond the trolley dilemma. Determinants and consequences of an everyday moral dilemma between honesty and deception."* funded by the National Science Center No. 2020/39/B/HS6/02196 under the OPUS competition, headed by dr. hab. Katarzyna Cantarero, as part of the admission process for the SWPS University Doctoral School in the academic year 2023/2024 in the following composition:

- 1) dr hab. Katarzyna Cantarero - head of the research project , chairwoman of the Competition Committee;
- 2) dr hab. Jakub Traczyk prof. of the SWPS University - Committee Member

- 3) prof. dr hab. Dariusz Doliński - Committee Member
- 4) Joanna Buczyńska - Representative of the Human Resources Department
- 5) Anna Zając - Committee Secretary

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the SWPS University Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 6/2023**  
**of the**  
**SWPS University of Social Sciences and Humanities Doctoral School Director**  
**of 18 September 2024**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the Doctoral School**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2023/2024**

Pursuant to § 27.2a of the SWPS University of Social Sciences and Humanities Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024 approved by Resolution No. 79/2022 of the SWPS University of Social Sciences and Humanities Senate of 16 December 2022 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled *"Role of Agency and Morality in Dehumanization – integrated approach."*, funded by the National Science Center No. 2022/45/ b/HS6/01029 within the framework of the OPUS competition, headed by dr hab. Magdalena Formanowicz, as part of the admission process for the SWPS University Doctoral School in the academic year 2023/2024 in the following composition:

- 1) dr hab. Magdalena Formanowicz - head of the research project, chairwoman of the Competition Committee;
- 2) dr. Marta Witkowska - Committee Member;

- 3) dr hab. Aleksandra Cisłak-Wójcik, professor of the SWPS University - Committee Member;
- 4) dr hab. Wojciech Kulesza, professor of the SWPS University - Committee Member;
- 5) Paulina Kolańczyk-Zwierz - Representative of the Human Resources Department;
- 6) Anna Zając - Committee Secretary.

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the  
SWPS University of Social Sciences and  
Humanities Doctoral School

dr hab. Kamila Jankowiak-Siuda,  
prof. of the SWPS University

**Decision No. 1/2024**  
**of the**  
**SWPS University Doctoral School Director**  
**of 1 February 2024**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the SWPS University Doctoral School**  
**in the academic year 2023/2024**

Pursuant to § 27.2a of the SWPS University Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates whose doctoral scholarships will be financed from external funds, including national and international research projects (grants) constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024 approved by Resolution No. 79/2022 of the SWPS University of Social Sciences and Humanities Senate of 16 December 2022 on the establishment of Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2023/2024, I decide as follows:

**§1**

I appoint a Competition Committee to award the competition for implementing a research project entitled. *"Men-specific model of Eating Disorders and its use in psychoeducation: longitudinal and experimental research."* funded by the National Science Center No. 2022/47/D/HS6/00309 within the framework of the SONATA competition, headed by dr. hab. Karolina Zarychta-Zajęczkowska, prof. of the SWPS University, as part of the admission process for the SWPS University Doctoral School in the academic year 2023/2024 in the following composition:

- 1) dr. hab. Karolina Zarychta-Zajęczkowska, prof. of the SWPS University - head of the research project, chairwoman of the Competition Committee;
- 2) dr. Anna Banik - Committee Member
- 3) mgr Ernest Swora - Committee Member

- 4) Anna Zajac - Representative of the Human Resources Department, Committee Secretary

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the SWPS University Doctoral School

dr hab. Konrad Piotrowski,  
prof. of the SWPS University

Justification for the selection of recruitment committees in the context of ensuring and guaranteeing high recruitment standards

The selection and operation of Admission Committees are regulated by resolutions of the Senate outlining the "Rules, conditions and procedures for admission to the SWPS University Doctoral School" In selecting committee members, special attention is given to their high level of scientific research achievement, experience in training academic personnel, and strong engagement in organizational responsibilities at the University. Throughout the recruitment process, particular care is taken to ensure that neither committee members nor candidates are placed in situations of conflict of interest or mutual dependency. Detailed provisions outlined in the "Rules..." document designed to ensure and guarantee a high standard of recruitment include, among others:

**Paragraph 2, Section 5**, stipulates that each committee must comprise at least three academic teachers recognized for their scholarly achievements in the relevant discipline. Each time, we ensure that committee members represent diverse research areas within the discipline, thus guaranteeing adequate representation of varied research perspectives: "The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes."

**Paragraph 3, Section 3**, specifies that all committee resolutions regarding opinions on the acceptance or rejection of candidates must be adopted by a simple majority vote in the presence of at least three Admission Committee members: "Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive."

**Paragraph 3, Section 6**, indicates that if committee members find that the substantive scope of the proposed research plan exceeds their competencies, they may invite an additional expert with an advisory voice to the meeting: "The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the chairperson, if in the course of substantive proceedings it is necessary to seek additional expert opinion."

**Paragraph 4, Sections 1, 2, 3, and 4**, establish criteria for excluding specific committee members from participating in the recruitment process of a given candidate. Section 1 explicitly outlines key and most likely scenarios requiring the exclusion of a committee member from proceedings: "A member of the Admission Committee is subject to exclusion from participation in the admission procedure of a given candidate if:

- 1) they are the candidate's superior or have another employment-related relationship;
- 2) the candidate is or has been their spouse, relative, or in-law up to the second degree, or is or has been cohabiting with a Recruitment Committee member;
- 3) the candidate is or has been associated with the Recruitment Committee member through adoption, guardianship, or trusteeship;
- 4) they participated in disciplinary proceedings where the candidate to the Doctoral School or their proposed supervisor was the accused;
- 5) they participated in issuing the contested decision;
- 6) they have been indicated in the recruitment proceedings as the candidate's potential supervisor;
- 7) there exist other objective circumstances raising justified concerns about impartiality and objectivity in evaluating the candidate."



**Decision No. 3/2024**  
**of the Director of the Doctoral School**  
**of SWPS University**  
**Dated May 29, 2024**  
**on the appointment of Admission Committees**  
**in the admission process for the Doctoral School**  
**of SWPS University for the academic year 2024/2025**

Based on § 27 section 2a of the Statute of SWPS University in connection with § 2 sections 3-5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, constituting an annex to Resolution No. 119/2023 of the Senate of SWPS University dated December 15, 2023, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, I order as follows:

**§ 1**

1. I appoint the a Admission Committee for the admission process to the Doctoral School of of SWPS University for the academic year 2024/2025 (hereinafter referred to as the "Admission Process") in the discipline of Cultural and Religious Studies and Literary Studies with the following members:
  - 1) dr hab. Piotr Majewski, prof. of the SWPS University - Chairman of the Committee;
  - 2) dr hab. Mariusz Czubaj, prof. of the SWPS University;
  - 3) prof. dr hab. Tadeusz Rachwał;
2. I appoint the Admission Committee for the Admission Process in the discipline of Literary Studies with the following members:
  - 1) dr hab. Mirosław Filiciak, prof. of the SWPS University - Chairman of the Committee;
  - 2) prof. dr hab. David Malcolm;
  - 3) prof. dr hab. Tadeusz Rachwał.
3. I appoint the Admission Committee for the Admission Process in the discipline of Sociology with the following members:
  - 1) prof. dr hab. Piotr Kwiatkowski - Chairman of the Committee;
  - 2) dr hab. Michał Wenzel, prof. of the SWPS University;

- 3) dr hab. Marta Żerkowska-Balas, prof. of the SWPS University.
4. I appoint the Admission Committee for the Admission Process in the discipline of Psychology with the following members:
  - 1) prof. dr hab. Grzegorz Sędek - Chairman of the Committee;
  - 2) dr hab. Justyna Ziółkowska, prof. of the SWPS University;
  - 3) dr hab. Agata Chudzicka-Czupała, prof. of the SWPS University.
5. I appoint the Admission Committee for the Admission Process in the discipline of Fine Arts and Conservation with the following members:
  - 1) prof. dr hab. Magdalena Pińczyńska - Chairwoman of the Committee;
  - 2) dr hab. Bartosz Mucha, prof. of the SWPS University;
  - 3) dr hab. Michał Jakubowicz, prof. of the SWPS University.

## § 2

The Decision comes into force as of the date of its signing.

Director of Doctoral School  
of SWPS University of Social Sciences and Humanities

dr. hab. Konrad Piotrowski,  
prof. of the SWPS University

**Decision No. 5/2024**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated June 3, 2024**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School at SWPS University**  
**for the academic year 2024/2025 in the discipline of Culture and Religion studies**

Based on § 23 section 2a of the Statute of SWPS University in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, constituting an annex to Resolution No. 119/2023 of the Senate of SWPS University dated December 15, 2023, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of SWPS University for the academic year 2025/2025 conducted in the second instance in the discipline of Culture and Religion studies, with the following members:
  - 1) dr hab. Mirosław Filiciak, prof. of the SWPS University – Chairman;
  - 2) dr hab. Agnieszka Pantuchowicz, prof. of the SWPS University
  - 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Cisłak-Wójcik,  
prof. of the SWPS University

**Decision No. 6/2024**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated June 3, 2024**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School at SWPS University**  
**for the academic year 2024/2025 in the discipline of Psychology**

Based on § 23 section 2a of the Statute of SWPS University in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, constituting an annex to Resolution No. 119/2023 of the Senate of SWPS University dated December 15, 2023, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of SWPS University for the academic year 2025/2025 conducted in the second instance in the discipline of Psychology, with the following members:
  - 1) prof. hab. Paweł Ostaszewski – Chairman;
  - 2) prof. dr hab. Edward Nęcka;
  - 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Cisłak-Wójcik,  
prof. of the SWPS University

**Decision No. 7/2024**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated June 3, 2024**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School at SWPS University**  
**for the academic year 2024/2025 in the discipline of Sociology**

Based on § 23 section 2a of the Statute of SWPS University in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, constituting an annex to Resolution No. 119/2023 of the Senate of SWPS University dated December 15, 2023, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of SWPS University for the academic year 2025/2025 conducted in the second instance in the discipline of Sociology, with the following members:
  - 1) dr hab. Adam Leszczyński, prof. of the SWPS University – Chairman;
  - 2) dr hab. Paulina Pustułka, prof. of the SWPS University;
  - 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Cisłak-Wójcik,  
prof. of the SWPS University

**Decision No. 8/2024**  
**of the Vice-Rector for Research**  
**of SWPS University of Social Sciences and Humanities**  
**dated June 3, 2024**  
**on the appointment of the University Admission Committee**  
**in the admission process for the Doctoral School at SWPS University**  
**for the academic year 2024/2025 in the discipline of Fine Arts and Art Conservation**

Based on § 23 section 2a of the Statute of SWPS University in connection with § 5 of the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, constituting an annex to Resolution No. 119/2023 of the Senate of SWPS University dated December 15, 2023, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, I order as follows:

**§ 1**

1. I appoint the University Admission Committee for the admission process to the Doctoral School of SWPS University for the academic year 2025/2025 conducted in the second instance in the discipline of Fine Arts and Art Conservation, with the following members:
  - 1) dr hab. Karol Murlak, prof. of the SWPS University – Chairman;
  - 2) dr hab. Dariusz Vasina, prof. of the SWPS University;
  - 3) Anna Gajowniczek – Employee of the Office of the Interdisciplinary Doctoral School.

**§ 2**

The Decision comes into force as of the date of its signing.

Vice-Rector for Research  
SWPS University of Social Sciences and Humanities

dr hab. Aleksandra Cisałak-Wójcik,  
prof. of the SWPS University

**Decision No. 2/2024**  
**of the Director of the Doctoral School**  
**of SWPS University**  
**Dated April 8, 2024**  
**on the appointment of Admission Committees for the "Implementation PhD" program**  
**in the admission process for the Doctoral School**  
**of SWPS University for the academic year 2024/2025**

Based on § 27 section 2a of the Statute of SWPS University in connection with § 2 section 1 of Order No. 21/2019 of the Rector of SWPS University of Social Sciences and Humanities dated May 10, 2019, regarding the establishment of the Doctoral School of Social and Human Sciences at SWPS University of Social Sciences and Humanities (as amended), in connection with § 8 section 1 of the Detailed Recruitment Principles for the Doctoral School for candidates who are laureates of competitions for the implementation of national and international research projects or grants, constituting Annex No. 2 to the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, approved by Resolution No. 119/2023 of the Senate of SWPS University dated December 15, 2023, on defining the Principles, Conditions, and Procedures for Recruitment to the Doctoral School of SWPS University for the academic year 2024/2025, I order as follows:

**§ 1**

1. I appoint the a Admission Committee for the "Implementation PhD" program for the admission process to the Doctoral School of SWPS University for the academic year 2024/2025 (hereinafter referred to as the "Admission Process") in the discipline of Sociology with the following members:
  - 1) Agnieszka Zydlewska – Chairwoman, Coordinator of the "Implementation PhD" program;
  - 2) dr hab. Michał Wenzel, prof. of the SWPS University - Chairman of the Committee;
  - 3) dr hab. Adam Janusz Leszczyński, prof. of the SWPS University;
  - 4) Krzysztof Rzeńca – Representative of the Center for Knowledge Transfer;

2. I appoint the Admission Committee for the "Implementation PhD" program for the Admission Process in the discipline of Psychology with the following members:
  - 1) Agnieszka Zydlewska – Chairwoman, Coordinator of the "Implementation PhD" program;
  - 2) prof. dr hab. Agata Gąsiorowska;
  - 3) dr hab. Wojciech Białaszek, prof. of the SWPS University.
  - 4) Krzysztof Rzeńca – Representative of the Center for Knowledge Transfer.
3. I appoint the Admission Committee for the "Implementation PhD" program for the Admission Process in the discipline of Fine Arts and Conservation with the following members:
  - 1) Agnieszka Zydlewska – Chairwoman, Coordinator of the "Implementation PhD" program;
  - 2) dr hab. Mariusz Wszolek, prof. of the SWPS University;
  - 3) dr hab. Magdalena Pińczyńska, prof. of the SWPS University;
  - 4) Krzysztof Rzeńca – Representative of the Center for Knowledge Transfer.

## § 2

The Decision comes into force as of the date of its signing.

Director of Doctoral School  
of SWPS University of Social Sciences and Humanities

dr hab. Konrad Piotrowski,  
prof. of the SWPS University



**Decision No. 4/2024**  
**of the**  
**SWPS University Doctoral School Director**  
**of 29 May 2024**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the SWPS University Doctoral School**  
**in the academic year 2024/2025**

Pursuant to § 27.2a of the SWPS University Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates who are winners of competitions for implementation of national and international research projects or grants constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University 2024/2025 approved by Resolution No. 119/20243 of the SWPS University Senate of 15 December 2023 on the establishment of Rules, conditions and procedures for admission to the SWPS University Doctoral School in the academic year 2024/2025, I decide as follows:

**§1**

I appoint the Competition Committee to adjudicate the competition for the research project entitled *"Transnational and School Transitions of Ukrainian Forced Migrant Adolescents in Poland."*, funded by the National Science Center No. 2023/49/B/HS6/03795 within the OPUS competition, headed by dr. Anzhela Popyk, as part of the admission process for the SWPS University Doctoral School in the academic year 2024/2025 in the following composition:

- 1) dr. Anzhela Popyk - head of the research project, chairwoman of the Competition Committee;
- 2) dr hab. prof. of the SWPS University Paula Pustułka;
- 3) dr hab. prof. of the SWPS University Mikołaj Cześniak;
- 4) Aleksandra Mysłək - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the SWPS University Doctoral School

dr hab. prof. of the SWPS University  
Konrad Piotrowski

**Decision No. 5/2024**  
**of the**  
**SWPS University Doctoral School Director**  
**of 29 May 2024**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the SWPS University Doctoral School**  
**in the academic year 2024/2025**

Pursuant to § 27.2a of the SWPS University Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates who are winners of competitions for implementation of national and international research projects or grants constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University 2024/2025 approved by Resolution No. 119/20243 of the SWPS University Senate of 15 December 2023 on the establishment of Rules, conditions and procedures for admission to the SWPS University Doctoral School in the academic year 2024/2025, I decide as follows:

**§1**

I appoint the Competition Committee to award the competition for implementing the research project for the European doctoral network "CoDesign4 Transitions" in the context of the Horizon Europe European Union Framework Programme for Research and Innovation (HORIZON). Horizon Europe Programme for Research and Innovation (HORIZON) Marie Skłodowska-Curie Activities Doctoral Networks (MSCA-DN) under a grant agreement 101120074 for a Doctoral Researcher DC7, headed by dr hab. prof. of the SWPS University Karol Murlak, as part of the admission process for the SWPS University Doctoral School in the academic year 2024/2025 in the following composition:

- 1) dr hab. prof. of the SWPS University Karol Murlak - head of the research project, chairman of the Competition Committee;
- 2) dr hab. prof. of the SWPS University Karol Olejniczak;
- 3) dr hab. prof. of the SWPS University Mariusz Wszolek;
- 4) Aleksandra Myslek - representative of the Human Resources Department (in an advisory capacity).

## **§2**

The Decision comes into force as of the date of its signing.

Director  
of the SWPS University Doctoral School

dr hab. prof. of the SWPS University  
Konrad Piotrowski

**Decision No. 6/2024**  
**of the**  
**SWPS University Doctoral School Director**  
**of 29 May 2024**  
**on appointing the Competition Committee**  
**for awarding the competition for implementing a research project as part of the admission**  
**procedure for the SWPS University Doctoral School**  
**in the academic year 2024/2025**

Pursuant to § 27.2a of the SWPS University Statute in conjunction with § 4.1 of the Detailed rules of admission to the Doctoral School of candidates who are winners of competitions for implementation of national and international research projects or grants constituting Appendix No. 2 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University 2024/2025 approved by Resolution No. 119/20243 of the SWPS University Senate of 15 December 2023 on the establishment of Rules, conditions and procedures for admission to the SWPS University Doctoral School in the academic year 2024/2025, I decide as follows:

**§1**

I appoint the Competition Committee to award the competition for implementing the research project

for the European doctoral network "CoDesign4 Transitions" in the context of the Horizon Europe European Union Framework Programme for Research and Innovation (HORIZON). Horizon Europe Programme for Research and Innovation (HORIZON) Marie Skłodowska-Curie Activities Doctoral Networks (MSCA-DN) under a grant agreement 101120074 for a Doctoral Researcher DC8, headed by dr. prof. of the SWPS University Mikołaj Cześniak, as part of the admission process for the SWPS University Doctoral School in the academic year 2024/2025 in the following composition:

- 1) dr hab. prof. of the SWPS University Mikołaj Cześniak - head of the research project, chairman of the Competition Committee;
- 2) dr hab. prof. of the SWPS University Karol Olejniczak;
- 3) dr hab. prof. of the SWPS University Mariusz Wszolek;

- 4) Aleksandra Mysiek - representative of the Human Resources Department (in an advisory capacity).

**§2**

The Decision comes into force as of the date of its signing.

Director  
of the SWPS University Doctoral School

dr hab. prof. of the SWPS University  
Konrad Piotrowski

**Resolution No. 52/2019**  
**of the SWPS University of Social Sciences and Humanities Senate**  
**of 23 May 2019**  
**on defining the Rules, conditions and procedures for admission to the Doctoral School**  
**of Social Sciences and Humanities of the SWPS University of Social Sciences and**  
**Humanities in the academic year 2019/2020**

Pursuant to Article 291 of the Act of 3 July 2018 Introductory Provisions of the Law - the Law on Higher Education and Science in conjunction with Article 200.2 of the Act of 20 July 2018 - the Law on Higher Education and Science, the Senate of the SWPS University of Social Sciences and Humanities resolves as follows:

**§1**

The Senate of the SWPS University of Social Sciences and Humanities determines the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University in the academic year 2019/2020 in the wording attached to this Decision.

**§2**

The Resolution comes into force as of the date of its signing.

President  
of the SWPS University Senate

Prof. dr hab. Roman Cieślak

**Rules, conditions and procedures for admission  
to the Doctoral School of Social Sciences and Humanities  
of the SWPS University of Social Sciences and Humanities  
in the academic year 2019/2020**

**Chapter 1**  
***General provisions***

1. The resolution relates to the rules, conditions and procedures for admission to the *Doctoral School of Social Sciences and Humanities of SWPS University of the Humanities and Social Sciences* (hereinafter referred to as: "**Doctoral School**") conducted on a full-time basis at the SWPS University of Social Sciences and Humanities (hereinafter referred to as: **University** or **SWPS University**), in the academic year 2019/2020.
2. Admission to the Doctoral School takes place in the following disciplines: literary studies, cultural and religious studies, sociological sciences, psychology.
3. Rules, conditions and procedures for admission to the Doctoral School in the academic year 2019/2020 adopted by the SWPS University Senate (hereinafter referred to as: **Admission Rules**), are posted on the SWPS University website and in the Public Information Bulletin on the University's dedicated pages.
4. Admission is carried out using the SWPS University electronic admission system, available at the link which, together with the Admission Rules, is posted on the SWPS University website (hereinafter referred to as: **electronic admission system**).
5. The University does not charge fees for the education of PhD students at the Doctoral School.

**Chapter 2**  
***Composition and procedure of the admission committee***

1. Admission to the Doctoral School is conducted by the admission committees (hereinafter referred to as: "**Admission Committees**").
2. Admission Committees are appointed by the Vice-Rector for Research in the disciplines in which admission to the Doctoral School is conducted, except that for psychology two committees are appointed, one for Warsaw and one for the Wrocław Branch.
3. The Admission Committee is composed of at least 3 (three) professors or professors of the University employed at the University, conducting scientific activities in the discipline in which admission is conducted.
4. The Admission Committee verifies the formal and substantive applications of candidates to the Doctoral School and recommends to the Doctoral School Director the admission or refusal of a candidate to the Doctoral School by creating a ranking



list, which is subject to approval by the Doctoral School Director before disclosing it to the candidates.

5. The Admission Committees make the decision referred to in Chapter 2.4 in the form of a resolution.
6. Decisions of the Admission Committee are adopted by a simple majority of votes, in the presence of its entire membership.
7. Meetings of the Admission Committee are minuted.
8. The Admission Committee meeting may be attended by other persons who are members of research centers and teams (including non-formal ones) of the SWPS University, invited by a member or members of the Admission Committee, in an advisory capacity.
9. If there are circumstances preventing a member of the Admission Committee from participating directly in its work, the Vice-Rector for Research immediately dismisses them and appoints a new member, in accordance with the rules set forth in Chapter 2.2 and 2.3.

### **Chapter 3**

#### ***Conditions for participation in the admission procedure***

1. A person participating in the admission procedure meets the following conditions under the Act of 20 July 2018 - the Law on Higher Education and Science (hereinafter referred to as: **Act**), i.e.:
  - 1) holds a professional degree of Master of Science, Master of Engineering or equivalent;
  - 2) if the person does not meet the requirements referred to in Chapter 3.1.1, is a graduate of a first-cycle degree studies or a student who has completed the third year of a uniform master- s degree program - in exceptional cases, justified by the highest quality of scientific achievements;
  - 3) registered in the electronic admission system;
  - 4) attached all required documents (in pdf or jpg format) in the electronic admission system;
  - 5) submitted copies of all required documents in hard copy (originals for review) to the office of the SWPS University Doctoral School in Warsaw or Wroclaw,
  - 6) paid the admission fee in full.
2. A prerequisite for admission to the Doctoral School is the approval of a potential research supervisor, who may be an academic teacher or a researcher employed by the SWPS University with at least a doctoral degree and a current scientific output published in the last five years or artistic achievements from the last five years or at least five years of experience in conducting scientific activities, authorized by the University to act as a research supervisor.
3. The following are prerequisites for admission to the Doctoral School:
  - 1) in the disciplines of psychology (at the headquarters in Warsaw and at the Wroclaw Branch) and sociological sciences is to have a valid certificate in English at a level of at least B2 - a list of certificates confirming knowledge of English is attached as **Appendix 1** to the Admission Rules.
  - 2) in the disciplines of literary studies and cultural and religious studies is to have a valid certificate confirming knowledge of a modern foreign language at a level of at least B2 - a list of certificates confirming knowledge of a modern foreign language is attached as **Appendix 1** to the Admission Rules.

4. Any doubts about the recognizing a certificate will be resolved by the head of the SWPS University Language Center.
5. Candidates who do not have the certificate referred to in Chapter 3.3 should pass the English language examination at the B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)": (written test), after meeting the condition referred to in Chapter 3.1-3.
6. The rules for organizing the exam referred to in Chapter 3.5 are attached as **Appendix 2** to the Admission Rules.
7. Foreigners may undertake and pursue education at the Doctoral School under the rules set forth in the Act, the Act on Foreigners of 12 December 2013, and the Ordinance of the Minister of Science and Higher Education of 28 September 2018 on the nostrification of diplomas of completion of studies abroad and the confirmation of completion of studies at a specific level, subject to Chapter 3.8.
8. Detailed rules for commencing and pursuing education by foreigners at the Doctoral School are as follows:
  - a) a foreigner who, in the course of the admission procedure, does not present a certificate confirming the equivalence of diplomas and other certificates issued abroad, which are subject to recognition by nostrification, with the corresponding higher education diploma or doctoral degree issued in the Republic of Poland, receive a conditional administrative decision on admission to the Doctoral School with the obligation to submit these documents not later than by the end of October of the academic year in which they started their studies at the Doctoral School, or, in justified cases independent of the foreigner, by a later date determined by the Rector of the SWPS University;
  - b) if a foreigner candidate fails to submit the documents referred to in point a) within the prescribed period, the Doctoral School Director will immediately initiate a procedure to determine the expiration of the administrative decision on the admission of the PhD student to the Doctoral School, and the foreigner may not be admitted to the next semester of study;
  - c) in the case of agreements concluded by the SWPS University with foreign entities, recruitment of foreigners to the Doctoral School is carried out in accordance with the terms of these agreements;
  - d) in the case where a foreigner is entitled to study at the Doctoral School according to the regulations applicable to Polish citizens - the choice of the way of admission is up to the foreigner and must be indicated and proved by the candidate in the application for admission to the Doctoral School.
9. The admission procedure to the Doctoral School is carried out through a competition.
10. A candidate may register in the electronic admission system, choosing one discipline in which the University educates at the Doctoral School.
11. A candidate who is at the same time a participant in PhD studies conducted at the SWPS University is obliged to indicate in the application the topic of the research project other than the topic of the PhD dissertation being prepared at such doctoral studies, as well as the name of the potential supervisor, which cannot be the person supervising their PhD dissertation at the SWPS University PhD studies.
12. An individual can only be a PhD student at one Doctoral School.
13. A person who graduated in a scientific discipline other than the one they selected in the admission procedure to the Doctoral School, is required to supplement their knowledge in the selected discipline by passing an examination in 3 (three) of the 5 (five) subjects presented for selection by the supervisor and approved by the Doctoral

School Director, no later than the end of the second year of education at the Doctoral School.

14. A PhD student may be exempted in part or in whole from the obligation referred to in Chapter 3.13 by the Doctoral School Director, upon the request of their supervisor containing relevant justification.

## **Chapter 4**

### ***Admission dates and admission limits***

1. The following admission dates for the Doctoral School are established:
  - 1) interviews of candidates with a potential research supervisor and a research center or research team manager (including a non-formal one), of which the supervisor is a member (selected according to the research interests of the candidates) - **from 25 May 2019 to 30 June 2019** (inclusive);
  - 2) registration of candidates in the electronic admission system with attached documents (in pdf or jpg format) - from **3 June 2019 to 30 June 2019** (inclusive);
  - 3) submitting hard copies of the required documents by the candidate (original for review) and payment of the admission fee in full - **until 1 July 2019** (inclusive);
  - 4) English language exam for candidates applying to the Doctoral School who do not have a certificate at the B2 level - **12 July 2019** at the SWPS University in Warsaw and **15 July 2019** at the Wroclaw Branch;
  - 5) evaluation of candidates by potential scientific supervisors - **until 15 July 2019** (inclusive);
  - 6) interviews, in each of the disciplines in which admission to the Doctoral School is conducted, are held with candidates who have received the support of the potential research supervisor and the recommendation of the research center or research team manager - **2 September 2019 - 13 September 2019** (inclusive), subject to the provisions of Chapter 5.2.3.a);
  - 7) announcement of admission results - **1 October 2019**.
2. The SWPS University Senate authorizes the Rector of the SWPS University to decide on starting education in a given discipline, if the number of persons qualified for admission to the Doctoral School is less than the admission limit referred to in Chapter 4.4;
3. The SWPS University Senate authorizes the Rector to announce supplementary admission procedure in a given Discipline, if the procedure conducted on the dates referred to in Chapter 4.1 did not fill all the places set as the admission limit in Chapter 4.4.
4. For the 2019/2020 academic year, the admission limits for the Doctoral School are:

| <b>Scientific discipline</b>    | <b>Admission limit</b> |
|---------------------------------|------------------------|
| Cultural and religious sciences | 5                      |

|                       |    |
|-----------------------|----|
| Literary studies      | 2  |
| Psychology - Warsaw   | 16 |
| Psychology - Wroclaw  | 12 |
| Sociological sciences | 4  |

5. In the event of special circumstances justifying the admission of fewer or more candidates than the limits referred to in Chapter 4.4, the Senate authorizes the Doctoral School Director to apply to the Rector of the SWPS University for approval to change the limits referred to in Chapter 4.4.
6. After obtaining the approval of the Rector of the SWPS University, as referred to in Chapter 4.5, the Admission Committee provides its recommendation on the admission of a smaller or larger number of candidates, maintaining the order resulting from the ranking list, provided that such candidates passed the admission procedure and achieved the minimum limit of points in the admission procedure.
7. In the case of resignation or non-attendance of the person admitted to the Doctoral School, the right to be admitted and to start education at the Doctoral School is acquired by the next person in the ranking list, provided that they have passed the admission procedure and obtained the minimum number of points in the admission procedure, but was not admitted due to the limit of places referred to in Chapter 4.4 or 4.5.

## Chapter 5

### *Scope and conduct of the admission procedure*

1. By entering the admission procedure, the candidate accepts its terms and conditions, in particular:
  - 1) declares to be familiar with the registration rules, the schedule and the terms, conditions and procedures for admission to the Doctoral School for the academic year 2019/2020;
  - 2) takes responsibility for incomplete, erroneous or false data provided during registration, as well as for the resulting consequences and decisions of the Admission Committee;
  - 3) undertakes to promptly inform the relevant Doctoral School Office in Warsaw or Wroclaw of any errors they noticed in the data they entered or any irregularities they detected in the operation of the electronic admission system and any erroneous information they received through it;
  - 4) the candidate acknowledges and accepts that:
    - a) all the information concerning the admission procedure, in particular the deadlines, conditions of the admission procedure, decisions of the Admission Committee, decisions of the Doctoral School Director, with the exception of administrative decisions concerning foreigners and refusal of admission to the Doctoral School, which are sent to the candidates by post, are available through an account in the electronic admission system or in the online communication platform for students, postgraduate students and employees of the University and other persons who have been granted access to the information contained therein on the basis of separate regulations, which is located at portal.swps.edu.pl, hereinafter referred to as: "**Virtual University**" or through

- the University's website, and the candidate undertakes to read this information on an ongoing basis and will be liable for the consequences of failing to do so;
- (b) it is permissible to register in a discipline in which the candidate has the status of a PhD student on the date of registration, subject to the provisions of Chapter 3.11 or 3.12;
  - (c) the Doctoral School processes the personal data provided for the purpose of the admission procedure, including publishing the open result of the admission procedure on the Internet, and for the purpose of documenting the course of training. Full information about the processing of personal data required by generally applicable laws is provided to candidates in the electronic admission system;
  - d) The Doctoral School conducts career monitoring of PhD students who have completed their training at the Doctoral School.
2. Admission takes place in three stages.
- 1) STAGE I - a list with contact information of research centers and teams (including informal ones) whose members are potential research supervisors is posted on the SWPS University website. Research centers and teams invite to potential collaboration on research projects and the preparation of PhD dissertations under the guidance of a scientific supervisor, supervisors and assistant supervisors affiliated with the center and research team. The center or research team will determine the form of contact with candidates in the course of the admission procedure, in particular, the rules for obtaining formal approval of the candidate to work with the center or research team, which must be submitted along with other application documents to the Doctoral School.
  - 2) STAGE II:
    - a) candidates fill out an admission form in the electronic admission system and attach to it the required documents (in pdf or jpg format);
    - b) using the electronic admission system, candidates indicate potential scientific or auxiliary supervisors (from 1 to 3 persons) with whom they want to work (after the candidate has previously contacted them), and their ranking reflecting the candidate's preferences;
    - c) the candidate may approach the prospective academic or assistant supervisor with an offer to meet in person and present themselves and their plans for the dissertation;
    - d) on the basis of the documents uploaded to the electronic admission system by the candidate and an interview with the candidate, potential supervisors, using the electronic admission system, agree to provide scientific, substantive and organizational supervision to the PhD student if they are admitted to the Doctoral School, and make a point evaluation of the candidates' performance with a brief justification of their evaluation.
  - 3) STAGE III:
    - (a) Admission Committees interview candidates for the Doctoral School in one discipline chosen by the candidate from the four disciplines in which admission is being conducted, i.e.: cultural and religious studies, literary studies, sociological sciences and psychology, and evaluate the candidates. Interviews are conducted only with candidates who have received the support of the selected scientific supervisor, a positive opinion of the research center or team,

and have obtained at least 45 points for the achievements listed in Chapter 7.1.1-3;

- (b) Admission Committees create 5 separate ranking lists for each discipline (including two separate ranking lists for psychology at the Warsaw location and the Wrocław Branch) and send to the Doctoral School Director the minutes of the Admission Committee meeting and a resolution containing recommendations in the form of a ranking list;
- c) Stage III ends with the approval of the ranking list by the Doctoral School Director, followed by their announcement of the competition results and admission on the list of PhD students at the Doctoral School, or the issuance of an administrative decision to refuse admission to the Doctoral School.

## **Chapter 6**

### ***Documents required in the admission procedure***

1. The candidate is required to attach the following documents (in pdf or jpg format) in the electronic admission system:

- 1) an application for admission to the Doctoral School (including the scientific discipline in which the candidate is applying for admission to the Doctoral School) containing a cover letter addressed to the Admission Committee of the respective discipline;
- 2) graduation diploma, entitling to start education at a doctoral school, i.e.:
  - a) a diploma confirming second-cycle qualifications in the case of a uniform master's degree, or diplomas of completing undergraduate and graduate studies in the case of first-cycle and second-cycle degree, or
  - b) another document of graduation from a foreign university entitling the student to undertake doctoral school education in the country in which it was issued or recognized as equivalent to the corresponding Polish diploma of completion of second-cycle studies or uniform master's studies;
- 3) a supplement showing the list of courses passed during the master's and bachelor's studies with their grades or an official transcript of the grades, or in the absence of these - a photocopy of the index with information on the grade point average or another document containing the names of the courses, received grades and information on the grade point average. In the absence of information about the grade point average in the diploma supplement, it is necessary to provide a separate certificate;
- 4) documents supporting the following:
  - a) foreign language skills - obtained language certificates;
  - b) participation in research projects - grant award decision, copy of a grant agreement or a certificate specifying the nature of participation in the grant;
  - c) participation in internships and placements in scientific and clinical centers that are not considered internships - an opinion of the internship supervisor with information about the type of performed work;
  - d) active participation in conferences (with an abstract of the candidate's conference reports and a document/certificate confirming active participation);
  - e) scientific materials accepted for publication or already published (journal paper: first page of article, book: title page and publisher's page, chapter in book: table of contents and first page of the chapter);
  - f) active participation in the work of scientific groups - a certificate issued by the scientific group supervisor;



- g) certificates of completion of postgraduate studies and other documents attesting to the candidate's achievements in the discipline of study to which the candidate is applying, i.e. documents attesting to received awards and honors, including awards from the Dean, Rector, Minister, Scientific Societies.
  - 5) an outline of the PhD dissertation, in Polish or English, prepared in accordance with Chapter 7.1.1;
  - 6) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School (on the template attached as **Appendix 3** to the Admission Rules).
2. Failure to submit documents that clearly prove the candidate's achievements may result in not awarding points in a given category.
  3. Each submitted document, which was drawn up in a language other than Polish, must be accompanied by its translation into Polish made by:
    - 1) a person registered by the Minister of Justice on the list of sworn translators or
    - 2) a person registered as a sworn translator in a member state of the European Union, a member state of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area or a member state of the Organization for Economic Cooperation and Development (OECD) or
    - 3) Consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the document was issued, or;
    - 4) accredited to the Republic of Poland diplomatic representative office or consular office of the country on whose territory or in whose educational system the document was issued.
  4. Graduation diplomas obtained abroad should be:
    - 1) bearing an *apostille* if the country issuing the document is covered by the The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents 5 October 1961, or
    - 2) subjected to legalization, in other cases.
  5. Graduation diplomas subject to recognition through nostrification should be submitted with:
    - 1) a certificate stating equivalence to the relevant university degree or PhD diploma issued in the Republic of Poland, or
    - 2) by a written statement in which the candidate undertakes to submit the certificate no later than the end of October of the academic year in which they began training at the Doctoral School.
  6. If the graduation diploma obtained abroad lacks authorization to continue education in the country in whose higher education system the university that issued the diploma operates, such authorization has to be attached.
  7. After electronic registration and attachment of documents (in pdf or jpg format), the candidate submits the following to the appropriate office of the SWPS University Doctoral School in Warsaw or Wrocław:
    - 1) copies of the documents referred to in Chapter 6.1, with their originals for inspection;
    - 2) printed and signed questionnaire - a printout from the electronic form filled in the electronic admission system;
    - 3) 1 (one) color photograph (in accordance with the requirements for an ID card) in hard copy and a color photograph (in pdf or jpg format) and a copy of the ID card (original for inspection);
    - 4) proof of payment of the admission fee of PLN 400.00 (four hundred zloty). The fee should be paid no later than the deadline for submission of documents, i.e. 1 July

- 2019 (inclusive). The admission fee is non-refundable once the University has conducted the admission procedure, regardless of its result;
- 5) an application including a cover letter;
  - 6) the outline of the dissertation, prepared in accordance with the criteria set forth in Chapter 7.1.1;
  - 7) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School, which is expressed in a statement whose model is attached as **Appendix 3** to the Admission Rules;
  - 8) a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is as **Appendix 4** to the Admission Rules);
8. If the candidate sends the documents referred to in Chapter 7.7.1-8 by traditional mail, the original documents must be sent.
9. If by the registration deadline the candidate does not yet have a graduation diploma with a supplement, they have to attach a written statement in which they undertake to deliver a photocopy of the diploma with a supplement and their originals for inspection by 1 September 2019.

## **Chapter 7**

### ***Evaluation criteria***

1. The Admission Committee evaluates candidates, taking into account the following criteria, relevant to the discipline that the candidate has indicated applying for admission to the Doctoral School:

- 1) a brief outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, information on the expected results (it is possible to include the preliminary results attached as additional information).

Scoring: **0 to 60** points, scoring takes into account:

- a) scientific nature of the dissertation;
  - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
  - c) the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
  - d) innovative nature of the project and the impact of its implementation on the given scientific discipline development.
- 2) the candidate's track record - scoring takes into account:
- a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline. Scoring: **0-5 points**;
  - b) evaluation of the candidates previous education results, including graduate (taking into account the average grade obtained during the studies), other forms of education (e.g., postgraduate studies), as well as completed courses, modern foreign languages proficiency confirmed by certificates listed in **Appendix 1** to the



Admission Rules. Candidates whose previous education is related to the topic of the PhD studies will be able to obtain higher scores. Scoring: **0-5 points**;

c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). The highest value is attributed to publications categorized under the Ordinance of the Minister of Science and Higher Education of 7 November 2018 on the compilation of lists of publications of scientific monographs and scientific journals and peer-reviewed materials of international conferences, which specifies the manner of compiling lists of publications publishing peer-reviewed scientific monographs referred to in Article 265.9.1 of the Act, and scientific journals and peer-reviewed materials of international conferences referred to in Article 265.9.2 of the Act, hereinafter referred to as the "list of journals" - and the determination and assignment of the number of points to them. Scoring: **0-10 points**;

d) internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant professional achievements of value to the training undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document, and what were the responsibilities/activities of the candidate. The highest score a candidate can receive for participation in research grants and internships funded by national and international sources of funding for science (NCN, NCBiR, FNP, MNiSW, NAWA). Scoring: **0-10 points**;

3) obtained awards and honors, including awards of the Dean, Rector, Minister, Scientific Societies. Scoring: **0-5 points**;

4) the result of the interview and the candidate's motivation, substantive preparation for education (for candidates for literary studies, cultural and religious studies, psychology and sociological sciences). The interview is conducted in Polish or English. In the case of an interview with foreigners, Polish language skills are additionally tested. Scoring: **0-20 points**;

5) an assessment of the candidate by the potential supervisor, including, in particular: evaluation of past achievements, including graduation results, conference presentations, publications, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center or research team. Scoring: **0-25 points**.

2. Admission Committees evaluates each of candidates applying to the Doctoral School in a given discipline, taking into account the rank of their achievements and their relevance to the discipline the candidate has chosen when recruiting to the Doctoral School, as well as the timeliness of scientific achievements (the highest consideration will be given to the achievements of the last 5 years).

3. The candidate's position on the ranking list results with sum of the arithmetic averages of the grades in each category awarded by the Recruitment Committees and the arithmetic averages given by the scientific supervisors(s).

4. A candidate for the Doctoral School can receive a maximum of **140 points**.

5. The candidate must obtain at least: **70 points** to be admitted to study in the Doctoral School in a given discipline.

## **Chapter 8**

### ***Results of the admission procedure]***

1. On the basis of the results obtained by the candidates in the admission procedure, each Admission Committee creates ranking lists within the limits of the places set in a given discipline, separately for each discipline in which admission to the Doctoral School is carried out, except that for psychology two lists are created, one for Warsaw and one for the Wrocław Branch.
2. The candidate receives information about the result of the admission procedure and the points received in each category to their personal account in the electronic admission system.
3. Results of the admission procedure are public. Results of the admission procedure are made available by posting the ranking list in the electronic admission system on the University's website.
4. Results of the admission procedure are understood as a ranking list drawn up by the Admission Committee and approved by the Doctoral School Director, containing: the candidate's name, along with the total number of points obtained in the admission procedure and information on whether or not the candidate was included in the list of PhD students for the Doctoral School.

## **Chapter 9**

### ***Inclusion in the list of doctoral students, issuing a decision on refusal of admission to the Doctoral School***

1. Admission to the Doctoral School takes place by way of:
  - a) entry on the list of PhD students - if the candidate is a Polish citizen;
  - b) administrative decision - if the candidate is a foreigner.
2. The Doctoral School Director enters the list of doctoral students at the Doctoral School and, acting under the authority of the Rector, issues administrative decisions to admit a foreigner to the Doctoral School and administrative decisions to refuse admission to the Doctoral School.
3. Admission to the Doctoral School is denied in the case of:
  - 1) failure to meet the formal requirements specified in the Admission Rules or
  - 2) achieving a score below the threshold specified in Chapter 7.5 of the Admission Rules or
  - 3) the candidate's ranking below the limit specified in Chapter 4.4 or 4.5.
4. Administrative decisions to refuse admission to the Doctoral School and to admit a foreigner to the Doctoral School is delivered in writing, if the decision is sent by mail - with return receipt.
5. An administrative decision to refuse admission to the Doctoral School may be appealed by the candidate, within 14 days from the date of its delivery, to the Rector of the SWPS University for reconsideration.
6. The request for reconsideration is considered by the Vice-Rector for Research acting under the authority of the Rector of the SWPS University. The decision of the SWPS University Rector is final. It is subject to a complaint to the competent administrative court, which is filed through the Rector of the SWPS University within 30 days from the date of delivery of the decision.

## **Chapter 10**

### ***Final provisions***

1. If a person admitted to the Doctoral School is employed as an academic teacher or researcher, with the exception of cases specified in Article 209.10 of the Act, admission to the list of PhD students of the Doctoral School is made on the condition that the candidate delivers, to the office of the Doctoral School in Warsaw or Wrocław, no later than within 7 days from the date of results announcement of the competition (admission procedure to the Doctoral School), copies of documents confirming termination or expiration of employment as an academic teacher or researcher.
2. A candidate who has been admitted to more than one Doctoral School is obliged to confirm in writing within 7 days of the announcement of the results of the competition (Doctoral School admission procedure) whether they will begin their education at the Doctoral School or submit a written resignation, Chapter 4.7 applies accordingly.
3. A person admitted to the Doctoral School begins education and acquires the rights of a PhD student upon taking the oath.

### **List of certificates proving a modern foreign language proficiency**

- I. Certificate of foreign language proficiency issued by the National School of Public Administration as a result of a linguistic examination.
- II. Certificates of language proficiency of at least B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)":
  1. Certificates issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
    - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage - at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
    - b) Diplôme d'Étude en Langue Française (DEL F) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSL CF), Diplôme Supérieur d'Études Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
    - c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),
    - d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),
    - e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
    - f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),
    - g) Nederlands als Vreemde Taal / Dutch as a Foreign Language (CNaVT) - Profiel Professionele Taalvaardigheid (PPT) (B2) / Profile Professional Language

Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2 II) (B2)/Dutch as a Second Language II (NT2-II) (B2),

- h) Prøve i Dansk 3 (B2), Studieprøven (C1),
- i) Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovene on the Advanced Level (C1);

2. Certificates from the following institutions:

- a) Educational Testing Service (ETS) - specifically the following certifications: Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test (CBT) version supplemented by at least 50 points from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test (PBT) version supplemented by at least 3.5 points from the Test of Written English (TWE) and at least 50 points from the Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points; Test de Français International (TFI) - at least 605 points,
- b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
- c) City Guilds, City Guilds Pitman Qualifications, Pitman Qualifications Institute - specifically the following certifications: English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) - Communicator level, Expert level, Mastery level; City Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business - Stage B "Communicator" level, Stage C "Expert" level, Stage C "Mastery" level; English for Business Communications (EBC) - Level 2, Level 3; English for Office Skills (EOS) - Level 2,
- d) Edexcel, Pearson Language Tests, Pearson Language Assessments - specifically the following certifications: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - specifically the following certifications: London Chamber of Commerce and Industry Examinations (LCCI) - English for Business

Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) - Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - Pass with Credit, Pass with Distinction level,

- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - specifically the following certifications: International English Language Testing System IELTS - above 6 points,
- g) Chambre de commerce et d'industrie de Paris (CCIP) - specifically the following certifications: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) - specifically the Prüfung Wirtschaftsdeutsch International (PWD) (C1) certificate,
- i) Kultusministerkonferenz (KMK) - specifically, the Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder - KMK (B2/C1) certificate,
- j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) - specifically the following certifications: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) - B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),
- k) Hochschulrektorenkonferenz (HRK),
- l) Società Dante Alighieri - specifically the following certifications: PLIDA B2, PLIDA C1, PLIDA C2,
- m) Università degli Studi Roma Tre - specifically the following certifications: Int.It (B2), IT (C2),
- n) Università per Stranieri di Siena - specifically the following certifications: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
- o) A. S. Pushkin's Russian Language State Institute ,
- p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
- q) Univerzita Karlova v Praze,
- r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca - centrum pre slovenčinu ako cudzí jazyk,
- s) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
- t) Coordinating Council for Language Proficiency Certification of the Warsaw University;



3. telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - specifically the following certifications: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; Certificato Superiore d'Italiano (B2), telc Italiano B2; telc Русский язык B2.
- III. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) - HSK level (Advance).
- IV. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate - Level 1 (Advance).
- V. Graduation diplomas:
  1. University degree in foreign philology or applied linguistics;
  2. Teachers' Foreign Language College;
  3. National School of Public Administration.
- VI. In terms of any document Issued abroad, confirming the acquisition of a degree or title in science or a degree or title in art - the language of instruction of the institution providing the training is recognized.
- VII. In terms of any document confirming the graduation of studies or postgraduate studies abroad or in the Republic of Poland - the language of instruction is recognized, if the language of instruction was only a foreign language.
- VIII. Foreign-issued document recognized as equivalent to a Polish certificate of secondary education - the language of instruction is recognized.
- IX. International Baccalaureate Diploma.
- X. European Baccalaureate Diploma.
- XI. Certificate of passing the departmental exam in:
  1. Ministry of Foreign Affairs;
  2. the office serving the minister responsible for economic affairs, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade, and the Ministry of Foreign Trade and Maritime Economy;
  3. Ministry of Defense - level 3333, level 4444 according to STANAG 6001.
- a. A certificate Issued by the National School of Public Administration confirming the qualification for a high-ranking government position.
- XII. A document confirming entry in the list of sworn translators in the Republic of Poland or a document confirming the qualification of a sworn translator in another member state of the European Union, a member state of the European Free Trade Agreement (EFTA), which is a party to the Agreement on the European Economic Area, or in the Swiss Confederation.

## **Rules for organizing the English language examination for candidates for the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities**

### **§1**

#### **General information**

1. Candidates (hereinafter referred to as: **Candidates**) to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities (hereinafter referred to as: Doctoral School) who do not have certificates certifying their knowledge of English language at the B2 level according to the ESOC, referred to in Chapter 3.3 of the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2019/2020 constituting an appendix to the Resolution of the Senate of the SWPS University of Social Sciences and Humanities of 23 May 2019 on determining the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2019/2020 (hereinafter referred to as: **Conditions of Enrollment**) and in the List of Certificates of Proficiency in a Modern Foreign Language attached as Appendix 1 to the Conditions of Enrollment, they should pass a written exam testing language competence at the B2 level, after submitting an electronic application to the Doctoral School (electronic registration in the system).
2. Candidates receive information about the need to take the exam electronically through the SWPS University electronic admission system..

### **§ 2 General information on the exam organization**

1. The Candidates have to bring their ID card to the written exam.
2. During the exam, the Candidate is not allowed to use devices for transmitting and receiving information.
3. During the exam, the Candidate is not allowed to use any additional materials, i.e. dictionaries or textbooks.

### **§3**

#### **Exam description**

1. The exam consists of two parts, which include:
  - I. exercises testing global and detailed reading comprehension, knowledge and use of lexical and grammatical structures, as well as
  - II. a writing exercise.
2. A candidate can get a total of 80 points from the exam (60 points for Part I and 20 points for Part II).
3. The exam lasts 120 minutes.
4. Sample tasks testing individual skills may include:
  - 1) Part one:



- a) global and detailed reading comprehension (30 points): closed or open-ended tasks, for example: multiple choice, true/false, content selection.
  - b) use of lexical and grammatical structures (30 points): closed or open-ended tasks, for example, gap filling, paraphrasing, multiple choice, content selection and vocabulary exercises.
- 2) Part two: writing exercise (20 points). The task in this part of the exam is to write an argumentative text (about 250 words) on one of three topics. The evaluation criteria are: compliance with the instruction, statement coherence and logic, scope and correctness of linguistic means.

#### §4

#### Passing the exam

- 1. To pass the exam, a minimum of 48 points is required.
- 2. Candidates will be informed of the exam result electronically through the SWPS University electronic admission system.
- 3. The Candidate may take the exam only once (it is not possible to retake the exam in a single examination procedure).
- 4. Passing the exam is not tantamount to admission to the Doctoral School.

.....  
**Name of the research center or team**

**CANDIDATE DATA:**

1. Surname: .....
2. Names: .....
3. Scientific discipline: .....
4. **SCOPE OF RESEARCH WORK:** (topic of the research thesis determines the thematic scope of the research project):  
  
.....  
in the scientific discipline(s)\* of:  
  
.....

**Formal approval of the research center or group:**

**I agree to be included in the cooperation of the above research center/team**

.....  
(date and signature and/or name stamp of the research center/team  
manager)

**Justification:**

- list of research projects/grants implemented in the research unit:

.....  
.....  
.....  
.....  
.....

\* Mark the relevant answer

(article 209.10 of the Act of 20 July 2018 – the Law on Higher Education and Science: *The doctoral candidate may not be employed as an academic teacher or researcher. The prohibition does not apply to the employment of a doctoral candidate: 1) for the purpose of carrying out the research project referred to in Article 119.2.2 and 119.2.3; 2) after a successful mid-term evaluation, except that in the case of employment in excess of half-time, the amount of the scholarship is 40% of the monthly stipend referred to in 4.2; 3) who is not entitled to a PhD scholarship.*)

.....  
*Place and date*

**STATEMENT  
CONCERNING REMAINING IN THE  
EMPLOYMENT RELATIONSHIP AS AN  
ACADEMIC TEACHER OR RESEARCHER**

**RELATED TO THE CANDIDATE:**

1. Surname: .....
2. Names: .....
3. Discipline within which the candidate applies for admission to the Doctoral School:  
.....

I acknowledge that in accordance with:

- I. article 209.10 of the Act of 20 July 2018 - the Law on Higher Education and Science (hereinafter referred to as the Act):

*The doctoral candidate may not be employed as an academic teacher or researcher. The prohibition does not apply to the employment of a doctoral candidate:*

- 1) for the implementation of a research project referred to in Article 119.2.2-3;*
- 2) After successfully completed mid-term evaluation, except that in the case of half-time employment or longer, the amount of scholarship is limited to 40% of the monthly scholarship amount referred to in §4.2;*
- 3) who is not entitled to a doctoral scholarship.*

- II. chapter 10.1 of the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities for the academic year 2019/2020

*If a person admitted to the Doctoral School is employed as an academic teacher or researcher, with the exception of cases specified in Article 209.10 of the Act, admission to the list of PhD students of the Doctoral School is made on the condition that the candidate delivers, to the office of the Doctoral School in Warsaw or Wrocław, no later than within 7 days from the date of results announcement of the competition (admission procedure to the Doctoral School), copies of documents confirming termination or expiration of employment as an academic teacher or researcher.*

In connection with the above, I hereby declare that:

- a) I am employed as an academic teacher or researcher
- (b) I am employed as a university teacher under the conditions referred to in Article 209.10 of the Act of 20 July 2018 - the Law on Higher Education and Science
- c) I am not employed as an academic teacher or researcher.  
*(mark the correct answer)*

If a) was marked, I undertake to deliver to the office of the Doctoral School in Warsaw or in Wrocław, no later than within 7 days from the date of results announcement of the competition (admission procedure to the Doctoral School), copies of documents confirming termination or expiration of my employment as an academic teacher or researcher (with the original for inspection).

.....  
*(date and legible signature of candidate)*

**Resolution No. 3/2020**  
**of the SWPS University of Social Sciences and Humanities Senate**  
**of 24 January 2020**  
**on defining the Rules, conditions and procedures for admission to the Doctoral School**  
**of Social Sciences and Humanities of the SWPS University of Social Sciences and**  
**Humanities in the academic year 2020/2021**

Pursuant to Article 200 of the Act of 20 July 2018 – the Law on Higher Education on the basis of Science, the Senate of the SWPS University of Social Sciences and Humanities resolves as follows:

**§1**

The Senate of the SWPS University of Social Sciences and Humanities determines the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University in the academic year 2020/2021 in the wording attached to this Decision.

**§2**

The Resolution comes into force as of the date of its signing.

**President**  
**of the SWPS University Senate**

**Prof. dr hab. Roman Cieślak**

**Rules, conditions and procedures for admission  
to the Doctoral School of Social Sciences and Humanities at the  
SWPS University  
in the academic year 2020/2021**

**§1**

**General provisions**

1. The resolution relates to the rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of SWPS University of the Humanities and Social Sciences (hereinafter referred to as: **Doctoral School**) conducted on a full-time basis at the SWPS University of Social Sciences and Humanities (hereinafter referred to as: **University** or **SWPS University**), in the academic year 2020/2021.
2. Admission to the Doctoral School takes place in the following disciplines: literary studies, cultural and religious studies, sociological sciences, psychology.
3. Rules, conditions and procedures for admission to the Doctoral School in the academic year 2020/2021 adopted by the SWPS University Senate (hereinafter referred to as: Admission Rules), are posted on the SWPS University website and in the Public Information Bulletin on the University's dedicated pages.
4. Admission is carried out using the SWPS University electronic admission system, available at the link , which, together with the Admission Rules, is posted on the SWPS University website (hereinafter: **electronic admission system**).
5. The University does not charge fees for the education of PhD students at the Doctoral School.

**§2**

**Composition and procedure of the admission committee**

1. Admission to the Doctoral School is conducted by the admission committees (hereinafter referred to as: **Admission Committees**).
2. Admission Committees are appointed by the Vice-Rector for Research in the disciplines in which admission to the Doctoral School is conducted, except that for psychology two committees are appointed, one for Warsaw and one for the Wrocław Branch.
3. The Admission Committee is composed of at least 3 (three) professors or professors of the University employed at the University, conducting scientific activities in the discipline in which admission is conducted.
4. The Admission Committee verifies the formal and substantive applications of candidates to the Doctoral School and recommends to the Doctoral School Director, acting under the authority of the Rector, the admission or refusal of a candidate to the Doctoral School by creating a ranking list, which is subject to approval by the Doctoral School Director before disclosing it to the candidates.
5. The Admission Committees make the decision referred to in § 2.4 in the form of a resolution.
6. Decisions of the Admission Committee are adopted by a simple majority of votes, in the presence of its entire membership.
7. Meetings of the Admission Committee are minuted.
8. The Admission Committee meeting may be attended by other persons who are members of research centers and teams (including non-formal ones) of the SWPS University, invited by a member or members of the Admission Committee, in an advisory capacity.

9. If there are circumstances preventing a member of the Admission Committee from participating directly in its work, the Vice-Rector for Research immediately dismisses them and appoints a new member, in accordance with the rules set forth in § 2.2 and 2.3.
10. A member of the Admission Committee is subject by law to be excluded from the evaluation of a candidate in particular if:
  - 1) plans to take on the duties of the candidate's supervisor or assistant supervisor;
  - 2) was the supervisor of the candidate's master's thesis;
  - 3) is the candidate's superior or is in another employment relationship with them;
  - 4) the candidate is or was their spouse, or is a relative or affinity up to the second degree, or is or was in cohabitation with such member of the Admission Committee;
  - 5) the candidate is or was a person related to a member of the Admission Committee by virtue of adoption, guardianship or custody;
  - 6) the candidate participated in disciplinary proceedings of which a candidate for doctoral school or the candidate for their supervisor were a subject;
  - 7) there are other objective circumstances that may give rise to legitimate concerns about maintaining impartiality and objectivity in evaluating the candidate.
11. A member of the admission committee who is excluded from the evaluation process does not participate in the candidate evaluation and for the duration of the evaluation leaves the Admission Committee meeting room for the duration of the evaluation.
12. Excluding a member of the Admission Committee from the evaluation of a given candidate is recorded in the minutes of the Admission Committee with meeting.
13. In the event of exclusion of more than 2 members of the Admission Committee, or if there are circumstances preventing a member of the Admission Committee from participating directly in its work the Vice-Rector for Research dismisses them and appoints a new member in accordance with the rules set forth in § 2.2 and 2.3.

### §3

#### Conditions for participation in the admission procedure

1. A person participating in the admission procedure meets the following conditions under the Act of 20 July 2018 - the Law on Higher Education and Science (hereinafter referred to as: **Act**), i.e. a person that:
  - 1) holds a professional degree of Master of Science, Master of Engineering or equivalent;
  - 2) if the person does not meet the requirements referred to in § 3.1.1, is a graduate of a first-cycle degree studies or a student who has completed the third year of a uniform master- s degree program - in exceptional cases, justified by the highest quality of scientific achievements;
  - 3) registered in the electronic admission system;
  - 4) attached all required documents (in pdf or jpg format) in the electronic admission system;
  - 5) submitted copies of all required documents in hard copy (originals for review) to the office of the SWPS University Doctoral School in Warsaw or Wroclaw,
  - 6) paid the admission fee in full.
2. A prerequisite for admission to the Doctoral School is the approval of a potential research supervisor, who may be as an academic teacher or a researcher employed by the SWPS University with at least a doctoral degree and a current scientific output published in the last five years or artistic achievements from the last five years or at least five years of experience in conducting scientific activities, authorized by the University to act as a research supervisor.
3. The following are prerequisites for admission to the Doctoral School:
  - 1) in the disciplines of psychology (at the headquarters in Warsaw and at the Wroclaw Branch) and sociological sciences is to have a valid certificate in English at a level of at least B2

- 2) in the disciplines of literary studies and cultural and religious studies - a valid certificate or other proof of knowledge of a modern foreign language proficiency of at least B2 is required  
- a list of certificates confirming knowledge of a modern foreign language is attached as **Appendix 1** to the Admission Rules.
4. Any doubts about the recognizing a certificate will be resolved by the head of the SWPS University Language Center.
5. Candidates who do not have the certificate referred to in § 3.3 should pass the foreign language examination at the B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)": (written test), after meeting the condition referred to in § 3.1-3.
6. The rules for organizing the exam referred to in § 3.5 are attached as **Appendix 2** to the Admission Rules.
7. Foreigners may undertake and pursue education at the Doctoral School under the rules set forth in the Act on Foreigners of 12 December 2013, and the Ordinance of the Minister of Science and Higher Education of 28 September 2018 on the nostrification of diplomas of completion of studies abroad and the confirmation of completion of studies at a specific level, subject to § 3.8.
8. Detailed rules for commencing and pursuing education by foreigners at the Doctoral School are as follows:
  - 1) a foreigner who, in the course of the admission procedure, does not present a certificate confirming the equivalence of diplomas and other certificates issued abroad, which are subject to recognition by nostrification, with the corresponding higher education diploma or doctoral degree issued in the Republic of Poland, receive a conditional administrative decision on admission to the Doctoral School with the obligation to submit these documents not later than by the end of October of the academic year in which they started their studies at the Doctoral School, or, in justified cases independent of the foreigner, by a later date determined by the Rector of the SWPS University;
  - 2) if a foreigner candidate fails to submit the documents referred to in point 1) within the prescribed period, the Doctoral School Director, acting under the authority of the Rector of SWPS University, will immediately initiate a procedure to determine the expiration of the administrative decision on the admission of the PhD student to the Doctoral School, and the foreigner may not be admitted to the next semester of;
  - 3) in the case of agreements concluded by the SWPS University with foreign entities, admission of foreigners to the Doctoral School is carried out in accordance with the terms of these agreements;
  - 4) in the case where a foreigner is entitled to study at the Doctoral School according to the regulations applicable to Polish citizens - the choice of the way of admission is up to the foreigner and must be indicated and proved by the candidate in the application for admission to the Doctoral School.
9. The admission procedure to the Doctoral School is carried out through a competition.
10. A candidate may register in the electronic admission system, choosing one discipline in which the University educates at the Doctoral School.
11. A candidate who is at the same time a participant in PhD studies conducted at the SWPS University is obliged to indicate in the application the topic of the research project other than the topic of the PhD dissertation being prepared at such doctoral studies, as well as the name of the potential supervisor, which cannot be the person supervising their PhD dissertation at the SWPS University PhD studies.
12. An individual can only be a PhD student at one Doctoral School.
13. A person who graduated in a scientific discipline other than the one they selected in the admission procedure to the Doctoral School, is required to supplement their knowledge in the selected discipline by passing an examination in 3 (three) of the 5 (five) subjects presented for selection by the supervisor and approved by the Doctoral School Director, no later than the end of the second year of education at the Doctoral School.



14. A PhD student may be exempted in part or in whole from the obligation referred to in § 3.13 by the Doctoral School Director, upon the request of their supervisor containing relevant justification.

#### **§4**

##### **Admission dates and admission limits**

1. Prior to the start of admission procedure, candidates may speak with a potential research supervisor and a research center or research team manager (including a non-formal one), of which the supervisor is a member (selected according to the research interests of the candidates) - **from 1 April 2020 to 30 June 2020** (inclusive);
2. The following admission dates for the Doctoral School are established:
  - 1) registration of candidates in the electronic admission system with attached documents (in pdf or jpg format) - from **1 July 2020 to 14 July 2020** (inclusive);
  - 2) submitting hard copies of the required documents by the candidate (original for review) and payment of the admission fee in full - **14 until July 2020** (inclusive);
  - 3) foreign language exam for candidates applying to the Doctoral School who do not have a certificate at the B2 level - **on 20 July 2020** at the SWPS University in Warsaw and **on 17 July 2020** at the Wrocław Branch;
  - 4) evaluation of candidates by potential scientific supervisors - **until 15 August 2020** (inclusive);
  - 5) interviews, in each of the disciplines in which admission to the Doctoral School is conducted, are held with candidates who have received the support of the potential research supervisor and the recommendation of the research center or research team manager - **1 September 2020 - 18 September 2020** (inclusive), subject to the provisions of § 5.2.3.a);
  - 6) announcement of admission results - after **23 September 2020**.
3. The SWPS University Senate authorizes the Rector of the SWPS University to decide on starting education in a given discipline, if the number of persons qualified for admission to the Doctoral School is less than the admission limit referred to in § 4.5;
4. The SWPS University Senate authorizes the Rector of the SWPS University Senate to announce supplementary admission procedure in a given Discipline, if the procedure conducted on the dates referred to in § 4.1 did not fill all the places set as the admission limit indicated by the Rector's order referred to in § 4.5.
5. For the academic year 2020/2021, the limits of admission to the Doctoral School are determined by order of the Rector of SWPS University before the start of admission procedure no later than 30 May 2020.
6. In the event of special circumstances justifying the admission of fewer or more candidates than the limits established by an order of the Rector of SWPS University, the Senate authorizes the Doctoral School Director to apply to the Rector of the SWPS University for approval to change the admission limits.
7. After obtaining the approval of the Rector of the SWPS University, as referred to in § 4.6, the Admission Committee provides its recommendation on the admission of a smaller or larger number of candidates, maintaining the order resulting from the ranking list, provided that such candidates passed the admission procedure and achieved the minimum limit of points in the admission procedure.
8. In the case of resignation or non-attendance of the person admitted to the Doctoral School, the of right to be admitted and to start education not taking up acquired by the next person in the ranking list, provided that they have passed the admission procedure and obtained the minimum number of points in the admission procedure, but was not admitted due to the admission limit.
9. In addition to the limits of places in the Doctoral School specified by the order of the Rector of the SWPS University, on the basis of the recommendation of the Admission Committee, it is possible to admit people who qualified for the

project competitions (e.g., NCN, EU Framework Programs, "Implementation PhD" of the Ministry of Science and Higher Education, etc.), as:

- 1) managers of projects within the framework of research programs indicated in the Order of the Rector of SWPS University, the implementation of which in the scientific discipline in which the unit is authorized to confer a doctoral degree began after 1 October 2017, provided that the funding of the doctoral scholarship from the project is ensured for a period of at least 24 months of training at the Doctoral School;
  - 2) scholarship recipients within the framework of research programs indicated in the Rector's order, the implementation of which in the scientific discipline in which the unit is authorized to confer the doctoral degree began after 1 October 2017, provided that the financing of the doctoral scholarship from the project is ensured for a period of at least 24 months of training at the Doctoral School;
  - 3) persons whose PhD scholarship was funded by the organizational units of the SWPS University for the entire period of education at the Doctoral School;
  - 4) other persons on the basis of agreements between the SWPS University, and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Law.
10. The rule of the condition for admission to the Doctoral School, which is to be on the ranking list for the discipline and to obtain a minimum of 100 points from the entire admission procedure, applies to the persons referred to in § 4.9.
  11. The Admission Committee may refuse to apply the preferences referred to in § 4.9-10 if the candidate's participation in the implementation of the research program is insignificant.
  12. The Rector of SWPS University determines in an order the list of research programs referred to in § 4.9, taking into account the leading external programs and relevant legal regulations.
  13. Managers of research projects that began after 1 October 2017 submit in writing to the Admission Committees their personnel demand, information on the profile of the desired candidate, and the assumed duration of participation in the project in accordance with its approved terms and conditions. The candidate's expected participation in the project must not be shorter than 24 months from the beginning of their education at the Doctoral School. It is also acceptable to admit persons already performing tasks in ongoing research projects at the SWPS University.
  14. Using the information referred to in §4.13, the Admission Committee immediately announces a competition for an additional place in the Doctoral School, specifying the rules of the competition, including its requirements, procedure and deadline for submitting applications, no shorter than 14 days from the date of publication of the competition announcement on the SWPS University website. The stated rules of the competition may be complained about to the Rector of the SWPS University, but no later than the closing date for applications. The Rector of the SWPS University may cancel the competition and order it to be held again according to the revised rules.
  15. Within 30 days of the expiration of the deadline for submission of applications, the Admission Committee will conduct the procedure in connection with the competition referred to in § 4.14. The provisions on the rules, criteria, scope and conduct of the admission procedure and the required documents from candidates apply accordingly. The Admission Committee meeting is attended by the research project manager. Candidates included in the doctoral program within the framework of such admission procedure start their education from the nearest semester after the completion of this procedure.
  16. For the admission of persons referred to in § 4.9.1 and § 4.9.3-4, the provisions of paragraphs § 4.13-15 apply *mutatis mutandis*.
  17. If the research program or agreement referred to in § 4.9 provides for a different mode of selection of a person to be funded with a doctoral scholarship than the one specified in § 4.13-16, with the approval of the Admission Committee, the admission procedure to the Doctoral School under the rules specified in § 4.9.1 and § 4.9.3 may be conducted in a competitive mode appropriate for the selection of a person to be awarded a doctoral scholarship

in this research program or contract. The provision of § 4.10 do not apply. The announcement of the competition is posted immediately on the Doctoral School's website.

18. The admission procedure for the Doctoral School and the selection of the person referred to in § 4.17 financed through a doctoral scholarship is carried out in a single process.
19. On the basis of the materials and results of the admission procedure conducted in accordance with § 4.17, the Admission Committee draws up a ranking list from this admission procedure. The provisions on the rules, criteria, scope and conduct of the admission procedure and the required documents from candidates apply accordingly.
20. In the matters referred to in § 4.9-19, the Admission Committee may, in addition to the meeting, adopt resolutions by correspondence agreement on positions (circulation mode), including through the use of electronic communications.
21. A decision referred for consideration by circulation is deemed to have been adopted if, within the period set by the chairperson of the Admission Committee, not less than three days from the presentation of the draft decision along with the materials to the members of the Admission Committee, a majority of the members of the Committee have expressed approval of the draft decision. If comments are made on the draft, the circulation procedure may be repeated.
22. The Chairperson of the Admission Committee decides on the application of the circulation procedure.
23. The Chairperson of the Admission Committee documents the course of the circulation procedure.

## **§5**

### **Scope and conduct of admission procedure**

1. By entering the admission procedure, the candidate accepts its terms and conditions, in particular:
  - 1) declares to be familiar with the registration rules, the schedule and the terms, conditions and procedures for admission to the Doctoral School for the academic year 2020/2021;
  - 2) takes responsibility for incomplete, erroneous or false data provided during registration, as well as for the resulting consequences and decisions of the Admission Committee;
  - 3) undertakes to promptly inform the relevant Doctoral School Office in Warsaw or Wrocław of any errors they noticed in the data they entered or any irregularities they detected in the operation of the electronic admission system and any erroneous information they received through it;
  - 4) the candidate acknowledges and accepts that:
    - a) all the information concerning the admission procedure, in particular the deadlines, conditions of the admission procedure, decisions of the Admission Committee, decisions of the Doctoral School Director, who acts on behalf of the Rector of the SWPS University, with the exception of administrative decisions concerning foreigners and refusal of admission to the Doctoral School, which are sent to the candidates by post, are available through an account in the electronic admission system or in the online communication platform for students, postgraduate students and employees of the University and other persons who have been granted access to the information contained therein on the basis of separate regulations, which is located at [portal.swps.edu.pl](http://portal.swps.edu.pl), hereinafter referred to as: "Virtual University" or through the University's website, and the candidate undertakes to read this information on an ongoing basis and will be liable for the consequences of failing to do so;
    - b) it is permissible to register in a discipline in which the candidate has the status of a PhD student on the date of registration, subject to the provisions of § 3.11 or 3.12;
    - c) The Doctoral School processes the personal data provided for the purpose of the admission procedure, and for the purpose of documenting the course of education. Full information about the processing of personal data required by generally applicable laws is provided to candidates in the electronic admission system;

- d) The Doctoral School conducts career monitoring of PhD students who have completed their training at the Doctoral School.
2. Prior to the start of admission, a list with contact information of research centers and teams (including informal ones) whose members are potential research supervisors is posted on the SWPS University website. Research centers and teams invite to potential collaboration on research projects and the preparation of PhD dissertations under the guidance of a scientific supervisor, supervisors and assistant supervisors affiliated with the center and research team. The center or research team will determine the form of contact with candidates in the course of the admission procedure, in particular, the rules for obtaining formal approval of the candidate to work with the center or research team, which must be submitted along with other application documents to the Doctoral School. Admission takes place in two stages:
  - 1) STAGE I:
    - a) candidates fill out an admission form in the electronic admission system and attach to it the required documents (in pdf or jpg format);
    - b) using the electronic admission system, candidates indicate potential scientific or auxiliary supervisors (from 1 to 3 persons) with whom they want to work (after the candidate has previously contacted them), and their ranking reflecting the candidate's preferences;
    - c) the candidate may approach the prospective academic or assistant supervisor with an offer to meet in person and present themselves and their plans for the dissertation;
    - d) on the basis of the documents uploaded to the electronic admission system by the candidate and an interview with the candidate, potential supervisors, using the electronic admission system, agree to provide scientific, substantive and organizational supervision to the PhD student if they are admitted to the Doctoral School, and make a point evaluation of the candidates' performance with a brief justification of their evaluation.
  - 2) STAGE II:
    - a) Admission Committees interview candidates for the Doctoral School in one discipline chosen by the candidate from the four disciplines in which admission is being conducted, i.e.: cultural and religious studies, literary studies, sociological sciences and psychology, and evaluate the candidates. Interviews are conducted only with candidates who have received the support of the selected scientific supervisor, a positive opinion of the research center or team, and have obtained at least 65 points for the achievements listed in § 7.1.1-3;
    - b) Admission Committees create 5 separate ranking lists for each discipline (including two separate ranking lists for psychology at the Warsaw location and the Wrocław Branch) and send to the Doctoral School Director the minutes of the Admission Committee meeting and a resolution containing recommendations in the form of a ranking list;
    - c) Stage II ends with the approval of the ranking list by the Doctoral School Director, followed by their announcement of the competition results and admission on the list of PhD students at the Doctoral School, or the issuance of an administrative decision to refuse admission to the Doctoral School.

## §6

### Documents required in the admission procedure

1. The candidate is required to attach the following documents (in pdf or jpg format) in the electronic admission system:

- 1) an application for admission to the Doctoral School (including the scientific discipline in which the candidate is applying for admission to the Doctoral School) containing a cover letter addressed to the Admission Committee of the respective discipline;
- 2) graduation diploma, entitling to start education at a doctoral school, i.e.:
  - a) a diploma confirming second-cycle qualifications in the case of a uniform master's degree, or diplomas of completing undergraduate and graduate studies in the case of first-cycle and second-cycle degree, or
  - b) another document of graduation from a foreign university entitling the student to undertake doctoral school education in the country in which it was issued or recognized as equivalent to the corresponding Polish diploma of completion of second-cycle studies or uniform master's studies;
- 3) a supplement showing the list of courses passed during the master's and bachelor's studies with their grades or an official transcript of the grades, or in the absence of these - a photocopy of the index with information on the grade point average or another document containing the names of the courses, received grades and information on the grade point average. In the absence of information about the grade point average in the diploma supplement, it is necessary to provide a separate certificate;
- 4) documents supporting the following:
  - a) foreign language skills - obtained language certificates;
  - b) participation in research projects - grant award decision, copy of a grant agreement or a certificate specifying the nature of participation in the grant;
  - c) participation in internships and placements in scientific and clinical centers that are not considered internships - an opinion of the internship supervisor with information about the type of performed work;
  - d) active participation in conferences (with an abstract of the candidate's conference reports and a document/certificate confirming active participation);
  - e) scientific materials accepted for publication or already published (journal paper: first page of article, book: title page and publisher's page, § in book: table of contents and first page of the §);
  - f) active participation in the work of scientific groups - a certificate issued by the scientific group supervisor;
  - g) certificates of completion of postgraduate studies and other documents attesting to the candidate's achievements in the discipline of study to which the candidate is applying, i.e. documents attesting to received awards and honors, including awards from the Dean, Rector, Minister, Scientific Societies.
- 5) an outline of the PhD dissertation, in Polish or English, prepared in accordance with § 7.1.1;
- 6) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School (on the template attached as **Appendix 3** to the Admission Rules).
2. Failure to submit documents that clearly prove the candidate's achievements may result in not awarding points in a given category.
3. Each submitted document, which was drawn up in a language other than Polish, must be accompanied by its translation into Polish made by:
  - 1) a person registered by the Minister of Justice on the list of sworn translators or
  - 2) a person registered as a sworn translator in a member state of the European Union, a member state of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area or a member state of the Organization for Economic Cooperation and Development (OECD) or
  - 3) Consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the document was issued, or;

- 4) accredited to the Republic of Poland diplomatic representative office or consular office of the country on whose territory or in whose educational system the document was issued.
4. Graduation diplomas obtained abroad should be:
  - 1) bearing an *apostille* if the country issuing the document is covered by the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents dated 5 October 1961, or
  - 2) subjected to legalization, in other cases.
5. Graduation diplomas subject to recognition through nostrification should be submitted with:
  - 1) a certificate stating equivalence to the relevant university degree or PhD diploma issued in the Republic of Poland, or
  - 2) by a written statement in which the candidate undertakes to submit the certificate no later than the end of October of the academic year in which they began training at the Doctoral School.
6. If the graduation diploma obtained abroad lacks authorization to continue education in the country in whose higher education system the university that issued the diploma operates, such authorization has to be attached.
7. After electronic registration and attachment of documents (in pdf or jpg format), the candidate submits the following to the appropriate office of the SWPS University Doctoral School in Warsaw or Wrocław:
  - 1) copies of the documents referred to in § 6.1, with their originals for inspection;
  - 2) printed and signed questionnaire - a printout from the electronic form filled in the electronic admission system;
  - 3) 1 (one) color photograph (in accordance with the requirements for an ID card) in hard copy and a color photograph (in pdf or jpg format);
  - 4) proof of payment of an admission fee of PLN 400.00 (four hundred zloty). The fee should be paid no later than the deadline for submission of documents, i.e. 14 July 2020 (inclusive). The admission fee is non-refundable once the University has conducted the admission process, regardless of its result;
  - 5) an application including a cover letter;
  - 6) the outline of the dissertation, prepared in accordance with the criteria set forth in § 7.1.1;
  - 7) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School, which is expressed in a statement whose model is attached as **Appendix 3** to the Admission Rules;
  - 8) a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is as **Appendix 4** to the Admission Rules);
8. If the candidate sends the documents referred to in § 7.7.1-8 by traditional mail, the original documents must be sent.
9. If by the registration deadline the candidate does not yet have a graduation diploma with a supplement, they have to attach a written statement in which they undertake to deliver a photocopy of the diploma with a supplement and their originals for inspection by 1 September 2020.

## §7

### Evaluation criteria

1. The Admission Committee evaluates candidates, taking into account the following criteria, relevant to the discipline that the candidate has indicated applying for admission to the Doctoral School:

- 1) a brief outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, information on the expected results (it is possible to include the preliminary results attached as additional information). Scoring: **0 to 60 points**, scoring takes into account:
  - a) scientific nature of the dissertation;
  - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
  - c) the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
  - d) innovative nature of the project and the impact of its implementation on the given scientific discipline development.
- 2) the candidate's track record – scoring takes into account:
  - a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline. Scoring: **0-5 points**;
  - b) evaluation of the candidate's previous education results, including graduate (taking into account the average grade obtained during the studies), other forms of education (e.g., postgraduate studies), as well as completed courses, modern foreign languages proficiency confirmed by certificates listed in **Appendix 1** to the Admission Rules. Candidates whose previous education is related to the topic of the PhD studies will be able to obtain higher scores. Scoring: **0-5 points**;
  - c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). The highest value is attributed to publications categorized under the Ordinance of the Minister of Science and Higher Education of 7 November 2018 on the compilation of lists of publications of scientific monographs and scientific journals and peer-reviewed materials of international conferences, which specifies the manner of compiling lists of publications publishing peer-reviewed scientific monographs referred to in Article 265.9.1 of the Act, and scientific journals and peer-reviewed materials of international conferences referred to in Article 265.9.2 of the Act, hereinafter referred to as the "list of journals" - and the determination and assignment of the number of points to them. Scoring: **0-10 points**;
  - d) internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant professional achievements of value to the training undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document, and what were the responsibilities/activities of the candidate. The highest score a candidate can receive for participation in research grants and internships funded by national and international sources of funding for science (NCN, NCBiR, FNP, MNiSW, NAWA). Scoring: **0-10 points**;
- 3) obtained awards and honors, including awards of the Dean, Rector, Minister, Scientific Societies. Scoring: **0-5 points**;
- 4) the result of the interview and the candidate's motivation, substantive preparation for education (for candidates for literary studies, cultural and religious studies, psychology and sociological sciences). The interview is conducted in Polish or English. In the case of an interview with foreigners, Polish language skills are additionally tested. Scoring: **0-20 points**;



- 5) an assessment of the candidate by the potential supervisor, , in particular: evaluation of past achievements, including graduation results, conference presentations, publications, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center or research team. Scoring: **0-25 points**.
2. Admission Committees evaluates candidates applying to the Doctoral School in a given discipline, taking into account the rank of their achievements and their relevance to the discipline the candidate has chosen when recruiting to the Doctoral School, as well as the timeliness of scientific achievements (the highest consideration will be given to the achievements of the last 5 years).
3. The candidate's position on the ranking list results with sum of the arithmetic averages of the grades in each category awarded by the Admission Committees and the arithmetic averages given by the scientific supervisors(s).
4. A candidate for the Doctoral School can receive a maximum of **140 points**.
5. The candidate must obtain at least: **100 points** to be admitted to study in the Doctoral School in a given discipline.

## §8

### Results of the admission procedure]

1. On the basis of the results obtained by the candidates in the admission procedure, each Admission Committee creates ranking lists within the limits of admissions established in a given discipline, separately for each discipline in which admission to the Doctoral School is conducted, except that for psychology two lists are created, one for Warsaw and one for the Wrocław Branch.
2. The candidate receives information about the result of the admission procedure and the points received in each category to their personal account in the electronic admission system.
3. Results of the admission procedure are public.
4. Results of the admission procedure are understood as a ranking list drawn up by the Admission Committee and approved by the Doctoral School Director, containing: the candidate's name, along with the total number of points obtained in the admission procedure and information on whether or not the candidate was included in the list of PhD students for the Doctoral School.

## §9

### Inclusion in the list of doctoral students, issuing a decision on refusal of admission to the Doctoral School

1. Admission to the Doctoral School takes place by way of:
  - 1) entry on the list of PhD students - if the candidate is a Polish citizen;
  - 2) administrative decision - if the candidate is a foreigner.
2. The Doctoral School Director enters the list of doctoral students at the Doctoral School and, acting under the authority of the Rector of the SWPS University, issues administrative decisions to admit a foreigner to the Doctoral School and administrative decisions to refuse admission to the Doctoral School.
3. Admission to the Doctoral School is denied in the case of:
  - 1) failure to meet the formal requirements specified in the Admission Rules or
  - 2) achieving a score below the threshold specified in § 7.5 of the Admission Rules or
  - 3) the candidate's ranking below the limit specified in the Rector's order referred to in § 4.5.



4. Administrative decisions to refuse admission to the Doctoral School and to admit a foreigner to the Doctoral School is delivered in writing, if the decision is sent by mail - with return receipt.
5. An administrative decision to refuse admission to the Doctoral School may be appealed by the candidate, within 14 days from the date of its delivery, to the Rector of the SWPS University for reconsideration.
6. The request for reconsideration is considered by the Vice-Rector for Research of the SWPS University acting under the authority of the Rector of the SWPS University. The decision of the SWPS University Rector is final. It is subject to a complaint to the competent administrative court, which is filed through the Rector of the SWPS University within 30 days from the date of delivery of the decision.
7. The basis for the request referred to in § 9.5-6 can only be an indication of a breach of the rules of admission to the Doctoral School. The request should indicate precisely the regulations determining the conditions or procedures for admission to the Doctoral School, which, in the opinion of the party, have been breached, and a concise explanation of the alleged breach.
8. The full consideration of the application referred to in § 9.5-7 results in the issuance of an administrative decision on the cancellation of the decision to refuse the candidate's admission to the Doctoral School and the termination of the administrative proceedings on this refusal, and the subsequent inclusion of the candidate in the list of doctoral students of the Doctoral School. The provision of § 9.1-2 applies accordingly.
9. In the situation of filling the admission limit, the Director of the Doctoral School, in justified cases, applies to the Rector of SWPS University for permission to exceed the limit set for the discipline.

## **§10**

### **Final provisions**

1. If a person admitted to the Doctoral School is employed as an academic teacher or researcher, with the exception of cases specified in Article 209.10 of the Act, admission to the list of PhD students of the Doctoral School is made on the condition that the candidate delivers, to the office of the Doctoral School in Warsaw or Wrocław, no later than within 7 days from the date of results announcement of the competition (admission procedure to the Doctoral School), copies of documents confirming termination or expiration of employment as an academic teacher or researcher.
2. A candidate who has been admitted to more than one Doctoral School is obliged to confirm in writing within 7 days of the announcement of the results of the competition (Doctoral School admission procedure) whether they will begin their education at the Doctoral School or submit a written resignation, § 4.7 applies accordingly.
3. A person admitted to the Doctoral School begins education and acquires the rights of a PhD student upon taking the oath.

### **List of certificates proving a modern foreign language proficiency**

- I. Certificate of foreign language proficiency issued by the National School of Public Administration as a result of a linguistic examination.
- II. Certificates of language proficiency of at least B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)":
  1. Certificates issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
    - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage - at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
    - b) Diplôme d'Étude en Langue Française (DELFF) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSLCP), Diplôme Supérieur d'Études Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
    - c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),
    - d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),
    - e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
    - f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),
    - g) Nederlands als Vreemde Taal/Dutch as a Foreign Language (CNaVT) - Profiel Professionele Taalvaardigheid (PPT) (B2)/Profile Professional Language Proficiency

(PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2 II) (B2)/Dutch as a Second Language II (NT2-II) (B2),

- h) Prøve i Dansk 3 (B2), Studieprøven (C1),
- i) Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovene on the Advanced Level (C1);

2. Certificates from the following institutions:

- a) Educational Testing Service (ETS) - specifically the following certifications: Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test (CBT) version supplemented by at least 50 points from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test (PBT) version supplemented by at least 3.5 points from the Test of Written English (TWE) and at least 50 points from the Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points; Test de Français International (TFI) - at least 605 points,
- b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
- c) City Guilds, City Guilds Pitman Qualifications, Pitman Qualifications Institute - specifically the following certifications: English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) - "Communicator" level, "Expert" level, "Mastery" level; City Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business - Stage B "Communicator" level, Stage C level "Expert", Stage C level "Mastery"; English for Business Communications (EBC) - Level 2, Level 3; English for Office Skills (EOS) - Level 2,
- d) Edexcel, Pearson Language Tests, Pearson Language Assessments - specifically the following certifications: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - specifically the following certifications: London Chamber of

Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) - Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - Pass with Credit, Pass with Distinction level,

- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - specifically the following certifications: International English Language Testing System IELTS - above 6 points,
- g) Chambre de commerce et d'industrie de Paris (CCIP) - specifically the following certifications: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) - specifically the Prüfung Wirtschaftsdeutsch International (PWD) (C1) certificate,
- i) Kultusministerkonferenz (KMK) - specifically, the Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder - KMK (B2/C1) certificate,
- j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) - specifically the following certifications: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) - B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),
- k) Hochschulrektorenkonferenz (HRK),
- l) Società Dante Alighieri - specifically the following certifications: PLIDA B2, PLIDA C1, PLIDA C2,
- m) Università degli Studi Roma Tre - specifically the following certifications: Int.It (B2), IT (C2),
- n) Università per Stranieri di Siena - specifically the following certifications: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
- o) A. S. Pushkin's Russian Language State Institute ,
- p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
- q) Univerzita Karlova v Praze,
- r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca - centrum pre slovenčinu ako cudzí jazyk,
- s) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
- t) Coordinating Council for Language Proficiency Certification of the Warsaw University;

3. telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - specifically the following certifications: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; Certificato Superiore d'Italiano (B2), telc Italiano B2; telc Русский язык B2.
- III. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) - HSK level (Advance).
- IV. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate - Level 1 (Advance).
- V. Graduation diplomas:
  1. University degree in foreign philology or applied linguistics;
  2. Teachers' Foreign Language College;
  3. National School of Public Administration.
- VI. In terms of any document Issued abroad, confirming the acquisition of a degree or title in science or a degree or title in art - the language of instruction of the institution providing the training is recognized.
- VII. In terms of any document confirming the graduation of studies or postgraduate studies abroad or in the Republic of Poland - the language of instruction is recognized, if the language of instruction was only a foreign language.
- VIII. Foreign-issued document recognized as equivalent to a Polish certificate of secondary education - the language of instruction is recognized.
- IX. International Baccalaureate Diploma.
- X. European Baccalaureate Diploma.
- XI. Certificate of passing the departmental exam in:
  1. Ministry of Foreign Affairs;
  2. the office serving the minister responsible for economic affairs, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade, and the Ministry of Foreign Trade and Maritime Economy;
  3. Ministry of Defense - level 3333, level 4444 according to STANAG 6001.
- XII. A certificate Issued by the National School of Public Administration confirming the qualification for a high-ranking government position.
- XIII. A document confirming entry in the list of sworn translators in the Republic of Poland or a document confirming the qualification of a sworn translator in another member state of the European Union, a member state of the European Free Trade Agreement (EFTA), which is a party to the Agreement on the European Economic Area, or in the Swiss Confederation.

**Rules for organizing foreign language examination for candidates for  
the Doctoral School of Social Sciences and Humanities  
of the SWPS University of Social Sciences and Humanities**

**§1**

**General information**

1. Candidates (hereinafter referred to as: **Candidates**) to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities (hereinafter referred to as: **Doctoral School**) who do not have certificates certifying their knowledge of a foreign language at the B2 level according to the ESOC, referred to in Chapter 3.3 of the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2020/2021 constituting an appendix to the Resolution of the Senate of the SWPS University of Social Sciences and Humanities of 24 January 2020 on determining the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2020/2021 (hereinafter referred to as: **Admission Rules**) and in the List of certificates proving a modern foreign language proficiency attached as Appendix 1 to the **Admission Rules**, should pass a written exam testing language competence at the B2 level, after submitting an electronic application to the Doctoral School (electronic registration in the system).
2. Candidates receive information about the need to take the exam electronically through the SWPS University electronic admission system.

**§2**

**General information on the exam organization**

1. The Candidates have to bring their ID card to the written exam.
2. During the exam, the Candidate is not allowed to use devices for transmitting and receiving information.
3. During the exam, the Candidate is not allowed to use any additional materials, i.e. dictionaries or textbooks.

**§3**

**Exam description**

1. The exam consists of two parts, which include:
  - I. exercises testing global and detailed reading comprehension, knowledge and use of lexical and grammatical structures, as well as
  - II. a writing exercise.
2. A candidate can get a total of 80 points from the exam (60 points for Part I and 20 points for Part II).

3. The exam lasts 120 minutes.
4. Sample tasks testing individual skills may include:
  - 1) Part one:
    - a) global and detailed reading comprehension (30 points): closed or open-ended tasks, for example: multiple choice, true/false, content selection.
    - b) use of lexical and grammatical structures (30 points): closed or open-ended tasks, for example, gap filling, paraphrasing, multiple choice, content selection and vocabulary exercises.
  - 2) Part two: writing exercise (20 points). The task in this part of the exam is to write an argumentative text (about 250 words) on one of three topics. The evaluation criteria are: compliance with the instruction, statement coherence and logic, scope and correctness of linguistic means.

#### §4

#### Passing the exam

1. To pass the exam, a minimum of 48 points is required.
2. Candidates will be informed of the exam result electronically through the SWPS University electronic admission system.
3. The Candidate may take the exam only once (it is not possible to retake the exam in a single examination procedure).
4. Passing the exam is not tantamount to admission to the Doctoral School.

.....  
**Name of the research center or team**

**CANDIDATE DATA:**

1. Surname: .....
2. Names: .....
3. **SCOPE OF THE CANDIDATE'S RESEARCH WORK:** (topic of the research thesis determines the thematic scope of the research project):

.....  
in the scientific discipline(s)\* of:

4. Name of the supervisor selected by the candidate during the admission procedure:

-----  
**Formal approval of the research center or group:**

**I agree to include the  
candidate** .....

(First and last name)

**to work with the following research center/team**.....

(name of the center or team)

.....  
(date and signature and/or name stamp of the research center/team manager)

**Justification:**

- list of research projects/grants implemented in the research unit:

.....  
.....  
.....  
.....  
.....  
.....  
.....

\* Mark the relevant answer

(article 209.10 of the Act of 20 July 2018 – the Law on Higher Education and Science: *The doctoral candidate may not be employed as an academic teacher or researcher. The prohibition does not apply to the employment of a doctoral candidate: 1) for the purpose of carrying out the research project referred to in Article 119.2.2 and 119.2.3; 2) after a successful mid-term evaluation, except that in the case of employment in excess of half-time, the amount of the scholarship is 40% of the monthly stipend referred to in 4.2; 3) who is not entitled to a PhD scholarship.*)



.....  
Place and date

**STATEMENT  
CONCERNING REMAINING IN THE EMPLOYMENT RELATIONSHIP AS AN ACADEMIC  
TEACHER OR RESEARCHER**

**RELATED TO THE CANDIDATE:**

1. First and last name: .....
2. Discipline within which the candidate applies for admission to the Doctoral School:  
.....

I acknowledge that in accordance with:

- I. article 209.10 of the Act of 20 July 2018 - the Law on Higher Education and Science (hereinafter referred to as the Act):

*The doctoral candidate may not be employed as an academic teacher or researcher. The prohibition does not apply to the employment of a doctoral candidate:*

- 1) implementation of a research project referred to in Article 119.2.2-3;
- 2) After successfully completed mid-term evaluation, except that in the case of half-time employment or longer, the amount of scholarship is limited to 40% of the monthly scholarship amount referred to in §4.2;
- 3) who is not entitled to a doctoral scholarship.

- II. chapter 10.1 of the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities for the academic year 2020/2021

*If a person admitted to the Doctoral School is employed as an academic teacher or researcher, with the exception of cases specified in Article 209.10 of the Act, admission to the list of PhD students of the Doctoral School is made on the condition that the candidate delivers, to the office of the Doctoral School in Warsaw or Wrocław, no later than within 7 days from the date of results announcement of the competition (admission procedure to the Doctoral School), copies of documents confirming termination or expiration of employment as an academic teacher or researcher.*

In connection with the above, I hereby declare that:

- a) I am employed as an academic teacher or researcher
- b) I am employed as an academic teacher under the conditions referred to in Article 209.10 of the Act the Act of 20 July 2018 - the Law on Higher Education and Science
- c) I am not employed as an academic teacher or researcher.  
(mark the correct answer)

If a) was marked, I undertake to deliver to the office of the Doctoral School in Warsaw or in Wrocław, no later than within 7 days from the date of results announcement of the competition (admission procedure to the Doctoral School), copies of documents confirming termination or expiration of my employment as an academic teacher or researcher (with the original for inspection).

.....  
(date and legible signature of candidate)

**Resolution No. 58/2020**  
**of the SWPS University of Social Sciences and Humanities Senate**  
**of 19 June 2020**  
**on amending Resolution No. 3/2020**  
**of the SWPS University of Social Sciences and Humanities Senate**  
**of 24 January 2020 on the determination of**  
**Rules, conditions and procedures for admission to the Doctoral School of Social Sciences**  
**and Humanities of the SWPS University Senate**  
**in the academic year 2020/2021**

Pursuant to Article 200.2 of the Act of 20 July 2018 - the Law on Higher Education and Science, as well as § 62.4 and § 11.1.17 and § 11.2 of the SWPS University of Social Sciences and Humanities Statute in connection with Article 79.8a of the Act of 16 April 2020 on special support instruments in connection with the spread of the SARS-CoV-2 virus, the Senate of the SWPS University of Social Sciences and Humanities resolves as follows:

**§1**

In the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University in the academic year 2020/2021 (hereinafter referred to as: "**Admission Rules**") constituting an appendix to Resolution No. 3/2020 of the Senate of the SWPS University of the Humanities and Social Sciences dated 24 January 2020 on the determination of the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities for the academic year 2020/2021, the Senate of the SWPS University of the Social Sciences and Humanities introduces the following changes:

- 1) in § 2.4, adds a second sentence with the following wording:  
"Interviews conducted by the Admission Committee may take place remotely."
- 2) § 2.11 receives the following wording:  
"11. A member of the Admission Committee who is excluded from the evaluation process does not participate in the candidate evaluation and for the duration of the evaluation does not participate in the work of the Admission Committee.";
- 3) In § 3:

a) § 3.1.5 receives the following wording:

"5) submitted copies of all required documents in hard copy to the following in the required time and form to the office of the SWPS University Doctoral School in Warsaw or Wroclaw (originals to be inspected upon admission to the Doctoral School);";

b) § 3.5 receives the following wording:

"5. Candidates who do not have the certificate referred to in Chapter 3.3 should pass the foreign language examination at the B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)": (test), after meeting the condition referred to in § 3.1-3. ";

4) In § 4:

a) § 4.2.2 receives the following wording:

"2) submitting hard copies of the required documents by the candidate (original for review after admission to the Doctoral School) and payment of the admission fee in full - 14 until July 2020 (inclusive);";

b) § 4.2.5 receives the following wording:

"5) interviews, in each of the disciplines in which admission to the Doctoral School is conducted, are held with candidates who have received the support of the potential research supervisor and the recommendation of the research center or research team manager - 1 September 2020 - 18 September 2020 (inclusive), subject to the provisions of § 5.2.3.a);";

c) § 4.9 introduction to the enumeration receives the following wording:

"9. The Doctoral School may admit, in addition to the number specified by the Order of the Rector of the SWPS University referred to in § 4.5, on the basis of the recommendation of the Admission Committee, persons who have qualified for competitions for the implementation of projects (e.g., NCN, EU Framework Programs, "Implementation PhD" of the Ministry of Science and Higher Education and others), as:";

d) § 4.10 receives the following wording:

"10. The rule of the condition for admission to the Doctoral School, which is to be on the ranking list for the discipline and to obtain a minimum of 100 points from the

entire admission procedure, applies to the persons referred to in § 4.9. The Rector of the SWPS University may set an admission limit for the persons referred to in §4.9.";

e) In § 4.13, the first sentence receives the following wording:

"13. Research project managers submit in writing to the Admission Committees the required number of persons, profile of the desired candidate and the assumed duration of participation in accordance with the approved project terms, as well as the amount of the PhD scholarship provided for in the project and the duration of its payment.";

f) In § 4.14, the first sentence receives the following wording:

"14. Using the information referred to in §4.13, the Admission Committee announces a competition for an additional place in the Doctoral School, specifying the rules of the competition, including its requirements, procedure and deadline for submitting applications, no shorter than 14 days from the date of publication of the competition announcement on the SWPS University website.";

g) In § 4.15, the fourth and fifth sentences receive the following wording:

"Candidates included in the doctoral program as part of the admission procedure start their training from the nearest semester after the completion of the written in procedure, unless the Doctoral School Director, in justified cases, determines an earlier start date. If no application is submitted by the indicated deadline, the Admission Committee declares the competition closed.";

5) § 5.2.1.c) receives the following wording:

"(c the candidate may approach the prospective academic or assistant supervisor with an offer to meet and present themselves and their plans for the dissertation;"

6) In § 6:

a) § 6.5.2 receives the following wording:

"2) by a written statement in which the candidate undertakes to submit the certificate no later than the end of October of the academic year in which they began training at the Doctoral School, or by other date as the Doctoral School Director may determine.";

b) In § 6.7:

- § 6.7.1 receives the following wording:

"1) copies of the documents referred to in § 6.1;"

- § 6.7.3 receives the following wording:  
"3) 1 (one) color photograph (in accordance with the requirements for a Polish ID card) in document form (in pdf or jpg format);";
  - c) § 6.9 receives the following wording:  
"9. If by the registration deadline the candidate does not yet have a graduation diploma with a supplement, they have to attach a written statement in which they undertake to deliver a photocopy of the diploma with a supplement and their originals for inspection by 15 October 2020.";
- 7) § 9.7 is repealed.

## §2

In the Rules for organizing the foreign language exam for candidates for the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities (hereinafter referred to as: "**Rules for organizing the foreign language exam**") constituting Appendix 2 to the Admission Rules, the Senate of the SWPS University of Social Sciences and Humanities introduces the following changes:

- 1) § 1.1 receives the following wording:
- "1. Candidates (hereinafter referred to as: **Candidates**) to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities (hereinafter referred to as: **Doctoral School**) who do not have certificates certifying their knowledge of a foreign language at the B2 level according to the ESOC, referred to in Chapter 3, para. 3 of the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Humanities and Social Sciences in the academic year 2020/2021 constituting an appendix to the Resolution of the Senate of the SWPS University of Humanities and Social Sciences dated January 24, 2020 on determining the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Humanities and Social Sciences in the academic year 2020/2021 (hereinafter: **Admission Rules**) and in the List of certificates proving a modern foreign language proficiency attached as Appendix 1 to the Admission Rules, should pass an exam testing language competence at the B2 level, after submitting an electronic application to the Doctoral School (electronic registration in the system).";

2) In § 2

a) § 2.1 receives the following wording:

"1. At the exam, the candidate has to show their ID card, and in the absence of an ID card - another document proving their identity.";

b) after § 2.3, § 2.4 is added with the following wording:

"4. The exam may be conducted remotely.".

**§3**

1. Other provisions of the Admission Rules and the Rules for organizing the foreign language exam remain unchanged.
2. The consolidated text of the Admission Rules, taking into account the changes resulting from § 1 above, is attached as Appendix 1 to this resolution.
3. The consolidated text of the Rules and the Rules for organizing the foreign language exam, taking into account the changes resulting from § 2 above, is attached as Annex 2 to this resolution.

**§3**

The Resolution comes into force as of the date of its signing.

President  
of the SWPS University Senate

Prof. dr hab. Roman Cieślak

**Rules, conditions and procedures for admission  
to the Doctoral School of Social Sciences and Humanities  
of the SWPS University of Social Sciences and Humanities  
in the academic year 2020/2021**

**§1**

**General provisions**

1. The resolution relates to the rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of SWPS University of the Humanities and Social Sciences (hereinafter referred to as: **Doctoral School**) conducted on a full-time basis at the SWPS University of Social Sciences and Humanities (hereinafter referred to as: **University** or **SWPS University**), in the academic year 2020/2021.
2. Admission to the Doctoral School takes place in the following disciplines: literary studies, cultural and religious studies, sociological sciences, psychology.
3. Rules, conditions and procedures for admission to the Doctoral School in the academic year 2020/2021 adopted by the SWPS University Senate (hereinafter referred to as: **Admission Rules**), are posted on the SWPS University website and in the Public Information Bulletin on the University's dedicated pages.
4. Admission is carried out using the SWPS University electronic admission system, available at the link , which, together with the Admission Rules, is posted on the SWPS University website (hereinafter: **electronic admission system**).
5. The University does not charge fees for the education of PhD students at the Doctoral School.

**§2**

**Composition and procedure of the admission committee**

1. Admission to the Doctoral School is conducted by the admission committees (hereinafter referred to as: **Admission Committees**).
2. Admission Committees are appointed by the Vice-Rector for Research in the disciplines in which admission to the Doctoral School is conducted, except that for psychology two committees are appointed, one for Warsaw and one for the Wrocław Branch.
3. The Admission Committee is composed of at least 3 (three) professors or professors of the University employed at the University, conducting scientific activities in the discipline in which admission is conducted.
4. The Admission Committee verifies the formal and substantive applications of candidates to the Doctoral School and recommends to the Doctoral School Director, acting under the authority of the Rector, the admission or refusal of a candidate to the Doctoral School by creating a ranking list, which is subject to approval by the Doctoral School Director before disclosing it to the candidates. Interviews conducted by the Admission Committee may take place remotely.
5. The Admission Committees make the decision referred to in § 2.4 in the form of a resolution.

6. Decisions of the Admission Committee are adopted by a simple majority of votes, in the presence of its entire membership.
7. Meetings of the Admission Committee are minuted.
8. The Admission Committee meeting may be attended by other persons who are members of research centers and teams (including non-formal ones) of the SWPS University, invited by a member or members of the Admission Committee, in an advisory capacity.
9. If there are circumstances preventing a member of the Admission Committee from participating directly in its work, the Vice-Rector for Research immediately dismisses them and appoints a new member, in accordance with the rules set forth in § 2.2 and 2.3.
10. A member of the Admission Committee is subject by law to be excluded from the evaluation of a candidate in particular if:
  - 1) they plan to take on the duties of the candidate's supervisor or assistant supervisor;
  - 2) they were the supervisor of the candidate's thesis;
  - 3) they are the candidate's superior or is in any other employment relationship with the candidate;
  - 4) the candidate is or was their spouse or is a relative by affinity up to the second degree or is or was in cohabitation with a member of the Admission Committee;
  - 5) the candidate is or was a person related to a member of the Admission Committee by virtue of adoption, guardianship or custody;
  - 6) the candidate participated in disciplinary proceedings of which a candidate for Doctoral School or the candidate for their supervisor were a subject;
  - 7) there are other objective circumstances that may give rise to legitimate concerns about maintaining impartiality and objectivity in evaluating the candidate.
11. A member of the Admission Committee who is excluded from the evaluation process does not participate in the candidate evaluation and for the duration of the evaluation does not participate in the work of the Admission Committee.
12. Excluding a member of the Admission Committee from the evaluation of a given candidate is recorded in the minutes of the Admission Committee with meeting.
13. In the event of exclusion of more than 2 members of the Admission Committee, or if there are circumstances preventing a member of the Admission Committee from participating directly in its work the Vice-Rector for Research dismisses them and appoints a new member in accordance with the rules set forth in § 2.2 and 2.3.

### **§3**

#### **Conditions for participation in the admission procedure**

1. A person participating in the admission procedure meets the following conditions under the Act of 20 July 2018 - the Law on Higher Education and Science (hereinafter referred to as: **Act**), i.e. a person that:
  - 1) holding a professional title of Master of Science, Master of Engineering or equivalent;
  - 2) if the person does not meet the requirements referred to in § 3.1.1, is a graduate of a first-cycle degree studies or a student who has completed the third year of a uniform master's degree program - in exceptional cases, justified by the highest quality of scientific achievements;
  - 3) registered in the electronic admission system;



- 4) attached all required documents (in pdf or jpg format) in the electronic admission system;
  - 5) submitted copies of all required documents in hard copy to the following in the required time and form to the office of the SWPS University Doctoral School in Warsaw or Wrocław (originals to be inspected upon admission to the Doctoral School);
  - 6) paid the admission fee in full.
2. A prerequisite for admission to the Doctoral School is the approval of a potential research supervisor, who may be as an academic teacher or a researcher employed by the SWPS University with at least a doctoral degree and a current scientific output published in the last five years or artistic achievements from the last five years or at least five years of experience in conducting scientific activities, authorized by the University to act as a research supervisor.
  3. The following are prerequisites for admission to the Doctoral School:
    - 1) in the disciplines of psychology (at the headquarters in Warsaw and at the Wrocław Branch) and sociological sciences is to have a valid certificate in English at a level of at least B2;
    - 2) in the disciplines of literary studies and cultural and religious studies - a valid certificate or other proof of knowledge of a modern foreign language proficiency of at least B2 is required
 - a list of certificates confirming knowledge of a modern foreign language is attached as **Appendix 1** to the Admission Rules.
  4. Any doubts about the recognizing a certificate will be resolved by the head of the SWPS University Language Center.
  5. Candidates who do not have the certificate referred to in § 3.3 should pass the foreign language examination at the B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)": (test), after meeting the condition referred to in § 3.1-3.
  6. The rules for organizing the exam referred to in § 3.5 are attached as **Appendix 2** to the Admission Rules.
  7. Foreigners may undertake and pursue education at the Doctoral School under the rules set forth in the Act on Foreigners of 12 December 2013, and the Ordinance of the Minister of Science and Higher Education of 28 September 2018 on the nostrification of diplomas of completion of studies abroad and the confirmation of completion of studies at a specific level, subject to § 3.8.
  8. Detailed rules for commencing and pursuing education by foreigners at the Doctoral School are as follows:
    - 1) a foreigner who, during the admission procedure, does not present a certificate confirming the equivalence of diplomas and other educational documents issued abroad and subject to recognition by nostrification with the corresponding educational diploma issued in the Republic of Poland, or a PhD degree, receives a conditional administrative decision on admission to the Doctoral School with the obligation to provide these documents by no later than the end of October of the academic year in which they began their training at the Doctoral School, and in justified cases, independent of the foreigner, also by a later date set by the Rector of the SWPS University;
    - 2) if a foreigner candidate fails to submit the documents referred to in point 1) within the prescribed period, the Doctoral School Director, acting under the authority of the Rector of SWPS University, will immediately initiate a procedure to determine the expiration of the administrative decision on the admission of the PhD student to the Doctoral School,

- and the foreigner may not be admitted to the next semester;
- 3) in the case of agreements concluded by the SWPS University with foreign entities, recruitment of foreigners to the Doctoral School is carried out in accordance with the terms of these agreements;
  - 4) in the case where a foreigner is entitled to study at the Doctoral School according to the regulations applicable to Polish citizens - the choice of the way of admission is up to the foreigner and must be indicated and proved by the candidate in the application for admission to the Doctoral School.
9. The admission procedure to the Doctoral School is carried out through a competition. 10. A candidate may register in the electronic admission system, choosing one discipline in which the University educates at the Doctoral School.
  10. A candidate who is at the same time a participant in PhD studies conducted at the SWPS University is obliged to indicate in the application the topic of the research project other than the topic of the PhD dissertation being prepared at such doctoral studies, as well as the name of the potential supervisor, which cannot be the person supervising their PhD dissertation at the SWPS University PhD studies.
  11. An individual can only be a PhD student at one Doctoral School.
  12. A person who graduated in a scientific discipline other than the one they selected in the admission procedure to the Doctoral School, is required to supplement their knowledge in the selected discipline by passing an examination in 3 (three) of the 5 (five) subjects presented for selection by the supervisor and approved by the Doctoral School Director, no later than the end of the second year of education at the Doctoral School.
  13. A PhD student may be exempted in part or in whole from the obligation referred to in § 3.13 by the Doctoral School Director, upon the request of their supervisor containing relevant justification.

#### §4

##### Admission dates and admission limits

1. Prior to the start of admission procedure, candidates may speak with a potential research supervisor and a research center or research team manager (including a non-formal one), of which the supervisor is a member (selected according to the research interests of the candidates) - **from 1 April 2020 to 30 June 2020** (inclusive).
2. The following admission dates for the Doctoral School are established:
  - 1) registration of candidates in the electronic admission system with attached documents (in pdf or jpg format) - **from 1 July 2020 to 14 July 2020** (inclusive);
  - 2) submitting hard copies of the required documents by the candidate (original for review after admission to the Doctoral School) and payment of the admission fee in full - **until 14 July 2020** (inclusive);
  - 3) foreign language exam for candidates applying to the Doctoral School who do not have a certificate at the B2 level - **on 20 July 2020** at the SWPS University in Warsaw and **on 17 July 2020** at the Wrocław Branch;
  - 4) evaluation of candidates by potential scientific supervisors - **until 15 August 2020**(inclusive);
  - 5) interviews, in each of the disciplines in which admission to the Doctoral School is conducted, are held with candidates who have received the support of the potential

research supervisor and the recommendation of the research center or research team manager - 1 September 2020 - 18 September 2020 (inclusive), subject to the provisions of § 5.2.3.a);

- 6) announcement of admission results - after **23 September 2020**.
3. The SWPS University Senate authorizes the Rector of the SWPS University to decide on starting education in a given discipline, if the number of persons qualified for admission to the Doctoral School is less than the admission limit referred to in § 4.5;
4. The SWPS University Senate authorizes the Rector of the SWPS University Senate to announce supplementary admission procedure in a given Discipline, if the procedure conducted on the dates referred to in § 4.1 did not fill all the places set as the admission limit indicated by the Rector's order referred to in § 4.5.
5. For the academic year 2020/2021, the limits of admission to the Doctoral School are determined by order of the Rector of SWPS University before the start of admission procedure no later than 30 May 2020.
6. In the event of special circumstances justifying the admission of fewer or more candidates than the limits established by an order of the Rector of SWPS University, the Senate authorizes the Doctoral School Director to apply to the Rector of the SWPS University for approval to change the admission limits.
7. After obtaining the approval of the Rector of the SWPS University, as referred to in § 4.6, the Admission Committee provides its recommendation on the admission of a smaller or larger number of candidates, maintaining the order resulting from the ranking list, provided that such candidates passed the admission procedure and achieved the minimum limit of points in the admission procedure.
8. In the case of resignation or non-attendance of the person admitted to the Doctoral School, the of right to be admitted and to start education not taking up acquired by the next person in the ranking list, provided that they have passed the admission procedure and obtained the minimum number of points in the admission procedure, but was not admitted due to the admission limit.
9. The Doctoral School may admit, in addition to the number specified by the Order of the Rector of the SWPS University referred to in § 4.5, on the basis of the recommendation of the Admission Committee, persons who have qualified for competitions for the implementation of projects (e.g., NCN, EU Framework Programs, "Implementation PhD" of the Ministry of Science and Higher Education and others), as:
  - 1) managers of projects within the framework of research programs indicated in the Order of the Rector of SWPS University, the implementation of which in the scientific discipline in which the unit is authorized to confer a doctoral degree began after 1 October 2017, provided that the funding of the doctoral scholarship from the project is ensured for a period of at least 24 months of training at the Doctoral School;
  - 2) scholarship recipients within the framework of research programs indicated in the Rector's order, the implementation of which in the scientific discipline in which the unit is authorized to confer the doctoral degree began after 1 October 2017, provided that the financing of the doctoral scholarship from the project is ensured for a period of at least 24 months of training at the Doctoral School;
  - 3) persons whose PhD scholarship was funded by the organizational units of the SWPS University for the entire period of education at the Doctoral School;
  - 4) other persons on the basis of agreements between the SWPS University , and other entities, provided that funding for the PhD scholarship is provided, including under the

agreements referred to in Article 185.2 of the Law.

10. The rule of the condition for admission to the Doctoral School, which is to be on the ranking list for the discipline and to obtain a minimum of 100 points from the entire admission procedure, applies to the persons referred to in § 4.9. The Rector of the SWPS University may set an admission limit for the persons referred to in §4.9.
11. The Admission Committee may refuse to apply the preferences referred to in § 4.9-10 if the candidate's participation in the implementation of the research program is insignificant.
12. The Rector of SWPS University determines in an order the list of research programs referred to in § 4.9, taking into account the leading external programs and relevant legal regulations.
13. Research project managers submit in writing to the Admission Committees the required number of persons, profile of the desired candidate and the assumed duration of participation in accordance with the approved project terms, as well as the amount of the PhD scholarship provided for in the project and the duration of its payment. The candidate's expected participation in the project must not be shorter than 24 months from the beginning of their education at the Doctoral School. It is also acceptable to recruit persons already performing tasks in ongoing research projects at the SWPS University.
14. Using the information referred to in §4.13, the Admission Committee announces a competition for an additional place in the Doctoral School, specifying the rules of the competition, including its requirements, procedure and deadline for submitting applications, no shorter than 14 days from the date of publication of the competition announcement on the SWPS University website. The stated rules of the competition may be complained about to the Rector of the SWPS University, but no later than the closing date for applications. The Rector of the SWPS University may cancel the competition and order it to be held again according to the revised rules.
15. Within 30 days of the expiration of the deadline for submission of applications, the Admission Committee will conduct the procedure in connection with the competition referred to in § 4.14. The provisions on the rules, criteria, scope and conduct of the admission procedure and the required documents from candidates apply accordingly. The Admission Committee meeting is attended by the research project manager. Candidates included in the doctoral program within the framework of such admission procedure start their education from the nearest semester after the completion of these proceedings, unless the Doctoral School Director, in justified cases, determines an earlier start date. If no application is submitted by the indicated deadline, the Admission Committee declares the competition closed.
16. For the admission of persons referred to in § 4.9.1 and § 4.9.3-4, the provisions of paragraphs § 4.13-15 apply *mutatis mutandis*.
17. If the research program or agreement referred to in § 4.9 provides for a different mode of selection of a person to be funded with a doctoral scholarship than the one specified in § 4.13-16, with the approval of the Admission Committee, the admission procedure to the Doctoral School under the rules specified in § 4.9.1 and § 4.9.3 may be conducted in a competitive mode appropriate for the selection of a person to be awarded a doctoral scholarship in the doctoral program as part of the admission procedure in this research program or contract. The provision of § 4.10 do not apply. The announcement of the competition is posted immediately on the Doctoral School's website.
18. The admission procedure for the Doctoral School and the selection of the person referred to in § 4.17 financed through a doctoral scholarship is carried out in a single process.
19. On the basis of the materials and results of the admission procedure conducted in accordance with § 4.17, the Admission Committee draws up a ranking list from this admission procedure.

The provisions on the rules, criteria, scope and conduct of the admission procedure and the required documents from candidates apply accordingly.

20. In the matters referred to in § 4.9-19, the Admission Committee may, in addition to the meeting, adopt resolutions by correspondence agreement on positions (circulation mode), including through the use of electronic communications.
21. A decision referred for consideration by circulation is deemed to have been adopted if, within the period set by the chairperson of the Admission Committee, not less than three days from the presentation of the draft decision along with the materials to the members of the Admission Committee, a majority of the members of the Committee have expressed approval of the draft decision. If comments are made on the draft, the circulation procedure may be repeated.
22. The Chairperson of the Admission Committee decides on the application of the circulation procedure.
23. The Chairperson of the Admission Committee documents the course of the circulation procedure.

## §5

### Scope and conduct of admission procedure

1. By entering the admission procedure, the candidate accepts its terms and conditions, in particular:
  - 1) declares to be familiar with the registration rules, the schedule and the terms, conditions and procedures for admission to the Doctoral School for the academic year 2020/2021;
  - 2) takes full responsibility for incomplete, erroneous or false data provided during registration, as well as for the consequences resulting therefrom and the decisions of the Admission Committee;
  - 3) undertakes to promptly inform the relevant Doctoral School Office in Warsaw or Wrocław of any errors they noticed in the data they entered or any irregularities they detected in the operation of the electronic admission system and any erroneous information they received through it;
  - 4) acknowledges and accepts that:
    - a) all the information concerning the admission procedure, in particular the deadlines, conditions of the admission procedure, decisions of the Admission Committee, decisions of the Doctoral School Director, who acts on behalf of the Rector of the SWPS University, with the exception of administrative decisions concerning foreigners and refusal of admission to the Doctoral School, which are sent to the candidates by post, are available through an account in the electronic admission system or in the online communication platform for students, postgraduate students and employees of the University and other persons who have been granted access to the information contained therein on the basis of separate regulations, which is located at [portal.swps.edu.pl](http://portal.swps.edu.pl) hereinafter referred to as: "**Virtual University**" or through the University's website, and the candidate undertakes to read this information on an ongoing basis and will be liable for the consequences of failing to do so;
    - b) it is permissible to register in a discipline in which the candidate has the status of a PhD student on the date of registration, subject to the provisions of § 3.11

or 3.12;

- c) The Doctoral School processes the personal data provided for the purpose of the admission procedure, and for the purpose of documenting the course of education. Full information about the processing of personal data required by generally applicable laws is provided to candidates in the electronic admission system;
  - d) The Doctoral School conducts career monitoring of PhD students who have completed their training at the Doctoral School.
2. Prior to the start of admission, a list with contact information of research centers and teams (including informal ones) whose members are potential research supervisors is posted on the SWPS University website. Research centers and teams invite to potential collaboration on research projects and the preparation of PhD dissertations under the guidance of a scientific supervisor, supervisors and assistant supervisors affiliated with the center and research team. The center or research team will determine the form of contact with candidates in the course of the admission procedure, in particular, the rules for obtaining formal approval of the candidate to work with the center or research team, which must be submitted along with other application documents to the Doctoral School. Admission takes place in two stages:
- 1) STAGE I:
    - a) candidates fill out an admission form in the electronic admission system and attach to it the required documents (in pdf or jpg format);
    - b) using the electronic admission system, candidates indicate potential scientific or auxiliary supervisors (from 1 to 3 persons) with whom they want to work (after the candidate has previously contacted them), and their ranking reflecting the candidate's preferences;
    - c) the candidate may approach the prospective academic or assistant supervisor with an offer to meet and present themselves and their plans for the dissertation;
    - d) on the basis of the documents uploaded to the electronic admission system by the candidate and an interview with the candidate, potential supervisors, using the electronic admission system, agree to provide scientific, substantive and organizational supervision to the PhD student if they are admitted to the Doctoral School, and make a point evaluation of the candidates' performance with a brief justification of their evaluation.
  - 2) STAGE II:
    - a) Admission Committees interview candidates for the Doctoral School in one discipline chosen by the candidate from the four disciplines in which admission is being conducted, i.e.: cultural and religious studies, literary studies, sociological sciences and psychology, and evaluate the candidates. Interviews are conducted only with candidates who have received the support of the selected scientific supervisor, a positive opinion of the research center or team, and have obtained at least 65 points for the achievements listed in § 7.1.1-3;
    - b) Admission Committees create 5 separate ranking lists for each discipline (including two separate ranking lists for psychology at the Warsaw location and the Wrocław Branch) and send to the Doctoral School Director the minutes of the Admission Committee meeting and a resolution containing



recommendations in the form of a ranking list;

- c) Stage II ends with the approval of the ranking list by the Doctoral School Director, followed by their announcement of the competition results and admission on the list of PhD students at the Doctoral School, or the issuance of an administrative decision to refuse admission to the Doctoral School.

## **§6**

### **Documents required in the admission procedure**

1. The candidate is required to attach the following documents (in pdf or jpg format) in the electronic admission system:
  - 1) an application for admission to the Doctoral School (including the scientific discipline in which the candidate is applying for admission to the Doctoral School) containing a cover letter addressed to the Admission Committee of the respective discipline;
  - 2) graduation diploma, entitling to start education at a doctoral school, i.e.:
    - a) a diploma confirming second-cycle qualifications in the case of a uniform master's degree, or diplomas of completing undergraduate and graduate studies in the case of first-cycle and second-cycle degree, or
    - b) another document of graduation from a foreign university entitling the student to undertake doctoral school education in the country in which it was issued or recognized as equivalent to the corresponding Polish diploma of completion of second-cycle studies or uniform master's studies;
  - 3) a supplement showing the list of courses passed during the master's and bachelor's studies with their grades or an official transcript of the grades, or in the absence of these - a photocopy of the index with information on the grade point average or another document containing the names of the courses, received grades and information on the grade point average. In the absence of information about the grade point average in the diploma supplement, it is necessary to provide a separate certificate;
  - 4) documents supporting the following:
    - a) foreign language skills - obtained language certificates;
    - b) participation in research projects - grant award decision, copy of a grant agreement or a certificate specifying the nature of participation in the grant;
    - c) participation in internships and placements in scientific and clinical centers that are not considered internships - an opinion of the internship supervisor with information about the type of performed work;
    - d) active participation in conferences (with an abstract of the candidate's conference reports and a document/certificate confirming active participation);
    - e) scientific materials accepted for publication or already published (journal article: first page of the article, book: title page and publisher's page, § in book: table of contents and first page of the §);
    - f) active participation in the work of scientific groups - a certificate issued by the scientific group supervisor;
    - g) certificates of completion of postgraduate studies and other documents attesting to the candidate's achievements in the discipline of study to which the candidate is applying, i.e. documents attesting to received awards and

honors, including awards from the Dean, Rector, Minister, Scientific Societies.

- 5) an outline of the PhD dissertation, in Polish or English, prepared in accordance with § 7.1.1;
  - 6) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School (on the template attached as **Appendix 3** to the Admission Rules).
2. Failure to submit documents that clearly prove the candidate's achievements may result in not awarding points in a given category.
  3. Each submitted document, which was drawn up in a language other than Polish, must be accompanied by its translation into Polish made by:
    - 1) a person entered by the Minister of Justice in the list of sworn translators or 2) a person registered as a sworn translator in a member state of the European Union, a member state of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area or a member state of the Organization for Economic Cooperation and Development (OECD) or
    - 2) Consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the document was issued, or;
    - 3) accredited to the Republic of Poland diplomatic representative office or consular office of the country on whose territory or in whose educational system the document was issued.
  4. Graduation diplomas obtained abroad should be: 1) bearing an apostille if the country issuing the document is covered by the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents dated 5 October 1961, or subjected to legalization, in other cases.
  5. Graduation diplomas subject to recognition through nostrification should be submitted with:
    - 1) a certificate stating equivalence to the relevant university degree or PhD diploma issued in the Republic of Poland, or
    - 2) by a written statement in which the candidate undertakes to submit the certificate no later than the end of October of the academic year in which they began training at the Doctoral School, or by other date as the Doctoral School Director may determine.
  6. If the graduation diploma obtained abroad lacks authorization to continue education in the country in whose higher education system the university that issued the diploma operates, such authorization has to be attached.
  7. After electronic registration and attachment of documents (in pdf or jpg format), the candidate submits the following to the appropriate office of the SWPS University Doctoral School in Warsaw or Wrocław:
    - 1) copies of the documents referred to in § 6.1;
    - 2) printed and signed questionnaire - a printout from the electronic form filled in the electronic admission system;
    - 3) 1 (one) color photograph (in accordance with the requirements for a Polish ID card) in document form (in pdf or jpg format);
    - 4) proof of payment of an admission fee of PLN 400.00 (four hundred zloty). The fee should be paid no later than the deadline for submission of documents, i.e. 14 July 2020 (inclusive). The admission fee is non-refundable once the University has conducted the admission procedure, regardless of its result;
    - 5) an application including a cover letter;
    - 6) the outline of the dissertation, prepared in accordance with the criteria set forth in §



7.1.1;

- 7) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School, which is expressed in a statement whose model is attached as **Appendix 3** to the Admission Rules;
- 8) a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is attached as **Appendix 4** to the Admission Rules);
8. If the candidate sends the documents referred to in § 7.7.1-8 by traditional mail, the original documents must be sent.
9. If by the registration deadline the candidate does not yet have a graduation diploma with a supplement, they have to attach a written statement in which they undertake to deliver a photocopy of the diploma with a supplement and their originals for inspection by 15 October 2020.

## §7

### Evaluation criteria

1. The Admission Committee evaluates candidates, taking into account the following criteria, relevant to the discipline that the candidate has indicated applying for admission to the Doctoral School:
  - 1) a brief outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, information on the expected results (it is possible to include the preliminary results attached as additional information). Scoring: **0 to 60** points, scoring takes into account:
    - a) scientific nature of the dissertation;
    - b) feasibility of the dissertation (taking into account the duration of studies, research costs, , etc.);
    - c) the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
    - d) innovative nature of the project and the impact of its implementation on the given scientific discipline development.
  - 2) the candidate's track record - scoring takes into account:
    - a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline. Scoring: **0-5 points**;
    - b) evaluation of the candidates previous education results, including graduate (taking into account the average grade obtained during the studies), other forms of education (e.g., postgraduate studies), as well as completed courses, modern foreign languages proficiency confirmed by certificates listed in **Appendix 1** to the Admission Rules. Candidates whose previous education is related to the topic of the PhD studies will be able to obtain higher scores.

Scoring: **0-5 points**;

- c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). The highest value is attributed to publications categorized under the Ordinance of the Minister of Science and Higher Education of 7 November 2018 on the compilation of lists of publications of scientific monographs and scientific journals and peer-reviewed materials of international conferences, which specifies the manner of compiling lists of publications publishing peer-reviewed scientific monographs referred to in Article 265.9.1 of the Act, and scientific journals and peer-reviewed materials of international conferences referred to in Article 265.9.2 of the Act, hereinafter referred to as the "list of journals" - and the determination and assignment of the number of points to them. Scoring: **0-10 points**;

- d) internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant professional achievements of value to the education undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document, and what were the responsibilities/activities of the candidate. The highest score a candidate can receive for participation in research grants and internships funded by national and international sources of funding for science (NCN, NCBiR, FNP, MNiSW, NAWA). Scoring: **0-10 points**;

- 3) obtained awards and honors, including awards of the Dean, Rector, Minister, Scientific Societies. Scoring: **0-5 points**;

- 4) the result of the interview and the candidate's motivation, substantive preparation for education (for candidates for literary studies, cultural and religious studies, psychology and sociological sciences). The interview is conducted in Polish or English. In the case of an interview with foreigners, Polish language skills are additionally tested. Scoring: **0-20 points**;

- 5) an assessment of the candidate by the potential supervisor, , in particular: evaluation of past achievements, including graduation results, conference presentations, publications, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center or research team. Scoring: **0-25 points**.

- 2. Admission Committees evaluates candidates applying to the Doctoral School in a given discipline, taking into account the rank of their achievements and their relevance to the discipline the candidate has chosen when recruiting to the Doctoral School, as well as the timeliness of scientific achievements (the highest consideration will be given to the achievements of the last 5 years).
- 3. The candidate's position on the ranking list results with sum of the arithmetic averages of the grades in each category awarded by the Recruitment Committees and the arithmetic averages given by the scientific supervisors(s).
- 4. A candidate for the Doctoral School can receive a maximum of **140 points**. 5. The candidate

must obtain at least: **100 points** to be admitted to study in the Doctoral School in a given discipline.

## **§8**

### **Results of the admission procedure]**

1. On the basis of the results obtained by the candidates in the admission procedure, each Admission Committee creates ranking lists within the limits of admissions established in a given discipline, separately for each discipline in which admission to the Doctoral School is conducted, except that for psychology two lists are created, one for Warsaw and one for the Wrocław Branch.
2. The candidate receives information about the result of the admission procedure and the points received in each category to their personal account in the electronic admission system.
3. Results of the admission procedure are public.
4. Results of the admission procedure are understood as a ranking list drawn up by the Admission Committee and approved by the Doctoral School Director, containing: the candidate's name, along with the total number of points obtained in the admission procedure and information on whether or not the candidate was included in the list of PhD students for the Doctoral School.

## **§9**

### **Inclusion in the list of doctoral students, issuing a decision on refusal of admission to the Doctoral School**

1. Admission to the Doctoral School takes place by way of:
  - 1) entry on the list of PhD students - if the candidate is a Polish citizen;
  - 2) administrative decision - if the candidate is a foreigner.
2. The Doctoral School Director enters the list of doctoral students at the Doctoral School and, acting under the authority of the Rector of the SWPS University, issues administrative decisions to admit a foreigner to the Doctoral School and administrative decisions to refuse admission to the Doctoral School.
3. Admission to the Doctoral School is denied in the case of:
  - 1) failure to meet the formal requirements specified in the Admission Rules, or
  - 2) achieving scores below the threshold specified in § 7.5 of the Admission Rules, or
  - 3) the candidate's ranking below the limit specified in the Rector's order referred to in § 4.5
4. Administrative decisions to refuse admission to the Doctoral School and to admit a foreigner to the Doctoral School is delivered in writing, if the decision is sent by mail - with return receipt.
5. An administrative decision to refuse admission to the Doctoral School may be appealed by the candidate, within 14 days from the date of its delivery, to the Rector of the SWPS University for reconsideration.
6. The request for reconsideration is considered by the Vice-Rector for Research of the SWPS University acting under the authority of the Rector of the SWPS University. The decision of the SWPS University Rector is final. It is subject to a complaint to the competent administrative court, which is filed through the Rector of the SWPS University within 30 days from the date of delivery of the decision.
7. *(repealed)*.

8. The full consideration of the application referred to in § 9.5-7 results in the issuance of an administrative decision on the cancellation of the decision to refuse the candidate's admission to the Doctoral School and the termination of the administrative proceedings on this refusal, and the subsequent inclusion of the candidate in the list of doctoral students of the Doctoral School. The provision of § 9.1-2 applies accordingly.
9. In the situation of filling the enrollment limit, the Director of the Doctoral School, in justified cases, applies to the Rector of SWPS University for permission to exceed the limit set for the discipline.

## **§10**

### **Final provisions**

1. If a person admitted to the Doctoral School is employed as an academic teacher or researcher, with the exception of cases specified in Article 209.10 of the Act, admission to the list of PhD students of the Doctoral School is made on the condition that the candidate delivers, to the office of the Doctoral School in Warsaw or Wrocław, no later than within 7 days from the date of results announcement of the competition (admission procedure to the Doctoral School), copies of documents confirming termination or expiration of employment as an academic teacher or researcher.
2. A candidate who has been admitted to more than one Doctoral School is obliged to confirm in writing within 7 days of the announcement of the results of the competition (Doctoral School admission procedure) whether they will begin their education at the Doctoral School or submit a written resignation, § 4.7 applies accordingly.
3. A person admitted to the Doctoral School begins education and acquires the rights of a PhD student upon taking the oath.

**Rules for organizing the foreign language exam for candidates to the  
Doctoral School of Social Sciences and Humanities  
of the SWPS University of Social Sciences and Humanities**

**§1**

**General information**

1. Candidates (hereinafter referred to as: **Candidates**) to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities (hereinafter referred to as: Doctoral School) who do not have certificates certifying their knowledge of foreign language at the B2 level according to the ESOC, referred to in § 3.3 of the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2020/2021 constituting an appendix to the Resolution of the Senate of the SWPS University of Social Sciences and Humanities of 24 January 2020 on determining the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University of Social Sciences and Humanities in the academic year 2019/2021 (hereinafter referred to as: Admission Rules) and in the List of certificates proving a modern foreign language proficiency attached as Appendix 1 to the Admission Rules, should pass an exam testing language competence at the B2 level, after submitting an electronic application to the Doctoral School (electronic registration in the system).
2. Candidates receive information about the need to take the exam electronically through the SWPS University electronic admission system.

**§2**

**General information on the exam organization**

1. At the exam, the candidate has to show their ID card, and in the absence of an ID card - another document proving their identity.
2. During the exam, the Candidate is not allowed to use devices for transmitting and receiving information.
3. During the exam, the Candidate is not allowed to use any additional materials, i.e. dictionaries or textbooks.
4. The exam may be conducted remotely.

### **§3**

#### **Exam description**

1. The exam consists of two parts, which include:
  - I. exercises testing global and detailed reading comprehension, knowledge and use of lexical and grammatical structures, as well as
  - II. a writing exercise.
2. A candidate can get a total of 80 points from the exam (60 points for Part I and 20 points for Part II).
3. The exam lasts 120 minutes.
4. Sample tasks testing individual skills may include:
  - 1) Part one:
    - a) global and detailed reading comprehension (30 points): closed or open-ended tasks, for example: multiple choice, true/false, content selection.
    - b) use of lexical and grammatical structures (30 points): closed or open-ended tasks, for example, gap filling, paraphrasing, multiple choice, content selection and vocabulary exercises.
  - 2) Part two: writing exercise (20 points). The task in this part of the exam is to write an argumentative text (about 250 words) on one of three topics. The evaluation criteria are: compliance with the instruction, statement coherence and logic, scope and correctness of linguistic means.

### **§4**

#### **Passing the exam**

1. To pass the exam, a minimum of 48 points is required. 2. Candidates will be informed of the exam result electronically through the SWPS University electronic admission system.
2. The Candidate may take the exam only once (it is not possible to retake the exam in a single examination procedure).
3. Passing the exam is not tantamount to admission to the Doctoral School.

**Resolution No. 7/2021**  
**of the SWPS University of Social Sciences and Humanities Senate**  
**of 29 January 2021**  
**on defining the Rules, conditions and procedures for admission to the Doctoral School**  
**of Social Sciences and Humanities at the SWPS University of Social Sciences and Humanities**  
**in the academic year 2021/2022**

Acting on the basis of §200.2 of the Act of 20 July 2018 – the Law on Higher Education and Science, as well , as §11.1.17 and §11.2 in connection §62.4 of the SWPS University Senate, the Senate of the SWPS University resolves as follows:

**§1**

The Senate of the SWPS University determines the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University in the academic year 2021/2022 in the wording attached to this Decision.

**§2**

The Resolution comes into force as of the date of its signing.

**President**  
**of the SWPS University Senate**

**Prof. dr hab. Roman Cieślak**

Rules, conditions and procedures for admission  
**to the Doctoral School of Social Sciences and Humanities at the**  
**SWPS University**  
in the academic year 2021/2022

**[General Provisions]**

**§1**

1. Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University in the academic year 2021/2022 (hereinafter referred to as: "**Admission Rules**") determine the rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities (hereinafter: "**Doctoral School**") conducted on a full-time basis at the SWPS University of Social Sciences and Humanities (hereinafter referred to as: "**SWPS University**" or "**University**").
2. The admission procedure to the Doctoral School is carried out through a competition.
3. Admission to the Doctoral School is conducted in the following scientific disciplines:  
literary studies, cultural and religious sciences, sociological sciences, psychology.
4. Admission to the Doctoral School in the scientific discipline of psychology is conducted separately for the headquarters of the SWPS University in Warsaw and the SWPS University Branch in Wrocław.
5. Admission procedure to the Doctoral School takes into account the needs of people with disabilities in terms of adapting conditions for full participation in the procedure. A candidate with a disability may submit an application with an indication of the scope and type of support necessary for full participation in the admission procedure.

**[Composition and procedure of Admission Committees]**

**§2**

1. The admission procedure for the Doctoral School is conducted by the Rector.
2. The activities specified in the Admission Rules in the admission procedure for the Doctoral School are conducted by the Admission Committee (hereinafter referred to as: "**Admission Committee**").



3. Admission Committees are appointed by the Interdisciplinary Doctoral School Director (hereinafter: "**Doctoral School Director**") in the scientific disciplines in which admission to the Doctoral School is conducted, except that for the scientific discipline of psychology two Admission Committees are appointed - one for Warsaw and one for the Wrocław Branch. The Doctoral School Director appoints the chairman of each Admission Committee.
4. The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the disciplines in which admission is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes.
5. The Admission Committee verifies the merits of the candidate's application and expresses its opinion in the form of a resolution on the admission or refusal of the candidate to the Doctoral School.
6. The documents required in the admission procedure and the detailed criteria for the evaluation of candidates carried out by the Admission Committees are specified in **Appendix 1** to the Admission Rules.

### **§3**

1. Members of the Admission Committee may participate in meetings, conduct interviews and make decisions using electronic means of communication, providing in particular:
  - 1) real-time transmission of the meeting between its participants,
  - 2) multilateral real-time communication, i.e. the participants can speak during the meeting, provided ensuring the necessary security rules.
2. The participation of a given Admission Committee member is confirmed in the minutes of the Admission Committee meeting by their handwritten signature and in the case of a meeting conducted using electronic communication means - by the chairperson of the Admission Committee.
3. Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive.
4. A decision referred for consideration by circulation is deemed to have been adopted if, within the period set by the chairperson of the Admission Committee, not less than three days from the presentation of the draft decision along with the materials to the members of the Admission Committee, a majority of the members of the Committee have expressed approval of the draft decision. If comments are made on the draft, the circulation procedure may be repeated.

5. The use of the circulation procedure is decided by the chairperson of the Admission Committee, who also documents the procedure.
6. The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the Chairman, if this is necessary to assess the candidate's fulfillment of certain merit conditions referred to in the Admission Rules.

#### **§4**

1. A member of the Admission Committee is subject to exclusion from the evaluation of a candidate if:
  - 1) is the candidate's superior or is in another employment relationship with them;
  - 2) the candidate is or was their spouse, or is a relative or affinity up to the second degree, or is or was in cohabitation with such member of the Admission Committee;
  - 3) the candidate is or was a person related to a member of the Admission Committee by virtue of adoption, guardianship or custody;
  - 4) the candidate participated in disciplinary proceedings of which a candidate for Doctoral School or the candidate for their supervisor were a subject;
  - 5) the candidate participated in the issuance of the contested decision;
  - 6) there are other objective circumstances that may give rise to legitimate concerns about maintaining impartiality and objectivity in evaluating the candidate.
2. A member of the Admission Committee excluded from the evaluation procedure may not participate in the evaluation and, for the duration of the evaluation, does not participate in the work of the Admission Committee.
3. Exclusion of a member of the Admission Committee is stated by the chairperson and recorded in the minutes of the Admission Committee meeting.
4. If more than two members of the Admission Committee are excluded due to the above reasons, there are reasons justifying the exclusion of the chairperson of the Admission Committee, or if circumstances prevent a member of the Admission Committee from participating directly in its work, the Doctoral School Director immediately appoints a new member of the Admission Committee for such specific case, observing the rules set forth in § 2.3-4.

#### **§5**

1. To carry out activities of the admission procedure conducted in the second instance, the Vice-Rector for Research appoints university admission committees (hereinafter referred to as: "**University Admission Committees**") The University Admission Committees are composed of at least two academic teachers employed at the University in the positions of professor or professor

of the University and conducting scientific activities in the disciplines in which admission is being conducted, and one person from among the employees of the Doctoral School Office.

2. In matters not regulated in §5.1, the activities of the University Admission Committee the provisions of § 2.3, § 2.5, § 2.6 and § 3 - § 4 apply accordingly.

## **§6**

### **[Admission procedure]**

1. The administrative processing of the admission procedure for the Doctoral School is provided by:
  - 1) Doctoral School Office in Warsaw (ul. Chodakowska 19/31, 03-815 Warsaw) - for all scientific discipline excluding **point 2**;
  - 2) Doctoral School Office in Wrocław (ul. Ostrowskiego 30b, 50-505 Wrocław) - for the scientific discipline of psychology conducted at the SWPS University Wrocław Branch.
2. Registration of candidates for the Doctoral School is conducted electronically using the electronic admission system available along with the Admission Rules on the website [www.swps.pl](http://www.swps.pl).
3. A candidate is obliged to keep confidential their login and password used for the individual account. The SWPS University is not responsible for the consequences of the candidate's sharing their login and password with third parties, in particular, for making changes authorized by such password.
4. The individual account is used by the candidate in particular to:
  - 1) enter and confirm personal information;
  - 2) make a choice of scientific discipline and, in the case of the scientific discipline of psychology, also a choice of place of education, and
  - 3) upload the required documents.
5. The individual account is used to provide the candidate with information about the admission procedure, and messages sent to the individual account are considered delivered and binding.
6. The SWPS University is not responsible for the consequences of a candidate's misfiling or failure to fill out the admission form, providing false information, as well as for the consequences of a candidate's failure to read messages posted in their individual account.

## **§7**

By entering the admission procedure, the candidate accepts its terms and conditions, in particular:

- 1) declares to be familiar with the registration rules, the schedule and the terms, conditions and procedures for admission to the Doctoral School for the academic year 2021/2022;
- 2) takes responsibility for incomplete, erroneous or false data provided during registration, as well as for the resulting consequences;
- 3) undertakes to promptly inform the relevant Doctoral School Office of any errors they noticed in the data they entered or any irregularities they detected in the operation of the electronic admission system and any erroneous information they received through it;
- 4) the candidate acknowledges and accepts that:
  - a) all information on the admission procedure, in particular on deadlines, terms and conditions of the admission procedure, is available at [www.swps.pl](http://www.swps.pl) and undertakes to read the information and messages sent via the electronic admission system on an ongoing basis, and is responsible for the consequences of failing to do so;
  - b) The Doctoral School processes the personal data provided for the purpose of the admission procedure, and for the purpose of documenting the course of education. Full information about the processing of personal data required by generally applicable law is provided to candidates in the electronic admission system;
  - c) The Doctoral School conducts career monitoring of PhD students who have completed their training at the Doctoral School.

## §8

1. A person who meets the following conditions under the Act of 20 July 2018 - the Law on Higher Education and Science (hereinafter referred to as: "**Act**") and a person who:
  - 1) holds a professional degree of Master of Arts/Science, Master of Engineering or equivalent, subject to § 8.2;
  - 2) registered in the electronic admission system;
  - 3) uploaded in the electronic admission system all required documents as specified in the Admission Rules and **Appendix 1** to the Admission Rules;
  - 4) submitted the following in the required time and form to the appropriate Doctoral School Office:
    - a) hard copies of the documents indicated in § 1.1.1- 5 of **Appendix 1** to the Admission Rules (originals to be inspected after admission to the Doctoral School);
    - b) original documents indicated in §2.5-8 of Appendix 1 to the Admission Rules;

- 5) attached the consent of the potential supervisor and the research center or research team manager (also a non-formal one), as referred to in § 8.3;
  - 6) paid the admission fee in full, subject to §2.1.6 of the **Appendix 1** to the Admission Rules).
2. A person who does not meet the requirement set forth in §8.1.1 may still be admitted to the admission procedure, if they adequately document:
  - 1) is a graduate of a first-cycle degree studies or is a student who has completed the third year of a uniform master- s degree program - in exceptional cases, justified by the highest quality of scientific achievements;
  - 2) is a graduate of studies completed in the academic year 2020/2021 and by the end of the admission procedure will present a diploma confirming the degree referred to in §8.1.1;
  - 3) has a foreign diploma recognized as equivalent to the corresponding Polish diploma and professional title in accordance with Article 327.1-2 of the Act;
  - 4) is able to confirm their graduation at a certain level in accordance with Article 327.3 of the Act.
3. A person may be admitted to the admission procedure if they present the consent of the potential supervisor and the research center or research team manager (including a non-formal one) in accordance with **Appendix 5** to the Admission Rules. The list of potential supervisors as well as research centers and research teams is made available to candidates before the start of the admission procedure on the website [www.swps.pl](http://www.swps.pl). In the case of admission within the scientific discipline of psychology, the choice of a supervisor is at the same time the choice of the place of education.
4. The following are prerequisites for admission to the Doctoral School:
  - 1) in the scientific disciplines of psychology and sociological sciences - having a valid certificate or document confirming English language proficiency at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with § 8.6;
  - 2) in the scientific disciplines of literary studies as well as cultural and religious sciences- having a valid certificate or document confirming a modern foreign language proficiency at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with § 8.6;

5. The list of certificates and documents proving a modern foreign language proficiency is **attached** as **Appendix 4** to the Admission Rules. Any doubts about the recognizing a certificate are resolved by the head of the SWPS University Language Center.
6. If the candidate to the Doctoral School does not have certificate or document referred to in § 8.4 and § 8.5 and meet the conditions referred to in § 8.1 or § 8.2, they are obliged to independently prepare and present in English during the interview outline of the dissertation of the PhD dissertation prepared in accordance with criteria specified in § 3.1.1 of **Appendix 1** to the Admission Rules.

## **§9**

1. Detailed rules for the admission of persons referred to in §11.6, whose PhD scholarships will be financed from external funds, including national and international research projects (grants), are set forth in **Appendix 2** to the Admission Rules.
2. Foreigners may undertake and pursue education at the Doctoral School under the terms and conditions set forth in the Admission Rules, the Law and the acts implementing the Law, and the Law on Foreigners of 12 December 2013, subject to the provisions of **Appendix 3** to the Admission Rules.
3. It is permissible to participate in the admission procedure for the Doctoral School in a scientific discipline in which the candidate has the status of a PhD student on the date of registration in the electronic admission system, subject to the provisions of §9.4- 6.
4. A candidate who is at the same time a participant in PhD studies conducted at the SWPS University is obliged to indicate in the electronic admission system the topic of the research project other than the topic of the PhD dissertation being prepared at such doctoral studies, as well as the name of the potential supervisor other than the supervisor the person supervising their PhD dissertation at the SWPS University PhD studies.
5. A person who graduated in a scientific discipline other than the one they selected in the admission procedure to the Doctoral School, is required to supplement their knowledge in the selected discipline by passing an examination in three of the five subjects presented for selection by the supervisor and approved by the Doctoral School Director, no later than the end of the second year of education at the Doctoral School.
6. A PhD student may be exempted in part or in whole from the obligation referred to in §9.5 by the Doctoral School Director, upon the request of their supervisor containing relevant justification.

## **[Course of the admission procedure]**

## **§10**

1. Prior to the start of the admission procedure, candidates may speak with a potential research supervisor and a research center or research team manager (including a non-formal one), of which the supervisor is a member (selected according to the research interests of the candidates) in order to obtain the consent referred to in § 8.3 - **from 1 April 2021 to 30 June 2021.**
2. The admission procedure for the Doctoral School is carried out in two stages.
3. In the first stage of the admission procedure for the Doctoral School:
  - 1) the candidate fills out the admission form in the electronic admission system and attaches the required documents (in pdf or jpg format) - **from 1 July 2022 to 11 July 2021;**
  - 2) the candidate submits copies of the required documents in writing (the original to be inspected upon admission to the Doctoral School) and pays the admission fee in full (subject to § 2.6 of **Appendix 1** to the Admission Rules) - **by 11 July 2022;**
  - 3) on the basis of the documents uploaded to the electronic admission system by the candidate and the interview with the candidate, potential supervisors evaluate the candidate and decide whether to include them in the scientific, substantive and organizational supervision if they are admitted to the Doctoral School, and, in addition, score the candidate's achievements with a brief justification - **by 30 July 2021.**
4. In the second stage of the admission procedure for the Doctoral School:
  - 1) Admission Committees evaluate applicants' applications - **by 20 August 2021;**
  - 2) Admission Committees interview candidates for the Doctoral School in the candidate's chosen scientific discipline and evaluate the candidates' applications, subject to §10.5 - **from 21 August 2021 to 10 September 2021 ;**
  - 3) each Admission Committee creates a ranking list and sends to the Doctoral School Director the minutes of the meeting and the resolution containing the ranking list with justification - **from 10 September 2021 to 17 September 2021;**
  - 4) the second stage of the admission procedure ends with the Rector's approval of the ranking list, followed by the announcement of the competition results and issuing a decision on admission to the Doctoral School - **after 17 September 2021, no later than 30 September 2021.**
5. The prerequisite to participate in interviews with the Admission Committee is:

- 1) presentation by the candidate of the consent referred to in § 8.3;
  - 2) obtaining at least 65 points for the achievements listed in §3.1.1-3;  
of the **Appendix 1** to the Admission Rules.
6. A candidate can receive a maximum of **140 points** in the admission procedure for the Doctoral School.
  7. Candidates have to score at least **100 points** to be admitted to study in the Doctoral School in the relevant scientific discipline.

### [Admission limits]

#### §11

1. In the admission procedure for the Doctoral School in the academic year 2021/2022, the Rector determines the admission limits no later than 30 May 2021. The admission limit in each scientific discipline does not include individuals who are not eligible for a PhD scholarship.
2. The SWPS University Senate authorizes the Rector to:
  - 1) decide on starting education in a given scientific discipline, if the number of persons qualified for admission to the Doctoral School is less than the admission limit referred to in § 11.1;
  - 2) announce supplementary admission, if the admission conducted on the dates referred to in § 10.3 and § 10.4 did not fill all the places set as the admission limit referred to in § 11.1.
3. In the case of special circumstances justifying the admission of fewer or more candidates than the admission limit referred to in §11.1, the Rector may change the admission limit at the request of the Doctoral School Director.
4. In the event of changing the admission limit referred to in §11.3, the Admission Committee provides its opinion on the admission of a smaller or larger number of candidates, maintaining the order resulting from the ranking list, provided that such candidates passed the admission procedure and achieved the minimum limit of points in the admission procedure.
5. If a given candidate resigns or decides not to be admitted to the Doctoral School by 30 September 2021, the right to be admitted and take up education at the Doctoral School is granted to the next person on the ranking list, provided that they passed the admission procedure and achieved the minimum limit of points.
6. In addition to the limit referred to in §11.1, admission to the Doctoral School is possible:
  - 1) winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" of the Ministry of Science and Education), as contractors



or individuals recruited to carry out projects within the framework of research programs, under the condition of providing a funding in the form of PhD scholarship from the project at the Doctoral School for 48 months;

- 2) individuals whose PhD scholarship was funded by the organizational units of the SWPS University for the entire period of education at the Doctoral School;
  - 3) other persons on the basis of agreements between the SWPS University and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Act.
7. The Rector may set an admission limit for the persons referred to in §11.6.
  8. The Rector may determine the list of research programs referred to in §11.6.1, taking into account leading external programs and relevant regulations.

## **§12**

1. The Admission Committee, when preparing the ranking list referred to in § 10.4.3, justifies the admission or refusal to admit each candidate to the Doctoral School. The Doctoral School Director may request the Admission Committee head to supplement the Committee's justification within the prescribed period.
2. The candidate receives information about the results of the admission procedure in the electronic admission system.
3. Results of the admission procedure are public.
4. Results of the admission procedure are understood as a ranking list drawn up by the Admission Committee and approved by the Rector, containing: individual application number, total number of points obtained in the admission procedure and information on whether or not the candidate was included in the list of PhD students for the Doctoral School.

## **[Decision on the admission to the Doctoral School]**

## **§13**

1. After the admission procedure, the Rector decides on admission to the Doctoral School.
2. Admission to the Doctoral School takes place by way of:
  - 1) entry on the list of PhD students - if the candidate is a Polish citizen;
  - 2) administrative decision - if the candidate is a foreigner.
3. Admission to the Doctoral School is denied in particular in the case of:
  - 1) failure to meet the formal requirements specified in the Admission Rules or

- 2) failure to meet the requirement of § 10.7;
- 3) the candidate's place on the ranking list below the limit set by the Rector, in accordance with § 11.1 or § 11.7;
4. Within 14 days from the date of delivery of the administrative decision referred to in §13.2.2 and §13.3, the candidate is entitled to a request for reconsideration or other remedy, as instructed in the decision.
5. In the course of admission procedure conducted in the second instance, the Rector may refer the application for reconsideration to the University Admission Committee, which verifies the merits of the admission procedure and expresses its opinion on whether or not to grant the request for reconsideration. The resolution of the University Admission Committee includes a justification.
6. Granting the request for reconsideration in its entirety may result in particular:
  - 1) in the case of the decision referred to in §13.2.2 - revoking the administrative decision in whole or in part and deciding on the merits of the case, or by any other appropriate decision;
  - 2) in the case of the decision referred to in §13.3 - issuing an administrative decision to overturn in its entirety the decision to refuse admission to the Doctoral School and to determine that the prerequisites for admission to the Doctoral School have been met, or discontinuing the admission procedure in the first or second instance, or issuing another relevant decision. The provision of §13.2 applies accordingly.

### **[Final Provisions]**

#### **§14**

1. If a candidate admitted to the Doctoral School as of the date of announcing the admission procedure results is employed as an academic teacher or researcher, except in the cases specified in Article 209.10 of the Act, they are required to provide the relevant Doctoral School Office with copies of documents confirming the termination or expiration of their employment as an academic teacher or researcher, subject to §14.3 and §14.5.
2. An individual can only be a PhD student at one doctoral school. A candidate who has been admitted to more than one Doctoral School obliged to submit a statement in writing that they have taken up training at the Doctoral School, subject to §14.3 and §14.5, or to submit a written resignation.

3. Failure to provide the documents referred to in §14.1 or the statement referred to in §14.2 within 7 days from the date announcing the results of the admission proceedings for the Doctoral School is tantamount to resignation from the Doctoral School.
4. No later than 1 October 2021, each candidate admitted to the Doctoral School is required to submit a printed and signed oath that is an acknowledgment that they have started their education at the Doctoral School to the relevant Doctoral School Office.
5. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §14.1-4.

### **§15**

A person admitted to the Doctoral School begins education and acquires the rights of a PhD student upon taking the oath.

### **§16**

The Admission Rules are made available within 14 days of its adoption on the SWPS University website and in the Public Information Bulletin on the University designated page.

Appendices:

- |                    |                                                                                                                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Appendix 1.</b> | Documents required in the admission procedure and detailed criteria for evaluation of candidates                                                                                                  |
| <b>Appendix 2.</b> | Detailed rules for admission to the Doctoral School of candidates whose doctoral scholarships will be financed by external funds, including national and international research projects (grants) |
| <b>Appendix 3.</b> | Rules for commencing and pursuing education by foreigners at the Doctoral School.                                                                                                                 |
| <b>Appendix 4.</b> | List of certificates and documents proving a modern foreign language proficiency                                                                                                                  |
| <b>Appendix 5.</b> | Consent of the potential supervisor and the research center or research team manager                                                                                                              |

**Documents required in the admission procedure and  
detailed criteria for evaluation of candidates**

**[Documents required in the admission procedure]**

**§1**

1. The candidate is required to attach the following documents in the electronic admission system (in pdf or jpg format):
  - 1) an application for admission to the Doctoral School including the scientific discipline in which the candidate is applying for admission to the Doctoral School and a cover letter addressed to the Admission Committee of the respective discipline;
  - 2) graduation diploma, entitling to start education at the Doctoral School, i.e.:
    - a) a diploma of completing graduate studies in the case of a uniform master's degree, or diplomas of completing undergraduate and graduate studies in the case of first-cycle and second-cycle degree, or
    - b) another document confirming graduation from a university abroad entitling the student to undertake education at the doctoral school level in the country where it was issued or recognized as equivalent to the corresponding Polish diploma of completion of second-cycle (graduate) studies or uniform master's studies - along with a supplement presenting a list of subjects passed during uniform master's studies or first-cycle studies along with their grades, or an official transcript of grades, or in case of their absence - a photocopy of the student's register with information on the average grade or another document containing the names of courses, grades received and information on the average grade. In the absence of information about the grade point average in the diploma supplement, it is necessary to provide a separate certificate;
    - c) in cases referred to in § 8.2 of the Admission Rules, not regulated in §1.2.b) - documentation justifying the fulfillment of the prerequisites referred to in §8.2.1 of the Admission Rules, a certificate of graduation in the academic year 2020/2021, a certificate issued after the nostrification procedure or after the procedure for confirming graduation at a certain level, together with a statement

in which the candidate undertakes to submit the specified certificate no later than the end of October 2021 or by any other date established by the decision of the Doctoral School Director;

- 3) abstract of the candidate's thesis in English (up to 3000 characters with spaces);
  - 4) in case of demonstrating additional skills or achievements - documents confirming such skills or achievements:
    - a) foreign language skills - obtained language certificates;
    - b) participation in research projects - decision on awarding the grant, copy of the grant agreement  
or a certificate specifying the nature of participation in the grant;
    - c) participation in internships and placements in scientific and clinical centers that are not considered professional internships - an opinion of the internship supervisor with information about the type of performed work;
    - d) active participation in conferences (with an abstract of the candidate's conference reports and the document or certificate confirming active participation);
    - e) scientific materials accepted for publication or already published (journal paper: first page of article, book: title page and publisher's page, chapter in book: table of contents and first page of the chapter);
    - f) active participation in the work of scientific groups - a certificate issued by the supervisor of the scientific groups;
    - g) postgraduate certificates or other documents certifying the candidate's achievements in the scientific discipline the candidate is applying for admission to the Doctoral School, i.e., documents certifying awards and honors received, including awards from the Dean, Rector, Minister, Scientific Societies;
  - 5) outline of the dissertation, in Polish or English, prepared in accordance with the criteria specified in § 3.1.1 below;
  - 6) formal approval of the potential supervisor and the head of the research center, implementation center or the research team with which the candidate will collaborate if admitted to the Doctoral School- on the template attached as **Appendix 5** to the Admission Rules.
2. Failure to submit documents that clearly prove the candidate's achievements or skills may result in not awarding points in a given category.
  3. If a candidate to the Doctoral School in the admission procedure submits documents prepared in a foreign language (excluding English), it is necessary to provide their translation into Polish made by:

- 1) a sworn translator entered in the list of the Minister of Justice or;
  - 2) a sworn translator registered in the EU, EFTA, OECD or;
  - 3) consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the foreign baccalaureate was issued, or;
  - 4) accredited diplomatic representative office or consular office of the country on whose territory or in whose educational system the foreign baccalaureate was issued or;
  - 5) a non-sworn translator who does not meet the requirements of items 1-4, but in such a case the translation has to be stamped and signed by such translator.
4. Graduation diplomas obtained abroad should be:
- 1) bearing an apostille if the country issuing the document is covered by the The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents dated 5 October 1961, or
  - 2) subjected to legalization, in other cases.
5. If the graduation diploma obtained abroad lacks authorization to continue education in the country in whose higher education system the university that issued the diploma operates, such authorization has to be attached.
6. If, on the date of registration, the candidate does not yet have a graduation diploma with a supplement - in addition to the certificate referred to in §1.1.2.c), they have to attach a written statement in which they undertake to deliver a photocopy of the diploma with a supplement and their originals for inspection by the end of October 2021.

## **§2**

1. After electronic registration and uploading the required documents, the candidate submits copies the following documents (originals to be inspected after admission to the Doctoral School) to the relevant Doctoral School Office in Warsaw or Wrocław:
  - 1) copies of the documents referred to in § 1.1.1-5;
  - 2) one color photograph (the same as required for an ID card) in electronic version (in pdf or jpg);
  - 3) an application including a cover letter;
  - 4) outline of the dissertation, prepared in accordance with the criteria set forth in § 3.1.1;
  - 5) printed and signed questionnaire - a printout from the electronic form filled in the electronic admission system;
  - 6) proof of payment of an admission fee of PLN 400.00 (four hundred zloty). The fee should be paid no later than the deadline for submission of documents, i.e.

11 July 2020. SWPS University graduates (i.e., graduates of first-cycle, second-cycle and unified master's degree programs) are exempt from the admission fee. The admission fee is non-refundable once the University has conducted the admission procedure, regardless of its result;

- 7) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School, which is expressed in a statement whose model is attached as **Appendix 5** to the Admission Rules;
- 8) a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is **attached** to the Documents required in the admission procedure and detailed criteria for candidate evaluation);

[Detailed evaluation criteria]

### **§3**

1. Admission Committees evaluate candidates, taking into account the following criteria, relevant to the scientific discipline that the candidate has indicated in the admission procedure to the Doctoral School:
  - 1) a brief outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, coherence and clarity of the argument, state of the research with references relevant to the achievement of the research objective, information on the expected results (it is possible to include the preliminary results attached as additional information). The description should include references, which do not count towards the character limit. Scoring: **0 to 60** points, scoring takes into account:
    - a) scientific nature of the dissertation;
    - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
    - c) the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;

d) innovative nature of the project and the impact of its implementation on the discipline development;

2) the candidate's track record – scoring takes into account:

a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline. Scoring: **0-5 points**;

b) evaluation of the candidate's previous education results, including completed studies (taking into account the average grade obtained during the studies), , or other forms of education (e.g., postgraduate studies), as well as completed courses, modern foreign languages proficiency confirmed by certificates or documents listed in **Appendix 4** to the Admission Rules. Candidates whose previous education is related to the topic of the PhD studies will be able to obtain higher scores. Scoring: **0-5 points**;

c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). In the case of materials confirming scientific activity relating to research publications, no more than two full scans of the most important papers or chapters in collective works; the candidate's other publications are confirmed by scans of title pages. In the case of multi-author achievements, it is necessary to specify the percentage of the candidate's contribution to the achievement. categorized under the Ordinance of the Minister of Science and Higher Education of 7 November 2018 on the compilation of lists of publications of scientific monographs and scientific journals and peer-reviewed materials of international conferences, which specifies the manner of compiling lists of publications publishing peer-reviewed scientific monographs referred to in Article 265.9.1 of the Act, as well as scientific journals and peer-reviewed materials from international conferences, as referred to in Article 265.9.2 of the Act, hereinafter:

"**List of Journals**" - and the determination and assignment of the number of points to them. Scoring: **0-10 points**;

d) internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant



professional achievements of value to the education undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document, and what were the responsibilities/activities of the candidate. The highest score a candidate can receive for participation in research grants and internships funded by national and international sources of funding for science (NCN, NCBiR, FNP, MEiN, NAWA). Scoring: **0-10 points**;

- 3) obtained awards and honors, including awards of the Dean, Rector, Minister, Scientific Societies. Scoring: **0-5 points**;
  - 4) result of the interview that aims at assessing the candidate's competence relevant to the perspective of the conducted research, justification of the relevance of the chosen discipline and methodology for the proposed research problems, as well as the candidate's motivation and substantive preparation for the study. The interview is conducted in Polish or English. The interview may include the following elements: a discussion of the candidate's dissertation (understanding of the topic, research hypotheses and their implementation, results obtained and conclusions); questions about the candidate's academic record and the course of their first and second-cycle or unified master's studies, including subjects related to the topic of the dissertation; questions about the PhD dissertation outline and other information contained in the documentation attached by the candidate, a presentation relevant to the research project which does not repeat what was written in the project. Its purpose is to present the research question set it in a broader context, etc., combined with an assessment of the candidate's research aptitude. In the case of an interview with foreigners, Polish language skills are additionally tested. Scoring: **0-20 points**;
  - 5) an assessment of the candidate by the potential supervisor, in particular: evaluation of past achievements, including graduation results, conference presentations, publications, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center or research team. Scoring: **0-25 points**.
2. Admission Committees evaluate candidates applying to the Doctoral School in a given discipline, taking into account the rank of their achievements and their discipline

.....  
Place and date

**STATEMENT ON REMAINING IN AN EMPLOYMENT RELATIONSHIP  
AS AN ACADEMIC TEACHER OR RESEARCHER**

**CANDIDATE DATA:**

1. First ..... and ..... last ..... name:  
.....

2. The discipline within which the candidate applies for admission to the Doctoral School:  
.....

I acknowledge that in accordance with:

- 1) article 209.10 of the Act of 20 July 2018 - the Law on Higher Education and Science (hereinafter referred to as: the "**Act**");

*The doctoral candidate may not be employed as an academic teacher or researcher. This does not apply to employment of the PhD student in the following context:*

- 1) implementation of a research project referred to in Article 119.2.2-3;  
2) After successfully completed mid-term evaluation, except that in the case of half-time employment or longer, the amount of scholarship is limited to 40% of the monthly scholarship amount referred to in §4.2;  
3) who is not entitled to a doctoral scholarship.*

- 2) §14.1 of the Admission Rules:

*If a candidate admitted to the Doctoral School as of the date of announcing the admission procedure results is employed as an academic teacher or researcher, except in the cases specified in Article 209.10 of the Act, they are required to provide the relevant Doctoral School Office with copies of documents confirming the termination or expiration of their employment as an academic teacher or researcher, subject to sections 3 and 5.*

In connection with the above, I hereby declare that:

- a) I am employed as an academic teacher or researcher;  
b) I am employed as an academic teacher under the conditions referred to in Article 209.10 of the Act;  
c) I am not employed as an academic teacher or researcher.

*(underline the correct answer)*

If I checked (a), I undertake to provide copies of documents confirming termination or expiration of employment as an academic teacher or researcher to the relevant Doctoral School Office.

I am aware that failure to provide the statement within 7 days from the date of announcing the admission procedure results would mean my resignation from the Doctoral School.

.....  
(date and legible signature of candidate)

**Detailed rules for admission to the Doctoral School of candidates whose doctoral scholarships will  
be financed by external funds, including national and international research projects (grants)**

**§1**

**General provisions**

1. These detailed rules for admission to the Doctoral School (hereinafter referred to as: "**Detailed Admission Rules**") define separate rules for admission of persons referred to in §11.6 of the Admission Rules, i.e.:
  - 1) for winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" program of the Polish Ministry of Education and Science) as contractors or individuals recruited to carry out projects within the framework of research programs referred to in the Rector's order, provided that the funding of the PhD scholarship from the project at the Doctoral School is ensured for 48 months;
  - 2) individuals whose PhD scholarship was funded by the organizational units of the SWPS University, for the entire period of education at the Doctoral School;
  - 3) other persons on the basis of agreements between the SWPS University and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Act.
  - using separate rules derived from the Detailed Admission Rules, and to the extent not regulated by the Detailed Admission Rules - with relevant application of the provisions of the Admission Rules.
2. The condition for admission to the Doctoral School, i.e. to be at the first place of the ranking list in the competitive procedure, applies to the persons referred to in §1.1.
3. Based on the opinion of the Admission Committee referred to in §5.1, the Doctoral School Director may refuse to apply the Detailed Admission Rules to a candidate if their participation in implementing the research program was insignificant. In this case, the candidate may take part in the admission procedure for the Doctoral School under the provisions of the Admission Rules.

4. If a candidate to the Doctoral School participates in the admissions procedure solely on the basis of the provisions of the Admission Rules, and the conditions are met for refunding their PhD scholarship in the manner specified in §1.1, they may be admitted beyond the limits of places referred to in §11.1 of the Admission Rules.
5. The admission procedure to the Doctoral School may be carried out in a competitive mode relevant for the selection of the person referred to in §1.1.
6. The admission procedure for the Doctoral School and the selection of the person referred to in §1.1, financed through a PhD scholarship, is carried out in a single process.
7. A PhD student may receive only one PhD scholarship at the Doctoral School, regardless of the source of its funding.

## §2

1. A prerequisite for admission to the Doctoral School of persons referred to in §1.1 is proof of a foreign language proficiency, subject to paragraphs §2.2-4 below.
2. For candidates recruited under the following scientific disciplines:
  - 1) psychology or sociological sciences - a valid certificate or other proof of knowledge of a English language proficiency of at least B2 is required,
  - 2) literary studies or cultural and religious sciences - a valid certificate or other proof of knowledge of a modern foreign language proficiency of at least B2 is required- subject to §2.3 and §2.4 below.
3. List of certificates and documents proving a modern foreign language proficiency constitutes **Appendix 4** to the Admission Rules.
4. If the candidate does not have the certificate or document referred to in §2.3, they are required to independently prepare and present their PhD dissertation outline in English during the interview, in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.

### Research projects (grants)

## §3

The Rector may determine the list of research programs referred to in §11.6.1 of the Admission Rules, taking into account leading external programs and relevant regulations.

#### §4

1. Research project manager should agree on the details of the procedure for recruiting grantees for their project with the Doctoral School Director before the start of the competition.
2. Research project managers submit in writing to the Doctoral School Director the required number of persons, profile of the desired candidate and the assumed duration of participation in accordance with the approved project terms, as well as the amount of the PhD scholarship provided for in the project and the duration of its payment. The candidate's expected participation in the project must not be shorter than 48 months from the beginning of their education at the Doctoral School. It is also permissible to recruit individuals performing tasks in research projects already underway at the SWPS University, subject to individual approval of the Doctoral School Director, given after consultation with the Vice-Rector for Research.
3. Research project manager is required to submit the following:
  - 1) list of documents required from the candidate in the admission procedure;
  - 2) personal data of the research project manager: first and last name, degree or academic title, place of employment, email address, phone;
  - 3) personal data of the research project manager, if the candidate for the Doctoral School works on a research project: first and last name, degree or academic title, place of employment, email address, phone;
  - 4) personal data of the prospective supervisor, if such is specified in the grant agreement: first and last name, degree or academic title, place of employment, email address, phone;
  - 5) title of the research project, contract number, name of the applicant;
  - 6) scientific discipline of the project;
  - 7) start date of the project, its duration and the duration of the candidate's participation in it;
  - 8) the amount of the PhD scholarship and the duration of its payment.
4. Using the information referred to in §3.2-3, a competition is announced as part of the admission procedure for the Doctoral School, specifying the rules of the competition, including its requirements, procedure and deadline for submitting applications, no shorter than 14 days from the date of publication of the competition announcement on the SWPS University website. The stated rules of the competition may be complained about to the Rector, but no later than the closing date for applications. The Rector may cancel the competition and order it to be held again according to the revised rules.
5. Within 30 days of the expiration of the deadline for submission of applications, the competition proceedings is conducted in connection with the competition referred to in §3.4. Candidates admitted in the doctoral program

as part of the competition, start their training from the nearest semester after the completion of the written in procedure, unless the Doctoral School Director, in justified cases, determines an earlier start date. If no application is submitted by the indicated deadline, the Competition Committee declares the competition closed.

6. The selection procedure begins with sending an application to the admission procedure To the SWPS University Doctoral School. by properly registering the candidate in the form available on the SWPS University's website and submitting the documents required for the competition.
7. The other provisions regarding the documentation submitted in the course of the admission procedure by the candidates referred to in § 1.1.1 , specified in the Admission Rules are retained and applied accordingly.

## **§5**

1. The Doctoral School Director appoints a Competition Committee to conclude the competition referred to in § 4.4, which includes the research project manager and other members appointed by the Doctoral School Director. A representative of the SWPS University's Human Resources Department acting in an advisory capacity also attends the Competition Committee.
2. Meetings of the Competition Committee may be held and resolution adopted by means of electronic communication, ensuring, in particular:
  - 1) real-time transmission of the meeting between its participants,
  - 2) multilateral real-time communication, i.e. the participants can speak during the meeting, provided ensuring the necessary security rules.
3. On the basis of the materials and results of the competition conducted in accordance with § 1.5 and § 4, the Competition Committee draws up a ranking list.
4. If it is not possible to meet the requirements set forth in § 1.5-6, § 2, and § 4.1-3 above, particularly in connection with the requirements of the research project in which the competition is being conducted, the Doctoral School Director may determine another competition, with requirements comparable to those set forth in the Admission Rules.

## **§6**

1. A candidate admitted to the Doctoral School in a given scientific discipline is included in the list of PhD students after delivering to the Doctoral School Office copies of the documents posted in the admission system within 7 from receiving information on the positive result of the admission procedure, as well as the following original documents:

- 1) a printed and signed oath confirming that they have taken up training at the Doctoral School they have been admitted to;
  - 2) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School, which is expressed in a statement, whose model is attached as **Appendix 5** to the Admission Rules;
  - 3) a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is **attached** to the Documents required in the admission procedure and detailed criteria for candidate evaluation);
  - 4) confirmation of payment of the admission fee in full, (subject to §2.1.6 of **Appendix 1** to the Admission Rules);
2. Candidates are required to register in the electronic admission system within 7 from receiving information on the positive outcome of the selection process. A link to the system is provided to the candidate at the e-mail address they have provided.
  3. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in § 5.1.
  4. In order to be included in the list of PhD students of the Doctoral School, a candidate recommended by the Competition Committee has to meet the other requirements specified in the Admission Rules and sign an agreement specifying the rules for the implementation of research and payment of a PhD scholarship from funds received by SWPS University within the framework of a specific project.

### **"Implementation PhD" program**

#### **§7**

1. In order to participate in the "Implementation PhD" program, the candidate should be a person employed on a full-time basis for the entire duration of the program by an entity that agrees to their education in the Doctoral School under the program and provide an assistant supervisor from among its employees.
2. A person who would like to apply for the "Implementation PhD" program should contact the SWPS University Implementation PhD Coordinator (hereinafter referred to as: "**Coordinator**") , to assess the initial potential of the idea for implementation. The Coordinator, in cooperation with the candidate, completes the necessary documents that will be evaluated by the Ministry of Science and Higher Education in the competition.

3. Admission in the program is made by sending an application form to the Doctoral School Office, to the Coordinator's email address, by 30 March 2021. A template application form is **attached** to the Detailed Admission Rules.
4. After learning about the scope of activities of a given research center or team, their scientific interests and requirements for PhD students, the candidate should contact the selected research center or team and present the thematic scope of their research project and indicate the scientist under whose supervision they would like to prepare the implementation PhD thesis.
5. After receiving preliminary approval from the potential supervisor the candidate should complete and submit the form referred to in §6.3.
6. The Coordinator, after reviewing the submitted verifies them in terms of meeting the formal requirements for admission to the Implementation PhD program, and then submits the applications of candidates meeting the formal requirements to the Implementation PhD program Admission Committee, referred to in §9.1.

## **§8**

Admission of candidates qualified to the "Implementation PhD" program is carried out through a separate competition based on the provisions of §7-9 and includes:

- 1) qualification proceedings for the "Implementation PhD" program consisting of:
  - a) the candidate's obligation to obtain the support of the potential supervisor and submit the application form to Coordinator;
  - b) general evaluation of the candidate and their scientific and practical achievements, the scientific quality of the PhD project, as well as its implementation quality and the evaluation of the chances of implementing the implementation project in the institution/employment organization;
  - c) interview;
  - d) qualifying to the "Implementation PhD" program in order to submit an application to the Ministry;
- 2) the admission procedure to the Doctoral School initiated after candidate has qualified for the "Implementation PhD" program consisting of:
  - a) stage I – registration of the candidate in the electronic admission system - those who take part in the qualification procedure for the "Implementation PhD" program register in the admission system only after the publication of the results of the competition and by the deadline indicated by the Ministry;
  - b) submission of the following documents:
    - a printed and signed oath confirming that they have taken up training at the Doctoral School;



- the original formal approval of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School, which is expressed in a statement whose model is attached as **Appendix 5** to the Admission Rules;
  - a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is **attached** to the Documents required in the admission procedure and detailed criteria for candidate evaluation);
  - copies of other documents posted in the admissions system;
  - confirmation of payment of the admission fee in full, subject to §2.1.6 of **Appendix 1** to the Admission Rules;
- c) establishing and announcing the list of those admitted to the Doctoral School under the "Implementation PhD" program.

## §9

1. To settle the competition, the Doctoral School Director appoints an Implementation Program Committee, which includes, in particular, a representative of the Knowledge Transfer Center and members of the Doctoral School Interdisciplinary Council.
2. The Implementation Program Committee evaluates candidates, taking into account the following criteria, relevant to the discipline that the candidate has indicated applying for admission to the Doctoral School:
  - 1) scientific quality of the PhD project, in particular, an outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, coherence and clarity of the argument, state of the research with references relevant to the achievement of the research objective, information on the expected results (it is possible to include the preliminary results attached as additional information). The description should include references, which do not count towards the character limit. **Scoring (on a scale of 1-5)** will take into account:
    - a) scientific nature of the dissertation;
    - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);

- c) the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
  - d) innovative nature of the project and the impact of its implementation on the discipline development;
- 2) the candidate's profile, including their research and practical achievements. **Scoring (on a scale of 1-5)** will take into account:
- a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline;
  - b) evaluation of the candidates previous education results, including studies (taking into account the average grade obtained during the studies), other forms of education (e.g., postgraduate studies), as well as completed courses, modern foreign languages proficiency confirmed by certificates or documents listed in **Appendix 4** to the Admission Rules. Candidates whose previous education is related to the topic of the PhD studies will be able to obtain higher scores.
  - c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). In the case of materials confirming scientific activity relating to research publications no more than two full scans of the most important papers or chapters in collective works; the candidate's other publications are confirmed by scans of title pages. In the case of multi-author achievements, it is necessary to specify the percentage of the candidate's contribution to the achievement. The highest value is attributed to publications categorized under the Ordinance of the Minister of Science and Higher Education of 7 November 2018 on the compilation of lists of publications of scientific monographs and scientific journals and peer-reviewed materials of international conferences, which specifies the manner of compiling lists of publications publishing peer-reviewed scientific monographs referred to in Article 265.9.1 of the Act and the List of Journals - and how to determine and assign the points to them;

- d) internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant professional achievements of value to the training undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document, and what were the responsibilities/activities of the candidate. The highest score a candidate can receive for participation in research grants and internships funded by national and international sources of funding for science (NCN, NCBiR, FNP, MEiN, NAWA);
    - e) obtained awards and honors, including awards of the Dean, Rector, Minister, Scientific Societies.
  - 3) implementation quality of the PhD project **(on a scale of 1-5)**;
  - 4) the chances of realizing the assumptions of the implementation project in the institution/organization employing the candidate **(on a scale of 1-5)**;
  - 5) overall assessment of the candidate - the following are taken into account: the candidate's competence relevant to the perspective of the conducted research, justification of the relevance of the chosen discipline and methodology for the proposed research problems, as well as the candidate's motivation and substantive preparation for undertaking education (on a scale of 1-5).
3. Persons with the highest scores on the ranking list created on the basis of the criteria indicated in §9.2 will be invited to interviews.
- 1) the interview may consist of:
    - a) discussion about the candidate's thesis (understanding of the topic, research hypotheses and their implementation, obtained results and conclusions);
    - b) questions concerning academic achievements and the course of the first and second degree studies or unified master's degree studies, including subjects related to the dissertation topic;
    - c) questions about PhD dissertation outline and other information contained in the documentation attached by the candidate, a presentation relevant to the research project which does not repeat what was written in the project.
  - 2) the purpose of the interview is in particular for the candidate to present the research question and to determine the candidate's general level of knowledge in the relevant scientific discipline, as well as their level of preparation for the research project

and the candidate's ability to carry out such a project, combined with an assessment of the candidate's research aptitude and English language proficiency

- 3) interviews may be conducted in the form of hearings via electronic communication and will be organized **from 15 April 2021 to 30 April 2021**.
4. When evaluating a candidate, the Implementation Program Committee takes into account the opinion of the potential supervisor, which includes an evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor's research center or research team.
5. Meetings of the Implementation Program Committee may be held and resolution adopted by means of electronic communication, ensuring, in particular:
  - 1) real-time transmission of the meeting between its participants,
  - 2) multilateral real-time communication, i.e. the participants can speak during the meeting, provided ensuring the necessary security rules.

#### **§10**

1. On the basis of the materials and results of the admission procedure conducted in specified in § 9.2-4 and §2, the Implementation Program Committee adopts a resolution to express its opinion on the admission or refusal of a candidate to the Doctoral School and draws up a ranking list of the conducted the admission procedure, which is forwarded to the Doctoral School Director The Doctoral School Director may request the Committee head to supplement the Committee's justification within the prescribed period.
2. On the basis of the ranking list drawn up by the Implementation Program Committee, the Doctoral School Director indicates the number and list of persons qualified for the "Implementation PhD " program for submission of the final application to the Ministry.
3. A candidate qualified for the "Implementation PhD" program, after the announcement of the results of the competition by the Ministry (MEiN) and fulfilling the conditions described in § 8.2, is included in the list of PhD students of the Doctoral School after providing the relevant Doctoral School Office with supporting documents required by the Ministry in connection with the application for admission to the Doctoral School under the "Implementation PhD" program. The deadline for delivery of the documents referred to in the preceding sentence and the documents referred to in §8.2.b) is **15 October 2021**.

4. Admission to the Doctoral School is confirmed by the delivery of the printed and signed oath by **15 October 2021**.
5. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §9.3-4 and §8.2.b).
6. The candidate may be admitted as a PhD student in the Doctoral School under the "Implementation PhD" program subject to a successfully completing the Ministry of Higher Education and Science competition.

## Application form for the "Implementation PhD" program

### IMPLEMENTATION DOCTORATE

#### APPLICATION FORM 2021

|                                                                                                              |                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Information about the candidate</b>                                                                    |                                                                                                                                                                                                |
| First and last name                                                                                          |                                                                                                                                                                                                |
| College/university degree                                                                                    |                                                                                                                                                                                                |
| Completed university/college                                                                                 |                                                                                                                                                                                                |
| Completed faculty                                                                                            |                                                                                                                                                                                                |
| Master's thesis topic                                                                                        |                                                                                                                                                                                                |
| Date of obtaining the master's degree                                                                        |                                                                                                                                                                                                |
| <b>2. Formal requirements for participation in the "Implementation PhD" ministerial program</b>              |                                                                                                                                                                                                |
| Polish citizenship                                                                                           | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                                                                                                                    |
| Name of employer ( <i>promise of employment or employment contract is required</i> )                         |                                                                                                                                                                                                |
| Are you employed under an employment agreement?                                                              | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                                                                                                                    |
| Potential scientific supervisor on behalf of the SWPS University                                             |                                                                                                                                                                                                |
| Has the potential research supervisor agreed to supervise the project? ( <i>mark the relevant answer</i> )   | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                                                                                                                    |
| Module indication ( <i>mark the relevant answer</i> )                                                        | <input type="checkbox"/> Implementation PhD I (unrelated to AI)<br><input type="checkbox"/> Implementation PhD II - AI                                                                         |
| <b>3. Information about the planned PhD dissertation</b>                                                     |                                                                                                                                                                                                |
| Working subject of the planned thesis                                                                        |                                                                                                                                                                                                |
| Description of implementation (received product)                                                             |                                                                                                                                                                                                |
| Discipline in which the implementation will be carried out ( <i>mark the relevant answer</i> )               | <input type="checkbox"/> PSYCHOLOGY<br><input type="checkbox"/> CULTURAL AND RELIGIOUS SCIENCES<br><input type="checkbox"/> LITERARY STUDIES<br><input type="checkbox"/> SOCIOLOGICAL SCIENCES |
| Proposed assistant supervisor representing the employer company (name, email address, position) <sup>1</sup> |                                                                                                                                                                                                |

<sup>1</sup> PhD degree or a minimum of 5 years of experience in scientific activities or a track record of implementation is required.

|                                                                                                                                                                    |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| A. The thematic scope of the planned work (Introduction - max. 1500 characters with spaces)                                                                        |  |
| B. The topic and issue that the planned work is designed to solve (max. 1000 characters with spaces)                                                               |  |
| C. Planned research and study material (max. 1000 characters with spaces)                                                                                          |  |
| D. Sample references (according to the APA standards)                                                                                                              |  |
| E. Description of the significance of the planned scientific activity results for the development of innovation and the economy (max. 1500 characters with spaces) |  |
| F. Preliminary work schedule - spread over 4 years of study (necessarily consulted with potential research supervisor) (max. 1500 characters with spaces)          |  |
| G. Contact person in the employer company that would be handling formal documentation (First and last name, email address, position)                               |  |

The application should be sent by:

**30.03.2021 dr. Agata Jastrzębowska-**

**Tyczkowska** [szkoladoktorska@swps.edu.pl](mailto:szkoladoktorska@swps.edu.pl)

Coordinator for implementation PhDs



## **Rules for commencing and pursuing education by foreigners at the Doctoral School**

### **§1**

#### **Admission of foreigners**

1. A foreigner may be admitted to the Doctoral School at the SWPS University after meeting the following requirements:
  - 1) indicated **Polish** mailing address in the admission form, and they have no such Polish mailing address, indicated a proxy's mailing address in Poland;
  - 2) has an insurance policy against illness or accidents for the period of education in the Republic of Poland, or a European Health Insurance Card, or will take out insurance with the National Health Fund immediately after the start of education;
  - 3) meets the admission requirements specified in the Admission Rules.

### **§2**

1. In the case of agreements concluded by the SWPS University with foreign entities, admission of foreigners to the Doctoral School is carried out in accordance with the terms of these agreements.
2. In particularly justified cases, the decision on admission of a foreigner to the Doctoral School may be issued subject to the condition of delivery of original documents within a specified period of time under pain of revocation of the decision with *ex nunc* effect.
3. A foreigner is obliged to provide a certificate of nostrification of a foreign diploma or a certificate of equivalence of the presented diploma to a Polish diploma, issued in accordance with the applicable legal status, by no later than the end of October of the academic year 2020/2021 and in justified cases beyond the foreigner's control, also by a later date set by the Rector.

## **List of certificates and documents proving a modern foreign language proficiency**

### **§1**

The following list includes all approved certificates proving a modern foreign language proficiency:

1. Certificate of foreign language proficiency issued by the National School of Public Administration issued after the procedure of linguistic screening;
2. Certificates of language proficiency of at least B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)":
  - 1) Certificates issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
    - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage - co least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
    - b) Diplôme d'Étude en Langue Française (DEL F) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSL CF), Diplôme Supérieur d'Etudes Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
    - c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),
    - d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),

- e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
- f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),
- g) Nederlands als Vreemde Taal / Dutch as a Foreign Language (CNaVT) - Profiel Professionele Taalvaardigheid (PPT) (B2) / Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2 II) (B2)/Dutch as a Second Language II (NT2-II) (B2),
- h) Prøve i Dansk 3 (B2), Studieprøven (C1),
- i) Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovene on the Advanced Level (C1);

2) Certificates from the following institutions:

- a) Educational Testing Service (ETS) - specifically the following certifications: Test of English as a Foreign Language (TOEFL) - least 87 points in version Internet-Based Test (iBT); Test of of English as a Foreign Language (TOEFL) - at least 180 pts in the version of the Computer- Based Test (CBT) supplemented by at least 50 pts from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the version of the Paper-Based Test (PBT) supplemented by at least 3,5 points from the Test of Written English (TWE) and by at least 50 points of Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points; Test de Français International (TFI) - at least 605 points,
- b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
- c) City Guilds, City Guilds Pitman Qualifications, Pitman Qualifications Institute - specifically the following certifications: English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) - "Communicator" level, "Expert" level, "Mastery" level; City Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City Guilds Level 2

Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business - Stage B Communicator level, Stage C Expert level, Stage C Mastery level; English for Business Communications (EBC) - Level 2, Level 3; English for Office Skills (EOS) - Level 2,

- d) Edexcel, Pearson Language Tests, Pearson Language Assessments - specifically the following certifications: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - specifically the following certifications: London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) - Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - Pass with Credit level, Pass with Distinction level,
- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - specifically the following certifications: International English Language Testing System IELTS - above 6 points,
- g) Chambre de commerce et d'industrie de Paris (CCIP) - specifically the following certifications: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) - specifically the Prüfung Wirtschaftsdeutsch International (PWD) (C1) certificate,
- i) Kultusministerkonferenz (KMK) - especially the Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder - KMK (B2/C1),
- j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) - specifically the following certifications: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) - B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),

- k) Hochschulrektorenkonferenz (HRK),
  - l) Società Dante Alighieri - specifically the following certifications: PLIDA B2, PLIDA C1, PLIDA C2,
  - m) Università degli Studi Roma Tre - specifically the following certifications: Int.It (B2), IT (C2),
  - n) Università per Stranieri di Siena - specifically the following certifications: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
  - o) A. S. Pushkin's Russian Language State Institute ,
  - p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
  - q) Univerzita Karlova v Praze,
  - r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca - centrum pre slovenčinu ako cudzí jazyk,
  - s) Univerzita Komenského v Bratislave; Centrum ďalšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
  - t) Coordinating Council for Language Proficiency Certification of the Warsaw University;
- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - specifically the following certifications: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; Certificato Superiore d'Italiano (B2), telc Italiano B2; telc Русский язык B2.
3. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) - HSK level (Advance).
4. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate - Level 1 (Advance).
5. Graduation diplomas:
- 1) A degree in foreign philology or applied linguistics;
  - 2) Teachers' Foreign Language College;
  - 3) National School of Public Administration.

6. In terms of any document Issued abroad, confirming the acquisition of a degree or title in science or a degree or title in art - the language of instruction of the institution providing the training is recognized.
7. In terms of any document confirming the graduation of studies or postgraduate studies abroad or in the Republic of Poland - the language of instruction is recognized, if the language of instruction was only a foreign language.
8. Foreign-issued document recognized as equivalent to a Polish certificate of secondary education - the language of instruction is recognized.
9. International Baccalaureate Diploma.
10. European Baccalaureate Diploma.
11. Certificate of passing the departmental exam in:
  - 1) Ministry of Foreign Affairs;
  - 2) the office serving the minister responsible for economic affairs, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade, and the Ministry of Foreign Trade and Maritime Economy;
  - 3) Ministry of Defense - level 3333, level 4444 according to STANAG 6001.
12. A certificate Issued by the National School of Public Administration confirming the qualification for a high-ranking government position.
13. A document confirming entry in the list of sworn translators in the Republic of Poland or a document confirming the qualification of a sworn translator in another member state of the European Union, a member state of the European Free Trade Agreement (EFTA), which is a party to the Agreement on the European Economic Area, or in the Swiss Confederation.

**CONSENT OF THE POTENTIAL SUPERVISOR,  
AND THE HEAD OF THE RESEARCH CENTER OR RESEARCH TEAM**

Name of the research center or team: .....

**CANDIDATE DATA**

1. First and last name: .....
2. SCOPE OF THE CANDIDATE'S RESEARCH WORK: .....  
.....  
(topic of the research thesis determines the thematic scope of the research project)  
in the scientific discipline(s)\* of: .....  
.....
3. Name of the supervisor selected by the candidate during the admission procedure: .....  
.....

**Formal approval of the supervisor**.....

(supervisor's signature and date)

\* Mark the relevant answer

**Formal approval of the research center or group:**

I agree to include the candidate .....  
(First and last name)  
to work with the following research center/group .....  
.....  
(name of the research center or group)  
.....  
(date and signature and/or name stamp of the research center/group manager)

**Justification** (list of research projects/grants implemented in the research unit):

.....  
.....  
.....  
.....  
.....

**for the purpose of carrying out the research project referred to in Article 119.2.2 and 119.2.3; 2) after a successful mid-term evaluation, except that in the case of employment in excess of half-time, the amount of the scholarship is 40% of the monthly stipend referred to in 4.2; 3) who is not entitled to a PhD scholarship.**



**Resolution No. 81/2022**  
**of the SWPS University of Social Sciences and Humanities Senate**  
**of 17 December 2021**  
**on defining the Rules, conditions and procedures for admission**  
**to the Doctoral School of Social Sciences and Humanities**  
**of the SWPS University of Social Sciences and Humanities**  
**in the academic year 2022/2023**

Acting on the basis of §200.2 of the Act of 20 July 2018 – the Law on Higher Education and Science, as well as §11.1.17 and §11.2 in connection with §62.4 of the SWPS University Statute, the Senate of the SWPS University resolves as follows:

**§1**

The Senate of the SWPS University determines the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University in the academic year 2022/2023 in the wording attached to this Decision.

**§2**

The Resolution comes into force as of the date of its signing.

President  
of the SWPS University Senate

Prof. dr hab. Roman Cieślak

**Rules, conditions and procedures for admission  
to the Doctoral School of Social Sciences and Humanities  
of the SWPS University of Social Sciences and Humanities  
in the academic year 2022/2023**

**[General Provisions]**

**§1**

1. Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University in the academic year 2022/2023 (hereinafter referred to as: "**Admission Rules**") determine the rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities (hereinafter: "**Doctoral School**") conducted on a full-time basis at the SWPS University of Social Sciences and Humanities (hereinafter referred to as: "**SWPS University**" or "**University**").
2. The admission procedure to the Doctoral School is carried out through a competition.
3. Admission to the Doctoral School is conducted in the following scientific disciplines: literary studies, cultural and religious sciences, sociological sciences, psychology.
4. Admission to the Doctoral School in the scientific discipline of psychology is conducted separately for the headquarters of the SWPS University in Warsaw and the SWPS University Branch in Wrocław.
5. Admission procedure to the Doctoral School takes into account the needs of people with disabilities in terms of adapting conditions for full participation in the procedure. A candidate with a disability may submit an application with an indication of the scope and type of support necessary for full participation in the admission procedure. Separate internal acts apply to the granting of such support.

**[Composition and procedure of Admission Committees]**

**§2**

1. The admission procedure for the Doctoral School is conducted by the Rector.
2. The activities specified in the Admission Rules in the admission procedure for the Doctoral School are conducted by the Admission Committee (hereinafter referred to as: "**Admission Committee**").
3. Admission Committees are appointed by the Interdisciplinary Doctoral School Director (hereinafter: "**Doctoral School Director**") in the number corresponding to the Disciplines in which

admission to the Doctoral School is conducted, except that for the scientific discipline of psychology two Admission Committees are appointed - one for Warsaw and one for the Wrocław Branch. The Doctoral School Director appoints the chairman of each Admission Committee.

4. The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the disciplines in which the admission procedure is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes.
5. The Admission Committee, in particular, verifies the merits of the candidate's application and adopts a resolution to express an opinion on the admission or refusal of the candidate to the Doctoral School, and takes other actions as determined by the Admission Rules.
6. The documents required in the admission procedure and the detailed criteria for the evaluation of candidates carried out by the Admission Committees are specified in **Appendix 1** to the Admission Rules.

### §3

1. Members of the Admission Committee may participate in meetings, conduct interviews and make decisions using electronic means of communication, providing in particular:
  - 1) real-time transmission of the meeting between its participants,
  - 2) real-time multilateral communication, i.e. the participants can speak during the meeting, provided ensuring the necessary security rules.
2. The participation of a given Admission Committee member is confirmed in the minutes of the Admission Committee meeting by their handwritten signature, and in the case of a meeting conducted using electronic communication means - by the chairperson of the Admission Committee.
3. Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive.
4. A decision referred for consideration by circulation is deemed to have been adopted if, within the period set by the chairperson of the Admission Committee, not less than three days from the presentation of the draft decision along with the materials to the members of the Admission Committee, a majority of the members of the Committee have expressed approval of the draft decision. If comments are made on the draft, the circulation procedure may be repeated.
5. The use of the circulation procedure is decided by the chairperson of the Admission Committee, who also documents the procedure.
6. The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the Chairman, if this is necessary to assess the candidate's fulfillment of certain merit

conditions referred to in the Admission Rules.

7. Resolutions of the Admission Committee are signed by the Chairman of the Admission Committee.

#### §4

1. A member of the Admission Committee is subject to exclusion from the evaluation of a candidate if:
  - 1) they are the candidate's superior or is in any other employment relationship with the candidate;
  - 2) the candidate is or was their spouse or is a relative by affinity up to the second
    - a. degree or is or was cohabiting with the member of the Admission Committee;
  - 3) the candidate is or was a person related to a member of the Admission Committee by virtue of adoption, guardianship or custody;
  - 4) the candidate participated in disciplinary proceedings of which a candidate for Doctoral School or the candidate for their supervisor were a subject;
  - 5) the candidate participated in the issuance of the contested decision;
  - 6) there are other objective circumstances that may give rise to legitimate concerns about maintaining impartiality and objectivity in evaluating the candidate.
2. A member of the Admission Committee who is excluded from the evaluation process does not participate in the candidate evaluation and for the duration of the evaluation does not participate in the work of the Admission Committee. 3. Excluding a member of the Admission Committee is stated by the chairperson and recorded in the minutes of the Admission Committee meeting.
3. If more than two members of the Admission Committee are excluded due to the above reasons, there are reasons justifying the exclusion of the chairperson of the Admission Committee, or if circumstances prevent a member of the Admission Committee from participating directly in its work, the Doctoral School Director immediately appoints a new member of the Admission Committee for such specific case, observing the rules set forth in § 2.3-4.

#### §5

1. To carry out various activities of the admission procedure conducted in the second instance, the Vice-Rector for Research appoints university admission committees (hereinafter referred to as: "**University Admission Committees**") competent for each discipline in which admission to the Doctoral School is conducted.
2. The University Admission Committees are composed of at least two academic teachers employed at the University in the positions of professor or professor of the University and conducting scientific activities in the disciplines in which admission is being conducted, and one person from among the employees of the Doctoral School Office. The Vice-Rector for Research appoints the chairperson of each University Admission Committee.

3. In matters not regulated in §5.1, the provisions §2.5-6, §3 and §4 will regulate the operation of the University Admission Committee accordingly.
4. The University Admission Committee, as part of the admission procedure conducted in the second instance, may take the actions specified in § 10.4.1-2, with the candidate being notified of the date of the interview at least 7 days in advance.

### **[Admission procedure]**

#### **§6**

1. The administrative processing of the admission procedure for the Doctoral School is provided by:
  - 1) Doctoral School Office in Warsaw (ul. Chodakowska 19/31, 03-815 Warsaw) - for all scientific disciplines excluding §6.1.2;
  - 2) Doctoral School Office in Wrocław (ul. Ostrowskiego 30b, 50-505 Wrocław) - for the scientific discipline of psychology conducted at the SWPS University Wrocław Branch.
2. Registration of candidates for the Doctoral School is conducted electronically using the electronic admission system available along with the Admission Decision on the website [www.swps.pl](http://www.swps.pl).
3. A candidate is obliged to keep confidential their login and password used for the individual account. The SWPS University is not responsible for the consequences of the candidate's sharing their login and password with third parties, in particular, for making changes authorized by such password.
4. The individual account is used by the candidate in particular to:
  - 1) enter and confirm personal information;
  - 2) make a choice of scientific discipline and, in the case of the scientific discipline of psychology, also a choice of place of education, and
  - 3) upload the required documents.
5. The individual registration account is used to provide the candidate with information about the admission procedure, and the messages posted in the individual registration account are considered delivered and binding, subject to the decisions delivered in accordance with the procedure and rules set forth in the Act of 14 June 1960 - Code of Administrative Procedure.
6. The SWPS University is not responsible for the consequences of a candidate's misfiling or failure to fill out the admission form, providing false information, as well as for the consequences of a candidate's failure to read messages posted in their individual account.

#### **§7**

By entering the admission procedure, the candidate accepts its terms and conditions, in particular:

- 1) declares to be familiar with the registration rules, the schedule and the terms, conditions and procedures for admission to the Doctoral School for the academic year 2022/2023;

- 2) takes responsibility for incomplete, erroneous or false data provided during registration, as well as for the resulting consequences;
- 3) undertakes to promptly inform the relevant Doctoral School Office of any errors they noticed in the data they entered or any irregularities they detected in the operation of the electronic admission system and any erroneous information they received through it;
- 4) acknowledges and accepts that:
  - a) all information on the admission procedure, in particular on deadlines and terms and conditions of the admission procedure, is available in the Public Information Bulletin on the SWPS University website, and undertakes to read the information and messages sent via the electronic admission system on an ongoing basis, and is responsible for the consequences of failing to do so;
  - b) The Doctoral School processes the personal data provided for the purpose of the admission procedure, and for the purpose of documenting the course of education. Full information about the processing of personal data required by generally applicable law is provided to candidates in the electronic admission system;
  - c) The Doctoral School conducts career monitoring of PhD students who have completed their training at the Doctoral School.

## §8

1. A person who meets the following conditions under the Act of 20 July 2018 - the Law on Higher Education and Science (hereinafter referred to as: "**Act**") and a person who:
  - 1) holds a professional degree of Master of Arts/Science, Master of Engineering or equivalent, subject to § 8.2;
  - 2) registered in the electronic admission system;
  - 3) attached in the electronic admission system, by the required deadline, all the documents specified in the Admission Rules and in the Appendix 1 to the Admission Rules;
  - 4) submitted the following in the required time and form to the appropriate Doctoral School Office:
    - a) written copies of the documents indicated in § 1.1.1-4 of **Appendix 1** to the Admission Rules (originals to be inspected upon admission to the Doctoral School); b) originals of the documents indicated in § 2.5-8 of **Appendix 1** to the Admission Rules;
  - 5) attached the consent of the potential supervisor and the research center or research team manager (also a non-formal one), as referred to in § 8.3;
  - 6) paid the admission fee in full (subject to §2.6 of **Appendix 1 to the Admission Rules**);
2. A person who does not meet the requirement set forth in §8.1.1 may still be admitted to the admission procedure, if they adequately document:

- 1) to be a graduate of a first-cycle degree studies or is a student who has completed the third year of a uniform master- s degree program - in exceptional cases, justified by the highest quality of scientific achievements, confirmed by appropriate documentation;
  - 2) to be a graduate of studies completed in the academic year 2021/2022 and by the end of the admission procedure will present a diploma confirming the degree referred to in §8.1.1;
  - 3) to have a graduation diploma of from a foreign country recognized as equivalent to a corresponding Polish diploma and professional degree in accordance with Article 327.1 and 327.2 of the Act; 4) to have confirmation of graduation at a certain level in accordance with Article 327.3 of the Act.
3. A person may be admitted to the admission procedure if they present the consent of the potential supervisor and the research center or research team manager (including a non-formal one) in accordance with **Appendix 5** to the Admission Rules. The list of potential supervisors as well as research centers and research teams is made available to candidates before the start of the admission procedure on the website [www.swps.pl](http://www.swps.pl). For candidates participating in the admission procedure under the discipline of psychology, the choice of a supervisor is at the same time the choice of the place of education.
  4. The following are prerequisites for admission to the Doctoral School:
    - 1) in the scientific disciplines of psychology and sociological sciences - having a valid certificate or document confirming English language proficiency at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with §8.6;
    - 2) in the scientific disciplines of literary studies as well as cultural and religious sciences- having a valid certificate or document confirming a modern foreign language proficiency at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with §8.6;
  5. The list of certificates and documents proving a modern foreign language proficiency is attached as **Appendix 4** to the Admission Rules. Any doubts about the recognizing a certificate are resolved by the head of the SWPS University Language Center.
  6. If a candidate for the Doctoral School does not have the certificate or document referred to in §8.4 and §8.5 and meets the conditions referred to in §8.1 or §8.2, they are required to prepare and present, during the interview, an outline of the doctoral dissertation in English prepared in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.

## §9

1. Detailed rules for the admission of persons referred to in §11.6, whose PhD scholarships will be

financed from external funds, including national and international research projects (grants), are set forth in **Appendix 2** to the Admission Rules.

2. Foreigners may undertake and pursue education at the Doctoral School under the terms and conditions set forth in the Admission Rules, the Law and the acts implementing the Law, and the Law on Foreigners of 12 December 2013, subject to the provisions of **Appendix 3** to the Admission Rules.
3. It is permissible to participate in the admission procedure for the Doctoral School in a scientific discipline in which the candidate has the status of a PhD student on the date of registration in the electronic admission system, subject to the provisions of §9.4- 6.
4. A candidate who is at the same time a participant of doctoral studies conducted at the SWPS University is obliged to indicate in the electronic admission system the topic of their research project other than the topic of the dissertation being prepared at the doctoral studies and the name of the proposed supervisor other than the supervisor providing scientific supervision for the preparation of the dissertation in the doctoral studies.
5. A person who graduated in a scientific discipline other than the one they selected in the admission procedure to the Doctoral School, is required to supplement their knowledge in the selected discipline by passing an examination in three of the five subjects presented for selection by the supervisor and approved by the Doctoral School Director, no later than the end of the second year of education at the Doctoral School.
6. A PhD student may be exempted in part or in whole from the obligation referred to in §9.5 by the Doctoral School Director, upon the request of their supervisor containing relevant justification.

#### **[Course of the admission procedure]**

##### **§10**

1. Prior to the start of the admission procedure, the candidate is interviewed by the selected potential supervisor and the research center or research team manager (including a non-formal one), of which the supervisor is a member, in order to obtain the consent referred to in § 8.3 - **by 31 May 2022**.
2. The admission procedure for the Doctoral School is carried out in two stages.
3. In the first stage of the admission procedure for the Doctoral School:
  - 1) the candidate fills out the admission form in the electronic admission system and attaches the required documents (in pdf or jpg format) - **from 1 June 2022 to 15 June 2022**;
  - 2) the candidate submits copies of the required documents in writing (the original to be inspected upon admission to the Doctoral School) and pays the admission fee in full (subject to § 2.6 of **Appendix 1** to the Admission Rules) - **by 15 June 2022**;
  - 3) on the basis of the documents uploaded to the electronic admission system by the candidate,



potential supervisors evaluate the candidate and decide whether to include them in the scientific, substantive and organizational care if they are admitted to the Doctoral School, and, in addition, score the candidate's achievements with a brief justification - **by 25 June 2022**.

4. In the second stage of the admission procedure for the Doctoral School:
  - 1) Admission Committees evaluate applicants' applications - **by 10 July 2022**;
  - 2) Admission Committees interview candidates for the Doctoral School in the candidate's chosen scientific discipline and evaluate the candidates' applications, subject to §10.5 - **from 11 July 2022 to 20 July 2022**;
  - 3) Each Admission Committee creates a ranking list and sends to the Doctoral School Director a resolution expressing the opinion on the admission or refusal of candidates to the Doctoral School with the attached ranking list including justification, as well as the minutes of the meeting - **from 21 July 2022 to 31 July 2022**;
  - 4) the second stage of the admission procedure ends with the Rector's approval of the ranking list, followed by the announcement of the competition results and issuing a decision on admission to the Doctoral School - **after 31 July 2022, no later than 30 September 2022**.
5. The prerequisite to participate in interviews with the Admission Committee is:
  - 1) presentation by the candidate of the consent referred to in § 8.3;
  - 2) obtaining at least 65 points for the achievements listed in § 3.1.1-3 of Appendix 1 to the Admission Rules.
6. A candidate can receive a maximum of **140 points** in the admission procedure for the Doctoral School.
7. Candidates have to score at least **100 points** to be admitted to study in the Doctoral School in a given scientific discipline.
8. A properly completed admission form, attachment of all required documents in accordance with § 10.3.1, and submission of documents in writing and payment of the admission fee in accordance with § 10.3.2 is the prerequisite for further admission proceedings.
9. With the expiration of the deadline for completing the admission form and attaching all required documents in accordance with § 10.3.1, and submission of documents in writing and payment of the admission fee in accordance with § 10.3.2, the right to submit or complete them expires. Submitting or completing the documentation referred to in § 10.3.1 or § 10.3.2 after the prescribed deadlines is ineffective and will result in leaving the application for admission to the Doctoral School unprocessed, subject to § 10.10.
10. In particularly justified cases, at the request of the candidate submitted within no more than 7 days from the expiration of the deadlines referred to in § 10.3.1 or § 10.3.2, the Rector may agree to correct obvious mistakes or errors, if the correction concerns elements of the candidate's

application that do not affect the score for achievements listed in § 3.1.1-3 of **Appendix 1** to the Admission Rules.

11. Information about leaving the application unprocessed is communicated through the individual registration account.

### **[Admission limits]**

#### **§11**

1. In the admission procedure for the Doctoral School in the academic year 2022/2023, the Rector determines the admission limits no later than 30 April 2022. The admission limit in each scientific discipline does not include individuals who are not eligible for a PhD scholarship persons, and persons referred to in § 11.6.
2. The SWPS University Senate authorizes the Rector to:
  - 1) decide on starting education in a given scientific discipline, if the number of persons qualified for admission to the Doctoral School is less than the admission limit referred to in § 11.1;
  - 2) announce supplementary admission, if the admission conducted on the dates referred to in § 10.3 and § 10.4 did not fill all the places set as the admission limit referred to in § 11.1.
3. In the case of special circumstances justifying the admission of fewer or more candidates than the admission limit referred to in §11.1, the Rector may change the admission limit at the request of the Doctoral School Director.
4. In the event of changing the admission limit in accordance with §11.3, the Admission Committee or the University Admission Committee provides its opinion on the admission of a smaller or larger number of candidates, maintaining the order resulting from the ranking list, provided that such candidates passed the admission procedure and achieved the minimum limit of points in the admission procedure.
5. If a given candidate resigns or decides not to be admitted to the Doctoral School by 30 September 2022, the right to be admitted and take up education at the Doctoral School is granted to the next person on the ranking list, provided that they passed the admission procedure and achieved the minimum limit of points.
6. In addition to the limit referred to in §11.1, admission to the Doctoral School is possible:
  - 1) for winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" program of the Polish Ministry of Education and Science) , as contractors or individuals recruited to carry out projects within the framework of research programs, provided that the funding of the PhD scholarship from the project at the Doctoral School is ensured for 48 months;
  - 2) individuals whose PhD scholarship was funded by the organizational units of the SWPS

University for the entire period of education at the Doctoral School;

- 3) other persons than those indicated in points 1 and 2 above, on the basis of agreements between the SWPS University and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Act.
7. The Rector may set an admission limit for the persons referred to in §11.6.
8. The Rector may determine the list of research programs referred to in §11.6.1, taking into account leading external programs and relevant regulations.

## **§12**

1. The Admission Committee, drawing up a resolution on expressing its opinion on the admission or refusal to admit candidates to the Doctoral School, together with the admission list referred to in § 10.4.3, justifies the admission or refusal to admit each candidate to the Doctoral School. The Doctoral School Director may request the Admission Committee head to supplement the Committee's justification within the prescribed period.
2. After the approval of the ranking list, the candidate receives information about the results of the admission procedure in the electronic admission system.
3. Results of the admission procedure are public.
4. Results of the admission procedure are understood as a ranking list drawn up by the Admission Committee and approved by the Rector, containing: individual application number, total number of points obtained in the admission procedure and information on whether or not the candidate was included in the list of PhD students for the Doctoral School.

### **[Decision on the admission to the Doctoral School]**

## **§13**

1. By approving the ranking list, the Rector decides on admission to the Doctoral School.
2. Admission to the Doctoral School takes place by way of:
  - 1) entry on the list of PhD students - if the candidate is a Polish citizen;
  - 2) administrative decision - if the candidate is a foreigner.
3. Admission to the Doctoral School is denied in particular in the case of:
  - 1) failure to meet the formal requirements specified in the Admission Rules, or
  - 2) failure to meet the requirement specified in § 10.7;
  - 3) the candidate's place on the ranking list below the limit set by the Rector, in accordance with § 11.1 or § 11.7;
  - 4) occurrence of the circumstances referred to in §10.7 of Appendix 2 to the Admission Rules.
4. Within 14 days from the date of delivery of the administrative decision referred to in §13.2.2 and §13.3, the candidate is entitled to a request for reconsideration or other remedy, as instructed in

the decision.

5. In the course of admission procedure conducted in the second instance, the Rector may refer the application for reconsideration to the University Admission Committee, which verifies the merits of the admission procedure and issues an opinion on whether or not to grant the request for reconsideration. The resolution of the University Admission Committee includes a justification.
6. Granting the request for reconsideration in its entirety may result in particular:
  - 1) in the case of the decision referred to in §13.2.2 - revoking the administrative decision in whole or in part and deciding on the merits of the case, or by any other appropriate decision;
  - 2) in the case of the decision referred to in §13.3 - issuing an administrative decision to overturn in its entirety the decision to refuse admission to the Doctoral School and to determine that the prerequisites for admission to the Doctoral School have been met, or discontinuing the admission procedure in the first or second instance, or issuing another relevant decision. The provision of §13.2 applies accordingly.

#### **[Final Provisions]**

#### **§14**

1. If a candidate admitted to the Doctoral School as of the date of announcing the admission procedure results is employed as an academic teacher or researcher, except in the cases specified in Article 209.10 of the Act, they are required to provide the relevant Doctoral School Office with copies of documents confirming the termination or expiration of their employment as an academic teacher or researcher, subject to §14.3 and §14.5.
2. An individual can only be a PhD student at one doctoral school. A candidate who has been admitted to more than one Doctoral School obliged to submit a statement in writing that they have taken up training at the Doctoral School, subject to §14.3 and §14.5, or to submit a written resignation.
3. Failure to provide the documents referred to in §14.1 or the statement referred to in §14.2 within 7 days from the date announcing the results of the admission proceedings for the Doctoral School is tantamount to resignation from the Doctoral School.
4. No later than 1 October 2022, each candidate admitted to the Doctoral School is required to submit a printed and signed oath that is an acknowledgment that they have started their education at the Doctoral School to the relevant Doctoral School Office.
5. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §14.1-4.

#### **§15**

A person admitted to the Doctoral School begins education and acquires the rights of a PhD student

upon taking the oath.

## **§16**

1. The Admission Rules are made available within 14 days of its adoption on in the Public Information Bulletin on the University designated page.
2. The Admission Rules may be made available on the SWPS University website.

## **§17**

If, due to a state of epidemic or a state of epidemic emergency in force in the Republic of Poland, or due to a temporary restriction or suspension of the education of PhD students or suspension of the functioning of the University on the basis of generally applicable laws, the admission procedure - in particular, with regard to the rules of delivering or receiving documents, as well as the dates of interviews, may be adjusted accordingly. The changes referred to in the preceding sentence are made by order of the Rector and are announced to candidates at least 7 days in advance.

Appendices:

**Appendix 1.** Documents required in the admission procedure and detailed criteria for evaluation of candidates.

**Appendix 2.** Detailed rules for admission to the Doctoral School of candidates whose doctoral scholarships will be financed by external funds, including national and international research projects (grants).

**Appendix 3.** Rules for commencing and pursuing education by foreigners at the Doctoral School.

**Appendix 4.** List of certificates and documents proving a modern foreign language proficiency.

**Appendix 5.** Consent of the potential supervisor and the research center or research team manager.



**Documents required in the admission procedure and  
detailed criteria for evaluation of candidates**

**[Documents required in the admission procedure]**

**§1**

1. The candidate is required to attach the following documents in the electronic admission system (in pdf or jpg format):
  - 1) an application for admission to the Doctoral School including the scientific discipline in which the candidate is applying for admission to the Doctoral School and a cover letter addressed to the Admission Committee of the respective discipline;
  - 2) graduation diploma, entitling to start education at the Doctoral School, i.e.:
    - a) a diploma of completing graduate studies in the case of a uniform master's degree, or diplomas of completing undergraduate and graduate studies in the case of first-cycle and second-cycle degree, or
    - b) another document confirming graduation from a university abroad entitling the student to undertake education at the doctoral school level in the country where it was issued or recognized as equivalent to the corresponding Polish diploma of completion of second-cycle (graduate) studies or uniform master's studies - along with a supplement presenting a list of subjects passed during uniform master's studies or first-cycle studies along with their grades, or an official transcript of grades, or in case of their absence - a photocopy of the student's register with information on the average grade or another document containing the names of courses, grades received and information on the average grade. In the absence of information about the grade point average in the diploma supplement, it is necessary to provide a separate certificate;
    - c) in the cases referred to in §8.2 of the Admission Rules, not regulated in §1.2.b) - documentation justifying the fulfillment of the prerequisites referred to in § 8.2.1 of the Admission Rules, a certificate of graduation in the academic year 2021/2022, a certificate issued after the nostrification procedure or after the procedure for confirming graduation at a certain level, together with a statement in which the candidate undertakes to submit the specified certificate no later than the end of October 2022 or by any other date established by the decision of the Doctoral School Director;
  - 3) in case of demonstrating additional skills or achievements – documents confirming such skills or achievements:

- a) foreign language skills - obtained language certificates;
  - b) participation in research projects - decision on awarding the grant, copy of the grant agreement or a certificate specifying the nature of participation in the grant;
  - c) participation in internships and placement in scientific and clinical centers that is not considered as professional internship - opinion of the internship supervisor with information on the type of performed work;
  - d) active participation in conferences (with an abstract of the candidate's conference reports and the document or certificate confirming active participation);
  - e) scientific materials accepted for publication or already published (journal paper: first page of article, book: title page and publisher's page, chapter in book: table of contents and first page of the chapter);
  - f) active participation in the work of scientific groups - a certificate issued by the supervisor of the scientific groups;
  - g) postgraduate certificates or other documents certifying the candidate's achievements in the scientific discipline the candidate is applying for admission to the Doctoral School, i.e., documents certifying awards and honors received, including awards from the Dean, Rector, Minister, Scientific Societies;
- 4) outline of the dissertation, in Polish or English, prepared in accordance with the criteria specified in § 3.1.1 below;
  - 5) formal approval of the potential supervisor and the head of the research center, implementation center or the research team with which the candidate will collaborate if admitted to the Doctoral School- on the template attached as **Appendix 5** to the Admission Rules.
- 2. Failure to submit documents that clearly prove the candidate's achievements or skills may result in not awarding points in a given category.
  - 3. If a candidate to the Doctoral School in the admission procedure submits documents prepared in a foreign language (excluding English), it is necessary to provide their translation into Polish made by:
    - 1) a sworn translator entered in the list of the Minister of Justice or;
    - 2) a sworn translator registered in the EU, EFTA, OECD or;
    - 3) consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the foreign baccalaureate was issued, or;



- 4) accredited diplomatic representative office or consular office of the country on whose territory or in whose educational system the foreign baccalaureate was issued or;
  - 5) a non-sworn translator who does not meet the requirements of items 1-4, but in such a case the translation has to be stamped and signed by such translator.
4. Graduation diplomas obtained abroad should be:
- 1) bearing an apostille if the country issuing the document is covered by the The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents dated 5 October 1961, or
  - 2) subjected to legalization, in other cases.
5. If the graduation diploma obtained abroad lacks authorization to continue education in the country in whose higher education system the university that issued the diploma operates, such authorization has to be attached.
6. If, on the date of registration, the candidate does not yet have a graduation diploma with a supplement - in addition to the certificate referred to in §1.1.2(c), they have to attach a written statement in which they undertake to deliver a photocopy of the diploma with a supplement and their originals for inspection by the end of October 2022.

## §2

After electronic registration and attachment of the required documents, the candidate submits the following to the appropriate Doctoral School Office in Warsaw or Wrocław:

- 1) copies of the documents indicated in § 1.1.1-5 (originals to be inspected after admission to the Doctoral School);
- 2) one color photograph (the same as required for an ID card) in electronic version (in pdf or jpg);
- 3) a copy of the application including a cover letter;
- 4) a copy of the dissertation outline, prepared in accordance with the criteria set forth in § 3.1.1;
- 5) printed and signed questionnaire - a printout from the electronic form filled in the electronic admission system;
- 6) proof of payment of an admission fee in the amount determined by the Director. The fee should be paid no later than the deadline for submission of documents, i.e. 15 June 2022. SWPS University graduates (i.e., graduates of first-cycle, second-cycle and unified master's degree programs) are exempt from the admission fee. The admission fee is

non-refundable once the University has conducted the admission procedure, regardless of its result;

- 7) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School, which is expressed in a statement whose model is attached as **Appendix 5** to the Admission Rules;
- 8) a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is attached to the Documents required in the admission procedure and detailed criteria for candidate evaluation).

### **[Detailed evaluation criteria]**

#### **§3**

1. Admission Committees evaluate candidates, taking into account the following criteria, relevant to the scientific discipline that the candidate has indicated in the admission procedure to the Doctoral School:
  - 1) a brief outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, coherence and clarity of the argument, state of the research with references relevant to the achievement of the research objective, information on the expected results (it is possible to include the preliminary results attached as additional information). The description should include references, which do not count towards the character limit. Scoring: **0 to 60** points, scoring takes into account:
    - a) scientific nature of the dissertation;
    - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
    - c) the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
    - d) innovative nature of the project and the impact of its implementation on the given scientific discipline development.
  - 2) the candidate- s track record – scoring takes into account:

- a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline. Scoring: **0-5 points**;
- b) assessment of the candidate's past educational performance, including completed studies (taking into account the average grades obtained during the studies), or other forms of education (e.g., postgraduate studies) and courses. Candidates whose previous education is related to the topic of the PhD studies will be able to obtain higher scores. Scoring: **0-5 points**;
- c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). In the case of materials confirming scientific activity relating to research publications , no more than two publications in their entirety of the most important papers or chapters in collective works; the candidate's other publications are confirmed by scans of title pages. In the case of multi-author achievements, it is necessary to specify the percentage of the candidate's contribution to the achievement. The highest value is attributed to publications categorized under the Ordinance of the Minister of Science and Higher Education of 7 November 2018 on the compilation of lists of publications of scientific monographs and scientific journals and peer-reviewed materials of international conferences, which specifies the manner of compiling lists of publications publishing peer-reviewed scientific monographs referred to in Article 265.9.1 of the Act, and scientific journals and peer-reviewed materials of international conferences referred to in Article 265.9.2 of the Act, hereinafter referred to as: "**List of Journals**" - and the determination and assignment of the number of points to them. Scoring: **0-10 points**;
- d) internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant professional achievements of value to the training undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document, and what were the responsibilities/activities of the candidate. The highest score a candidate can receive for participation in research grants and internships

funded by national and international sources of science funding (NCN, NCBiR, FNP, MEiN, NAWA). Scoring: **0-10 points**;

- 3) obtained awards and honors, including awards of the Dean, Rector, Minister, Scientific Societies. Scoring: **0-5 points**;
  - 4) result of the interview that aims at assessing the candidate's competence relevant to the perspective of the conducted research, justification of the relevance of the chosen discipline and methodology for the proposed research problems, as well as the candidate's motivation and substantive preparation for the study. The interview is conducted in Polish or English. The interview may include the following elements: a discussion of the candidate's dissertation (understanding of the topic, research hypotheses and their implementation, results obtained and conclusions); questions about the candidate's academic record and the course of their first and second-cycle or unified master's studies, including subjects related to the topic of the dissertation; questions about the PhD dissertation outline and other information contained in the documentation attached by the candidate, a presentation relevant to the research project which does not repeat what was written in the project. Its purpose is to present the research question set it in a broader context, etc., combined with an assessment of the candidate's research aptitude. If the Admission Committee determines that the candidate referred to in §8.6 of the Admission Rules has insufficiently prepared and presented a dissertation outline in English during the interview, it may not award points in this category regardless of the rest of the interview. In the case of an interview with foreigners, Polish language skills are additionally tested. Scoring: **0-20 points**;
  - 5) an assessment of the candidate by the potential supervisor, in particular: evaluation of past achievements, including graduation results, conference presentations, publications, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center or research team. Scoring: **0-25 points**.
2. Admission Committees evaluate candidates applying to the Doctoral School in a given discipline, taking into account the rank of their achievements and their relevance to the discipline

selected by the candidate when applying for admission to the Doctoral School, as well as the timeliness of their scientific achievements (the highest consideration will be given to the achievements of the last 5 years).

3. The ranking list is drawn up in descending order of the sum of points obtained in the admission procedure. The candidate's position on the ranking list results with sum of the arithmetic averages of the grades in each category awarded by the Admission Committees and the arithmetic averages given by the potential supervisor.

.....  
Place and date

**STATEMENT ON REMAINING IN AN EMPLOYMENT RELATIONSHIP  
AS AN ACADEMIC TEACHER OR RESEARCHER**

**CANDIDATE DATA:**

1. First and last name:

.....

2. The discipline within which the candidate applies for admission to the Doctoral School:

.....

I acknowledge that in accordance with:

- 1) article 209.10 of the Act of 20 July 2018 - Law on Higher Education and Science (hereinafter referred to as: the "Act");

*The doctoral candidate may not be employed as an academic teacher or researcher. This does not apply to employment of the PhD student in the following context:*

- 1) implementation of a research project referred to in Article 119.2.2-3;*
- 2) After successfully completed mid-term evaluation, except that in the case of half-time employment or longer, the amount of scholarship is limited to 40% of the monthly scholarship amount referred to in §4.2;*
- 3) who is not entitled to a doctoral scholarship.*

- 2) §14.1 of the Admission Rules:

*If a candidate admitted to the Doctoral School as of the date of announcing the admission procedure results is employed as an academic teacher or researcher, except in the cases specified in Article 209.10 of the Act, they are required to provide the relevant Doctoral School Office with copies of documents confirming the termination or expiration of their employment as an academic teacher or researcher, subject to sections 3 and 5.*

In connection with the above, I hereby declare that:

- a) I am employed as an academic teacher or researcher;
- b) I am employed as an academic teacher under the conditions referred to in Article 209.10 of the Act;
- c) i am not employed as an academic teacher or researcher.

*(underline the correct answer)*

If I checked (a), I undertake to provide copies of documents confirming termination or expiration of employment as an academic teacher or researcher to the relevant Doctoral School Office.

I am aware that failure to provide the statement within 7 days from the date of announcing the admission procedure results would mean my resignation from the Doctoral School.

.....  
*(date and legible signature of candidate)*

**Detailed rules for admission to the Doctoral School of candidates whose PhD scholarships will be  
financed by external funds, including national and international research projects (grants)**

**§1**

**General provisions**

1. These detailed rules for admission to the Doctoral School (hereinafter referred to as: "**Detailed Admission Rules**") define separate rules for admission of persons referred to in §11.6 of the Admission Rules, i.e.:
  - 1) for winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" program of the Polish Ministry of Education and Science) as contractors or individuals recruited to carry out projects within the framework of research programs, provided that the funding of the PhD scholarship from the project at the Doctoral School is ensured for 48 months;
  - 2) individuals whose PhD scholarship was funded by the organizational units of the SWPS University, for the entire period of education at the Doctoral School;
  - 3) other persons than those indicated in §1.1 and §1.2 above, on the basis of agreements between the SWPS University and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Act
  - using separate rules derived from the Detailed Admission Rules, and to the extent not regulated by the Detailed Admission Rules - with relevant application of the provisions of the Admission Rules.
2. The condition for admission to the Doctoral School, i.e. to be at the first place of the ranking list in the competitive procedure, applies to the persons referred to in §1.1.
3. Based on the opinion of the Admission Committee referred to in §5.3, the Doctoral School Director may refuse to apply the Detailed Admission Rules to a candidate if their participation in implementing the research program was insignificant. In this case, the candidate may take part in the admission procedure for the Doctoral School on a general basis - under the provisions of the Admission Rules.

4. If a candidate to the Doctoral School participates in the admissions procedure solely on the basis of the provisions of the Admission Rules, and the conditions are met for refunding their PhD scholarship in the manner specified in §1.1, they may be admitted beyond the limits of places referred to in §11.1 of the Admission Rules.
5. The admission procedure to the Doctoral School may be carried out in a competitive mode relevant for the selection of the person referred to in § 1.1.1 and § 1.1.2.
6. The admission procedure for the Doctoral School and the selection of the person referred to in §1.1, financed through a PhD scholarship, is carried out in a single procedure.
7. A PhD student may receive only one PhD scholarship at the Doctoral School, regardless of the source of its funding.

## **§2**

1. A prerequisite for admission to the Doctoral School of persons referred to in §1.1 is proof of a foreign language proficiency, subject to paragraphs §2.2-4 below.
2. For candidates admitted under the following scientific disciplines:
  - 1) psychology or sociological sciences - a valid certificate or other proof of knowledge of a English language proficiency of at least B2 is required,
  - 2) literary studies or cultural and religious sciences - a valid certificate or other proof of knowledge of a modern foreign language proficiency of at least B2 is required- subject to §2.3 and §2.4 below.
3. List of certificates and documents proving a modern foreign language proficiency constitutes **Appendix 4** to the Admission Rules.
4. If the candidate does not have the certificate or document referred to in §2.3, they are required to independently prepare and present their PhD dissertation outline in English during the interview, in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.

## **Research projects (grants)**

## **§3**

The Rector may determine the list of research programs referred to in §11.6.1 of the Admission Rules, taking into account leading external programs and relevant regulations.



#### **§4**

1. The research project manager should agree on the details of the procedure for recruiting grantees to the project with the Doctoral School Director before starting the competition.
2. Research project managers submit in writing to the Doctoral School Director the required number of persons, profile of the desired candidate and the assumed duration of participation in accordance with the approved project terms, as well as the amount of the PhD scholarship provided for in the project and the duration of its payment. The candidate's expected participation in the project must not be shorter than 48 months from the beginning of their education at the Doctoral School. It is also permissible to invite to competitions individuals performing tasks in research projects already underway at the SWPS University, subject to individual approval of the Doctoral School Director, given after consultation with the Vice-Rector for Research.
3. Research project manager is required to submit the following:
  - 1) list of documents required from the candidate in the admission procedure;
  - 2) personal data of the research project manager: first and last name, degree or academic title, place of employment, email address, phone;
  - 3) personal data of the research project manager, if the candidate for the Doctoral School works on a research project: first and last name, degree or academic title, place of employment, email address, phone;
  - 4) personal data of the prospective supervisor, if such is specified in the grant agreement: first and last name, degree or academic title, place of employment, email address, phone;
  - 5) title of the research project, contract number, name of the applicant;
  - 6) scientific discipline of the project;
  - 7) start date of the project, its duration and the duration of the candidate's participation in it;
  - 8) the amount of the PhD scholarship and the duration of its payment.
4. Based on the information referred to in §3.2-3, a competition is announced as part of the admission procedure for the Doctoral School, specifying the rules of the competition, including its requirements, procedure and deadline for submitting applications, no shorter than 14 days from the date of publication of the competition announcement on the SWPS University website. The stated rules of the competition may be complained about to the Rector, but no later than the closing date for applications. The Rector may cancel the competition and order it to be held again according to the revised rules.

5. Within 30 days of the expiration of the deadline for submission of applications, the competition proceedings is conducted in connection with the competition referred to in §3.4. Candidates admitted in the doctoral program as part of the competition, start their training from the nearest semester after the completion of the written in procedure, unless the Doctoral School Director, in justified cases, determines an earlier start date. If no application is submitted by the indicated deadline, the Competition Committee declares the competition closed.
6. The selection procedure begins with sending the candidate an application to the admission procedure by properly registering the in the form available on the SWPS University's website and submitting the documents required for the competition.
7. Other provisions on the documentation submitted by candidates referred to in § 1.1.1, as specified in the Admission Rules, are retained and applied accordingly.

## **§5**

1. The Doctoral School Director appoints a Competition Committee to conclude the competition referred to in § 4.4, which includes the research project manager and other members appointed by the Doctoral School Director. A representative of the SWPS University's Human Resources Department acting in an advisory capacity also attends the Competition Committee.
2. Meetings of the Competition Committee may be held and resolution adopted by means of electronic communication, ensuring, in particular:
  - 1) real-time transmission of the meeting between its participants,
  - 2) multilateral real-time communication, where the participants can speak during the meeting.- with ensuring the necessary safety rules.
3. On the basis of the materials and results of the competition conducted in accordance with § 1.5 and §4, the Competition Committee adopts a resolution to express its opinion on the admission or refusal of a candidate to the Doctoral School and draws up a ranking list of the conducted competition, which is forwarded to the Doctoral School Director. The Doctoral School Director may request the Committee head to supplement the Committee's justification within the prescribed period.
4. If it is not possible to meet the requirements set forth in § 1.5-6, § 2, and § 4.1-3 above, particularly in connection with the requirements of the research project in which the competition is being conducted, the Doctoral School Director may determine another competition, with requirements comparable to those set forth in the Admission Rules.

## §6

1. A candidate admitted to the Doctoral School in a given scientific discipline under the rules set forth above is included in the list of PhD students after delivering to the Doctoral School Office copies of the documents posted in the admission system within 7 from receiving information on the positive result of the competition, as well as the following original documents:
  - 1) a printed and signed oath confirming that they have taken up training at the Doctoral School they have been admitted to;
  - 2) formal acceptance of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School, which is expressed in a statement, whose model is attached as **Appendix 5** to the Admission Rules;
  - 3) a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is attached to the Documents required in the admission procedure and detailed criteria for candidate evaluation);
  - 4) confirmation of payment of the admission fee in full, subject to §2.6 of the **Appendix 1** to the Admission Rules;
  - 5) printed and signed questionnaire - a printout from the electronic form filled in the electronic admission system.
2. Candidates are required to register in the electronic admission system within 7 from receiving information on the positive outcome of the selection procedure. A link to the system is provided to the candidate at the e-mail address they have provided.
3. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §5.1.
4. In order to be included in the list of PhD students of the Doctoral School, a candidate recommended by the Competition Committee has to meet the other requirements specified in the Admission Rules and sign an agreement specifying the rules for the implementation of research and payment of a PhD scholarship from funds received by SWPS University within the framework of a specific project.

## "Implementation PhD" program

## §7

1. In order to participate in the "Implementation PhD" program, the candidate should be a person employed on a full-time contract basis for the entire period of the

program by an entity that agrees to train them at the Doctoral School within the framework of the program and provide an assistant supervisor from among its employees.

2. A person who would like to apply for the "Implementation PhD" program should contact the Doctoral School Expert for Implementation PhDs (hereinafter referred to as: **"Expert"**) , to assess the initial potential of the idea for implementation. The Expert, in cooperation with the candidate, completes the necessary documents that will be evaluated by the Ministry of Science and Higher Education in the competition.
3. Admission to the program is made by sending an application form to the Doctoral School Office, to the Expert's email address, by **30 March 2022**. A template application form is attached to the Detailed Admission Rules. The attachments to the application form include scans or copies of the documents specified in §1.1.1-5 of Appendix 1 to the Admission Rules.
4. After learning about the scope of activities of a given research center or team, their scientific interests and requirements for PhD students, the candidate should contact the selected research center or team and present the thematic scope of their research project and indicate the scientist under whose supervision they would like to prepare the implementation PhD thesis.
5. After receiving preliminary approval from the potential supervisor the candidate should complete and submit the form referred to in §6.3.
6. The Expert, after reviewing the submitted applications, verifies them in terms of meeting the formal requirements for admission to the Implementation PhD program, and then submits the applications of candidates meeting the formal requirements to the Implementation PhD program Admission Committee, referred to in §9.1.

## **§8**

Admission of candidates qualified to the "Implementation PhD" program is carried out through a separate competition based on the provisions of §7-9 and includes:

- 1) qualification proceedings for the "Implementation PhD" program consisting of:
  - a) the candidate's obligation to obtain the support of the potential supervisor and submit the application form to the Expert;
  - b) general evaluation of the candidate and their scientific and practical achievements, the scientific quality of the PhD project, as well as its implementation quality and the evaluation of the chances of implementing the implementation project in the institution/employment organization;
  - c) interview;
  - d) qualifying to the "Implementation PhD" program in order to submit an application to the Ministry;

- 2) the admission procedure to the Doctoral School initiated after the candidate has qualified for the "Implementation PhD" program consisting of:
- a) registration of the candidate in the electronic admission system - those who take part in the qualification procedure for the "Implementation PhD" program register in the admission system only after the publication of the results of the competition and by the deadline indicated by the Ministry (MNiSW). A link to the system is provided to the candidate at the e; mail address they have provided;
  - b) submission of the following documents:
    - a printed and signed oath confirming that they have taken up training at the Doctoral School;
    - the original formal approval of the research center or research team with which the candidate will collaborate if admitted to the Doctoral School, which is expressed in a statement whose model is attached as **Appendix 5** to the Admission Rules;
    - a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is attached to the Documents required in the admission procedure and detailed criteria for candidate evaluation);
    - printed and signed questionnaire - a printout from the electronic form filled in the electronic admission system;
    - the original application form for the Implementation PhD program, referred in § 7.3;
    - an agreement defining the principles of cooperation between the employer and the University within the framework of the "Implementation PhD" program, specifying in particular the principles of distribution of property rights and the principles of transfer of property rights to the research results (it is also permissible to conclude a tripartite agreement with the candidate), whereby the Doctoral School Director may extend the deadline for submission of the agreement, but no later than the end of the academic year in which the candidate began training at the Doctoral School;
    - copies of other documents posted in the admissions system;
    - confirmation of payment of the admission fee in full, subject to §2.6 of **Appendix 1** to the Admission Rules;
  - c) establishing and announcing the list of those admitted to the Doctoral School under the "Implementation PhD" program.

1. To settle the competition, the Doctoral School Director appoints an Implementation Program Committee, which includes, in particular, a representative of the Knowledge Transfer Center and members of the Doctoral School Interdisciplinary Council.
2. The Implementation Program Committee evaluates candidates, taking into account the following criteria, relevant to the discipline that the candidate has indicated applying for admission to the Doctoral School:
  - 1) scientific quality of the PhD project, in particular, an outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, coherence and clarity of the argument, state of the research with references relevant to the achievement of the research objective, information on the expected results (it is possible to include the preliminary results attached as additional information). The description should include references, which do not count towards the character limit. **Scoring (on a scale of 1-5)** will take into account:
    - a) scientific nature of the dissertation;
    - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
    - c) the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
    - d) innovative nature of the project and the impact of its implementation on the discipline development field;
  - 2) the candidate's profile, including their research and practical achievements. **Scoring (on a scale of 1-5)** will take into account:
    - a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline;
    - b) assessment of the candidate's past educational performance, including completed studies (taking into account the average grades obtained during the studies), other forms of education (e.g., postgraduate studies) and courses. Candidates whose previous course of studies is related to the topic of

their PhD thesis can obtain the highest score;

- c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). In the case of materials confirming scientific activity relating to research publications no more than two publications in their entirety of the most important papers or chapters in collective works; the candidate's other publications are confirmed by scans of title pages. In the case of multi-author achievements, it is necessary to specify the percentage of the candidate's contribution to the achievement. categorized under the Ordinance of the Minister of Science and Higher Education of 7 November 2018 on the compilation of lists of publications of scientific monographs and scientific journals and peer-reviewed materials of international conferences, which specifies the manner of compiling lists of publications publishing peer-reviewed scientific monographs referred to in Article 265.9.1 of the Act and the List of Journals - and how to determine and assign the points to them;
  - d) internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant professional achievements of value to the training undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document, and what were the responsibilities/activities of the candidate. The highest score a candidate can receive for participation in research grants and internships funded by national and international sources of funding for science (NCN, NCBiR, FNP, MEiN, NAWA);
  - e) obtained awards and honors, including awards of the Dean, Rector, Minister, Scientific Societies;
- 3) implementation quality of the PhD project **(on a scale of 1-5)**;
  - 4) chances of realizing the assumptions of the implementation project in the institution/organization employing the candidate **(on a scale of 1-5)**;
  - 5) overall evaluation of the candidate - the candidate's competence relevant to the perspective of the research being conducted is taken into account, as well as justification for the appropriateness of the choice of discipline, and

methodology for the proposed research problems, as well as the candidate's motivation and substantive preparation for education **(on a scale of 1-5)**.

3. Persons with the highest scores on the ranking list created on the basis of the criteria indicated in §9.2 will be invited to interviews.
  - 1) the interview may consist of:
    - a) discussion about the candidate's thesis (understanding of the topic, research hypotheses and their implementation, obtained results and conclusions);
    - b) questions concerning academic achievements and the course of the first and second degree studies or unified master's degree studies, including subjects related to the dissertation topic;
    - c) questions about PhD dissertation outline and other information contained in the documentation attached by the candidate, a presentation relevant to the research project which does not repeat what was written in the project;
  - 2) The purpose of the interview is in particular for the candidate to present the research question and to determine the candidate's general level of knowledge in the relevant scientific discipline, as well as their level of preparation for the research project and the candidate's ability to carry out such a project, combined with an assessment of the candidate's research aptitude and English language proficiency.
  - 3) If the Implementation Program Committee determines that the candidate referred to in §2.4 has insufficiently prepared and presented a dissertation outline in English during the interview, it may issue a resolution to express a negative opinion on the candidate admission to the Doctoral School (referred to in § 10.1) regardless of the rest of the interview and the number of points obtained in the admission procedure;
  - 4) Interviews may be conducted via electronic communications and will be organized **from 15 April 2022 to 30 April 2022**.
4. When evaluating a candidate, the Implementation Program Committee takes into account the opinion of the potential supervisor, which includes an evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor's research center or research team.



5. Meetings of the Implementation Program Committee may be held and resolution adopted by means of electronic communication, ensuring, in particular:
  - 1) real-time transmission of the meeting between its participants,
  - 2) multilateral real-time communication, where the participants can speak during the meeting.- with ensuring the necessary safety rules.

## **§10**

1. On the basis of the materials and results of the admission procedure conducted in specified in § 9.2-4 and §2, the Implementation Program Committee adopts a resolution to express its opinion on the admission or refusal of a candidate to the Doctoral School and draws up a ranking list of the conducted the admission procedure, which is forwarded to the Doctoral School Director. The Doctoral School Director may request the Committee head to supplement the Committee's justification within the prescribed period.
2. On the basis of the ranking list drawn up by the Implementation Program Committee, the Doctoral School Director indicates the number and list of persons qualified for the "Implementation PhD " program for submission of the final application to the Ministry.
3. A candidate qualified for the "Implementation PhD" program, after the announcement of the results of the competition by the MNiSW and fulfilling the conditions described in §7.2, is included in the list of PhD students of the Doctoral School after providing the relevant Doctoral School Office with supporting documents required by the Ministry in connection with the application for admission to the Doctoral School under the "Implementation PhD" program. The deadline for delivery of the documents referred to in the preceding sentence and the documents referred to in §8.2(b) is **15 October 2022**.
4. Admission to the Doctoral School is confirmed by the delivery of the printed and signed oath by **15 October 2022**.
5. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §9.3-4 and §8.2(b).
6. The candidate may be admitted as a PhD student in the Doctoral School under the "Implementation PhD" program subject to a successfully completing the Ministry of Higher Education and Science competition.
7. Simultaneous application for admission to the Doctoral School and to another institution providing doctoral training within the framework of the "Implementation PhD" program may be grounds for denial of admission to the Doctoral School.

## Application form for the "Implementation PhD" program

### IMPLEMENTATION PhD APPLICATION FORM 2022/2023

| 1. Information about the candidate                                                                |                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First and last name                                                                               |                                                                                                                                                                                                |
| College/university degree                                                                         |                                                                                                                                                                                                |
| Completed university/college                                                                      |                                                                                                                                                                                                |
| Completed faculty                                                                                 |                                                                                                                                                                                                |
| Diploma thesis topic                                                                              |                                                                                                                                                                                                |
| Date of obtaining master's degree or equivalent                                                   |                                                                                                                                                                                                |
| 2. Formal requirements for participation in the "Implementation PhD" ministerial program          |                                                                                                                                                                                                |
| Polish citizenship                                                                                | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                                                                                                                    |
| Name of employer ( <i>promise of employment or employment contract is required</i> )              |                                                                                                                                                                                                |
| Are you employed under an employment agreement?                                                   | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                                                                                                                    |
| Potential supervisor on behalf of the University                                                  |                                                                                                                                                                                                |
| Has the potential supervisor agreed to supervise the project? ( <i>mark the relevant answer</i> ) | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                                                                                                                    |
| Module indication ( <i>mark the relevant answer</i> )                                             | <input type="checkbox"/> Implementation PhD I (unrelated to AI)<br><input type="checkbox"/> Implementation PhD II - AI                                                                         |
| 3. Information about the planned PhD dissertation                                                 |                                                                                                                                                                                                |
| Working subject of the planned thesis                                                             |                                                                                                                                                                                                |
| Description of implementation (received product)                                                  |                                                                                                                                                                                                |
| Discipline in which the implementation will be carried out ( <i>mark the relevant answer</i> )    | <input type="checkbox"/> PSYCHOLOGY<br><input type="checkbox"/> CULTURAL AND RELIGIOUS SCIENCES<br><input type="checkbox"/> LITERARY STUDIES<br><input type="checkbox"/> SOCIOLOGICAL SCIENCES |

|                                                                                                                                                                    |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Proposed assistant supervisor representing the employer company (name, email address, position) <sup>1</sup>                                                       |  |
| A. The thematic scope of the planned work (Introduction - max. 1500 characters with spaces)                                                                        |  |
| B. The topic and issue that the planned work is designed to solve (max. 1000 characters with spaces)                                                               |  |
| C. Planned research and study material (max. 1000 characters with spaces)                                                                                          |  |
| D. Sample references (according to the APA standards)                                                                                                              |  |
| E. Description of the significance of the planned scientific activity results for the development of innovation and the economy (max. 1500 characters with spaces) |  |
| F. Preliminary work schedule - spread over 4 years of study (necessarily consulted with potential research supervisor) (max. 1500 characters with spaces)          |  |
| G. Contact person in the employer company that would be handling formal documentation (First and last name, email address, position)                               |  |

I hereby certify that I have not applied for funding for an identical or similar project under the "Implementation PhD" program through another entity.

.....  
Candidate's signature

Appendices to the application form are scans or copies of the documents specified in § 1.1.1-5 of Appendix 1 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University in the academic year 2022/2023.

The application should be sent by: **30.03.2022 r.**

**Doctoral School Implementation PhD**

Experts [szkoladoktorska@swps.edu.pl](mailto:szkoladoktorska@swps.edu.pl)

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<sup>1</sup> PhD degree or a minimum of 5 years of experience in scientific activities or a track record of implementation is required.

## **Rules for commencing and pursuing education by foreigners at the Doctoral School**

### **§1**

#### **Admission of foreigners**

1. A foreigner may be admitted to the Doctoral School at the SWPS University after meeting the following requirements:
  - 1) indicated **Polish** mailing address in the admission form, and they have no such Polish mailing address, indicated a proxy's mailing address in Poland;
  - 2) has an insurance policy against illness or accidents for the period of education in the Republic of Poland, or a European Health Insurance Card, or will take out insurance with the National Health Fund immediately after the start of education;
  - 3) meets the other admission requirements specified in the Admission Rules.

### **§2**

1. In the case of agreements concluded by the SWPS University with foreign entities, admission of foreigners to the Doctoral School is carried out in accordance with the terms of these agreements.
2. In particularly justified cases, the decision on admission of a foreigner to the Doctoral School may be issued subject to the condition of delivery of original documents within a specified period of time under pain of revocation of the decision with *ex nunc* effect.
3. A foreigner is obliged to provide a certificate of nostrification of a foreign diploma or a certificate of equivalence of the presented diploma to a Polish diploma, issued in accordance with the applicable legal status, by no later than the end of October of the academic year 2022/2023 and in justified cases beyond the foreigner's control, also by a later date set by the Rector.

### **List of certificates and documents proving a modern foreign language proficiency**

#### **§1**

The following list includes all approved certificates proving a modern foreign language proficiency:

1. Certificate of foreign language proficiency issued by the National School of Public Administration issued after the process of linguistic screening;
2. Certificates of language proficiency of at least B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)":
  - 1) Certificates issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
    - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage - at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
    - b) Diplôme d'Étude en Langue Française (DELFF) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSLCF), Diplôme Supérieur d'Études Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
    - c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),
    - d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),

- e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
  - f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),
  - g) Nederlands als Vreemde Taal / Dutch as a Foreign Language (CNaVT) - Profiel Professionele Taalvaardigheid (PPT) (B2) / Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2 II) (B2)/Dutch as a Second Language II (NT2-II) (B2),
  - h) Prøve i Dansk 3 (B2), Studieprøven (C1),
  - i) Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovene on the Advanced Level (C1);
- 2) Certificates from the following institutions:
- a) Educational Testing Service (ETS) - specifically the following certifications: Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test (CBT) version supplemented by at least 50 points from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test (PBT) version supplemented by at least 3.5 points from the Test of Written English (TWE) and at least 50 points from the Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points; Test de Français International (TFI) - at least 605 points,
  - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
  - c) City Guilds, City Guilds Pitman Qualifications, Pitman Qualifications Institute - specifically the following certifications: English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) - "Communicator" level, "Expert" level, "Mastery" level; City Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City Guilds Level 2

Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business - Stage B level

"Communicator", Stage C level "Expert", Stage C level "Mastery"; English for Business Communications (EBC) - Level 2, Level 3; English for Office Skills (EOS) - Level 2,

- d) Edexcel, Pearson Language Tests, Pearson Language Assessments - specifically the following certifications: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - specifically the following certifications: London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) - Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - Pass with Credit, Pass with Distinction level,
- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - specifically the following certifications: International English Language Testing System IELTS - above 6 points,
- g) Chambre de commerce et d'industrie de Paris (CCIP) - specifically the following certifications: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) - specifically the Prüfung Wirtschaftsdeutsch International (PWD) (C1) certificate,
- i) Kultusministerkonferenz (KMK) - especially the Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder - KMK (B2/C1),
- j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) - specifically the following certifications: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) - B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),

- k) Hochschulrektorenkonferenz (HRK),
  - l) Società Dante Alighieri - specifically the following certifications: PLIDA B2, PLIDA C1, PLIDA C2,
  - m) Università degli Studi Roma Tre - specifically the following certifications: Int.It (B2), IT (C2),
  - n) Università per Stranieri di Siena - specifically the following certifications: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
  - o) A. S. Pushkin's Russian Language State Institute ,
  - p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
  - q) Univerzita Karlova v Praze,
  - r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca - centrum pre slovenčinu ako cudzí jazyk,
  - s) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
  - t) Coordinating Council for Language Proficiency Certification of the Warsaw University;
- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - specifically the following certifications: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; Certificato Superiore d'Italiano (B2), telc Italiano B2; telc Русский язык B2.
3. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) - HSK level (Advance).
  4. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate - Level 1 (Advance).
  5. Graduation diplomas:
    - 1) A degree in foreign philology or applied linguistics;
    - 2) Teachers' Foreign Language College;
    - 3) National School of Public Administration.
  6. In terms of any document Issued abroad, confirming the acquisition of a degree or title in science or a degree or title in art - the language of instruction of the institution providing the



training is recognized.

7. In terms of any document confirming the graduation of studies or postgraduate studies abroad or in the Republic of Poland - the language of instruction is recognized, if the language of instruction was only a foreign language.
8. Foreign-issued document recognized as equivalent to a Polish certificate of secondary education - the language of instruction is recognized.
9. International Baccalaureate Diploma.
10. European Baccalaureate Diploma.
11. Certificate of passing the departmental exam in:
  - 1) Ministry of Foreign Affairs;
  - 2) the office serving the minister responsible for economic affairs, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade, and the Ministry of Foreign Trade and Maritime Economy;
  - 3) Ministry of Defense - level 3333, level 4444 according to STANAG 6001.
12. A certificate Issued by the National School of Public Administration confirming the qualification for a high-ranking government position.
13. A document confirming entry in the list of sworn translators in the Republic of Poland or a document confirming the qualification of a sworn translator in another member state of the European Union, a member state of the European Free Trade Agreement (EFTA), which is a party to the Agreement on the European Economic Area, or in the Swiss Confederation.

**CONSENT OF THE POTENTIAL SUPERVISOR,  
AND THE HEAD(S) OF THE RESEARCH CENTER OR RESEARCH TEAM**

Name of the research center or team: .....

**CANDIDATE DATA**

1. First and last name: .....

2. **SCOPE OF THE CANDIDATE'S RESEARCH WORK:**  
.....

.....  
(topic of the research thesis determines the thematic scope of the research project)

in the scientific discipline(s)\* of:

3. Name of the supervisor selected by the candidate during the admission procedure: .....  
.....

**Formal approval of the supervisor** .....

(supervisor's signature and date)

\* Mark the relevant answer

**Formal approval of the research center or group:**

I agree to include the candidate .....  
(First and last name)

**to work with the following research center/group**

.....

....  
(name of the research center or group)

.....  
(date and signature and/or name stamp of the research center/group manager)

**Justification** (list of research projects/grants implemented in the research unit):

.....  
.....  
.....  
.....  
.....

In accordance with Article 209.10 of the Act of 20 July 2018. - Law on Higher Education and Science, *a Doctoral Student may not be employed as an academic teacher or researcher. The prohibition does not apply to the employment of a doctoral candidate: 1) for the purpose of carrying out the research project referred to in Article 119.2.2 and 119.2.3; 2) after a successful mid-term evaluation, except that in the case of employment in excess of half-time, the amount of the scholarship is 40% of the monthly stipend referred to in 4.2; 3) who is not entitled to a PhD scholarship.*

Decision No. 79/2022  
of the Senate of SWPS University of Social Sciences and  
Humanities dated 16 December 2022  
**on defining the Rules, conditions and procedures for admission to the  
Doctoral School of Social Sciences and Humanities  
of the SWPS University in the academic year  
2023/2024**

Acting on the basis of §200.2 of the Act of 20 July 2018 - Law on Higher Education and Science, as well as §11.1.18 and §11.2 in connection with §62.4 of the SWPS University Statute, the Senate of the SWPS University resolves as follows:

The Senate of the SWPS University determines the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities of the SWPS University in the academic year 2023/2024 in the wording attached to this Decision.

The Decision comes into force as of the date of its signing.

President  
of the SWPS University Senate

Prof. dr hab. Roman Cieslak

**Rules, conditions and procedures for admission  
to the Doctoral School of Social Sciences and Humanities at the SWPS University  
in the academic year 2023/2024**

**[General Provisions]**

**§1**

1. Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University in the academic year 2023/2024 (hereinafter referred to as: "**Admission Rules**") determine the rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities (hereinafter: "**Doctoral School**") conducted on a full-time basis at the SWPS University of Social Sciences and Humanities (hereinafter referred to as: "**SWPS University**" or "**University**").
2. Admission to the Doctoral School is carried out through a competition.
3. Admission to the Doctoral School is conducted in the following scientific disciplines: literary studies, cultural and religious sciences, sociological sciences, psychology, as well as the following artistic disciplines: fine arts and art conservation (hereinafter referred to jointly as: "**Disciplines**").
4. Admission procedure for the Doctoral School in the scientific discipline of psychology is conducted separately for the SWPS University in Warsaw and the SWPS University Wrocław Branch.
5. Admission procedure to the Doctoral School takes into account the principles of equal opportunity and non-discrimination, including on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, disability, political opinion, and social or material status.
6. Admission procedure to the Doctoral School takes into account the needs of people with disabilities in terms of adapting conditions for full participation in the procedure. A candidate with a disability may submit an application with an indication of the scope and type of support necessary for full participation in the admission procedure.
7. Whenever the Admission Rules use the masculine forms of function names and titles, it refers to both masculine and feminine forms.

**[Rector; composition and procedure of Admission  
Committees]**

**§2**

1. The admission procedure for the Doctoral School is conducted by the Rector, subject to the following provisions.
2. Preliminary proceedings, verifying that the candidate meets the formal requirements set forth in the Act of 20 July 2018 - Law on Higher Education and Science (hereinafter referred to as: "**Act**") and the requirements set forth in the Admission Rules are conducted by the Rector.
3. The substantive proceedings, verifying the candidate's aptitude taking into account their past experience, academic achievements, research project and interview in the admission procedure to the Doctoral School are conducted by an admission committee (hereinafter referred to as: "**Admission Committee**").
4. Admission Committees are appointed by the Interdisciplinary Doctoral School Director (hereinafter: "**Doctoral School Director**") in the number corresponding to the Disciplines in which admission to the Doctoral School is conducted, the Doctoral School Director appoints the chairperson of each Admission Committee.
5. The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes.
6. The Admission Committee conducts substantive proceedings, which ends with a decision to issue an opinion on the admission or refusal of a given candidate to the Doctoral School.
7. The administrative processing of the admission procedure for the Doctoral School is provided by:
  - 1) Doctoral School Office in Warsaw (ul. Chodakowska 19/31, 03-815 Warsaw) - for all scientific disciplines excluding **point 2**;
  - 2) Doctoral School Office in Wrocław (ul. Ostrowskiego 30b, 50-505 Wrocław) - for the scientific discipline of psychology conducted at the SWPS University Wrocław Branch.

**§3**

1. Members of the Admission Committee may participate in meetings, conduct interviews and make decisions using electronic means of communication, providing in particular:
  - 1) real-time transmission of the meeting between its participants,
  - 2) multilateral real-time communication, i.e. the participants can speak during the meeting, provided ensuring the necessary security rules.

2. The participation of a given Admission Committee member is confirmed in the minutes of the Admission Committee meeting by their handwritten signature, and in the case of a meeting conducted using electronic communication means - by the chairperson of the Admission Committee.
3. Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive.
4. A decision referred for consideration by circulation is deemed to have been adopted if, within the period set by the chairperson of the Admission Committee, not less than three days from the presentation of the draft decision along with the materials to the members of the Admission Committee, a majority of the members of the Committee have expressed approval of the draft decision. If comments are made on the draft, the circulation procedure may be repeated.
5. The use of the circulation procedure is decided by the chairperson of the Admission Committee, who also documents the procedure.
6. The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the chairperson, if in the course of substantive proceedings it is necessary to seek additional expert opinion.

#### **§4**

1. A member of the Admission Committee is subject to exclusion from participation in the admission procedure of a given candidate if:
  - 1) the candidate is their superior or is in another employment relationship with them;
  - 2) the candidate is or was their spouse, or is a relative or affinity up to the second degree, or is or was in cohabitation with such member of the Admission Committee;
  - 3) the candidate is or was a person related to a member of the Admission Committee by virtue of adoption, guardianship or custody;
  - 4) the candidate participated in disciplinary proceedings of which a candidate for Doctoral School or the candidate for their supervisor were a subject;
  - 5) the candidate participated in the issuance of the contested decision;
  - 6) there are other objective circumstances that may give rise to legitimate concerns about preserving impartiality and objectivity in evaluating the candidate.
2. A member of the Admission Committee excluded from the admission procedure may not participate in the evaluation of the candidate and, for the duration of the evaluation, does not participate in the work of the Admission Committee

3. Exclusion of a member of the Admission Committee is stated by the chairperson and recorded in the minutes of the Admission Committee meeting.
4. If more than two members of the Admission Committee are excluded due to the above reasons, there are reasons justifying the exclusion of the chairperson of the Admission Committee, or if circumstances prevent a member of the Admission Committee from participating directly in its work, the Doctoral School Director immediately appoints a new member of the Admission Committee for such specific case, observing the rules set forth in §2.4-5.

## **§5**

1. The substantive proceedings in the admission procedure conducted in the second instance are carried out by the University admission committee (hereinafter referred to as: "**University Admission Committee**") appointed by the Vice-Rector for Educational Affairs.
2. University Admission Committees are appointed in numbers corresponding to the Disciplines in which admission to the Doctoral School is conducted.
3. The University Admission Committee consists of at least two academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted, and one person from among the employees of the Doctoral School Office.
4. In matters not regulated in paragraphs §5.1-3, the activities of the University Admission Committee are regulated by the provisions of §2.3-6 and §3 - §4 accordingly.

## **[Registration]**

## **§6**

1. Registration of candidates for the Doctoral School is conducted electronically using the electronic admission system available along with the Admission Rules on the website [www.swps.pl](http://www.swps.pl).
2. A candidate is obliged to keep confidential their login and password used for the individual account. The SWPS University is not responsible for the consequences of the candidate's sharing their login and password with third parties, in particular, for making changes authorized by such password.
3. The individual account is used by the candidate in particular to:
  - 1) enter and confirm personal information;
  - 2) make a choice of Discipline and, in the case of the scientific discipline of psychology, also a choice of place of education, and



- 3) upload the required documents.
4. The individual account is used to provide the candidate with information about the admission procedure, and messages sent to the individual account are considered delivered and binding.
5. The SWPS University is not responsible for the consequences of a candidate's misfiling or failure to fill out the enrollment form, providing false information, as well as for the consequences of a candidate's failure to read messages posted in their individual account.

## **§7**

By entering the admission procedure, the candidate accepts its terms and conditions, in particular:

- 1) having learned the rules of registration, the schedule and the terms, conditions and procedures of admission to the Doctoral School in the academic year 2023/2024;
- 2) taking responsibility for incomplete, erroneous or false data provided during registration, as well as for the resulting consequences;
- 3) undertaking to promptly inform the relevant Doctoral School Office of any errors they noticed in the data they entered or any irregularities they detected in the operation of the electronic admission system and any erroneous information they received through it;
- 4) the candidate acknowledges and accepts that:
  - a) all information on the admission procedure, in particular on deadlines, terms and conditions of the admission procedure, is available at [www.swps.pl](http://www.swps.pl), and undertakes to read the information and messages sent via the electronic admission system on an ongoing basis, and is responsible for the consequences of failing to do so;
  - b) The Doctoral School processes the personal data provided for the purpose of the admission procedure and for the purpose of documenting the course of education. Full information about the processing of personal data required by generally applicable law is provided to candidates in the electronic admission system;
  - c) The Doctoral School conducts career monitoring of PhD students who have completed their training at the Doctoral School.

## **§8**

**[Formal requirements; proof of foreign language proficiency]**

1. The admission procedure is initiated as of the date on which the candidate meets the following necessary formal requirements:
  - 1) confirmation of obtaining a professional degree of Master of Arts/Science, Master of Engineering or equivalent, subject to §8.2;
  - 2) registering in the electronic admission system and uploading all required documents as specified in the Admission Rules and **Appendix 1** to the Admission Rules;
  - 3) Submitting the following to the relevant Doctoral School Office:
    - a) copies of the documents in paper form indicated in §1.1.1-5 of **Appendix 1** to the Admission Rules (originals to be inspected upon admission to the Doctoral School);
    - b) original documents indicated in §2.5-8 of **Appendix 1** to the Admission Rules;
  - 4) consent of the potential supervisor and the research center or the research team or the art team manager and, in the case of the discipline of psychology, of the research or implementation centers, according to the template specified in **Appendix 5** to the Admission Rules;
  - 5) payment of the enrollment fee in full (subject to §2.4 of **Appendix 1** to the Admission Rules).
2. Admission proceedings may be initiated in the event of failure to meet the requirement of §8.1.1, by a person who adequately documents that:
  - 1) is a graduate of a first-cycle degree studies or is a student who has completed the third year of a uniform master's degree program - in exceptional cases, justified by the highest quality of scientific achievements;
  - 2) is a graduate of studies completed in the academic year 2022/2023 and by 31 October 2023 will present a diploma confirming the degree referred to in §8.1.1;
  - 3) has a foreign diploma recognized as equivalent to the corresponding Polish diploma and professional title in accordance with Article 327.1-2 of the Act;
  - 4) Can confirm their graduation at a certain level in accordance with Article 327.3 of the Act.
3. The documents required to initiate the admission procedure and the detailed criteria for the evaluation of candidates carried out by the Admission Committees are specified in **Appendix 1** to the Admission Rules.

4. The list of potential supervisors as well as the centers and teams referred to in §8.1.4 is made available to candidates before the start of the admission procedure on the website [www.swps.pl](http://www.swps.pl). In the case of admission within the scientific discipline of psychology, when registering in the electronic admission system, the candidate also selects the place of education.
5. A prerequisite for admission to the Doctoral School is proof of a foreign language proficiency at the relevant level. The proof referred to in the preceding sentence is not a formal requirement for the initiation of the admission procedure.
6. Proof of a foreign language proficiency at the relevant level is carried out in accordance with the following rules:
  - 1) in the scientific discipline of sociological sciences and the artistic disciplines of fine arts and art conservation - presenting a valid certificate or document confirming English language proficiency at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with §8.7;
  - 2) in the scientific disciplines of literary studies as well as cultural and religious sciences - presenting a valid certificate or document confirming a modern foreign language proficiency at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with §8.7;
  - 3) in the scientific discipline of psychology - confirmation of English language proficiency at a level of at least B2 takes place only during the interview, while the candidate is required to independently prepare and present their PhD dissertation outline in English, in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.
7. If a candidate to the Doctoral School does not have the certificate or document referred to in §8.5 and §8.6.1 or §8.6.2, and has met the conditions necessary to initiate the admission procedure, during the interview they are required to independently prepare and present their PhD dissertation outline in English, in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.

8. The list of certificates and documents proving a modern foreign language proficiency is **attached** as **Appendix 4** to the Admission Rules. Any doubts about the recognizing a certificate are resolved by the head of the SWPS University Language Center.

## **§9**

1. Detailed rules for the admission of persons referred to in §11.6, whose PhD scholarships will be financed from external funds, including national and international research projects (grants), are set forth in **Appendix 2** to the Admission Rules.
2. Foreigners may undertake and pursue education at the Doctoral School under the terms and conditions set forth in the Admission Rules, the Act and the acts implementing the Act, as well as the Law on Foreigners of 12 December 2013, subject to the provisions of **Appendix 3** to the Admission Rules.
3. It is permissible to participate in the admission procedure for the Doctoral School in a Discipline in which the candidate has the status of a PhD student on the date of registration in the electronic admission system, subject to the provisions of §9.4-6.
4. A candidate who is at the same time a participant in PhD studies conducted at the SWPS University is obliged to indicate in the electronic admission system the topic of the research project other than the topic of the PhD dissertation being prepared at such doctoral studies, as well as the name of the potential supervisor, which cannot be the person supervising their PhD dissertation at the SWPS University PhD studies.
5. A person who graduated in a discipline other than the one they selected in the admission procedure to the Doctoral School, is required to supplement their knowledge in the selected Discipline by passing an examination in three of the five subjects presented for selection by the supervisor and approved by the Doctoral School Director, no later than the end of the second year of education at the Doctoral School.
6. A PhD student may be exempted in part or in whole from the obligation referred to in §9.5 by the Doctoral School Director, upon the request of their supervisor containing relevant justification.

## **[Schedule of the admission procedure ]**

## **§10**

1. Prior to initiating the admission procedure, the candidate is interviewed by the selected potential supervisor and the research center or research team or art team manager and, in the case of the scientific discipline of psychology, research or implementation centers

the supervisor belongs to, in order to obtain the approval referred to in §8.1.4

**- from 1 April 2023 to 31 May 2023.**

2. The admission procedure to the Doctoral School is initiated after the candidate meets the necessary formal requirements referred to in §8.1.1-5 within the period **from 1 June 2023 to 16 June 2023**.
3. If a candidate fails to meet the formal requirements necessary to initiate the admission procedure, the Rector, through the electronic admission system, calls on the candidate to remove the deficiencies within the prescribed time limit, with the instruction that failure to remove them will result in leaving the application for admission to the Doctoral School unprocessed.
4. On the basis of the documents submitted by the candidate and an interview, potential supervisors evaluate the candidate through the electronic admission system and decide whether to include them in the scientific, substantive and organizational care if they are admitted to the Doctoral School, and, in addition, score the candidate's achievements with a brief justification - **by 25 June 2023**.
5. A prerequisite for a candidate to be allowed to participate in the interview with the Admission Committee referred to in §10.6.2 is to obtain at **least 70 points** for the achievements listed in §3.1.1-3 of **Appendix 1** to the Admission Rules.
6. Substantive proceedings conducted in the course of the admission procedure by the Admission Committee consist of the following stages:
  - 1) substantive evaluation of the candidate's application - **by 9 July 2023**;
  - 2) an interview with the candidate in the Discipline of their choice, subject to §10.5 - **from 11 July 2023 to 21 July 2023**;
  - 3) drawing up a preliminary ranking list for each Discipline and sending the minutes of the meeting to the Doctoral School Director together with an opinion on admission to the Doctoral School and including the preliminary ranking list with justification - **by 31 July 2023**.
7. The Doctoral School Director may request the Committee chairperson to supplement the Committee's justification of the opinion referred to in §10.6.3 within the prescribed period.
8. The admission procedure ends with the Rector's approval of the ranking list, followed by the announcement of the competition results and issuing a decision on admission to the Doctoral School - **after 31 July 2023, no later than 30 September 2023**.
9. A candidate may receive a maximum of **140 points** in the admission procedure, and has to obtain at least **100 points** to be admitted to the Doctoral School in a given Discipline.

### **[Results of the admission procedure]**

#### **§11**

1. The candidate receives information about the results of the admission procedure in the electronic admission system.
2. Results of the admission procedure are public.
3. Results of the admission procedure are understood as a ranking list drawn up by the Admission Committee and approved by the Rector, containing: individual application number, total number of points obtained and information on whether or not the candidate was included in the list of PhD students for the Doctoral School.

### **[Admission limits]**

#### **§12**

1. The Rector sets the limit in the admissions procedure for the Doctoral School in the 2023/2024 academic year no later than 30 April 2023. The admission limit in each Discipline does not include individuals who are not eligible for a PhD scholarship.
2. The SWPS University Senate authorizes the Rector to:
  - 1) decide on starting education in a given Discipline, if the number of persons qualified for admission to the Doctoral School is less than the established limit of admissions;
  - 2) announce supplementary admission procedure in a given Discipline, if the procedure conducted on the dates referred to in §10 did not fill all the places set as the admission limit.
3. In the case of special circumstances justifying the admission of fewer or more candidates than the established admission limit referred to in §12.1, the Rector may change the admission limit at the request of the Doctoral School Director or the University Admission Committee.
4. In the event of changing the admission limit in accordance with §12.3, the Admission Committee provides its opinion on the admission of a smaller or larger number of candidates, maintaining the order resulting from the ranking list, provided that such candidates obtained at least **100 points** in the admission procedure. The provision referred to in the preceding sentence does not apply to proceedings conducted at the second instance.
5. If a given candidate resigns or decides not to be admitted to the Doctoral School by 31 October 2023, the right to be admitted and take up education at the Doctoral School is granted to the next person on the ranking list, provided that they were admitted to the interviews and obtained at least **100 points** in the admission procedure.

6. In addition to the limit referred to in §12.1, admission to the Doctoral School is possible:
  - 1) for winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" program of the Polish Ministry of Education and Science), as contractors or individuals recruited to carry out projects within the framework of research programs, provided that the funding of the PhD scholarship from the project at the Doctoral School is ensured for 48 months;
  - 2) individuals whose PhD scholarship was funded by the organizational units of the SWPS University for the entire period of education at the Doctoral School;
  - 3) other persons on the basis of agreements between the SWPS University and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Act.
7. The Rector may set an admission limit for the persons referred to in §12.6 until the completion of the admission procedure for the Doctoral School.
8. The Rector may determine the list of research programs referred to in §12.6.1, taking into account leading external programs.

#### **[Decision on the admission to the Doctoral School]**

#### **§13**

1. After the admission procedure, the Rector decides on admission to the Doctoral School.
2. Admission to the Doctoral School takes place by way of:
  - 1) entry on the list of PhD students - if the candidate is a Polish citizen;
  - 2) administrative decision - if the candidate is a foreigner.
3. Admission to the Doctoral School is denied by an administrative decision issued in particular, in the case of:
  - 1) failure to provide a graduation diploma by the end of the admission procedure or failure to meet other formal requirements applicable to the candidate after the initiation of the admission procedure,
  - 2) not being allowed to participate in the interview;
  - 3) failure to obtain proof of foreign language proficiency at the required level during the interview;
  - 4) failure to obtain at least 100 points in the admission procedure;
  - 5) having a place on the ranking list below the limit set by the Rector.

4. Within 14 days from the date of delivery of the administrative decision referred to in §13.2.2 or §13.3, the candidate is entitled to a request for reconsideration or other remedy, as instructed in the decision.
5. In the course of admission proceedings conducted in the second instance, the Rector may refer the submitted application for reconsideration to the University Admission Committee, which conducts the substantive proceedings and issues an opinion on whether or not to grant the application for reconsideration. The decision of the University Admission Committee includes a justification and may include a request to increase the admission limit.
6. Granting the request for reconsideration in its entirety may result in particular:
  - 1) in the case of the decision referred to in §13.2.2 - revoking the administrative decision in whole or in part and deciding on the merits of the case, or by any other appropriate decision;
  - 2) in the case of the decision referred to in §13.3 - issuing an administrative decision to overturn in its entirety the decision to refuse admission to the Doctoral School and to determine that the prerequisites for admission to the Doctoral School have been met, or discontinuing the admission procedure in the first or second instance, or issuing another relevant decision. The provision of §13.2 applies accordingly.

#### **[Final Provisions]**

#### **§14**

1. If a candidate admitted to the Doctoral School as of the date of announcing the recruitment procedure results is employed as an academic teacher or researcher, except in the cases specified in Article 209.10 of the Act, they are required to provide the relevant Doctoral School Office with copies of documents confirming the termination or expiration of their employment as an academic teacher or researcher, subject to §14.3 and §14.5.
2. An individual can only be a PhD student at one doctoral school. A candidate who has been admitted to more than one Doctoral School is obliged to submit a statement in writing that they have taken up training at the Doctoral School, subject to §14.3 and §14.5, or to submit a written resignation.
3. Failure to provide the documents referred to in §14.1 or the statement referred to in §14.2 within 7 days from the date announcing the results of the admission proceedings for the Doctoral School is tantamount to resignation from the Doctoral School.



4. No later than 1 October 2023, each candidate admitted to the Doctoral School is required to submit a printed and signed oath that is an acknowledgment that they have started their education at the Doctoral School to the relevant Doctoral School Office.
5. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §14.1-4.

#### **§16**

A person admitted to the Doctoral School begins education and acquires the rights of a PhD student upon taking the oath.

#### **§17**

The Admission Rules are made available within 14 days of its adoption on the SWPS University website and in the Public Information Bulletin on the University designated page.

#### **§18**

1. In matters not covered by the Admission Rules, the provisions of generally applicable law are applied, in particular the provisions of the Act, the Act of 14 June 1960 - Code of Administrative Procedure, and relevant regulations applicable at the University.
2. In the event of a change in the provisions of generally applicable law affecting the rules, conditions and procedure of admission to the Doctoral School, the relevant provisions of generally applicable law will take precedence over the provisions of the Admission Rules.
3. In matters not covered by the Admission Rules or the Act and concerning the admission procedure to the Doctoral School, the Rector makes binding decisions.
4. The Appendices to the Admission Rules constitute its integral part:

|                    |                                                                                                                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Appendix 1.</b> | Documents required to initiate the admission procedure and detailed criteria for evaluating candidates                                                                                            |
| <b>Appendix 2.</b> | Detailed rules for admission to the Doctoral School of candidates whose doctoral scholarships will be financed by external funds, including national and international research projects (grants) |
| <b>Appendix 3.</b> | Rules for commencing and pursuing education by foreigners at the Doctoral School.                                                                                                                 |
| <b>Appendix 4.</b> | List of certificates and documents proving a modern foreign language proficiency.                                                                                                                 |

**Appendix 5.**

Consent of the potential supervisor, research center or research team or art team manager, and for the scientific discipline of psychology research or implementation centers

**Documents required in the admission procedure and  
detailed criteria for evaluating candidates**

**[Documents required in the admission procedure]**

**§1**

1. The candidate is required to attach the following documents in the electronic admission system (in pdf or jpg format):
  - 1) an application for admission to the Doctoral School including the Discipline<sup>1</sup> in which the candidate is applying for admission to the Doctoral School and a cover letter addressed to the Admission Committee of the respective Discipline;
  - 2) graduation diploma, entitling to start education at the Doctoral School, i.e.:
    - a) a diploma of completing graduate studies in the case of a uniform master's degree, or diplomas of completing undergraduate and graduate studies in the case of first-cycle and second-cycle degree, or
    - b) another document confirming graduation from a university abroad entitling the student to undertake education at the doctoral school level in the country where it was issued or recognized as equivalent to the corresponding Polish diploma of completion of second-cycle (graduate) studies or uniform master's studies - along with a supplement presenting a list of subjects passed during uniform master's studies or first-cycle studies along with their grades, or an official transcript of grades, or in case of their absence - a photocopy of the student's register with information on the average grade or another document containing the names of courses, grades received and information on the average grade. In the absence of information about the grade point average in the diploma supplement, it is necessary to provide a separate certificate;
    - c) in cases referred to in § 8.2 of the Admission Rules, not regulated in letter b - documentation justifying the fulfillment of prerequisites referred to in §8.2.1 of the Admission Rules, a certificate of graduation in the academic year 2022/2023, a nostrification proceedings certificate or a certificate confirming graduation at a certain level, together with a statement in which the candidate undertakes to submit the specified certificate by no later than 31 October 2023 or by any other date established

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<sup>1</sup> As defined in §1.3 of the Admission Rules.

by a separate decision of the Doctoral School Director;

- 3) in the case of demonstrating additional skills or achievements related to the Discipline in which the candidate is applying for admission to the Doctoral School - supporting documents:
  - a) foreign languages proficiency - certificates, listed as Appendix 4 to the Admission Rules;
  - b) participation in research projects - decision on awarding the grant, copy of the grant agreement  
or a certificate specifying the nature of participation in the grant;
  - c) internships and apprenticeships in scientific and clinical centers not constituting an on-the-job training - opinion of the internship or apprenticeship supervisor with information about the candidate's responsibilities or activities and the duration of the internship or apprenticeship; active participation in conferences (with an abstract of the candidate's conference reports and a document or certificate confirming active participation);
  - d) scientific materials accepted for publication or already published (journal paper: first page of article, book: title page and publisher's page, chapter in book: table of contents and first page of the chapter);
  - e) active participation in the work of scientific teams - a certificate issued by the supervisor of the scientific teams;
  - f) postgraduate certificates or other documents certifying the candidate's achievements in the Discipline the candidate is applying for admission to the Doctoral School, i.e., documents certifying awards and honors received, including awards from the Dean, Rector, Minister, Scientific Societies or awards in design and art competitions;
- 4) in the case of artistic disciplines (fine arts and art conservation) additional documents include: a portfolio of the candidate's design or visual arts works, a list of exhibitions in which the candidate has participated or organized, a list of published or mentioned design or visual arts works, and a list of awards and prizes received.
- 5) an outline of the PhD dissertation, in Polish or English, prepared in accordance with the criteria specified in §3.1.1 below;

- 6) formal approval of the potential supervisor and the head of the research center or research/art team and, in the case of the scientific discipline of psychology, of the research or implementation centers with which the candidate will collaborate if admitted to the Doctoral School - using the template attached as **Appendix 5** to the Admission Rules.
2. Failure to submit documents that clearly prove the candidate's achievements or skills may result in not awarding points in a given category.
3. If a candidate to the Doctoral School in the admission procedure submits documents prepared in a foreign language (excluding English), it is necessary to provide their translation into Polish made by:
  - 1) a sworn translator entered in the list of the Minister of Justice or;
  - 2) a sworn translator registered in the EU, EFTA, OECD or;
  - 3) consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the foreign baccalaureate was issued, or;
  - 4) accredited diplomatic representative office or consular office of the country on whose territory or in whose educational system the foreign baccalaureate was issued or;
  - 5) a non-sworn translator who does not meet the requirements of items 1-4, but in such a case the translation has to be stamped and signed by such translator.
4. Graduation diplomas obtained abroad should be:
  - 1) bearing an apostille if the country issuing the document is covered by the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents dated 5 October 1961, or
  - 2) subjected to legalization, in other cases.
5. If the graduation diploma obtained abroad lacks authorization to continue education in the country in whose higher education system the university that issued the diploma operates, such authorization has to be attached.
6. If, on the date of registration, the candidate does not yet have a graduation diploma with a supplement - in addition to the certificate referred to in §1.1.2(c), they have to attach a written statement in which they undertake to deliver a photocopy of the diploma with a supplement and their originals for inspection by the end of October 2023.

## §2

After electronic registration and attaching the necessary documents, the candidate submits the following documents (originals to be inspected after admission to the Doctoral School) to the relevant Doctoral School Office in Warsaw or Wrocław:

- 1) copies of the documents referred to in § 1.1.1-6;
- 2) one color photograph (the same as required for an ID card) in electronic version (in pdf or jpg);
- 3) printed and signed questionnaire - a printout from the electronic form filled in the electronic admission system;
- 4) proof of payment of an enrollment fee of PLN 400.00 (four hundred zlotys). The fee should be paid no later than the deadline for submission of documents, i.e. 16 June 2023. The SWPS University graduates (i.e., graduates of first-cycle, second-cycle and unified master's degree programs) are exempt from the admission fee. The admission fee is non-refundable once the University has conducted the admission procedure, regardless of its result;
- 5) a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is **attached** to the Documents required in the admission procedure and detailed criteria for candidate evaluation).

#### [Detailed evaluation criteria]

#### §3

1. Admission Committees evaluate candidates, taking into account the following criteria, relevant to the Discipline that the candidate has indicated in the admission procedure to the Doctoral School:
  - 1) a brief outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: planned title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, coherence and clarity of the argument, state of the research with references relevant to the achievement of the research objective, information on the expected results (it is possible to include the preliminary results attached as additional information). The description should include references, which do not count towards the character limit. Scoring: **up to 60** points, taking into account:
    - a) research nature of the dissertation;
    - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
    - c) meeting the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge

- about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
- d) innovative nature of the project and the impact of its implementation on the Discipline development.
- 2) the candidate's track record - scoring takes into account:
- a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of Discipline. Scoring: **0-5 points**;
- b) evaluation of the candidate's previous education results, including completed studies (taking into account the average grade obtained during the studies), or other forms of education (e.g., postgraduate studies), as well as completed courses, modern foreign languages proficiency confirmed by certificates or documents listed in **Appendix 4** to the Admission Rules. Candidates whose previous education is related to the topic of the PhD studies will be able to obtain higher scores. Scoring: **0-5 points**;
- c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). In the case of materials confirming scientific activity relating to research publications, no more than two full scans of the most important papers or chapters in collective works; the candidate's other publications are confirmed by scans of title pages. In the case of an artistic discipline (fine arts and art conservation), the candidate's design or artistic achievements are also subject to additional evaluation. Assessment is made on the basis of: submitted design or artwork; a list of exhibitions in which the candidate has participated or organized; publications or mentions of the candidate's design or artwork. Scoring: **0-10 points**;
- d) internships and apprenticeships in scientific and clinical centers not constituting an on-the-job training in cultural institutions, public benefit organizations, innovative enterprises, participation in grant projects, development of research tools, teaching activities, activity in scientific teams, etc., as well as significant professional achievements of value to the education undertaken at the Doctoral School. Candidates can receive the highest points for participation in research grants, projects and internships funded by national and international sources of

funding for science, culture or innovation (NCN, NCBiR, FNP, MEiN, NAWA, MKiDN, EU).

Scoring: **0-10 points**;

- 3) obtained awards and honors, including awards of the Dean, Rector, Minister, Scientific Societies or awards in design and art competitions. Scoring: **0-5 points**;
  - 4) result of the interview that aims at assessing the candidate's competence relevant to the perspective of the conducted research, justification of the appropriateness of the chosen Discipline and methodology for the proposed research problems, as well as the candidate's motivation and substantive preparation for the study. The interview is conducted in Polish or English, and in the scientific discipline of psychology - only in English. The interview may include the following elements: a discussion of the candidate's dissertation (understanding of the topic, research hypotheses and their implementation, results obtained and conclusions); questions about the candidate's academic record and the course of their first and second-cycle or unified master's studies, including subjects related to the topic of the dissertation; questions about the PhD dissertation outline and other information contained in the documentation attached by the candidate, a presentation relevant to the research project which does not repeat what was written in the project. Its purpose is to present the research question set it in a broader context, etc., combined with an assessment of the candidate's research aptitude. If the Admission Committee determines that the candidate referred to in §8.6.8 of the Admission Rules has insufficiently prepared and presented a dissertation outline in English during the interview, it may not award points in this category regardless of the rest of the interview, which is equivalent to failing to confirm the foreign language proficiency requirement at the required level of proficiency. Scoring: **0-20 points**;
  - 5) an assessment of the candidate by the potential supervisor, in particular: evaluation of past achievements, including graduation results, conference presentations, publications, creative output, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center or research team. Scoring: **0-25 points**.
2. Admission Committees evaluates candidates applying to the Doctoral School in a given Discipline, taking into account the rank of their achievements and their relevance to the Discipline



selected by the candidate, as well as the timeliness of their scientific achievements. The highest scores will be given to the achievements from the period of 5 years preceding the date of application.

3. The ranking list is drawn up in descending order of the sum of points obtained in the admission procedure. The candidate's position on the ranking list results from the sum of the arithmetic averages of the grades in each category awarded by the Admission Committees and the arithmetic averages given by the potential supervisor(s).
4. A candidate can receive a maximum of **140 points** in the admission procedure for the Doctoral School.
5. Candidates have to score at least **100 points** to be admitted to study in the Doctoral School in the relevant Discipline.

.....  
Place and date

**STATEMENT ON REMAINING IN AN EMPLOYMENT RELATIONSHIP  
AS AN ACADEMIC TEACHER OR RESEARCHER**

**CANDIDATE DATA:**

1. First ..... and ..... last ..... name:

2. The discipline within which the candidate applies for admission to the Doctoral School:  
.....

I acknowledge that in accordance with:

1) article 209.10 of the Act of 20 July 2018 - Law on Higher Education and Science<sup>2</sup> (hereinafter referred to as:  
"Act");

*The PhD student may not be employed as an academic teacher or researcher. This does not apply to  
employment of the PhD student in the following context:*

*1) implementation of a research project referred to in Article 119.2.2-3;*

*2) After successfully completed mid-term evaluation, except that in the case of half-time employment or longer,  
the amount of scholarship is limited to 40% of the monthly scholarship amount referred to in §4.2;*

*3) who is not entitled to a PhD scholarship.*

2) §14.1 of the Admission Rules:

*If a candidate admitted to the Doctoral School as of the date of announcing the admission procedure results is  
employed as an academic teacher or researcher, except in the cases specified in Article 209.10 of the Act, they are  
required to provide the relevant Doctoral School Office with copies of documents confirming the termination or  
expiration of their employment as an academic teacher or researcher, subject to §14.3 and §14.5.*

In connection with the above, I hereby declare that:

- a) I am employed as an academic teacher or researcher;
- b) I am employed as an academic teacher under the conditions referred to in Article 209.10 of the Act;
- c) I am not employed as an academic teacher or researcher.

*(underline the correct answer)*

If I checked (a), I undertake to provide copies of documents confirming termination or expiration of employment as an  
academic teacher or researcher to the relevant Doctoral School Office.

I am aware that failure to provide the statement within 7 days from the date of announcing the admission  
procedure results would mean my resignation from the Doctoral School.

.....  
*(date and legible signature of candidate)*

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<sup>2</sup> As of 16 December 2022.

**Detailed rules for admission to the Doctoral School of candidates whose PhD scholarships will be financed by external funds, including national and international research projects (grants)**

**§1**

**General provisions**

1. These detailed rules for admission to the Doctoral School (hereinafter referred to as: "**Detailed Admission Rules**") define separate rules for admission of persons referred to in §12.6 of the Admission Rules, i.e.:
  - 1) winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" program of the Polish Ministry of Education and Science) as contractors or individuals recruited to carry out projects within the framework of research programs, provided that the funding of the PhD scholarship from the project at the Doctoral School is ensured for 48 months;
  - 2) individuals whose PhD scholarship was funded by the organizational units of the SWPS University, for the entire period of education at the Doctoral School;
  - 3) other persons on the basis of agreements between the SWPS University and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Act.

- using separate rules derived from the Detailed Admission Rules, and to the extent not regulated by the Detailed Admission Rules - with relevant application of the provisions of the Admission Rules.
2. The condition for admission to the Doctoral School, i.e. to be at the first place of the ranking list in the competitive procedure, applies to the persons referred to in §1.1.
3. Based on the opinion of the Admission Committee referred to in §4.1, the Doctoral School Director may refuse to apply the Detailed Admission Rules to a candidate if their participation in implementing the research program was insignificant. In this case, the candidate may take part in the admission procedure for the Doctoral School under the provisions of the Admission Rules.

4. If a candidate to the Doctoral School participates in the admissions procedure solely on the basis of the provisions of the Admission Rules, and the conditions are met for refunding their PhD scholarship in the manner specified in §1.1, they may be admitted beyond the limits of places referred to in §12.1 of the Admission Rules.
5. The admission procedure to the Doctoral School may be carried out in a competitive mode relevant for the selection of the person referred to in §1.1.
6. The admission procedure for the Doctoral School and the selection of the person referred to in §1.1, financed through a PhD scholarship, is carried out in a single procedure.
7. A PhD student may receive only one PhD scholarship at the Doctoral School, regardless of the source of its funding.

## **§2**

1. A prerequisite for admission to the Doctoral School of persons referred to in §1.1 is proof of a foreign language proficiency, subject to paragraphs §2.2-4 below.
2. For candidates recruited under the following Disciplines:
  - 1) psychology, sociological sciences, fine arts and art conservation - a valid certificate or other proof of English language proficiency of at least B2 is required,
  - 2) literary studies or cultural and religious sciences - a valid certificate or other proof of knowledge of a modern foreign language proficiency of at least B2 is required- subject to §2.3 and §2.4 below.
3. List of certificates and documents proving a modern foreign language proficiency constitutes **Appendix 4** to the Admission Rules.
4. If the candidate does not have the certificate or document referred to in §2.3, they are required to independently prepare and present their PhD dissertation outline in English during the interview, in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.

## **§3**

1. Research project manager should agree on the details of the procedure for recruiting grantees for their project with the Doctoral School Director before the start of the competition.
2. Research project managers submit in writing to the Doctoral School Director the required number of persons, profile of the desired candidate and the assumed duration of participation in accordance with the approved project terms, as well as the amount of the PhD scholarship

provided for in the project and the duration of its payment. The candidate's expected participation in the project must not be shorter than 48 months from the beginning of their education at the Doctoral School. It is also permissible to recruit individuals performing tasks in research projects already underway at the SWPS University, subject to individual approval of the Doctoral School Director, given after consultation with the Vice-Rector for Educational Affairs.

3. Research project manager is required to submit the following:
  - 1) list of documents required from the candidate in the admission procedure;
  - 2) personal data of the research project manager: first and last name, degree or academic title, place of employment, email address, phone;
  - 3) personal data of the research project manager, if the candidate for the Doctoral School works on a research project: first and last name, degree or academic title, place of employment, email address, phone;
  - 4) personal data of the potential supervisor, if such is specified in the grant agreement: first and last name, degree or academic title, place of employment, email address, phone;
  - 5) title of the research project, contract number, name of the applicant;
  - 6) scientific or artistic discipline of the project;
  - 7) start date of the project, its duration and the duration of the candidate's participation in it;
  - 8) the amount of the PhD scholarship and the duration of its payment.
4. Using the information referred to in §3.2-3, a competition is announced as part of the admission procedure for the Doctoral School, specifying the rules of the competition, including its requirements, procedure and deadline for submitting applications, no shorter than 14 days from the date of publication of the competition announcement on the SWPS University website. The stated rules of the competition may be complained about to the Rector, but no later than the closing date for applications. The Rector may cancel the competition and order it to be held again according to the revised rules.
5. Within 30 days of the expiration of the deadline for submission of applications, the competition proceedings is conducted in connection with the competition referred to in §3.4. Candidates enrolled in the doctoral program as part of the competition, start their training from the nearest semester after the completion of the procedure, unless the Doctoral School Director, in justified cases, determines an earlier start date. If no application is submitted by the indicated deadline, the Competition Committee declares the competition closed.

6. The selection procedure begins with sending an application to the admission procedure by properly registering the candidate in the form available on the SWPS University's website and submitting the documents required for the competition.
7. The other provisions regarding the documentation submitted in the course of the admission procedure by the candidates referred to in § 1.1.1 specified in the Admission Rules are retained and applied accordingly.

#### **§4**

1. The Doctoral School Director appoints a Competition Committee to conclude the competition referred to in §3.4, which includes the research project manager and other members designated by the project manager. A representative of the SWPS University's Human Resources Department acting in an advisory capacity also attends the Competition Committee.
2. The provisions of §3 of the Admission Rules apply to meetings of the Competition Committee accordingly, while the provisions of §4 do not apply.
3. On the basis of the materials and results of the competition conducted in accordance with §1.5 and §3, the Competition Committee issues its opinion in the form of a resolution on the admission or refusal of a candidate to the Doctoral School and draws up a preliminary ranking list of the conducted competition, which is forwarded to the Doctoral School Director. The Doctoral School Director may request the Committee head to supplement the Committee's justification within the prescribed period.
4. If it is not possible to meet the requirements set forth in §1.5-6, §3 and §4.1-3 above, particularly in connection with the requirements of the research project in which the competition is being conducted, the Doctoral School Director may determine another competition, with requirements comparable to those set forth in the Admission Rules.

#### **§5**

1. A candidate admitted to the Doctoral School in a given Discipline is included in the list of PhD students after delivering to the Doctoral School Office copies of the documents posted in the admission system within 7 from receiving information on the positive result of the competition, as well as the following original documents:
  - 1) a printed and signed oath confirming that they have taken up training at the Doctoral School they have been admitted to;
  - 2) formal approval of the potential supervisor and the head of the research center or the research team or the art team and, in the case of the discipline of psychology, of the research or implementation centers with which the candidate will collaborate, if they

are admitted to the Doctoral School, on the basis of a statement, which template constitutes **Appendix 5** to the Admission Rules;

- 3) a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is **attached** to the Documents required in the admission procedure and detailed criteria for candidate evaluation);
  - 4) confirmation of payment of the enrollment fee in full, subject to §2.4 of the **Appendix 1** to the Admission Rules.
2. Candidates are required to register in the electronic admission system within 7 from receiving information on the positive outcome of the selection procedure. A link to the system is provided to the candidate at the e-mail address they have provided.
  3. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §5.1.
  4. In order to be included in the list of PhD students of the Doctoral School, a candidate recommended by the Competition Committee has to meet the other requirements specified in the Admission Rules and sign an agreement specifying the rules for the implementation of research and payment of a PhD scholarship from funds received by SWPS University within the framework of a specific project.

### **"Implementation PhD" program**

#### **§6**

1. In order to participate in the "Implementation PhD" program, the candidate should be a person employed on a full-time basis for the entire duration of the program by an entity that agrees to **their education/train them** in the Doctoral School under the program and provide an assistant supervisor from among its employees.
2. A person who would like to apply for the "Implementation PhD" program should contact the Implementation PhD Coordinator of SWPS University (hereinafter referred to as: **"Coordinator"**) to assess the initial potential of the idea for implementation. The coordinator, in cooperation with the candidate, completes the necessary documents that will be evaluated by the Ministry of Science and Higher Education in the competition.
3. Enrollment in the program is made by sending an application form to the Doctoral School Office, to the Coordinator's email address, by **31 March 2023**. A template application form is **attached** to the Detailed Admission Rules. The attachments to the application form include

scans or copies of the documents specified in §1.1.1-6 of Appendix 1 to the Admission Rules.

4. After learning about the scope of activities of a given research center or research team or art team and, in the case of the scientific discipline of psychology of research or implementation centers, their scientific interests and requirements for PhD students, the candidate should contact the head of the selected research center or research team or art team and, in the case of the scientific discipline of psychology of research or implementation centers and present the thematic scope of their research project and indicate the scientist (potential supervisor) under whose supervision they would like to prepare an implementation dissertation.
5. After receiving preliminary approval from the potential supervisor, the candidate should complete and submit the form referred to in §6.3.
6. The Coordinator, after reviewing the submitted applications, verifies them in terms of meeting the formal requirements for admission to the Implementation PhD program, and then submits the applications of candidates meeting the formal requirements to the Implementation PhD program Admission Committee, referred to in §9.1.

## **§7**

Admission of candidates to the Doctoral School accepted under the "Implementation PhD" program is carried out through a separate competition based on the provisions of §6-9 and includes:

- 1) qualification proceedings for the "Implementation PhD" program consisting of:
  - a) the candidate's obligation to obtain the approval of the potential supervisor and submit the application form to the Coordinator;
  - b) evaluation of the candidate and their scientific and practical achievements, the scientific quality of the PhD project, as well as its implementation quality and the evaluation of the chances of implementing the implementation project in the institution/employment organization;
  - c) interview;
  - d) information about the candidate's eligibility to submit an initial application to the "Implementation PhD" program implemented by the Ministry of Science and Higher Education;
- 2) the enrollment procedure for the Doctoral School is initiated no earlier than after the candidate has been pre-qualified for the "Implementation PhD" program by the Ministry of Science and Higher Education and consists of:
  - a) registering the candidate in the electronic admission system - individuals who participate in the admission procedure for the "Implementation PhD" program register in the



admission system only after the publication of the results of the competition and within the deadline

indicated by the Ministry of Science and Higher Education;

b) submission of the following documents:

- a printed and signed oath confirming that they have taken up training at the Doctoral School;
- formal approval of the potential supervisor and the head of the research center or research/art team and, in the case of the scientific discipline of psychology, of the research or implementation centers with which the candidate will collaborate if admitted to the Doctoral School, using the template attached as **Appendix 5** to the Admission Rules;
- a statement on remaining in an employment relationship as an academic teacher or researcher (a sample statement is **attached** to the Documents required in the admission procedure and detailed criteria for candidate evaluation);
- copies of the other documents posted in the admission system, referred to in §1.1-6 of **Appendix 1** to the Admission Rules;
- confirmation of payment of the enrollment fee in full, subject to §2.4 of **Appendix 1** to the Admission Rules;

c) establishing and announcing the list of those admitted to the Doctoral School under the "Implementation PhD" program.

## §8

1. To conclude the competition, the Doctoral School Director appoints an "Implementation PhD" program Admission Committee, consisting of: a representative of the Knowledge Transfer Center and at least two academic teachers employed at the SWPS University in the positions of professor or assistant professor of the conducting scientific activity in the Disciplines in which admission is conducted, and one person from among the employees of the Doctoral School Office.
2. The "Implementation PhD" program Admission Committee evaluates candidates, taking into account the following criteria, relevant to the Discipline that the candidate has indicated in the admission procedure for the Doctoral School:
  - 1) outline of the PhD dissertation (maximum 3 A4 pages, single spacing) containing: title of the dissertation; details of the scientific supervisor: title, degree, first and last name; outline of the research issue, in particular: the state of knowledge, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used

to obtain the results, coherence and clarity of the argument, state of the research with references relevant to the purpose of the research, information on the expected results (it is possible to include the preliminary results held in the form of an appendix as additional information). The document must also include a section on the planned application studies (maximum 1 A4 page). The description should include references, which do not count towards the character limit. Scoring: **0-60 points, including 0-40 points for criteria a, b, c, d and 0-20 points for criteria e, f** will take into account:

- a) research nature of the dissertation;
  - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
  - c) meeting the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
  - d) innovative nature of the project and the impact of its implementation on the discipline development
  - ;
  - e) with regard to applied research - the criterion of applied research understood as research work undertaken in order to acquire new knowledge and skills, oriented primarily towards practical application (or: aimed at specific, practical purposes);
  - f) with regard to applied research - the innovative nature of the proposed practical solution and its implementation potential.
- 2) the candidate's track record – scoring takes into account:
- a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline and selection of the "Implementation PhD" program. Scoring: **0-5 points**;
  - b) assessment of the candidate's past educational performance, including completed studies (taking into account the average grades obtained during the studies), other forms of education (e.g., postgraduate studies) and courses. Scoring: **0-5 points**;
  - c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). In the case of materials confirming scientific activity relating to scientific publications, not more than two full scans – considered as the most important - articles or chapters in collective works; confirmation of the candidate's other publications are scans of title pages. In the case of multi-author achievements, it is

necessary to specify the percentage of the candidate's contribution to the achievement. In the case of an artistic discipline (fine arts and art conservation), the candidate's design or artistic achievements are also subject to additional evaluation. Assessment is made on the basis of: submitted design or artwork; a list of exhibitions in which the candidate has participated or organized; publications or mentions of the candidate's design or artwork, as well as awards received by the candidate. Scoring: **0-10 points**;

- d) implementation achievements, participation in implementation research, conferences of an implementation nature and implementation projects, participation in the creation of inventions, utility models or industrial designs, cooperation with business or social partners (implementations, licenses, research services). Scoring: **0-10 points**;
  - e) mobility, including international mobility, in particular: internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant professional achievements of value to the training undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document, and what were the responsibilities/activities of the candidate. Scoring: **0-5 points**;
  - f) Received awards and honors, including awards from the Dean, Rector, Minister, Scientific Societies, or awards in design and art competitions; Awards for achievements in implementation activities. Scoring: **0-5 points**;
- 3) result of the interview that aims at assessing the candidate's competence relevant to the perspective of the conducted research, justification of the relevance of the chosen Discipline and methodology for the proposed research problems, as well as the candidate's motivation and substantive preparation for the study The interview is conducted in Polish or English in accordance with §8.6-8 of the Admission Rules, and in the scientific discipline of psychology - only in English. The interview may include the following topics: candidate's thesis (understanding of the topic, research hypotheses and their implementation, results obtained and conclusions, understanding of the needs and limitations of the target group targeted by the implementation and risk factors

related to the implementation); questions about the scientific achievements, the PhD dissertation and other information contained in the documentation attached by the candidate; a presentation relevant to the research project which does not repeat what was written in the project. Its purpose is to present the research question set it in a broader context, etc., combined with an assessment of the candidate's research aptitude. If the "Implementation PhD" program Admission Committee determines that the candidate referred to in §8.6.3 or §8.7 of the Admission Rules has insufficiently prepared and presented a dissertation outline in English during the interview, it may not award points in this category regardless of the rest of the interview, which is equivalent to failing to confirm the foreign language proficiency requirement at the required level of proficiency. Scoring: **0-20 points.**

- 4) an assessment of the candidate by the potential supervisor, in particular: evaluation of past achievements, including graduation results, conference presentations, publications, implementation achievements, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center or research team. Scoring: **0-25 points.**
  - 5) an assessment of the candidate by a representative of the Knowledge Transfer Center, including in particular: implementation quality of the PhD project, the chances of implementing the project at the institution/organization employing the candidate, i.e. evaluation of the project concept - adequacy of the adopted research methodology in the context of the development of a new solution, whether the target group has been properly defined, whether the risks associated with the implementation have been described and whether the outline of the PhD dissertation indicates ways to minimize them, evaluation of the level of innovation of the designed solution and the chances for implementation in the institution/organization employing the candidate; whether an adequate way to protect the intellectual property that is to be the result of the PhD dissertation has been foreseen - if applicable. Scoring: **0-25 points.**
3. The prerequisite for admission to participate in interviews with the "Implementation PhD" program Admission Committee is:
- 1) submitting the candidate's consent referred to in §7.2(b) second indent;
  - 2) obtaining at least **85** points for the achievements listed in §8.2.1-5;

4. The purpose of the interview is for the candidate to present the research question and to determine the candidate's general level of knowledge in the relevant scientific discipline, as well as their level of preparation for the research project in relation to applied research and the candidate's ability to carry out such a project, combined with an assessment of the candidate's research aptitude and English language proficiency.
5. If the "Implementation PhD" program Admission Committee determines that the candidate referred to in §2.4 has insufficiently prepared and presented a dissertation outline in English during the interview, it may deny the candidate admission to the Doctoral School (referred to in § 9.1) regardless of the rest of the interview and the number of points obtained in the admission procedure.
6. Interviews may be conducted in the form of hearings via electronic communications and will be organized **from 15 April 2023 to 30 April 2023**.
7. When evaluating a candidate, the "Implementation PhD" program Admission Committee takes into account the opinion of the potential supervisor, which includes an evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center or research team.
8. The provisions of §3 and §4 of the Admission Rules apply mutatis mutandis to the meetings of the "Implementation PhD" program Admission Committee.

## §9

1. On the basis of the materials and results of the admission procedure conducted in accordance with the procedure set forth in §8.2-4 and §.2, the "Implementation PhD" program Admission Committee issues its opinion in the form of a resolution on the admission or refusal of a candidate to the Doctoral School and draws up a ranking list of the admission procedure, which is forwarded to the Doctoral School Director. The Doctoral School Director may request the "Implementation PhD" program Admission Committee head to supplement the Committee's justification within the prescribed period.
2. On the basis of the ranking list drawn up by the "Implementation PhD" program Admission Committee, the Doctoral School Director indicates the number and list of persons qualified for the "Implementation PhD" program in order to submit a final application to the Ministry.
3. A candidate qualified for the "Implementation PhD" program, after announcing the results of the competition by the Ministry and the fulfillment of the conditions described in §7.2, is entered on the list of PhD students of the Doctoral School upon delivery to the relevant Doctoral School Office supporting documents required by the Ministry in connection with the application for admission to the Doctoral School under the "Implementation PhD" program. The

deadline for delivery of the documents referred to in the preceding sentence and the documents referred to in §7.2(b) is **15 October 2023**.

4. Submitting a printed and signed oath by **15 October 2023** is considered confirmation of commencing education at the Doctoral School.
5. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §9.3-4 and §7.2(b).
6. The candidate may be enrolled as a PhD student in the Doctoral School under the "Implementation PhD" program subject to a successfully completing the Ministry of Higher Education and Science competition.
7. A candidate can receive a maximum of **170 points** in the admission procedure for the Doctoral School.
8. Candidates have to score at least **121 points** to be admitted to study in the Doctoral School in the relevant Discipline.

## Application form for the "Implementation PhD" program

### IMPLEMENTATION PhD APPLICATION FORM 2023

| 1. Information about the candidate                                                                         |                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First and last name                                                                                        |                                                                                                                                                                                                                                                           |
| College/university degree                                                                                  |                                                                                                                                                                                                                                                           |
| Completed university/college                                                                               |                                                                                                                                                                                                                                                           |
| Completed faculty                                                                                          |                                                                                                                                                                                                                                                           |
| Master's thesis topic                                                                                      |                                                                                                                                                                                                                                                           |
| Date of obtaining the master's degree                                                                      |                                                                                                                                                                                                                                                           |
| 2. Formal requirements for participation in the "Implementation PhD" ministerial program                   |                                                                                                                                                                                                                                                           |
| Polish citizenship                                                                                         | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                                                                                                                                                                               |
| Name of employer ( <i>promise of employment or employment contract is required</i> )                       |                                                                                                                                                                                                                                                           |
| Are you employed under an employment agreement?                                                            | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                                                                                                                                                                               |
| Potential scientific supervisor on behalf of the SWPS University                                           |                                                                                                                                                                                                                                                           |
| Has the potential research supervisor agreed to supervise the project? ( <i>mark the relevant answer</i> ) | <input type="checkbox"/> YES<br><input type="checkbox"/> NO                                                                                                                                                                                               |
| Module indication ( <i>mark the relevant answer</i> )                                                      | <input type="checkbox"/> Implementation PhD I (unrelated to AI or quantum or metrology technologies)<br><input type="checkbox"/> Implementation PhD II - AI and quantum technologies<br><input type="checkbox"/> Implementation PhD III - metrology       |
| 3. Information about the planned PhD dissertation                                                          |                                                                                                                                                                                                                                                           |
| Working subject of the planned thesis                                                                      |                                                                                                                                                                                                                                                           |
| Description of implementation (received product)                                                           |                                                                                                                                                                                                                                                           |
| Discipline in which the implementation will be carried out ( <i>mark the relevant answer</i> )             | <input type="checkbox"/> psychology<br><input type="checkbox"/> cultural and religious sciences<br><input type="checkbox"/> literary studies<br><input type="checkbox"/> sociological sciences<br><input type="checkbox"/> fine arts and art conservation |

|                                                                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Proposed assistant supervisor from the employer company<br>(First and last name, email address, position) <sup>3</sup>                                                                                                                                                   |  |
| Contact person in the employer company that would be handling formal documentation (First and last name, e-mail address, position)                                                                                                                                       |  |
| A. Scientific objective of the project (description of the problem to be solved, research questions or hypotheses posed)<br>(up to 1,000 characters)                                                                                                                     |  |
|                                                                                                                                                                                                                                                                          |  |
| B. Scientific significance of the project (state of knowledge, justification for addressing the research problem, novelty of the research, relevance of the project results to the development of a particular field and scientific discipline) (up to 2,000 characters) |  |
|                                                                                                                                                                                                                                                                          |  |
| C. Practical relevance and implementation potential of the project: the nature of the implementation, the planned place and method of implementation; importance of the project for the business and the Polish economy in general) (up to 2,000 characters)             |  |
|                                                                                                                                                                                                                                                                          |  |
| D. Concept and plan for research and implementation work (overall research plan, methodology, analysis risks, milestones, etc.) (up to 2,000 characters)                                                                                                                 |  |
|                                                                                                                                                                                                                                                                          |  |
| E. Preliminary schedule of research and implementation work under the project encompassing 4 years (8 semesters)                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                          |  |
| F. Sample references (according to APA standards)                                                                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                          |  |

I hereby certify that I have not applied for funding for an identical or similar project under the "Implementation PhD" program by another entity.

.....  
.

Candidate's signature

Appendices to the application form are scans or copies of the documents specified in § 1.1.1-6 of Appendix 1 to the Rules, conditions and procedures for admission to the Doctoral School of Social Sciences and Humanities at the SWPS University in the academic year 2023/2024.

The application should be sent by: **30 march 2023 to the address:** [wdrozeniowe@swps.edu.pl](mailto:wdrozeniowe@swps.edu.pl)

Coordinator for implementation PhDs

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<sup>3</sup> A PhD degree, or at least five years of experience in scientific activity, or a significant track record in the development and implementation in the economic or social sphere of an original design, construction, technological or artistic solution, with an interregional scope and a lasting and universal character, is required.



## **Rules for commencing and pursuing education by foreigners at the Doctoral School**

### **§1**

#### **Admission of foreigners**

1. A foreigner may be admitted to the Doctoral School at the SWPS University after meeting the following requirements:
  - 1) indicated **Polish** [GP1] mailing address in the enrollment form, and if they have no such Polish mailing address, indicated a proxy's mailing address in Poland;
  - 2) has an insurance policy against illness or accidents for the period of education in the Republic of Poland, or a European Health Insurance Card, or will take out insurance with the National Health Fund immediately after the start of education;
  - 3) meets the admission requirements specified in the Admission Rules.

### **§2**

1. In the case of agreements concluded by the SWPS University with foreign entities, admission of foreigners to the Doctoral School is carried out in accordance with the terms of these agreements.
2. In particularly justified cases, the decision on admission of a foreigner to the Doctoral School may be issued subject to the condition of delivery of original documents within a specified period of time under pain of revocation of the decision with *ex nunc* effect.
3. A foreigner is obliged to provide a certificate of nostrification of a foreign diploma or a certificate of equivalence of the presented diploma to a Polish diploma, according to the legal status, by no later than the end of October 2023 and in justified cases beyond the foreigner's control, also by a later date set by the Rector.

## **List of certificates and documents proving a modern foreign language proficiency**

### **§1**

The following list includes all approved certificates proving a modern foreign language proficiency:

1. Certificate of foreign language proficiency issued by the National School of Public Administration issued after the process of linguistic screening;
2. Certificates of language proficiency of at least B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)":
  - 1) Certificates issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
    - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage - at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
    - b) Diplôme d'Étude en Langue Française (DEL F) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSL CF), Diplôme Supérieur d'Etudes Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
    - c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),
    - d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),

- e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
  - f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),
  - g) Nederlands als Vreemde Taal / Dutch as a Foreign Language (CNaVT) - Profiel Professionele Taalvaardigheid (PPT) (B2) / Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2 II) (B2)/Dutch as a Second Language II (NT2-II) (B2),
  - h) Prøve i Dansk 3 (B2), Studieprøven (C1),
  - i) Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovene on the Advanced Level (C1);
- 2) Certificates from the following institutions:
- a) Educational Testing Service (ETS) - specifically the following certifications: Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test (CBT) version supplemented by at least 50 points from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test (PBT) version supplemented by at least 3.5 points from the Test of Written English (TWE) and at least 50 points from the Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points; Test de Français International (TFI) - at least 605 points,
  - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
  - c) City Guilds, City Guilds Pitman Qualifications, Pitman Qualifications Institute - specifically the following certifications: English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) - "Communicator" level, "Expert" level, "Mastery" level; City Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City Guilds Level 2

Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6; Spoken English Test (SET) for Business - Stage B level

"Communicator", Stage C level "Expert", Stage C level "Mastery"; English for Business Communications (EBC) - Level 2, Level 3; English for Office Skills (EOS) - Level 2,

- d) Edexcel, Pearson Language Tests, Pearson Language Assessments - specifically the following certifications: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - specifically the following certifications: London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) - Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - Pass with Credit, Pass with Distinction level,
- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - specifically the following certifications: International English Language Testing System IELTS - above 6 points,
- g) Chambre de commerce et d'industrie de Paris (CCIP) - specifically the following certifications: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) - specifically the Prüfung Wirtschaftsdeutsch International (PWD) (C1) certificate,
- i) Kultusministerkonferenz (KMK) - specifically, the Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder - KMK (B2/C1) certificate,
- j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) - specifically the following certifications: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) - B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),

- k) Hochschulrektorenkonferenz (HRK),
  - l) Società Dante Alighieri - specifically the following certifications: PLIDA B2, PLIDA C1, PLIDA C2,
  - m) Università degli Studi Roma Tre - specifically the following certifications: Int.It (B2), IT (C2),
  - n) Università per Stranieri di Siena - specifically the following certifications: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
  - o) A. S. Pushkin's Russian Language State Institute ,
  - p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
  - q) Univerzita Karlova v Praze,
  - r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca - centrum pre slovenčinu ako cudzí jazyk,
  - s) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
  - t) Coordinating Council for Language Proficiency Certification of the Warsaw University;
- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - specifically the following certifications: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; Certificato Superiore d'Italiano (B2), telc Italiano B2; telc Русский язык B2.
3. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) - HSK level (Advance).
  4. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate - Level 1 (Advance).
  5. Graduation diplomas:
    - 1) A degree in foreign philology or applied linguistics;
    - 2) Teachers' Foreign Language College;
    - 3) National School of Public Administration.
  6. In terms of any document Issued abroad, confirming the acquisition of a degree or title in science or a degree or title in art - the language of instruction of the institution providing the training is recognized.

7. In terms of any document confirming the graduation of studies or postgraduate studies abroad or in the Republic of Poland - the language of instruction is recognized, if the language of instruction was only a foreign language.
8. Foreign-issued document recognized as equivalent to a Polish certificate of secondary education - the language of instruction is recognized.
9. International Baccalaureate Diploma.
10. European Baccalaureate Diploma.
11. Certificate of passing the departmental exam in:
  - 1) Ministry of Foreign Affairs;
  - 2) the office serving the minister responsible for economic affairs, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade, and the Ministry of Foreign Trade and Maritime Economy;
  - 3) Ministry of Defense - level 3333, level 4444 according to STANAG 6001.
12. A certificate Issued by the National School of Public Administration confirming the qualification for a high-ranking government position.
13. A document confirming entry in the list of sworn translators in the Republic of Poland or a document confirming the qualification of a sworn translator in another member state of the European Union, a member state of the European Free Trade Agreement (EFTA), which is a party to the Agreement on the European Economic Area, or in the Swiss Confederation.

**CONSENT OF THE POTENTIAL SUPERVISOR,  
RESEARCH CENTER OR RESEARCH TEAM OR ART TEAM MANAGER,  
AND FOR THE SCIENTIFIC DISCIPLINE OF PSYCHOLOGY - RESEARCH OR IMPLEMENTATION CENTERS**

**Name of the research center or team:** .....

**PERSONAL DETAILS OF THE DOCTORAL SCHOOL CANDIDATE FOR 2023/2024**

1. First and last name: .....

2. **SCOPE OF THE CANDIDATE'S RESEARCH WORK:** .....

*(topic of the research thesis determines the thematic scope of the research project)*

in the scientific discipline(s)/artistic discipline\* of:

3. Name of the supervisor selected by the candidate during the admission procedure:

**Formal approval of the supervisor**.....

*(supervisor's signature and date)*

\* Mark the relevant answer

**Formal approval of the research center or team:**

**I agree to include the candidate** .....

*(First and last name)*

**to work with the following research center/team**

.....  
*(name of the research center or team)*

.....  
*(date and signature and/or name stamp of the research center/team manager)*

**Justification** (list of research projects/grants implemented in the research unit):

.....  
.....  
.....

**Decision No. 119/2023**  
**of the SWPS University Senate**  
**of 15 December 15 2023**  
**on defining the Rules, conditions and procedures for admission to the SWPS University**  
**Doctoral School**  
**in the academic year 2024/2025**

Acting on the basis of §200.2 of the Act of 20 July 2018 - Law on Higher Education and Science, as well as §11.1.19 and §11.2 in connection with §62.4 of the University Statute, the SWPS University Senate decided as follows:

**§1**

The SWPS University Senate determines the Rules, conditions and procedures for admission to the SWPS University Doctoral School in the academic year 2024/2025 in the wording attached to this Decision.

**§2**

The Decision comes into force as of the date of its signing.

President  
of the SWPS University Senate

Prof. dr hab. Roman Cieślak



**Rules, conditions and procedures for admission  
to the SWPS University Doctoral School  
in the academic year 2024/2025**

**[General Provisions]**

**§1**

1. Rules, conditions and procedures for admission to the SWPS University Doctoral School for the academic year 2024/2025 (hereinafter referred to as: "**Admission Rules**") determine the terms, conditions and procedures for admission to the Doctoral School conducted in a full-time form at the SWPS University (hereinafter also referred to as: "**University**").
2. Admission to the Doctoral School is carried out through a competition.
3. Admission to the Doctoral School is conducted in the following scientific disciplines: literary studies, cultural and religious sciences, sociological sciences, political and administrative sciences, psychology, as well as the following artistic disciplines: fine arts and art conservation (hereinafter referred to jointly as: "**Disciplines**").
4. Admission to the Doctoral School in the scientific discipline of psychology is conducted separately for the headquarters of the SWPS University in Warsaw and the SWPS University Branch in Wrocław.
5. Admission procedure to the Doctoral School takes into account the principles of equal opportunity and non-discrimination, including on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, disability, political opinion, and social or material status.
6. Admission procedure to the Doctoral School takes into account the needs of people with disabilities in terms of adapting conditions for full participation in the procedure. A candidate with a disability may submit an application with an indication of the scope and type of support necessary for full participation in the admission procedure.
7. Whenever the Admission Rules use the masculine forms of function names and titles, it refers to both masculine and feminine forms.

## **[Rector; composition and procedure of Admission Committees]**

### **§2**

1. The admission procedure for the Doctoral School is conducted by the Rector, subject to the following provisions.
2. Preliminary proceedings, verifying that the candidate meets the formal requirements set forth in the Law of 20 July 2018 - Law on Higher Education and Science (hereinafter referred to as: "**Law**") and the requirements set forth in the Admission Rules are conducted by the Rector.
3. The substantive proceedings, verifying the candidate's aptitude taking into account their past experience, academic achievements, research project and interview in the admission procedure to the Doctoral School are conducted by an admission committee (hereinafter referred to as: "**Admission Committee**").
4. Admission Committees are appointed by the Doctoral School Director (hereinafter: "**DS Director**") in the number corresponding to the Disciplines in which admission to the Doctoral School is conducted. The DS Director appoints the chairman of each Admission Committee.
5. The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes.
6. The Admission Committee conducts substantive proceedings, which ends with a decision to issue an opinion on the admission or refusal of a given candidate to the Doctoral School.
7. The administrative processing of the admission procedure for the Doctoral School is provided by:
  - 1) Doctoral School office in Warsaw (ul. Chodakowska 19/31, 03-815 Warsaw) and
  - 2) Doctoral School Office in Wrocław (ul. Ostrowskiego 30b, 50-505 Wrocław).

### **§3**

1. Members of the Admission Committee may participate in meetings, conduct interviews and make decisions using electronic means of communication, providing in particular:
  - 1) real-time transmission of the meeting between its participants,
  - 2) multilateral real-time communication, i.e. the participants can speak during the meeting, provided ensuring the necessary security rules.
2. The participation of a given Admission Committee member in the particular meeting is confirmed in the minutes of the Admission Committee meeting by their handwritten signature, and in the case of a meeting conducted using electronic communication means - by the chairperson of the Admission Committee.

3. Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive.
4. A decision referred for consideration by circulation is deemed to have been adopted if, within the period set by the chairperson of the Admission Committee, not less than three days from the presentation of the draft decision along with the materials to the members of the Admission Committee, a majority of the members of the Committee have expressed approval of the draft decision. If comments are made on the draft, the circulation procedure may be repeated.
5. The use of the circulation procedure is decided by the chairperson of the Admission Committee, who also documents the procedure.
6. The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the chairperson, if in the course of substantive proceedings it is necessary to seek additional expert opinion.

#### **§4**

1. A member of the Admission Committee is subject to exclusion from participation in the admission procedure of a given candidate if:
  - 1) the candidate is their superior or is in another employment relationship with them;
  - 2) the candidate is or was their spouse, or is a relative or affinity up to the second degree, or is or was in cohabitation with such member of the Admission Committee;
  - 3) the candidate is or was a person related to a member of the Admission Committee by virtue of adoption, guardianship or custody;
  - 4) the candidate participated in disciplinary proceedings of which a candidate for Doctoral School or the candidate for their supervisor were a subject;
  - 5) the candidate participated in the issuance of the contested decision;
  - 6) has been identified in the admission process as a potential candidate supervisor;
  - 7) there are other objective circumstances that may give rise to legitimate concerns about maintaining impartiality and objectivity in evaluating the candidate.
2. A member of the Admission Committee who is excluded from the admission process does not participate in the evaluation of a candidate and for the duration of the evaluation does not participate in the work of the Admission Committee.
3. Excluding a member of the Admission Committee is stated by the chairperson and recorded in the minutes of the Admission Committee meeting.

4. If at least half of the Admission Committee members are excluded due to the above reasons, there are reasons justifying the exclusion of the chairperson of the Admission Committee, or if circumstances prevent a member of the Admission Committee from participating directly in its work, the Doctoral School Director immediately appoints a new member of the Admission Committee for such specific case, observing the rules set forth in § 2.4-5.

## **§5**

1. The substantive proceedings in the admission procedure conducted in the second instance are carried out by the University admission committee (hereinafter referred to as: "**University Admission Committee**") appointed by the Vice-Rector for Educational Affairs.
2. University Admission Committees are appointed in numbers corresponding to the Disciplines in which admission to the Doctoral School is conducted.
3. The University Admission Committee consists of at least two academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted, and one person from among the employees of the Doctoral School Office.
4. In matters not regulated in §5.1-3, the provisions §2.3-6, §3 and §4 will regulate the operation of the University Admission Committee accordingly.

## **[Registration]**

## **§ 6**

1. Registration of candidates for the Doctoral School is conducted electronically using the electronic admission system available along with the Admission Decision on the website [www.swps.pl](http://www.swps.pl).
2. A candidate is obliged to keep confidential their login and password used for the individual account. The SWPS University is not responsible for the consequences of the candidate's sharing their login and password with third parties, in particular, for making changes authorized by such password.
3. The individual account is used by the candidate in particular to:
  - 1) enter and confirm personal information;
  - 2) make a choice of Discipline and, in the case of the scientific discipline of psychology, also a choice of place of education, and
  - 3) upload the required documents.
4. The individual account is used to provide the candidate with information about the admission procedure, and messages sent to the individual account are considered delivered and binding.

5. The SWPS University is not responsible for the consequences of a candidate's misfiling or failure to fill out the enrollment form, providing false information, as well as for the consequences of a candidate's failure to read messages posted in their individual account.

## **§7**

By entering the admission procedure, the candidate accepts its terms and conditions, in particular:

- 1) declares to be familiar with the registration rules, the schedule and the terms, conditions and procedures for admission to the Doctoral School for the academic year 2024/2025;
- 2) taking responsibility for incomplete, erroneous or false data provided during registration, as well as for the resulting consequences;
- 3) undertaking to promptly inform the relevant Doctoral School Office of any errors they noticed in the data they entered or any irregularities they detected in the operation of the electronic admission system and any erroneous information they received through it;
- 4) the candidate acknowledges and accepts that:
  - a) all information on the admission procedure, in particular on deadlines, terms and conditions of the admission procedure, is available at [www.swps.pl](http://www.swps.pl), and undertakes to read the information, notifications and messages sent via the electronic admission system on an ongoing basis, and is responsible for the consequences of failing to do so;
  - b) The Doctoral School processes the personal data provided for the purpose of the admission procedure and for the purpose of documenting the course of education. Full information about the processing of personal data required by generally applicable law is provided to candidates in the electronic admission system;
  - c) The Doctoral School conducts career monitoring of PhD students who have completed their training at the Doctoral School.

## **§8**

### **[Formal requirements; proof of foreign language proficiency]**

1. The admission procedure is initiated as of the date on which the candidate meets the following necessary formal requirements:
  - 1) confirmation of obtaining a professional degree of Master of Arts/Science, Master of Engineering or equivalent, subject to §8.2;
  - 2) registering in the electronic admission system and uploading all required documents as specified in the Admission Rules and **Appendix 1** to the Admission Rules;
  - 3) submitting the following to the relevant Doctoral School Office:
    - a) hard copies of the documents indicated in § 1.1.1-5 of **Appendix 1** to the Admission Rules (originals to be inspected after admission to the Doctoral School);

- b) original documents indicated in §2.2-4 of **Appendix 1** to the Admission Rules;
- 4) consent of the potential supervisor and the head of the research center, implementation center, research and implementation center or research group, according to the model specified in **Appendix 5** to the Admission Rules;
- 5) payment of the enrollment fee in full (subject to §2.4 of **Appendix 1** to the Admission Rules).
- 2. Admission proceedings may be initiated in the event of failure to meet the requirement of §8.1.1, by a person who adequately documents that:
  - 1) is a graduate of a first-cycle degree studies or is a student who has completed the third year of a uniform master's degree program - in exceptional cases, justified by the highest quality of scientific achievements;
  - 2) is a graduate of studies completed in the academic year 2023/2024 and by 30 September 2024 will present a diploma confirming the degree referred to in §8.1.1;
  - 3) has a foreign diploma recognized as equivalent to the corresponding Polish diploma and professional title in accordance with Article 327.1-2 of the Law;
  - 4) can confirm their graduation at a certain level in accordance with Article 327. 3 of the Law.
- 3. The documents required in the admission procedure and the detailed criteria for the evaluation of candidates carried out by the Admission Committees are specified in **Appendix 1** to the Admission Rules.
- 4. The list of potential supervisors as well as the centers and teams referred to in §8.1.4 is made available to candidates before the start of the admission procedure on the website [www.swps.pl](http://www.swps.pl). In the case of admission within the scientific discipline of psychology, when registering in the electronic admission system, the candidate also selects the place of education.
- 5. A prerequisite for admission to the Doctoral School is proof of a foreign language proficiency at the relevant level. The proof referred to in the preceding sentence is not a formal requirement for the initiation of the admission procedure.
- 6. Proof of a foreign language proficiency at the relevant level is carried out in accordance with the following rules:
  - 1) in the scientific disciplines of sociological sciences, political and administrative sciences , and the artistic disciplines of fine arts and art conservation - presenting a valid certificate or document confirming English language proficiency at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with §8.7;
  - 2) in the scientific disciplines of literary studies as well as cultural and religious sciences - presenting a valid certificate or document confirming a modern foreign language proficiency

at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with §8.7;

- 3) in the scientific discipline of psychology - confirmation of English language proficiency at a level required for full participation in the Doctoral School classes takes place only during the interview, while the candidate is required to independently prepare and present their PhD dissertation outline draft in English, in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.
7. If a Doctoral School candidate has met the prerequisites for admission, but does not have the certificate or document referred to in §9.5 and §8.6.1 or §8.6.2, they will be required to independently prepare and present in English a draft of their dissertation outline during the interview, in accordance with the criteria set forth in § 3.1.1 of **Appendix 1** to the Admission Rules.
8. The list of certificates and documents proving a modern foreign language proficiency is **attached** as **Appendix 4** to the Admission Rules. Any doubts about the recognizing a certificate are resolved by the head of the SWPS University Language Center.

## §9

1. Detailed rules for the admission of persons referred to in §12.6 are set forth in **Appendix 2** to the Admission Rules.
2. Foreigners may undertake and pursue education at the Doctoral School under the terms and conditions set forth in the Admission Rules, the Law and other generally applicable laws, in particular the Law on Foreigners of 12 December 2013, subject to the provisions of **Appendix 3** to the Admission Rules.
3. It is permissible to participate in the admission procedure for the Doctoral School in a Discipline in which the candidate has the status of a PhD student on the date of registration in the electronic admission system, subject to the provisions of §9.4-5.
4. A candidate who is at the same time a participant in PhD studies conducted at the SWPS University is obliged to indicate in the electronic admission system the topic of the research project other than the topic of the PhD dissertation being prepared at such doctoral studies, as well as the name of the potential supervisor, which cannot be the person supervising their PhD dissertation at the SWPS University PhD studies.
5. A person who graduated a discipline other than the Discipline in which they were admitted to the Doctoral School will be required to pass an examination in three of the five supplementary subjects, in accordance with the curriculum and the Doctoral School Regulations.

## [Schedule of the admission procedure ]

### §10

1. Before the admission process is initiated, the candidate is interviewed by the selected potential supervisor and the head of research center, implementation center, research and implementation center or research group, of which the supervisor is a member, in order to obtain the consent referred to in §8.1.4 - **as of 1 April 2024 until 31 May 2024.**
2. The admission procedure to the Doctoral School is initiated as of the date on which the candidate meets the necessary formal requirements referred to in §8.1.1-5 within the deadline **of 3 June 2024 to 17 June 2024.**
3. If a candidate fails to meet the formal requirements necessary to initiate the admission procedure, the Rector, through the electronic admission system, calls on the candidate to remove the deficiencies within the prescribed time limit, with the instruction that failure to remove them will result in leaving the application for admission to the Doctoral School unprocessed.
4. On the basis of the documents submitted by the candidate and an interview, potential supervisors evaluate the candidate through the electronic admission system and decide whether to include them in the scientific, substantive and organizational care if they are admitted to the Doctoral School, and, in addition, score the candidate's achievements with a brief justification - **by 24 June 2024.**
5. A prerequisite for a candidate to be allowed to participate in the interview referred to in §10.6.2 is to obtain at **least 65 points** for the achievements listed in §3.1.1-3 of **Appendix 1** to the Admission Rules.
6. Substantive proceedings conducted in the course of the admission procedure by the Admission Committee consist of the following stages:
  - 1) substantive evaluation of the candidate's application - **by 8 July 2024;**
  - 2) an interview with the candidate in the Discipline of their choice, subject to §10.5 - **as of 9 July 2024 until 24 July 2024;**
  - 3) drawing up a preliminary ranking list for each Discipline and sending the minutes of the meeting to the Doctoral School Director together with an opinion on admission to the Doctoral School and including the preliminary ranking list with justification - **by 31 July 2024.**
7. The Doctoral School Director may request the Committee chairperson to supplement the Committee's justification of the opinion referred to in §10.6.3 within the prescribed period.
8. The admission procedure ends with the Rector's approval of the ranking list, followed by the announcement of the competition results and issuing a decision on admission to the Doctoral School - **after 31 July 2024, no later than 30 September 2024.**



9. A candidate may receive a maximum of **140 points** in the admission procedure, and has to obtain at least **100 points** to be admitted to the Doctoral School in a given Discipline.

#### **[Results of the admission procedure]**

##### **§11**

1. The candidate receives information about the results of the admission procedure in the electronic admission system.
2. Results of the admission procedure are public.
3. Results of the admission procedure are understood as a ranking list drawn up by the Admission Committee and approved by the Rector, containing: individual application number, total number of points obtained and information on whether or not the candidate was included in the list of PhD students for the Doctoral School.

#### **[Admission limits]**

##### **§12**

1. The Rector sets the deadline in the admissions procedure for the Doctoral School for the academic year 2024/2025 to 30 April 2024. The admission limit in each Discipline does not include individuals who are not eligible for a PhD scholarship, subject to §12.7.
2. The SWPS University Senate authorizes the Rector to:
  - 1) decide on starting education in a given Discipline, if the number of persons qualified for admission to the Doctoral School is less than the established limit of admissions;
  - 2) announce supplementary admission procedure in a given Discipline, if the procedure conducted on the dates referred to in §10 did not fill all the places set as the admission limit.
3. In the case of special circumstances justifying the admission of fewer or more candidates than the established admission limit referred to in §12.1, the Rector may change the admission limit at the request of the Doctoral School Director or the University Admission Committee.
4. In the event of changing the admission limit in accordance with §12.3, the Admission Committee provides its opinion on the admission of a smaller or larger number of candidates, maintaining the order resulting from the ranking list, provided that such candidates obtained at least **100 points** in the admission procedure. The provision referred to in the preceding sentence does not apply to proceedings conducted at the second instance.
5. If a given candidate resigns or decides not to be admitted to the Doctoral School by 31 October 2024, the right to be admitted and take up education at the Doctoral School is granted to the next person on the ranking list, provided that they were admitted to the interviews and obtained at least **100 points** in the admission procedure,

6. In addition to the limit referred to in §12.1, admission to the Doctoral School is possible:
  - 1) for winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" program of the Ministry of Science and Higher Education) , as contractors or individuals recruited to carry out projects within the framework of research programs, provided that the funding of the PhD scholarship from the project at the Doctoral School is ensured for 48 months;
  - 2) individuals whose PhD scholarship was funded by the organizational units of the SWPS University for the entire period of education at the Doctoral School;
  - 3) other persons on the basis of agreements between the SWPS University and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Law;
  - 4) persons whose training at the Doctoral School will entail the obligation to be employed at the University under an employment contract, with a salary that exceeds the salary of a professor established under Article 137.2 of the Law.
7. The Rector may set an admission limit for the persons referred to in §12.6 until the completion of the admission procedure for the Doctoral School.
8. The Rector may determine the list of research programs referred to in §12.6.1, taking into account leading external programs.

#### **[Decision on the admission to the Doctoral School]**

#### **§13**

1. After the admission procedure, the Rector decides on admission to the Doctoral School.
2. Admission to the Doctoral School takes place by way of:
  - 1) entry on the list of PhD students - if the candidate is a Polish citizen;
  - 2) administrative decision - if the candidate is a foreigner.
3. Admission to the Doctoral School is denied by an administrative decision issued in particular, in the case of:
  - 1) failure to provide a graduation diploma by the end of the admission procedure or failure to meet other formal requirements applicable to the candidate after the initiation of the admission procedure,
  - 2) not being allowed to participate in the interview;
  - 3) failure to obtain proof of foreign language proficiency at the required level during the interview;
  - 4) failure to obtain at least 100 points in the admission procedure;
  - 5) having a place on the ranking list below the limit set by the Rector.

4. Within 14 days from the date of delivery of the administrative decision referred to in §13.2.2 or §13.3, the candidate is entitled to a request for reconsideration or other remedy, as instructed in the decision.
5. In the course of admission proceedings conducted in the second instance the Rector may refer the submitted application for reconsideration to the University Admission Committee, which conducts the substantive proceedings and issues an opinion on whether or not to grant the application for reconsideration. The decision of the University Admission Committee includes a justification and may include a request to increase the admission limit.
6. Granting the request for reconsideration in its entirety may result in particular:
  - 1) in the case of the decision referred to in §13.2.2 - revoking the administrative decision in whole or in part and deciding on the merits of the case, or by any other appropriate decision;
  - 2) in the case of the decision referred to in §13.3 - issuing an administrative decision to overturn in its entirety the decision to refuse admission to the Doctoral School and to determine that the prerequisites for admission to the Doctoral School have been met, or discontinuing the admission procedure in the first or second instance, or issuing another relevant decision. The provision of §13.2 applies accordingly.

#### **[Final Provisions]**

##### **§14**

1. An individual can only be a PhD student at one doctoral school. A candidate who has been admitted to more than one Doctoral School is obliged to immediately, i.e. no later than within 7 days from the date of the announcement of the results of the admission procedure, submit a statement in writing that they will take up training at the Doctoral School or submit a written resignation.
2. In case of violation of the prohibition referred to in **§14**, proceedings are initiated for the removal of such a student from the list of PhD students of the Doctoral School, observing the requirements of the Law and the Doctoral School Regulations.
3. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §14.1.

##### **§15**

1. A person admitted to the Doctoral School begins education and acquires the rights of a PhD student upon taking the oath.
2. No later than 1 October 2024, each candidate admitted to the Doctoral School is required to submit a printed and signed oath that is an acknowledgment that they have started their

education at the Doctoral School to the relevant Doctoral School Office. The provision of §14.3 applies accordingly.

## **§16**

The Admission Rules are made available within 14 days of its adoption on the SWPS University website and in the Public Information Bulletin on the University designated page.

## **§17**

1. In matters not covered by the Admission Rules, the provisions of generally applicable law are applied, in particular the provisions of the Law, the Act of 14 June 1960 - Code of Administrative Procedure, and relevant regulations applicable at the University.
2. In the event of a change in the provisions of generally applicable law affecting the rules, conditions and procedure of admission to the Doctoral School, the relevant provisions of generally applicable law will take precedence over the provisions of the Admission Rules.
3. In matters not covered by the Admission Rules or the Law and concerning the admission procedure to the Doctoral School, the Rector makes binding decisions.
4. The Appendices to the Admission Rules constitute its integral part:

|                    |                                                                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Appendix 1.</b> | Documents required to initiate the admission procedure and detailed criteria for the evaluation of candidates.                                       |
| <b>Appendix 2.</b> | Detailed admission rules for winners of competitions for the implementation of national and international research projects or grants.               |
| <b>Appendix 3.</b> | Rules for commencing and pursuing education by foreigners at the Doctoral School.                                                                    |
| <b>Appendix 4.</b> | List of certificates and documents proving a modern foreign language proficiency.                                                                    |
| <b>Appendix 5.</b> | Consent of the potential supervisor and the head of the research center, implementation center, research and implementation center or research group |

**Documents required in the admission procedure  
and detailed criteria for evaluating candidates**

**[Documents required in the admission procedure]**

**§1**

1. The candidate is required to attach the following documents (in pdf or jpg format) in the electronic admission system:
  - 1) an application for admission to the Doctoral School including the Discipline <sup>1</sup> in which the candidate is applying for admission to the Doctoral School and a cover letter addressed to the Admission Committee of the respective Discipline;
  - 2) graduation diploma, entitling to start education at the Doctoral School, i.e.:
    - a) a diploma of completing graduate studies in the case of a uniform master's degree, or diplomas of completing undergraduate and graduate studies in the case of first-cycle and second-cycle degree, or
    - b) another document confirming graduation from a university abroad entitling the student to undertake education at the doctoral school level in the country where it was issued or recognized as equivalent to the corresponding Polish diploma of completion of second-cycle (graduate) studies or uniform master's studies - along with a supplement presenting a list of subjects passed during uniform master's studies or first-cycle studies along with their grades, or an official transcript of grades, or in case of their absence - a photocopy of the student's register with information on the average grade or another document containing the names of courses, grades received and information on the average grade. In the absence of information about the grade point average in the diploma supplement, it is necessary to provide a separate certificate;
    - c) in the cases referred to in §8.2 of the Admission Rules, not regulated in §1.2.b) - documentation justifying the fulfillment of the prerequisites referred to in § 8.2.1 of the Admission Rules, a certificate of graduation in the academic year 2023/2024, a certificate issued after the nostrification procedure or after the procedure for confirming graduation at a certain level, together with a statement in which the candidate undertakes to submit the specified certificate no later than 30 September 2024 or by any other date established by the decision of the Doctoral School Director;

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<sup>1</sup> As defined in §1.3 of the Admission Rules.

- 3) in the case of demonstrating additional skills or achievements related to the Discipline in which the candidate is applying for admission to the Doctoral School - supporting documents:
    - a) foreign languages proficiency - certificates, listed as **Appendix 4** to the Admission Rules;
    - b) participation in research projects - grant award decision, copy of a grant agreement, or a certificate specifying the nature of participation in the grant;
    - c) internships and apprenticeships in scientific and clinical centers not constituting an on-the-job training - opinion of the internship or apprenticeship supervisor with information about the candidate's responsibilities or activities and the duration of the internship or apprenticeship; active participation in conferences (with an abstract of the candidate's conference reports and a document or certificate confirming active participation);
    - d) scientific materials accepted for publication or already published (journal paper: first page of article, book: title page and publisher's page, chapter in book: table of contents and first page of the chapter );
    - e) active participation in the work of scientific groups - a certificate issued the scientific group supervisor containing information about the activities undertaken by the candidate within the groups;
    - f) postgraduate certificates or other documents certifying the candidate's achievements in the Discipline the candidate is applying for admission to the Doctoral School, i.e., documents certifying awards and honors received, including awards from the Dean, Rector, Minister, Scientific Societies or awards in design and art competitions;
  - 4) in the case of artistic disciplines (fine arts and art conservation) additional documents include: a portfolio of the candidate's design or visual arts works, a list of exhibitions in which the candidate has participated or organized, a list of published or mentioned design or visual arts works, and a list of awards and prizes received;
  - 5) an outline of the PhD dissertation, in Polish or English, prepared in accordance with the criteria specified in §3.1.1 below;
  - 6) formal approval of the potential supervisor and the head of the research center, implementation center, research and implementation center or the research group with which the candidate will collaborate if admitted to the Doctoral School - on the template attached as **Appendix 5** to the Admission Rules.
2. Failure to submit documents that clearly prove the candidate's achievements or skills may result in not awarding points in a given category.

3. If a candidate to the Doctoral School in the recruitment process submits documents prepared in a foreign language (excluding English), it is necessary to provide their translation into Polish made by:
  - 1) a sworn translator entered in the list of the Minister of Justice or;
  - 2) a sworn translator registered in the EU, EFTA, OECD or;
  - 3) consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the foreign baccalaureate was issued, or;
  - 4) accredited diplomatic representative office or consular office of the country on whose territory or in whose educational system the foreign baccalaureate was issued or;
  - 5) a non-sworn translator who does not meet the requirements of items 1-4, but in such a case the translation has to be stamped and signed by such translator.
4. Graduation diplomas obtained abroad should be:
  - 1) bearing an apostille if the country issuing the document is covered by the The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents dated 5 October 1961, or
  - 2) subjected to legalization, in other cases.
5. If the graduation diploma obtained abroad lacks authorization to continue education in the country in whose higher education system the university that issued the diploma operates, such authorization has to be attached.
6. If, on the date of registration, the candidate does not yet have a graduation diploma with a supplement - in addition to the certificate referred to in §1.1.2.c), they have to attach a written statement in which they undertake to deliver a photocopy of the diploma with a supplement and their originals for inspection by 30 September 2024.

## **§2**

After electronic registration and attaching the necessary documents, the candidate submits the following documents (originals to be inspected after admission to the Doctoral School) to the relevant Doctoral School Office in Warsaw or Wrocław:

- 1) copies of the documents referred to in §1.1.1-6;
- 2) one color photograph (in accordance with the requirements for a Polish ID card) in document form (in pdf or jpg format);
- 3) printed and signed questionnaire - a printout from the electronic form filled in the electronic recruitment system;
- 4) proof of payment of an enrollment fee of PLN 400.00 (four hundred zlotys). The fee should be paid no later than the deadline for submission of documents, i.e. 17 June 2024. SWPS University

graduates (i.e., graduates of first-cycle, second-cycle and unified master's degree programs) are exempt from the enrollment fee.

### **[Detailed evaluation criteria]**

#### **§3**

1. Recruitment Committees evaluate candidates, taking into account the following criteria, relevant to the Discipline that the candidate has indicated in the admission procedure to the Doctoral School:
  - 1) a brief outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: planned title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, coherence and clarity of the argument, state of the research with references relevant to the achievement of the research objective, information on the expected results (it is possible to include the preliminary results attached as additional information). The description should include references, which do not count towards the character limit. Scoring: **up to 60 points**, taking into account:
    - a) research nature of the dissertation;
    - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
    - c) meeting the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
    - d) innovative nature of the project and the impact of its implementation on the Discipline development.
  - 2) the candidate's track record - scoring takes into account:
    - a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills predisposing the candidate to study at the Doctoral School, a justification for the choice of Discipline. Scoring: **0-5 points**;
    - b) evaluation of the candidate's previous education results, including completed studies (taking into account the average grade obtained during the studies), or other forms of education (e.g., postgraduate studies), as well as completed courses, modern foreign languages proficiency confirmed by certificates or documents listed in **Appendix 4** to the



Admission Rules. Candidates whose previous education is related to the topic of the PhD studies will be able to obtain higher scores. Scoring: **0-5 points**;

c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). In the case of materials confirming scientific activity relating to research publications, no more than two full scans of the most important papers or chapters in collective works; the candidate's other publications are confirmed by scans of title pages. In the case of an artistic discipline (fine arts and art conservation), the candidate's design or artistic achievements are also subject to additional evaluation. Assessment is made on the basis of: submitted design or artwork; a list of exhibitions in which the candidate has participated or organized; publications or mentions of the candidate's design or artwork. Scoring: **0-10 points**;

d) internships and apprenticeships in scientific and clinical centers not constituting an on-the-job training in cultural institutions, public benefit organizations, innovative enterprises, participation in grant projects, development of research tools, teaching activities, activity in scientific groups, etc., as well as significant professional achievements of value to the education undertaken at the Doctoral School. The highest score a candidate can receive for participation in research grants, projects and internships funded by national and international sources of funding for science, culture or innovation (NCN, NCBiR, FNP, MEiN, NAWA, MKiDN, EU). Scoring: **0-10 points**;

3) Received awards and honors, including awards from the Dean, Rector, Minister, Scientific Societies, or awards in design and art competitions Awards for achievements in implementation activities. Scoring: **0-5 points**;

4) result of the interview that aims at assessing the candidate's competence relevant to the perspective of the conducted research, justification of the relevance of the chosen Discipline and methodology for the proposed research problems, as well as the candidate's motivation and substantive preparation for the study. The interview is conducted in Polish or English, and in the scientific discipline of psychology - only in English. The interview may include the following elements: a discussion of the candidate's dissertation (understanding of the topic, research hypotheses and their implementation, results obtained and conclusions); questions about the candidate's academic record and the course of their first and second-cycle or unified master's studies, including subjects related to the topic of the dissertation; questions about the PhD dissertation outline and other information contained in the documentation attached by the candidate, a presentation relevant to the research project which does not

repeat what was written in the project. Its purpose is to present the research question set it in a broader context, etc., combined with an assessment of the candidate's research aptitude. If the Admission Committee determines that the candidate referred to in §8.6-8 of the Admission Rules has insufficiently prepared and presented a dissertation outline in English during the interview, it may not award points in this category regardless of the rest of the interview, which is equivalent to failing to confirm the foreign language proficiency requirement at the required level of proficiency. Scoring: **0-20 points**;

- 5) an assessment of the candidate by the potential supervisor, in particular: evaluation of past achievements, including graduation results, conference presentations, publications, creative output, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center or research team. Scoring: **0-25 points**.
2. Admission Committees evaluates candidates applying to the Doctoral School in a given Discipline, taking into account the rank of their achievements and their relevance to the Discipline the candidate has chosen when recruiting to the Doctoral School, as well as the timeliness of scientific achievements. The highest scores will be given to the achievements from the period of 5 years preceding the date of application.
  3. The ranking list is drawn up in descending order of the sum of points obtained in the recruitment process. The candidate's position on the ranking list results from the sum of the arithmetic averages of the grades in each category awarded by the Recruitment Committees and the arithmetic averages given by the potential supervisor(s).
  4. A candidate can receive a maximum of **140 points** in the recruitment process for the Doctoral School.
  5. Candidates have to score at least **100 points** to be admitted to study in the Doctoral School in a given Discipline.

**Detailed admission rules for winners of competitions for the implementation of national and international research projects or grants**

**§1**

**General provisions**

1. These detailed rules for admission to the Doctoral School (hereinafter referred to as: "**Detailed Admission Rules**") define separate rules for admission of persons referred to in §12.6 of the Admission Rules, i.e.:
  - 1) winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" program of the Polish Ministry of Education and Science) as contractors or individuals recruited to carry out projects within the framework of research programs, provided that the funding of the PhD scholarship from the project at the Doctoral School is ensured for 48 months;
  - 2) individuals whose PhD scholarship was funded by the organizational units of the SWPS University for the entire period of education at the Doctoral School;
  - 3) other persons on the basis of agreements between the SWPS University and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Law;
  - 4) persons whose training at the Doctoral School will entail the obligation to be employed at the University under an employment contract, with a salary that exceeds the salary of a professor established under Article 137.2 of the Law,
    - - using separate rules derived from the Detailed Admission Rules, and to the extent not regulated by the Detailed Admission Rules - with relevant application of the provisions of the Admission Rules.
2. The condition for admission to the Doctoral School, i.e. to be at the first place of the ranking list in the competitive procedure, applies to the persons referred to in §1.1.
3. Based on the opinion of the Admission Committee referred to in §4.1 the Doctoral School Director may refuse to apply the Detailed Admission Rules to a candidate if their participation in implementing the research program was insignificant. In this case, the candidate may take part in the admission process for the Doctoral School under the provisions of the Admission Rules.

4. If a candidate to the Doctoral School participates in the admissions process solely on the basis of the provisions of the Admission Rules, and the conditions are met for refunding their PhD scholarship in the manner specified in §1.1, they may be admitted beyond the limits of places referred to in §12.1 of the Admission Rules, unless the Rector has set an admission limit in accordance with §12.7 of the Admission Rules.
5. The admission procedure to the Doctoral School may be carried out in a competitive mode relevant for the selection of the person referred to in §1.1.
6. The admission procedure for the Doctoral School and the selection of the person referred to in §1.1, financed through a PhD scholarship, is carried out in a single process.
7. A PhD student may receive only one PhD scholarship at the Doctoral School, regardless of the source of its funding.

## §2

1. A prerequisite for admission to the Doctoral School of persons referred to in §1.1 is proof of a foreign language proficiency, subject to paragraphs §2.2-4 below.
2. For candidates recruited under the following Disciplines:
  - 1) psychology, sociological sciences, political sciences and administration, fine arts and art conservation - a valid certificate or other proof of English language proficiency of at least B2 is required,
  - 2) literary studies or cultural and religious sciences – a valid certificate or other proof of knowledge of a modern foreign language proficiency of at least B2 is required- subject to §2.3 and §2.4 below.
3. The list of certificates and documents proving a modern foreign language proficiency is attached as **Appendix 4** to the Admission Rules.
4. If the candidate does not have the certificate or document referred to in §2.3, they are required to independently prepare and present their draft PhD dissertation outline in English during the interview, in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.

## §3

1. Research project manager should agree on the details of the procedure for recruiting grantees for their project with the Doctoral School Director before the start of the competition.
2. Research project managers submit in writing to the Doctoral School Director the required number of persons, profile of the desired candidate and the assumed duration of participation in accordance with the approved project terms, as well as the amount of the PhD scholarship provided for in the project and the duration of its payment. The candidate's expected

participation in the project must not be shorter than 48 months from the beginning of their education at the Doctoral School. It is also permissible to recruit individuals performing tasks in research projects already underway at the SWPS University, subject to individual approval of the Doctoral School Director, given after consultation with the Vice-Rector for Educational Affairs.

3. Research project manager is required to submit the following:
  - 1) list of documents required from the candidate in the recruitment procedure;
  - 2) personal data of the research project manager: first and last name, degree or academic title, place of employment, email address, phone;
  - 3) personal data of the research project manager, if the candidate for the Doctoral School works on a research project: first and last name, degree or academic title, place of employment, email address, phone;
  - 4) personal data of the prospective supervisor, if such is specified in the grant agreement: first and last name, degree or academic title, place of employment, email address, phone;
  - 5) title of the research project, contract number, name of the applicant;
  - 6) scientific or artistic discipline of the project;
  - 7) start date of the project, its duration and the duration of the candidate's participation in it;
  - 8) the amount of the PhD scholarship and the duration of its payment.
4. Using the information referred to in §3.2-3, a competition is announced as part of the admission procedure for the Doctoral School, specifying the rules of the competition, including its requirements, procedure and deadline for submitting applications, no shorter than 14 days from the date of publication of the competition announcement on the SWPS University website. The stated rules of the competition may be complained about to the Rector, but no later than the closing date for applications. The Rector may cancel the competition and order it to be held again according to the revised rules.
5. Within 30 days of the expiration of the deadline for submission of applications, the competition proceedings is conducted in connection with the competition referred to in §3.4. Candidates enrolled in the doctoral program as part of the competition, start their training from the nearest semester after the completion of the procedure, unless the Doctoral School Director, in justified cases, determines an earlier start date. If no application is submitted by the indicated deadline, the Competition Committee declares the competition closed.
6. The selection procedure begins with sending an application to the admission procedure by properly registering the candidate in the form available on the SWPS University's website and submitting the documents required for the competition.

7. The other provisions regarding the documentation submitted in the course of the admission procedure by the candidates referred to in §1.1.1 specified in the Admission Rules are retained and applied accordingly.

#### **§4**

1. The Doctoral School Director appoints a Competition Committee to conclude the competition referred to in § 3.4, which includes the research project manager and other members designated by the project manager. A representative of the SWPS University's Human Resources Department acting in an advisory capacity also attends the Competition Committee.
2. The provisions of §3 of the Admission Rules apply to meetings of the Competition Committee accordingly, while the provisions of §4 of the Admission Rules do not apply.
3. On the basis of the materials and results of the competition conducted in accordance with § 1.5 and §3, the Competition Committee issues its opinion in the form of a resolution on the admission or refusal of a candidate to the Doctoral School and draws up a preliminary ranking list of the conducted competition, which is forwarded to the Doctoral School Director. The Doctoral School Director may request the Committee head to supplement the Committee's justification within the prescribed period.
4. If it is not possible to meet the requirements set forth in § 1.5-6, §3 and §4.1-3 above, particularly in connection with the requirements of the research project in which the competition is being conducted, the Doctoral School Director may determine another competition, with requirements comparable to those set forth in the Admission Rules.

#### **§5**

1. A candidate admitted to the Doctoral School in a given Discipline is included in the list of PhD students after delivering to the Doctoral School Office copies of the documents posted in the recruitment system within 7 from receiving information on the positive result of the competition, as well as the following original documents:
  - 1) a printed and signed oath confirming that they have taken up training at the Doctoral School they have been admitted to;
  - 2) formal approval of the potential supervisor and the head of the research center, implementation center, research and implementation center or the research group with which the candidate will collaborate if admitted to the Doctoral School - on the template attached as Appendix 5 to the Admission Rules.
  - 3) confirmation of payment of the recruitment fee in full, (subject to §2.4 of **Appendix 1** to the Admission Rules);

- 4) graduation diploma, entitling to study at the Doctoral School according to the requirements set forth in § 1.1.2 of **Appendix 1** to the Admission Rules;
  - 5) in the case of demonstrating additional skills or achievements related to the Discipline in which the candidate is applying for admission to the Doctoral School - supporting documents:
    - a) foreign languages proficiency - certificates, listed as **Appendix 4** to the Admission Rules;
    - b) participation in research projects - grant award decision, copy of a grant agreement, or a certificate specifying the nature of participation in the grant;
    - c) internships and apprenticeships in scientific and clinical centers not constituting an on-the-job training - opinion of the internship or apprenticeship supervisor with information about the candidate's responsibilities or activities and the duration of the internship or apprenticeship; active participation in conferences (with an abstract of the candidate's conference reports and a document or certificate confirming active participation);
    - d) scientific materials accepted for publication or already published (journal paper: first page of article, book: title page and publisher's page, chapter in book: table of contents and first page of the chapter );
    - e) active participation in the work of scientific groups - a certificate issued the scientific group supervisor containing information about the activities undertaken by the candidate within the groups;
    - f) postgraduate certificates or other documents certifying the candidate's achievements in the Discipline the candidate is applying for admission to the Doctoral School, i.e., documents certifying awards and honors received, including awards from the Dean, Rector, Minister, Scientific Societies or awards in design and art competitions;
  - 6) in the case of artistic disciplines (fine arts and art conservation) additional documents include: a portfolio of the candidate's design or visual arts works, a list of exhibitions in which the candidate has participated or organized, a list of published or mentioned design or visual arts works, and a list of awards and prizes received.
2. Candidates are required to register in the electronic enrollment system within 7 from receiving information on the positive outcome of the selection process. A link to the system is provided to the candidate at the e-mail address they have provided.
  3. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §5.1.
  4. In order to be included in the list of PhD students of the Doctoral School, a candidate recommended by the Competition Committee has to meet the other requirements specified in

the Admission Rules and sign an agreement specifying the rules for the implementation of research and payment of a PhD scholarship from funds received by SWPS University within the framework of a specific project.

### **"Implementation PhD" program**

#### **§6**

1. In order to participate in the "Implementation PhD" program, the candidate should be a person employed on a full-time basis for the entire duration of the program by an entity that agrees to **their education/train them** in the Doctoral School under the program and provide an assistant supervisor from among its employees.
2. A person who would like to apply for the "Implementation PhD" program should contact the Implementation PhD Coordinator of SWPS University (hereinafter referred to as: **"Coordinator"**) to assess the initial potential of the idea for implementation. The coordinator, in cooperation with the candidate, completes the necessary documents that will be evaluated by the Ministry of Science and Higher Education in the competition.
3. Enrollment in the program is made by sending an application form to the Doctoral School Office, to the Coordinator's email address, by **29 March 2024**. A template application form is attached to the Detailed Admission Rules. The attachments to the application form include scans or copies of the documents specified in §1.1.1-6 of **Appendix 1** to the Admission Rules.
4. After learning about the scope of activities of a particular research center, implementation center, research and implementation center or research group, their scientific interests and requirements for PhD students, the candidate should contact the head of the selected research center, implementation center, research and implementation center or research group and present the thematic scope of their research project and indicate the scientist (potential supervisor) under whose supervision they would like to prepare the implementation PhD thesis.
5. After receiving preliminary approval from the potential supervisor, the candidate should complete and submit the form referred to in §6.3.
6. The Coordinator, after reviewing the submitted applications, verifies them in terms of meeting the formal requirements for admission to the Implementation PhD program, and then submits the applications of candidates meeting the formal requirements to the Implementation PhD program Recruitment Committee, referred to in §9.1.

#### **§7**

Admission of candidates to the Doctoral School accepted under the "Implementation PhD" program is carried out through a separate competition based on the provisions of §6-9 and includes:



- 1) qualification proceedings for the "Implementation PhD" program consisting of:
  - a) the candidate's obligation to obtain the approval of the potential supervisor and submit the application form to the Coordinator;
  - b) evaluation of the candidate and their scientific and practical achievements, the scientific quality of the PhD project, as well as its implementation quality and the evaluation of the chances of implementing the implementation project in the institution/employment organization;
  - c) interview;
  - d) information about the candidate 's qualification to submit a preliminary application to the "Implementation PhD" program organized by the Ministry of Science and Higher Education;
- 2) the enrollment procedure for the Doctoral School is initiated no earlier than after the candidate has been pre-qualified for the "Implementation PhD" program by the Ministry of Science and Higher Education (hereinafter: MNiSW) and consists of:
  - a) registration of the candidate in the electronic recruitment system - those who take part in the qualification procedure for the "Implementation PhD" program register in the admission system only after the publication of the results of the competition and by the deadline indicated by the MNiSW;
  - b) submission of the following documents:
    - a printed and signed oath confirming that they have taken up training at the Doctoral School;
    - formal approval of the potential supervisor and the head of the research center, implementation center, research and implementation center or the research group with which the candidate will collaborate if admitted to the Doctoral School - according to the template attached as **Appendix 5** to the Admission Rules.
    - copies of the other documents posted in the recruitment system, referred to in §1.1-6 of **Appendix 1** to the Admission Rules;
    - confirmation of payment of the recruitment fee in full, (subject to §2.4 of **Appendix 1** to the Admission Rules);
  - c) establishing and announcing the list of those admitted to the Doctoral School under the "Implementation PhD" program.

## §8

1. To conclude the competition, the Doctoral School Director appoints an "Implementation PhD" program Recruitment Committee, consisting of: a representative of the Knowledge Transfer

Center and at least two academic teachers employed at the SWPS University in the positions of professor or assistant professor of the conducting scientific activity in the Disciplines in which recruitment is conducted, and Implementation PhD Coordinator of the Doctoral School Office.

2. The "Implementation PhD" program Recruitment Committee evaluates candidates, taking into account the following criteria, relevant to the Discipline that the candidate has indicated in the recruitment procedure for the Doctoral School:

- 1) An outline of the PhD dissertation (maximum 3 A4 pages, single spacing) including: title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, coherence and clarity of the argument, state of the research with references relevant to the achievement of the research objective, information on the expected results (it is possible to include the preliminary results attached as additional information). The document must also include a section on the planned application studies (maximum 1 A4 page). The description should include references, which do not count towards the character limit. Scoring: **0-60 points, including 0-40 points for criteria a, b, c, d and 0-20 points for criteria e, f** will take into account:

- a) research nature of the dissertation;
  - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
  - c) meeting the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
  - d) innovative nature of the project and the impact of its implementation on the given scientific discipline development
  - e) with regard to applied research - the criterion of applied research understood as research work undertaken in order to acquire new knowledge and skills, oriented primarily towards practical application (or: aimed at specific, practical purposes);
  - f) with regard to applied research - the innovative nature of the proposed practical solution and its implementation potential;
- 2) the candidate's track record – scoring takes into account:
    - a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills

- predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline and selection of the "Implementation PhD" program. Scoring: **0-5 points**;
- b) assessment of the candidate's past educational performance, including completed studies (taking into account the average grades obtained during the studies), other forms of education (e.g., postgraduate studies) and courses. Scoring: **0-5 points**;
  - c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). In the case of materials confirming scientific activity relating to research publications no more than two full scans of the most important papers or chapters in collective works; the candidate's other publications are confirmed by scans of title pages. In the case of multi-author achievements, it is necessary to specify the percentage of the candidate's contribution to the achievement. In the case of an artistic discipline (fine arts and art conservation), the candidate's design or artistic achievements are also subject to additional evaluation. Assessment is made on the basis of: submitted design or artwork; a list of exhibitions in which the candidate has participated or organized; publications or mentions of the candidate's design or artwork, as well as awards received by the candidate. Scoring: **0-10 points**;
  - d) implementation achievements, participation in implementation research, conferences of an implementation nature and implementation projects, participation in the creation of inventions, utility models or industrial designs, cooperation with business or social partners (implementations, licenses, research services). Scoring: **0-10 points**;
  - e) mobility, including international mobility, in particular: internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant professional achievements of value to the training undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document and what were the responsibilities/activities of the candidate. Scoring: **0-5 points**;
  - f) Received awards and honors, including awards from the Dean, Rector, Minister, Scientific Societies, or awards in design and art competitions; Awards for achievements in implementation activities. Scoring: **0-5 points**;
- 3) result of the interview that aims at assessing the candidate's competence relevant to the perspective of the conducted research, justification of the relevance of the chosen Discipline and methodology for the proposed research problems, as well as the candidate's motivation

and substantive preparation for the study. The interview is conducted in Polish or English in accordance with §8.6-8 of the Admission Rules, and in the scientific discipline of psychology - only in English. The interview may include the following topics: the candidate's thesis (understanding of the topic, research hypotheses and their verification, the obtained results and conclusions, understanding of the needs and limitations of the target group and the risk factors associated with the implementation); questions about the candidate's academic track record, the PhD project and other information contained in the documentation attached by the candidate; a presentation relevant to the research project, but not repeating of what was written in the project. Its purpose is to present the research question set in a broader context, combined with an assessment of the candidate's research aptitude.

**Scoring: 0-20 points.**

- 4) an assessment of the candidate by the potential supervisor, in particular: evaluation of past achievements, including graduation results, conference presentations, publications, implementation achievements, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center, implementation center, research and implementation center or research group. **Scoring: 0-25 points.**
  - 5) an assessment of the candidate by a representative of the Knowledge Transfer Center, including in particular: implementation quality of the PhD project, the chances of implementing the project at the institution/organization employing the candidate, i.e. evaluation of the project concept - adequacy of the adopted research methodology in the context of the development of a new solution, whether the target group has been properly defined, whether the risks associated with the implementation have been described and whether the outline of the PhD dissertation indicates ways to minimize them, evaluation of the level of innovation of the designed solution and the chances for implementation in the institution/organization employing the candidate; whether an adequate way to protect the intellectual property that is to be the result of the PhD dissertation has been foreseen - if applicable. **Scoring: 0-25 points.**
3. The prerequisite for admission to participate in interviews with the "Implementation PhD" program Recruitment Committee is:
- 1) submitting the candidate's consent referred to in §7.2(b) second indent;
  - 2) obtaining at least **70 points** for the achievements listed in §8.2.1-5;

4. The purpose of the interview is for the candidate to present the research question and to determine the candidate's general level of knowledge in the relevant Discipline, as well as their level of preparation for the research project in relation to applied research and the candidate's ability to carry out such a project, combined with an assessment of the candidate's research aptitude and English language proficiency.
5. If the "Implementation PhD" program Recruitment Committee determines that the candidate referred to in §2.4 has insufficiently prepared and presented a dissertation outline in English during the interview, it may deny the candidate admission to the Doctoral School (referred to in § 9.1) regardless of the rest of the interview and the number of points obtained in the recruitment procedure.
6. Interviews may be conducted in the form of hearings via electronic communications and will be organized **from 15 April 2024 to 30 April 2024**.
7. When evaluating a candidate, the the "Implementation PhD" program Recruitment Committee takes into account the opinion of the potential supervisor, which includes an evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor's research center, implementation center, research and implementation center or research group.
8. The provisions of §3 and §4 of the Admission Rules apply mutatis mutandis to the meetings of the "Implementation PhD" program Recruitment Committee.

## §9

1. On the basis of the materials and results of the recruitment procedure conducted in accordance with the procedure set forth in §8.2-4 and §.2, the "Implementation PhD" program Recruitment Committee issues its opinion in the form of a resolution on the admission or refusal of a candidate to the Doctoral School and draws up a ranking list of the recruitment procedure, which is forwarded to the Doctoral School Director. The Doctoral School Director may request the "Implementation PhD" program Recruitment Committee head to to supplement the Committee's justification within the prescribed period.
2. On the basis of the ranking list drawn up by the "Implementation PhD" program Recruitment Committee, the Doctoral School Director indicates the number and list of persons qualified for the "Implementation PhD " program for submission of the final application to the MNiSW.
3. A candidate qualified for the "Implementation PhD" program, after the announcement of the results of the competition by the MNiSW and fulfilling the conditions described in §7.2, is included in the list of PhD students of the Doctoral School after providing the relevant Doctoral School

Office with supporting documents required by the MNiSW in connection with the application for admission to the Doctoral School under the "Implementation PhD" program. The deadline for delivery of the documents referred to in the preceding sentence and the documents referred to in §7.2(b) is **15 October 2024**.

4. Submitting a printed and signed oath by **15 October 2024** is considered confirmation of commencing education at the Doctoral School.
5. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §9.3-4 and §7.2(b).
6. The candidate may be enrolled as a PhD student in the Doctoral School within the framework of the "Implementing PhD" program, provided that they obtain a positive result in the MNiSW competition.
7. A candidate can receive a maximum of **170 points** in the recruitment process for the Doctoral School.
8. Candidates have to score at least **121 points** to be admitted to study in the Doctoral School in a given Discipline.

## Application form for the "Implementation PhD" program

### IMPLEMENTATION PhD APPLICATION FORM 2024

| 1. Information about the candidate                                                                         |                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First and last name                                                                                        |                                                                                                                                                                                                                                                                                                                             |
| College/university degree                                                                                  |                                                                                                                                                                                                                                                                                                                             |
| Completed university/college                                                                               |                                                                                                                                                                                                                                                                                                                             |
| Completed faculty                                                                                          |                                                                                                                                                                                                                                                                                                                             |
| Master's thesis title                                                                                      |                                                                                                                                                                                                                                                                                                                             |
| Date of obtaining the master's degree                                                                      |                                                                                                                                                                                                                                                                                                                             |
| 2. Formal requirements for participation in the "Implementation PhD" ministerial program                   |                                                                                                                                                                                                                                                                                                                             |
| Polish citizenship                                                                                         | <input type="checkbox"/> yes<br><input type="checkbox"/> no                                                                                                                                                                                                                                                                 |
| Name of employer ( <i>promise of employment or employment contract is required</i> )                       |                                                                                                                                                                                                                                                                                                                             |
| Are you employed under an employment agreement?                                                            | <input type="checkbox"/> yes<br><input type="checkbox"/> no                                                                                                                                                                                                                                                                 |
| Potential scientific supervisor on behalf of the SWPS University                                           |                                                                                                                                                                                                                                                                                                                             |
| Has the potential research supervisor agreed to supervise the project? ( <i>mark the relevant answer</i> ) | <input type="checkbox"/> yes<br><input type="checkbox"/> no                                                                                                                                                                                                                                                                 |
| Module indication ( <i>mark the relevant answer</i> )                                                      | <input type="checkbox"/> Implementation PhD I (unrelated to AI, quantum technologies or metrology)<br><input type="checkbox"/> Implementation PhD II - AI and quantum technologies<br><input type="checkbox"/> Implementation PhD III - metrology                                                                           |
| 3. Information about the planned PhD dissertation                                                          |                                                                                                                                                                                                                                                                                                                             |
| Working subject of the planned thesis                                                                      |                                                                                                                                                                                                                                                                                                                             |
| Description of implementation (received product)                                                           |                                                                                                                                                                                                                                                                                                                             |
| Discipline in which the implementation will be carried out ( <i>mark the relevant answer</i> )             | <input type="checkbox"/> psychology<br><input type="checkbox"/> cultural and religious sciences<br><input type="checkbox"/> literary studies<br><input type="checkbox"/> sociological sciences<br><input type="checkbox"/> political sciences and administration<br><input type="checkbox"/> fine arts and art conservation |

|                                                                                                                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Proposed assistant supervisor representing the employer company (name, email address, position) <sup>2</sup>                                                                                                                                                            |  |
| Contact person in the employer company that would be handling formal documentation (First and last name, e-mail address, position)                                                                                                                                      |  |
| A. Scientific objective of the project (description of the problem to be solved, research questions or hypotheses posed)(up to 1000 characters)                                                                                                                         |  |
|                                                                                                                                                                                                                                                                         |  |
| B. Scientific significance of the project (state of knowledge, justification for addressing the research problem, novelty of the research, relevance of the project results to the development of a particular field and scientific discipline) (up to 2000 characters) |  |
|                                                                                                                                                                                                                                                                         |  |
| C. Practical relevance and implementation potential of the project: the nature of the implementation, the planned place and method of implementation; importance of the project for the business and the Polish economy in general) (up to 2000 characters)             |  |
|                                                                                                                                                                                                                                                                         |  |
| D. Concept and plan for research and implementation work (overall research plan, methodology, risks analysis, milestones, etc.) (up to 2000 characters)                                                                                                                 |  |
|                                                                                                                                                                                                                                                                         |  |
| E. Preliminary schedule of research and implementation work under the project encompassing 4 years (8 semesters)                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                         |  |
| F. Sample references (according to APA standards)                                                                                                                                                                                                                       |  |
|                                                                                                                                                                                                                                                                         |  |

I hereby certify that I have not applied for funding for an identical or similar project under the "Implementation PhD" program by another entity.

.....  
Candidate's signature

Appendices to the application form are scans or copies of the documents specified in § 1.1.1-6 of Appendix 1 to the Rules, conditions and procedures for admission to the SWPS University Doctoral School in the academic year 2024/2025.

The application should be sent by: **29 March 2024**

to: [wdrozeniowe@swps.edu.pl](mailto:wdrozeniowe@swps.edu.pl)

Coordinator for implementation PhDs

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A PhD degree, or at least five years of experience in scientific activity, or a significant track record in the development and implementation in the economic or social sphere of an original design, construction, technological or artistic solution, with an interregional scope and a lasting and universal character, is required.



## **Rules for commencing and pursuing education by foreigners at the Doctoral School**

### **§1**

#### **Recruitment of foreigners**

1. A foreigner may be admitted to the Doctoral School at the SWPS University after meeting the following requirements:
  - 1) indicated **Polish** mailing address in the enrollment form, and if they have no such Polish mailing address, indicated a proxy's mailing address in Poland;
  - 2) has an insurance policy against illness or accidents for the period of education in the Republic of Poland, or a European Health Insurance Card, or will take out insurance with the National Health Fund immediately after the start of education;
  - 3) meets the admission requirements specified in the Admission Rules.

### **§2**

1. In the case of agreements concluded by the SWPS University with foreign entities, recruitment of foreigners to the Doctoral School is carried out in accordance with the terms of these agreements.
2. In particularly justified cases, the decision on admission of a foreigner to the Doctoral School may be issued subject to the condition of delivery of original documents within a specified period of time under pain of revocation of the decision with *ex nunc* effect.
3. A foreigner is obliged to provide a certificate of nostrification of a foreign diploma or a certificate of equivalence of the presented diploma to a Polish diploma, according to the legal status, by no later than the end of September 2024 and in justified cases beyond the foreigner's control, also by a later date set by the Doctoral School Director.

## **List of certificates and documents proving a modern foreign language proficiency**

### **§1**

The following list includes all approved certificates proving a modern foreign language proficiency:

1. Certificate of foreign language proficiency issued by the National School of Public Administration as a result of a linguistic examination;
2. Certificates of language proficiency of at least B2 on the global scale of language proficiency according to the "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)":
  - 1) Certificates issued by institutions affiliated with the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
    - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage - at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
    - b) Diplôme d'Étude en Langue Française (DELFF) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSLCF), Diplôme Supérieur d'Etudes Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
    - c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDfB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),
    - d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),

- e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
  - f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),
  - g) Nederlands als Vreemde Taal / Dutch as a Foreign Language (CNaVT) - Profiel Professionele Taalvaardigheid (PPT) (B2) / Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2 II) (B2)/Dutch as a Second Language II (NT2-II) (B2),
  - h) Prøve i Dansk 3 (B2), Studieprøven (C1),
  - i) Certificate of Slovene on the Intermediate Level (B2), Certificate of Slovene on the Advanced Level (C1);
- 2) Certificates from the following institutions:
- a) Educational Testing Service (ETS) - specifically the following certifications: Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test (iBT) version; Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test (CBT) version supplemented by at least 50 points from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test (PBT) version supplemented by at least 3.5 points from the Test of Written English (TWE) and at least 50 points from the Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points; Test de Français International (TFI) - at least 605 points,
  - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
  - c) City Guilds, City Guilds Pitman Qualifications, Pitman Qualifications Institute - specifically the following certifications: English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) - Communicator level, Expert level, Mastery level; City Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2)

- 500/1767/6; Spoken English Test (SET) for Business - Stage B "Communicator" level, Stage C "Expert" level, Stage C "Mastery" level; English for Business Communications (EBC) - Level 2, Level 3; English for Office Skills (EOS) - Level 2,
- d) Edexcel, Pearson Language Tests, Pearson Language Assessments - specifically the following certifications: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),
  - e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - specifically the following certifications: London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) - Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - Pass with Credit, Pass with Distinction level,
  - f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - specifically the following certifications: International English Language Testing System IELTS - above 6 points,
  - g) Chambre de commerce et d'industrie de Paris (CCIP) - specifically the following certifications: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
  - h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) - specifically the Prüfung Wirtschaftsdeutsch International (PWD) (C1) certificate,
  - i) Kultusministerkonferenz (KMK) - specifically, the Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder - KMK (B2/C1) certificate,
  - j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) - specifically the following certifications: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) - B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),
  - k) Hochschulrektorenkonferenz (HRK),
  - l) Società Dante Alighieri - specifically the following certifications: PLIDA B2, PLIDA C1, PLIDA C2,

- m) Università degli Studi Roma Tre - specifically the following certifications: Int.It (B2), IT (C2),
- n) Università per Stranieri di Siena - specifically the following certifications: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
- o) A. S. Pushkin's Russian Language State Institute ,
- p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
- q) Univerzita Karlova v Praze,
- r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca - centrum pre slovenčinu ako cudzí jazyk,
- s) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykovej a odbornej prípravy zahraničných študentov,
- t) Coordinating Council for Language Proficiency Certification of the Warsaw University;
- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH - specifically the following certifications: B2 Certificate in English - advantage, B2 Certificate in English for Business Purposes - advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; Certificato Superiore d'Italiano (B2), telc Italiano B2; telc Русский язык B2.
- 3. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) - HSK level (Advance).
- 4. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate - Level 1 (Advance).
- 5. Graduation diplomas:
  - 1) A degree in foreign philology or applied linguistics;
  - 2) Teachers' Foreign Language College;
  - 3) National School of Public Administration.
- 6. In terms of any document Issued abroad, confirming the acquisition of a degree or title in science or a degree or title in art - the language of instruction of the institution providing the training is recognized.

7. In terms of any document confirming the graduation of studies or postgraduate studies abroad or in the Republic of Poland - the language of instruction is recognized, if the language of instruction was only a foreign language.
8. Foreign-issued document recognized as equivalent to a Polish certificate of secondary education - the language of instruction is recognized.
9. International Baccalaureate Diploma.
10. European Baccalaureate Diploma.
11. Certificate of passing the departmental exam in:
  - 1) Ministry of Foreign Affairs;
  - 2) the office serving the minister responsible for economic affairs, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade, and the Ministry of Foreign Trade and Maritime Economy;
  - 3) Ministry of Defense - level 3333, level 4444 according to STANAG 6001.
12. A certificate Issued by the National School of Public Administration confirming the qualification for a high-ranking government position.
13. A document confirming entry in the list of sworn translators in the Republic of Poland or a document confirming the qualification of a sworn translator in another member state of the European Union, a member state of the European Free Trade Agreement (EFTA), which is a party to the Agreement on the European Economic Area, or in the Swiss Confederation.

**CONSENT OF THE POTENTIAL SUPERVISOR,  
AND THE HEAD(S) OF THE RESEARCH CENTER, IMPLEMENTATION CENTER,  
RESEARCH AND IMPLEMENTATION CENTER OR RESEARCH GROUP**

**Name of the research center or group:** .....

.....

**PERSONAL DETAILS OF THE DOCTORAL SCHOOL CANDIDATE FOR 2024/2025**

1. First and last name: .....
2. **SCOPE OF THE CANDIDATE'S RESEARCH WORK:** .....  
 .....  
*(topic of the research thesis determines the thematic scope of the research project)*  
 in the scientific discipline(s)/artistic discipline\* of:  
 .....  
 .....  
 .....
3. Name of the supervisor selected by the candidate during the admission procedure:  
 .....

\* Mark the relevant answer.

**Formal approval of the potential supervisor**.....  
*(supervisor's signature and date)*

---

**Formal approval of the research center or group:**

**I agree to include the candidate** .....  
*(First and last name)*

**to work with the following research center/group**

.....  
 .....  
*(Name of the research center or group)*

.....  
*(date and signature and/or name stamp of the research center/group manager)*

**Justification** (list of research projects/grants implemented in the research unit):

.....

.....  
.....  
.....



**Resolution No. 63/2019**  
**of the Senate of SWPS University of Social Sciences and**  
**Humanities**  
**dated June 28, 2019**  
**on the establishment of the Regulations of the Doctoral School of Social Sciences and**  
**Humanities**  
**of SWPS University of Social Sciences and Humanities**

Pursuant to Article 292 of the Act of July 3, 2018, Introductory provisions of the Act - Law on Higher Education and Science, read together with Article 205 of the Act of July 20, 2018 - Law on Higher Education and Science, the Senate of SWPS University of Social Sciences and Humanities hereby enacts the following:

**§1**

1. The Senate of SWPS University of Social Sciences and Humanities hereby enacts the Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities, which constitute an appendix to this resolution (hereinafter referred to as the Regulations).
2. The Regulations shall enter into force on October 1, 2019.

**§2**

The Resolution shall enter into force on the date of its adoption.

Chair of the Senate  
of SWPS University of Social Sciences and Humanities

Prof. dr hab. Roman Cieślak

*The Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities have been agreed upon with the doctoral student government of SWPS University of Social Sciences and Humanities, as confirmed by the signature of the representative of the doctoral student government of SWPS University of Social Sciences and Humanities:*

.....

**Regulations  
of the Doctoral School of Social Sciences and Humanities of  
SWPS University of Social Sciences and Humanities**

**Chapter I General  
Provisions**

**§ 1**

1. SWPS University of Social Sciences and Humanities (hereinafter referred to as: **"SWPS University"** or the **"University"**) operates an interdisciplinary doctoral school under the name: Doctoral School of Social Sciences and Humanities (hereinafter referred to as the **"Doctoral School"**), which provides education in four academic disciplines: literary studies, culture and religion studies, sociology, and psychology.
2. The Doctoral School conducts the education of doctoral students at level 8 of the Polish Qualifications Framework in the following academic disciplines: literary studies, culture and religion studies, sociology, and psychology, in accordance with the rules outlined in the Act of July 20, 2018 - Law on Higher Education and Science (hereinafter referred to as the **"Act"**) and these regulations (hereinafter referred to as **"Regulations"**).
3. These Regulations specify how the education of doctoral students at the Doctoral School is organized to the extent not governed by the Act.
4. The Doctoral School's goal is to help doctoral students acquire advanced knowledge that will prepare them for independent, creative work in the field of conducting scientific activity, and obtain the academic degree of doktor in the academic disciplines for which SWPS University is authorized to award the academic degree of doktor.
5. In particular, the Doctoral School ensures:
  - 1) preparation to conduct academic work, conduct research, and publish the results;
  - 2) advanced-level education in the field of literary studies, culture and religion studies, sociology, and psychology;
  - 3) education in the field of methodology and research methods in the given academic discipline;
  - 4) enhancing social competencies associated with academic activity through direct placement in research centers and research teams;

- 5) academic guidance and supervision throughout education and doctoral thesis preparation;
  - 6) a mentoring program;
  - 7) development of teaching skills and skills associated with communicating research results.
6. The Doctoral School operates since the 2019/2020 academic year.
  7. The Doctoral School provides education to Doctoral Students at two locations: the University's main campus in Warsaw and its Wrocław campus, which has administrative autonomy and a separate office to handle doctoral student matters and coordinate the teaching process.
  8. The Doctoral School is supervised by the Senate of the SWPS University.
  9. Whenever masculine forms of names of functions and titles are used in these Regulations, they shall be understood to include both masculine and feminine forms.

## **Chapter II**

### **Admissions to the Doctoral School**

#### **§ 2**

1. Admissions to The Doctoral School take place by way of a selection process.
2. The terms, conditions, and procedure for Doctoral School admissions are enacted by the Senate of SWPS University.

## **Chapter III**

### **Supervisors**

#### **Subchapter I General**

##### **Provisions**

#### **§ 3**

1. The supervisor is responsible for the content-related supervision and mentoring of a doctoral student during their education at the Doctoral School.
2. Supervisors are academic teachers employed at SWPS University who hold the academic title or academic degree of doktor habilitowany.
3. During a single academic year, a supervisor may be entrusted up to five doctoral students undertaking education at the Doctoral School.
4. Supervisors may not be individuals who, within the preceding 5 years:
  - 1) supervised 4 doctoral students who were deregistered as doctoral students due to receiving a negative result in the mid-term evaluation, or

- 2) supervised the thesis preparation of at least 2 individuals pursuing the degree of doktor, who did not receive positive reviews as specified in Article 191, section 1 of the Act.

## **Subchapter II**

### **The Manner of Assigning Supervisors**

#### **§ 4**

1. A supervisor or supervisors shall be assigned by the director of the Doctoral School at the request of a doctoral student, within 3 months from the commencement of education at the Doctoral School.
2. The doctoral student must submit the request for the assignment of a supervisor or supervisors no later than 14 days before the expiry of the date specified in section 1.
3. The request referred to in section 2 must be accepted by the supervisor candidate.
4. In the event that a doctoral student fails to submit the request for the assignment of a supervisor or supervisors within the deadline specified in section 2, a supervisor shall be assigned by the director of the Doctoral School as soon as practicable. The director of the Doctoral School shall notify the doctoral student of the assignment of a supervisor as soon as practicable.

## **Subchapter III**

### **Supervisors' Responsibilities**

#### **§ 5**

The supervisor:

- 1) collaborates with the doctoral student to choose the subject of the doctoral thesis and forms an individual research plan based on that subject (hereinafter: “IRP”),
- 2) collaborates with the doctoral student at the beginning of each academic year to plan how work on the doctoral thesis will proceed;
- 3) incorporates the doctoral student into the academic activities of the research center or research team of the supervisor;
- 4) ensures that the doctoral student is familiar with the methodology and research methods of the research center or team;
- 5) provides assistance with preparing publications and research projects, specifically grants for junior scientists;
- 6) provides regular consultations and evaluates progress in the doctoral student's academic development;
- 7) supervises the preparation of the doctoral thesis manuscript;
- 8) organizes doctoral seminars;

- 9) reviews the doctoral student's applications and other requests associated with their academic development;
- 10) notifies the director of the Doctoral School in the event of a lack of progress in writing the doctoral thesis and submits a deregistration request;
- 11) supervises the doctoral student's professional internship and academic activity;
- 12) supervises the doctoral student's participation in other activities, specifically science meetings, seminars, and conferences, including the Doctoral Research Session at SWPS University.

#### **Subchapter IV Assistant Supervisor**

##### **§ 6**

1. Doktor degree holders who work in close collaboration with supervisors can serve as assistant supervisors, helping doctoral students with their academic guidance.
2. An assistant supervisor is assigned by the director of the Doctoral School at the request of the supervisor or supervisors.
3. During a single academic year, an assistant supervisor at the Doctoral School may not be entrusted more than two doctoral students.

#### **Subchapter V Changing Supervisors**

##### **§ 7**

1. A change of supervisor may occur when the supervisor resigns or when the doctoral student requests it.
2. A supervisor shall prepare their resignation in writing and submit it to the director of the Doctoral School along with the relevant justification.
3. A doctoral student may only request a change of supervisor once during their education at the Doctoral School. The restriction referred to in the preceding sentence does not apply if the change of supervisor is due to reasons attributable to the supervisor.
4. The request for a change of supervisor must be submitted to the director of the Doctoral School who will issue the relevant decisions after consulting with the current supervisor and obtaining consent to perform duties from a potential supervisor.
5. The supervisor shall continue their duties until receiving consent from the new supervisor to supervise the doctoral student, that is, until the new supervisor commences their duties.

6. The doctoral student consults with the selected candidate for a new supervisor on the continuation of supervisor duties and notifies the director of the Doctoral School in writing, attaching the new supervisor's consent, within 30 days of receiving notification from the director of the Doctoral School that the current supervisor has resigned.
7. In the event that the doctoral student fails to indicate a new supervisor within the required time frame, as specified in section 6, the director of the Doctoral School may, within an additional 30 days, entrust this role to another employee of the institute.

## **Chapter IV**

### **The Course of Education**

#### **Subchapter I**

#### **General Provisions**

### **§ 8**

1. Education at the Doctoral School lasts 4 years.
2. Education is based on the curriculum of education and the IRP.
3. The curriculum of education is established by the Senate of SWPS University in accordance with the procedure specified in the Act.
4. The IRP is prepared by the doctoral student in consultation with the supervisor or supervisors, in accordance with the procedure and the rules specified in § 9.
5. Education offered at the Doctoral School includes classes conducted in accordance with the class schedule.
6. The curriculum of education and the class schedule are communicated to doctoral students via the online communication platform for students, doctoral students, and University employees, as well as other individuals who have been granted access thereto pursuant to separate regulations, located at [portal.swps.edu.pl](http://portal.swps.edu.pl) and hereinafter referred to as the **"Virtual University"**.
7. Students of the Doctoral School receive access to the library of SWPS University.
8. The directors of the institutes coordinating academic activity in individual disciplines assist doctoral students of the Doctoral School in submitting applications to request funding or subsidies for academic activity, specifically from the Ministry of Science and Higher Education, the National Science Center, the Foundation for Polish Science, the National Center for Research and Development, and other entities supporting the development of science, including under programs offered by the European Union and other institutions that support academic development.

### **Subchapter III Individual Research Plan**

#### **§ 9**

1. In consultation with the supervisor or supervisors, the Doctoral Student shall prepare the IRP and presents it to the director of the Doctoral School within 12 months of commencing education.
2. If an assistant supervisor was assigned, the IRP shall be presented after review by the assistant supervisor.
3. In particular, the IRP shall include:
  - 1) a doctoral thesis preparation schedule;
  - 2) a detailed plan of the doctoral thesis, including the subject and research problem, including:
    - a) an overview of theories and an indication of the research gap;
    - b) research questions and hypotheses or theses;
    - c) a description of the methodology, research methods and tools;
    - d) an indication of the format of the doctoral thesis (a scientific monograph or a collection of published and thematically linked science articles);
    - e) a preliminary overview of literature and a preliminary bibliography;
    - f) the doctoral thesis submission date;
  - 3) the research program to be used when writing the doctoral thesis - including a description of the tasks and their completion schedule divided into semesters.
4. In the event that changes to the IRP are required, the supervisor-approved amended IRP must be submitted to the director of the Doctoral School for approval. Amendments of the IRP may not change the date of doctoral thesis submission.
5. The director of the Doctoral School shall specify the detailed requirements applicable to the IRP, specifically its elements and the technical instructions for IRP submission and its approval by the supervisor.
6. In the event of failure to submit the IRP within the time frame specified in section 1, the Rector shall deregister the doctoral student for violation of the obligations specified in the Regulations.

### **Subchapter IV Mid-Term Evaluation**

## § 10

1. IRP completion is reviewed mid-term, at the end of the second year of education. A positive or negative grade is given and made public, along with its justification.
2. The mid-term evaluation is conducted by a committee composed of 3 members appointed by the vice-rector for research, including at least 1 individual with the degree of doktor habilitowany or the title of profesor in the discipline applicable to the doctoral thesis being written, who is not an employee of SWPS University, and 2 individuals from among members of the scientific council of the relevant discipline's institute (hereinafter referred to as the **Committee**).
3. The supervisor and assistant supervisor may not be Committee members.
4. In justified cases, an individual with the degree of doktor and considerable academic achievements in the discipline applicable to the doctoral thesis being written may become a Committee member.
5. The committee may not include individuals who:
  - 1) within the preceding 5 years:
    - a) supervised 4 doctoral students who were deregistered as doctoral students due to receiving a negative result in the mid-term evaluation, or
    - b) supervised the thesis preparation of at least 2 individuals pursuing the degree of doktor, who did not receive positive reviews as specified in Article 191, section 1 of the Act;
  - 2) received a disciplinary penalty revoking their right to perform supervisor duties, as specified in Article 276, section 1, pt. 4 of the Act.
6. The Committee shall elect a president from among its members by a simple majority of votes to lead the Committees works.
7. The Committee referred to in section 2 shall conduct a mid-term evaluation based primarily on:
  - 1) a mid-term report on the doctoral student's research plan progress, submitted in accordance with the rules and procedure specified in section 13;
  - 2) opinions of the supervisor or supervisors regarding progress in preparing the doctoral thesis;
  - 3) activities outside the IRP as presented by the doctoral student.
8. The date of the mid-term evaluation shall be specified by the Committee and communicated to the doctoral student at least 14 days in advance.
9. The mid-term evaluation shall be conducted within three months of commencing the fifth semester of education. In the event of a suspension of education at the Doctoral School, as specified in Chapter IX, the mid-term evaluation date is prolonged by the suspension period.
10. The doctoral student, their supervisor, and assistant supervisor, if one was appointed, shall be present during the mid-term evaluation.



11. The Committee will excuse a doctoral student's absence from the mid-term evaluation and set a new date for the evaluation if the student has a doctor's note issued in accordance with the relevant generally applicable laws and submits it no later than the mid-term evaluation date or, in special cases, up to 14 days after that date.
12. A doctoral student's absence from the mid-term evaluation that is not excused as specified in section 11 shall result in a negative result.
13. No later than 7 days before the planned date of the mid-term evaluation, the doctoral student shall submit the mid-term report, approved by the supervisor or supervisors, to the director of the Doctoral School along with appendices documenting the individual points of the IRP or changes to its initial objectives.
14. During the mid-term evaluation, the doctoral student shall present the state of progress on individual objectives of the IRP.
15. After speaking with the doctoral student, the Committee shall decide on the outcome of the evaluation by a simple majority of votes and notify the student.

## Section 2 Obtainin g Credit

### § 11

1. The assessment period at the Doctoral School is an academic year, which lasts from October 1 until September 30 of the subsequent year.
2. Credit for an academic year and evaluation of a doctoral student's progress are based on an annual education process report (hereinafter referred to as the **"doctoral student's annual report"**), which shall include:
  - 1) a progress report on the agreed-upon IRP;
  - 2) a detailed plan of the doctoral thesis along with subsequent chapters of the thesis;
  - 3) a list of publications;
  - 4) a report on conference participation;
  - 5) a report on the fulfillment of the requirements specified in the curriculum of education.
3. The doctoral student shall be obligated to pass each course specified in the curriculum of education for the given year and to submit the doctoral student's annual report along with the research work plan, detailed plan of the doctoral thesis, and schedule, by July 15 of each year.
4. Credit for both obligatory and elective classes specified in the curriculum of education uses the following scale of grades:
  - 1) passing grades: bardzo dobry (5) - very good, dobry plus (4.5) - good plus, dobry (4) - good, dostateczny plus (3.5) - satisfactory plus, dostateczny (3) - satisfactory;
  - 2) failing grade: niedostateczny (2) - unsatisfactory;

- 3) ungraded pass/fail: “zaliczone” (zal.) - pass or “niezaliczone” (nzal.) - fail.
5. The average grade is an arithmetic mean of all the positive and negative grades obtained by the doctoral student in the given period in courses that end with an examination or a graded final test.
  6. The curriculum of education specifies which courses are graded and which are passed without grading.
  7. The results of final tests and examinations shall be conveyed to doctoral students by the instructor or examiner within 14 days of being issued. These results may be published in the Virtual University. Grades should be issued before the doctoral student submits their annual report, which is due on July 10 of each year.
  8. The instructor or examiner shall update the examination or final test report with the grades issued and the course credit confirmations.

## **Subchapter II**

### **Professional Internships**

#### **§ 12**

1. In order to acquire teaching skills, doctoral students shall be obligated to complete a professional internship under the guidance of their supervisor or another senior member of the academic staff, preferably within the center, team, or as part of the research project, which shall involve teaching or participating in class instruction.
2. The Doctoral School's curriculum of education specifies the rules of completion and the scope of the professional internship.
3. The completion of professional internships is overseen by the supervisors.

## **Subchapter III**

### **Placements and Foreign Exchange Programs**

#### **§ 13**

1. Doctoral students undertaking a domestic or foreign placement and participating in an Erasmus exchange shall be assigned individual arrangements for studying and passing courses included in the Doctoral School's curriculum of education. The director of the Doctoral School may award the doctoral student credit for classes they took during the placement or didactic classes they taught at a different university, or enable the doctoral student to take classes on a different schedule.
2. The doctoral student shall be obligated to inform the director of the Doctoral School in writing whenever ready to continue education after completing their domestic or foreign placement, or participation in an Erasmus exchange. This information must be submitted by August 31 when returning to studies from the winter semester and by

January 15 when returning from the summer semester. Failing to provide written notification of the continuation of education will be considered a withdrawal from education and constitutes grounds to initiate the procedure of deregistration due to withdrawal from education.

## **Chapter V**

### **The Manner of Documenting the Course of Education**

#### **§ 14**

The University shall document the course of education at the Doctoral School by:

- 1) archiving examination and final test reports throughout the period of education,
- 2) maintaining the doctoral student's files, which shall contain in particular:
  - a) the IRP;
  - b) the doctoral student's annual reports;
- 3) updating information in the IT system used for storing documents related to the course of doctoral students' education.

## **Chapter VI**

### **Doctoral Student's Rights and Obligations**

#### **§ 15**

1. An individual admitted to the Doctoral School commences education and acquires doctoral student rights upon taking the oath, whose text is specified in the Statute of SWPS University.
2. SWPS University shall issue the doctoral student a doctoral student ID.
3. The doctoral student shall be obligated to:
  - 1) undertake education at the Doctoral School, specifically by taking the oath within 1 month of commencing classes, or withdraw from education;
  - 2) act in accordance with the Regulations and the contents of the oath;
  - 3) complete the curriculum of education and the individual research plan;
  - 4) systematically conduct scientific activity under the guidance of an academic supervisor with the objective of writing a doctoral thesis and scientific publications;
  - 5) participate in and pass classes included in the curriculum of education;
  - 6) participate in science meetings specified by the supervisor, including doctoral students' seminars and seminars of institutes, research centers and research teams;
  - 7) appear before the scientific council of the related discipline's institute in the first semester of year four of education to determine whether the doctoral student is

- likely to submit the thesis at the end of the fourth year of their education;
- 8) deliver at least one speech at the Doctoral Research Session;
  - 9) deliver doctoral student's annual reports on the progress of education to the director of the Doctoral School in accordance with the schedule and template form specified by the director of the Doctoral School;
  - 10) actively participate in the activities of SWPS University's academic community,
  - 11) submit timely declarations for the purpose of evaluating the quality of scientific activity.
6. The doctoral student shall be entitled to recreational leave of absence in a scope not exceeding 8 weeks per year.
  7. Permission for a recreational leave of absence is granted by the director of the Doctoral School upon the doctoral student's written request, which has been positively assessed by the supervisor.
  8. A doctoral student who has received the degree of doktor after completing education at the Doctoral School shall have up to 4 years of that education credited toward their employment period for the purposes of employee rights.
  9. A doctoral student who has not completed education at the Doctoral School due to:
    - 1) undertaking employment as an academic teacher or academic employee,
    - 2) discontinuation of doctoral student education in the given discipline- shall have up to 4 years of education at the Doctoral School credited toward their employment period for the purposes of employee rights, provided they have received the degree of doktor.
  10. The doctoral student shall be obligated to immediately notify the director of the Doctoral School:
    - 1) of changes to personal data that are relevant to the process of education, specifically: first and last name, address of residence, and address for correspondence. In the event of failure to comply with this requirement notices will remain in the doctoral student's files with the effect equal to their successful service;
    - 2) of undertaking employment as an academic teacher at another university or an academic employee, along with the work time;
    - 3) of undertaking education at another doctoral school;
    - 4) of receiving the degree of doktor awarded by another authorized entity;
    - 5) if they do not have a place of residence in the Republic of Poland - indicate an address for service of administrative decisions within the Republic of Poland or appoint an agent for service in Poland; in the event of failure to comply with this requirement decisions will remain in the doctoral student's files with the effect equal to their successful service.
  11. Pursuant to the Act, the doctoral student shall be liable to disciplinary action for violations of SWPS University provisions and for conduct that blemishes the good name of a doctoral student.
  12. Any incomplete requests made by the doctoral student in matters that are not settled

in accordance with the Act of June 14, 1960 - Code of Administrative Procedure, hereinafter referred to as the “Kpa”, shall remain unreviewed upon ineffective expiration of the seven-day period indicated in the relevant notice, if reviewing those requests is not possible due to the formal deficiencies.

13. At the written request of a doctoral student of the Doctoral School approved by the supervisor, a doctoral student may be transferred to a doctoral program based on the decision of the director of the Doctoral School to a higher year, with the requirement of completing the learning outcomes under individual arrangements, in accordance with the curriculum of the doctoral program.
14. The doctoral student should initiate the procedure for the award of the academic degree of doktor by submitting the doctoral thesis by the end of year four.
15. In order to provide opportunities for exposure to world science, doctoral students at the Doctoral School may receive scholarships and grants through a selection procedure, which serve to promote doctoral students who demonstrate the highest level of scientific activity and have other accomplishments.
16. The procedures and rules for awarding scholarships and subsidies, as specified in section 15, are governed by the rector's orders.
17. Doctoral students shall be entitled to receive support in accordance with the rules specified in separate provisions, specifically Articles 210-213 and Article 360 of the Act.

## **Chapter VII**

### **Doctoral Student Government and Doctoral Student Organizations**

#### **§ 16**

1. Doctoral students of the University form a doctoral student government.
2. The organization and procedure of the doctoral student government are specified in the regulations of the doctoral student government enacted in accordance with the Act.
3. Doctoral students have the right to associate in doctoral student organizations in accordance with the rules specified in the Act and in the regulations defining the rules of association in university doctoral student organizations established by the rector.

## **Chapter VIII**

### **Doctoral Scholarships**

## § 17

1. Doctoral students' education is free of charge.
2. A doctoral student who does not hold a doktor degree shall receive a doctoral scholarship.
3. Doctoral scholarships are paid by SWPS University in accordance with the rules and in the amount specified in the Act.
4. A doctoral scholarship may be collected at doctoral schools for a total period of 4 years.
5. The minimum amount of the doctoral scholarship is:
  - 1) 37% of a professor's remuneration - up until the month when the mid-term evaluation is conducted,
  - 2) 57% of a professor's remuneration - after the month when the mid-term evaluation is conducted.
6. A doctoral student with a certificate of disability, a certificate of the degree of disability, or the certificate specified in Article 5 and Article 62 of the Act of August 27, 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities shall receive a doctoral scholarship in an amount increased by 30% of the amount specified in section 5 pt. 1.
7. During a suspension of education, the amount of the doctoral scholarship is determined based on the provisions on determining maternity allowance, with the exception that the assessment basis for the maternity allowance is understood to mean the monthly doctoral scholarship amount specified in section 5.
8. A doctoral student who submits their thesis before the education completion date specified in the curriculum of education shall receive the doctoral scholarship until the date they complete their education, but for no longer than 6 months. The provision of section 7 shall apply.
9. The doctoral student may not be employed as an academic teacher or academic employee. This prohibition does not apply to doctoral students employed:
  - 1) for the purpose of completing a research project, as specified in Article 119, section 2, pts. 2 and 3 of the Act;
  - 2) after a positive mid-term evaluation, however, if the workload exceeds half of a full-time equivalent, the scholarship amount shall be 40% of the monthly scholarship referred to in section 5 pt. 2;
  - 3) who is not entitled to a doctoral scholarship.
10. If a doctoral student has been deregistered, the University shall cease paying their doctoral scholarship on the first day of the month following the month in which the deregistration decision becomes final.
11. If a doctoral student has withdrawn from education at the Doctoral School, the University shall cease paying their doctoral scholarship on the first day of the month following the month of withdrawal.

**Chapter IX**  
**Suspension of**  
**Education**

**§ 18**

1. At the doctoral student's request, education is suspended for a period equal to that of a leave of absence:
  - 1) a maternity leave,
  - 2) a leave on terms of maternity leave,
  - 3) a paternity leave and a parental leave,
    - as specified in the Act of June 26, 1974 - the Labor Code (Journal of Laws dated 2018, item 917 as amended).
2. The application referred to in section 1 shall be submitted in writing, and documents confirming the circumstances that justify a suspension of education shall be attached.
3. When accepting an application for suspension of education for a period other than an academic year, the director of the Doctoral School shall specify the conditions that the doctoral student must fulfill after the suspension period ends, specifically the deadlines for completing the requirements defined in the curriculum of education and the Regulations.
4. The doctoral student's application for a suspension of education must be submitted no later than 21 days after the first day of the leaves of absence referred to in section 1.
5. Within 7 days after the suspension period ends, the doctoral student shall submit a written declaration of the continuation of education to the director of the Doctoral School. Failing to provide this declaration will be considered a withdrawal from education and constitutes grounds to initiate the procedure of deregistration due to withdrawal from education.
6. The deadlines for completing doctoral students' obligations specified in the IRP shall be postponed by the duration of the suspension of education at the Doctoral School.
7. During the suspension period, the doctoral student does not progress in the curriculum of education or the IRP, but they maintain their doctoral student rights, specifically the right to a doctoral student ID and the right to a scholarship in an amount specified pursuant to Article 209, section 6 of the Act.

**Chapter X**  
**Extension of Education**

**§ 19**

1. In justified cases, upon the written request of a doctoral student, the Director of the Doctoral School may extend the period for submitting the doctoral thesis indicated in the IRP by no more than 2 years.

2. The doctoral thesis submission date may be extended specifically due to:
  - 1) a prolonged illness of the doctoral student or their family member;
  - 2) participation in a research grant awarded through a selection procedure by a Polish or foreign institution that finances scientific research, in particular, the National Science Center, the National Center for Research and Development, the Polish National Agency for Academic Exchange;
  - 3) the doctoral student's research visit pursuant to the IRP;
  - 4) justified long-term research conducted in collaboration with another university-type higher education institution, an institute of the Polish Academy of Sciences, a research institute;
  - 5) a temporary inability to pursue education caused by the doctoral student's illness, confirmed by documents issued in accordance with the relevant commonly applicable laws;
  - 6) the need to provide personal care to a child not older than 4 or a child with disability status confirmed by documents issued in accordance with the relevant commonly applicable laws regardless of age;
  - 7) a change of supervisor or assistant supervisor due to unforeseen circumstances attributable to the supervisor;
  - 8) a justified and unforeseen need to change the subject of the doctoral thesis;
  - 9) the doctoral student's status as a person with disabilities, confirmed by documents issued in accordance with the relevant commonly applicable laws.
3. The doctoral student shall submit the application referred to in section 1 at least 30 days before the doctoral thesis submission date, however, no later than by September 10 of the last semester of education at the Doctoral School.
4. The request referred to in section 1 must include:
  - 1) the doctoral student's details (first and last name, doctoral student identification number, year of education);
  - 2) the new doctoral thesis submission date;
  - 3) a justification of the request along with an amended IRP;
  - 4) information from the supervisor or supervisors on the state of progress in writing the doctoral thesis as well as the doctoral student's scientific accomplishments;
  - 5) documents confirming the occurrence of circumstances that justify extending the doctoral thesis submission date.
5. During the extended education period, the doctoral student shall retain all doctoral student rights, except for the right to a doctoral scholarship if the student has already received a scholarship for a period of 4 years.
6. The doctoral student shall be obligated to inform the director of the Doctoral School in writing whenever ready to continue education after a period of absence from classes due to a positive decision regarding the extension of the doctoral thesis submission deadline. This information must be submitted by August 31 when returning to studies from the



winter semester and by January 15 when returning from the summer semester. Failing to provide written notification of the continuation of education will be considered a withdrawal from education and constitutes grounds to initiate the procedure of deregistration due to withdrawal from education.

## **Chapter XI Deregistration**

### **§ 20**

1. A doctoral student may be deregistered in the event of:
  - 1) unsatisfactory progress in writing the doctoral thesis, as confirmed by the doctoral student's annual report being rejected by the supervisor;
  - 2) failure to fulfill the obligations specified in Article 207 of the Act, namely:
    - a) failure to progress in the Doctoral School's curriculum of education, as confirmed by a lack of promotion to the next year or semester within the specified time frame;
    - b) failure to progress in the individual research plan, as confirmed by the mid-term evaluation;
    - c) conduct that violates these Regulations, in particular failure to undertake education, specifically by failing to take the Doctoral School's oath within 1 month of commencing classes.
2. A doctoral student shall be deregistered in the event of:
  - 1) a negative outcome of the mid-term evaluation;
  - 2) failure to submit the doctoral thesis by the date specified in the individual research plan;
  - 3) a withdrawal from education submitted in accordance with the Kpa, that is, in writing, orally to the record, or using other means of electronic communication via the public administration authority's electronic registry box created in accordance with the Act of February 17, 2005, on Computerization of Operations of Entities Performing Public Tasks, provided that the University operates an electronic registry box and provides access thereto to doctoral students.
3. Deregistration of a doctoral student occurs through an administrative decision by the rector.
4. Based on the rector's written authorization, university employees may dispose of matters on behalf of and in the scope specified by the rector, specifically, they may issue administrative decisions, resolutions, and certificates.
5. Recommendations for deregistration are submitted by the director of the Doctoral School.
6. Doctoral students may request the rector to reconsider the deregistration decision by submitting an application within 14 days from the date of service of the decision, or they may bring a complaint to the provincial administrative court. The rector's decision

issued in the second instance shall be final within the administrative process. Complaints against this decision may be brought to the provincial administrative court.

7. A doctoral student who has been deregistered from the Doctoral School or has completed their education at the Doctoral School shall be obligated to return their doctoral student ID to the University and settle any outstanding obligations towards the University.

## **Chapter XII**

### **Completion of Education**

#### **§ 21**

1. A doctoral student's rights and obligations shall expire upon completion of education at the Doctoral School or on the date the decision regarding deregistration from the Doctoral School becomes final.
2. The prerequisite for completing education at the Doctoral School is passing all the courses specified in the curriculum of education by achieving the learning outcomes for qualifications at level 8 of the PQF, and submitting a doctoral thesis.
3. In order to pass the final year of education, the doctoral student should obtain credit for all the courses and professional internships specified in the curriculum of education, submit the doctoral student's annual report, approved by the supervisor or supervisors, to the Office of the Interdisciplinary Doctoral School, and provide written confirmation of thesis submission.
4. Completion of education at the Doctoral School shall be noted in the IT system for documenting the course of education at the Doctoral School.
5. At the request of an individual who has not completed their education at the Doctoral School, the University shall issue a certificate of the course of education.
6. In the event of failure to complete education within the required time frame, that is, failure to submit the doctoral thesis by the deadline specified in the IRP, a doctoral student may apply for an extension of the thesis submission deadline under the rules and procedures provided for in the Regulations, or continue their education and scientific activity outside the Doctoral School and apply for the award of a doktor degree in an extramural mode, bearing the costs of the proceedings and verification of the achievement of learning outcomes for qualifications at level 8 of the PQF.

## **Chapter XIII**

### **The Director of the Doctoral School of Social Sciences and Humanities**

#### **§ 22**

1. The Doctoral School is headed by the director of the Doctoral School.
2. The director of the Doctoral School is appointed for an indefinite period and dismissed

- by SWPS University.
3. The position of director of the Doctoral School is open to full-time employees of SWPS University who hold an academic title or the academic degree of doktor habilitowany, or individuals who have acquired rights equivalent to a doktor habilitowany under separate regulations.
  4. The director of the Doctoral School:
    - 1) initiates and participates in developing the curriculum of education at the Doctoral School;
    - 2) organizes curriculum implementation, including the assignment of teachers to classes;
    - 3) provides ongoing supervision of the course of education and evaluates curriculum implementation;
    - 4) makes decisions in matters pertaining to the auditing of doctoral students' education;
    - 5) recommends the deregistration of specific doctoral students from the Doctoral School.
  5. The director of the Doctoral School remains in contact with the doctoral student government and consults with its relevant body, in accordance with the government's regulations, on important matters regarding doctoral students' education.

## **Chapter XIV**

### **The Procedure for Awarding the Degree of Doktor**

#### **§ 23**

1. The conditions for awarding the academic degree of doktor, including the conditions for allowing an individual to defend their doctoral thesis, are specified in the Act, specifically the provisions of Articles 185-197, whereas the procedure to award a doktor degree is specified in a resolution of the senate of SWPS University.
2. SWPS University shall cover the costs of the procedure to award a doktor degree conducted at SWPS University, provided that the doctoral student completes the education process within 4 years of commencing education at the Doctoral School or extends the deadline to submit the doctoral thesis as specified in a decision issued by the director of the Doctoral School.

## **Chapter XV**

### **Final Provisions**

#### **§ 24**

1. Pursuant to internal university regulations on personal data, SWPS University shall individually authorize the doctoral student to process students' and research

participants' personal data to the extent and for the purpose necessary to complete education at the Doctoral School.

2. The doctoral student shall be obligated to:
  - 1) ensure the security and confidentiality of the accessed personal data, both during and after their education;
  - 2) comply with generally applicable laws on the protection of personal data, as well as internal university regulations on the protection of personal data.
3. A doctoral student shall be held fully liable for the damages caused as a consequence of their actions that result in the release of personal data to unauthorized persons, the collection of personal data by an unauthorized person, and the alteration, loss, damage to, or destruction of personal data.
4. Matters pertaining to doctoral students and their education at the Doctoral School, which are not governed by the provisions of generally applicable Polish law or these Regulations, shall be settled by the rector.

**Resolution No. 32/2021**  
**of the Senate of SWPS University of Social Sciences and**  
**Humanities**  
**dated April 23, 2021**  
**on the approval**  
**of the Regulations of the Doctoral School of Social Sciences and Humanities**  
**of SWPS University of Social Sciences and Humanities**

Pursuant to Article 205, section 1 - section 4 of the Act of July 20, 2018 - Law on Higher Education and Science, read together with § 11, section 1, pt. 17, and section 2, the Senate of SWPS University of Social Sciences and Humanities hereby enacts:

§1

The Senate of SWPS University of Social Sciences and Humanities hereby approves the Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities (hereinafter referred to as the **“Regulations”**) in the wording enclosed as an appendix to this resolution.

§2

1. The Regulations shall enter into force on October 1, 2021.
2. The Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities, which constitute an appendix to Resolution No. 63/2019 of the Senate of SWPS University of Social Sciences and Humanities dated April 28, 2019, on the establishment of the Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities, shall remain effective until the Regulations enter into force.

3. In matters which have been initiated but not concluded until the Regulations enter into force,  
the relevant formerly applicable provisions shall apply

§3

The Resolution shall enter into force on the date of its adoption.

Chair of the Senate

of SWPS University of Social Sciences and Humanities

Prof. dr hab. Roman Cieślak

*The Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities have been agreed upon with the Doctoral Student Government of SWPS University of Social Sciences and Humanities, as confirmed by the signature of the representative of the Doctoral Student Government of SWPS University of Social Sciences and Humanities: .....*

## **Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities**

### **General Provisions**

#### **§ 1**

1. SWPS University of Social Sciences and Humanities (hereinafter referred to as: **"SWPS University"** or the **"University"**) operates an interdisciplinary doctoral school under the name: Doctoral School of Social Sciences and Humanities (hereinafter referred to as The **"Doctoral School"**), which provides education in four academic disciplines: literary studies, culture and religion studies, sociology, and psychology.
2. The Doctoral School conducts the education of doctoral students at level 8 of the Polish Qualifications Framework in the following academic disciplines: literary studies, culture and religion studies, sociology, and psychology, in accordance with the rules outlined in the Act of July 20, 2018 - Law on Higher Education and Science (hereinafter referred to as The **"Act"**) and these regulations (hereinafter referred to as **"Regulations"**).
3. These Regulations specify how the education of doctoral students at the Doctoral School is organized to the extent not governed by the Act.
4. The Doctoral School's goal is to help doctoral students acquire advanced knowledge that will prepare them for independent, creative work in the field of conducting scientific activity, and obtain the academic degree of doktor in the academic disciplines for which SWPS University is authorized to award the academic degree of doktor.
5. In particular, the Doctoral School ensures:
  - 1) preparation to conduct academic work, conduct research, and publish the results;
  - 2) advanced-level education in the field of literary studies, culture and religion studies, sociology, and psychology;
  - 3) education in the field of methodology and research methods in the given academic discipline;
  - 4) enhancing social competencies associated with academic activity through direct placement in research centers and research teams;
  - 5) academic guidance and supervision throughout education and doctoral thesis preparation;
  - 6) a mentoring program;

- 7) development of teaching skills and skills associated with communicating research results;
  - 8) learning the principles of preparing grant applications and developing skills associated with applying for funds to support research.
6. The Doctoral School operates since the 2019/2020 academic year.
  7. The Doctoral School provides education to Doctoral Students at two locations: the University's main campus in Warsaw and its Wrocław campus, which has administrative autonomy and a separate office to handle doctoral student matters and coordinate the teaching process.
  8. The Doctoral School is supervised by the Senate of the SWPS University.
  9. Whenever masculine forms of names of functions and titles are used in these Regulations, they shall be understood to include both masculine and feminine forms.

### **Admissions to the Doctoral School**

#### **§ 2**

1. Admissions to The Doctoral School take place by way of a selection process.
2. The terms, conditions, and procedure for Doctoral School admissions are enacted by the Senate of SWPS University.

### **Supervisors**

#### **§ 3**

1. The supervisor is responsible for the content-related supervision and mentoring of a doctoral student during their education at the Doctoral School.
2. Supervisors are academic teachers employed at SWPS University who hold the academic title or academic degree of doktor habilitowany.
3. During a single academic year, a supervisor may be entrusted up to five doctoral students undertaking education at the Doctoral School.
4. Supervisors may not be individuals who, within the preceding 5 years:
  - 1) supervised 4 doctoral students who were deregistered as doctoral students due to receiving a negative result in the mid-term evaluation, or
  - 2) supervised the thesis preparation of at least 2 individuals pursuing the degree of doktor, who did not receive positive reviews as specified in Article 191, section 1 of the Act.

### **The Manner of Assigning Supervisors**

#### **§ 4**

1. A supervisor or supervisors shall be assigned by the director of the Doctoral School at the request of a doctoral student, within 3 months from the commencement of education at the Doctoral School.
2. The doctoral student must submit the request for the assignment of a supervisor or supervisors no later than 14 days before the expiry of the date specified in section 1.



3. The request referred to in section 2 must be accepted by the supervisor candidate.
4. In the event that a doctoral student fails to submit the request for the assignment of a supervisor or supervisors within the deadline specified in section 2, a supervisor shall be assigned by the director of the Doctoral School as soon as practicable. The director of the Doctoral School shall notify the doctoral student of the assignment of a supervisor as soon as practicable.
5. Appointing more than one supervisor is permitted, particularly when a doctoral student is preparing an interdisciplinary thesis, with the reservation that the other supervisor should represent a different discipline.
6. In exceptional cases, if the director of the Doctoral School permits it, a second supervisor within the same discipline may be assigned, provided they represent a different subdiscipline or another research area.

### **Supervisors' Responsibilities**

#### **§ 5**

The supervisor:

- 1) selects the subject of the doctoral thesis together with the doctoral student and supports the doctoral student in preparing an individual research plan (hereinafter referred to as the “IRP”),
- 2) collaborates with the doctoral student at the beginning of each academic year to plan how work on the doctoral thesis will proceed;
- 3) incorporates the doctoral student into the academic activities of the research center or research team of the supervisor;
- 4) ensures that the doctoral student is familiar with the methodology and research methods of the research center or team;
- 5) provides assistance with preparing publications and research projects, specifically grants for junior scientists;
- 6) provides regular consultations and evaluates progress in the doctoral student's academic development;
- 7) supervises the preparation of the doctoral thesis manuscript;
- 8) organizes doctoral seminars;
- 9) reviews the doctoral student's applications and other requests associated with their academic development;
- 10) evaluates progress in writing the doctoral thesis, specifically based on the doctoral student's annual report, and makes decisions on awarding credit for the doctoral seminar;
- 11) supervises the doctoral student's professional internship and academic activity;
- 12) supervises the doctoral student's participation in other activities, specifically science meetings, seminars, and conferences, including the Doctoral Students' Scientific Session at SWPS University.

## **Assistant Supervisor**

### **§ 6**

1. By mutual agreement, doktor degree holders who work in close collaboration with supervisors can serve as assistant supervisors, helping doctoral students with their academic guidance.
2. The assistant supervisor shall perform a supportive function, without affecting the duties of the supervisor defined in § 5, with the reservation of the assistant supervisor duties under Article 202, section 1 of the Act.
3. An individual who has held a doktor degree for at least 5 years, has significant academic achievements, and has independently directed a research project, may be appointed as an assistant supervisor.
4. An assistant supervisor is assigned by the director of the Doctoral School at the request of the supervisor or supervisors.
5. During a single academic year, a single assistant supervisor at the Doctoral School may not be entrusted more than two doctoral students.

## **Changing Supervisors**

### **§ 7**

1. The supervisor is changed upon the doctoral student's justified request or as a result of the supervisor's resignation.
2. A supervisor shall prepare their resignation in writing and submit it to the director of the Doctoral School along with the relevant justification.
3. A doctoral student may only request a change of supervisor once during their education at the Doctoral School. The restriction referred to in the preceding sentence does not apply if the change of supervisor is due to reasons attributable to the supervisor.
4. The request for a change of supervisor must be submitted to the director of the Doctoral School who will issue the relevant decision after consulting with the current supervisor and obtaining consent to perform duties from a potential supervisor.
5. The supervisor shall continue their duties until receiving consent from the new supervisor to supervise the doctoral student, that is, until the new supervisor commences their duties.
6. The doctoral student consults with the selected candidate for a new supervisor on the continuation of supervisor duties and notifies the director of the Doctoral School in writing, attaching the new supervisor's consent, within 30 days of receiving notification from the director of the Doctoral School that the current supervisor has resigned.
7. In the event that the doctoral student fails to indicate a new supervisor within the required time frame, as specified in section 6, the director of the Doctoral School may, within an additional 30 days, entrust this role to another individual who meets the requirements outlined in § 3, sections 2-4 of the Regulations.

## **The Course of Education**

### **§ 8**

1. Education at the Doctoral School lasts 4 years.
2. Education is based on the curriculum of education and the IRP.
3. The curriculum of education is established by the Senate of SWPS University in accordance with the procedure specified in the Act.
4. The IRP is prepared by the doctoral student in consultation with the supervisor or supervisors, in accordance with the procedure and the rules specified in § 9.
5. Education offered at the Doctoral School includes classes conducted in accordance with the class schedule.
6. The curriculum of education and the class schedule are communicated to doctoral students via the online communication platform for students, doctoral students, and University employees, as well as other individuals who have been granted access thereto pursuant to separate regulations, located at [portal.swps.edu.pl](http://portal.swps.edu.pl) and hereinafter referred to as the **"Virtual University"**.
7. Students of the Doctoral School receive access to the library of SWPS University.

The directors of the institutes coordinating academic activity in individual disciplines assist doctoral students of the Doctoral School in submitting applications to request funding or subsidies for academic activity, specifically from the Ministry of Education and Science, the National Science Center, the Foundation for Polish Science, the National Center for Research and Development, and other entities supporting the development of science, including under programs offered by the European Union and other institutions that support academic development.

## **Individual Research Plan**

### **§ 9**

1. In consultation with the supervisor or supervisors, the Doctoral Student shall prepare the IRP and presents it to the director of the Doctoral School within 12 months of commencing education.
2. If an assistant supervisor was assigned, the IRP shall be presented after review by the assistant supervisor.
3. In particular, the IRP shall include:
  - 1) a doctoral thesis preparation schedule;
  - 2) a detailed plan of the doctoral thesis, including the subject and research problem, including:
    - a) an overview of theories and an indication of the research gap;
    - b) research questions and hypotheses or theses;
    - c) a description of the methodology, research methods and tools;
    - d) indication of the doctoral thesis format;

- i. a doctoral thesis can be a written work, including a scientific monograph, a collection of published and thematically related scientific articles accompanied by the author's summary of the thesis, a design work, construction work, technological work, or implementation work, as well as an independent and isolated part of a collective work;
  - ii. a doctoral thesis may comprise a series of works both published and unpublished;
- e) a preliminary overview of literature and a preliminary bibliography;
- f) the doctoral thesis submission date;
- 3) the research program to be used when writing the doctoral thesis - including a description of the tasks and their completion schedule divided into semesters.
- 4. In the event that changes to the IRP are required, the supervisor-approved amended IRP must be submitted to the director of the Doctoral School for approval. Amendments of the IRP may not change the date of doctoral thesis submission.
- 5. The director of the Doctoral School shall specify the detailed requirements applicable to the IRP, specifically its elements and the technical instructions for IRP submission and its approval by the supervisor.
- 6. In the event of failure to submit the IRP within the time frame specified in section 1, the Rector shall deregister the doctoral student for violation of the obligations specified in the Regulations.

### **Mid-Term Evaluation**

#### **§ 10**

- 1. IRP completion is reviewed mid-term, at the end of the second year of education. A positive or negative grade is given and made public, along with its justification.
- 2. The mid-term evaluation is conducted by a committee composed of 3 members appointed by the vice-rector for research, including at least one individual with the degree of doktor habilitowany or the title of profesor in the discipline applicable to the doctoral thesis being written, who is not an employee of SWPS University, and two individuals from among members of the scientific council of the relevant discipline's institute (hereinafter referred to as the **"Committee"**).
- 3. The supervisor and assistant supervisor may not be Committee members.
- 4. In justified cases, an individual with the degree of doktor and considerable academic achievements in the discipline applicable to the doctoral thesis being written may become a Committee member.
- 5. The Committee may not include individuals who:
  - 1) within the preceding 5 years:
    - a) supervised 4 doctoral students who were deregistered as doctoral students due to receiving a negative result in the mid-term evaluation, or

- b) supervised the thesis preparation of at least 2 individuals pursuing the degree of doktor, who did not receive positive reviews as specified in Article 191, section 1 of the Act;
- 2) received a disciplinary penalty revoking their right to perform supervisor duties, as specified in Article 276, section 1, pt. 4 of the Act.
- 6. The Committee shall elect a president from among its members by a simple majority of votes to lead the Committees works.
- 7. The Committee shall conduct a mid-term evaluation based primarily on:
  - 1) a mid-term report on the doctoral student's research plan progress, submitted in accordance with the rules and procedure specified in section 13;
  - 2) opinions of the supervisor or supervisors regarding progress in preparing the doctoral thesis;
  - 3) activities outside the IRP as presented by the doctoral student.
- 8. The date of the mid-term evaluation shall be specified by the Committee and communicated to the doctoral student at least 14 days in advance.
- 9. The mid-term evaluation shall be conducted within three months of commencing the fifth semester of education. In the event of a suspension of education at the Doctoral School, as specified in § 18 of the Regulations, the mid-term evaluation date is prolonged by the suspension period.
- 10. The doctoral student, their supervisor, and assistant supervisor, if one was appointed, shall be present during the mid-term evaluation.
- 11. The Committee will excuse a doctoral student's absence from the mid-term evaluation and set a new date for the evaluation if the student has a doctor's certificate issued in accordance with the relevant generally applicable laws and submits it no later than the mid-term evaluation date or, in special cases, up to 14 days after that date.
- 12. A doctoral student's absence from the mid-term evaluation that is not excused as specified in section 11 shall result in a negative result.
- 13. No later than 7 days before the planned date of the mid-term evaluation, the doctoral student shall submit the mid-term report, approved by the supervisor or supervisors, to the director of the Doctoral School along with appendices documenting the individual points of the IRP or changes to its initial objectives.
- 14. During the mid-term evaluation, the doctoral student shall present the state of progress on individual objectives of the IRP.
- 15. After speaking with the doctoral student, the Committee shall decide on the outcome of the evaluation by a simple majority of votes and notify the student.

## **Obtaining Credit**

### **§ 11**

1. The assessment period at the Doctoral School is an academic year, which lasts from October 1 until September 30 of the subsequent year.
2. Credit for an academic year and evaluation of a doctoral student's progress are based on an annual education process report (hereinafter referred to as the **"doctoral student's annual report"**), which shall include:
  - 1) a progress report on the agreed-upon IRP;
  - 2) a detailed plan of the doctoral thesis along with subsequent chapters of the thesis;
  - 3) a list of publications;
  - 4) a report on conference participation;
  - 5) a report on the fulfillment of the requirements specified in the curriculum of education.
3. The doctoral student shall be obligated to pass each course specified in the curriculum of education for the given year and to submit the doctoral student's annual report along with the research work plan, detailed plan of the doctoral thesis, and schedule, by July 15 of each year.
4. Credit for both obligatory and elective classes specified in the curriculum of education uses the following scale of grades:
  - 1) passing grades: bardzo dobry (5) - very good, dobry plus (4.5) - good plus, dobry (4) - good, dostateczny plus (3.5) - satisfactory plus, dostateczny (3) - satisfactory;
  - 2) failing grade: niedostateczny (2) - unsatisfactory;
  - 3) ungraded pass/fail: "zaliczone" (zal) - pass or "niezaliczone" (nzal) - fail.
5. The average grade is an arithmetic mean of all the positive and negative grades obtained by the doctoral student in the given period in courses that end with an examination or a graded final test.
6. The curriculum of education specifies which courses are graded and which are passed without grading.
7. The results of final tests and examinations shall be conveyed to doctoral students by the instructor or examiner within 14 days of being issued. These results may be published in the Virtual University. Grades should be issued before the doctoral student submits their annual report, which is due on July 10 of each year.
8. The instructor or examiner shall update the examination or final test report with the grades issued and the course credit confirmations.

### **Professional Internships**

#### **§ 12**

1. In order to acquire teaching skills, doctoral students shall be obligated to complete a professional internship under the guidance of their supervisor or another senior member of the academic staff, preferably within the center, team, or as part of the research project, which shall involve teaching or participating in class instruction.
2. The Doctoral School's curriculum of education specifies the rules of completion and the scope of the professional internship.
3. The completion of professional internships is overseen by the supervisors.

## **Placements and Foreign Exchange Programs**

### **§ 13**

1. Doctoral students undertaking a domestic or foreign placement and participating in an Erasmus exchange shall be assigned individual arrangements for studying and passing courses included in the Doctoral School's curriculum of education. The director of the Doctoral School may award the doctoral student credit for classes they took during the placement or didactic classes they taught at a different university, or enable the doctoral student to take classes on a different schedule.
2. The doctoral student shall be obligated to inform the director of the Doctoral School in writing whenever ready to continue education after completing their domestic or foreign placement, or participation in an Erasmus exchange. This information must be submitted by August 31 when returning to studies from the winter semester and by January 15 when returning from the summer semester. Failing to provide written notification of the continuation of education will be considered a withdrawal from education and constitutes grounds to initiate the procedure of deregistration due to withdrawal from education.

## **The Manner of Documenting the Course of Education**

### **§ 14**

The University shall document the course of education at the Doctoral School by:

- 1) archiving examination and final test reports throughout the period of education,
- 2) maintaining the doctoral student's files, which shall contain in particular:
  - a) the IRP;
  - b) the doctoral student's annual reports;
- 3) updating information in the IT system used for storing documents related to the course of doctoral students' education.

## **Doctoral Student's Rights and Obligations**

### **§ 15**

1. An individual admitted to the Doctoral School commences education and acquires doctoral student rights upon taking the oath, whose text is specified in the Statute of SWPS University.
2. SWPS University shall issue the doctoral student a doctoral student ID.
3. The doctoral student shall be obligated to:
  - 1) undertake education at the Doctoral School, specifically by taking the oath within 1 month of commencing classes, or withdraw from education;
  - 2) act in accordance with the Regulations and the contents of the oath;
  - 3) complete the curriculum of education and the individual research plan;

- 4) systematically conduct scientific activity under the guidance of an academic supervisor with the objective of writing a doctoral thesis and scientific publications;
  - 5) participate in and pass classes included in the curriculum of education;
  - 6) participate in science meetings specified by the supervisor, including doctoral students' seminars and seminars of institutes, research centers and research teams;
  - 7) appear before the scientific council of the related discipline's institute in the first semester of year four of education to determine whether the doctoral student is likely to submit the thesis at the end of the fourth year of their education;
  - 8) deliver at least one speech at the Doctoral Students' Scientific Session;
  - 9) deliver doctoral student's annual reports on the progress of education to the director of the Doctoral School in accordance with the schedule and template form specified by the director of the Doctoral School;
  - 10) actively participate in the activities of SWPS University's academic community;
  - 11) submit timely declarations for the purpose of evaluating the quality of scientific activity.
4. The doctoral student shall be entitled to recreational leave of absence in a scope not exceeding 8 weeks per year.
  5. Permission for a recreational leave of absence is granted by the director of the Doctoral School upon the doctoral student's written request, which has been positively assessed by the supervisor.
  6. The doctoral student shall be obligated to immediately notify the director of the Doctoral School:
    - 1) of changes to personal data that are relevant to the process of education, specifically: first and last name, address of residence, and address for correspondence. In the event of failure to comply with this requirement notices will remain in the doctoral student's files with the effect equal to their successful service;
    - 2) of undertaking employment as an academic teacher at another university or an academic employee, along with the work time;
    - 3) of undertaking education at another doctoral school;
    - 4) of receiving the degree of doktor awarded by another authorized entity;
    - 5) if they do not have a place of residence in the Republic of Poland - indicate an address for service of administrative decisions within the Republic of Poland or appoint an agent for service in Poland.
  7. Pursuant to the Act, the doctoral student shall be liable to disciplinary action for violations of SWPS University provisions and for conduct that blemishes the good name of a doctoral student.
  8. Any incomplete requests made by the doctoral student in matters that are not settled in accordance with the Act of June 14, 1960 - Code of Administrative Procedure, hereinafter



referred to as the “Kpa”, shall remain unreviewed upon ineffective expiration of the seven-day period indicated in the relevant notice, if reviewing those requests is not possible due to the formal deficiencies.

9. The doctoral student should initiate the procedure for the award of the academic degree of doktor by submitting the doctoral thesis by the end of year four of education.
10. In order to provide opportunities for exposure to world science, doctoral students at the Doctoral School may receive research project scholarships and grants through a selection procedure, which serve to promote doctoral students who demonstrate the highest level of scientific activity and have other accomplishments.
11. The procedures and rules for awarding scholarships and subsidies, as specified in section 10, are governed by the rector's orders.
12. Doctoral students shall be entitled to receive support in accordance with the rules specified in separate provisions, specifically Articles 210, 213, and Article 360 of the Act.

### **Doctoral Student Government and Doctoral Student Organizations**

#### **§ 16**

1. Doctoral students of the University form a doctoral student government.
2. The doctoral student government shall collaborate with the director of the Doctoral School, specifically in organizing the Doctoral Research Session, which is held twice every academic year.
3. The organization and procedure of the doctoral student government are specified in the regulations of the doctoral student government enacted in accordance with the Act.
4. Doctoral students have the right to associate in doctoral student organizations in accordance with the rules specified in the Act and in the regulations defining the rules of association in university doctoral student organizations established by the rector.

### **Doctoral Scholarships**

#### **§ 17**

1. Doctoral students' education is free of charge.
2. A doctoral student who does not hold a doktor degree shall receive a doctoral scholarship.
3. Doctoral scholarships are paid by SWPS University in accordance with the rules and in the amount specified in the Act.
4. A doctoral scholarship may be collected at doctoral schools for a total period of 4 years.
5. The minimum amount of the doctoral scholarship is:
  - 1) 37% of a professor's remuneration - up until the month when the mid-term evaluation is conducted,
  - 2) 57% of a professor's remuneration - after the month when the mid-term evaluation is conducted.
6. Doktorant posiadający orzeczenie o niepełnosprawności, orzeczenie o stopniu niepełnosprawności albo orzeczenie, o którym mowa w art. 5 oraz art. 62 ustawy z dnia

August 27, 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities shall receive a doctoral scholarship in an amount increased by 30% of the amount specified in section 5 pt. 1.

7. During a suspension of education, the amount of the doctoral scholarship is determined based on the provisions on determining maternity allowance, with the exception that the assessment basis for the maternity allowance is understood to mean the monthly doctoral scholarship amount specified in section 5.
8. A doctoral student who submits their thesis before the education completion date specified in the curriculum of education shall receive the doctoral scholarship until the date they complete their education, but for no longer than 6 months. The provision of section 7 shall apply.
9. The doctoral student may not be employed as an academic teacher or academic employee. This prohibition does not apply to doctoral students employed:
  - 1) for the purpose of completing a research project, as specified in Article 119, section 2, pts. 2 and 3 of the Act;
  - 2) after a positive mid-term evaluation, however, if the workload exceeds half of a full-time equivalent, the scholarship amount shall be 40% of the monthly scholarship referred to in section 5 pt. 2;
  - 3) who is not entitled to a doctoral scholarship.
10. If a doctoral student has been deregistered, the University shall cease paying their doctoral scholarship on the first day of the month following the month in which the deregistration decision becomes final.
11. If a doctoral student has withdrawn from education at the Doctoral School, the University shall cease paying their doctoral scholarship on the first day of the month following the month of withdrawal.

### **Suspension of Education**

#### **§ 18**

1. At the doctoral student's request, education is suspended for a period equal to that of a leave of absence:
  - 1) a maternity leave,
  - 2) a leave on terms of maternity leave,
  - 3) a paternity leave and a parental leave,- as specified in the Act of June 26, 1974 - the Labor Code (Journal of Laws dated 2018, item 917 as amended).
2. The application referred to in section 1 shall be submitted in writing, and documents confirming the circumstances that justify a suspension of education shall be attached.
3. When accepting an application for suspension of education for a period other than an academic year, the director of the Doctoral School shall specify the conditions that the doctoral student must fulfill after the suspension

period ends, specifically the deadlines for completing the requirements defined in the curriculum of education and the Regulations.

4. The doctoral student's application for a suspension of education must be submitted no later than 21 days after the first day of the leaves of absence referred to in section 1.
5. The doctoral student shall submit a written declaration of the continuation of education to the director of the Doctoral School 30 days before the suspension period ends. Failing to provide this declaration will be considered a withdrawal from education and constitutes grounds to initiate the procedure of deregistration due to withdrawal from education.
6. The deadlines for completing doctoral students' obligations specified in the IRP shall be postponed by the duration of the suspension of education at the Doctoral School, subject to the provisions of section 3.
7. During the suspension period, the doctoral student does not progress in the curriculum of education or the IRP, but they maintain their doctoral student rights, specifically the right to a doctoral student ID and the right to a scholarship in an amount specified pursuant to Article 209, section 6 of the Act.

### **Extension of Education**

#### **§ 19**

1. In justified cases, upon the written request of a doctoral student, the Director of the Doctoral School may extend the period for submitting the doctoral thesis indicated in the IRP by no more than 2 years.
2. The period of extension of education may include at least one semester.
3. The doctoral thesis submission date may be extended specifically due to:
  - 1) a prolonged illness of the doctoral student or their family member;
  - 2) participation in a research grant awarded through a selection procedure by a Polish or foreign institution that finances scientific research, in particular, the National Science Center, the National Center for Research and Development, the Polish National Agency for Academic Exchange;
  - 3) the doctoral student's research visit pursuant to the IRP;
  - 4) justified long-term research, specifically research conducted in collaboration with another university-type higher education institution, an institute of the Polish Academy of Sciences, a research institute;
  - 5) a temporary inability to pursue education caused by the doctoral student's illness, confirmed by documents issued in accordance with the relevant commonly applicable laws;
  - 6) the need to provide personal care to a child not older than 4 or a child with disability status confirmed by documents issued in accordance with the relevant commonly applicable laws regardless of age;
  - 7) a change of supervisor or assistant supervisor due to unforeseen circumstances attributable to the supervisor;

- 8) a justified and unforeseen need to change the subject of the doctoral thesis;
  - 9) the doctoral student's status as a person with disabilities, confirmed by documents issued in accordance with the relevant commonly applicable laws.
4. The doctoral student shall submit the application referred to in section 1 at least 30 days before the doctoral thesis submission date, however, no later than by September 10 of the last semester of education at the Doctoral School.
  5. The request referred to in section 1 must include:
    - 1) the doctoral student's details (first and last name, doctoral student identification number, year of education);
    - 2) the new doctoral thesis submission date;
    - 3) a justification of the request along with an amended IRP;
    - 4) information from the supervisor or supervisors on the state of progress in writing the doctoral thesis as well as the doctoral student's scientific accomplishments;
    - 5) documents confirming the occurrence of circumstances that justify extending the doctoral thesis submission date.
  6. During the extended education period, the doctoral student shall retain all doctoral student rights, except for the right to a doctoral scholarship if the student has already received a scholarship for a period of 4 years.
  7. The doctoral student shall be obligated to inform the director of the Doctoral School in writing whenever ready to continue education after a period of absence from classes due to a positive decision regarding the extension of the doctoral thesis submission deadline. This information must be submitted by August 31 when returning to studies from the winter semester and by January 15 when returning from the summer semester. Failing to provide written notification of the continuation of education will be considered a withdrawal from education and constitutes grounds to initiate the procedure of deregistration due to withdrawal from education.
  8. Having received the doctoral student's written confirmation of their readiness to continue education, the director of the Doctoral School may specify the conditions applicable to the doctoral student after the period of absence from classes, specifically by setting deadlines for the fulfillment of obligations under the curriculum of education and the Regulations.
  9. If a doctoral student applies for and obtains permission for a suspension of education during an extension period, the extension is interrupted on the day the suspension begins. The interrupted period of extension shall be counted towards the period specified in section 1, rounded up to full months.

## **Deregistration**

### **§ 20**

1. A doctoral student may be deregistered in the event of:
  - 1) unsatisfactory progress in writing the doctoral thesis, as confirmed by the supervisor denying credit for the doctoral seminar;
  - 2) the doctoral student's annual report being rejected by the director of the Doctoral School;

- 3) failure to fulfill the obligations specified in Article 207 of the Act, namely:
  - a) failure to progress in the Doctoral School's curriculum of education, as confirmed specifically by failure to meet the requirements specified in § 11 section 3;
  - b) conduct that violates these Regulations, in particular, failure to undertake education, specifically by failing to take the Doctoral School's oath within 1 month of commencing classes.
2. A doctoral student shall be deregistered in the event of:
  - 1) a negative outcome of the mid-term evaluation;
  - 2) failure to submit the doctoral thesis by the date specified in the individual research plan;
  - 3) a withdrawal from education submitted in accordance with the Kpa, that is, in writing, orally to the record, or using other means of electronic communication via the public administration authority's electronic registry box created in accordance with the Act of February 17, 2005, on Computerization of Operations of Entities Performing Public Tasks, provided that the University operates an electronic registry box and provides access thereto to doctoral students, or a withdrawal from education, as specified in § 13, section 2, § 18, section 5, or § 19, section 7 of the Regulations;
  - 4) receiving the disciplinary penalty of expulsion from the university.
3. Deregistration of a doctoral student occurs through an administrative decision by the rector.
4. Based on the rector's written authorization, university employees may dispose of matters on behalf of and in the scope specified by the rector, specifically, they may issue administrative decisions, resolutions, and certificates.
5. Doctoral students may request the rector to reconsider the deregistration decision by submitting an application within 14 days from the date of service of the decision, or they may bring a complaint to the provincial administrative court. The rector's decision issued in the second instance shall be final within the administrative process. Complaints against this decision may be brought to the provincial administrative court.
6. A doctoral student who has been deregistered from the Doctoral School or has completed their education at the Doctoral School shall be obligated to immediately return their doctoral student ID to the University and settle any outstanding obligations towards the University.

### **Completion of Education**

#### **§ 21**

1. A doctoral student's rights and obligations shall expire upon completion of education at the Doctoral School or on the date the decision regarding deregistration from the Doctoral School becomes final.
2. The prerequisite for completing education at the Doctoral School is passing all the courses specified in the curriculum of education by achieving the learning outcomes for qualifications at level 8 of the PQF, and submitting a doctoral thesis.

3. In order to pass the final year of education, the doctoral student should obtain credit for all the courses and professional internships specified in the curriculum of education, submit the doctoral student's annual report, approved by the supervisor or supervisors, to the Office of the Interdisciplinary Doctoral School, and provide written confirmation of thesis submission.
4. Completion of education at the Doctoral School shall be noted in the IT system for documenting the course of education at the Doctoral School.
5. At the request of an individual who has not completed their education at the Doctoral School, the University shall issue a certificate of the course of education.
6. In the event of failure to complete education within the required time frame, that is, failure to submit the doctoral thesis by the deadline specified in the IRP, a doctoral student may apply for an extension of the thesis submission deadline under the rules and procedures provided for in the Regulations, or continue their education and scientific activity outside the Doctoral School and apply for the award of a doktor degree in an extramural mode, bearing the costs of the proceedings and verification of the achievement of learning outcomes for qualifications at level 8 of the PQF.

### **The Director of the Doctoral School of Social Sciences and Humanities**

#### **§ 22**

1. The Doctoral School is headed by the director of the Doctoral School.
2. The director of the Doctoral School is appointed for an indefinite period and dismissed by SWPS University.
3. The position of director of the Doctoral School is open to full-time employees of SWPS University who hold an academic title or the academic degree of doktor habilitowany, or individuals who have acquired rights equivalent to a doktor habilitowany under separate regulations.
4. The director of the Doctoral School:
  - 1) initiates and participates in developing the curriculum of education at the Doctoral School;
  - 2) organizes curriculum implementation, including the assignment of teachers to classes;
  - 3) provides ongoing supervision of the course of education and evaluates curriculum implementation;
  - 4) makes decisions in matters pertaining to the auditing of doctoral students' education, in particular, decisions regarding the approval of doctoral students' annual reports;
5. The director of the Doctoral School remains in contact with the doctoral student government and consults with its relevant body, in accordance with the government's regulations, on important matters regarding doctoral students' education.

### **The Procedure for Awarding the Degree of Doktor**

#### **§ 23**

1. The conditions for awarding the academic degree of doktor, including the conditions for allowing an individual to defend their doctoral thesis, are specified in the Act, specifically the provisions of Articles 185-197, whereas the procedure to award a doktor degree is specified in a resolution of the senate of SWPS University.
2. SWPS University shall cover the costs of the procedure to award a doktor degree conducted at SWPS University, provided that the doctoral student completes the education process within 4 years of commencing education at the Doctoral School or extends the deadline to submit the doctoral thesis as specified in a decision issued by the director of the Doctoral School.

### **Final Provisions**

#### **§ 24**

1. Pursuant to internal university regulations on personal data, SWPS University shall individually authorize the doctoral student to process students' and research participants' personal data to the extent and for the purpose necessary to complete education at the Doctoral School.
2. The doctoral student shall be obligated to:
  - 1) ensure the security and confidentiality of the accessed personal data, both during and after their education;
  - 2) comply with generally applicable laws on the protection of personal data, as well as internal university regulations on the protection of personal data.
3. A doctoral student shall be held fully liable for the damages caused as a consequence of their actions that result in the release of personal data to unauthorized persons, the collection of personal data by an unauthorized person, and the alteration, loss, damage to, or destruction of personal data.
4. Matters pertaining to doctoral students and their education at the Doctoral School, which are not governed by the provisions of generally applicable Polish law or these Regulations, shall be settled by the rector.

**Resolution No. 26/2022**  
**of the Senate of SWPS University of Social Sciences and**  
**Humanities**  
**dated April 22, 2022**  
**on the approval**  
**of the Regulations of the Doctoral School of Social Sciences and Humanities**  
**of SWPS University of Social Sciences and Humanities**

Pursuant to Article 205, section 1 - section 4 of the Act of July 20, 2018 - Law on Higher Education and Science and § 62, section 6, and § 11, section 1, pt. 17, and section 2 of the Statute of SWPS University of Social Sciences and Humanities, the Senate of SWPS University of Social Sciences and Humanities hereby enacts the following:

**§1**

The Senate of SWPS University of Social Sciences and Humanities hereby approves the Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities (hereinafter referred to as the **“Regulations”**) in the wording enclosed as an appendix to this resolution.

**§2**

1. The Regulations shall enter into force on October 1, 2022.
2. The Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities constituting an appendix to Resolution No. 32/2021 of the Senate of SWPS University of Social Sciences and Humanities dated April 23, 2021, on the approval of the Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities, shall



remain effective until the Regulations enter into force.

3. In matters which have been initiated but not concluded until the Regulations enter into force, the relevant formerly applicable provisions shall apply

### §3

The Resolution shall enter into force on the date of its adoption.

Chair of the Senate

of SWPS University of Social Sciences and Humanities

Prof. dr hab. Roman Cieślak

*The Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities have been agreed upon with the Doctoral Student Government of SWPS University of Social Sciences and Humanities, as confirmed by the signature of the representative of the Doctoral Student Government of SWPS University of Social Sciences and Humanities:*

**Regulations  
of the Doctoral School of Social Sciences and Humanities  
of SWPS University of Social Sciences and Humanities**

**General Provisions**

**§ 1**

1. SWPS University of Social Sciences and Humanities (hereinafter referred to as: **"SWPS University"** or the **"University"**) operates an interdisciplinary doctoral school under the name: Doctoral School of Social Sciences and Humanities (hereinafter referred to as The **"Doctoral School"**), which provides education in four academic disciplines: literary studies, culture and religion studies, sociology, and psychology.
2. The Doctoral School conducts the education of doctoral students at level 8 of the Polish Qualifications Framework in the following academic disciplines: literary studies, culture and religion studies, sociology, and psychology, in accordance with the rules outlined in the Act of July 20, 2018 - the Law on Higher Education and Science (hereinafter referred to as The **"Act"**) and these regulations (hereinafter referred to as **"Regulations"**).
3. These Regulations specify how the education of doctoral students at the Doctoral School is organized to the extent not governed by the Act.
4. The Doctoral School's goal is to help doctoral students acquire advanced knowledge that will prepare them for independent, creative work in the field of conducting scientific activity, and obtain the academic degree of doktor in the academic disciplines for which SWPS University is authorized to award the academic degree of doktor.
5. In particular, the Doctoral School ensures:
  - 1) preparation to conduct academic work, conduct research, and publish the results;
  - 2) advanced-level education in the field of literary studies, culture and religion studies, sociology, and psychology;
  - 3) education in the field of methodology and research methods in the given academic discipline;
  - 4) enhancing social competencies associated with academic activity through direct placement in research centers and research teams;
  - 5) academic guidance and supervision throughout education and doctoral thesis preparation;
  - 6) a mentoring program;

results;

8) learning the principles of preparing grant applications and developing skills associated with applying for funds to support research.

6. The Doctoral School operates since the 2019/2020 academic year. 7 The Doctoral School provides education to Doctoral Students at two locations: the University's main campus in Warsaw and its Wrocław campus, which has administrative autonomy and a separate office to handle doctoral student matters and coordinate the teaching process.

8. The Doctoral School is supervised by the Senate of the SWPS University. 9. Whenever masculine forms of names of functions and titles are used in these Regulations, they shall be understood to include both masculine and feminine forms.

### **Admissions to the Doctoral School**

#### **§ 2**

1. Admissions to The Doctoral School take place by way of a selection process.
2. The terms, conditions, and procedure for Doctoral School admissions are enacted by the Senate of SWPS University.

### **Supervisors**

#### **§ 3**

1. The supervisor is responsible for the content-related supervision and mentoring of a doctoral student during their education at the Doctoral School.
2. Supervisors are academic teachers employed at SWPS University who hold the academic title or academic degree of doktor habilitowany. 3. During a single academic year, a supervisor may be entrusted up to five doctoral students undertaking education at the Doctoral School.
4. Supervisors may not be individuals who, within the preceding 5 years: 1) supervised 4 doctoral students who were deregistered as doctoral students due to receiving a negative result in the mid-term evaluation, or  
2) supervised the thesis preparation of at least 2 individuals pursuing the degree of doktor, who did not receive positive reviews as specified in Article 191, section 1 of the Act.

### **The Manner of Assigning Supervisors**

#### **§ 4**

1. A supervisor or supervisors shall be assigned by the director of the Doctoral School at the request of a doctoral student, within 3 months from the commencement of education at the Doctoral School.
2. The doctoral student must submit the request for the assignment of a supervisor or supervisors no later than 14 days before the expiry of the date specified in section 1.

3. The request referred to in section 2 must be accepted by the supervisor candidate.
4. In the event that a doctoral student fails to submit the request for the assignment of a supervisor or supervisors within the deadline specified in section 2, a supervisor shall be assigned by the director of the Doctoral School as soon as practicable. The director of the Doctoral School shall notify the doctoral student of the assignment of a supervisor as soon as practicable.
5. Appointing more than one supervisor is permitted, particularly when a doctoral student is preparing an interdisciplinary thesis, with the reservation that the other supervisor should represent a different discipline.
6. In exceptional cases, if the director of the Doctoral School permits it, a second supervisor within the same discipline may be assigned, provided they represent a different subdiscipline or another research area.

### **Supervisors' Responsibilities**

#### **§ 5**

The supervisor:

- 1) selects the subject of the doctoral thesis together with the doctoral student and supports the doctoral student in preparing an individual research plan (hereinafter referred to as the "IRP"),
- 2) collaborates with the doctoral student at the beginning of each academic year to plan how work on the doctoral thesis will proceed;
- 3) incorporates the doctoral student into the academic activities of the research center or research team of the supervisor;
- 4) ensures that the doctoral student is familiar with the methodology and research methods of the research center or team;
- 5) provides assistance with preparing publications and research projects, specifically grants for junior scientists;
- 6) provides regular consultations and evaluates progress in the doctoral student's academic development;
- 7) supervises the preparation of the doctoral thesis manuscript;
- 8) organizes doctoral seminars;
- 9) reviews the doctoral student's applications and other requests associated with their academic development;
- 10) evaluates progress in writing the doctoral thesis, specifically based on the doctoral student's annual report, and makes decisions on awarding credit for the doctoral seminar;
- 11) supervises the doctoral student's professional internship and academic activity;
- 12) supervises the doctoral student's participation in other activities, specifically science meetings, seminars, and conferences, including the Doctoral Research Session at SWPS University.

## **Assistant Supervisor**

### **§ 6**

1. By mutual agreement, doktor degree holders who work in close collaboration with supervisors can serve as assistant supervisors, helping doctoral students with their academic guidance.
2. The assistant supervisor shall perform a supportive function, without affecting the duties of the supervisor defined in § 5, with the reservation of the assistant supervisor duties under Article 202, section 1 of the Act.
3. An individual with an academic degree of doktor and significant academic achievements, who has independently directed a research project, may be appointed as an assistant supervisor.
4. An assistant supervisor is assigned by the director of the Doctoral School at the request of the supervisor or supervisors.
5. During a single academic year, a single assistant supervisor at the Doctoral School may not be entrusted more than two doctoral students.

## **Changing Supervisors**

### **§ 7**

1. The supervisor is changed upon the doctoral student's justified request or as a result of the supervisor's resignation.
2. A supervisor shall prepare their resignation in writing and submit it to the director of the Doctoral School along with the relevant justification.
3. A doctoral student may only request a change of supervisor once during their education at the Doctoral School. The restriction referred to in the preceding sentence does not apply if the change of supervisor is due to reasons attributable to the supervisor.
4. The request for a change of supervisor must be submitted to the director of the Doctoral School who will issue the relevant decision. The request must be appended with the opinion of the current supervisor and consent to perform duties from a potential supervisor.
5. The current supervisor shall continue their duties until the issue of a positive decision, as specified in section 4, that is, until the new supervisor commences their duties.
6. If the change of supervisor is the result of a supervisor's resignation, the doctoral student shall consult with the selected candidate for a new supervisor on the continuation of supervisor duties and notifies the director of the Doctoral School in writing, attaching the new supervisor's consent, within 30 days of receiving notification from the director of the Doctoral School that the current supervisor has resigned.
7. In the event that the doctoral student fails to indicate a new supervisor within the required time frame, as specified in section 6, the director of the Doctoral School may, within an additional 30 days, entrust this role to another individual who meets the requirements outlined in § 3, sections 2-4 of the Regulations.

## **The Course of Education**

### **§ 8**

1. Education at the Doctoral School lasts 4 years.
2. Education is based on the curriculum of education and the IRP. 3. The curriculum of education is established by the Senate of SWPS University in accordance with the procedure specified in the Act. 4. The IRP is prepared by the doctoral student in consultation with the supervisor or supervisors, in accordance with the procedure and the rules specified in § 9.
5. Education offered at the Doctoral School includes classes conducted in accordance with the class schedule.
6. The curriculum of education and the class schedule are communicated to doctoral students via the online communication platform for students, doctoral students, and University employees, as well as other individuals who have been granted access thereto pursuant to separate regulations, located at [portal.swps.edu.pl](http://portal.swps.edu.pl) and hereinafter referred to as the **“Virtual University”**.
7. Students of the Doctoral School receive access to the library of SWPS University.
8. The directors of institutes in the discipline, in which scientific activity is coordinated by the institute and in which education is offered at the Doctoral School, shall assist doctoral students of the Doctoral School in submitting applications requesting funding or subsidies for academic activity, specifically from the Ministry of Education and Science, the National Science Center, the Foundation for Polish Science, the National Center for Research and Development, and other entities supporting the development of science, including under programs offered by the European Union and other institutions that support academic development.

## **Individual Research Plan**

### **§ 9**

1. In consultation with the supervisor or supervisors, the Doctoral Student shall prepare the IRP and presents it to the director of the Doctoral School within 12 months of commencing education.
2. If an assistant supervisor was assigned, the IRP shall be presented after review by the assistant supervisor.
3. In particular, the IRP shall include:
  - 1) a doctoral thesis preparation schedule;
  - 2) a detailed plan of the doctoral thesis, including the subject and research problem, including:
    - a) an overview of theories and an indication of the research gap;
    - b) research questions and hypotheses or theses;
    - c) a description of the methodology, research methods and tools;
    - d) indication of the doctoral thesis format;

- i. a doctoral thesis can be a written work, including a scientific monograph, a collection of published and thematically related scientific articles accompanied by the author's summary of the thesis, a design work, construction work, technological work, or implementation work, as well as an independent and isolated part of a collective work;
- ii. a doctoral thesis may comprise a series of works both published and unpublished;
- e) a preliminary overview of literature and a preliminary bibliography;
- f) the doctoral thesis submission date;
- 3) the research program to be used when writing the doctoral thesis - including a description of the tasks and their completion schedule divided into semesters.
- 4. In the event that changes to the IRP are required, the supervisor-approved amended IRP must be submitted to the director of the Doctoral School for approval. Amendments of the IRP may not change the date of doctoral thesis submission.
- 5. The director of the Doctoral School shall specify the detailed requirements applicable to the IRP, specifically its elements and the technical instructions for IRP submission and its approval by the supervisor.
- 6. In the event of failure to submit the IRP within the time frame specified in section 1, the Rector shall initiate proceedings to deregister the doctoral student for violation of the obligations specified in the Regulations.

### **Mid-Term Evaluation**

#### **§ 10**

- 1. IRP completion is reviewed mid-term, at the end of the second year of education. A positive or negative grade is given and made public, along with its justification.
- 2. The mid-term evaluation is conducted by a committee composed of 3 members appointed by the vice-rector for research, including at least one individual with the degree of doktor habilitowany or the title of profesor in the discipline applicable to the doctoral thesis being written, who is not an employee of SWPS University, and two individuals from among members of the scientific council of the relevant discipline's institute (hereinafter referred to as the "**Committee**").
- 3. The vice-rector for research shall appoint the Committee chair to supervise work.
- 4. The supervisor, supervisors, or assistant supervisor may not be Committee members.
- 5. In justified cases, an individual with the degree of doktor and considerable academic achievements in the discipline applicable to the doctoral thesis being written may become a Committee representing SWPS University.
- 6. The Committee may not include individuals who:
  - 1) within the preceding 5 years:

- a) supervised 4 doctoral students who were deregistered as doctoral students due to receiving a negative result in the mid-term evaluation, or
  - b) supervised the thesis preparation of at least 2 individuals pursuing the degree of doktor, who did not receive positive reviews as specified in Article 191, section 1 of the Act;
- 2) received a disciplinary penalty revoking their right to perform supervisor duties, as specified in Article 276, section 1, pt. 4 of the Act.
7. The Committee shall conduct a mid-term evaluation based primarily on: 1) a mid-term report on the doctoral student's research plan progress, submitted in accordance with the rules and procedure specified in section 13;
- 2) opinions of the supervisor or supervisors regarding progress in preparing the doctoral thesis;
- 3) activities outside the IRP as presented by the doctoral student.
8. The date of the mid-term evaluation shall be specified by the director of the Doctoral School in consultation with Committee members and communicated to the doctoral student at least 21 days in advance.
9. The mid-term evaluation shall be conducted within three months of commencing the fifth semester of education. In the event of a suspension of education at the Doctoral School, as specified in § 18 of the Regulations, the mid-term evaluation date is prolonged by the suspension period.
10. The supervisor, supervisors, or supervisor and assistant supervisor should be present during the mid-term evaluation.
11. The Committee will excuse a doctoral student's absence from the mid-term evaluation and the director of the Doctoral School will set a new date for the evaluation if the student has a doctor's certificate issued in accordance with the relevant generally applicable laws and submits it no later than the mid-term evaluation date or, in special cases, up to 7 days after the specified date.
12. A doctoral student's absence from the mid-term evaluation that is not excused as specified in section 11 shall result in a negative result.
13. No later than 14 days before the planned date of the mid-term evaluation, the doctoral student shall submit the mid-term report, approved by the supervisor or supervisors, to the director of the Doctoral School along with appendices documenting the individual points of the IRP or changes to its initial objectives.
14. During the mid-term evaluation, the doctoral student shall present the state of progress on individual objectives of the IRP.
15. After speaking with the doctoral student, the Committee shall decide on the outcome of the evaluation by a simple majority of votes and notify the student.



## Obtaining Credit

### § 11

1. The assessment period at the Doctoral School is an academic year, which lasts from October 1 until September 30 of the subsequent year.
2. Credit for an academic year and evaluation of a doctoral student's progress are based on an annual education process report (hereinafter referred to as the **"doctoral student's annual report"**), which shall include:
  - 1) a progress report on the agreed-upon IRP;
  - 2) a detailed plan of the doctoral thesis along with subsequent chapters of the thesis;
  - 3) a list of publications;
  - 4) a report on conference participation;
  - 5) a report on the fulfillment of the requirements specified in the curriculum of education.
3. The doctoral student shall be obligated to pass each course specified in the curriculum of education for the given year and to submit the doctoral student's annual report along with the research work plan, detailed plan of the doctoral thesis, and schedule, by July 15 of each year.
4. Credit for both obligatory and elective classes specified in the curriculum of education uses the following scale of grades:
  - 1) passing grades: bardzo dobry (5) - very good, dobry plus (4.5) - good plus, dobry (4) - good, dostateczny plus (3.5) - satisfactory plus, dostateczny (3) - satisfactory;
  - 2) failing grade: niedostateczny (2) - unsatisfactory;
  - 3) ungraded pass/fail: "zaliczone" (zal) - pass or "niezaliczone" (nzal) - fail.
5. The average grade is an arithmetic mean of all the positive and negative grades obtained by the doctoral student in the given period in courses that end with an examination or a graded final test.
6. The curriculum of education specifies which courses are graded and which are passed without grading.
7. The results of final tests and examinations shall be conveyed to doctoral students by the instructor or examiner within 14 days of being issued. These results may be published in the Virtual University. Grades should be issued before the doctoral student submits their annual report, which is due on July 10 of each year.
8. The instructor or examiner shall update the examination or final test report with the grades issued and the course credit confirmations.

## Professional Internships

### § 12

1. In order to acquire teaching skills, doctoral students shall be obligated to complete a professional internship under the guidance of their supervisor or another senior member of the academic staff, preferably within the center, team, or as part of the research project, which shall involve teaching or participating in class instruction.

2. The Doctoral School's curriculum of education specifies the rules of completion and the scope of the professional internship.
3. The completion of professional internships is overseen by the supervisors.

### **Placements and Foreign Exchange Programs**

#### **§ 13**

1. Doctoral students undertaking a domestic or foreign placement and participating in an Erasmus exchange shall be assigned individual arrangements for studying and passing courses included in the Doctoral School's curriculum of education. The director of the Doctoral School may award the doctoral student credit for classes they took during the placement or didactic classes they taught at a different university, or enable the doctoral student to take classes on a different schedule.
2. The doctoral student shall be obligated to inform the director of the Doctoral School in writing whenever ready to continue education after completing their domestic or foreign placement, or participation in an Erasmus exchange. This information must be submitted by August 31 when returning to studies from the winter semester and by January 15 when returning from the summer semester. Failing to provide written notification of the continuation of education will be considered a withdrawal from education and constitutes grounds to initiate the procedure of deregistration due to withdrawal from education.
3. The provisions of section 1 shall be applied accordingly to classes conducted under agreements on collaboration between SWPS University and another university, a Polish Academy of Sciences institute, a research institute, an international institute, a foreign university, or academic institution.

### **The Manner of Documenting the Course of Education**

#### **§ 14**

The University shall document the course of education at the Doctoral School by: 1) archiving examination and final test reports throughout the period of education, 2) maintaining the doctoral student's files, which shall contain in particular:

- a) the IRP;
- b) the doctoral student's annual reports;
- 3) updating information in the IT system used for storing documents related to the course of doctoral students' education.

### **Doctoral Student's Rights and Obligations**

#### **§ 15**

1. An individual admitted to the Doctoral School commences education and acquires doctoral student rights upon taking the oath, whose text is specified in the Statute of SWPS University.

2. SWPS University shall issue the doctoral student a doctoral student ID.
3. The doctoral student shall be obligated to:
  - 1) undertake education at the Doctoral School, specifically by taking the oath within 1 month of commencing classes, or withdraw from education;
  - 2) act in accordance with the Regulations and the contents of the oath;
  - 3) complete the curriculum of education and the individual research plan; 4) systematically conduct scientific activity under the guidance of an academic supervisor with the objective of writing a doctoral thesis and scientific publications;
  - 5) participate in and pass classes included in the curriculum of education; 6) participate in science meetings specified by the supervisor, including doctoral students' seminars and seminars of institutes, research centers and research teams;
  - 7) deliver at least one speech at the Doctoral Research Session; 8) deliver doctoral student's annual reports on the progress of education to the director of the Doctoral School in accordance with the schedule and template form specified by the director of the Doctoral School;
  - 9) actively participate in the activities of SWPS University's academic community;
  - 10) submit timely declarations for the purpose of evaluating the quality of scientific activity.
4. The doctoral student shall be entitled to recreational leave of absence in a scope not exceeding 8 weeks per year.
5. Permission for a recreational leave of absence is granted by the director of the Doctoral School upon the doctoral student's written request, which has been positively assessed by the supervisor.
6. The doctoral student shall be obligated to immediately notify the director of the Doctoral School:
  - 1) of changes to personal data that are relevant to the process of education, specifically: first and last name, address of residence, and address for correspondence. In the event of failure to comply with this requirement notices will remain in the doctoral student's files with the effect equal to their successful service;
  - 2) of undertaking employment as an academic teacher at another university or an academic employee, along with the work time;
  - 3) of undertaking education at another doctoral school;
  - 4) of receiving the degree of doktor awarded by another authorized entity;
7. Pursuant to the Act, the doctoral student shall be liable to disciplinary action for violations of SWPS University provisions and for conduct that blemishes the good name of a doctoral student.
8. Any incomplete requests made by the doctoral student in matters that are not settled in accordance with the Act of June 14, 1960 - Code of Administrative Procedure, hereinafter referred to as the "**Kpa**", shall remain unreviewed upon ineffective expiration of the seven-day period indicated in the relevant notice, if reviewing those requests is not possible due to the formal deficiencies.

9. The doctoral student should initiate the procedure for the award of the academic degree of doktor by submitting the doctoral thesis by the end of year four of education.
10. In order to provide opportunities for exposure to world science, doctoral students at the Doctoral School may receive research project scholarships and grants through a selection procedure, which serve to promote doctoral students who demonstrate the highest level of scientific activity and have other accomplishments.
11. The procedures and rules for awarding scholarships and subsidies, as specified in section 10, are governed by the rector's orders.
12. Doctoral students shall be entitled to receive support in accordance with the rules specified in separate provisions, specifically Articles 210, 213, and Article 360 of the Act.

### **Doctoral Student Government and Doctoral Student Organizations**

#### **§ 16**

1. Doctoral students of the University form a doctoral student government.
2. The doctoral student government shall collaborate with the director of the Doctoral School, specifically in organizing the Doctoral Research Session, which is held twice every academic year.
3. The organization and procedure of the doctoral student government are specified in the regulations of the doctoral student government enacted in accordance with the Act.
4. Doctoral students have the right to associate in doctoral student organizations in accordance with the rules specified in the Act and in the regulations defining the rules of association in university doctoral student organizations established by the rector.

### **Doctoral Scholarships**

#### **§ 17**

1. Doctoral students' education is free of charge.
2. A doctoral student who does not hold a doktor degree shall receive a doctoral scholarship.
3. Doctoral scholarships are paid by SWPS University in accordance with the rules and in the amount specified in the Act.
4. A doctoral scholarship may be collected at doctoral schools for a total period of 4 years.
5. The minimum amount of the doctoral scholarship is:
  - 1) 37% of a professor's remuneration - up until the month when the mid-term evaluation is conducted,
  - 2) 57% of a professor's remuneration - after the month when the mid-term evaluation is conducted.
6. A doctoral student with a certificate of disability, a certificate of the degree of disability, or the certificate specified in Article 5 and Article 62 of the Act of August 27, 1997 on Vocational and Social Rehabilitation and Employment of Persons

with Disabilities shall receive a doctoral scholarship in an amount increased by 30% of the amount specified in section 5 pt. 1.

7. During a suspension of education, the amount of the doctoral scholarship is determined based on the provisions on determining maternity allowance, with the exception that the assessment basis for the maternity allowance is understood to mean the monthly doctoral scholarship amount specified in section 5.
8. A doctoral student who submits their thesis before the education completion date specified in the curriculum of education shall receive the doctoral scholarship until the date they complete their education, but for no longer than 6 months. The provision of section 7 shall apply.
9. The doctoral student may not be employed as an academic teacher or academic employee. This prohibition does not apply to doctoral students employed:
  - 1) for the purpose of completing a research project, as specified in Article 119, section 2, pts. 2 and 3 of the Act;
  - 2) after a positive mid-term evaluation, however, if the workload exceeds half of a full-time equivalent, the scholarship amount shall be 40% of the monthly scholarship referred to in section 5 pt. 2;
  - 3) who is not entitled to a doctoral scholarship.
10. If a doctoral student has been deregistered, the University shall cease paying their doctoral scholarship on the first day of the month following the month in which the deregistration decision becomes final.
11. If a doctoral student has withdrawn from education at the Doctoral School, the University shall cease paying their doctoral scholarship on the first day of the month following the month of withdrawal.

### **Suspension of Education**

#### **§ 18**

1. At the doctoral student's request, education is suspended for a period equal to that of a leave of absence:
  - 1) a maternity leave,
  - 2) a leave on terms of maternity leave,
  - 3) a paternity leave and a parental leave,
 - as specified in the Act of June 26, 1974 - the Labor Code (Journal of Laws dated 2018, item 917 as amended).
2. The application referred to in section 1 shall be submitted in writing, and documents confirming the circumstances that justify a suspension of education shall be attached.
3. When accepting an application for suspension of education for a period other than an academic year, the director of the Doctoral School shall specify the conditions that the doctoral student must fulfill after the suspension

period ends, specifically the deadlines for completing the requirements defined in the curriculum of education and the Regulations.

4. The doctoral student's application for a suspension of education must be submitted no later than 21 days after the first day of the leaves of absence referred to in section 1.
5. The doctoral student shall submit a written declaration of the continuation of education to the director of the Doctoral School 30 days before the suspension period ends. Failing to provide this declaration will be considered a withdrawal from education and constitutes grounds to initiate the procedure of deregistration due to withdrawal from education.
6. The deadlines for completing doctoral students' obligations specified in the IRP shall be postponed by the duration of the suspension of education at the Doctoral School, subject to the provisions of section 3.
7. During the suspension period, the doctoral student does not progress in the curriculum of education or the IRP, but they maintain their doctoral student rights, specifically the right to a doctoral student ID and the right to a scholarship in an amount specified pursuant to Article 209, section 6 of the Act.

### **Extension of Education**

#### **§ 19**

1. In justified cases, upon the written request of a doctoral student, the Director of the Doctoral School may extend the period for submitting the doctoral thesis indicated in the IRP by no more than 2 years.
2. The period of extension of education may include at least one semester.
3. The doctoral thesis submission date may be extended specifically due to:
  - 1) a prolonged illness of the doctoral student or their family member;
  - 2) participation in a research grant awarded through a selection procedure by a Polish or foreign institution that finances scientific research, in particular, the National Science Center, the National Center for Research and Development, the Polish National Agency for Academic Exchange;
  - 3) the doctoral student's research visit pursuant to the IRP;
  - 4) justified long-term research, specifically research conducted in collaboration with another university-type higher education institution, an institute of the Polish Academy of Sciences, a research institute;
  - 5) a temporary inability to pursue education caused by the doctoral student's illness, confirmed by documents issued in accordance with the relevant commonly applicable laws;
  - 6) the need to provide personal care to a child not older than 4 or a child with disability status confirmed by documents issued in accordance with the relevant commonly applicable laws regardless of age;
  - 7) a change of supervisor or assistant supervisor due to unforeseen circumstances attributable to the supervisor;

- 8) a justified and unforeseen need to change the subject of the doctoral thesis; 9) the doctoral student's status as a person with disabilities, confirmed by documents issued in accordance with the relevant commonly applicable laws.
4. The doctoral student shall submit the application referred to in section 1 at least 30 days before the doctoral thesis submission date, however, no later than by September 10 of the last semester of education at the Doctoral School.
  5. The request referred to in section 1 must include:
    - 1) the doctoral student's details (first and last name, doctoral student identification number, year of education);
    - 2) the new doctoral thesis submission date;
    - 3) a justification of the request along with an amended IRP;
    - 4) information from the supervisor or supervisors on the state of progress in writing the doctoral thesis as well as the doctoral student's scientific accomplishments;
    - 5) documents confirming the occurrence of circumstances that justify extending the doctoral thesis submission date.
  6. During the extended education period, the doctoral student shall retain all doctoral student rights, except for the right to a doctoral scholarship if the student has already received a scholarship for a period of 4 years.
  7. The doctoral student shall be obligated to inform the director of the Doctoral School in writing whenever ready to continue education after a period of absence from classes due to a positive decision regarding the extension of the doctoral thesis submission deadline. This information must be submitted by August 31 when returning to studies from the winter semester and by January 15 when returning from the summer semester. Failing to provide written notification of the continuation of education will be considered a withdrawal from education and constitutes grounds to initiate the procedure of deregistration due to withdrawal from education.
  8. Having received the doctoral student's written confirmation of their readiness to continue education, the director of the Doctoral School may specify the conditions applicable to the doctoral student after the period of absence from classes, specifically by setting deadlines for the fulfillment of obligations under the curriculum of education and the Regulations.
  9. If a doctoral student applies for and obtains permission for a suspension of education during an extension period, the extension is interrupted on the day the suspension begins. The interrupted period of extension shall be counted towards the period specified in section 1, rounded up to full months.

## **Deregistration**

### **§ 20**

1. A doctoral student may be deregistered in the event of:
  - 1) unsatisfactory progress in writing the doctoral thesis, as confirmed by the supervisor denying credit for the doctoral seminar;

- 2) the the doctoral student's annual report being rejected by the director of the Doctoral School; 3) failure to fulfill the obligations specified in Article 207 of the Act, namely: a) failure to progress in the Doctoral School's curriculum of education, as confirmed specifically by failure to meet the requirements specified in § 11 section 3; b) conduct that violates these Regulations, in particular, failure to undertake education, specifically by failing to take the Doctoral School's oath within 1 month of commencing classes.
2. A doctoral student shall be deregistered in the event of:
  - 1) a negative outcome of the mid-term evaluation;
  - 2) failure to submit the doctoral thesis by the date specified in the individual research plan;
  - 3) a withdrawal from education submitted in accordance with Article 63 of the Kpa, or a withdrawal from education, as specified in § 13, section 2, § 18, section 5, or § 19, section 7 of the Regulations; 4) receiving the disciplinary penalty of expulsion from the university.
3. Deregistration of a doctoral student occurs through an administrative decision by the rector. 4. Based on the rector's written authorization, university employees may dispose of matters on behalf of and in the scope specified by the rector, specifically, they may issue administrative decisions, resolutions, and certificates.
5. Doctoral students may request the rector to reconsider the deregistration decision by submitting an application within 14 days from the date of service of the decision, or they may bring a complaint to the provincial administrative court. The rector's decision issued in the second instance shall be final within the administrative process. Complaints against this decision may be brought to the provincial administrative court.
6. A doctoral student who has been deregistered from the Doctoral School or has completed their education at the Doctoral School shall be obligated to immediately return their doctoral student ID to the University and settle any outstanding obligations towards the University.

### **Completion of Education**

#### **§ 21**

1. A doctoral student's rights and obligations shall expire upon completion of education at the Doctoral School or on the date the decision regarding deregistration from the Doctoral School becomes final.
2. The prerequisite for completing education at the Doctoral School is passing all the courses specified in the curriculum of education by achieving the learning outcomes for qualifications at level 8 of the PQF, and submitting a doctoral thesis.
3. In order to pass the final year of education, the doctoral student should obtain credit for all the courses and professional internships specified in the curriculum of education, submit the doctoral student's annual report, approved by the supervisor or supervisors, to the Office of the Interdisciplinary Doctoral School, and provide written confirmation



of thesis submission.

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4. Completion of education at the Doctoral School shall be noted in the IT system for documenting the course of education at the Doctoral School. Doctoral students who have completed their education at the Doctoral School shall receive a certificate of achieving the learning outcomes for qualifications at level 8 of the PQF.
5. At the request of an individual who has not completed their education at the Doctoral School, the University shall issue a certificate of the course of education.
6. In the event of failure to complete education within the required time frame, that is, failure to submit the doctoral thesis by the deadline specified in the IRP, a doctoral student may apply for an extension of the thesis submission deadline under the rules and procedures provided for in the Regulations, or continue their education and scientific activity outside the Doctoral School and apply for the award of a doktor degree in an extramural mode, bearing the costs of the proceedings and verification of the achievement of learning outcomes for qualifications at level 8 of the PQF.

### **The Director of the Doctoral School of Social Sciences and Humanities**

#### **§ 22**

1. The Doctoral School is headed by the director of the Doctoral School.
2. The director of the Doctoral School is appointed for an indefinite period and dismissed by SWPS University.
3. The position of director of the Doctoral School is open to full-time employees of SWPS University who hold an academic title or the academic degree of doktor habilitowany, or individuals who have acquired rights equivalent to a doktor habilitowany under separate regulations.
4. The director of the Doctoral School:
  - 1) initiates and participates in developing the curriculum of education at the Doctoral School; 2) organizes curriculum implementation, including the assignment of teachers to classes;
  - 3) provides ongoing supervision of the course of education and evaluates curriculum implementation;
  - 4) makes decisions in matters pertaining to the auditing of doctoral students' education, in particular, decisions regarding the approval of doctoral students' annual reports;
5. The director of the Doctoral School remains in contact with the doctoral student government and consults with its relevant body, in accordance with the government's regulations, on important matters regarding doctoral students' education.

### **The Procedure for Awarding the Degree of Doktor**

#### **§ 23**

1. The conditions for awarding the academic degree of doktor, including the conditions for allowing an individual to defend their doctoral thesis, are specified in the Act, specifically the provisions of Articles 185-197, whereas the

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procedure to award a doktor degree is specified in a resolution of the senate of SWPS University.

2. SWPS University shall cover the costs of the procedure to award a doktor degree conducted at SWPS University, provided that the doctoral student completes the education process within 4 years of commencing education at the Doctoral School or extends the deadline to submit the doctoral thesis as specified in a decision issued by the director of the Doctoral School.

## **Final Provisions**

### **§ 24**

1. Pursuant to internal university regulations on personal data, SWPS University shall individually authorize the doctoral student to process students' and research participants' personal data to the extent and for the purpose necessary to complete education at the Doctoral School.
2. The doctoral student shall be obligated to:
  - 1) ensure the security and confidentiality of the accessed personal data, both during and after their education; 2) comply with generally applicable laws on the protection of personal data, as well as internal university regulations on the protection of personal data.
3. A doctoral student shall be held fully liable for the damages caused as a consequence of their actions that result in the release of personal data to unauthorized persons, the collection of personal data by an unauthorized person, and the alteration, loss, damage to, or destruction of personal data.
4. Matters pertaining to doctoral students and their education at the Doctoral School, which are not governed by the provisions of generally applicable Polish law or these Regulations, shall be settled by the rector.



**Resolution No. 32/2023**  
**of the Senate of SWPS University of Social Sciences and Humanities**  
**dated April 21, 2023**  
**on the Amendment of Resolution No. 26/2022**  
**of the Senate of SWPS University of Social Sciences and Humanities**  
**dated April 22, 2022**  
**on the Approval of the Regulations of the Doctoral School of Social Sciences**  
**and Humanities of SWPS University of Social Sciences and Humanities**

Pursuant to Article 205, section 1 - section 5 of the Act of July 20, 2018 - Law on Higher Education and Science, and § 62, section 6 and § 11, section 1, pt. 1 and section 2 of the Statute of SWPS University of Social Sciences and Humanities, read together with § 1 of Order No. 16/2023 of the Rector of SWPS University of Social Sciences and Humanities dated March 1, 2023, on amending the name of SWPS University of Social Sciences and Humanities with its registered office in Warsaw, and read together with § 1 of Order No. 29/2023 of the Rector of SWPS University of Social Sciences and Humanities dated April 12, 2023, on amending Order No. 21/2019 of the Rector of SWPS University of Social Sciences and Humanities dated May 10, 2019, on the formation of the Doctoral School of Social Sciences and Humanities at SWPS University of Social Sciences and Humanities, the Senate of SWPS University of Social Sciences and Humanities hereby enacts the following:

**§ 1**

In Resolution No. 26/2022 of the Senate of SWPS University of Social Sciences and Humanities dated April 22, 2022, on the Approval of the Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities (hereinafter referred to as the **“Resolution”**), the Senate of SWPS University of Social Sciences and Humanities introduces the following amendments:

- 1) the title of the Resolution is given the wording:  
“on the Approval of the Regulations of the Doctoral School of SWPS University”;
- 2) § 1 of the Resolution is given the wording:  
“The Senate of SWPS University hereby approves the Regulations of the Doctoral School of SWPS University (hereinafter referred to as the “Regulations”) in the wording constituting an appendix to this resolution.”

## § 2

Within the Regulations of the Doctoral School of Social Sciences and Humanities of SWPS University of Social Sciences and Humanities (hereinafter referred to as the “**Regulations**”), which constitute an appendix to the Resolution, the Senate of SWPS University of Social Sciences and Humanities introduces the following amendments:

1) the title of the Regulations is given the wording:

“Regulations of the Doctoral School of SWPS University”;

2) in § 1 of the Regulations:

a) section 1 is given the wording:

“1. SWPS University (hereinafter also referred to as the “University”) operates an interdisciplinary doctoral school under the name: Doctoral School (hereinafter referred to as the “Doctoral School”), which provides education in four academic disciplines: literary studies, culture and religion studies, sociology, and psychology, and in one discipline of the arts: fine arts and art conservation.”;

b) section 2 is given the wording:

“2. The Doctoral School conducts the education of Doctoral Students at level 8 of the Polish Qualifications Framework (hereinafter referred to as the “PQF”) in the academic disciplines: literary studies, culture and religion studies, sociology, and psychology, and in the discipline of the arts: fine arts and art conservation, in accordance with the rules outlined in the Act of July 20, 2018 - Law on Higher Education and Science (hereinafter referred to as the “Act”) and these regulations (hereinafter referred to as the “Regulations”).”;

c) in section 4, after the words “in the field of conducting scientific activity”, the words “or artistic activity” are added, and after the words “as well as to obtain the academic degree of doktor in the academic disciplines”, the words “or disciplines of the arts” are added;

d) in section 5:

- in pt. 2, the word “and” is replaced with a comma, and after the word “psychology”, the words “and in the field of fine arts and art conservation” are added;
- in pt. 3, after the words “in the given academic discipline”, the words “or discipline of the arts” are added;

- in pt. 4, the words “and research teams” are replaced with the words “research or implementation teams, or research or artistic groups;”;
  - e) in section 7, the words “Doctoral students” are replaced with the words “doctoral students”;
- 3) the existing § 3 - § 10 are given the designations § 4 - § 11, respectively, and § 3 is given the wording:

### **“Reviewing Doctoral Student Matters**

#### **§ 3**

1. The University shall provide doctoral students with access to electronic communication channels, including the online communication platform for doctoral students and University employees, as well as other individuals who have been granted access thereto pursuant to separate regulations, located at [portal.swps.edu.pl](http://portal.swps.edu.pl) and hereinafter referred to as the “Virtual University”, as well as individual email addresses in the University domain.
2. Doctoral students shall submit applications (requests, clarifications, complaints, appeals, and requests for reconsideration):
  - 1) in matters referred to in section 3 - in electronic document form via the Virtual University or in written form as print documents,
  - 2) in matters referred to in section 4 - according to the principles specified in the Act of June 14, 1960 - Code of Administrative Procedure, hereinafter referred to as the “Kpa”, in writing, via facsimile, or orally to the record, and in the case of applications recorded electronically - to the address specified by the University for the purpose of receiving electronic notifications, with the reservation that any applications submitted via email, in particular to the email addresses of individual employees of the University, shall not be handled.
3. Unless the Regulations provide otherwise, in individual doctoral student matters during the course of education, decisions are made by the director of the Doctoral School. Decisions issued by the director of the Doctoral School may be appealed to the rector within 14 days of their service. Appeals shall be submitted via the director of the Doctoral School. Upon deciding that an appeal deserves to be granted in its entirety, the director of the Doctoral School may issue a new decision revoking or amending the contested decision without sending the files of the case to the rector.
4. In individual doctoral student matters handled pursuant to the Kpa, unless the Act provides otherwise, the relevant authority in the first instance shall be the rector. Decisions issued by the rector may be subject to a request for reconsideration or other appeal remedies in line with the instructions included in the relevant decision.
5. Doctoral student matters referred to in sections 3 and 4 may be handled by other persons pursuant to, and to the extent stipulated in, the relevant authorizations granted by the rector or director of the Doctoral School in electronic document form or in print.
6. Decisions issued without the appropriate instructions do not restrict the doctoral student’s right to submit an appeal or a request for reconsideration in the given case.

7. Any incomplete applications made by the doctoral student in the matters referred to in section 3 shall remain unreviewed upon ineffective expiration of the seven-day period indicated in the relevant notice, if reviewing those applications is not possible due to the formal deficiencies.

8. Delivery of notices in doctoral student matters referred to in section 3 shall be in electronic document form via the Virtual University, also in matters where the proceedings are initiated pursuant to an application delivered in print. In the recipient's right to access the Virtual University was revoked, notices are delivered in print.

9. Delivery of notices in doctoral student matters referred to in section 4 shall be handled pursuant to the Kpa.

10. In doctoral student matters referred to in section 4, doctoral students who do not have a place of residence or a habitual residence in the Republic of Poland, another member state of the European Union, the Swiss Confederation or a member state of the European Free Trade Association (EFTA) - a party of the Agreement on the European Economic Area, shall be obligated to appoint an attorney-in-fact for the conduct of cases, residing in the Republic of Poland, or to indicate a consul of the Republic of Poland to act on their behalf, or to indicate a representative who is authorized to accept service of documents in the Republic of Poland, unless the service of documents is made by registered electronic delivery.”;

4) in § 4 of the Regulations:

- a) in section 1, the words “doctoral student” are removed;
- b) in section 2, the words “academic title or” are replaced with “at least”;
- c) in section 3, the period is replaced with a comma and the words “with the reservation of section 4.” are added after the comma;
- d) the existing section 4 is given the designation section 5 and section 4 is given the wording:

“4. At the supervisor’s request, in justified cases, the director of the Doctoral School may permit an increased limit of doctoral students entrusted to the supervisor during one academic year.”;

5) in § 5 of the Regulations:

- a) in section 1, after the words “within 3 months of”, the word “day” is added;
- b) in section 3, the word “be” is replaced with “become” and after the word “candidate”, the words “or candidates” are added;
- c) in section 4, in the first sentence, the period is replaced with a comma, and after the comma, the words “Director of the Doctoral School” are replaced with: “of which” and the words “of the assignment of a supervisor” are removed;

6) in § 6 of the Regulations:

- a) in pt. 3, the words “or research team of the supervisor” are replaced with the words “research or implementation team, or research or artistic group;”;
  - b) in pt. 4, the words “or research team” are replaced with the words “research or implementation team, or research or artistic group;”;
  - c) in pt. 5, after the words “ensures”, the words “doctoral student” are added and after the words “and research projects”, the words “or arts projects” are added;
  - d) in pt. 7, the word “manuscript” is removed, and after the words “doctoral thesis”, the words “including a scientific monograph or a collection of published and unpublished thematically related scientific articles accompanied by the author’s summary (in accordance with specific recommendations for a series of works and an author’s summary defined by the relevant scientific council of the institute), and in the discipline of fine arts and art conservation, supervises the creation of a doctoral thesis in the form of an artistic or design work, construction work, technological work, or implementation work, as well as an independently isolated part of a collective work;” are added;
  - e) in pt. 11, after the words “academic activity”, the words “or artistic activity” are added;
  - f) in pt. 12, the period is replaced with a semicolon and pts. 13 and 14 are added with the following wording:
    - “13) supports the planning of a science and research, teaching and research, arts and research, or arts and teaching career, and a career that involves knowledge transfer between SWPS University and the socioeconomic environment;
    - 14) encourages the doctoral student’s involvement in organizational activities for the University, as well as membership in doctoral student organizations, specifically the doctoral student government.”;
- 7) in § 7 of the Regulations:
- a) in section 1, after the word “holders”, the words “at least” are added, and the words “by mutual agreement” are removed”;
  - b) in section 2, “§ 5” is replaced with “§ 6”;
  - c) section 3 is given the wording:
    - “3. An individual with at least an academic degree of doktor and significant academic achievements, who has independently directed a research project financed using internal or external funds, may be appointed as an assistant supervisor.”;



- d) in section 4, after the words "director of the Doctoral School at the", the word "mutual" is added, and after the words "supervisor or supervisors", the words "and doctoral student" are added;
  - e) section 5 is given the wording:

"5. During a single academic year, an assistant supervisor may be entrusted up to two doctoral students undertaking education at the Doctoral School, subject to the provisions of section 6.";
  - f) after section 5, a section 6 is added with the following wording:

"6. At the supervisor's request, in justified cases, the director of the Doctoral School may permit an increased limit of doctoral students entrusted to the assistant supervisor.";
- 8) in § 8 of the Regulations:
- a) in section 7, the words "§ 3, sections 2-4" are replaced with the words "§ 4, sections 2-5";
  - b) after section 7, a section 8 is added with the following wording:

"8. The provisions of sections 1-7 shall apply accordingly to a change of assistant supervisor."
- 9) in § 9 of the Regulations:
- a) in section 5, the words "classes are taught" are replaced with "courses are conducted";
  - b) in section 6, the words "via the online communication platform for students, doctoral students, and University employees, as well as other individuals who have been granted access thereto pursuant to separate regulations, located at portal.swps.edu.pl and hereinafter referred to as the "Virtual University" are replaced with "using the Virtual University";
  - c) in section 8, after the words "in which scientific activity", the words "or artistic activity" are added, and after the words "or subsidies for academic activity", the words "or artistic activity" are added;
- 10) in § 10 of the Regulations:
- a) after section 6, sections 7-10 are added;
  - b) sections 3-10 are given the wording:

"3. The director of the Doctoral School shall specify the detailed requirements applicable to the IRP, specifically its elements and the technical instructions for IRP submission and its approval by the supervisor."

4. In particular, the IRP shall include:
- 1) a doctoral thesis preparation schedule;
  - 2) a detailed plan of the doctoral thesis, including the subject and research problem, including:
    - a) an overview of theories and an indication of the research gap;
    - b) research questions and hypotheses or theses;
    - c) a description of the methodology, research methods and tools;
    - d) indication of the doctoral thesis format;
      - i. a scientific monograph or a collection of published and unpublished thematically related scientific articles accompanied by the author's summary (in accordance with specific recommendations for a series of works and an author's summary defined by the relevant scientific council of the institute);
      - ii. in the discipline of fine arts and art conservation, a doctoral thesis may be a design work, construction work, technological work, or implementation work, as well as an independent and isolated part of a collective work;
      - iii. a doctoral thesis may comprise a series of works both published and unpublished;
    - e) a preliminary overview of literature and a preliminary bibliography;
    - f) the doctoral thesis submission date;
  - 3) the research program to be used when writing the doctoral thesis - including a description of the tasks and their completion schedule divided into semesters.
5. Before approving the IRP, the director of the Doctoral School may consult with committee members representing the academic or arts discipline, in which the doctoral thesis is being written. The committee members are indicated by the director of the institute representing the relevant discipline.
6. If the submitted draft IRP does not contain all the required elements, the director of the Doctoral School may reject the draft IRP, indicating the elements the doctoral student must correct or complete.
7. Within one month of the draft IRP being rejected pursuant to section 6, the doctoral student shall be required to submit a revised IRP along with the approval of the supervisor or supervisors and the opinion of the assistant supervisor - if one was appointed.
8. In the event that changes to the IRP are required, the supervisor-approved amended IRP must be submitted to the director of the Doctoral School for approval before the mid-term evaluation. Unless the Regulations provide otherwise, amendments of the IRP may not change the date of doctoral thesis submission.
9. If the doctoral student is a participant in the "Doktorat wdrożeniowy" program, amendments to the IRP may not include withdrawal from the application part of the project.

10. In the event of failure to submit the IRP within the time frame specified in section 1 or failure to complete the draft IRP, as indicated in sections 6 and 7, the Rector may initiate proceedings to deregister the doctoral student for violation of the obligations specified in the Regulations.”;

11) § 11 of the Regulations is given the wording:

#### “Mid-Term Evaluation

##### § 11

1. IRP completion is reviewed mid-term, at the end of the second year of education. A positive or negative grade is given and made public, along with its justification.
2. The mid-term evaluation is conducted by a committee composed of 3 members, who are indicated by the director or directors of the scientific council of the institute associated with the discipline or disciplines of the doctoral thesis being written, accepted by the director of the Doctoral School, and appointed by the vice-rector for research, including at least one individual with the degree of doktor habilitowany or the title of profesor in the discipline applicable to the doctoral thesis being written, who is employed outside the University, or an individual referred to in Article 190, section 5 of the Act, as well as two individuals from among members of the scientific council of the relevant discipline’s institute (hereinafter referred to as the “Committee”).
3. The vice-rector for research shall appoint a chair to supervise the Committee’s work.
4. In justified cases, an individual with the degree of doktor and considerable academic achievements in the discipline applicable to the doctoral thesis being written may become a Committee member representing SWPS University.
5. The Committee may not include individuals who:
  - 1) within the preceding 5 years:
    - a) supervised 4 doctoral students who were deregistered as doctoral students due to receiving a negative result in the mid-term evaluation, or
    - b) supervised the thesis preparation of at least 2 individuals pursuing the degree of doktor, who did not receive positive reviews as specified in Article 191, section 1 of the Act;
  - 2) received a disciplinary penalty revoking their right to perform supervisor duties, as specified in Article 276, section 1, pt. 4 of the Act;
  - 3) might raise concerns about their impartiality - in particular, the supervisor, supervisors, or assistant supervisor of the evaluated doctoral student.
6. In the event of circumstances that prevent a member of the Committee from participating in the Committee’s work, the vice-rector for research shall appoint

a new member in accordance with the requirements defined in sections 2, 4, and 5.

7. Upon request of the evaluated doctoral student submitted to the director of the Doctoral School no later than 14 days before the scheduled date of the mid-term evaluation, a representative of the doctoral student government's council may participate in Committee meetings as an observer.”;

12) the existing § 11 - § 24 are given the designations § 13 - § 26, respectively, and § 12 is given the wording:

“Conducting a Midterm Evaluation

§ 12

1. The Committee shall conduct a mid-term evaluation, specifically based on:
  - 1) a report on the progress of the doctoral student's individual research plan, submitted in accordance with the rules and procedure specified in section 3;
  - 2) opinions of the supervisor or supervisors regarding progress in preparing the doctoral thesis;
  - 3) activities outside the IRP as presented by the doctoral student.
2. The mid-term evaluation shall be conducted within three months of commencing the fifth semester of education. In the event of a suspension of education at the Doctoral School, as specified in § 20 of the Regulations, the mid-term evaluation date is prolonged by the suspension period.
3. No later than 14 days before the planned date of the mid-term evaluation, the doctoral student shall submit their individual research plan progress report, approved by the supervisor or supervisors, to the director of the Doctoral School along with appendices documenting the completion of individual points of the IRP or changes to its initial objectives.
4. The date of the mid-term evaluation shall be specified by the director of the Doctoral School after obtaining opinions from the doctoral student government council and members of the Board of the Interdisciplinary Doctoral School, in consultation with Committee members, and communicated to the doctoral student and supervisor, supervisors, or assistant supervisor at least 21 days in before the mid-term evaluation date, along with an indication of the manner in which the mid-term evaluation is to be conducted.
5. The mid-term evaluation may be conducted either onsite, with direct participation of all participants, or electronically, outside University premises, using electronic means of communication that provide, in particular:
  - 1) real-time transmission of the mid-term evaluation between its participants,
  - 2) real-time, multilateral communication, in which mid-term evaluation participants can speak during the evaluation.
6. The supervisor, supervisors, or supervisor and assistant supervisor should be present during the mid-term evaluation.

7. The Committee will excuse a doctoral student's absence from the mid-term evaluation and the director of the Doctoral School will set a new date for the evaluation if the student has a doctor's certificate issued in accordance with the relevant generally applicable laws and submits it no later than the mid-term evaluation date or, in special cases, up to 7 days after the specified date.
8. A doctoral student's absence from the mid-term evaluation that is not excused as specified in section 7 shall result in a negative result.
9. During the mid-term evaluation, the doctoral student shall present the state of progress on individual objectives of the IRP.
10. After conducting the mid-term evaluation, the Committee shall issue a positive or negative result by simple majority of votes in the presence of all Committee members. Next, the chair of the Committee shall prepare a report containing a resolution on the outcome of the evaluation and its justification, and shall notify the doctoral student of that outcome.
11. The Committee will issue a positive result if the doctoral student's research aligns with the approved IRP and their current progress on the individual research plan indicates a likelihood of finishing education at the Doctoral School within the deadline specified in the IRP.
12. The Committee will issue a negative result if the doctoral student does not meet the conditions for a positive result, as referred to in section 11, or has an unexcused absence, as referred to in section 8.
13. The mid-term evaluation report shall be signed by the Committee chair.”;

13) in § 13 of the Regulations:

a) section 2 is given the wording:

“2. Credit for an academic year and evaluation of a doctoral student's progress in preparing the doctoral thesis are based on an annual education process report (hereinafter referred to as the “doctoral student's annual report”), which may include, depending on the year of education:

- 1) a report on the fulfillment of the requirements specified in the curriculum of education - required from year I of education;
- 2) a detailed plan of the doctoral thesis along with subsequent chapters of the thesis - required after year I and II of education;
- 3) an IRP progress report, approved in accordance with § 10 - required from year III of education;
- 4) subsequent chapters of the doctoral thesis or scientific articles, depending on the declared format of the doctoral thesis - required from year III of education;
- 5) at least one scientific article - required from year IV of education;
- 6) a report on conference participation - required from year IV of education.”;

- b) in section 3, the words “along with the research work plan, detailed plan of the doctoral thesis, and schedule” are removed
- c) in section 4, the word “classes” is replaced with the word “courses”;

- d) in section 5, the word “period” is replaced with the words “academic year” and the words “examination or” are removed;
- e) the existing section 6 is revoked and the existing sections 7 and 8 receive the designations 6 and 7, respectively;
- f) in section 6, in the first sentence, the words “or examiner” and “and examinations” are removed. In the second sentence, after the words “Grades should be issued”, the words “before the final deadline to submit the doctoral student’s annual report, but not later”;
- g) in section 7, the words “classes, the examiner or” are replaced with the word “courses” and the words “examination or” are removed;

14) in § 15 of the Regulations:

- a) in section 1, the word “classes” in various grammatical numbers and cases is replaced with the word “courses” in the appropriate grammatical numbers and cases, while the words “didactic classes” are replaced with the words “professional internships”, and the words “take classes” are replaced with the words “pass courses”;
- b) the existing section 3 is given the designation section 2;
- c) the existing section 2 is given the designation section 3;
- d) in section 3, in the first sentence, the word “written” is replaced with the words “in writing” and the word “or” is replaced with a comma. After the words “in an Erasmus exchange”, the words “or classes conducted under the agreements referred to in section 2” are added, and the second sentence of section 3 is revoked;
- e) after section 3, a section 4 is added with the following wording:  
 “4. In the event of failure to submit a notice of readiness to continue education within the time frame specified in section 3, the rector may initiate proceedings to deregister the doctoral student for violation of the obligations specified in the Regulations.”;

15) in § 16, pt. 1 of the Regulations, the words “examination and” are removed;

16) in § 17 of the Regulations:

- a) in section 2, a second sentence is added with the wording:

“In the case of a doctoral student from a foreign university or academic institution who is undertaking part of their education at SWPS University, a doctoral student ID shall be issued upon request.”;

b) in section 3:

- in pt. 1, the words “specifically by taking” are replaced with the words “which shall be understood as taking” and the words “or withdraw” are removed;
- in pt. 4, after the words “academic activity”, the words “or artistic activity” are added, and the word “academic” is removed;
- in pt. 5, the words “participation in classes” are replaced with the words “completion of and participation in courses”;
- in pt. 6, the words “research teams” are replaced with the words “or implementation teams, or research or artistic groups”;
- the existing pts. 7-10 receive the designations of pts. 8-11, respectively, and pt. 7 is given the wording:  
“7) collaboration with the supervisor or supervisors and assistant supervisor”;
- in pt. 8, the word “one” is replaced with the word “two”, and the word “speech” is replaced with the word “speeches”;
- pt. 9 is given the wording:  
“9) present to the director of the Doctoral School the doctoral student’s annual reports, using the template form established by the director of the Doctoral School, by July 15 of each year;”
- in pt. 10, the semicolon is replaced with a comma, and after the words “SWPS University”, the words “specifically through involvement in the activities of the doctoral student government, as well as performing representative functions in University assemblies and bodies (such as the senate, scientific councils of institutes, and faculty councils) on behalf of the government” are added;
- in pt. 11, after the words “academic activity”, the words “or artistic activity” are added;
- after pt. 11, a pt. 12 is added with the following wording:  
“12) deliver at least one speech at a domestic or international conference.”;

c) in section 6:

- in pt. 1, the words “in the event of failure to comply with this requirement notices will remain in the doctoral student’s files with the effect equal to their successful service” are removed;
  - in pt. 2, after the words “of undertaking”, the words “and the work time” are added, and the words “along with the work time” are removed;
- d) the existing section 8 is revoked and the existing sections 9-12 receive the designations 8-11, respectively;
- e) section 9 is given the wording:
- “9. Doctoral students of the Doctoral School are entitled to apply for scholarships in research projects, as well as funds for conference participation, research visits, and other means of exposure to world science. These forms of support are intended for doctoral students who demonstrate the highest level of academic activity.”;
- 17) in § 18 of the Regulations:
- a) in section 1, before the words “Doctoral students”, the word “All” is added, and the words “Doctoral students” are replaced with the words “doctoral students”;
  - b) in section 2, the comma and the words “which is held twice every academic year” are removed;
- 18) in § 19, section 7 of the Regulations, the period is replaced with a comma and the words „which they are entitled to upon submitting the suspension request” are added;
- 19) in § 20 of the Regulations:
- a) in section 1, after the list, the words “Code (Journal of Laws dated 2018, item 917 as amended)” are replaced with the word “code”;
  - b) section 2 is given the wording:
 

“2. The doctoral student shall append the application referred to in section 1 with documents confirming the occurrence of circumstances that justify a suspension of the education period”;
  - c) in section 4, the word “be” is replaced with “become”;
  - d) in section 5, in the first sentence, the word “declaration” is replaced with the word “notice”, and the second sentence is given the wording:
 

“In the event of failure to submit a notice of the continuation of education within the time frame specified in the preceding sentence, the rector may initiate proceedings to deregister the doctoral student for violation of the obligations specified in the Regulations.”;



- e) in section 6, the words “written confirmation of their readiness” are replaced with “notice”;
  - f) in section 9, the words “applies for and” are removed;
- 20) in § 21 of the Regulations:
- a) in section 1, the word “Director” is replaced with the word “director” and the word “written” is removed;
  - b) in section 7, in the first sentence, the word “written” is replaced with the words “in writing”, and the third sentence is given the wording:  
 “In the event of failure to submit a notice of the continuation of education within the time frame specified in the preceding sentence, the rector may initiate proceedings to deregister the doctoral student for violation of the obligations specified in the Regulations.”;
  - c) in section 8, the words “written confirmation of their readiness” are replaced with “notice”;
  - d) in section 9, the words “applies for and” are removed;
- 21) in § 22 of the Regulations:
- a) the existing section 1 is given the designation section 2 and the existing section 2 is given the designation section 1;
  - b) in section 1:
    - in pt. 3, the words “submitted in accordance with Article 63 of the Kpa, or a withdrawal from education, as specified in § 13, section 2, § 18, section 5, or § 19, section 7 of the Regulations” are removed;
    - pts. 5 and 6 are added;
    - the existing pt. 4 is given the the designation pt. 6 and the following wording:  
 “6) receiving the disciplinary penalty of expulsion from the doctoral school.”;
    - pt. 4 is given the wording:  
 “4) failure to undertake education”;
    - pt. 5 is given the wording:  
 “5) violation of the prohibition referred to in Article 200, section 7, or Article 209, section 10 of the Act;”
  - c) in section 2:
    - the existing pt. 2 is revoked and the existing pt. 3 is given the designation pt. 2;

- in pt. 2(a), the words “as confirmed specifically by failure to meet the requirements specified in § 11 section 3” are replaced with a comma and the words “as confirmed by the supervisor denying credit for the doctoral seminar”;
- in pt. 2, the existing letter (b) is given the designation of letter (c) and the following wording:  
“(c) conduct that violates these Regulations, in particular, failure to submit a notice of the continuation of education in accordance with § 15, section 3, § 20, section 5, or § 21, section 7.”;
- in pt. 2, letter (b) is given the wording:  
“(b) failure to progress in the individual research plan;”;

d) section 4 is given the wording:

“4. As part of the proceedings for deregistration of a doctoral student, in cases referred to in section 1, pt. 5, the doctoral student shall be requested to submit a withdrawal from education at another doctoral school or employment as an academic teacher or academic employee, within a time frame of at least 30 days.”;

e) the existing sections 5 and 6 are revoked;

22) in § 23 of the Regulations:

a) in section 1, the words “completed their education at the Doctoral School” are replaced with the words “submitted their doctoral thesis”;

b) the existing sections 2 and 3 are given the designations section 3 and 4, respectively, and section 2 is given the wording:

“2. A doctoral thesis is submitted pursuant to a request for the initiation of proceedings for the award of the degree of doktor submitted in accordance with the procedure and rules defined in the Regulations for conducting proceedings for the award of the degree of doktor at the University or at another university.”;

c) section 3 is given the wording:

“3. The prerequisite for submitting the doctoral thesis is completing education at the Doctoral School, which shall be understood as passing all the courses specified in the Doctoral School’s curriculum of education by achieving the learning outcomes for qualifications at level 8 of the PQF.”;

d) in section 4, the comma is replaced with the word “and”;

- e) the existing sections 4-6 are given the designations sections 6-8, respectively, and section 5 is given the wording:

“5. Completion of education at the Doctoral School shall be acknowledged by a certificate issued by the director of the Doctoral School, confirming the achievement of the learning outcomes for qualifications at level 8 of the PQF.”;

- f) in section 6, the second sentence is revoked;

- g) sections 7 and 8 are given the wording:

“7. At the request of an individual who has not completed their education at the Doctoral School, the University shall issue:

- 1) a certificate of the course of education, or
- 2) a certificate of the achievement of learning outcomes for qualifications at level 8 of the PQF, on the condition that all of the classes included in the Doctoral School's curriculum of education are passed.

8. Upon expiration of the doctoral student's rights and obligations, they are required to immediately return the doctoral student ID to the University and settle all outstanding obligations towards the University.”;

23) in § 24 of the Regulations:

- a) in section 4, after pt. 4, pts. 5 and 6 are added with the following wording:

“5) makes decisions in individual doctoral student cases, subject to section 5;

6) makes decisions in matters pertaining to education that are not governed by the provisions of generally applicable law or the Regulations.”;

- b) the existing section 5 is given the designation section 6 and section 5 is given the wording:

“5. In individual cases of doctoral students whose supervisor or assistant supervisor is the director of the Doctoral School, decisions in the first instance are issued by the director of the scientific council of the institute applicable to the discipline, in which the doctoral thesis is being written. The provision of § 3 shall apply accordingly.”;

24) in § 25 of the Regulations:

- a) in section 1, the words “resolution of the senate of SWPS University” are replaced with the words “Regulations for conducting proceedings for the award of the degree of doktor at the University or at another university”;

- b) section 2 is given the wording:

"2. SWPS University shall cover the costs of the procedure to award a doktor degree conducted at SWPS University, provided that the doctoral student completes their education within 4 years of commencing education at the Doctoral School or at a later date, subject to the approval of the director of the Doctoral School.";

25) in § 26 of the Regulations, section 4 is revoked.

### **§ 3**

1. The remaining provisions of the Resolution remain unchanged.
2. The uniform text of the Regulations, including the amendments referred to in § 2, constitutes an appendix to this resolution.
3. The provisions of § 1 of this resolution and the Regulations, including the amendments referred to in § 2, shall enter into force on October 1, 2023.
4. In matters which have been initiated but not concluded until the Regulations enter into force in the wording established by this resolution, the existing provisions shall apply.

### **§ 4**

In the event that, within 3 months of the enactment of these Regulations, the Senate of SWPS University of Social Sciences and Humanities and the Doctoral Student Government of SWPS University of Social Sciences and Humanities do not come to an agreement as to the content thereof, the Regulations shall enter into force pursuant to another resolution of the Senate of SWPS University of Social Sciences and Humanities adopted by a majority of votes of at least 2/3 the statutory make-up.

### **§ 5**

The Resolution shall enter into force on the date of its adoption.

Chair of the Senate  
of SWPS University of Social Sciences and  
Humanities

Prof. dr hab. Roman Cieślak

## Regulations of the SWPS University Doctoral School<sup>1</sup>

### General provisions

#### §1

1. SWPS University (hereinafter also referred to as: "**University**") operates an interdisciplinary doctoral school under the name: Doctoral School (hereinafter referred to as: "**Doctoral School**") providing education in four scientific disciplines: literary studies, cultural and religious sciences, sociological sciences, psychology, as well as the following artistic discipline: fine arts and art conservation
2. The Doctoral School provides doctoral education at level 8 of the Polish Qualification Framework (hereinafter referred to as: "**PRK**") in the following scientific disciplines: literary studies, cultural and religious sciences, sociological sciences, psychology, and in the following artistic discipline: fine arts and art conservation under the rules set forth in the Act of 20 July 2018 - Law on Higher Education and Science (hereinafter: "**Act**") and these regulations (hereinafter: "**Regulations**").
3. The Regulations set out the organization of doctoral education at the Doctoral School in the scope not regulated by the Act.
4. The goal of the Doctoral School is for a doctoral candidate to acquire advanced knowledge that prepares them for independent, creative work in conducting scientific or artistic activity and to obtain a doctoral degree in scientific or artistic disciplines within the scope of which SWPS University is authorized to confer such a doctoral degree.
5. In particular, the Doctoral School provides:
  - 1) preparation for scientific work, conducting scientific research and publishing the results;
  - 2) advanced education in literary studies, cultural and religious sciences, sociological sciences, psychology, as well as fine arts and art conservation;
  - 3) education in methods and methodology of conducting scientific research in a particular scientific or artistic discipline;

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<sup>1</sup> As of 1 October 2023, pursuant to Decision No. 16/2023 of the Rector of the SWPS University of Social Sciences and Humanities dated 1 March 2023 on changing the name of the SWPS University of Social Sciences and Humanities in Warsaw, the existing name "SWPS University of Social Sciences and Humanities in Warsaw" was changed to "SWPS University".

- 4) developing social competencies relating to scientific activities through direct placement in research or implementation centers as well as research or art groups;
  - 5) scientific supervision during education and preparation of the doctoral dissertation;
  - 6) mentoring program;
  - 7) developing teaching skills and the ability to communicate scientific results;
  - 8) learning the principles of preparing grant applications and developing skills to apply for research funding.
6. The Doctoral School has operated from the 2019/2020 academic year.
  7. Doctoral education at the Doctoral School takes place in two locations: at the University's headquarters in Warsaw and at the Wrocław Branch, which has organizational autonomy with a separate office managing doctoral affairs and coordinating teaching.
  8. The SWPS University Senate oversees the Doctoral School.
  9. Whenever the Regulations use masculine or plural forms of function names and titles, it refers to both masculine and feminine forms.

### **Recruitment for Doctoral School**

#### **§2**

1. Admission to the Doctoral School is carried out through a competition.
2. The terms, conditions and procedure of admission to the Doctoral School are defined by the SWPS University Senate.

### **Consideration of doctoral cases**

#### **§3**

1. The University provides doctoral candidates with electronic communication channels, including an online communication platform for doctoral candidates and employees of the University and other persons who have been granted access to the information contained therein under separate regulations, located at [portal.swps.edu.pl](http://portal.swps.edu.pl), hereinafter: "**Virtual University**", and individual e-mail addresses in the University's domain.
2. A doctoral candidate submits applications (requests, clarifications, complaints, appeals, requests for reconsideration):
  - 1) in matters specified in §3.3 - using documents in an electronic form via the Virtual University or using paper documents,
  - 2) in matters specified in §3.4 - in accordance with the rules set forth in the Act of 14 June 1960 - the Code of Administrative Procedure, hereinafter referred to as "**Kpa**", i.e. in writing, by fax or verbally for the record, and in the case of applications in electronic form - to the University's e-mail address, with the provision that applications sent to an e-mail address, in particular - individual e-mail addresses of the University employees, are left without consideration.
3. Unless otherwise stipulated herein, individual matters of doctoral candidates in the

course of their education are decided by the Doctoral School Director. The decision issued by the Doctoral School Director may be appealed to the Rector within 14 days from the date of delivering such decision. Such appeal is filed through the Doctoral School Director. If the Doctoral School Director decides that the appeal filed deserves to be upheld in its entirety, they may, without submitting the case file to the Rector, issue a new decision in which they reverse or modify the appealed decision.

4. In individual cases of doctoral candidates resolved in accordance with the procedure and rules set forth in the Kpa, the authority competent to issue a decision in the first instance is the Rector, unless the Act provides otherwise. The decision issued by the Rector may be appealed either by a request for reconsideration or by other means of appeal as instructed therein.
5. The matters of doctoral candidates specified in §3.3 and §3.4 may be decided by other persons on the basis and to the extent specified in the authorization issued in paper or electronic form by the Rector or the Doctoral School Director, respectively.
6. Issuing a decision that does not contain an appropriate instruction does not affect the right of a doctoral candidate to file an appeal or request for reconsideration.
7. Any incomplete application of a doctoral candidate, in the cases referred to in §3.3, after the ineffective expiration of the seven-day period indicated in the summons, will be left unprocessed, if its incompleteness prevents its consideration.
8. Delivering letters in the cases of doctoral candidates specified in §3.3 is made in the form of electronic documents through the Virtual University, also in the case when the proceedings were initiated on the basis of a request submitted in paper form. In the case of withdrawing access to the Virtual University system to the recipient, delivery is made in paper form.
9. Delivery of letters in the cases of doctoral candidates specified in §3.4 is carried out in accordance with the procedure and rules set forth in the Kpa.
10. In the cases of doctoral candidates referred to in §3.4, doctoral candidates who do not have their place of residence or habitual stay in the Republic of Poland, another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area, are obliged to appoint a proxy residing in the Republic of Poland to handle their cases, or to indicate a consul of the Republic of Poland through whom they act, or to indicate a proxy for delivery in the Republic of Poland, unless such delivery is made by registered electronic delivery.

## **Supervisors**

### **§4**

1. A supervisor provides the doctoral candidate with substantive guidance and mentoring during their education at the Doctoral School.
2. A supervisor may be an academic teacher employed at the SWPS University with at least a doctoral degree with habilitation ("*doktor habilitowany*").
3. A supervisor may supervise up to five doctoral candidates studying at the Doctoral

School in one academic year, subject to §4.4.

4. At the supervisor's request, the Doctoral School Director may, in justified cases, agree to increase the limit of doctoral candidates under the supervisor's supervision in one academic year.
5. A supervisor cannot become a person who in the last 5 years:
  - 1) was the supervisor of 4 doctoral candidates who were dropped from the list of doctoral candidates due to a negative mid-term evaluation, or
  - 2) supervised the preparation of a dissertation by at least 2 applicants for a doctoral degree who did not receive positive reviews as referred to in Article 191, paragraph 1 of the Act.

### **Appointing a supervisor**

#### **§5**

1. A supervisor(s) is appointed by the Doctoral School Director, at the request of the doctoral candidate, no later than within 3 months from the date the doctoral candidate starts their education at the Doctoral School.
2. The application for the appointment of a supervisor(s) is submitted by the doctoral candidate no later than 14 days before the deadline referred to in §5.1.
3. The application referred to in §5.2 should be accepted by the candidate or their prospective supervisors.
4. If a doctoral candidate does not submit an application for the appointment of a supervisor(s) within the time limit referred to in §5.2, their supervisor is immediately appointed by the Doctoral School Director, of which they immediately inform the doctoral candidate.
5. The appointment of more than one supervisor is permissible especially in the case of preparing an interdisciplinary dissertation by a doctoral candidate, with the proviso that the additional supervisor should represent a different discipline.
6. In special cases, with the approval of the Doctoral School Director, it is possible to appoint a second supervisor in the same discipline, provided that they represent a different sub-discipline or research area.



## **Supervisor's responsibilities**

### **§6**

Supervisor:

- 1) determines with the doctoral candidate the topic of their dissertation and supports the doctoral candidate with developing an individual research plan (hereafter also referred to as: "IPB"),
- 2) plans work on the dissertation along with the doctoral candidate at the beginning of each academic year;
- 3) involves the doctoral candidate in the course of scientific activities conducted at a research or implementation center or a research or art group;
- 4) provides the doctoral candidate with an understanding of the methods and methodology of scientific research conducted at a research or implementation center or a research or art group;
- 5) provides the doctoral candidate with assistance in preparing publications and research or artistic projects, in particular grants for young scientists;
- 6) provides regular consultation and evaluates the progress of the doctoral candidate's scientific development;
- 7) supervises the development of their doctoral dissertation, including in the form of a scientific monograph or a collection of published and unpublished thematically related scientific articles accompanied by a summary (taking into account the specific recommendations on the work cycle and summary determined by the relevant scientific council of the institute), and in the discipline of fine arts and art conservation supervises the development of a doctoral dissertation in artistic or design form, construction, technological or implementation work, as well as an independently separated part of a collective work;
- 8) organizes doctoral seminars;
- 9) reviews doctoral candidate applications and other applications related to scientific development of the doctoral candidate;
- 10) evaluates the progress in preparing the dissertation, in particular, on the basis of the doctoral candidate's annual report, and decides on the credit for the doctoral seminar;
- 11) supervises professional practice and scientific or artistic activities of the doctoral candidate;
- 12) supervises the participation of the doctoral candidate in other activities, especially scientific meetings, seminars and conferences, including the Doctoral Candidate Conference;
- 13) supports the planning of scientific, teaching-scientific, artistic-scientific or artistic-teaching careers that take into account the transfer of knowledge between the SWPS University and the socio-economic environment;
- 14) encourages the doctoral candidate to become involved in organizational activities for the University and to join doctoral candidate organizations, especially the Doctoral Candidate Council.

## **Assistant supervisor**

### **§7**

1. Persons with at least a doctoral degree who are working with a given supervisor on a permanent basis may be invited to the role of an assistant supervisor.
2. An assistant supervisor performs a supportive function, without prejudice to the duties of the supervisor set forth in §6 subject to the duties of the assistant supervisor under Article 202.1 of the Act.
3. An assistant supervisor may be a person who has at least a doctoral degree and a significant academic record, who independently directed a research project funded by internal or external funds.
4. An assistant supervisor is appointed by the Doctoral School Director on a joint request made by the supervisor(s) and the doctoral candidate.
5. An assistant supervisor may supervise up to two doctoral candidates studying at the Doctoral School in one academic year, subject to §7.6.
6. At the request of the supervisor, the Doctoral School Director, in justified cases, may agree to increase the limit of doctoral candidates under the supervision of a given assistant supervisor.

## **Change of supervisor**

### **§8**

1. The supervisor is changed upon a legitimate request by a doctoral candidate for a change of supervisor or as a result of the supervisor's resignation.
2. The supervisor's resignation is made in writing and delivered to the Doctoral School Director along with information on the reasons for the resignation.
3. A doctoral candidate may request a change of supervisor only once during the course of education at the Doctoral School. The restriction referred to in the preceding sentence does not apply when the change of supervisor is due to reasons relating to the supervisor.
4. A request for a change of the supervisor is submitted to the Doctoral School Director, who decides on the matter. The application has to be accompanied by the opinion of the existing supervisor and the approval of the prospective supervisor.
5. The existing supervisor performs their duties until a positive decision referred to in §8.4 is issued, that is, until a new person takes up supervisor duties.
6. If the change of supervisor is due to the supervisor's resignation, the doctoral candidate consults with the prospective supervisor and subsequently notifies the Doctoral School Director in writing attaching the consent of the new supervisor within 30 days from the date of receiving

notification from the Doctoral School Director of the resignation of the former supervisor.

7. If the doctoral candidate fails to appoint a new supervisor within the time limit referred to in §8.6, the Doctoral School Director may assign this role to another person who meets the requirements referred to in §4.2-5 of the Regulations within additional 30 days.
8. The provisions of §8.1-7 apply accordingly to the process of changing the assistant supervisor.

### **Course of education**

#### **§9**

1. Education at the Doctoral School lasts four years.
2. Education is provided on the basis of the curriculum and the IPB.
3. The curriculum is established by the SWPS University Senate in accordance with the procedure indicated in the Act.
4. The IPB is developed by the doctoral candidate in consultation with the supervisor(s) in the manner and based on the rules set forth in §9.
5. Education at the Doctoral School includes subjects according to the teaching schedule.
6. The curriculum and teaching schedule are communicated to doctoral candidates via the Virtual University.
7. Doctoral candidates of the Doctoral School are provided with access to library collections of the SWPS University.
8. The directors of institutes relevant for the discipline in which scientific or artistic activity is coordinated by the institute and in which education is provided at the Doctoral School support doctoral candidates at the Doctoral School in submitting applications for the doctoral candidate to obtain funding or subsidy for scientific or artistic activity, in particular by the Ministry of Education and Science, the National Science Center, the Foundation for Polish Science, the National Center for Research and Development and other entities supporting scientific development, including within the framework of European Union programs and other institutions supporting scientific development.

### **Individual research plan (IPB)**

#### **§10**

1. A doctoral candidate, in consultation with their supervisor(s), develops and submits their IPB to the Doctoral School Director within 12 months from the date of commencing their education.
2. In the case of appointing an assistant supervisor, the IPB is presented after the assistant supervisor's opinion.
3. The Doctoral School Director determines the detailed requirements for the IPB, in particular its components and the technical instructions for submitting the IPB and having it approved by the supervisor.

4. The IPB includes, in particular:
  - 1) schedule for preparing the dissertation;
  - 2) dissertation outline with the identification of the topic and research problem that includes:
    - a) theoretical review with an indication of the research gap;
    - b) research questions and hypotheses or theses;
    - c) description of methodology, research methods and tools;
    - d) indication of the form of the dissertation:
      - i. a scientific monograph or a collection of published and unpublished thematically related scientific articles accompanied by a summary (taking into account the specific recommendations on the work cycle and summary determined by the relevant institute scientific council);
      - ii. in the discipline of fine arts and art conservation, the dissertation may be a design, construction, technological or implementation work, as well as an independent and isolated part of a collective work;
      - iii. a doctoral dissertation may consist of a series of published and unpublished works;
    - e) a preliminary literature review and a preliminary bibliography;
    - f) deadline for submitting the dissertation;
  - 3) research program for preparing the dissertation - including a description of the tasks and a schedule for their implementation in specific semesters.
5. Before approving the IPB, the Doctoral School Director may consult committee members representing the scientific or artistic discipline in which the dissertation is being prepared. The committee members are designated by the director of the institute representing the relevant discipline.
6. If the submitted IPB draft does not contain all the required elements, the Doctoral School Director may return the draft IPB to the doctoral candidate with an indication of the elements that need to be improved or completed.
7. The doctoral candidate, within one month from the date of return of the draft IPB in accordance with §10.6, is required to submit a revised IPB with the approval of the supervisor(s) and the opinion of the assistant supervisor - if appointed.
8. If changes to the IPB are necessary, the revised IPB approved by the supervisor should be submitted to the Doctoral School Director for approval prior to the mid-term evaluation. A change to the IPB may not involve changing the deadline for submission of the dissertation, unless the Regulations provide otherwise.
9. In the case where a doctoral candidate is a participant in the "Implementation Doctorate" program, the change of IPB may not include abandoning the application part of the project.
10. In the event of failure to submit the IPB by the deadline referred to in §10.1 or failure to complete the IPB project in accordance with §10.6 and §10.7, the Rector may initiate proceedings for removing the candidate from the list of doctoral candidates for violation of the obligations set out in the Regulations.

## Mid-term evaluation

### §11

1. Implementing the IPB is subject to a mid-term evaluation at the end of the second year of education that may have either a positive or negative result, which is made public along with its justification.
2. The mid-term evaluation is carried out by a committee consisting of 3 persons, designated by the director or directors of the institute scientific council in the discipline or disciplines in which the doctoral dissertation is being prepared, approved by the Doctoral School Director and appointed by the Vice-Rector for Research, including at least one person holding a habilitation (*doktor habilitowany*) or a professorship in the discipline in which the doctoral dissertation is being prepared, employed outside the University or a person referred to in Article 190.5 of the Act, and two persons from among the members of the institute scientific council for a given discipline (hereinafter: "**Committee**").
3. The Vice-Rector for Research appoints the chairman of the Committee, who then directs its work.
4. In justified cases, a member of the Committee on the part of SWPS University may be a person with a doctoral degree and significant scientific achievements in the discipline in which the dissertation is being prepared.
5. The Committee may not include a person:
  - 1) which in the last 5 years:
    - a) was the supervisor of 4 doctoral candidates who were dropped from the list of doctoral candidates due to a negative mid-term evaluation, or
    - b) supervised the preparation of a dissertation by at least 2 applicants for a doctoral degree who did not receive positive reviews as referred to in Article 191.1 of the Act;
  - 2) who has been punished with the disciplinary penalty of deprivation of the right to perform the tasks of a supervisor, as referred to in Article 276.1.4 of the Act;
  - 3) about which there may be doubts as to its impartiality - in particular the supervisor(s) or assistant supervisor of the evaluated doctoral candidate.
6. If there are circumstances preventing a member of the Committee from participating in its work, the Vice-Rector for Research appoints a new member of the Committee in accordance with the requirements set forth in §11.2, §11.4 and §11.5.
7. A representative of the Doctoral Candidate Council may participate in the Committee's meetings as an observer, at the request of the evaluated doctoral candidate submitted to the Doctoral School Director no later than 14 days before the scheduled date of the mid-term evaluation.

## **Conducting a mid-term evaluation**

### **§12**

1. The Committee conducts a mid-term evaluation, in particular, based on:
  - 1) a report on the implementation of the doctoral candidate's individual research plan submitted under the terms and conditions of §12.3;
  - 2) opinions of the supervisor(s) on the progress of preparing the dissertation;
  - 3) activities presented by the doctoral candidate that go beyond the IPB.
2. The mid-term evaluation is carried out no later than three months after the start of the fifth semester of education. In the case of suspending education at the Doctoral School, as referred to in §20 hereof, the mid-term evaluation deadline is extended by the period of suspension.
3. The doctoral candidate submits to the Doctoral School Director a report on the implementation of the individual research plan, approved by the supervisor(s), no later than 14 days before the scheduled date of the mid-term evaluation, together with attachments documenting the implementation of individual IPB points or changes in initial assumptions.
4. The date of the mid-term evaluation is set by the Doctoral School Director, after consultation with the Doctoral Candidate Council and members of the Interdisciplinary Council of the Doctoral School, in consultation with the members of the Committee, and notifies the doctoral candidate and the doctoral supervisor, supervisors or assistant supervisors at least 21 days before the date of the mid-term evaluation, also indicating how the mid-term evaluation will be conducted.
5. The mid-term evaluation may be conducted either onsite, with the direct participation of all participants, or online, outside the University using electronic means of communication that provide, in particular:
  - 1) real-time transmission of the mid-term evaluation process between its participants;
  - 2) multilateral real-time communication, i.e. the participants can speak during the meeting.
6. The supervisor(s), or supervisor and assistant supervisor, should be present during the mid-term evaluation.
7. A doctoral candidate who presents a medical certificate, issued in accordance with the generally applicable laws in this regard, no later than on the date set as the mid-term evaluation date, and in special cases up to 7 days after the set mid-term evaluation date, is excused by the Committee for absence during the mid-term evaluation and the Doctoral School Director sets a new date for the mid-term evaluation.
8. Absence of a doctoral candidate during the mid-term evaluation, not excused in accordance with §12.7, will result in its negative result.
9. During the mid-term evaluation, the doctoral candidate presents the status of implementation of the various IPB objectives.

10. From the conducted mid-term evaluation, the Committee by a simple majority in the presence of all its members rules on a positive or negative result - then the chairman of the Committee prepares a protocol, which includes the result of the evaluation with justification, and informs the doctoral candidate about the result of the evaluation.
11. The committee will rule on a positive result if the doctoral candidate implements the research in accordance with the approved IPB and the current progress of the doctoral candidate in the implementation of the individual research plan indicates a chance of completing the education at the Doctoral School within the deadline specified in the IPB.
12. The Committee will rule on a negative result if the doctoral candidate does not meet the conditions for a positive result, as referred to in §12.11, or in the case of unexcused absence, as referred to in §12.8.
13. The minutes of the mid-term evaluation are signed by the chairman of the Committee.

### **Credit**

#### **§13**

1. The credit period at the Doctoral School is the academic year, which runs from 1 October to 30 September of the following year.
2. Credit for the academic year and assessment of progress in the preparation of the dissertation is based on the annual report on implementing the course of education (hereinafter referred to as: "**doctoral candidate's annual report**"), which may include, depending on the year of education:
  - 1) a report on the fulfillment of the items of the curriculum - required from the first year of education;
  - 2) dissertation outline with subsequent chapters of the dissertation - required after the first and second year of education;
  - 3) report on the implementation of the IPB approved in accordance with §10 - required from the third year of education;
  - 4) consecutive chapters of the dissertation or scientific articles depending on the declared form of the dissertation being prepared - required from the third year of education;
  - 5) at least one scientific article - required by the fourth year of education;
  - 6) report on participation in conferences - required by the fourth year of education.
3. A doctoral candidate is obliged to obtain all credits in the subjects provided for in the curriculum for a given year and to submit the doctoral candidate's annual report no later than 15 July of each year.
4. The following grading scale is used for the completion of compulsory and optional subjects specified in the curriculum:
  - 1) passing grades: very good (5), good plus (4.5), good (4), satisfactory plus (3.5), satisfactory (3);
  - 2) a failing grade: unsatisfactory (2);

- 3) pass/fail credit without a grading scale: "passed" (zal) or "failed" (nzal).
5. The grade point average is the arithmetic average of all passing and failing grades obtained in a given academic year by a doctoral candidate in subjects ending with a grade.
6. The lecturer provides information on credit results to the doctoral candidates no later than 14 days after their issuance. These results can be published in the Virtual University. Grades should be issued before the final date for submission of the doctoral candidate's annual report, but no later than 10 July of each year.
7. The grades and confirmation of passing subjects are entered by the lecturer in the credit report.

### **On-the-job training**

#### **§14**

1. In order to acquire teaching skills, doctoral candidates undergo mandatory on-the-job training under the guidance of a supervisor or other independent researcher, optimally in a center, team or research project in the form of teaching or participating in teaching.
2. The rules of on-the-job training and their time are determined by the Doctoral School curriculum.
3. Supervision of on-the-job training is provided by supervisors.

### **Internships and international programs**

#### **§15**

1. A doctoral candidate going on a domestic or international internship and participating in the Erasmus program is subject to an individual course of study and credit for the subjects included in the curriculum at the Doctoral School, and the Doctoral School Director may give the doctoral candidate credit for the subjects in which they participated during the internship or on-the-job training that they conducted at another university or allow the doctoral candidate to pass the subjects at another time.
2. The provision of §15.1 applies respectively to classes conducted under cooperation agreements concluded between the SWPS University and another university, an institute of the Polish Academy of Sciences, a research institute, an international institute, a foreign university or a scientific institution.
3. A doctoral candidate is obliged to inform the Doctoral School Director in writing of their readiness to continue their education after completion of a domestic or foreign internship, participating in the Erasmus program, or classes under the contracts referred to in §15.2. Such information must be submitted by 31 August if returning from the winter semester and by 15 January if returning from the summer semester.



4. If a doctoral candidate fails to submit information on readiness to continue education by the deadline referred to in §15.3, the Rector may initiate proceedings to remove such a doctoral candidate from the list of doctoral candidates for violation of the obligations set forth in the Regulations.

### **Documenting the course of education**

#### **§16**

The University documents the course of education at the Doctoral School through:

- 1) archiving credit protocols for the period of education,
- 2) maintaining a personal file of a doctoral candidate, which includes, in particular:
  - a) their IPB;
  - b) doctoral candidate's annual reports;
- 3) updating the data in the computer system with records related to the course of doctoral education.

### **Rights and responsibilities of a doctoral candidate**

#### **§17**

1. A person admitted to the Doctoral School begins education and acquires the rights of a doctoral candidate upon taking the oath, the content of which is specified in the statutes of the SWPS University.
2. The SWPS University issues an ID card to the doctoral candidate. In the case of a doctoral candidate from a foreign university or scientific institution who is doing part of their education at the SWPS University, a doctoral candidate ID card is issued upon application.
3. The doctoral candidate is obliged to:
  - 1) undertake education at the Doctoral School, i.e. taking the oath within 1 month from the date of commencement of classes;
  - 2) conduct in accordance with the Regulations and the oath;
  - 3) fulfill the curriculum and individual research plan;
  - 4) systematically carry out scientific or artistic activities under the guidance of their supervisor aimed at preparing a doctoral dissertation and scientific publications;
  - 5) participate in the subjects included in the curriculum and obtaining credit from these subjects;
  - 6) participate in scientific meetings designated by their supervisor, including doctoral seminars, seminars of institutes, research or implementation centers as well as research or art groups;
  - 7) cooperate with their supervisor(s) and assistant supervisor;
  - 8) give at least two presentations at the Doctoral Candidate Conference;

- 9) submit to the Doctoral School Director, by 15 July of each year, the doctoral candidate's annual report on the template established by the Doctoral School Director;
  - 10) actively participate in the activities of the SWPS University academic community, in particular, by becoming involved in the activities of the Doctoral Candidate Council and exercising representative functions in the bodies and assemblies of the University (e.g., the Senate, the institute scientific councils, or the departmental colleges) if such functions were entrusted to them;
  - 11) timely submit a statement for the evaluation of the quality of scientific or artistic activities;
  - 12) give at least one presentation at a national or international conference.
4. A doctoral candidate is entitled to holiday breaks in the amount not exceeding 8 weeks per year.
  5. Consent for a holiday break is granted by the Doctoral School Director upon written request of the doctoral candidate endorsed by their supervisor.
  6. A doctoral candidate is obliged to immediately notify the Doctoral School Director:
    - 1) about changes in personal data relevant to the course of education, in particular: name, surname, home address and mailing address;
    - 2) on taking up and the extent of employment as an academic teacher or researcher in another university;
    - 3) on taking up education at another doctoral school;
    - 4) on obtaining a doctoral degree awarded by another authorized entity.
  7. A doctoral candidate is subject to disciplinary liability for violation of the regulations in force at the SWPS University and for an act that offends the dignity of a doctoral candidate under the rules set forth in the Act.
  8. A doctoral candidate should initiate proceedings for granting a doctoral degree by submitting a dissertation by the end of the fourth year of education.
  9. Doctoral candidates at the Doctoral School are eligible to apply for scholarships for research projects and funding to attend conferences, research visits and other contacts with international scientific community. These are forms of support for doctoral candidates with the highest level of scientific activity.
  10. The procedure and rules for awarding scholarships and grants referred to in §17.10 are regulated by Rector's decisions.
  11. A doctoral candidate has the right to receive support under the terms of separate regulations, in particular those set forth in Articles 210, 213, and 360 of the Act.

### **Doctoral Candidate Council and doctoral candidate organizations**

#### **§18**

1. All doctoral candidates at the University form the Doctoral Candidate Council.
2. The Doctoral Candidate Council cooperates with the Doctoral School Director, in particular when organizing the Doctoral Candidate Conference.

3. The organization and manner of operation of the Doctoral Candidate Council is determined by the rules and regulations of the Doctoral Candidate Council adopted in accordance with the procedure set forth in the Act.
4. Doctoral candidates have the right to associate in doctoral candidate organizations in accordance with the rules set forth in the Act and in the regulations defining the rules of association in university doctoral candidate organizations issued by the Rector.

### **Doctoral scholarship**

#### **§19**

1. No fees are charged for the education of doctoral candidates.
2. A doctoral candidate without a doctoral degree receives a doctoral scholarship.
3. The doctoral scholarship is paid by the SWPS University according to the rules and in the amount specified in the Act.
4. The total period of receiving a doctoral scholarship at doctoral schools cannot exceed 4 years.
5. The scholarship cannot be less than:
  - 1) 37% of a professor's salary - until the month in which the mid-term evaluation was conducted,
  - 2) 57% of a professor's salary - after the month in which the mid-term evaluation was conducted.
6. A doctoral candidate with a disability certificate, a certificate on the degree of disability or a certificate referred to in article 5 and article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons, receives a doctoral scholarship in an amount increased by 30% of the amount indicated in §19.5.1.
7. During the period of suspension of education, the provisions for determining the amount of the doctoral scholarship are applied accordingly, except that the basis for determining the maternity benefit is understood as the amount of the monthly doctoral scholarship, as referred to in §19.5, due on the date of submission of the application for suspension.
8. A doctoral candidate who has submitted their dissertation at an earlier date than the completion date provided for in the curriculum receives a doctoral scholarship until the date on which the completion date expires, but for no longer than 6 months. The provision of paragraph §19.7 applies.
9. The doctoral candidate may not be employed as an academic teacher or researcher. The prohibition does not apply to the employment of a doctoral candidate:
  - 1) for the implementation of a research project referred to in Article 119.2.2-3 Of the Act;
  - 2) after successfully completed mid-term evaluation, except that in the case of half-time employment or longer, the amount of scholarship is limited to 40% of the monthly scholarship amount referred to in §5.2;

- 3) who is not entitled to a doctoral scholarship.
10. The University ceases to pay the doctoral scholarship to a doctoral candidate who has been removed from the list of doctoral candidates, on the first day of the month following the month in which the decision on removal from the list of doctoral candidates became final.
11. The University ceases to pay the doctoral scholarship to a doctoral candidate who resigned from education at the Doctoral School, on the first day of the month following the month in which the resignation occurred.

### **Suspension of education**

#### **§20**

1. Education, at the request of a doctoral candidate, is suspended for a period of time corresponding to the duration of the following leaves:
  - 1) maternity leave,
  - 2) a leave on conditions of maternity leave,
  - 3) paternity and parental leave,- specified in the Act of 26 June 1974 - Labor Code.
2. To the request referred to in §20.1, the doctoral candidate attaches documents confirming the existence of reasons justifying the suspension of education.
3. When accepting a request for suspension of education for a period other than an academic year, the Doctoral School Director determines the conditions applicable to the doctoral candidate after the end of the period of suspension, and in particular sets deadlines for the fulfillment of obligations under the curriculum and the Regulations.
4. The doctoral candidate's request for education suspension should be submitted no later than 21 days after the first day of the leaves referred to in §20.1.
5. Within 30 days before the expiration of the suspension period, the doctoral candidate submits information in writing about the continuation of their education to the Doctoral School Director. If a doctoral candidate fails to submit information on continuing their education by the deadline referred to in the preceding sentence, the Rector may initiate proceedings to remove such a doctoral candidate from the list of doctoral candidates for violation of the obligations set forth in the Regulations.
6. The deadlines resulting from the IPB for performing the duties of a doctoral candidate are extended accordingly by the time for which the period of education at the Doctoral School has been suspended, subject to the provisions of §20.3.
7. During the period of suspension, the doctoral candidate does not pursue the educational program and IPB, retaining the rights of the doctoral candidate, in particular, the right to a doctoral candidate ID card and the right to a scholarship in the amount determined in accordance with Article 209.6 of the Act.

## **Extension of education**

### **§21**

1. In justified cases and at the request of the doctoral candidate, the Doctoral School Director may extend the deadline for submission of the dissertation indicated in the IPB for no longer than 2 years.
2. The period of extension of education may include at least one semester.
3. The deadline for submission of the dissertation may be extended in particular due to:
  - 1) long-term illness of a doctoral candidate or a member of their family;
  - 2) participation in a research grant awarded through a competitive procedure by a Polish or foreign research funding institution, in particular the National Science Center, the National Center for Research and Development, the National Agency for Academic Exchange;
  - 3) research trip of a doctoral candidate resulting from IPB;
  - 4) reasonable long-term scientific research, especially conducted in cooperation with another academic university, an institute of the Polish Academy of Sciences, a research institute;
  - 5) temporary inability to receive education due to illness of a doctoral candidate confirmed by documents issued in accordance with the generally applicable legal regulations in this regard;
  - 6) the need to provide personal care for a child up to the age of 4 or a child with the status of a person with disabilities confirmed by documents issued in accordance with generally applicable laws in this regard regardless of age;
  - 7) change of supervisor or assistant supervisor resulting from fortuitous reasons concerning the supervisor;
  - 8) legitimate and unforeseen necessity to change the topic of the dissertation;
  - 9) a doctoral candidate having the status of a person with disabilities confirmed by documents issued in accordance with generally applicable laws in this regard.
4. A doctoral candidate submits the application referred to in §21.1 at least 30 days before the date of submission of the dissertation, but no later than 10 September of the last semester of education at the Doctoral School.
5. The application referred to in paragraph 1 has to include:
  - 1) data of the doctoral candidate (name, surname, register number, year of education);
  - 2) new deadline for submitting the dissertation;
  - 3) justification of the application with the revised IPB;
  - 4) opinion of the supervisor(s) on the status of the dissertation and the doctoral candidate's scientific progress;
  - 5) documents confirming the existence of reasons justifying the extension of the deadline for submitting the dissertation.

6. During the period of extension, a doctoral candidate retains all the rights of a doctoral candidate except for the right to a doctoral scholarship, if such doctoral candidate has already received a scholarship for a period of 4 years.
7. A doctoral candidate is obliged to inform the Doctoral School Director in writing of their readiness to continue their education after a period of non-participation related to obtaining a decision to extend the deadline for submitting the dissertation. Such information must be submitted by 31 August if returning from the winter semester and by 15 January if returning from the summer semester. If a doctoral candidate fails to submit information on continuing their education by the deadline referred to in the preceding sentence, the Rector may initiate proceedings to remove such a doctoral candidate from the list of doctoral candidates for violation of the obligations set forth in the Regulations.
8. After receiving information from the doctoral candidate to continue their education, the Doctoral School Director may determine the conditions applicable to such doctoral candidate after the period of non-participation, and, in particular, set deadlines for the fulfillment of obligations related to the curriculum and the Regulations.
9. If a doctoral candidate obtains approval to suspend their education during the extension period, the extension of education ceases to run on the day the suspension of education begins. The interrupted period of education extension is included in the period indicated in §21.1 with rounding up to whole months.

### **Removal from the list of doctoral candidates**

#### **§22**

1. A doctoral candidate is removed from the list of doctoral candidates in the case of:
  - 1) negative result of the mid-term evaluation;
  - 2) failure to submit the dissertation by the deadline specified in their individual research plan;
  - 3) resigning from further education;
  - 4) not taking up education;
  - 5) violation of the prohibition referred to in Article 200.7 or Article 209.10 of the Act;
  - 6) being punished with the disciplinary penalty of removal from the doctoral school.
2. A doctoral candidate may be removed from the list of doctoral candidates in the case of:
  - 1) unsatisfactory progress in the preparation of the dissertation, which is confirmed by the lack of credit for the doctoral seminar given by the supervisor;
  - 2) failure to comply with the obligations referred to in Article 207 of the Act, i.e.:
    - a) not following the curriculum of the Doctoral School which is confirmed by the lack of credit of the doctoral candidate's annual report;
    - b) not implementing their individual research plan;
    - c) conduct contrary to these Regulations, in particular, failure to submit information on continuing education in accordance with § 15.3, § 20.5 or § 21.7.

3. Removal from the list of doctoral candidates is carried out by an administrative decision issued by the Rector.
4. In the procedure for removal of a doctoral candidate from the list of doctoral candidates, in the cases referred to in §22.1.5, the doctoral candidate is called upon to submit, within no less than 30 days, a resignation from education at another doctoral school or from employment as an academic teacher or researcher.

### **Completing education**

#### **§23**

1. The rights and obligations of a doctoral candidate expire on the date of submission of the dissertation or on the date on which the decision on removal from the list of doctoral candidates of the Doctoral School becomes final.
2. Submitting a doctoral dissertation is based on an application for initiating proceedings to confer a doctoral degree submitted in accordance with the Rules for Conducting Proceedings to Confer a Doctoral Degree at the University or at another higher education institution.
3. A prerequisite for the submission of a doctoral dissertation is the completion of education at the Doctoral School, understood as the passing of all subjects stipulated in the curriculum of the Doctoral School, i.e. obtaining learning outcomes for qualifications at level 8 of the PRK.
4. In order to pass the final year of education, the doctoral candidate should obtain credit for all subjects and on-the-job training specified in the curriculum, and submit their doctoral candidate's annual report to the Interdisciplinary Doctoral School Office, approved by their supervisor(s) as well as submit written confirmation of submitting the dissertation.
5. Completing education at the Doctoral School is confirmed by a certificate issued by the Doctoral School Director on the doctoral candidate's achievement of learning outcomes for qualifications at level 8 of the PRK.
6. Completing education at the Doctoral School is recorded in the information system documenting the course of education at the Doctoral School.
7. At the request of a person who has not completed education at the Doctoral School, the University issues:
  - 1) a certificate of education or
  - 2) a certificate of achieving learning outcomes for qualifications at level 8 of the PRK, provided that all courses in the Doctoral School curriculum have been passed.
8. As of the date terminating the rights and obligations of the doctoral candidate, they are obliged to immediately return their doctoral candidate's ID card and pay all amounts due to the University.

## **Director of the Doctoral School of Social Sciences and Humanities**

### **§24**

1. The Doctoral School is headed by the Doctoral School Director.
2. The Doctoral School Director is appointed for an indefinite period of time and dismissed by the Rector of the SWPS University.
3. The Doctoral School Director may be a full-time employee of the SWPS University who holds an academic title or a habilitation degree (*doktor habilitowany*), or a person who has acquired an equivalent degree under separate regulations.
4. Director of the Doctoral School:
  - 1) initiates and participates in the development of the curriculum at the Doctoral School;
  - 2) organizes implementing the curriculum, including teacher assignment;
  - 3) exercises day-to-day control over the course of education and evaluates the implementation of the curriculum;
  - 4) decides on matters concerning the doctoral candidate's accountability for the educational process, in particular, the credit of the doctoral candidate's annual report;
  - 5) decides on individual matters of doctoral candidates, subject to §24.5;
  - 6) decides on educational matters not regulated by generally applicable law or the Regulations.
5. In individual cases of doctoral candidates whose supervisor or assistant supervisor is the Doctoral School Director, decisions in the first instance are issued by the director of the scientific council of the institute with jurisdiction over the discipline in which the doctoral dissertation is being prepared. The provision of §3 applies accordingly.
6. The Doctoral School Director is in constant contact with the Doctoral Candidate Council and consults with the body of the Doctoral Candidate Council competent according to the rules of the Doctoral Candidate Council on important matters relating to doctoral education.

## **Procedure of awarding a doctoral degree**

### **§25**

1. The conditions for awarding a doctoral degree, including the conditions for admitting to the doctoral dissertation defense, are defined by the Act, in particular, the provisions of Articles 185-197, and the procedure for awarding a doctoral degree is defined by the Rules for conducting proceedings for awarding a doctoral degree at the University or at another higher education institution.
2. SWPS University covers the costs of the procedure for awarding a doctoral degree conducted at the SWPS University provided that the doctoral candidate completes their education within 4 years from the date of starting their education at the Doctoral School, or at a later date with the approval of the Doctoral School Director.



## **Final provisions**

### **§26**

1. SWPS University, applying the internal acts on personal data accordingly, separately authorizes the Doctoral School to process personal data of candidates and research participants to the extent and for the purpose necessary for providing education at the Doctoral School.
2. The doctoral candidate is obliged to:
  - 1) securing and keeping confidential - both during and after their education - the personal data to which they will gain access;
  - 2) comply with generally applicable data protection laws and internal acts on the protection of personal data.
3. A doctoral candidate will be held fully responsible for the consequent damage caused by their behavior, caused by the release of personal data to unauthorized persons, taking of personal data by an unauthorized person, and the alteration, loss, damage or destruction of personal data.

**Resolution No. 43/2024**  
**of the SWPS University Senate**  
**of 26 April 2024**  
**on amending Resolution No. 26/2022**  
**of the Senate of the SWPS University of Social Sciences and Humanities**  
**of 22 April 2022**  
**on the approval of the Regulations of the SWPS University Doctoral School**

Acting on the basis of §205.1-5 of the Act of 20 July 2018 - Law on Higher Education and Science, as well as § 62.6, §11.1.1 and §11.2 of the University Statute, the SWPS University Senate decided as follows:

**§1**

In the Regulations of the SWPS University Doctoral School (hereinafter: "**Regulations**") constituting the appendix to Resolution No. 26/2022 of the Senate of the SWPS University of Social Sciences and Humanities of 22 April 2022 on the approval of the Regulations of the SWPS University Doctoral School (hereinafter: "**Amended Resolution**"), as amended, the SWPS University Senate introduces the following changes:

1) in § 1 of the Regulations:

a) § 1.1 is replaced by the following:

"1. SWPS University (hereinafter also referred to as: "University") operates an interdisciplinary doctoral school under the name: Doctoral School (hereinafter referred to as: "**Doctoral School**") providing education in five scientific disciplines: literary studies, cultural and religious sciences, sociological sciences, political and administrative sciences, psychology, as well as in one artistic discipline: fine arts and art conservation";

b) in § 1.2, after the words "sociological sciences" added words "political and administrative sciences";

c) repeals the existing § 1.6, and the existing § 1.4 and § 1.5 are renumbered as § 1.5 and § 1.6, respectively;

d) the existing § 1.9 is renumbered as § 1.4 and reads:

"4. Whenever the Regulations use the masculine forms of the names of functions and titles, it refers to both the masculine, feminine and gender-neutral forms."

- e) in § 1.5, the words "to acquire by a PhD student" is replaced by "to enable PhD students to acquire";
  - f) § 1.6.4 is replaced by the following:

"4) development of social competencies relating to scientific or artistic activities by providing the PhD student with conditions for work in research centers, implementation centers, research and implementation centers or research groups operating at the SWPS University;"
  - g) § 1.8 is replaced by the following:

"The Doctoral School is supervised by the Senate of the SWPS University."
  - h) § 1.9 is replaced by the following:

"9. PhD students with disabilities can apply for support in the educational process and the implementation of scientific activities. The type and forms of support are determined on an individual basis, at the request of the PhD student, in accordance with the Accessibility Standards of the SWPS University."
- 2) § 3.2 of the Regulations receives the following wording:
- "2. The PhD student submits applications (requests, clarifications, complaints, appeals, requests for reconsideration):
- 1) in the matters specified in §3.3 - in writing in electronic form through the Virtual University or in writing in paper form,
  - 2) in matters specified in §3.4 - in accordance with the rules set forth in the Act of 14 June 1960 - the Code of Administrative Procedure, hereinafter referred to as "Kpa", i.e. in writing, by fax or verbally for the record, and in the case of applications in electronic form - to the University's e-mail address,
- with the provision that applications sent to an e-mail address, in particular - individual e-mail addresses of the University employees, are left without consideration.";
- 3) in § 4 of the Regulations:
- a) § 4.2 is replaced by the following:

"2. The supervisor may be an academic teacher employed at the SWPS University who holds at least a postdoctoral degree (*doktor habilitowany*) awarded in the discipline

in which the PhD student plans to undertake education and significant scientific or artistic achievements in the discipline obtained in the last five years.";

- b) existing § 4.3 - 5 are renumbered as § 4.4 - 6, respectively, and § 4.3 is replaced by the following:

"3. Exceptionally, with the opinion of the Doctoral School Council, a person with at least a postdoctoral degree (*doktor habilitowany*) in a discipline other than the one indicated in §4.2 may become a supervisor, provided that this person has significant achievements in the scientific issues to be covered by the doctoral dissertation and which were obtained within the last five years."

- c) in § 4.4, the words "subject to § 4.4" are replaced by the words "subject to § 4.5";

- 4) in § 5 of the Regulations:

- a) in § 5.2, after the words "before the deadline" the comma is deleted;

- b) in § 5.3, a comma is added after the words "referred to";

- c) § 5.4 is replaced by the following:

"4. If the PhD student does not submit an application for the appointment of a supervisor(s) within the time limit referred to in §5.2, their supervisor is immediately appointed by the Doctoral School Director, of which they immediately inform the PhD student."

- 5) in § 6 of the Regulations:

- a) § 6.2-4 are replaced by the following:

"2) plans the course of work on the dissertation along with the PhD student at the beginning of each academic year;

3) involves the PhD student in the course of scientific activities conducted at a research center, implementation center, research and implementation center or research group;

4) provides conditions for the PhD student to learn about methodology and methods of scientific research conducted in a research center, implementation center, research and implementation center or research group;"

- b) in § 6.7, after the words "the development of a doctoral dissertation" add the words "within the meaning of the Act" and after the words "published and unpublished" a comma is added;

- c) in § 6.11, the word "professional" is replaced by the word "teaching";

- d) § 6.13 is replaced by the following:
- "13) supports the planning of scientific, teaching-scientific, artistic-scientific or artistic-teaching careers that take into account the transfer of knowledge between the SWPS University and the socio-economic environment;"
- 6) in § 7.3 of the Regulations, the words "or artistic achievements" are added after the words "significant scientific";
- 7) in § 8 of the Regulations:
- a) § 8.3 is replaced by the following:
- "3. A doctoral candidate may request a change of supervisor only once during the course of education at the Doctoral School. The restriction referred to in the preceding sentence does not apply when the change of supervisor is due to reasons independent of the PhD student.";
- b) in § 8.6, a comma is added after the words "the director of the Doctoral School in writing";
- c) in § 8.7, after the words "within the time limit" the comma is deleted;
- 8) in § 10 of the Regulations:
- a) § 10.2 is replaced by the following:
- "2. In the case of appointing an assistant supervisor, the , IPB is presented after the assistant supervisor's opinion.";
- b) in § 10.4:
- the existing § 10.4.1-3 are renumbered as § 10.4.2-4, respectively, and § 10.4.1 is replaced by the following:

"1) indicate the discipline in which the dissertation will be prepared;"
  - § 10.4.3 is replaced by the following:

"3) dissertation outline with the identification of the topic and research problem that includes:

    - a) theoretical review with an indication of the research gap;
    - b) research questions and hypotheses or theses (required especially for dissertations prepared in scientific disciplines);
    - c) description of methodology, research methods and tools;
    - d) indication of the form of the dissertation:

- i. a scientific monograph or a collection of published and unpublished thematically related scientific articles accompanied by a summary (taking into account the specific recommendations on the work cycle and summary determined by the relevant institute scientific council);
  - ii. in the discipline of fine arts and art conservation, the dissertation may be a design, construction, technological or implementation work, as well as an independent and isolated part of a collective work;"
- c) in § 10.8, after the words "changes to the IPB" and the words "approved by the supervisor" commas are added;
- d) existing § 10.9-10 are renumbered as § 10.10-11 respectively and § 10. 9 is replaced by the following:
 

"9. After the mid-term evaluation, change of the IPB may not involve a change in the discipline in which the dissertation is prepared.";
- 9) in § 12 of the Regulations:
  - a) in § 12.1:
    - in § 12.1.2, the words "of preparing the dissertation" are replaced by "of preparing the IPB" and the semicolon is replaced by a period;
    - § 12.1.3 was repealed;
  - b) in § 12.5.2, the word "real-timed" is replaced by the word "real-time";
  - c) in § 12.9, a comma is added after the phrase "mid-term evaluation";
  - d) § 12.11 is replaced by the following:
 

"11. The Committee will rule on a positive result if the PhD student implements the research in accordance with the approved IPB and the current progress of the PhD student in the implementation of the individual research plan indicates a chance of completing the education at the Doctoral School within the deadline specified in the IPB.";
- 10) in § 13 of the Regulations:
  - a) in § 13.2:
    - in the introduction to the enumeration, the words "preparation of the dissertation" are replaced by the words "implementation of the IPB";
    - in § 13.2.2, after the words "subsequent chapters of the dissertation" the words "or scientific articles" are added;

- in § 13.2.5, after "at least one" a comma and the word "published" are added;
- b) in § 13.6, the word "than" is added after the words "no later";
- c) after § 13.7, § 13.8 - 10 are added, which read as follows:

"8. The PhD student who prepares a dissertation in a discipline other than the one in which they graduated from university is required to supplement their knowledge of the discipline within which the IPB is being pursued by passing an examination in three of the five subjects presented for selection by the supervisor and approved by the the Doctoral School Director, no later than the end of the second year of education at the Doctoral School.

9. After approval of the list of items referred to in §13.8, the Doctoral School Director appoints a committee of at least two members from among the employees of the SWPS University. The scope of the material is determined by the PhD student with the committee chair.

10. The PhD student may be exempted in part or in whole from the obligation referred to in §13.8 by the Doctoral School Director, upon the request of their supervisor containing relevant justification.";

11) in § 14 of the Regulations:

- a) the title of the section is replaced by "Teaching practice";
- b) § 14.1 and § 14.2 are replaced by the following:

"1. In order to acquire teaching skills, PhD students undergo compulsory teaching practice in the form of independent teaching at SWPS University or participation in conducting classes.

2. The rules for the teaching practice and the required amount of teaching hours are determined by the curriculum of the Doctoral School and the Regulations for the implementation of teaching practice for PhD students of the Doctoral School of the SWPS University are approved by the Rector.";

12) § 15.1 of the Regulations receives the following wording:

"1. A PhD student going on a domestic or international internship and participating in the Erasmus program is subject to an individual course of study and credit for the subjects included in the curriculum at the Doctoral School, and the Doctoral School Director may give the PhD student credit for the subjects in which they participated during the internship or teaching practice that they conducted at another university or allow the PhD

student to pass the subjects at another time. In order to receive credit for the subjects included in the curriculum or teaching practice, the PhD student presents certificates issued by the host university or internship supervisor.";

13) § 16.3 of the Regulations, the word "related" is added after the words "with records";

14) in § 17 of the Regulations:

a)

– § 17.3.6 is replaced by the following:

"6) participate in scientific meetings indicated by the supervisor, including in doctoral seminars and scientific events organized by the institutes, a research center, an implementation center, a research and implementation center or a research group;"

– in § 17.3.8, before the words "PhD Students' Conference" the words "SWPS University" were added;

b) in § 17.6, § 17.6.2 is repealed and the existing § 17.6.3 and § 17.6.4 are renumbered as § 17.6.2 and § 17.6.3, respectively;

c) in § 17.8, the word "scientific" is deleted;

15) in § 19 of the Regulations:

a) § 19.9 is repealed and the existing § 19.10 and § 19.11 are renumbered as § 19.9 and § 19.10, respectively;

b) in § 19.9, the words "the decision on removal from the list of PhD students has become final" are replaced by the words "the removal has occurred";

16) in § 20 of the Regulations:

a) in § 20.1 in the introduction to the enumeration after the word "PhD student" a comma is added;

b) in § 20.2, after the words "referred to in § 20.1" a comma is added;

c) in § 20.3, a period is replaced with a comma and add the words "as well as indicates the necessary curriculum discrepancies to be fulfilled, provided that the curriculum has changed during the period of suspension of education."

d) in § 21 of the Regulations:

a) in § 21.1, before the words "the Doctoral School Director" a comma is added;

b) in § 21.3:



- in § 21.3.4, after the word "justified" a comma is added and the word "studies" is replaced with "research";
- in § 21.3.5, a comma is added after the word "PhD student";
- in § 21.3.6, after the word "with disabilities" a comma is added, and after the words: "regardless of age" the word "of the child" are added;
- c) in § 21.6, a comma is added after the words "period of extension";
- d) in § 21.8, the words "information to continue their education" are replaced by the words "information on continuing their education";
- e) in § 22 of the Regulations:
  - a) in § 22.1.5, the words "or Article 209.10" are deleted;
  - b) in § 22.2.2.b, after the words "lack of" the words "progress in" are added;
  - c) in § 22.4, after the words "at another doctoral school" a period is added and the words "or from employment as an academic teacher or researcher." are deleted.
- f) § 23.4 of the Regulations reads:
 

"4. In order to pass the final year of education, the PhD student should obtain credit for all courses specified in the curriculum and teaching practice, and submit their PhD student's annual report to the Interdisciplinary Doctoral School Office, approved by their supervisor(s) as well as submit written confirmation of submitting the dissertation.";
- g) in § 24 of the Regulations:
  - a) the title of the section reads: "Doctoral School Director";
  - b) in § 24.1, the word "Director" is replaced by the word "director";
  - c) § 24.4.4 is replaced by the following:
 

"4) decides on matters concerning the PhD student's accountability for the educational process, in particular, the credit of the PhD student's annual report;"
- h) in § 26.3 of the Regulations, the words "of personal data" are added after the words "or destruction".

## §2

1. Other provisions of the Amended Resolution remain unchanged.
2. The consolidated text of the Regulations, taking into account the amendments referred to in § 1, is attached hereto.

3. The current provisions apply to cases initiated and not completed by the date of enforcing this Resolution.

### **§3**

If within 3 months from the date of enactment of the Regulations, the SWPS University Senate and the SWPS University PhD Students' Council fail to reach an agreement on the content of the Regulations, the Regulations come into force by virtue of a renewed resolution of the SWPS University Senate, adopted by a majority of at least 2/3 of the statutory membership.

### **§4**

The Regulations, as amended by this Resolution, takes effect on 1 October 2024.

### **§5**

The Resolution comes into force as of the date of its signing.

President  
of the SWPS University Senate

Prof. dr hab. Roman Cieślak

## Regulations of the SWPS University of the SWPS University

### General provisions

#### §1

1. SWPS University (hereinafter also referred to as: "University") operates an interdisciplinary doctoral school under the name: Doctoral School (hereinafter referred to as: "**Doctoral School**") providing education in five scientific disciplines: literary studies, cultural and religious sciences, sociological sciences, political and administrative sciences, psychology, as well as in one artistic discipline: fine arts and art conservation
2. The Doctoral School provides doctoral education at level 8 of the Polish Qualifications Framework (hereinafter as: "**PRK**") in the following scientific disciplines: literary studies, cultural and religious sciences, sociological sciences, political and administrative sciences, psychology, and in the following artistic discipline: fine arts and art conservation under the rules set forth in the Act of 20 July 2018 - Law on Higher Education and Science (hereinafter: "**Act**") and these regulations (hereinafter: "**Regulations**").
3. The Regulations set out the organization of doctoral education at the Doctoral School in the scope not regulated by the Act.
4. Whenever the Regulations use the masculine forms of the names of functions and titles, it refers to both the masculine, feminine and gender-neutral forms.
5. The goal of the Doctoral School is to enable PhD students to acquire advanced knowledge that prepares them for independent creative work in conducting scientific or artistic activity and to obtain a doctoral degree in scientific or artistic disciplines within the scope of which the SWPS University is authorized to confer such a doctoral degree.
6. In particular, the Doctoral School provides:
  - 1) preparation for scientific work, conducting scientific research and publishing the results;
  - 2) advanced education in literary studies, cultural and religious sciences, sociological sciences, psychology, as well as fine arts and art conservation;
  - 3) education in methods and methodology of conducting scientific research in a particular scientific or artistic discipline;
  - 4) development of social competencies relating to scientific or artistic activities by providing the PhD student with conditions for work in research centers, implementation centers, research and implementation centers or research groups operating at the SWPS University;

- 5) scientific supervision during education and preparation of the doctoral dissertation;
  - 6) mentoring program;
  - 7) developing teaching skills and the ability to communicate scientific results;
  - 8) learning the principles of preparing grant applications and developing skills to apply for research funding.
7. PhD students training at the Doctoral School takes place at two locations: University's headquarters in Warsaw and at the Wrocław Branch, which has organizational autonomy with a separate office managing doctoral affairs and coordinating teaching.
  8. The Doctoral School is supervised by the Senate of the SWPS University.
  9. PhD students with disabilities can apply for support in the educational process and the implementation of scientific activities. The type and forms of support are determined on an individual basis, at the request of the PhD student, in accordance with the Accessibility Standards of the SWPS University.

### **Recruitment for Doctoral School**

#### **§2**

1. Admission to the Doctoral School is carried out through a competition.
2. The terms, conditions and procedure of admission to the Doctoral School are defined by the SWPS University Senate.

### **Consideration of doctoral cases**

#### **§3**

1. The University provides PhD students with electronic communication channels, including an online communication platform for PhD students and employees of the University and other persons who have been granted access to the information contained therein under separate regulations, located at [portal.swps.edu.pl](http://portal.swps.edu.pl), hereinafter: "**Virtual University**", and individual e-mail addresses in the University's domain.
2. The PhD student submits applications (requests, clarifications, complaints, appeals, requests for reconsideration):
  - 1) in the matters specified in §3.3 - in writing in electronic form through the Virtual University or in writing in paper form,
  - 2) in matters specified in §3.4 - in accordance with the rules set forth in the Act of 14 June 1960 - the Code of Administrative Procedure, hereinafter referred to as "**Kpa**", i.e. in writing, by fax or verbally for the record, and in the case of applications in electronic form - to the University's e-mail address,
 with the provision that applications sent to an e-mail address, in particular - individual e-mail addresses of the University employees, are left without consideration.
3. Unless otherwise stipulated herein, individual matters of PhD students in the course of their education are decided by the Doctoral School Director. The decision issued by the Doctoral School Director may be appealed to the Rector within 14 days from the date of

delivering such decision. Such appeal is filed through the Doctoral School Director. If the Doctoral School Director decides that the appeal filed deserves to be upheld in its entirety, they may, without submitting the case file to the Rector, issue a new decision in which they reverse or modify the appealed decision.

4. In individual cases of PhD students resolved in accordance with the procedure and rules set forth in the Kpa, the authority competent to issue a decision in the first instance is the Rector, unless the Act provides otherwise. The decision issued by the Rector may be appealed either by a request for reconsideration or by other means of appeal as instructed therein.
5. The matters of PhD students specified in §3.3 and §3.4 may be decided by other persons on the basis and to the extent specified in the authorization issued in paper or electronic form by the Rector or the Doctoral School Director, respectively.
6. Issuing a decision that does not contain an appropriate instruction does not affect the right of a PhD student to file an appeal or request for reconsideration.
7. Any incomplete application of a PhD student, in the cases referred to in §3.3, after the ineffective expiration of the seven-day period indicated in the summons, will be left unprocessed, if its incompleteness prevents its consideration.
8. Delivering letters in the cases of PhD students specified in §3.3 is made in the form of electronic documents through the Virtual University, also in the case when the proceedings were initiated on the basis of a request submitted in paper form. In the case of withdrawing access to the Virtual University system to the recipient, delivery is made in paper form.
9. Delivery of letters in the cases of PhD students specified in §3.4 is carried out in accordance with the procedure and rules set forth in the Kpa.
10. In the cases of doctoral students referred to in §3.4, PhD students who do not have their place of residence or habitual stay in the Republic of Poland, another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area, are obliged to appoint a proxy residing in the Republic of Poland to handle their cases, or to indicate a consul of the Republic of Poland through whom they act, or to indicate a proxy for delivery in the Republic of Poland, unless such delivery is made by registered electronic delivery.

## **Supervisors**

### **§4**

1. The supervisor provides the PhD student with substantive guidance and mentoring during their education at the Doctoral School.
2. The supervisor may be an academic teacher employed at the SWPS University who holds at least a postdoctoral degree (*doktor habilitowany*) awarded in the discipline in which the PhD student plans to undertake education and significant scientific or artistic achievements in the discipline obtained in the last five years.

3. Exceptionally, with the opinion of the Doctoral School Council, a person with at least a postdoctoral degree (*doktor habilitowany*) in a discipline other than the one indicated in §4.2 may become a supervisor, provided that this person has significant achievements in the scientific issues to be covered by the doctoral dissertation and which were obtained within the last five years.
4. The supervisor may supervise up to five PhD students at the Doctoral School in one academic year, subject to §4.5.
5. At the supervisor's request, the Doctoral School Director may, in justified cases, agree to increase the limit of PhD students under the supervisor's supervision in one academic year.
6. The supervisor cannot become a person who in the last 5 years:
  - 1) was the supervisor of 4 PhD students who were dropped from the list of PhD students due to a negative mid-term evaluation, or
  - 2) supervised the preparation of a dissertation by at least 2 applicants for a doctoral degree who did not receive positive reviews as referred to in Article 191, paragraph 1 of the Act.

### **Appointing a supervisor**

#### **§5**

1. The supervisor(s) is appointed by the Doctoral School Director, at the request of the PhD student, no later than within 3 months from the date the PhD student starts their education at the Doctoral School.
2. The application for the appointment of the supervisor(s) is submitted by the PhD student no later than 14 days before the deadline referred to in §5.1.
3. The application referred to in §5.2 should be accepted by the PhD student or their prospective supervisors.
4. If the PhD student does not submit an application for the appointment of a supervisor(s) within the time limit referred to in §5.2, their supervisor is appointed by the Doctoral School Director, of which they immediately inform the PhD student.
5. The appointment of more than one supervisor is permissible especially in the case of preparing an interdisciplinary dissertation by the PhD student, with the proviso that the additional supervisor should represent a different discipline.
6. In special cases, with the approval of the Doctoral School Director, it is possible to appoint a second supervisor in the same discipline, provided that they represent a different sub-discipline or research area.

### **Supervisor's responsibilities**

#### **§6**

Supervisor:

- 1) determines with the PhD student the topic of the dissertation and supports the PhD student in developing an individual research plan (hereinafter also as: "IPB"),

- 2) plans the course of work on the dissertation along with the PhD student at the beginning of each academic year;
- 3) involves the PhD student in the course of scientific activities conducted in a research center, implementation center, research and implementation center or research group;
- 4) provides conditions for the PhD student to learn about methodology and methods of scientific research conducted in a research center, implementation center, research and implementation center or research group;
- 5) provides the PhD student with assistance in preparing publications and research or artistic projects, in particular grants for young scientists;
- 6) provides regular consultation and evaluates the progress of the PhD student's scientific development;
- 7) supervises the development of their doctoral dissertation within the meaning of the Act, including in the form of a scientific monograph or a collection of published and unpublished thematically related scientific articles accompanied by a summary (taking into account the specific recommendations on the work cycle and summary determined by the relevant scientific council of the institute), and in the discipline of fine arts and art conservation supervises the development of a doctoral dissertation in artistic or design form, construction, technological or implementation work, as well as an independently separated part of a collective work;
- 8) organizes doctoral seminars;
- 9) reviews PhD student applications and other applications related to scientific development of the PhD student;
- 10) evaluates the progress in preparing the dissertation, in particular, on the basis of the PhD student's annual report, and decides on the credit for the doctoral seminar;
- 11) supervises teaching practice and scientific or artistic activities of the PhD student;
- 12) supervises the participation of the PhD student in other activities, especially scientific meetings, seminars and conferences, including the SWPS University PhD Students' Conference;
- 13) supports the planning of scientific, teaching-scientific, artistic-scientific or artistic-teaching careers that take into account the transfer of knowledge between the SWPS University and the socio-economic environment;
- 14) encourages the PhD student to become involved in organizational activities for the University and to join PhD student organizations, especially the PhD Students' Council.

#### **Assistant supervisor**

#### **§7**

1. Persons with at least a doctoral degree who are working with a given supervisor on a permanent basis may be invited to the role of an assistant supervisor.
2. The assistant supervisor performs a supportive function, without prejudice to the duties of the supervisor set forth in §6 subject to the duties of the assistant supervisor under Article 202.1 of the Act.

3. The assistant supervisor may be a person who has at least a doctoral degree and a significant academic or artistic achievements, who independently directed a research project funded by internal or external funds.
4. The assistant supervisor is appointed by the director of the Doctoral School upon the joint application of the supervisor(s) and the PhD student.
5. The assistant supervisor may supervise up to two PhD students studying at the Doctoral School in one academic year, subject to §7.6.
6. At the request of the supervisor, the Doctoral School Director, in justified cases, may agree to increase the limit of PhD students under the supervision of a given assistant supervisor.

### **Change of the supervisor**

#### **§8**

1. The supervisor is changed upon a legitimate request by the PhD student for a change of supervisor or as a result of the supervisor's resignation.
2. The supervisor's resignation is made in writing and delivered to the Doctoral School Director along with information on the reasons for the resignation.
3. The PhD student may request a change of supervisor only once during the course of education at the Doctoral School. The restriction referred to in the preceding sentence does not apply when the change of supervisor is due to reasons independent of the PhD student.
4. A request for a change of the supervisor is submitted to the Doctoral School Director, who decides on the matter. The application has to be accompanied by the opinion of the existing supervisor and the approval of the prospective supervisor.
5. The existing supervisor performs their duties until a positive decision referred to in §8.4 is issued, that is, until a new person takes up supervisor duties.
6. If the change of supervisor is due to the supervisor's resignation, the PhD student consults with the prospective supervisor and subsequently notifies the Doctoral School Director in writing, attaching the consent of the new supervisor within 30 days from the date of receiving the notification from the Doctoral School Director on the resignation of the previous supervisor.
7. If the PhD student fails to appoint a new supervisor within the time limit referred to in §8.6 the Doctoral School Director may assign this role to another person who meets the requirements referred to in §4.2-5 of the Regulations within additional 30 days.
8. The provisions of §8.1-7 apply accordingly to the process of changing the assistant supervisor.

### **Course of education**

#### **§9**

1. Education at the Doctoral School lasts four years.
2. Education is provided on the basis of the curriculum and the IPB.



3. The curriculum is established by the SWPS University Senate in accordance with the procedure indicated in the Act.
4. The IPB is developed by the PhD student in consultation with the supervisor(s) in the manner and based on the rules set forth in §9.
5. Education at the Doctoral School includes subjects according to the teaching schedule.
6. The curriculum and teaching schedule are communicated to PhD students via the Virtual University.
7. PhD students of the Doctoral School are provided with access to library collections of the SWPS University Senate.
8. The directors of institutes relevant for the discipline in which scientific or artistic activity is coordinated by the institute and in which education is provided at the Doctoral School support PhD students at the Doctoral School in submitting applications for the PhD student to obtain funding or subsidy for scientific or artistic activity, in particular by the Ministry of Education and Science, the National Science Center, the Foundation for Polish Science, the National Center for Research and Development and other entities supporting scientific development, including within the framework of European Union programs and other institutions supporting scientific development.

### **Individual research plan (IPB)**

#### **§10**

1. A PhD student, in consultation with their supervisor(s), develops and submits their IPB to the Doctoral School Director within 12 months from the date of commencing their education.
2. In the case of appointing an assistant supervisor, the IPB is presented after the assistant supervisor's opinion.
3. The Doctoral School Director determines the detailed requirements for the IPB, in particular its components and the technical instructions for submitting the IPB and having it approved by the supervisor.
4. The IPB includes, in particular:
  - 1) indicate the discipline in which the dissertation will be prepared;
  - 2) schedule for preparing the dissertation;
  - 3) dissertation outline with the identification of the topic and research problem that includes:
    - a) theoretical review with an indication of the research gap;
    - b) research questions and hypotheses or theses (required especially for dissertations prepared in scientific disciplines);
    - c) description of methodology, research methods and tools;
    - d) indication of the form of the dissertation:
      - i. a scientific monograph or a collection of published and unpublished thematically related scientific articles accompanied by a summary (taking

- into account the specific recommendations on the work cycle and summary determined by the relevant institute scientific council);
- ii. in the discipline of fine arts and art conservation, the dissertation may be a design, construction, technological or implementation work, as well as an independent and isolated part of a collective work;
  - e) a preliminary literature review and a preliminary bibliography;
  - f) deadline for submitting the dissertation;
- 4) research program for the preparation of the dissertation - includes a description of the tasks and a schedule for their implementation by semester.
5. Before approving the IPB, the Doctoral School Director may consult committee members representing the scientific or artistic discipline in which the dissertation is being prepared. The committee members are designated by the director of the institute representing the relevant discipline.
  6. If the submitted IPB draft does not contain all the required elements, the Doctoral School Director may return the draft IPB to the PhD student with an indication of the elements that need to be improved or completed.
  7. The PhD student, within one month from the date of return of the draft IPB in accordance with §10.6, is required to submit a revised IPB with the approval of the supervisor(s) and the opinion of the assistant supervisor - if appointed.
  8. If changes to the IPB are necessary, the revised IPB approved by the supervisor should be submitted to the Doctoral School Director for approval prior to the mid-term evaluation. A change to the IPB may not involve changing the deadline for submission of the dissertation, unless the Regulations provide otherwise.
  9. After the mid-term evaluation, change of the IPB may not involve a change in the discipline in which the dissertation is prepared.
  10. If the PhD student is a participant in the "Implementation Doctorate" program, the change in IPB may not include abandonment of the application part of the project.
  11. If the PhD student fails to submit their IPB by the deadline referred to in §10.1 or fails to revise the draft IPB in accordance with paragraphs §10.6 and §10.7, the Rector may initiate proceedings to remove such a PhD student from the list of PhD students for violation of the obligations set forth in the Regulations.

### **Mid-term evaluation**

#### **§11**

1. Implementing the IPB is subject to a mid-term evaluation at the end of the second year of education that may have either a positive or negative result, which is made public along with its justification.
2. The mid-term evaluation is carried out by a committee consisting of 3 persons, designated by the director or directors of the institute scientific council in the discipline or disciplines in which the doctoral dissertation is being prepared, approved by the Doctoral School Director and appointed by the Vice-Rector for Research, including at least one person

holding a habilitation (*doktor habilitowany*) or a professorship in the discipline in which the doctoral dissertation is being prepared, employed outside the University or a person referred to in Article 190.5 of the Act, and two persons from among the members of the institute scientific council for a given discipline (hereinafter: "**Committee**").

3. The Vice-Rector for Research appoints the chairman of the Committee, who then directs its work.
4. In justified cases, a member of the Committee on the part of SWPS University may be a person with a doctoral degree and significant scientific achievements in the discipline in which the dissertation is being prepared.
5. The Committee may not include a person:
  - 1) which in the last 5 years:
    - a) was the supervisor of 4 PhD students who were dropped from the list of PhD students due to a negative mid-term evaluation, or
    - b) supervised the preparation of a dissertation by at least 2 applicants for a doctoral degree who did not receive positive reviews as referred to in Article 191.1 of the Act;
  - 2) who has been punished with the disciplinary penalty of deprivation of the right to perform the tasks of a supervisor, as referred to in Article 276.1.4 of the Act;
  - 3) about whom there may be doubts regarding their impartiality - in particular, the supervisor(s) or assistant supervisor of the evaluated PhD student.
6. If there are circumstances preventing a member of the Committee from participating in its work, the Vice-Rector for Research appoints a new member of the Committee in accordance with the requirements set forth in §11.2, §11.4 and §11.5.
7. A representative of the PhD Students' Council may participate in the Committee's meetings as an observer, at the request of the evaluated PhD student submitted to the Doctoral School Director no later than 14 days before the scheduled date of the mid-term evaluation.

### **Conducting a mid-term evaluation**

#### **§12**

1. The Committee conducts a mid-term evaluation, in particular, based on:
  - 1) a report on the implementation of the PhD student's individual research plan submitted under the terms and conditions of §12.3;
  - 2) opinions of the supervisor(s) on the progress of preparing the IPB.
2. The mid-term evaluation is carried out no later than three months after the start of the fifth semester of education. In the case of suspending education at the Doctoral School, as referred to in §20 hereof, the mid-term evaluation deadline is extended by the period of suspension.
3. The PhD student submits to the Doctoral School Director a report on the implementation of the individual research plan, approved by the supervisor(s), no later than 14 days before the scheduled date of the mid-term evaluation, together with attachments

documenting the implementation of individual IPB points or changes in initial assumptions.

4. The date of the mid-term evaluation is set by the Doctoral School Director, after consultation with the PhD Students' Council and members of the Interdisciplinary Doctoral School Council, in consultation with the members of the Committee, and notifies the PhD student and the doctoral supervisor(s) or assistant supervisors at least 21 days before the date of the mid-term evaluation, also indicating how the mid-term evaluation will be conducted.
5. The mid-term evaluation may be conducted either onsite, with the direct participation of all participants, or online, outside the University using electronic means of communication that provide, in particular:
  - 1) real-time transmission of the mid-term evaluation process between its participants;
  - 2) multilateral real-time communication, i.e. the participants can speak during the meeting.
6. The supervisor(s), or supervisor and assistant supervisor, should be present during the mid-term evaluation.
7. A PhD student who presents a medical certificate, issued in accordance with the generally applicable laws in this regard, no later than on the date set as the mid-term evaluation date, and in special cases up to 7 days after the set mid-term evaluation date, is excused by the Committee for absence during the mid-term evaluation and the Doctoral School Director sets a new date for the mid-term evaluation.
8. Absence of the PhD student during the mid-term evaluation, not excused in accordance with §12.7, will result in its negative result.
9. During the mid-term evaluation, the PhD student presents the status of implementation of the various IPB objectives.
10. From the conducted mid-term evaluation, the Committee by a simple majority in the presence of all its members rules on a positive or negative result - then the chairman of the Committee prepares a protocol, which includes the result of the evaluation with justification, and informs the PhD student about the result of the evaluation.
11. The Committee will rule on a positive result if the PhD student implements the research in accordance with the approved IPB and the current progress of the PhD student in the implementation of the individual research plan indicates a chance of completing the education at the Doctoral School within the deadline specified in the IPB.
12. The Committee will rule on a negative result if the PhD student does not meet the conditions for a positive result, as referred to in §12.11, or in the case of unexcused absence, as referred to in §12.8.
13. The minutes of the mid-term evaluation are signed by the chairman of the Committee.

## **Credit**

### **§13**

1. The credit period at the Doctoral School is the academic year, which runs from 1 October to 30 September of the following year.
2. Credit for the academic year and assessment of progress in the implementation of the IPB is based on the annual report on implementing the course of education (hereinafter referred to as: "**PhD student's annual report**"), which may include, depending on the year of education:
  - 1) a report on the fulfillment of the items of the curriculum - required from the first year of education;
  - 2) dissertation outline with subsequent chapters of the dissertation or scientific articles - required after the first and second year of education;
  - 3) report on the implementation of the IPB approved in accordance with §10 - required from the third year of education;
  - 4) consecutive chapters of the dissertation or scientific articles depending on the declared form of the dissertation being prepared - required from the third year of education;
  - 5) at least one published scientific article - required by the fourth year of education;
  - 6) report on participation in conferences - required by the fourth year of education.
3. The PhD student is obliged to obtain all credits in the subjects provided for in the curriculum for a given year and to submit the PhD student's annual report no later than 15 July of each year.
4. The following grading scale is used for the completion of compulsory and optional subjects specified in the curriculum:
  - 1) passing grades: very good (5), good plus (4.5), good (4), satisfactory plus (3.5), satisfactory (3);
  - 2) a failing grade: unsatisfactory (2);
  - 3) pass/fail credit without a grading scale: "passed" (zal) or "failed" (nzal).
5. The grade point average is the arithmetic average of all passing and failing grades obtained in a given academic year by the PhD student in subjects credited with a grade.
6. The lecturer provides information on credit results to the PhD students no later than 14 days after their issuance. These results can be published in the Virtual University. Grades should be awarded before the final date for submission of the PhD student's annual report, but no later than 10 July of each year.
7. The grades and confirmation of passing subjects are entered by the lecturer in the credit report.
8. The PhD student who prepares a dissertation in a discipline other than the one in which they graduated from university is required to supplement their knowledge of the discipline within which the IPB is being pursued by passing an examination in three of the five subjects presented for selection by the supervisor and approved by the the Doctoral School Director, no later than the end of the second year of education at the Doctoral School.

9. After approval of the list of items referred to in §13.8, the Doctoral School Director appoints a committee of at least two members from among the employees of the SWPS University. The scope of the material is determined by the PhD student with the committee chair.
10. The PhD student may be exempted in part or in whole from the obligation referred to in §13.8 by the Doctoral School Director, upon the request of their supervisor containing relevant justification.

### **Teaching practice**

#### **§14**

1. In order to acquire teaching skills, PhD students undergo compulsory teaching practice in the form of independent teaching at SWPS University or participation in conducting classes.
2. The rules for the teaching practice and the required amount of teaching hours are determined by the curriculum of the Doctoral School and the Regulations for the implementation of teaching practice for PhD students of the Doctoral School of the SWPS University are approved by the Rector.
3. Supervision of teaching practice is provided by supervisors.

### **Internships and international programs**

#### **§15**

1. A PhD student going on a domestic or international internship and participating in the Erasmus program is subject to an individual course of study and credit for the subjects included in the curriculum at the Doctoral School, and the Doctoral School Director may give the PhD student credit for the subjects in which they participated during the internship or teaching practice that they conducted at another university or allow the PhD student to pass the subjects at another time. In order to receive credit for the subjects included in the curriculum or teaching practice, the PhD student presents certificates issued by the host university or internship supervisor.
2. The provision of §15.1 applies respectively to classes conducted under cooperation agreements concluded between the SWPS University and another university, an institute of the Polish Academy of Sciences, a research institute, an international institute, a foreign university or a scientific institution.
3. The PhD student is obliged to inform the Doctoral School Director in writing of their readiness to continue their education after completion of a domestic or foreign internship, participating in the Erasmus program, or classes under the contracts referred to in §15.2. Such information must be submitted by 31 August if returning from the winter semester and by 15 January if returning from the summer semester.
4. If the PhD student fails to submit information on readiness to continue education by the deadline referred to in §15.3, the Rector may initiate proceedings to remove such a PhD student from the list of PhD students for violation of the obligations set forth in the Regulations.

## **Documenting the course of education**

### **§16**

The University documents the course of education at the Doctoral School through:

- 1) archiving credit protocols for the period of education,
- 2) maintaining personal files of PhD students, which includes, in particular:
  - a) their IPB;
  - b) PhD student's annual reports;
- 3) updating the data in the computer system with records related to the course of doctoral education.

## **Rights and responsibilities of a PhD student**

### **§17**

1. A person admitted to the Doctoral School begins education and acquires the rights of a PhD student upon taking the oath, the content of which is specified in the statutes of the SWPS University.
2. The SWPS University issues an ID card to the PhD student. In the case of a PhD student from a foreign university or scientific institution who is doing part of their education at the SWPS University, a PhD student ID card is issued upon application.
3. The PhD student is obliged to:
  - 1) undertake education at the Doctoral School, i.e. taking the oath within 1 month from the date of commencement of classes;
  - 2) conduct in accordance with the Regulations and the oath;
  - 3) fulfill the curriculum and individual research plan;
  - 4) systematically carry out scientific or artistic activities under the guidance of their supervisor aimed at preparing a doctoral dissertation and scientific publications;
  - 5) participate in the subjects included in the curriculum and obtaining credit from these subjects;
  - 6) participate in scientific meetings indicated by the supervisor, including in doctoral seminars and scientific events organized by the institutes, a research center, an implementation center, a research and implementation center or a research group;
  - 7) cooperate with their supervisor(s) and assistant supervisor;
  - 8) give at least two presentations at the SWPS University PhD Students' Conference;
  - 9) submit to the Doctoral School Director, by 15 July of each year, the PhD student's annual report on the template established by the Doctoral School Director;
  - 10) actively participate in the activities of the SWPS University academic community, in particular, by becoming involved in the activities of the Doctoral Students' Council and exercising representative functions in the bodies and assemblies of the University (e.g., the Senate, the institute scientific councils, or the departmental colleges) if such functions were entrusted to them;
  - 11) timely submit a statement for the evaluation of the quality of scientific or artistic activities;

- 12) give at least one presentation at a national or international conference.
4. The PhD student is entitled to holiday leaves not exceeding 8 weeks per year.
5. Consent for a holiday leave is granted by the Doctoral School Director upon written request of the PhD student endorsed by their supervisor.
6. The PhD student is obliged to immediately notify the Doctoral School Director:
  - 1) about changes in personal data relevant to the course of education, in particular: first and last name, place of residence and mailing address;
  - 2) about taking up education at another doctoral school;
  - 3) about obtaining a doctoral degree awarded by another authorized entity.
7. The PhD student is subject to disciplinary liability for violation of the regulations in force at the SWPS University and for an act that offends the dignity of a PhD student under the rules set forth in the Act.
8. The PhD student should initiate proceedings for granting a doctoral degree by submitting a dissertation by the end of the fourth year of education.
9. PhD students at the Doctoral School are eligible to apply for scholarships for research projects and funding to attend conferences, research visits and other contacts with international scientific community. These are forms of support for PhD students with the highest level of scientific activity.
10. The procedure and rules for awarding scholarships and grants referred to in §17.10 are regulated by Rector's decisions.
11. The PhD student has the right to receive support under the terms of separate regulations, in particular those set forth in Articles 210, 213, and 360 of the Act.

#### **PhD Students' Council and PhD student organizations**

##### **§18**

1. All PhD students at the University form the PhD Students' Council.
2. The PhD Students' Council cooperates with the Doctoral School Director, in particular when organizing the PhD Students' Conference.
3. The organization and manner of operation of the PhD Students' Council is determined by the rules and regulations of the Doctoral student Council adopted in accordance with the procedure set forth in the Act.
4. PhD students have the right to associate in PhD student organizations in accordance with the rules set forth in the Act and in the regulations defining the rules of association in university doctoral student organizations issued by the Rector.

#### **Doctoral scholarship**

##### **§19**

1. No fees are charged for the education of PhD students.
2. A PhD student without a doctoral degree receives a doctoral scholarship.
3. The doctoral scholarship is paid by the SWPS University according to the rules and in the amount specified in the Act.



4. The total period of receiving a doctoral scholarship at doctoral schools cannot exceed 4 years.
5. The scholarship cannot be less than:
  - 1) 37% of a professor's salary - until the month in which the mid-term evaluation was conducted,
  - 2) 57% of a professor's salary - after the month in which the mid-term evaluation was conducted.
6. A PhD student with a disability certificate, a certificate on the degree of disability or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities, receives a doctoral scholarship in the amount increased by 30% of the amount indicated in §19.5.1.
7. During the period of suspension of education, the provisions for determining the amount of the doctoral scholarship are applied accordingly, except that the basis for determining the maternity benefit is understood as the amount of the monthly doctoral scholarship, as referred to in §19.5, due on the date of submission of the application for suspension.
8. A PhD student who has submitted their dissertation at an earlier date than the completion date provided for in the curriculum receives a doctoral scholarship until the date on which the completion date expires, but for no longer than 6 months. The provision of paragraph §19.7 applies.
9. The University ceases to pay the doctoral scholarship to a PhD student who has been removed from the list of PhD students, on the first day of the month following the month in which the decision on removal from the list of PhD students became final.
10. The University ceases to pay the doctoral scholarship to a PhD student who resigned from education at the Doctoral School, on the first day of the month following the month in which the removal occurred.

### **Suspension of education**

#### **§20**

1. Education, at the request of the PhD student, is suspended for a period of time corresponding to the duration of the following leaves:
  - 1) maternity leave,
  - 2) a leave on conditions of maternity leave,
  - 3) paternity and parental leave,- specified in the Act of 26 June 1974 - Labor Code.
2. To the request referred to in §20.1, the PhD student attaches documents confirming the existence of reasons justifying the suspension of education.
3. When accepting a request for suspension of education for a period other than an academic year, the Doctoral School Director determines the conditions applicable to the PhD student after the end of the period of suspension, and in particular sets deadlines for the fulfillment of obligations under the curriculum and the Regulations, as well as

indicates the necessary curriculum discrepancies to be fulfilled, provided that the curriculum has changed during the period of suspension of education.

4. The PhD student's request for education suspension should be submitted no later than 21 days after the first day of the leaves referred to in §20.1.
5. Within 30 days before the expiration of the suspension period, the PhD student submits information in writing about the continuation of their education to the Doctoral School Director. If the PhD student fails to submit information on continuing their education by the deadline referred to in the preceding sentence, the Rector may initiate proceedings to remove such a PhD student from the list of PhD students for violation of the obligations set forth in the Regulations.
6. The deadlines resulting from the IPB for performing the duties of a PhD student are extended accordingly by the time for which the period of education at the Doctoral School has been suspended, subject to the provisions of §20.3.
7. During the period of suspension, the PhD student does not pursue the educational program and IPB, retaining the rights of the PhD student, in particular, the right to a PhD student ID card and the right to a scholarship in the amount determined in accordance with Article 209.6 of the Act.

### **Extension of education**

#### **§21**

1. In justified cases and at the request of the PhD student, the Doctoral School Director may extend the deadline for submission of the dissertation indicated in the IPB for no longer than 2 years.
2. The period of extension of education may include at least one semester.
3. The deadline for submission of the dissertation may be extended in particular due to:
  - 1) long-term illness of the PhD student or a member of their family;
  - 2) participation in a research grant awarded through a competitive procedure by a Polish or foreign research funding institution, in particular the National Science Center, the National Center for Research and Development, the National Agency for Academic Exchange;
  - 3) research trip of the PhD student resulting from IPB;
  - 4) justified long-term scientific research, especially conducted in cooperation with another academic university, an institute of the Polish Academy of Sciences, a research institute;
  - 5) temporary inability to receive education due to illness of the PhD student confirmed by documents issued in accordance with the generally applicable legal regulations in this regard;
  - 6) the need to provide personal care for a child up to the age of 4 or a child with the status of a person with disabilities confirmed by documents issued in accordance with generally applicable laws in this regard regardless of age of the child;

- 7) change of supervisor or assistant supervisor resulting from fortuitous reasons concerning the supervisor;
  - 8) legitimate and unforeseen necessity to change the topic of the dissertation;
  - 9) the PhD student having the status of a person with disabilities confirmed by documents issued in accordance with generally applicable laws in this regard.
4. The PhD student submits the application referred to in §21.1 at least 30 days before the date of submission of the dissertation, but no later than 10 September of the last semester of education at the Doctoral School.
  5. The application referred to in §21.1 has to include:
    - 1) data of the PhD student (first and last name, register number, year of education);
    - 2) new deadline for submitting the dissertation;
    - 3) justification of the application with the revised IPB;
    - 4) opinion of the supervisor(s) on the status of the dissertation and the PhD student's scientific progress;
    - 5) documents confirming the existence of reasons justifying the extension of the deadline for submitting the dissertation.
  6. During the period of extension, the PhD student retains all the rights of a PhD student except for the right to a doctoral scholarship, if such a PhD student has already received a scholarship for a period of 4 years.
  7. The PhD student is obliged to inform the Doctoral School Director in writing of their readiness to continue their education after a period of non-participation related to obtaining a decision to extend the deadline for submitting the dissertation. Such information must be submitted by 31 August if returning from the winter semester and by 15 January if returning from the summer semester. If the PhD student fails to submit information on continuing their education by the deadline referred to in the preceding sentence, the Rector may initiate proceedings to expel such a PhD student from the list of PhD students for violation of the obligations set forth in the Regulations.
  8. After receiving from the PhD student information on continuing their education, the Doctoral School Director may determine the conditions applicable to such PhD student after the period of non-participation, and, in particular, set deadlines for the fulfillment of obligations related to the curriculum and the Regulations.
  9. If the PhD student obtains approval to suspend their education during the extension period, the extension of education ceases to run on the day the suspension of education begins. The interrupted period of education extension is included in the period indicated in §21.1 with rounding up to whole months.

### **Removal from the list of doctoral students**

#### **§22**

1. The PhD student is removed from the list of PhD students in the case of:
  - 1) negative result of the mid-term evaluation;

- 2) failure to submit the dissertation by the deadline specified in their individual research plan;
  - 3) resigning from further education;
  - 4) not taking up education;
  - 5) violation of the prohibition referred to in Article 200.7 of the Act;
  - 6) being punished with the disciplinary penalty of removal from the doctoral school.
2. The PhD student may be removed from the list of PhD students in the case of:
    - 1) unsatisfactory progress in the preparation of the dissertation, which is confirmed by the failure to pass the doctoral seminar;
    - 2) failure to comply with the obligations referred to in Article 207 of the Act, i.e.:
      - a) not following the curriculum of the Doctoral School which is confirmed by the lack of credit of the PhD student's annual report;
      - b) lack of progress in implementation of the individual research plan;
      - c) conduct contrary to these Regulations, in particular, failure to submit information on continuing education in accordance with § 15.3, § 20.5 or § 21.7.
  3. Removal from the list of PhD students is carried out by an administrative decision issued by the Rector.
  4. In the procedure for removal of the PhD student from the list of PhD students, in the cases referred to in §22.1.5, the PhD student is called upon to submit, within no less than 30 days, a resignation from education at another doctoral school.

### **Completing education**

#### **§23**

1. The rights and obligations of the PhD student expire on the date of submission of the dissertation or on the date on which the decision on removal from the list of PhD students of the Doctoral School becomes final.
2. Submitting a doctoral dissertation is based on an application for initiating proceedings to confer a doctoral degree submitted in accordance with the Rules for Conducting Proceedings to Confer a Doctoral Degree at the University or at another higher education institution.
3. A prerequisite for the submission of a doctoral dissertation is the completion of education at the Doctoral School, understood as the passing of all subjects stipulated in the curriculum of the Doctoral School, i.e. obtaining learning outcomes for qualifications at level 8 of the PRK.
4. In order to pass the final year of education, the PhD student should obtain credit for all courses specified in the curriculum and teaching practice, and submit their PhD student's annual report to the Interdisciplinary Doctoral School Office, approved by their supervisor(s) as well as submit written confirmation of submitting the dissertation.
5. Completing education at the Doctoral School is confirmed by a certificate issued by the Doctoral School Director on the PhD student's achievement of learning outcomes for qualifications at level 8 of the PRK.

6. Completing education at the Doctoral School is recorded in the information system documenting the course of education at the Doctoral School.
7. At the request of a person who has not completed education at the Doctoral School, the University issues:
  - 1) a certificate of education or
  - 2) a certificate of achieving learning outcomes for qualifications at level 8 of the PRK, provided that all courses in the Doctoral School curriculum have been passed.
8. As of the date terminating the rights and obligations of the PhD student, they are obliged to immediately return their PhD student's ID card and pay all amounts due to the University.

### **Doctoral School Director**

#### **§24**

1. The Doctoral School is headed by the Doctoral School Director.
2. The Doctoral School Director is appointed for an indefinite period of time and dismissed by the Rector of the SWPS University Senate.
3. The Doctoral School Director may be a full-time employee of the SWPS University who holds an academic title or a habilitation degree (*doktor habilitowany*), or a person who has acquired an equivalent degree under separate regulations.
4. Director of the Doctoral School:
  - 1) initiates and participates in the development of the curriculum at the Doctoral School;
  - 2) organizes implementing the curriculum, including teacher assignment;
  - 3) exercises day-to-day control over the course of education and evaluates the implementation of the curriculum;
  - 4) decides on matters concerning the PhD student's accountability for the educational process, in particular, the credit of the PhD student's annual report;
  - 5) decides on individual matters of PhD students, subject to §24.5;
  - 6) decides on educational matters not regulated by generally applicable law or the Regulations.
5. In individual cases of PhD students whose supervisor or assistant supervisor is the Doctoral School Director, decisions in the first instance are issued by the director of the scientific council of the institute with jurisdiction over the discipline in which the doctoral dissertation is being prepared. The provision of §3 applies accordingly.
6. The Doctoral School Director is in constant contact with the Doctoral Students' Council and consults with the body of the Doctoral Students' Council competent according to the rules of the Doctoral Students' Council on important matters relating to doctoral education.

### **Procedure of awarding a doctoral degree**

#### **§25**

1. The conditions for awarding a doctoral degree, including the conditions for admitting to the doctoral dissertation defense, are defined by the Act, in particular, the provisions of Articles 185-197, and the procedure for awarding a doctoral degree is defined by the Rules for conducting proceedings for awarding a doctoral degree at the University or at another higher education institution.
2. SWPS University covers the costs of the procedure for awarding a doctoral degree conducted at the SWPS University provided that the PhD student completes their education within 4 years from the date of starting their education at the Doctoral School, or at a later date with the approval of the Doctoral School Director.

### **Final provisions**

#### **§26**

1. SWPS University, applying the internal acts on personal data accordingly, separately authorizes the Doctoral School to process personal data of students and research participants to the extent and for the purpose necessary for providing education at the Doctoral School.
2. The PhD student is obliged to:
  - 1) secure and keep confidential - both during and after their education - the personal data to which they will gain access;
  - 2) comply with generally applicable data protection laws and internal acts on the protection of personal data.
3. The PhD student will be held fully responsible for the consequent damage caused by their behavior, caused by the release of personal data to unauthorized persons, taking of personal data by an unauthorized person, and the alteration, loss, damage or destruction of personal data.



**MINUTES OF THE MEETING OF THE COMMITTEE ELIGIBLE TO CONDUCT THE  
MID-TERM EVALUATION  
AT THE SWPS UNIVERSITY DOCTORAL SCHOOL  
IN THE ACADEMIC YEAR 2024/2025**

On ....., 2024, a meeting was held of **Committee No. ....** eligible to conduct the mid-term evaluation in the discipline: ..... appointed pursuant to Order No. 14/2024 of the Vice-Rector for Research of the SWPS University dated November 25, 2024 on the appointment of the Committee to conduct the mid-term evaluations at the SWPS University Doctoral School in the Academic Year 2024/2025 (hereinafter referred to as: "**Committee**") composed of:

- Chair of the Committee: ....., USWPS, Institute of Psychology.
- Member: ....., USWPS, Institute of Psychology.
- Member: ....., ....., .....

The meeting of the Committee was held electronically using electronic means of communication via the *Google Meet* service, in such a way as to allow participants to be present outside the University's headquarters or outside its subsidiaries, ensuring, in particular:

- 1) real-time transmission of the mid-term evaluation between participants,
- 2) real-time multilateral communication, where participants during the mid-term evaluation can express themselves,

in accordance with paragraph 12 section 5 of the Regulations of the SWPS University Doctoral School constituting an appendix to Resolution No. 26/2022 of the Senate of the SWPS University of Humanities and Social Sciences dated April 22, 2022 (as amended), hereinafter referred to as: "**Regulations of the SWPS University Doctoral School**").

Acting pursuant to Art. 202 sections 2-4 and Art. 205 section 1 item 3 of the Act of July 20, 2018 on Higher Education and Science, the Committee conducted a mid-term evaluation of the following doctoral student:

First and last name(s) of the doctoral student: .....

Identification No.: .....

Planned doctoral dissertation title: .....

Supervisor: .....



Supporting Supervisor (if applicable): .....

In consideration of the doctoral student's application, a representative of the Board of the Doctoral Student Government: ..... (name) did/did not\* attend the meeting of the Committee as an observer.

**Evaluation basis:**

- 1) the report on the implementation of the individual research plan ("IPB") submitted by the doctoral student;
- 2) opinions of the supervisor(s) on the progress of the doctoral dissertation preparation;
- 3) activities presented by the doctoral student that go beyond the IPB.

**Evaluation stages:**

1. Does the doctoral student carry out the research in accordance with the proposed individual research plan, after taking into account the changes, in accordance with the doctoral dissertation preparation schedule?  
☐ **Yes** - *if the result of this stage of the evaluation is positive - the mid-term evaluation is positive and the Committee develops a justification for the positive evaluation.*  
☐ **No** - *if the result of this stage of evaluation is negative - the Committee shall make the findings, referred to below, in item 2.*
2. Are the explanations presented by the doctoral student relating to the reasons for not completing the research plan in full justified and documented, and are actions indicated to ensure completion of the plan?  
☐ **Yes** - *if the result of this stage of evaluation is positive - the Committee shall make the findings, referred to below, in item 3.*  
☐ **No** - *if the result of this stage of evaluation is negative - the mid-term evaluation is negative and the Committee develops a justification for the negative evaluation.*
3. The Committee determines whether the doctoral student's current progress on the research plan indicates that the doctoral student is likely to complete the doctoral school training (submit the doctoral dissertation) by the deadline specified in the research plan?  
☐ **Yes** - *if the result of this stage of the evaluation is positive - the mid-term evaluation is positive and the Committee develops a justification for the positive evaluation.*  
☐ **No** - *if the result of this stage of evaluation is negative - the mid-term*





*evaluation is negative and the Committee develops a justification for the negative evaluation.*

PUBLIC PART OF THE MINUTES - IN ACCORDANCE WITH ART. 202 SECTION 3 OF THE ACT ON HIGHER EDUCATION AND SCIENCE: "The result of the evaluation, including the justification, is public:"

**RESOLUTION No. ....**  
**OF THE COMMITTEE NO. .... ELIGIBLE TO CONDUCT THE MID-TERM**  
**EVALUATION**  
**AT THE SWPS UNIVERSITY DOCTORAL SCHOOL**  
**IN THE ACADEMIC YEAR 2024/2025**

Pursuant to Art. 202 section 3 of the Act of July 20, 2018 - Law on Higher Education and Science, in conjunction with paragraph 11 section 1, 2 and paragraph 12 section 10 of the Regulations of the SWPS University Doctoral School, Committee No. .... eligible to conduct mid-term evaluation in the discipline: ..... appointed pursuant to Order No. 14/2024 of the SWPS University Vice-Rector on Research dated November 25, 2024 on the appointment of the Committee to conduct the mid-term evaluations at the SWPS University Doctoral School in the Academic Year 2024/2025 (hereinafter referred to as: "**Committee**") composed of, Chair of the Committee: ....., Member: ....., Member: .....

**decides to complete the mid-term evaluation of doctoral student ..... conducted on ....., 2024 with the result:**

**positive/negative\*** (\*unnecessary strike out)

Detailed justification of the result of the mid-term evaluation (mandatory for positive and negative evaluation):

.....

.....

.....

.....

.....

.....

.....



.....  
.....  
.....  
.....

The result of the vote in favor of the resolution:

For: \_\_\_\_ (\_\_\_\_) votes;

Against: \_\_\_\_ (\_\_\_\_) votes;

Abstentions - \_\_\_\_ (\_\_\_\_) votes.

.....  
Date and legible signature of the Chair of the Committee

\* \* \*

In view of the agenda items having been covered and no additional motions,  
the Chair of the Committee closed the meeting.

The minutes were read, approved and signed.

.....  
Date and legible signature of the Chair of the Committee



**OPINION OF THE MEMBER OF THE COMMITTEE TO CONDUCT THE MID-TERM  
EVALUATION AT THE SWPS UNIVERSITY DOCTORAL SCHOOL  
IN THE ACADEMIC YEAR 2024/2025**

First and last name(s) of the Member of the Committee:

.....

First and last name(s) of the doctoral student:

.....

**Evaluation of the extent to which the planned tasks have been carried out in accordance with the Individual Research Plan (Indywidualny Plan Badawczy - IPB):**

- ☐ The tasks have been fully implemented
- ☐ The tasks have been implemented sufficiently
- ☐ The tasks have been under-performed

**Justification:**

.....  
.....  
.....

**Evaluation of the quality of the completed tasks presented in the IPB:**

- ☐ High quality
- ☐ Sufficient quality
- ☐ Insufficient quality

**Justification:**

.....  
.....  
.....

**Evaluation of the progress of the work and the chances of completing the doctoral dissertation within the timeframe indicated in the IPB:**

- ☐ The work is advanced to a high degree, indicating that the dissertation should be completed on time
- ☐ Work is sufficiently advanced to consider that the dissertation may be completed on time
- ☐ Work is insufficiently advanced and there is a low probability of completing the dissertation on time

**Justification:**

.....  
.....  
.....

.....

Date and legible signature of the Member of the Committee



.....  
*place, date*

## **Declaration**

I, the undersigned ..... declare my willingness to participate in the **mid-term evaluation committee of the SWPS University Doctoral School** concerning the evaluation of the Individual Research Plan (IPB) and the progress of the dissertation/publication cycle to which the IPB relates:

1. "....." by mgr ..... in the discipline of .....,  
under the supervision of .....

.....  
*signature*  
*degree and academic title*  
*affiliation*

Please provide current contact information:

E-mail:.....

Phone:.....

Mailing address:.....

.....  
*Place, date*

### **Declaration**

I declare that there are no circumstances that could cause doubts about my impartiality in the mid-term evaluation of PhD students of the SWPS University Doctoral School, in particular:

- I am not a co-author of the scientific work of the PhD student subjected to the mid-term evaluation;
- I did not participate or have not participated jointly with the PhD student in research teams carrying out projects funded through domestic or foreign competitions;
- I have not conducted joint scientific work with the PhD student at scientific institutions;
- I have not served as a supervisor or assistant supervisor in other proceedings for the scientific advancement of the PhD student;
- I have not served as a supervisor of a master's/ bachelor's thesis of the PhD student;
- I am not a superior of the PhD student, nor do I have an employment relationship with the PhD student;
- The PhD student is not or was not related to me by a by virtue of adoption, guardianship or custody;
- The PhD student is not or was not in cohabitation with me, and is not in a relationship of consanguinity or affinity;
- There are no other objective circumstances that may give rise to legitimate concerns about maintaining impartiality and objectivity in evaluating the candidate.

.....  
..  
*Signature*



Attachment 3. Learning outcomes expected to be achieved as a result of the implementation of the Individual Research Plan (IPB) - completed by the Supervisor

***A doctoral student at the Doctoral School acquires level 8 of the Polish Qualifications Framework. Please indicate which learning outcomes were implemented as part of the Individual Research Plan planned with the doctoral student.***

| Category of characteristics of learning outcomes                | Descriptive category – aspects of fundamental importance                 | Description component code | 8 PRK – 8th level of Polish Qualification Framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | IPB |
|-----------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>A graduate of the Doctoral School knows and understands:</b> |                                                                          |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |
| <b>Knowledge</b>                                                | Scope and depth – completeness of cognitive perspective and dependencies | P8S_WG                     | the existing body of work of the represented scientific discipline in the degree allowing to critically evaluate and revise existing paradigms;<br><br>the latest scientific or creative achievements and international developments including theoretical basis and general issues for a given discipline;<br><br>selected specific issues, related to their own specialization;<br><br>the main development trends of their discipline;<br><br>methodology of scientific research in the discipline;<br><br>the rules for disseminating the results of research or creative activities, including open access; |     |
|                                                                 | Context – conditions, effects                                            | P8S_WK                     | the fundamental dilemmas of modern civilization;<br><br>economic, legal, ethical and other relevant conditions of scientific or creative activity;<br><br>the basic principles of transferring knowledge to the economic and social environment and commercializing results of their Scientific activities.                                                                                                                                                                                                                                                                                                      |     |
| <b>A graduate of the Doctoral School is able to:</b>            |                                                                          |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |



|                                                       |                                                                                                                                     |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Skills</b>                                         | Use of knowledge – problems solved and tasks performed                                                                              | P8S_UW | use knowledge from their discipline and other disciplines to identify, formulate and solve complex problems in an innovative way, as well as perform tasks of a research nature, in particular: <ul style="list-style-type: none"><li>– apply methodological knowledge to set goals, define research questions and hypotheses, as well as plan and implement the research intentions;</li><li>– collect data;</li><li>– critically analyze it;</li></ul> interpret the results of scientific research and draw conclusions<br><br>evaluate the quality of a knowledge source from a methodological perspective;<br><br>the basic principles of transferring knowledge to the economic and social environment and commercializing results of their Scientific activities. |  |
|                                                       | Communicating - receiving and creating statements, disseminating knowledge in the scientific community and using a foreign language | P8S_UK | participate in scientific discourse and communicate on specialized topics to the extent that enables active participation in an international scientific or cultural environment;<br><br>disseminate the results of scientific or creative activity, including in popular forms;<br><br>initiate a debate;<br><br>speak a foreign language at level B2 of the Common European Framework of Reference for Languages to an extent that enables participation in an international scientific and professional environment.                                                                                                                                                                                                                                                  |  |
|                                                       | Work organization – planning and teamwork                                                                                           | P8S_UO | plan and carry out individual and team research or creative projects, including in the international teams;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|                                                       | Learning – planning your own development and the development of others                                                              | P8S_UU | consciously plan and act on behalf of their own development;<br><br>inspire and organize the development of others;<br><br>to plan and conduct teaching activities using modern methods and tools.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>A graduate of the Doctoral School is ready to:</b> |                                                                                                                                     |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Social competences</b>                             | Assessments – a critical approach                                                                                                   | P9S_KK | critically evaluate the achievements of the represented discipline and critically assess their own contribution to its development;<br><br>recognize the importance of knowledge in solving cognitive and practical problems;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |



|  |                                                                                   |        |                                                                                                                                                                                                                               |  |
|--|-----------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | Responsibility – fulfilling social obligations and acting for the public interest | P8S_KO | fulfill social obligations of the researcher or creator;<br><br>initiate efforts for the benefit of public interest;<br><br>think and act in an entrepreneurial manner;                                                       |  |
|  | Professional role – independence and ethos development                            | P8S_KR | uphold and develop the ethos of the research or creative community by conducting scientific or creative activities in an independent manner;<br><br>respect the rules of intellectual property and ownership of the business. |  |

**The supervisor's opinion on the scientific quality of the results of the PhD student's research work submitted for evaluation and the learning outcomes obtained along with the connection with work on the doctoral dissertation**

|  |
|--|
|  |
|--|

.....  
date and signature of the  
Supervisor





**REPORT ON THE EXECUTION OF THE INDIVIDUAL RESEARCH PLAN (IPB)  
COVERING EDUCATION AT DOCTORAL SCHOOL  
OF SWPS UNIVERSITY**

*In accordance with the provisions of Art. 202 section 3 PSWiN and § 11 section 1 of the Regulations of the Doctoral School of SWPS University – Implementing the IPB is subject to a mid-term evaluation at the end of the second year of education that may have either a positive or negative result, which is made public along with its justification.*

**PART I. GENERAL INFORMATION**

|                                                                                     |  |
|-------------------------------------------------------------------------------------|--|
| Name and surname of the doctoral student                                            |  |
| Student ID number                                                                   |  |
| Discipline                                                                          |  |
| Academic title/degree, name and surname of the main supervisor                      |  |
| Academic title/degree, name and surname of the assistant supervisor (if applicable) |  |
| Date of submission of the Individual Research Plan                                  |  |
| Date of last approved change to the Individual Research Plan (if applicable)        |  |

**PART II. SUBSTANTIVE REPORT (attachment 1 and 2)**

A substantive report relating to the implementation of individual goals and activities included in the work schedule for the doctoral dissertation included in the submitted IPB. It should include a description of the results obtained as foreseen in the IPB. The report should be attached to the form as a **separate document** - Attachment 1 (max. 2 pages, 12 Times New Roman font with 1.5 line spacing).

The report should contain the following elements:

- a) information on the status of IPB implementation;
- b) description of the results obtained as foreseen in the IPB;
- c) planned activities to continue the implementation of the IPB after the mid-term evaluation;
- d) self-assessment of progress in implementing the educational program at the Doctoral School and the learning outcomes achieved.

The substantive report should also be accompanied by an extended, refined outline of the doctoral dissertation, containing the work on the doctoral thesis to date (taking into account the progress of work on the dissertation). The outline is attached as Attachment 2 to the report.

**PART III. SCHEDULE OF WORK ON THE PHD DISSERTATION**

| Completed tasks while working on a | Completion date | Implementation |
|------------------------------------|-----------------|----------------|
|------------------------------------|-----------------|----------------|



| doctorate, including planned research | Planned | Actual | status                                                                                                                                                      |
|---------------------------------------|---------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       |         |        | <input type="checkbox"/> Completed<br><input type="checkbox"/> In progress<br><input type="checkbox"/> Uncompleted<br><input type="checkbox"/> Discontinued |
|                                       |         |        | <input type="checkbox"/> Completed<br><input type="checkbox"/> In progress<br><input type="checkbox"/> Uncompleted<br><input type="checkbox"/> Discontinued |
|                                       |         |        | <input type="checkbox"/> Completed<br><input type="checkbox"/> In progress<br><input type="checkbox"/> Uncompleted<br><input type="checkbox"/> Discontinued |
|                                       |         |        | <input type="checkbox"/> Completed<br><input type="checkbox"/> In progress<br><input type="checkbox"/> Uncompleted<br><input type="checkbox"/> Discontinued |
|                                       |         |        | <input type="checkbox"/> Completed<br><input type="checkbox"/> In progress<br><input type="checkbox"/> Uncompleted<br><input type="checkbox"/> Discontinued |
| Add more if needed                    |         |        |                                                                                                                                                             |
| Additional comments/justification:    |         |        |                                                                                                                                                             |
|                                       |         |        |                                                                                                                                                             |

*\* Note: Each task must be accompanied by confirmation of its completion - the list of tasks and the planned completion date must be consistent with the submitted Individual Research Plan.*

*In the case of tasks related to the progress of the doctoral dissertation, it is necessary to attach appropriate confirmation from the supervisor along with a possible chapter of the doctoral dissertation (if it is ready and has been planned in IPB), etc.*

*In the case of other tasks, e.g. preparation of a publication, presentation at a scientific conference, etc., confirmation should be attached in the form of the content of the publication (along with possible confirmation of the publication status (e.g. in review, accepted for publication, published); certificate, etc.*

| PART IV. ACHIEVED RESULTS OF SCIENTIFIC ACTIVITIES |                           |
|----------------------------------------------------|---------------------------|
| EFFECTS                                            | Before midterm evaluation |
| Publications                                       |                           |



|                                              |  |
|----------------------------------------------|--|
| Conference speeches/posters                  |  |
| Grant applications (submitted independently) |  |
| Grant applications (as a team)               |  |
| Popularization activities                    |  |
| Other (what?)                                |  |

**PART V. THE SUPERVISOR'S OPINION ON THE SCIENTIFIC QUALITY OF THE DOCTORAL STUDENT'S RESEARCH OUTCOMES SUBMITTED FOR EVALUATION AND THE LEARNING OUTCOMES ACHIEVED (Attachment 3) - to be completed by the Supervisor.**

**STATEMENT**

I declare that the information presented in the Report on the implementation of the Individual Research Plan is consistent with the submitted Individual Research Plan and factually correct.

.....  
date and legible signature of the doctoral student

**The report on the implementation of the Individual Research Plan was prepared in consultation with the supervisor(s):**

Date and legible signature of the main supervisor

Date and legible signature of the auxiliary supervisor

**Acceptance of the Individual Research Plan Implementation Report**

The date of submitting the Individual Research Plan Implementation Report to the Doctoral School Office and the signature of the person accepting it

Notes:

**Attachments**

1. Substantive report.



2. Extended outline of the doctoral dissertation.
3. The Supervisor's opinion on the scientific quality of the results of the PhD student's research work submitted for evaluation and the learning outcomes obtained.
4. Documents confirming the implementation of IPB tasks indicated in part III.

## UPOWAŻNIENIE

Ja niżej podpisany,

**Roman Cieślak**, Rektor Uniwersytetu SWPS, na podstawie art. 268a ustawy z dnia 14 czerwca 1960 roku - Kodeks postępowania administracyjnego w związku z § 20 ust. 10 Statutu Uniwersytetu SWPS, niniejszym upoważniam

**dr. hab. Konrada Plotrowskiego, prof. USWPS**

Dyrektora Szkoły Doktorskiej

Uniwersytetu SWPS

do reprezentowania Uniwersytetu SWPS w zakresie ewaluacji Szkoły Doktorskiej Uniwersytetu SWPS za lata 2019-2024, w szczególności do:

1) podejmowania czynności określonych Rozporządzeniem przed rozpoczęciem wizytacji, w tym do:

a) podpisania raportu samooceny, oraz składania w imieniu Uniwersytetu SWPS oświadczeń wymienionych w § 4 ust. 2 pkt 2 Rozporządzenia;

b) uzgodnienia z przewodniczącym zespołu oceniającego harmonogramu wizytacji,

c) przekazywania wyjaśnień oraz dodatkowych informacji dotyczących raportu samooceny lub dokumentów wymienionych w § 4 ust. 2 pkt 1 Rozporządzenia;

2) podejmowania czynności określonych Rozporządzeniem w trakcie wizytacji, w tym do:

a) udostępnienia, na wezwanie przewodniczącego zespołu oceniającego, dokumentów dotyczących funkcjonowania Szkoły Doktorskiej Uniwersytetu SWPS niezbędnych do przeprowadzenia ewaluacji, innych niż wymienione w § 4 ust. 2 pkt 1 Rozporządzenia;

b) udzielenia, na wezwanie przewodniczącego zespołu oceniającego, informacji i wyjaśnień w sprawach dotyczących przeprowadzanej ewaluacji;

c) umożliwienia członkom zespołu oceniającego, na wezwanie przewodniczącego tego zespołu:

i. odbycie indywidualnych albo grupowych spotkań z organami Uniwersytetu SWPS, osobami odpowiedzialnymi za kształcenie w Szkole Doktorskiej Uniwersytetu SWPS, doktorantami i ich promotorami oraz promotorami pomocniczymi, a także osobami odpowiedzialnymi za obsługę administracyjną Szkoły Doktorskiej Uniwersytetu SWPS;

ii. dostępu do pomieszczeń i do infrastruktury dydaktyczno-badawczej, wykorzystywanych do prowadzenia kształcenia w Szkole Doktorskiej Uniwersytetu SWPS.

Niniejsze upoważnienie:

- Obowiązuje od daty podpisania bezterminowo;
- nie upoważnia do udzielania dalszych upoważnień;
- może być w każdym czasie odwołane;
- wygasa z dniem rozwiązania lub wygaśnięcia stosunku prawnego łączącego mocodawcę i pełnomocnika albo odwołania lub rezygnacji z pełnionej funkcji.

Warszawa, dnia 2025-03-11

REKTOR  
UNIwersytetu SWPS



Prof. dr hab. Roman Cieślak

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# KEN

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2023-2027



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Minister of Science  
Republic of Poland

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Assessment of the quality of education in doctoral schools  
is made by the Science Evaluation Committee

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The Evaluation System of Doctoral Schools  
is financed by the Ministry of Science

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