



ITEM 33

**RESOLUTION NO 500  
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

of 22 January 2020

**on the rules of recruitment for Doctoral Schools  
at the University of Warsaw in the 2020/2021 academic year**

Pursuant to Article 200 s. 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), the Senate of the University of Warsaw resolves as follows:

**PART I  
GENERAL PROVISIONS**

**§ 1**

Terms used in this Resolution shall have the following meaning:

- 1) BON – Office for Persons with Disabilities;
- 2) BSD – Office for Doctoral and Postgraduate Studies;
- 3) doctoral candidate – a doctoral candidate at the University of Warsaw;
- 4) candidate – a candidate for the Doctoral School;
- 5) Code of Administrative Procedure – Act of 14 June 1960 – Code of Administrative Procedure (consolidated text: Journal of Laws of 2018, item 2096, as amended);
- 6) admission limit – the admission limit in the recruitment procedure for a particular scientific discipline, in which the doctoral school provides education or the admission limit in the recruitment procedure for the entire Interdisciplinary Doctoral School;
- 7) IDS – Interdisciplinary Doctoral School;
- 8) Head – the head of the doctoral school;
- 9) Council – the Council of the doctoral school;
- 10) IRK – the system for Online Candidate Registration;
- 11) School – a doctoral school;
- 12) Resolution – the resolution of the Senate of the University of Warsaw on the rules of recruitment for Doctoral Schools at the University of Warsaw;
- 13) University – University of Warsaw;
- 14) Act – the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended).).

## **§ 2**

The Resolution lays down the rules of recruitment for Doctoral Schools. The recruitment procedure shall be conducted through a competitive process.

## **§ 3**

Detailed terms and conditions, and the procedure of recruitment for Doctoral Schools in the particular academic year, including admission limits, are laid down in the Appendix to the Resolution.

## **§ 4**

1. The recruitment schedule as well as terms and conditions of carrying out registration of candidates to doctoral schools shall be set out by the Rector, in an ordinance, after seeking an opinion of heads of doctoral schools, doctoral school councils and the competent doctoral candidate self-government. The schedule and the appendix to the Resolution shall not apply to recruitments referred to in § 20-23.

2. BSD in cooperation with the Recruitment Office shall ensure operation of IRK in relation to recruitment for doctoral schools.

## **PART II BODIES CONDUCTING THE RECRUITMENT PROCEDURE**

## **§ 5**

1. The recruitment procedure shall be conducted by the Head.

2. In matters of recruitments, the Head shall seek an opinion of the School Council in instances specified in the Resolution. The opinion of the School Council may be obtained by correspondence exchange (circular procedure), including by using electronic communication means. The decision on the application of the circular procedure shall be taken by the Head, who in this case shall document the circular procedure. No report on the process of obtaining an opinion in the circular procedure shall be required.

3. For the purposes of arranging the recruitment procedure, the Rector shall appoint the Recruitment Coordinator based on the motion of the Head subject to an opinion of the School Council. Only an employee employed by the University can become the Recruitment Coordinator. The term of office of the Recruitment Coordinator shall be two years. If no Recruitment Coordinator is appointed, activities referred to in § 6 s. 1 shall be carried out by the Head.

4. The Recruitment Coordinator shall be recalled by the Rector at their own initiative or at the request of the Head or the School Council, or in the case of resignation of the Recruitment Coordinator.

5. The Recruitment Coordinator cannot be a member of the selection team.

## **§ 6**

1. The Recruitment Coordinator shall arrange the process of recruitment for the School, including:

- 1) publishing the composition of selection teams on the website of the School;
- 2) overseeing the correctness of IRK operation in the process of recruitment to the School;

- 3) overseeing the correctness of the process of receiving documents from candidates by the School;
- 4) publishing, in IRK, the instruction for the correct completion of the application for admission to the School in Polish and English languages;
- 5) verifying circumstances pertaining to instituting the selection process, in particular the ones referred to in § 14 and § 14 s. 3;
- 6) notifying candidates of dates and places of the interviews determined in agreement with chairpersons of selection teams; the notice shall be posted on the website of the School at least seven days before the date of the interviews;
- 7) organising work of selection teams in consultations with chairpersons and secretaries of these teams;
- 8) overseeing the effectiveness and correctness of the selection process carried out by selection teams, including compliance with provisions of the Act;
- 9) overseeing members of selection teams maintaining reliability, impartiality and objectivity in the evaluation of candidates;
- 10) overseeing the correctness of the documentation prepared in the process of recruitment;
- 11) drawing up the ranking list based on results of the selection process and presenting the ranking list to the Head;
- 12) notifying candidates of results of the recruitment procedure;
- 13) immediately expressing opinions in instances specified in the Resolution and at the request of the Head;
- 14) formulating recommendations with respect to the recruitment procedure for the Head and – in consultation with the Head – for the School council or chairpersons and members of selection teams;
- 15) drawing up, by 15 November, the report on recruitment for the School in the previous academic year, and presenting it to the Head and to the Rector;
- 16) carrying out other activities as required by legal regulations and requested by the Head in relation to the recruitment procedure.

2. The Head may authorise the Recruitment Coordinator to carry out, on their behalf, the activities referred to in the Resolution, except for activities referred to in § 5 ss. 3 and 4, and to approve the ranking list referred to in § 28 s. 3.

3. BSD shall provide support to the Recruitment Coordinator.

## **§ 7**

1. By 15 May, the Head, after seeking an opinion of the School Council and the Recruitment Coordinator, shall appoint selection teams for particular disciplines and appoint their members for the purposes of carrying out the selection process and selecting candidates recommended to be admitted to the School, subject to § 8 s. 3.

2. The selection team shall comprise at least six and no more than 15 members. In justified instances, the Head may change the number and composition of the selection team during its term of office; in such the case, the School Council shall be immediately notified of such a change.

3. The selection team shall be composed of academic teachers holding at least a doctoral degree, and at least one representative of doctoral students designated by the competent doctoral student government. The majority of the selection team shall be academic teachers representing the discipline in which the candidate wishes to pursue education. At least member of the selection team shall

represent a scientific discipline other than the one in which the selection process is conducted, subject to § 8 s. 1.

4. When appointing members of selection teams, the Head shall take into account the need for ensuring that various fields of science are represented. When appointing a member of the selection team, the Head shall notify them of grounds for the exclusion from the candidate evaluation procedure, referred to in § 9 ss. 2 and 3.

5. The Head, after seeking an opinion of the Recruitment Coordinator, shall appoint a chairperson and vice-chairperson of the selection team. The chairperson shall manage works of the selection team, cooperate with the Recruitment Coordinator and fulfil other duties specified in the Resolution. The vice-chairperson shall fulfil, in particular, duties of the chairperson of the team in their absence.

6. The selection team shall be appointed for a one-year term of office starting 16 May. After seeking an opinion of the School Council, the Head may appoint the selection team for the purposes of carrying out the selection process in relation to a research project or for the purposes of the procedure instituted based on an application for re-examination of the case for the term of office determined in another way.

7. The composition of the selection team shall be published on the website of the School immediately after the selection team is appointed.

8. In the case of circumstances making a member of the selection team unable to directly participate in works of the team or in another justified instances, in particular at the request of the Recruitment Coordinator, the Head shall dismiss this member of the team and appoint a new member, subject to maintaining compliance with principles set out in ss. 6-7. A new member shall immediately complete the training referred to in § 10. This shall apply respectively in the case of increasing the number of members of the selection team.

9. The chairperson of the selection team in consultation with the Recruitment Coordinator shall appoint the secretary of the selection team. The secretary may be appointed from amount persons, who are not members of the selection team.

## **§ 8**

1. In justified instances, the selection team may be appointed:

- 1) for the purposes of the selection process carried out as part of recruitment for the whole School; or
- 2) for the certain education programme implemented in the School.

Provisions of § 7 s. 3 shall apply respectively.

2. The selection team of the Doctoral School of Exact and Natural Sciences, evaluating candidates for the Warsaw Doctoral School of Mathematics and Computer Science, shall comprise at least one representative of the Institute of Mathematics of the Polish Academy of Sciences.

3. In the case of the IDS, the Head may establish the selection team and appoint its members by 15 June. In this case, the selection team shall be appointed for a one-year term of office starting 16 June.

## **§ 9**

1. Members of the selection team shall be obliged to maintain reliability, impartiality and objectivity when evaluating candidates for the School.

2. A member of the selection team shall notify remaining members of the team

of any circumstances which may affect their impartiality and objectivity in the evaluation of candidates for the School. Additionally, a member of the selection team shall submit, to the Recruitment Coordinator, the statement on grounds for exclusion from the candidate evaluation procedure, based on the template determined by the Recruitment Coordinator. The selection team or the Recruitment Coordinator may decide to exclude a member of the selection team from the candidate evaluation procedure if the participation of this member in the procedure could give rise to reasonable doubt.

3. A member of the selection team shall be, by operation of law, excluded from the candidate evaluation procedure in particular if:

- 1) they plan to be a supervisor of the candidate;
- 2) they were a supervisor of the candidate's master's thesis;
- 3) they are the candidate's superior or are in another employment relationship with the candidate;
- 4) the candidate is or was a spouse of the member of the selection team, a relative of the member of the selection team up to the second degree, or is or was a cohabitant of the member of the selection team;
- 5) the candidate is or was a person related to the member of the selection team by adoption, tutelage or guardianship;
- 6) they took part in disciplinary proceedings in which the candidate or the candidate for their supervisor were accused;
- 7) any other objective circumstances exist which may give rise to justified concerns as to the professional attitude, impartiality and objectivity in the evaluation of the candidate.

4. Additionally, the representative of doctoral students referred to in § 7 s. 3 shall be excluded from the candidate evaluation procedure if their supervisor or superior is going to be the candidate's supervisor. In the case of the representative of doctoral students being excluded from the candidate evaluation procedure, the doctoral student self-government may designate another representative of doctoral students to participate in the particular candidate evaluation procedure.

5. A member of the selection team who is excluded from the candidate evaluation procedure shall not participate in their evaluation and shall leave the selection team's meeting room for the time when the candidate is being evaluated. The exclusion of a member of the selection team from the candidate evaluation procedure shall be recorded in the minutes of the selection team's meeting, together with the reason thereof.

6. Provisions of s. 2 and s. 3 points 1-3 shall not apply to the evaluation of candidates referred to in § 20.

## **§ 10**

Before starting the recruitment procedure, members of selection teams and their secretaries shall complete the training on the rules of the recruitment procedure to the School. Participation in the training shall be obligatory.

## **§ 11**

1. The selection team shall carry out the selection process, including formulating a justification of admission or refusal of admission to the School referred to in § 32 s. 2.

2. The selection team shall evaluate candidates in the presence of at least 2/3 of its members.

3. All members of the selection team shall have equal voting rights.

4. The Chairperson of the selection team may appoint the team member to present the application of the particular candidate for admission to the School.

5. Meetings of the selection team shall be recorded in minutes that shall be signed by the chairperson and members of the selection team who participated in the meeting, immediately after they are drawn up. If a member of the team, who participated in the meeting, cannot sign the minutes within the time frame set by the chairperson, the chairperson shall put a note thereon in the minutes with a justification. In such the case, the note shall replace the signature.

6. During a meeting of the selection team, only members of the selection team may be present in the meeting room subject to § 9 s. (6) and § 26 s. 1 point. 5, as well as the Head, Recruitment Coordinator or representative of doctoral students referred to in the second sentence of § 9 s. 4 as observers. Moreover, at the invitation of the chairperson of the selection team, administrative and technical staff may be present in the meeting room.

7. The presence of persons other than members of the selection team and candidates in the meeting room during the meeting of the selection team shall be recorded in the minutes referred to in s. 5. Additionally, leaving the meeting room by any team member shall be in each case recorded in the minutes referred to in s. 3.

8. In matters other than selection of candidates, the selection team may act in the circulation procedure. Provisions of § 5 s. 2 shall apply respectively.

9. In justified instances, the selection team may decide that applications in the particular discipline shall be reviewed before starting the interviews. In such the case, the review of all candidates' applications in the particular discipline shall be prepared. Reviewers shall be selected by the selection team from among persons holding at least the doctor degree. Principles and timing of drawing up the reviews shall be determined by the selection team. The contents of the review shall be made available to the candidate, to whom it pertains, at the candidate's request.

## **§ 12**

Members of the selection team, as well as the secretary of the selection team or the reviewer shall receive remuneration for their work. By 31 March, the Rector, after seeking an opinion of heads of doctoral schools, shall determine and announce the manner of payment and the remuneration principles.

## **PART III RECRUITMENT PROCEDURE**

### **§ 13**

1. The recruitment procedure shall comprise the selection process and admission or issuance of the decision on refusal of admission of the candidate to the School.

2. The aim of the selection process is to select the best candidates for

education in the School by verifying the suitability of candidates by evaluating their scientific activities, the description and value of the proposed research project and the results of the interview subject to § 18 s. 6.

**Chapter 1**  
**Conditions for admission to the selection process**  
**§ 14**

The selection process shall be instituted as a result of the application for admission to the School, referred to in § 15 s. 1, submitted by the candidate, who:

- 1) have registered in the IRK system on a timely basis;
- 2) have paid the recruitment fee referred to in § 17;
- 3) holds/is:
  - a) holds a Master's degree or an equivalent degree obtained under separate regulations or, in accordance with their declaration, shall hold such a degree by the day determined in accordance with § 4 s. 1; or
  - b) is a manager of the research project carried out at the University within the framework of the "Diamontowy Grant" programme referred to in Article 318 section 2 of the Act of 3 July 2018 – Regulations Implementing the Act – Law on Higher Education and Science (Journal of Laws, item 1669, as amended), or
  - c) in exceptional cases, justified by the highest quality of scientific achievements, is a first-cycle programme graduate or a student who has completed the third year of the long-cycle Master's degree programme.

**§ 15**

1. The candidate shall submit the application for admission to the School only in IRK. It shall include:

- 1) the application for admission to the School stating the discipline in which the candidate plans to pursue education or, if applying for admission to IDS – the disciplines and the leading scientific discipline (and if there is no leading discipline – disciplines), PESEL [Personal Identification Number] or passport number, nationality, contact details (residence address, e-mail address, telephone number), information whether the candidate gives their consent to receive administrative decisions by electronic means and signature, consent to the processing of personal data for the purposes of the recruitment procedure;
- 2) scan of a diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma obtained under separate regulations, or – in the case of candidates pursuing education within the European Higher Education Areas – a declaration that the diploma or certificate of obtaining a Master's degree shall be provided by the day determined in accordance with § 4 s. 1, subject to § 14 point 3 and § 31 s. 2; in the case of holding a diploma equivalent to the diploma of completion of the long-cycle Master's degree programme or second-cycle programme, the candidate shall justify this equivalence;
- 3) a description of the initial research project proposal; the appendix to the Resolution determines the method of preparation of this description;
- 4) a resumé or curriculum vitae containing information about scientific activities, including scientific interests and scientific achievements during five calendar years preceding the submission of the application, subject to § 18 s. 5, in particular publications, research and organisational work in scientific associations,

participation in scientific conferences, participation in research projects, awards, distinctions, research internships, completed training courses on research skills, science popularisation activities, activities in bodies representing scientific societies, professional career;

- 5) scans of materials confirming scientific activities referred to in the resumé or CV;
- 6) declaration about the command of English to the extent enabling the education in the School, as well as scans of documents confirming the command of foreign languages; the appendix to the Resolution determines the level of knowledge of the particular language or languages;
- 7) a scan of the declaration of the supervisor candidate about their willingness to be the candidate's supervisor and the number of doctoral students, for whom they are appointed as the supervisor, in accordance with the template determined by the Rector, subject to s. 5; additionally, the candidate can enclose a scan of the opinion of the supervisor candidate and opinions of other academic staff on the candidate and their scientific activities or the proposed research project;
- 8) one photograph of the candidate's face, allowing their identification;
- 9) in the case of the candidate, who is not a Polish citizen, a colour scan of the passport allowing the candidate identification;
- 10) declaration whether the candidate is or was a doctoral student or participant of doctoral studies, and if yes – title of doctoral dissertation or the research project prepared by the candidate, as well as first name and surname of the academic tutor or the supervisor;
- 11) declaration on familiarising themselves with the content of the Resolution, as well as Article 40 and Article 41 of the Code of Administrative Procedure;
- 12) other documents in form of scans, listed in the appendix to the Resolution.

2. The right to submit or supplement the application referred to in s. 1 shall expire upon the expiry of the time limit for submission of the documents referred to in § 4 s. 1. Supplementing application after this time limit shall be ineffective.

3. The correctly submitted application for admission to the School provides a basis for carrying out the selection process activities. The Head shall leave unexamined the applications that, upon the expiry of the time limit for submission of the documents referred to in § 4 s. 1:

- 1) do not contain at least one element referred to in s. 1 points 1-4 and point 6-12; or
- 2) contain at least one of elements element referred to in s. 1 points 1-4 and point 6-12, which hinders determining information necessary to carry out the selection process, or
- 3) was not submitted in IRK.

4. Information on scientific activities, which are not confirmed by materials attached in IRK, shall be disregarded by the selection team when evaluating the candidate.

5. The supervisor candidate referred to in s. 1 point 8 may only be a person meeting requirements set out in the Act, School Rules, resolution no 481 of the Senate of the University on determining the procedure for awarding the doctoral degree and the degree of *doktor habilitowany* at the University of Warsaw (Monitor UW of 2019, item 340), and being a designated supervisor for no more than five doctoral students on the date of making the declaration. In exceptional instances, based on a justified request of the supervisor candidate submitted in keeping with the principles and in accordance with the procedure set out in the appendix, the Head may increase this limit by one person. The Head shall immediately notify the Recruitment Coordinator



and the chairperson of the qualification team of granting the consent.

6. The application referred to in s. 1 shall be completed in Polish or English language. The candidate shall be obliged to submit a certified translation into Polish or English of documents referred to in s. 1 point 2. In the case of any doubts as to these documents, the Recruitment Coordinator shall seek information from the Director of the National Agency for Academic Exchange referred to in Article 326 section 4 of the Act. Additionally, the candidate shall be obliged to submit a translation of titles of scientific achievements referred to in s. 1 point 4-5. In justified instances, the Recruitment Coordinator or chairperson of the selection team may request the candidate to submit a translation of other documents or materials included in the application within the time frame set.

## **§ 16**

All personal data provided by candidates shall be processed and stored for the purposes of registration in accordance with applicable regulations and shall be protected.

## **§ 17**

1. The recruitment procedure shall be conducted against payment.
2. The Rector shall set the amount of the recruitment fee for carrying out the selection process to the School in form of a decision, after seeking an opinion of the competent doctoral students self-government.
3. If the candidate participates in more than one selection process to the School, the recruitment fee shall be paid for the participation in each procedure.
4. The candidate shall pay the recruitment fee duly in advance, no later than on the day following the end of the submission of documents, determined in accordance with § 4 s. 1. The application of the candidate, who failed to pay the recruitment fee in whole on a timely basis, shall be left unexamined by the Head.
5. The candidate shall make payment to an individual bank account generated for each candidate by the IRK system.
6. In especially justified instance, before the expiry of the time limit for submission of documents referred to in § 4 s. 1, the Rector may exempt the candidate from the recruitment fee in whole or in part.
7. The candidate shall be entitled, at their request, to reimbursement of the recruitment fee, in whole or in part, in the following cases:
  - 1) withdrawal from the selection process before its commencement;
  - 2) refusal to initiate the recruitment procedure in respect of the candidate on the grounds that the recruitment fee has not been paid on time;
  - 3) overpayment;
  - 4) exempting the candidate from the recruitment fee in whole or in part.
8. The amount of the reimbursed recruitment fee may be reduced by the costs associated with the transaction.
9. After the end of the recruitment procedure, the Recruitment Coordinator shall request reimbursement of the recruitment fee referred to in ss. 7-8.

## **Chapter 2**

### **Scope and course of the selection process**

#### **§ 18**

1. Evaluation of the following elements shall be taken into account in the selection process:

- 1) the research project proposed by the candidate;
- 2) scientific activity of the candidate based on a CV or resumé, documented with scans of materials attached to the application for admission to the School;
- 3) interview with the candidate, subject to s. 6;
- 4) other achievements provided that they are identified in the appendix to the Resolution.

2. The maximum number of points to be obtained in the selection process and the number of points awarded for particular criteria subject to evaluation, referred to in s. 1, is set out in the appendix to the Resolution.

3. The selection process may have two stages if the appendix to the Resolution decides so. In the case of the selection process conducted in two stages:

- 1) in the first stage, the research project and scientific activity of the candidate, described in a CV or resumé are evaluated; the maximum number of points to be obtained in the first stage is specified in the appendix to the Resolution;
- 2) the second stage involves the interview; candidates, who received at least 50% of the maximum number of points in the first stage shall be admitted to this stage, provided that the number of candidates admitted to this stage cannot exceed two times the number of places in the School in the discipline, unless the excess results from candidates ranked last in the list of candidates recommended to participate in the second stage obtaining the same number of points.

4. Admission to the School shall be conditional on being on the ranking list within the admission limit and obtaining the number of points in the entire selection process as specified in the appendix, but no less than 50% of points that can be obtained in the selection process, and in the case referred to in s. 3 – in each stage.

5. Only scientific activity of the candidate for five calendar years preceding the last day of submission of application for admission to the School may be taken into account in the selection process. If the candidate becomes a parent during this period, which is confirmed by attaching a scan of the child's birth certificate to the application, this period shall be extended by two years for each child.

6. If the appendix to the Resolution decides so, the selection process within the scope referred to in s. 1 point 3 may be supplemented or replaced in a given discipline with a qualification examination, subject to s. 10. Provisions of § 6 s. 1 point 6 shall apply respectively.

7. The language or languages of the selection process, including the interview, is or are determined in the appendix to the Resolution.

8. The interview with the candidate shall last for at least 15 minutes, unless the candidate ends the interview earlier.

9. The interview with the candidate shall be recorded by the secretary of the selection team, unless the candidate fails to grant their consent thereto. The secretary of the selection team shall submit the recording to the Recruitment Coordinator, who shall keep the recording for at least six months since the interview date, but no longer than one year.

10. In justified cases, the selection process may be conducted remotely using generally available online tools, provided that an impact of third parties on the process is excluded.

11. Before the beginning of the interview or the qualification examination, the chairperson or secretary of the selection team shall verify the identity of the candidate.

## **§ 19**

1. Points, the number of which is specified in the appendix to the Resolution, shall be awarded to individual elements of the candidate's evaluation in the recruitment procedure.

2. Intermediate scores awarded to the candidate for the following elements shall be documented in the case file:

- 1) research project;
- 2) individual expressions of the candidate's scientific activity;
- 3) elements of the interview subject to evaluation, including – if required by the appendix to the Resolution – for the qualification examination;
- 4) individual achievements, referred to in § 18 s. 1 point 4, presented by the candidate.

Additionally, a justification of awarding the certain number of points shall be documented, taking into account provisions of § 32 s. 3.

3. Unless the selection team in consultation with the Recruitment Coordinate decides otherwise, the number of points obtained by the candidate for individual elements subject to evaluation shall be an average of partial scores granted by individual members of the selection team, rounded to 2 decimal places.

4. Information on a member of the selection team, who awarded the particular partial score, shall be confidential.

5. The Head shall determine document templates to be used by selection teams for the purposes of the selection process.

## **Chapter 3 Admission of candidates for research projects**

### **§ 20**

In addition to admission limits specified in appendices to the Resolution, upon consent of the Head, it shall be possible to open the recruitment procedure for the purpose of recruiting:

- 1) contractors or persons for the implementation of projects within the framework of research programmes specified in the order of the Rector, which are implemented in a discipline in which the University is authorised to confer the doctoral degree, provided that the financing of the doctoral scholarship from the project is ensured for at least 36 months since the beginning of education in the School;
- 2) persons for whom financing of the doctoral scholarship was provided by organisational units of the University of Warsaw throughout the entire period of education in the School;

- 3) other persons under agreements between the University and other entities, provided that financing of the doctoral scholarship is provided, including under agreements referred to in Article 185 section 2 of the Act.

## **§ 21**

1. The Head may refuse to apply the preferences in question, referred to in § 20, if the candidate's participation in the research project is insignificant.

2. The Rector shall establish, in the order, a list of research programmes referred to in § 20, taking into account leading external programmes.

3. The Rector, at the justified request of the Head, subject to an opinion of the School Council, may grant their consent to admission to the School in accordance with principles set in § 20 despite the fact that conditions pertaining to financing of the doctoral scholarship are not met if it is justified by especially important interest of the University.

## **§ 22**

1. Managers of research projects shall provide the Head with written information on the number of persons needed, the profile of the needed candidate and the estimated duration of participation in the project in accordance with the approved project terms and conditions, as well as the amount of the doctoral scholarship provided for in the project and period of its payment. The expected participation of the candidate in the project may not be less than 36 months from the moment of starting the education in the School. Recruitment of persons already performing tasks in research projects implemented at the University shall also be allowed.

2. Based on the information referred to in s. 1, the Head shall immediately announce a competition for an additional vacancy in the School, specifying the rules of the competition, including the competition requirements, and the procedure and deadline for submitting applications, not less than 14 days from the date of publication of the competition notice on the website of the School. A complaint against the rules of the competition may be lodged with the Rector, but not later than by the deadline for submission of applications. The Rector may cancel the competition and order to conduct it once again in accordance with the amended rules.

3. The selection process shall be carried out by the selection team appointed in accordance with § 7. At the request of the manager of the research project, the Head – after seeking an opinion of the School Council and the Recruitment Coordinator – can appoint another selection team; in such the case provisions of § 7 and § 9 s. 3 points 1 and 2 shall not apply. The manager of the research project shall be a member of the selection team.

4. The selection team, within 30 days of the deadline for submission of applications, shall conduct the selection process in connection with the competition referred to in s. 2. Provisions of §§ 18-19 shall apply respectively. Candidates admitted to the School as a result of this selection process shall start their education starting the next semester after the completion of this process, unless the Head determines an earlier date for starting education in justified instances.

5. If no candidate's application is submitted within the deadline, the Head shall announce that the competition process is closed.

## **§ 23**

1. If the research programme or agreement referred to in § 20 and § 21 provides for a process of selection of the person, whose doctoral scholarship is financed, different than the one defined in § 22, upon consent of the Head, the recruitment procedure for the School in accordance with the principles laid down in § 20 and § 21 may be conducted in form of the competition applicable to selection of the person, whose doctoral scholarship is financed in such a research programme or under such an agreement. Provisions of § 22 s. 2 shall not apply. The Recruitment Coordinator shall immediately publish the competition notice on the website of the School.

2. The recruitment procedure for the School and selection of the person, whose doctoral scholarship is financed, referred to in s. 1, shall be conducted in one procedure.

3. The Recruitment Coordinator shall draw up the ranking list resulting from this recruitment procedure based on materials and results of the recruitment procedure conducted in accordance with s. 1. Provisions of §§ 27-32 shall apply respectively.

## **Chapter 4**

### **Principles and procedure for the selection procedure for disabled candidates or candidates suffering from a chronic illness**

## **§ 24**

1. Candidates with disabilities or a chronic disease shall follow the same selection process as other candidates applying to be admitted to the School.

2. The interviews or qualification examinations for candidates with disabilities or a chronic disease shall be organised by the Recruitment Coordinator and selection teams in cooperation with BON.

## **§ 25**

1. If the candidate's disability or chronic disease makes it impossible for them to participate in the selection process in the form provided for in the appendix to the Resolution, the Recruitment Coordinator shall, at the request of the head of BON, modify the form of the selection process accordingly.

2. The head of BON shall request the modified form of the selection process on the basis of the following:

- 1) the questionnaire for candidates with disabilities and chronically ill, submitted by the candidate, with the candidate's request to modify the form of examinations; the candidate shall submit the questionnaire to BON no later than seven days before the expiry of the period for the submission of documents determined in accordance with § 4 s. 1;
- 2) an interview conducted with the candidate with disabilities or a chronic disease by an employee of BON;
- 3) analysis of medical documentation confirming disability or chronic disease, issued not earlier than 90 days prior to its submission to BON, and, in the case of persons having a disability certificate, a copy of the certificate certified to be a true copy of the original. If the head of BON considers the submitted documentation to be insufficient, they may notify that it is necessary to supplement it.

## **§ 26**

1. Modification of the form of the selection process shall include in particular the following:

- 1) extending the duration of an interview or a qualification examination;
- 2) the use of additional technical devices such as computers, screen readers or alternative mice and keyboards;
- 3) use of an alternative text format such as Braille text, changed font size print, audio recordings and electronic recordings;
- 4) changing the form of the interview or the qualification examination from oral to written or from written to oral;
- 5) participation of third parties in the interview or the qualification examination, including in particular sign language interpreters, shorthand typists and readers;
- 6) change of location of the interview or the qualification examination.

2. In the questionnaire referred to in § 25 s. 2 point 1, the candidate shall identify preferred modifications of the selection process form. In their request to the Recruitment Coordinator, the head of BON shall indicate the recommended form of conducting the process.

3. A person appointed by the Recruitment Coordinator or a person appointed by the head of BON shall oversee the security of printing materials in alternative formats.

4. Examination papers in alternative formats shall be transcribed to ordinary print by a person appointed by the head of BON.

5. In the case of a test examination in alternative formats, the answers shall be transcribed into a standard questionnaire by a person designated by the head of BON, coded and attached to papers to be evaluated.

## **Chapter 5 Results of the recruitment procedure**

### **§ 27**

1. The results of the recruitment procedure are not confidential and shall be published on the website of the School.

2. In the case of a two-stage procedure, the Recruitment Coordinator shall also publish results of the first stage. Provisions of § 28 shall apply respectively.

### **§ 28**

1. Taking into account the results of the selection procedure, the Recruitment Coordinator shall draw up the ranking list of candidates based on the recruitment procedure, according to the template determined by the Rector.

2. The ranking list shall include the following:

- 1) first names and surnames of candidates;
- 2) the number of points awarded for each criterion subject to evaluation referred to in § 18 s. 1;
- 3) the final result of the candidates' evaluation in points;
- 4) information whether the candidate has been recommended to be admitted to the School, and if not, information whether they are on the reserve list referred to in § 29 s. 6;
- 5) information about the supervisor candidate, as specified in the declaration attached to the application.

3. The Recruitment Coordinator shall present the ranking list to the Head. The Head shall approve the presented list by signing or shall return it in order to supplement information in accordance with s. 2.

4. The candidate shall receive information about the result of the recruitment procedure on their personal registration account in IRK.

5. The Recruitment Coordinator shall provide the approved ranking list referred to in s. 1 to the Rector and publish it immediately by posting it on the website of the School, where it shall be posted for four months. The ranking list shall include the date of the publication.

6. If a candidate notices obvious errors in the published ranking list, they shall report them to the Recruitment Coordinator within three days of its publication. The Recruitment Coordinator in consultation with the Head shall correct these errors immediately. Upon correction, provisions of s. 5 shall apply respectively.

**PART IV**  
**ADMISSION TO THE DOCTORAL SCHOOL**  
**Chapter 1**  
**Drawing up the list of persons admitted**

**§ 29**

1. The candidate recommended in accordance with § 28 s. 2 point 4 shall be admitted to the School by entry on the list of doctoral students in the order determined in the recruitment procedure within the admission limit. The entry shall be made after the candidate submits the following documents, no later than on the day determined in accordance with § 4 s. 1:

- 1) the original document entitling them to take up education in the School as defined in § 15 s. 1 point 2 or an official copy thereof;
- 2) a declaration that they shall take up education in the School to which they have been admitted or selection of the discipline of education if they are admitted within the admission limit in at least two disciplines;
- 3) printed out and signed application for admission to the School.

2. In especially justified instances, the Head may extend the deadline for submission of documents, referred to in s.1.

3. In especially justified instances, at the request of the Head, subject to a positive opinion of the School Council, the Rector may increase the admission limit. The Rector shall notify the Senate of increasing the admission limit at the next meeting of the Senate.

4. If the same number of points is obtained by a number of candidates ranked on the last place of the ranking list allowing for admission to the School, all these candidates shall be admitted to the School. Before admitting these candidates, the Head shall request the Rector's consent to exceed the admission limit. Provisions of s. 3 shall apply respectively.

5. In the case of a failure to submit documents, referred to in s. 1, the Head shall issue the decision on refusal of admission to the School.

6. Candidates, who have not been admitted due to reaching the admission limit, shall constitute a reserve group. If there are vacancies on the list of doctoral students admitted to the School, these people shall be admitted to the School in the order based on the number of points obtained. The Recruitment Coordinator shall immediately notify the candidate thereof. Provisions of ss. 1 and 4 shall apply respectively, whereas missing documents shall be submitted by the candidate within seven days of the date of the notification of this obligation, under the pain of the expiry of admission by operation of law.

7. The list of persons admitted to the School shall be kept by the Head. This list as of 1 October shall be announced immediately by posting it on the website of the School, where it shall be posted for at least 12 months.

### **§ 30**

The Recruitment Coordinator shall notify candidates of being admitted to the School via their personal registration account in IRK.

### **§ 31**

1. In the case of candidates, who are non-Polish citizens, admission and refusal of admission to the School shall take place based on an administrative decision of the Rector issued on a basis of the ranking list. The Rector may authorise the Head or the Recruitment Coordinator to issue decisions on their behalf. Provisions of Article 40 §§ 4 and 5 of the Code of Administrative Procedure shall apply. Provisions of § 29 shall apply respectively.

2. The decision referred to in s. 1 can be taken on the condition pertaining in particular to providing the Head, within the time frame specified, with a legalised diploma of completion of the long-cycle Master's degree programme or second-cycle programme or an equivalent diploma, under pain of the expiry of this decision. Provisions of § 29 shall apply respectively. The Head shall immediately notify the Head of the Office for Foreigners of the expiry of the decision.

## **Chapter 2**

### **Notification of the result of the recruitment procedure and request for reconsideration of the case**

### **§ 32**

1. The administrative decision referred to in § 31 and the decision on refusal of admission to the School shall be submitted to the candidate in accordance with general principles.

2. The Head shall refuse to admit a candidate to the School in the case of failure to submit a diploma or certificate referred to in § 15 s. 1 point 2; this provision shall not apply in an exceptional case referred to in § 14 point 3.

3. The selection team shall formulate a justification of admission or refusal of admission to the School for each of the candidates. This justification shall be presented by the chairperson or secretary of the selection team to the Recruitment Coordinator together with results of the selection procedure. The Recruitment Coordinator may request the chairperson or the secretary of the selection team to supplement the justification presented by the team within the specified deadline.



4. The justification of the administrative decision on refusal of admission to the School shall present the number of points obtained by the candidate for individual elements subject to evaluation specified in the appendix to the Resolution, total number of points and the minimum threshold for admission to the School.

5. The candidate shall have the right to lodge, within 14 days of the date of delivery of the decision to refuse admission to the School, a request for reconsideration of the case.

6. The request referred to in s. 5 may be based only on the indication of a breach of the rules of recruitment for the School. The request shall indicate precisely the provisions defining the principles for recruitment to the School which, in the opinion of the candidate, have been violated and a brief explanation of the alleged violation.

7. The request referred to in s. 5 shall be examined by the Head and handled by way of an administrative decision. The Head may request the existing selection team to carry out certain activities in relation to the request submitted or appoint a new selection team to this end. Before issuing a decision, the Head shall present a draft decision, including a justification, and a scan of the request for re-examination of the candidate's case to the Rector, via electronic means. Within 14 days of the date of presentation of the draft decision, the Rector shall approve it or shall request the Head to modify or supplement the draft decision. No decision of the Rector within this time limit shall mean approving the draft.

8. In the case of accepting the request referred to in s. 5, if the admission limit is reached, the Head shall request the Rector's consent to exceed the admission limit.

9. The decision of the Head referred to in s. 7 shall be final. A complaint against this decision may be lodged to the Voivodeship Administrative Court in Warsaw.

## **PART V TRANSITIONAL AND FINAL PROVISIONS**

### **§ 33**

The limit of doctoral student referred to in § 15 s. 5 shall also include persons pursuing doctoral students and candidates applying for the doctoral degree on an extramural basis.

### **§ 34**

Admission to the School in line with the principles referred to in § 20 point 1, in the case of a research project carried out based on the request for financing submitted before the day of the Resolution coming into force shall take place subject to providing full financing of the doctoral scholarship from the project for at least 24 months since the beginning of education in the School.

### **§ 35**

The resolution shall enter into force on the date of its enactment.

Rector of the University of Warsaw: *M. Patys*

## **Detailed terms and conditions, and the procedure of recruitment for doctoral schools at the University of Warsaw**

### **1. Doctoral School where education takes place:**

Doctoral School of Humanities

#### **1.1. Disciplines in which the recruitment procedure is conducted and the admission limit:**

- 1) archaeology – admission limit: 7;
- 2) philosophy – admission limit: 11;
- 3) history – admission limit: 16;
- 4) linguistics – admission limit: 23;
- 5) literary studies – admission limit: 25;
- 6) culture and religion studies – admission limit: 12;
- 7) arts studies – admission limit: 6.

#### **1.2. Required documents:**

Documents listed in § 15 s. 1 of the Resolution, provided that the application shall include:

- 1) in the case of materials confirming scientific activity referred to in the resumé or curriculum vitae, involving scientific publications – no more than two complete scans of articles or chapters in joint publications, considered the most important; other candidate's publications shall be confirmed with scans of title pages;
- 2) description of the initial research project proposal, which comprises no more than 7,000 characters including spaces, together with a summary of the research project of 1,000 characters with spaces; the description shall contain the bibliography that is not included in the character limit;
- 3) documents confirming the command of foreign languages and a declaration about the command of English at least at B2 level.

#### **1.3. Form of the selection process and the number of points that can be obtained:**

Two-stage process:

- 1) Stage I: evaluation of the research project and scientific activities of the candidate;
- 2) Stage II: interview.

Maximum number of points that can be obtained in the selection procedure – 100 points:

- 1) Stage I – 60 points (the number of points needed to qualify to stage II – 30 points).
- 2) Stage II – 40 points.

#### **1.4. Language of the selection process, including the interview:**

The interview shall be carried out in Polish with parts in English or fully in English – in accordance with the candidate's preferences presented in IRK.

## **1.5. Evaluation criteria and method:**

### **1.5.1. Preliminary evaluation of the research project (maximum number of points – 40)**

When evaluating the project, the following shall be taken into account:

- 1) objective of the research (0-10 points);
- 2) novelty and originality of the research project (0–10 points);
- 3) methodology appropriate for the objective, consistency of argumentation, clarity of reasoning (0-10 points);
- 4) state of the art and the bibliography relevant to achieving the research objective (0-10 points).

### **1.5.2. Scientific activity of the candidate (maximum number of points – 20)**

When evaluating scientific activity, the following elements, confirmed with scans, shall be taken into account:

- 1) publications, including scientific articles, chapters in multi-author monographs, own monographs, publications in peer-reviewed international conference materials (0-8 points);
- 2) speeches at national and international scientific conferences with the accepted paper (0-8 points);
- 3) other elements of evaluation of the candidate's experience and scientific achievements, such as awards, distinctions, certificates, professional experience, teaching experience, activities in students' scientific societies, science popularisation, etc. (0-4 points).

### **1.5.3. Interview (maximum number of points – 40)**

The following shall be taken into account when evaluating the interview:

- 1) the candidate's competence important from the perspective of conducted research (0-20 points);
- 2) justification of the appropriateness of the choice of discipline for the proposed research problems and methods (0-10 points);
- 3) outline of the research plan (0-10 points).

## **1.6. Condition of admission to the School:**

Obtaining at least 50 points in the whole selection process, including at least 30 points in stage I and at least 20 points in stage II of the selection process.

## **2. Doctoral School where education takes place:**

Doctoral School of Social Sciences

### **2.1. Disciplines in which the recruitment procedure is conducted and the admission limit:**

- 1) economics and finance – admission limit: 13;
- 2) social and economic geography and spatial management – admission limit: 5;
- 3) security studies – admission limit: 4;
- 4) social communication and media studies – admission limit: 5;
- 5) political science and public administration – admission limit: 18;
- 6) management and quality studies – admission limit: 5;
- 7) law – admission limit: 25;
- 8) sociology – admission limit: 11;
- 9) education – admission limit: 5;
- 10) psychology – admission limit: 9.

### **2.2. Required documents:**

Documents listed in § 15 s. 1 of the Resolution, provided that the application shall include:

- 1) in the case of materials confirming scientific activity referred to in the resumé or curriculum vitae, involving scientific publications – no more than two complete scans of articles or chapters in joint publications, considered the most important; other candidate's publications shall be confirmed with scans of title pages;
- 2) description of the initial research project proposal, which comprises no more than 14,000 characters including spaces; the description shall contain the bibliography that is not included in the character limit.

### **2.3. Form of the selection process and the number of points that can be obtained:**

Two-stage process:

- 1) Stage I: evaluation of the research project and scientific activities of the candidate;
- 2) Stage II: interview.

Maximum number of points that can be obtained in the selection procedure – 100 points:

- 1) Stage I – 60 points (the number of points needed to qualify to stage II – 30 points).
- 2) Stage II – 40 points.

### **2.4. Language of the selection process, including the interview:**

The interview shall be carried out in Polish with parts in English or fully in English – in accordance with the candidate's preferences presented in IRK.

### **2.5. Evaluation criteria and method:**

#### **2.5.1. Research project (maximum number of points – 40)**

When evaluating the project, the following shall be taken into account:

- 1) definition of the research problem, e.g. objective, research questions, hypotheses (0-10 points);
- 2) appropriateness of the proposed methods (0-10 points);
- 3) setting the project in the context of existing research and knowledge of literature (0-10 points);
- 4) originality of the proposed issues and methodology (0-10 points).

### **2.5.2. Scientific activity of the candidate (maximum number of points – 20)**

When evaluating scientific activity, the following elements, confirmed with scans, shall be taken into account:

- 1) active participation in scientific conferences, e.g. paper presentation, poster presentation (0-4 points);
- 2) participation in research projects (0-5 points);
- 3) scientific and popular science publications (0-6 points);
- 4) science-related organisational activities, e.g. involvement in scientific associations, organisation of conferences (0-2 points);
- 5) academic internships, scholarships, awards received in connection with scientific activities (0-3 points).

In the case of multi-author achievements, the percentage share of the candidate in the achievement must be defined.

### **2.5.3. Interview (maximum number of points – 40)**

The following shall be taken into account when evaluating the interview:

- 1) evaluation of the quality of the research project discussion (0-20 points);
- 2) knowledge of the subject, substantive knowledge, linguistic correctness and the ability to use a scientific language appropriate for the discipline in which the education is to be provided (0-20 points).

### **2.6. Condition of admission to the School**

Obtaining at least 50 points in the whole selection process, including at least 30 points in stage I and at least 20 points in stage II of the selection process.

### **3. Doctoral School where education takes place:**

Doctoral School of Exact and Natural Sciences

#### **3.1. Disciplines in which the recruitment procedure is conducted and the admission limit:**

- 1) astronomy – admission limit: 5;
- 2) mathematics and computer and information science – admission limit: 22;
- 3) biological sciences – admission limit: 17;
- 4) chemical sciences – admission limit: 18;
- 5) physical sciences – admission limit: 27;
- 6) Earth and related environmental sciences – admission limit: 11.

The recruitment procedure in the disciplines of mathematical sciences and computer science shall be conducted in the Warsaw Doctoral School of Mathematics and Computer Science, hereinafter referred to as “WDSMCS.”

#### **3.2. Required documents:**

- 1) Documents listed in § 15 s. 1 of the Resolution, provided that the application shall include:
  - a) a document confirming the command of English at least at B2 level or declaration about the command of English to the extent enabling the education in the school;
  - b) description of the initial research project proposal in English, which comprises no more than 6,000 characters including spaces; the description shall contain the bibliography that is not included in the character limit.
- 2) other:
  - a) contact details of two persons, who will send letters of recommendation for the candidate directly to e-mail: [sd.nsp.xxx@uw.edu.pl](mailto:sd.nsp.xxx@uw.edu.pl), specific for the particular discipline, where xxx means:
    - astro for astronomy;
    - biol for biological sciences;
    - chem for chemical sciences;
    - fiz for physical sciences;
    - mat for mathematical sciences and computer science;
    - nzs for Earth and environmental sciences.

If no letters of recommendation are received, this shall not mean that the application for admission to the school is incomplete; these letters can be taken into account when evaluating the candidate’s scientific potential.

  - b) scans of transcripts of records of the first and second cycle programmes, the long-cycle Master’s degree programme or equivalent documents (e.g. diploma supplement);
  - c) abstract of the master’s thesis or draft master’s thesis in English (up to 3,000 characters with spaces).

#### **3.3. Form of the selection process and the number of points that can be obtained:**

One-stage procedure.

Maximum number of points that can be obtained in the selection procedure – 100 points:

### **3.4. Language of the selection process, including the interview:**

The interview shall be carried out in Polish or English – in accordance with the candidate's preferences presented in IRK. If the Polish language is selected, the interview may include parts in English.

### **3.5. Evaluation criteria and method:**

#### **3.5.1. Preliminary evaluation of the research project proposal (maximum number of points – 5)**

The following shall be taken into account in the preliminary evaluation of the research project proposal:

- 1) possibility to implement the project taking into account documented skills of the candidate;
- 2) scientific weight of the project;
- 3) expected value added for the scientific environment in the particular discipline.

#### **3.5.2. Scientific activity of the candidate (maximum number of points – 15)**

When evaluating scientific activity, the following elements, confirmed with scans, shall be taken into account:

- 1) scientific publications (a scan of the title page required; in the case of multi-author achievements, the percentage share of the candidate in the achievement must be defined);
- 2) confirmed participation in student competitions;
- 3) confirmed participation in research projects (a scan of the certificate issued by the project manager is required);
- 4) paper presentations or seminar and conference messages (a scan of the paper presentation confirmation is required);
- 5) documented research internships;
- 6) achievements within activities of scientific societies (a scan of the certificate signed by a chairperson of the society is required).

#### **3.5.3. Qualification examination (maximum number of points – 40)**

Checking the candidate's knowledge and skills in the discipline in writing (chemical and physical sciences, and mathematical sciences and computer science) or oral form (astronomy, biological sciences and Earth and environmental sciences).

In justified instances (e.g. where the candidate stays abroad), based on the written request of the candidate addressed to the chairperson of the selection team appointed for the particular discipline, the written examination may be replaced with the oral examination carried out remotely, using generally available online tools.

#### **3.5.4. Interview (maximum number of points – 40)**

The interview shall involve the evaluation of the candidate's scientific potential. The interview may comprise the following elements:

- 1) discussion of the candidate's master's thesis (understanding of the subject, research hypotheses, its implementation, obtained results and conclusions);
- 2) questions about the scientific achievements and about the course of the first and second cycle programmes or the long-cycle Master's degree programme, including subjects related to the doctoral dissertation;

- 3) questions pertaining to information included in letters of recommendations, including nature and results of cooperation of the candidate with authors of these letters;
- 4) questions pertaining to the doctoral project and other information included in the documentation submitted by the candidate.

### **3.6. Condition of admission to the School**

Obtaining at least 50 points in the whole selection process in total.



#### **4. Doctoral School where education takes place:**

Interdisciplinary Doctoral School

##### **4.1. Disciplines in which the recruitment procedure is conducted and the admission limit:**

The admissions limit of 20 persons in total in the fields of humanities, social sciences, exact sciences and natural sciences.

Additionally, 10 persons in the Quantitative Psychology and Economics (QPE) education programme implemented under the Integrated Action Programme for Development of the University of Warsaw, co-financed by the European Social Fund under OP KED, path 3.5.

##### **4.2. Required documents:**

- 1) Documents listed in § 15 s. 1 of the Resolution, provided that the application shall include:
  - a) declaration about the command of English at least at B2 level with documents confirming the command of English or other foreign languages;
  - b) description of the initial research project proposal, which comprises no more than 14,000 characters including spaces; the description shall contain the bibliography that is not included in the character limit; the research project proposal shall include the doctoral dissertation draft including information on leading areas of study; the research project proposal may also refer to a single area of study, but multidisciplinary, provided that discipline included therein are equal – in such the case, the candidate shall enclose a justification to the application filed to the Interdisciplinary Doctoral School;
- 2) other documents:
  - a) only in the case of the QPE programme: *licencjat* degree theses or master's thesis, or any other scientific paper (preferred in English).

##### **4.3. Form of the selection process and the number of points that can be obtained:**

Two-stage process:

- 1) Stage I: evaluation of the research project and scientific activities of the candidate;
- 2) Stage II: interview.

The interview shall comprise a presentation related to a research project, although the presentation shall not repeat the content of the project. Its purpose is presenting the research question, showing it in a broader context, etc., together with the evaluation of the candidate's research suitability. In justified instances (e.g. where the candidate stays abroad), based on the written request of the candidate addressed to the Recruitment Coordinator, the interview may be carried out remotely, using generally available online tools.

Maximum number of points that can be obtained in the selection procedure – 100 points:

- 1) Stage I – 40 points (the number of points needed to qualify to stage II – 20 points).
- 2) Stage II – 60 points.

##### **4.4. Language of the selection process, including the interview:**

The interview shall be carried out in Polish or English – in accordance with the candidate's preferences presented in IRK. If the Polish language is selected, the interview may include parts in English.

In the case of the QPE programme, the interview shall be carried out in English.

#### **4.5. Evaluation criteria and method:**

##### **4.5.1. Research project (maximum number of points – 30)**

When evaluating the project, the following shall be taken into account:

- 1) definition of the research problem, including objective, research questions, hypotheses (0-10 points);
- 2) novelty and originality of the research project (0-5 points);
- 3) methodology appropriate for the objective, application of the methodology going beyond the leading area of study (0-10 points);
- 4) status of research and the bibliography relevant to achieving the research objective (0-5 points).

##### **4.5.2. Scientific activity of the candidate (maximum number of points – 10)**

##### **4.5.3. Interview (maximum number of points – 60)**

The following shall be taken into account when evaluating the interview:

- 1) prestation of the scientific question related to the research project prepared by the candidate (0-30 points);
- 2) discussion with the candidate pertaining to the justification of the selection of the research areas in the context of research problems and methods proposed, knowledge of the subject, substantive knowledge, linguistic correctness and the ability to use a scientific language (Polish and/or English) (0-30 points).

#### **4.6. Condition of admission to the School**

Obtaining at least 50 points in the whole selection process, including at least 20 points in stage I and at least 30 points in stage II of the selection process.