

Item 80

**RESOLUTION NO. 75
OF THE FACULTY COUNCIL OF THE FACULTY OF ECONOMIC SCIENCES
UNIVERSITY OF WARSAW**

of 21 June 2017

on adoption of the Rules of full-time Doctoral Studies

Persuant to Article 40 para. 11 of the Statute of the University of Warsaw (unified text: Monitor of the University of Warsaw of 2015 item 150 as ammended) the Faculty Council of the Faculty of Economic Sciences resolves as follows:

§ 1

The Rules of full-time Doctoral Studies in the wording of annex No 1 appended to the present resolution are hereby approved.

§ 2

The resolution shall enter into force on 1 October 2017.

Dean of the Faculty of Economic Sciences: *J. Michalek*

**Rules of full-time Doctoral Studies at the Faculty of Economic Sciences
of the University of Warsaw**

A. General rules

1. Full-time doctoral studies at the Faculty of Economic Sciences of the University of Warsaw, hence forth referred to as WNE UW, are intended for graduates of uniform master studies and graduates of second cycle studies.
2. Doctoral studies at WNE UW are individualized full-time studies conducted in the English language. In justified cases selected courses may be held in Polish.
3. Doctoral studies last four years at WNE UW.
4. In justified cases, doctoral studies may be extended, in particular:
 - a) during periodic inability to participate in the studies due to illness;
 - b) necessity to take care of a sick family member;
 - c) necessity to personally take care of a child under four years old or a child with disability confirmed;
 - d) having a medical certificate on degree of disability in total, however, no more than one year.
5. Doctoral studies can in addition be extended by the period of maternity leave, additional maternity leave, leave that meets the criteria of a maternity leave, additional leave which meets the criteria of a maternity leave, paternity leave, or parental leave.
6. The period of doctoral studies can also be extended, at the request of a doctoral student and after consultation with her/his research supervisor, in justified cases by the necessity to conduct longer-term research carried out as part of the studies, for their duration, in total no more than two years.
7. Doctoral studies enable to obtain a PhD degree in economics.
8. Admission to doctoral studies is based on a competitive basis. Detailed rules for admission to doctoral studies are in the Resolution on the admission rules for the full-time PhD programme adopted by the Faculty Council of the WNE UW.
9. The Chairman of the Doctoral Studies Committee is the Director of PhD Studies, appointed (from among the WNE UW employees holding the title of professor or doctor habilitated) by the Rector at the request of the Faculty Council.
10. Merit-based supervision over the doctoral studies is exercised by the Faculty Council; the Director of PhD Studies exercises general supervision over the course of the doctoral studies.
11. The decision on admission to doctoral studies is taken by the Recruitment Committee.
12. Participant of doctoral studies at WNE UW is directed under individual care of the academic research supervisor.
13. Participant of doctoral studies at WNE is directed to specific Department (Chair) and is organizationally and didactically subordinate to the Department (Chair) Head.

B. Rights of doctoral students

1. Doctoral student has the right to:
 - a) use library and information system of the UW in accordance with the rules applicable at the UW;
 - b) receive information about procedures on research project funding and administrative assistance in preparing applications for research funding as well as for national and international fellowships;
 - c) receive information about scientific conferences and other scientific activities related to his/her research being at disposal of WNE UW;
 - d) co-financing by WNE UW or UW within a specified limit participation in foreign language courses dedicated for doctoral students at UW;
 - e) co-financing by UW within a specified limit participation in physical education classes.
2. The Dean of the WNE UW may agree, to the extent of financial resources possessed by the Faculty, to cover the costs of doctoral research, publication, participation in scientific conferences or trips to conduct scientific and research activities. Applications in these cases are considered individually.
3. For participation in the research work, doctoral student at WNE UW may receive remuneration or awards from the funds being at the disposal of the managers of these projects on the same terms as employees of the Faculty WNE UW.
4. Doctoral student of WNE UW has the right to apply for co-financing her/his participation in scientific conferences and courses necessary to prepare doctoral dissertation, and the purchase of equipment, software and materials needed to perform the research. Rules for such co-funding are determined by the Dean and communicated to doctoral students and their supervisors.

C. Obligations of doctoral students

1. Passing compulsory lecture on the methodology of economic sciences during the first year of doctoral studies.
2. Passing by the end of the second year of doctoral studies compulsory courses in:
 - a) Selected topics in advanced macroeconomics,
 - b) Selected topics in advanced microeconomics,
 - c) Selected topics in advanced quantitative methods in economics (econometrics),and submitting examinations of these courses within required deadlines.
3. Passing two compulsory general education courses by the end of the third year of doctoral studies.
4. During doctoral studies it is required to pass (depending on the dissertation topic) three lectures or seminars in the specialized field-of-study chosen in consultation with the supervisor from among those available at the Faculty, the University and other research centers in the country and abroad.
5. Mandatory for all doctoral students, doctoral seminar is held once a week. Absence at the seminar should be justified, notification of absence should be submitted to the Director of PhD Studies. Each participant of doctoral studies should three times during doctoral studies present for discussion at the seminar a part of the prepared doctoral dissertation.
6. Doctoral student is obliged to participate (with a paper) in the Faculty's Conferences and the Warsaw International Economic Meeting (WIEM) and present at least 2 papers during these conferences.

7. Doctoral student conducts research and prepares doctoral dissertation under care of his/her supervisor(s) (main and assistant) in particular by taking active part in doctoral seminars.
8. Doctoral student shall establish the research plan, the subject, and scope of the doctoral dissertation with the supervisor. Official opening of the doctoral degree process should take place at the meeting of the Faculty Council by the end of the second year of doctoral studies. The basis for opening of a doctoral degree procedure at the Faculty Council meeting is a request by the doctoral student supported by her/his supervisor with elaborated information about the scientific research content, the concept of doctoral dissertation and the degree of its advancement attached.
9. Doctoral student, who receives or intends to receive doctoral scholarship shall participate in teaching at the Faculty in the amount of 90 hours in total during the first and second years of study and 90 hours a year on the third and fourth year of study. Doctoral student, who does not receive and not intend to receive doctoral scholarship shall be involved in teaching at the Faculty in the amount of 90 hours in total during the whole doctoral study. Type of classes conducted by the doctoral student and the number of hours in a given semester are determined by the Head of the Department (Chair) in consultations with the supervisor.
10. The progress of doctoral dissertation is evaluated by the supervisor each year.
11. The assessment of obligations fulfillment by a participant of doctoral studies is conducted after each year of studies by the Doctoral Studies Committee on the basis of submitted report on scientific research and didactic activities of a doctoral student, prepared according to the attached form.
12. The assessment of obligations fulfillment by a participant of doctoral studies may be used appropriately wherever other regulations require assessment of the doctoral student's progress.
13. Non-fulfillment of the obligations causes deletion from the list of doctoral student, by the Director of Doctoral Studies after taking into account the opinion of the supervisor.
14. The participant of doctoral studies is entitled to appeal to the Rector of the University of Warsaw upon the decision of the Director of Doctoral Studies on deletion within 14 days of receiving the decision.
15. Participant of doctoral studies is required to complete her/his doctoral studies and proceed to defend the doctoral dissertation in the required time frame.
16. The Faculty Council closes doctoral dissertation to all doctoral students who did not submit doctoral dissertation or who did not meet other requirements of doctoral dissertation procedure within 5 years from the opening doctoral degree.
17. In matters not provided for in the Rules, the provisions of the Act of 27 July 2005 Law on Higher Education (Journal of Law of 2005, No. 164, item 1365, as amended), Regulation of the Minister of Science and Higher Education on the education at doctoral studies in universities and scientific institutions (Journal of Law of 2017, item 256) and the Announcement No. 10 of the Rector of the University of Warsaw of 18 July 2016 on announcing unified text of Resolution No. 494 of the Senate of the University of Warsaw of 18 April 2012 on the adoption of the Rules of Doctoral Studies at the University of Warsaw (Monitor of the UW of 2016 item 321).

Please note that the English translation is for information purposes only. For all legal purposes, the original document in Polish is the authoritative version.

REPORT ON SCIENTIFIC RESEARCH AND DIDACTIC ACTIVITIES OF A DOCTORAL STUDENT FOR THE ACADEMIC YEAR 20../20..

BASIC INFORMATION	
Name and surname	
Year of doctoral studies	
Department of the Faculty	
(Planned) Title of a doctoral dissertation project	
(Planned) Date for opening of a doctoral degree process	
Supervisor	
STATE OF A DOCTORAL THESIS PROJECT IMPLEMENTATION (including a planned completion date of the doctoral dissertation, or in case of the I and the II year students: date for opening of a doctoral degree process)	
PARTICIPATION IN CONFERENCES AND CO-AUTHORSHIP IN ORAL PRESENTATIONS	
Active participation (with own paper) in scientific conferences	
Passive participation in scientific conferences	
Co-authorship of the other scientific papers and presentations	
PUBLICATIONS	
(specify authors, year of publication, title of publication, journal, number of points awarded in the list of the Ministry of Science and Higher Education, Impact Factor)	
Published articles	
Scientific works in progress published as <i>Working papers</i>	
Other publications	
RESEARCH PROJECTS	
Own research projects (where doctoral student is the manager)	
Participation in the other research projects	

PARTICIPATION IN COURSES (course title, tutor, semester, grade)	
Course title, semester, grade	
RECEIVED SCHOLARSHIPS, AWARDS, PARTICIPATION IN SCIENTIFIC EXCHANGE	
DIDACTIC ACTIVITIES (information on the required pensum hours and didactic classes selected for its implementation; realization of the obligatory didactic practices)	
OTHER ACTIONS SUPPORTING DIDACTIC OR OTHER ACTIVITIES OF THE WNE UW	
ATTACHMENTS	
1. Opinion of the Supervisor on advancement of doctoral dissertation with the signature of the Supervisor (an attachment required in accordance with the Rules of Doctoral Studies)	
2.	

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Date and signature of a doctoral student