

**Regulations for Full-time Doctoral Studies at the Faculty of Economic Sciences at  
the University of Warsaw**

**A. GENERAL RULES**

1. The full-time doctoral studies at the Faculty of Economic Sciences at the University of Warsaw, hereinafter referred to as WNE UW, are intended for graduates of long-cycle Master's degree studies and second-cycle studies, who have been recruited for the 2018/2019 academic year (the last year of the program), at the latest.
2. Doctoral studies at WNE UW are individual, full-time studies, conducted in English. In justified cases, selected classes may also be held in Polish.
3. Doctoral studies at the Faculty of Economic Sciences at the University of Warsaw last for four years.
4. Doctoral studies may be extended in justified cases, such as the following:
  1. a temporary inability to study, due to illness;
  2. the necessity to care for a sick family member;
  3. the necessity to take personal care of a child under the age of four, or a child with a certified disability;
  4. possession of a certified degree of disability

however, not for longer than one year, in total.

5. Doctoral studies may be extended additionally by a period which corresponds to the duration of a leave (e.g., an occasional leave, a health leave, a maternity leave, an additional maternity leave under the terms of maternity leaves, an additional leave under the terms of a maternity leave, a paternity leave, a parental leave, and other leaves.
6. The period of doctoral studies may also be extended at the request of the doctoral candidate and after consulting the research supervisor or tutor, in cases justified by the necessity to conduct long-term research, which is being carried out as part of these studies.
7. Doctoral studies allow one to obtain a doctoral degree in economics.
8. Admissions to doctoral studies take place on a competitive basis. Detailed rules for admission to doctoral studies are included in the Recruitment Rules adopted by the Council of the Faculty of Economic Sciences at the University of Warsaw.
9. The chairperson of the Committee for Doctoral Studies is the Head of studies, appointed from among the employees of the Faculty of Economic Sciences at the University of Warsaw, who have the academic title of professor, or the degree of doctor habilitated by the Rector of the University of Warsaw, at the request of the Council of the Faculty of Economic Sciences at the University of Warsaw.
10. Substantive supervision of doctoral studies is performed by the Faculty of Economic Sciences at the University of Warsaw; the Head of studies exercises general supervision over the course of doctoral studies.
11. Decisions concerning admission to doctoral studies are made by the Recruitment Committee.

12. Each participant in the doctoral studies at the Faculty of Economic Sciences at the University of Warsaw is supervised by a research tutor.
13. The Dean of the Faculty, in consultation with the doctoral candidate and the Head of the Department, directs the doctoral candidate to the selected Department. The doctoral candidate reports to the Head of the Department.

## **B. THE RIGHTS OF PARTICIPANTS IN DOCTORAL STUDIES**

1. A doctoral candidate has the right:
  1. to use the UW library/information system, on the terms applicable at UW;
  2. to receive information on procedures for obtaining funds for scientific research, and organisational assistance with preparing applications for research financing, or for obtaining domestic and foreign scholarships;
  3. to obtain information about scientific conferences and other scientific undertakings related to research work, which are available through the Faculty of Economic Sciences at the University of Warsaw;
  4. to receive co-financing through the Faculty of Economic Sciences at the University of Warsaw or the University of Warsaw, for a specified amount of participation in language courses for doctoral candidates at the University of Warsaw;
  5. to receive co-financing from the University of Warsaw for a specified amount of participation in physical education classes.
2. For participation in research under projects implemented at the Faculty of Economic Sciences, a doctoral candidate may receive additional remuneration or a scholarship from the funds at the disposal of the managers of these projects.
3. A doctoral candidate from the Faculty of Economic Sciences at the University of Warsaw has the right to apply for funding for research activities through the competitions conducted for this purpose by the Faculty of Economic Sciences.
4. A doctoral candidate from the Faculty of Economics at the University of Warsaw is entitled to additional remuneration (which is counted in the obligations resulting from receiving a scholarship) for work performed, as listed in Appendix 1, and according to the valuation presented in the current Ordinance of the Dean, on the principles of accounting for (and remuneration of) teaching activities which are conducted by employees and doctoral candidates of the Faculty of Economic Sciences.
5. The Dean of the Faculty of Economic Sciences at the University of Warsaw may consent to covering the costs of research, publication, participation in a scientific conference, or a research trip for the doctoral candidate, to the extent possible given the financial capacity of the organisational unit. Applications in these matters are considered on an individual basis.
6. The Faculty offers support in the area of providing a clerk for the minutes of the doctoral dissertation defense.

### **C. THE RESPONSIBILITIES OF PARTICIPANTS IN DOCTORAL STUDIES**

1. Completion of the obligatory lecture on the methodology of economic sciences, during the first year of studies.
2. Completion of obligatory classes by the end of the doctoral studies, in the following:
  1. Selected topics in advanced macroeconomics,
  2. Selected topics in advanced microeconomics,
  3. Selected topics in advanced quantitative methods in economics and passing the exams in these subjects by the required deadlines.
3. During doctoral studies, one is required to complete two specialised courses or seminars (depending on the topic of the dissertation), selected in consultation with the supervisor from among the classes available at the Faculty, the University, or other research centers in the country and abroad.
4. Each participant in doctoral studies should present the results of their research work for discussion at the department-wide, weekly doctoral seminar, at least twice during their studies. Doctoral students who are in the higher years of study (after the 4th year) are encouraged to submit the results of their work annually.
5. The doctoral candidate is obliged to participate (with papers) in faculty conferences or the Warsaw International Economic Meeting (WIEM), and to present at least two papers during at least one of these conferences, during the period of doctoral studies.
6. Conducting research and preparing a doctoral dissertation under the supervision of a research supervisor or supervisors (main and auxiliary).
7. The doctoral candidate agrees upon a research plan, scope, and subject area for the doctoral dissertation, with the research tutor (supervisor). The progress on the doctoral dissertation is assessed annually by the supervisor. The procedure for awarding a doctoral degree is carried out on the basis of separate regulations, depending on the date of commencement of the procedure.
8. A doctoral candidate who is receiving a scholarship is required to conduct the following:
  1. 45 hours of classes as part of the scholarship during the first year of studies,
  2. 45 hours of classes as part of the scholarship during the second year of studies, or
  3. 90 hours of classes in total, for a scholarship received during the 1st and 2nd years of studies;
  4. 90 hours of classes per year as part of the scholarship during the third and fourth years of studies.

The total commitment may not exceed 270 teaching hours.

9. Failure to collect one's scholarship during a given period of study (for example, due to withdrawal from applying for a scholarship, or not being granted a scholarship) comprises the basis for reducing the obligation under point 8 proportionally during the

entire period of study. An exemption may be made by the appropriate Vice-Dean on the basis of a formal request submitted by a doctoral candidate.

10. If the Faculty is not able to organise didactic work for a given doctoral candidate during a given period (despite the fact that he or she has expressed readiness to complete it), then he or she will be released from the obligation under point 8 for the period in question.
11. The doctoral candidate is obliged to submit a report by the end of each academic year (according to the template in Appendix 2) on research and teaching activities, to which the doctoral candidate must attach the opinion of the supervisor or tutor, in order to continue the studies for the next year. In justified cases (e.g., illness), the report may be submitted by the doctoral candidate at a later date, to be determined each time by the Head of doctoral studies.
12. Assessment of the fulfillment of the responsibilities by the doctoral candidate is carried out after each year of studies by the Doctoral Studies Committee, on the basis of the above-mentioned report.
13. A doctoral candidate who is on leave (maternity, health, occasional, etc.) during the academic year in the report is obliged to include information about the leave in the appropriate field in the report and to complete only the sections regarding relevant activities conducted during the leave. A report from a doctoral candidate who is on leave is automatically accepted by the Doctoral Study Committee.
14. The assessment of a doctoral candidate's fulfillment of responsibilities may be used wherever other regulations require an assessment of that doctoral candidate's progress.
15. Failure to fulfill these responsibilities will result in one's removal from the list of doctoral participants by the Head of doctoral studies, after taking into account the opinion of the research tutor (supervisor).
16. A participant in doctoral studies has the right to appeal to the Rector of the University of Warsaw within 14 days of the date of receiving the decision.

#### **D. OTHER MATTERS NOT COVERED BY THE REGULATIONS**

In matters not covered by the regulations, the provisions of higher-level legal acts shall apply. The number of such acts, their amendments, and the creation of new acts all render it impossible to provide a complete list. The list below is exemplary, and only for the purpose of assisting doctoral candidates in searching for applicable laws.

1. Act of 27 July 2005 - Law on higher education;
2. Announcement No. 10 of the Rector of the University of Warsaw from 18 July 2016, on the publication of the consolidated text of Resolution No. 494 of the Senate of the University of Warsaw from 18 April 2012, on the adoption of the Regulations for Doctoral Studies at the University of Warsaw;
3. Regulation of the Minister of Science and Higher Education from 10 February 2017, on education for doctoral studies at universities and research units;
4. Regulation of the Minister of Science and Higher Education from 9 August 2017 on doctoral studies and doctoral scholarships;
5. Regulation No. 261 of the Minister of Science and Higher Education from 30 January 2018, on the detailed procedures and conditions for carrying out activities in the doctoral dissertation examination process, the habilitation procedure, and the procedure for awarding the title of professor;

6. Act of 3 July 2018 - Regulations introducing the Act - Law on Higher Education and Science;
7. Act of 20 July 2018 - Law on Higher Education and Science;
8. Resolution No. 481 of the Senate of the University of Warsaw from 16 October 2019, on the procedure for awarding a doctoral degree and the degree of a habilitated doctor at the University of Warsaw.

## **APPENDIX NO. 1**

### **LIST OF TASKS FOR WHICH A DOCTORAL CANDIDATE MAY RECEIVE ADDITIONAL REMUNERATION:**

1. Conducting classes above the obligatory limit which has resulted from a doctoral student receiving a scholarship in a given year of doctoral studies.
2. Conducting classes which require extra labour.
3. Performing the function of a clerk during defenses in undergraduate, graduate, and doctoral studies.
4. Acting as a clerk during defenses in doctoral studies.
5. Assistance in checking exams in subjects other than those conducted by the doctoral candidate (as agreed with the coordinators of these subjects).
6. Preparation of additional didactic materials or materials in English, as part of a subject conducted for the first time in English.
7. Participation in research projects.

**APPENDIX NO. 2****REPORT ON THE SCIENTIFIC RESEARCH AND TEACHING ACTIVITY OF THE DOCTORAL CANDIDATE - EXAMPLE**

<b>BACKGROUND DATA</b>	
Name and surname	
Year of studies	
Department	
(Planned) Doctoral dissertation title	
(Planned) Opening date of the doctoral examination process	
(Academic tutor) Supervisor	
<b>INFORMATION ON THE DOCTORAL CANDIDATE'S LEAVE</b>  (if applicable)	
<b>STATUS OF THE IMPLEMENTATION OF THE DOCTORAL DISSERTATION PROJECT</b>  (including the planned date of the closure of the doctoral examination process or declaration and date of opening the doctoral examination process in the Scientific Council of the Discipline)	

<b>PARTICIPATION IN CONFERENCES AND CO-AUTHORING OF SCIENTIFIC PUBLICATIONS</b>	
Active participation (with a paper) in scientific conferences.	
Passive participation in scientific conferences.	
Co-authorship of other papers and conference presentations.	
<b>PUBLICATIONS</b>	
(specify the authors, year of publication, title, journal, number of points from the Ministry of Science and Higher Education list, and ImpactFactor)	
Articles published	
Works in progress published as Working papers	
Other publications	
<b>SCIENTIFIC PROJECTS</b>	
Personal research projects (in which the doctoral candidate is the Manager)	
Participation in other scientific projects	
<b>PARTICIPATION IN COURSES</b>	
(name of the course, teacher, semester, evaluation)	

Course name, semester, evaluation	
<b>AWARDED SCHOLARSHIPS, AWARDS, PARTICIPATION IN ACADEMIC EXCHANGES</b>	
<b>CLASSES TAUGHT</b>  (information on the number of teaching hours and the classes chosen to complete them; implementation of obligatory teaching practice)	
<b>FURTHER ACTIVITIES TO SUPPORT TEACHING ACTIVITIES AT WNE UW AND OTHER UNITS</b>	
<b>APPENDICES</b>	
<ol style="list-style-type: none"> <li>1. The Supervisor's opinion on the progress of the doctoral dissertation, with the Supervisor's signature (this attachment is required in accordance with the Regulations for Doctoral Studies)</li> <li>2. Other (depending on the achievements of the doctoral candidate)</li> </ol>	

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Date and signature of the doctoral candidate

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Date and approval of the supervisor