

**RESOLUTION NO 11
OF THE FACULTY OF ECONOMIC SCIENCES
UNIVERSITY OF WARSAW**

of 28 February 2018

**on rules of recruitment for doctoral studies at the Faculty of Economic Sciences
University of Warsaw in the 2018/2019 academic year**

Based on § 196 para. 2 of the Act of 27 July 2005 - Law on Higher Education (uniform text: Journal of Laws of 2016, item 1842, as amended) and § 9 para. 1 point 4 of the Regulations of PhD Studies at the University of Warsaw, attached to the Resolution No. 494 of the Senate of the University of Warsaw of 18 April 2012 (consolidated text: Moniotr UW of 2016, item 321), the Council of the Faculty of Economic Sciences decides as follows:

§ 1

It is accepted the recruitment rules for doctoral studies at the Faculty of Economic Sciences of the University of Warsaw in the 2018/2019 academic year.

§ 2

The recruitment rules for doctoral studies at the Faculty of Economic Sciences of the University of Warsaw in the 2018/2019 academic year constitute the Annex 1 to the Resolution.

§ 3

The resolution comes into force on the day of its adoption.

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

1. Unit conducting doctoral studies: The Faculty of Economic Sciences

1.1. Name of studies: doctoral studies at the Faculty of Economic Sciences

1.2. Entitlement for awarding a scientific degree: doctor of economic sciences in economics

1.3. Duration of studies: 4 years

1.4. Form of studies: full-time

1.5. Limit of admissions: 20

1.5.1. The upper limit of admission for the first round is set to 10 persons. The first round is dedicated only for international applicants whose studies are paid.

1.5.2. The upper limit of recruitment for the second round is set to 10 students. The unused places of the first round will be transferred to the second round.

1.5.3. Applicants who have been qualified in the second round for a tuition-free Doctoral Programme may receive scholarship for the first year of their studies. The number of scholarships at the first year of studies is no less than 50% of the enrolled students.

1.6. Registration period in the IRK system: from 1 to 10 June 2018 (I round)
from 1 to 14 September 2018 (II round)

1.7. Documents required:

- a. Application for admission to doctoral studies containing i.a. PESEL number or passport number, citizenship, contact data, postal address in Poland, email address, telephone number and signature (generated from the IRK system <https://irk.oferta.uw.edu.pl>);
- b. Master's degree diploma or a certificate of estimated completion of studies (for students of a last year that complete their studies at abroad institutions);
- c. A transcript of records from studies containing an average score from I cycle and II cycle studies or uniform master studies;
- d. CV;
- e. 3 photographs;
- f. Information on English language proficiency (a certificate confirming English language proficiency on at least B2 level or equivalent required. For candidates who completed studies conducted in English language such a certificate is not required);
- g. Description of the candidate's academic interests;

- h. Information on academic activity, especially about publications, participation in academic conferences, awards, internships, work in academic circles and other academic achievements;
- i. A prospectus of a research project that can be the basis of a doctoral thesis;
- j. In regard to candidates applying during a second round of recruitment, the prospectus should be accepted and signed by a potential doctoral thesis supervisor and it should contain the supervisor's opinion concerning the prospects of the proposed research.

1.8. Documents translation requirements:

Documents, as mentioned in 1.7. items b-c should be in Polish or English language; the other languages require translation to English by a sworn translator.

1.9. Deadline for submitting documents:

Deadlines for Applicants of the I round (who pay a tuition fee):

- a. First step:
 - i. to 5th May 2018 - submission by the Applicant scans of the required documents in pdf format to the address wne@wne.uw.edu.pl.
- b. Second step, only for Applicants with positively evaluated a prospectus of a research project that can be the basis of a doctoral thesis submitted in the first step:
 - i. from 1 to 10 June 2018 – submission of the required documents in originals to the Dean's Office of the Faculty of Economic Sciences University of Warsaw, ul. Długa 44/50, 00-241 Warsaw / Poland, room B013.

Deadlines for Applicants of the II round:

- a. from 1 to 14 September 2018 – submission of the required documents in originals to the Dean's Office of the Faculty of Economic Sciences University of Warsaw, ul. Długa 44/50, 00-241 Warsaw / Poland, room B013.

1.10. Rules of recruitment:

The recruitment process consists of the evaluation of submitted documents and an interview. Only candidates who submitted all the required documents shall be permitted to participate in an interview.

The interview shall mainly concern the proposed research prospectus that can be the basis of a doctoral thesis.

The evaluation of the research prospectus that can be the basis of a doctoral thesis also include:

- a) in regard to candidates from the I round – a review that is prepared for the Recruitment Committee by a chosen individual academic teacher employed by the Faculty of Economic Sciences;
- b) in regard to candidates from the II round – an opinion of the potential supervisor.

1.11. Language of interview:

The interview is held in Polish or English language. An interview via electronic communication networks can be permitted.

1.12. Criteria and assessment method:

The Recruitment Committee evaluates candidates according following scores:

1. the research prospectus that can be the basis of a doctoral thesis – 0 – 50 points;
2. presentation of the research prospectus that can be the basis of a doctoral thesis by the candidate – 0 – 10 points;
3. involvement of the candidate in academic research – 0 – 20 points, in particular:
 - at least 1 publication of the list A - 20 points
 - 1 publication of the list B - 5 points, but no more than 10 points for all publication of the list B
 - the other academic research activities – 0 – 10 points
4. compliance of the topic and method with current research trends in the field of economic sciences – 0-20 points.

The Recruitment Committee determines a ranking list of the candidates for doctoral studies. based on the above evaluation. Candidates are accepted in accordance with the ranking list within the established limit of admissions.

Candidates, who are the beneficiaries of the "Diamond Grant" program and managers, contractors or persons ultimately recruited for the project implementation – in the frame of research programs indicated in the Rector's ordinance – are admitted to the doctoral studies beyond the limit showed in section 1.5 of this Annex to the resolution, receiving the number of points equal to the result of the last person accepted in the qualification procedure.

The Recruitment Committee may refuse to apply admission preferences for managers and contractors recruited for the implementation of the project if the candidate's participation in the research project is insignificant or short-term.

The beneficiaries of the "Diamond Grant" program and managers, contractors or persons ultimately recruited for the implementation of the project under the research program may, at their request, take part in the recruitment procedure on general terms.

1.13. Minimum point threshold required for admission to doctoral studies:

Obtaining a minimum of 50 points from the sum of all points is a condition for the admission of a candidate to the doctoral studies within the established limit of admissions.

- 1.14. Date of result announcement:** 23 June 2018 (I round)
27 September 2018 (II round)

1.15. Place of announcement of the recruitment results:

- a) Faculty of Economic Science University of Warsaw, ul. Długa 44/50, 00-241 Warszawa, room B013.
- b) website: <http://www.wne.uw.edu.pl> (in the menu for PhD Students)

- 1.16. Date of commencement of the doctoral studies:** 1 October 2018.

Persons who do not provide the required documents within the prescribed period will be removed from the list of candidates.

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