***Appendix***

*to Resolution No. 3/30/09/2022 of the Senate of the University of Economics and Human Sciences in Warsaw*

*of 30 September 2022*

*on the adoption of the Regulations of the Doctoral School*

*at the University of Economics and Human Sciences in Warsaw*

**REGULATIONS OF THE DOCTORAL SCHOOL**

**AT THE UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES IN WARSAW**

1. **General provisions**

**§ 1**

1. The University of Economics and Human Sciences in Warsaw, as an higher education institution, runs a doctoral programme in at least four scientific disciplines in an organized manner at the Doctoral School of the University of Economics and Human Sciences in Warsaw, hereinafter referred to as the “**Doctoral** **School**” or “**UEHS Doctoral School**”.
2. The list of disciplines in which training will be provided, as indicated in the Regulation of the Minister of Science and Higher Education of 20 September 2018 on scientific fields and disciplines and artistic disciplines (Journal of Laws 2018, item 1818), is determined by the Rector of the University of Economics and Human Sciences in Warsaw by means of an ordinance.
3. The training of doctoral students is carried out on the basis of a curriculum and an individual research plan, based in particular on the provisions of the Act of 20 July 2018 - Law on Higher Education and Science (i.e., Journal of Laws of 2022, item 574), hereinafter referred to as the “**Act**”, the Statute of the University of Economics and Human Sciences in Warsaw, and these Regulations.
4. These Regulations specify in particular:
5. how to appoint and change a supervisor, supervisors or assistant supervisors, and how to conduct mid-term evaluations,
6. the way of documenting the course of education
7. the method of extending the deadline for submission of the doctoral dissertation,
8. rights and obligations of doctoral students,
9. recruitment rules.
10. A doctoral dissertation is defined in § 4 of the the Rules of Awarding Doctoral Degrees at the University of Economics and Human Sciences in Warsaw, which are attached to the resolution of the Senate of University of Economics and Human Sciences in Warsaw No. 4/30/09/2022 of 30 September 2022.

**§ 2**

1. A doctoral degree may be conferred in a scientific field in situations indicated by the Act.
2. The doctoral degree is conferred by the Scientific Council of the University of Economics and Human Sciences in Warsaw, as referred to in §2 of the Rules of Awarding Doctoral Degrees at the University of Economics and Human Sciences in Warsaw, which are attached to the resolution of the Senate of the University of Economics and Human Sciences in Warsaw No. 4/30/09/2022 of 30 September 2022.
3. No fees are charged for doctoral education at the UEHS Doctoral School.
4. In the event of discontinuation of training of doctoral students in a particular field or scientific discipline, the University of Economics and Human Sciences in Warsaw will provide doctoral students preparing their dissertation with the opportunity to continue their education at another doctoral school.
5. The transfer of a doctoral student from the Doctoral School, where training in a particular discipline has been discontinued, to another doctoral school is carried out with their consent.
6. In the case of:

1) the doctoral student's inability to undertake training at another doctoral school in the discipline, or

2) failure to obtain the consent referred to in sec. 5,

- the entity operating the Doctoral School in which the training has been discontinued shall pay to that doctoral student the costs of the external doctoral degree granting procedure.

1. **Organization of the Doctoral School**

**§ 3**

1. The Doctoral School is headed by the Director of the Doctoral School of the University of Economics and Human Sciences in Warsaw, hereinafter referred to as the "**Director of the UEHS Doctoral School** ".
2. The Director of the UEHS Doctoral School is appointed by the Rector of University of Economics and Human Sciences in Warsaw for a period of four years. The four-year period coincides with the term of office of the authorities of the University of Economics and Human Sciences in Warsaw.
3. The Director of the UEHS Doctoral School manages the Doctoral School, represents it externally, and organizes its operation, in particular:
   1. issues decisions and makes other decisions on individual matters of doctoral students;
   2. prepares a draft curriculum for the UEHS Doctoral School for approval by the Senate. Determination of the program requires consultation with the doctoral student council;
   3. adopts and approves the individual research plan of doctoral students;
   4. accepts reports on the implementation of individual research plans of doctoral students and other scientific endeavors and achievements of doctoral students;
   5. announces recruitment for the UEHS Doctoral School, makes public the rules of recruitment, and appoints the selection committee;
   6. credits successive years of doctoral training;
   7. appoints supervisors and assistant supervisors, and changes them after consultation with the Doctoral School Council;
   8. determines, in consultation with the UEHS Doctoral School Council, the rules for conducting the mid-term evaluation of doctoral students;
   9. appoints a committee to conduct a mid-term evaluation of doctoral students;
   10. sets a deadline for the mid-term evaluation of doctoral students;
   11. accepts and approves mid-term evaluation reports of doctoral students;
   12. submits to the Rector of the University of Economics and Human Sciences in Warsaw an annual report on the implementation of the educational process at the UEHS Doctoral School;
   13. serves as Chairperson of the UEHS Doctoral School Council, as referred to in § 4, sec. 6 of the Regulations;
   14. prepares and implements detailed criteria for evaluation of the quality of education at the UEHS Doctoral School.
4. The decisions of the Director of the UEHS Doctoral School referred to in sec. 3, letter a) may be appealed for review. The decision issued as a result of the appeal is final. Apart for the exceptions indicated in these Regulations concerning refusal of admission to the Doctoral School and expulsion from the Doctoral School, the provisions of the Polish Code of Administrative Procedure and those concerning proceedings before administrative courts shall not apply.
5. Until the appointment of the Director of the UEHS Doctoral School, or when the Director of the UEHS Doctoral School is periodically unable to perform their duties, the Rector shall designate an academic teacher to perform the duties of the Director of the UEHS Doctoral School during this period.
6. Administrative support for the Doctoral School is provided by the Student Affairs Office operating at the University of Economics and Human Sciences in Warsaw.

**§ 4**

1. The consultative and advisory body of the Director of the UEHS Doctoral School is the Doctoral School Council of the University of Economics and Human Sciences in Warsaw, hereinafter “**UEHS Doctoral School Council**”.
2. The UEHS Doctoral School Council term of office is four years. The four-year term coincides with the term of office of the authorities of the University of Economics and Human Sciences in Warsaw.
3. The tasks of the UEHS Doctoral School Council include, in particular:
   1. giving an opinion on the UEHS Doctoral School's admissions policies and consulting with the doctoral student council;
   2. providing opinions on the educational program at the UEHS Doctoral School, including periodically analyzing and reviewing the program, initiating changes to it and consulting with the doctoral student council;
   3. giving an opinion on the rules for conducting the mid-term evaluation of doctoral students;
   4. analyzing the results of the mid-term evaluation;
   5. providing opinions on the need for amendments to the Regulations of the UEHS Doctoral School,
   6. appointing supervisors and assistant supervisors.
4. Meetings of the UEHS Doctoral School Council are convened by the Director of the UEHS Doctoral School or the Rector of the University of Economics and Human Sciences in Warsaw, at least twice a year.
5. Minutes of the meeting of the UEHS Doctoral School Council shall be prepared. The minutes are signed by the Director of the UEHS Doctoral School as Chairperson.
6. The Doctoral School Council consists of:
   1. Director of the Doctoral School as its Chairperson,
   2. Vice-rector for Science at the University of Economics and Human Sciences in Warsaw,
   3. Representatives of the disciplines in which education is provided at the Doctoral School, appointed by the Rector,
   4. a representative of doctoral students designated by the doctoral student council.
7. The Council of the UEHS Doctoral School holds meetings, including those conducted by means of remote communication.
8. **Recruitment**

**§ 5**

1. To be admitted to the UEHS Doctoral School, a person must hold a master’s degree, a master of engineering degree, an equivalent title, or must be a person referred to in art. 186, sec. 2 of the Act, subject to sec. 3.
2. The deadline for recruitment is determined by the Director of the UEHS Doctoral School.
3. In exceptional cases, a person who is a graduate of a first degree (undergraduate) program or a student who has completed the third year of a long-cycle master's degree program may participate in the recruitment process and subsequently be admitted to the UEHS Doctoral School, when this is justified by the highest quality of the candidate's academic achievements; this also applies to person who submits a statement about the planned date of obtaining such a degree no later than 4 months from the date of being part of the recruitment process.
4. The University of Economics and Human Sciences conducts two forms of recruitment for the doctoral school:
   1. regular, which takes place once per academic year;
   2. complementary.
5. The date of the complementary recruitment is set by the Rector of the University of Economics and Human Sciences via ordinance.
6. Recruitment to the doctoral school is done through a competitive process. The rules for recruitment, its procedure, and the appointment of the selection committee are set forth in the document entitled *“Recruitment rules and criteria of the Doctoral School at the University of Economics and Human Sciences in Warsaw*”, which constitutes Appendix 1 to these Regulations.
7. Admission to the UEHS Doctoral School takes place after completion of the competition referred to in §5 sec. 6 by way of enrollment in the doctoral program.
8. Denial of admission to the doctoral school is made by administrative decision. The decision of the Director of the Doctoral School may be appealed for review.
9. A doctoral student may also be admitted to the UEHS Doctoral School as a result of transferring from another doctoral school. The conditions for admission in such a case are determined by the Director of the UEHS Doctoral School. The period of training of a doctoral student at the UEHS Doctoral School, referred to in § 6 sec. 2 of the Regulations shall then include the previous period of education at the previous doctoral school.
10. At the same time, one can be a doctoral student of only one doctoral school operating at the University of Economics and Human Sciences in Warsaw.
11. **Organization of Doctoral Education**

**§ 6**

1. A person admitted to the UEHS Doctoral School acquires the rights of a doctoral student upon taking the oath; swearing in is confirmed in writing by the signature of the doctoral student bearing the date of the oath.
2. Education at the UEHS Doctoral School lasts up to 8 semesters and is based on a curriculum and an individual research plan. Educations at the UEHS Doctoral School prepares for attaining a doctoral degree.
3. In exceptional cases, the Director of the UEHS Doctoral School may shorten the period of training of a doctoral student, but not more than up to 6 semesters, especially when justified by the degree of advancement in the preparation of the doctoral dissertation and high achievements of the doctoral student in the process of education at the Doctoral School. The provision of § 8 shall apply accordingly.
4. The organization of the academic year at the UEHS Doctoral School is determined by the Rector of the University of Economics and Human Sciences in Warsaw by way of ordinance.
5. A doctoral student, within 3 months from the date of commencement of training at the UEHS Doctoral School, shall be required to submit the declarations referred to in: art. 265, sec. 13 and art. 343, sec. 7 of the Act. The declaration referred to in art. 343, sec. 7 of the Act is also made during the course of training at the UEHS Doctoral School.

**§ 7**

1. The course credit period is the academic year.
2. The prerequisite for obtaining course credit in an academic year is:
   1. achievement by the doctoral student of credits in all courses included in the educational process;
   2. submission of a report on the implementation of the individual research plan for the year, together with the opinion of the supervisor, and if an assistant supervisor has been appointed, then also with the opinion of the assistant supervisor.
3. The Director of the Doctoral School of AEH may recognize as credit the subjects from which the doctoral student has obtained positive results in the course of education at another doctoral school. The doctoral student attaches to the application for credit for the course in this mode a document certifying the successful result and the syllabus of the course.

**§ 8**

At the justified request of the doctoral student, in consultation with the supervisor(s), the Director of the Doctoral School may establish an individual program of study for the doctoral student.

**§ 9**

1. The educational process is carried out on the basis of the educational program established by the University Senate in cooperation with the Director of the UEHS Doctoral School and the Council of the UEHS Doctoral School and the doctoral student council.
2. Classes within the educational program are conducted in Polish or English.
3. The program is subject to periodic evaluation.

**§ 10**

1. The supervisor and assistant supervisor at the request of the doctoral student shall be appointed by the Director of the UEHS Doctoral School, upon approval of the UEHS Doctoral School Council.
2. The supervisor is appointed from among the academic teachers employed at the University of Economics and Human Sciences in Warsaw. In justified cases, a supervisor may be appointed from outside this group.
3. The appointment of a supervisor or assistant supervisor shall be made no later than within 3 months from the date of the doctoral student's commencement of education at the UEHS Doctoral School.
4. In the application referred to in § 10 sec. 1 submitted to the Director of the UEHS Doctoral School, the doctoral student is required to submit:
   1. a proposal of persons to act as supervisor or assistant supervisor,
   2. a written statement of the persons referred to above on their consent to act as supervisor or assistant supervisor.
5. In the situation of failure to fulfill the obligation referred to in §10 sec. 4, the Director of the UEHS Doctoral School shall appoint a supervisor or supervisors after obtaining the approval of the UEHS Doctoral School Council.
6. In justified cases, a doctoral student may apply for a change of supervisor or assistant supervisor. The provisions of this paragraph shall apply to such an application.
7. A university teacher may supervise, also as an assistant supervisor, no more than 5 doctoral students of the UEHS Doctoral School.

**§ 11**

1. A doctoral student in the process of education at the UEHS Doctoral School implements an individual research plan that they develop under the guidance of a supervisor. If an assistant supervisor is appointed, the individual research plan requires that the assistant supervisor also give an opinion on it.
2. The individual research plan should be submitted by the doctoral student to the Director of the UEHS Doctoral School for approval no later than 12 months from the date of commencement of education.
3. The opinion on the individual research plan is issued by the UEHS Doctoral School Council. The Director of the Doctoral School shall immediately forward to the UEHS Doctoral School Council the submitted individual research plan.
4. The individual research plan includes, in particular:
   1. a description of the main research problem with the rationale for its selection,
   2. deadlines for applying for external funding sources,
   3. the schedule and characteristics of each scientific task, as assigned to each semester of education,
   4. planned date for submission of dissertation.
5. In case of failure to submit, for reasons attributable to the doctoral student, an individual research plan by the deadline specified in § 11 sec. 2, the doctoral student is removed the lists of doctoral students of the UEHS Doctoral School.
6. If the Director of the UEHS Doctoral School determines that there are significant deficiencies in the content of the draft individual research plan, the doctoral student is summoned to supplement the draft within 14 days from the date of receipt. Failure to complete the indicated deficiencies by this deadline may result in removal from the list of doctoral students at the UEHS Doctoral School.
7. **Mid-term evaluation**

**§ 12**

1. A mid-term evaluation, which is mandatory for all doctoral students, is conducted at the midpoint of the educational period specified in the program.
2. The mid-term evaluation is conducted by a mid-term evaluation committee appointed by the Director of the UEHS Doctoral School and composed of:
   1. one person with a postdoctoral degree (dr hab.) or a professor in the discipline relevant to the dissertation, employed outside the University of Economics and Human Sciences in Warsaw;
   2. two academic teachers with a postdoctoral degree (dr hab.) or professors in the discipline relevant to the dissertation, employed at the University of Economics and Human Sciences in Warsaw.
3. In justified cases, the Director of the UEHS Doctoral School, after consultation with the UEHS Doctoral School Council, may appoint one person with a doctoral degree and significant scientific achievements in the discipline in which the doctoral dissertation is being prepared as a member of the committee.
4. The committee may not include the supervisor of the doctoral student's dissertation, or an assistant supervisor if they have been appointed for the doctoral student's dissertation proceedings, and in addition, the Director of the UEHS Doctoral School and representatives of the disciplines in which education is provided at the UEHS Doctoral School, appointed by the Rector, as referred to in § 4, sec. 6, letter c).
5. The Director of the UEHS Doctoral School shall set the date for conducting the mid-term evaluation subject to the deadline referred to in § 12, sec. 1.
6. A doctoral student shall submit a report on the implementation of the individual research plan no later than 14 days before the mid-term evaluation date set by the Director of the UEHS Doctoral School.
7. The model of the report on the implementation of the individual research plan is determined by the Director of the UEHS Doctoral School.
8. The doctoral student attaches to the mid-term report the opinion of the supervisor and, if appointed, the assistant supervisor.

**§ 13**

1. The mid-term evaluation committee selects a Chairperson from among its members, who mediates the committee's contact with the Director of the UEHS Doctoral School, other bodies of the University of Economics and Human Sciences in Warsaw, and the doctoral student.
2. The committee conducts a mid-term evaluation based on:
   1. report of the doctoral student on the implementation of the individual research plan,
   2. opinion of the supervisor or assistant supervisor regarding the doctoral student's report on the implementation of the individual research plan,
   3. interview with the doctoral student and other documents submitted by him.
3. The interview with the doctoral student may be conducted by means of remote communication. A supervisor or assistant supervisor may participate in the interview

**§ 14**

1. The mid-term evaluation ends with a positive or negative result. The assessment requires substantive justification. The committee decides on the assessment by majority vote.
2. The result of the mid-term evaluation, along with the reasoning behind it, is public.
3. The committee has the right to request the Director of the UEHS Doctoral School to change the supervisor.
4. A doctoral student has the right to appeal the decision of the mid-term evaluation committee on the result to the Director of the UEHS Doctoral School within 14 days from the delivery of the evaluation result.
5. In the case of a negative evaluation, the doctoral student is removed from the list of doctoral students of the UEHS Doctoral School.

**V. Suspension of education and removal from the list of doctoral students**

**§ 15**

1. Suspension of education at the UEHS Doctoral School is carried out at the request of the doctoral student for a period of time corresponding to the duration of:
   1. maternity leave,
   2. leave under maternity leave conditions,
   3. paternity leave,
   4. parental leave,

– specified in the Act of 26 June 1974 - Polish Labor Code (i.e., Journal of Laws of 2022, item 1510).

1. A doctoral student's written request for suspension of education should be submitted to the Director of the UEHS Doctoral School no later than 14 days from the date of occurrence of the circumstances giving entitlement to the leaves referred to in sec. 1. The application shall be accompanied by documents justifying the suspension of the education.
2. When accepting a request for suspension of training for a period other than an academic year, the Director of the UEHS Doctoral School shall determine the conditions applicable to the doctoral student after the end of the period of suspension and, in particular, set deadlines for the fulfillment of individual obligations under the training process and these Regulations.
3. Within 7 days from the date of termination of the suspension of education, the doctoral student shall submit to the Director of the Doctoral School a statement in writing about the continuation of education. Failure to submit a statement is grounds for initiating the procedure for removal from the list of doctoral students due to withdrawal from education.
4. All deadlines under the approved individual research plan, including the deadline for submission of the dissertation, are subject to extension by virtue of the provisions of these Regulations for the periods indicated in sec. 1.
5. During the period of suspension, the doctoral student does not fulfill the obligations of the educational program and the individual research plan.

**§ 16**

1. The Director of the UEHS Doctoral School may extend the deadline for submission of the dissertation, as established in the individual plan, upon a justified request of the doctoral student. However, the extension cannot exceed 2 years.
2. The doctoral student attaches to the application the opinion of the supervisor and, if appointed, the opinion of the assistant supervisor, in addition to other documents justifying the extension of the deadline referred to in sec. 1.
3. The specimen of the application for extension of the deadline for submission of the dissertation is determined by the Director of the UEHS Doctoral School.

**§ 17**

1. A doctoral student is removed from the list of doctoral students in the case of:

1) a negative result of the mid-term evaluation,

2) failure to submit the dissertation by the deadline specified in the individual research plan;

3) resignation.

1. A doctoral student may be removed from the list of doctoral students in the case of:

1) unsatisfactory progress in the preparation of the dissertation;

2) failure to fulfill the obligations indicated in the regulations of the doctoral school.

1. Removal from the list of doctoral students is carried out by administrative decision. The decision may be subject to review on request.

**VI. Rights and responsibilities of doctoral students**

**§ 18**

1. A doctoral student has the right to:

* 1. scientific supervision provided by the supervisor and assistant supervisor,
  2. request the appointment and change of a supervisor and assistant supervisor under the terms of these Regulations and the Act,
  3. pursue an individual research plan,
  4. participate in the activities provided for doctoral students within the UEHS Doctoral School,
  5. obtain credits within the time limits prescribed by these Regulations and the Act,
  6. report issues concerning the impartiality of the exam,
  7. recognition of credited subjects at another doctoral school under the rules provided for in these Regulations and the Act,
  8. shorten the period of training under the terms of these Regulations and the Act,
  9. appeal the mid-term evaluation under the rules provided for in these Regulations and the Act
  10. to request suspension and continuation of education at the UEHS Doctoral School under the terms of these Regulations and the Act
  11. extension of the deadline for submission of the dissertation under the terms of these Regulations,
  12. receive scholarship and social assistance under the terms of the Act and these Regulations,
  13. a rest break of no more than eight weeks per year, used during a period free from teaching,
  14. use the library and information system of the University of Economics and Human Sciences in Warsaw according to the rules of the university,
  15. use scientific and didactic facilities and laboratory equipment of the University of Economics and Human Sciences in Warsaw on the terms and conditions applicable to the respective organizational unit,
  16. use of educational facilities, etc. to educate doctoral students in accordance with the rules at the University of Economics and Human Sciences in Warsaw,
  17. carry out professional practice or scientific internships as agreed with the supervisor,
  18. receive information on procedures for obtaining funds for scientific research and organizational assistance in the development of proposals that allow to fund research or obtain domestic and foreign scholarships,
  19. obtain information about scientific conferences and other scientific undertakings related to his research work, which are available to the University of Economics and Human Sciences in Warsaw,
  20. hold doctoral student ID card,
  21. represent doctoral students of the University of Economics and Human Sciences in Warsaw in the UEHS Doctoral School Council,
  22. associate in the university's doctoral student organizations, in particular in research clubs and artistic/sports teams, according to the rules set forth in the Act,
  23. transfer to another doctoral school.

2. A doctoral student with a disability certificate, a disability degree certificate or a certificate referred to in art. 5 and 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities, shall receive a doctoral scholarship in the amount increased by 30% of the amount indicated in the Act.

3. It is the responsibility of the doctoral student to:

1. take the oath upon admission to the UEHS Doctoral School,
2. act in accordance with the oath and these Regulations,
3. comply with the regulations of the University,
4. uphold the reputation of the University,
5. adhere to the ethics of a doctoral student,
6. respect property and personal copyrights as defined by state and University regulations,
7. implement educational programs and individual research plans related to education at the UEHS Doctoral School,
8. submit all reports related to the educational process at the doctoral school within the time limits and in accordance with the rules set forth in these Regulations and the Act,
9. obtain all credits related to the educational process at the UEHS Doctoral School within the deadlines and under the terms of these Regulations and the Act,
10. preparation and defense of the dissertation,
11. collaborate with the supervisor and assistant supervisor to the extent necessary to complete the UEHS Doctoral School and obtain a doctoral degree,
12. pursue personal scientific development,
13. participation in activities resulting from the educational program and implementation of the individual research plan,
14. undergo apprenticeships provided for in the curriculum,
15. comply with the rules and regulations of fire and occupational health and safety,
16. express tolerance and respect for people of other religions, ethnicities, nationalities, cultures, or sexual orientation,
17. observe good practices of the self-governing University community;
18. take care of University property
19. respect the personal dignity of University employees and other students;
20. immediately notify the Director of the UEHS Doctoral School of any change of name and address, as well as any other data required by the University.

**§ 19**

1. A doctoral student is assigned a student ID.
2. The following data is included in the ID:
3. student ID no.,
4. education commencement date,
5. full name,
6. PESEL no, and in its absence, the number and series of an identity document with the designation of the country that issued the document,
7. information about the document that forms the basis for the application for admission to the doctoral school,
8. the name of the university, the number, date and place of issuance of the diploma of completion of the second degree or a long-cycle master's degree programme, and in the case of a person who was admitted to the doctoral school after completion of the first degree or after completion of the third year of a long-cycle master's degree programme – the name of the university, the number, date, and place of issuance of the diploma of completion of the first degree or the name of the university, the date, and place of issuance of the certificate of completion of the third year of a long-cycle master's degree,
9. the name of the doctoral school and the discipline in which the doctoral student's education is conducted,
10. the date and manner of completion of education at the doctoral school.
11. The student ID no. is used to mark the personal file folder of the doctoral student.
12. The entity conducting the UEHS Doctoral School shall issue a doctoral student ID card to the doctoral student.

**§ 20**

A doctoral student’s file includes:

1. documents constituting the basis for admission to the UEHS Doctoral School, as indicated in the body of these Regulations in the preceding provisions and the Act,
2. signed by the doctoral student, the student’s oath received upon admission of the doctoral student to the UEHS Doctoral School,
3. confirmation of receipt of the ID card (and their duplicates) by the doctoral student,
4. individual research plan with changes,
5. reports referred to in these Regulations, including a report on the implementation of the individual research plan,
6. mid-term evaluation report and other related documents, in particular the minutes of the mid-term evaluation committee meeting,
7. transcript of academic record of the doctoral student,
8. administrative decisions issued by the Director of the UEHS Doctoral School concerning the doctoral student,
9. information on initiated investigations or disciplinary proceedings concerning the doctoral student, together with documents on the completion of these proceedings,
10. doctoral scholarship documents.

**§ 21**

1. Completion of education at the UEHS Doctoral School takes place upon obtaining the learning outcomes for the qualification at PQF [PRK] level 8, submission of the dissertation, completion of the individual research plan, and the educational program specified in these Regulations, and earning all credits required by these Regulations.
2. A doctoral student who has completed the duties referred to in sec. 1 shall receive a certificate of completion of doctoral school.
3. A doctoral student who has not completed doctoral school may receive, upon request, a certificate documenting the course of education.
4. The doctoral student's education ends with the submission of a dissertation in accordance with an individual research plan.
5. Submission of the dissertation consists of submitting it to the Student Affairs Office in the appropriate number of copies together with the positive opinion of the supervisor and the opinion of the assistant supervisor, if appointed.

**§ 22**

* 1. The Rules of Awarding Doctoral Degrees at the University of Economics and Human Sciences in Warsaw, adopted by Senate Resolution No. 4/30/09/2022 of 30 September 2022, shall apply to matters concerning the proceedings for awarding doctoral degrees to a doctoral student who has graduated from the Doctoral School of the University of Economics and Human Sciences in Warsaw.
  2. These Regulations enter into force on the date of adoption.

Appendix no. 1

to the Regulations of the Doctoral School

at the University of Economics and Human Sciences in Warsaw

**RECRUITMENT RULES AND CRITERIA OF THE DOCTORAL SCHOOL**

**AT THE UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES IN WARSAW**

**§ 1**

* 1. Recruitment to the Doctoral School of the University of Economics and Human Sciences in Warsaw, hereinafter referred to as the “**UEHS Doctoral School**” or “**Doctoral School**”is conducted through a competition under the rules set by the Senate.
  2. Admission to the Doctoral School happens by way of enrollment in the list of doctoral students.
  3. The purpose of the recruitment procedure is to verify the aptitude of candidates for education at the UEHS Doctoral School by assessing their knowledge, skills, and social competency.
  4. Recruitment is carried out on a competitive basis within respective disciplines.
  5. The results of the recruitment proceedings are public.

**§ 2**

The recruitment procedure for the Doctoral School consists of the following stages:

* 1. submission, by candidates, of documents required in the recruitment procedure,
  2. verification of documents submitted by candidates,
  3. qualification process,
  4. enrollment in the list of doctoral students or the issuance of an administrative decision to refuse admission to the Doctoral School.

**§ 3**

* 1. The admissions procedure for a particular discipline is conducted by committees appointed by the Director of the UEHS Doctoral School. The committee consists of a Chairperson and at least 3 members, one of whom must be a professor or a holder of a postdoctoral (dr hab.) degree in the relevant discipline.
  2. The Chairperson of the admissions committee shall be a member of the UEHS Doctoral School Council representing the discipline in which education is provided at the UEHS Doctoral School, appointed by the Rector in accordance with § 4, sec 6, letter c).
  3. Chairperson of the selection committee:

1. directs the work of the committee,
2. convenes committee meetings,
3. distributes tasks among the various members of the committee,
4. sets the rules that apply to the committee and its work.
   1. The secretary of the selection committee is appointed from among UEHS employees. The secretary participates in the work of the selection committee without voting rights.
   2. The body of the doctoral student council, indicated in the regulations of the doctoral students council, may appoint its representative to participate in the work of the admissions committee   
      as an observer.
   3. The composition of the committee is public.
   4. The admissions committee makes decisions in the form of resolutions.

**§ 4**

The tasks of the committee, in particular, include:

* 1. sending a notice to candidates about the date and place of the recruitment proceedings at least seven days before the scheduled date,
  2. analysis of documentation to check completeness,
  3. making decisions on admitting candidates to the recruitment process,
  4. conducting recruitment,
  5. determining of the number of points obtained by candidates in the recruitment procedure,
  6. preparation of a ranking list for the discipline (ranking of all candidates: the number of points for each element of the evaluation including the final score).

**§ 5**

1. A person applying for admission to the UEHS Doctoral School, should submit the following documents:
2. personal data sheet,
3. resume,
4. a copy of the university diploma confirming the possession of a master's degree, master's degree in engineering or equivalent, or documents confirming the fulfillment of the conditions set forth in art. 186, sec. 2 of the Act, or a statement of the planned date of obtaining such a degree no later than 4 months from the date of joining the recruitment process,
5. research project description,
6. documented confirmation of scientific activity, such as: publications, engagement in scientific clubs, participation in scientific conferences, domestic and foreign internships, awards and prizes, participation in grant-related procedures,
7. confirmation of payment of the recruitment fee,
8. a declaration regarding doctoral degree possession,
9. a declaration regarding the possession of a disability certificate, a certificate on the degree of disability, or a certificate referred to in art. 5 and art. 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities
10. a declaration on being employed as an academic teacher or researcher, except for the employment referred to in art. 209, sec. 10, points 1 and 2 of the Act,
11. a declaration that the candidate is not a doctoral student at any other doctoral school,
12. a declaration of familiarity with the information on the processing of personal data in accordance with art. 13, sec 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation - hereinafter “GDPR”) and consent to the processing of personal data in connection with participation in the recruitment procedure.

Specimens of the declarations listed from g) through k) are attached as Appendices 1-5 to the Recruitment Rules and Criteria of the Doctoral School at the University of Economics and Human Sciences in Warsaw.

1. A foreign higher education diploma must confirm education at the level of graduate studies or long-cycle master's studies, or be recognized under the terms of separate regulations as equivalent to a Polish diploma of graduate studies or long-cycle master's studies and the title of Master.
2. Candidate with a degree from a foreign country:
   1. shall additionally submit a certified translation of the diploma, including the supplement, into Polish, unless the diploma or its official copy, including the supplement, was issued in English;
   2. may be called upon to submit additional explanations or documents, in particular the apostille or legalization of the diploma.
3. The Director of the UEHS Doctoral School has the right to consider that the documents submitted by a candidate with a foreign degree do not qualify them for further admission, of which the candidate is notified immediately.
4. As a condition for entry into the UEHS Doctoral School, original copies of all required documents must be submitted no later than at the time of entry. In justified cases, the Director may agree to submit original documents on another specified date.

**§ 6**

1. The recruitment process involves the selection committee determining the number of points to be awarded to a candidate for each part of the assessment. Points are awarded according to the evaluation criteria that the committee adopts.
2. The recruitment committee draws up a ranking list of candidates, determining the order according to the total number of points obtained.
3. Recruitment takes place in three stages:
   1. In the first stage, the selection committee evaluates the research project. The maximum number of points possible in the first stage is 25. A minimum of 10 points is required for admission to the second stage.
   2. In the second stage, the selection committee evaluates the interview process. The maximum number of points possible in the second stage is 50. Failure to attend the interview is equivalent to withdrawal from the recruitment process.
   3. In the third stage, the selection committee awards points for academic achievements. The maximum number of points to be earned from this stage is 25.
4. The committee draws up a ranking list of candidates, determining the order according to the number of total points obtained within the limit of places. The committee reserves the right to not select any person from among the candidates for the UEHS Doctoral School.
5. Enrollment in the list of doctoral students within the limit of places is made by the Director of the UEHS Doctoral School. Enrollment is made upon receipt of confirmation from the candidate of their desire to study at the UEHS Doctoral School and within 7 days of the announcement of the results of the recruitment. Failure to confirm is considered a resignation from the UEHS Doctoral School. The procedure is repeated for the next person on the list.
6. The decision on refusal of admission to the UEHS Doctoral School is issued by the Director of the UEHS Doctoral School. The decision of the Director of the UEHS Doctoral School may be appealed.
7. The decision issued as a result of the appeal is final. The decision may be appealed to the Voivodeship Administrative Court in Warsaw, through the Director of the Doctoral School.

**§ 7**

A protocol is drawn up of the recruitment proceedings, reflecting the essential elements of the recruitment proceedings, signed by the chairman of the committee.

**§ 8**

To the extent not regulated herein, the provisions of the Act, its implementing regulations and the Act of 14 June 1960 - the Polish Code of Administrative Procedure shall apply to the recruitment procedure.