

RECRUITMENT RULES

to the SGMK Doctoral School for the academic year 2024/2025

Chapter 1

General provisions

§ 1.

1. This document sets forth the rules of admission procedure (hereinafter: "Recruitment Rules") for the SGMK Doctoral School (hereinafter: "Doctoral School") for the academic year 2024/2025.
2. Recruitment to the Doctoral School in the 2024/2025 academic year is carried out in the following scientific disciplines:
 - 1) economics and finance,
 - 2) philosophy,
 - 3) theological sciences,
 - 4) medical science,
 - 5) astronomy,
 - 6) legal sciences.
3. The purpose of the recruitment process is to select the best candidates for training at the Doctoral School.
4. Recruitment of foreigners to the Doctoral School is carried out according to the same rules as for Polish citizens, taking into account the provisions of the Law of July 20, 2018. - Law on Higher Education and Science (Journal of Laws of 2023, item 742), hereinafter referred to as the "Law".
5. Candidates with disabilities are subject to the same Recruitment Policy as other applicants for admission to the Doctoral School.

Chapter 2

Recruitment committee and qualification teams

§ 2

1. Recruitment to the School is carried out by:
 - 1) The selection committee of the Doctoral School, hereinafter referred to as the "Selection Committee",

- 2) At least one qualification team for each scientific discipline referred to in § 1.2, hereinafter referred to as the "Qualification Team" or "Qualification Teams".
2. The Selection Committee, including its chairman and the Selection Teams, are appointed by the Rector.

§ 3.

1. The Selection Team is composed of at least four persons representing the discipline in which recruitment is being conducted, with at least a doctoral degree. An interview may be conducted if at least 3 members of the Selection Team are present.
2. The qualification team is chaired by either a member of the Selection Committee or a representative of the discipline approved by the Chairman of the Selection Committee.
3. The Rector, the Director of the Doctoral School and the Director of Academic Affairs and Training, the chairman of the Selection Committee and the person responsible for the administrative support of the Team in question, as designated by its chairman, are entitled to participate in the work of the Selection Team (without voting rights).
4. A member of the Selection Team shall be excluded from evaluating a candidate if:
 - 1) Is the candidate's intended promoter;
 - 2) is the candidate's superior or is otherwise in a business relationship with the candidate;
 - 3) Is a member of the candidate's family;
 - 4) there are other circumstances that may affect the impartiality and fairness of the evaluation there are other circumstances that may affect the impartiality and fairness of the candidate's evaluation, including direct business dependence.
5. A member of the Selection Panel is required to report, to the Chairman of the Panel, in the form of a written statement, the existence of the circumstances referred to in paragraph 4, which are the basis for excluding him from evaluating the candidate.
6. Members of the Selection Team are required to be fair and impartial in evaluating candidates.

§ 4.

1. Meetings of the Selection Committee may be held remotely. Decisions on the form of the meeting are made by the Chairman of the Recruitment Committee.
2. Meetings of the Recruitment Commission shall be minuted. The minutes shall be signed by the chairman and members of the Commission participating in the meeting, subject to paragraph 3.
3. In the case of a meeting of the Commission conducted remotely, the minutes shall be signed only by the chairman.
4. In the absence of the Chairman, a meeting of the Selection Committee is convened and chaired by a member of the Committee authorized by the Chairman.

§ 5.

The tasks of the Recruitment Committee include:

- 1) Supervision of the recruitment process,
- 2) Preparing and providing the Qualification Teams with a template of the protocol and individual candidate evaluation sheets for the Qualification Teams,
- 3) Preparing candidate documents for Qualification Teams,
- 4) Setting individual interview dates and notifying candidates,
- 5) Determination, on the basis of the minutes of the qualification teams, of the ranking lists in each scientific discipline and the list of those pre-qualified for inclusion in the list of doctoral students,
- 6) publication on the Doctoral School website of a list of pre-qualified applicants and, after verification of the documents referred to in § 16(1), a list of those admitted to the Doctoral School within each scientific discipline,
- 7) Preparation of a draft decision on refusal of admission to the Doctoral School.

§ 6.

1. The tasks of the Qualification Teams include:

- 1) Analysis of the candidates' documents submitted by the Selection Committee,
- 2) Analysis and evaluation of the relationship of the candidate's completed master's degree, other forms of education and academic achievements, with the candidate's chosen scientific discipline,
- 3) Analyzing the qualifications and competencies and academic achievements of candidates and awarding ranking points, in accordance with the scores established in Appendix 1 to the Recruitment Rules,
- 4) Analysis of the candidates' dissertation concepts and awarding of ranking points, in accordance with the established scoring of Appendix 1 to the Recruitment Rules,
- 5) Conducting an interview and awarding ranking points in accordance with the established scoring of Appendix 1 to the Recruitment Rules.
- 6) Determination of the total, aggregate number of ranking points obtained by a candidate from all criteria referred to in Appendix 1 to the Recruitment Rules,
- 7) Transmission of the minutes to the selection committee with individual candidate evaluation sheets and recommendations to the selection committee on:
 - a) Pre-qualification of candidates for inclusion in the list of doctoral students,
 - b) determination of the reserve list,
- 8) Preparing information for the Selection Committee on the progress of the selection process in the event of a candidate's request for reconsideration.

2. Meetings of the Qualification Team shall be minuted. The minutes shall be signed by the Chairman and the members of the Qualification Team attending the meeting, subject to paragraph 3.
3. In the case of a meeting conducted remotely, the minutes shall be signed only by the Chairman of the Qualification Team.

§ 7.

1. A member of the Selection Team is required to maintain impartiality and objectivity in evaluating candidates for the Doctoral School.
2. A member of the Selection Panel shall inform the Chairman of the Selection Panel of any circumstances that may affect his impartiality and objectivity in evaluating candidates for the Doctoral School.
3. A member of the Selection Team is subject to exclusion from the evaluation of a candidate in particular if:
 - 1) provided the statement referred to in § 3(5),
 - 2) was the supervisor of the candidate's master's thesis;
 - 3) is the candidate's supervisor or is in another employment relationship with the candidate;
 - 4) the candidate is or was his or her spouse or is a relative or affinity up to the second degree or is or was in cohabitation with a member of the selection committee;
 - 5) the candidate is or was a person related to the committee member by adoption, guardianship or custody;
 - 6) there are other objective circumstances that may give rise to legitimate concerns about maintaining impartiality and objectivity in evaluating the candidate.
4. The Chairman may exclude himself from the evaluation of a candidate in the cases referred to in paragraph 3.
5. The exclusion of a member of the Selection Team from the evaluation of a particular candidate shall be recorded in the minutes of the Selection Team meeting.

§ 8

1. The recruitment schedule includes:
 - 1) sending an electronic version of the required documents with attachments, with payment of the recruitment fee
 - 2) Qualification proceedings, including qualification interviews
 - 3) Announcement of the list of candidates pre-qualified for inclusion in the list of doctoral students
 - 4) Announcement of the list of candidates pre-qualified for inclusion in the list of doctoral students

- 5) issuance of an administrative decision on refusal of admission to the Doctoral School to candidates not qualified for enrollment
 - 6) issuance of an administrative decision on the refusal of admission to the Doctoral School to candidates who are not qualified for entry into the list of doctoral students
 - 7) submission by candidates pre-qualified for inclusion in the list of doctoral students of the documents referred to in § 16 paragraph 1.
 - 8) announcement of the list of those accepted to the Doctoral School
2. A detailed schedule of recruitment proceedings is attached as an appendix no. 8 to Recruitment Rules.

Chapter 3

Recruitment procedure. Formal criteria

§ 9.

1. Candidates who are eligible for admission to the Doctoral School in the scientific discipline specified in § 1.2 may apply:
 - 1) have a professional degree of Master of Science, Master of Engineering or equivalent title.
 - 2) have submitted an affidavit of their knowledge of English at a level that allows them to participate in the classes - according to the model included in the Appendix to the Recruitment Rules.
2. In the case of holding a master's degree that does not correspond to the discipline in which the doctoral student's training will be implemented, the approval of the College corresponding to this discipline obtained prior to the admission procedure is required.
3. For planning education in the disciplines of theological sciences, a master's degree in theology or equivalent, obtained in accordance with the provisions of the Apostolic Constitution on Universities and Faculties of the Church "Veritatis gaudium" of December 8, 2017, is required.
4. In the case of planning education in the discipline of legal sciences, the possession of a master's degree in law is required. In the case of holding a master's degree in the discipline of legal sciences other than a master's degree in law, the consent of the relevant College obtained prior to the recruitment procedure is required. The conditions for obtaining such approval shall be determined by the College.
5. In the absence of a master's degree due to the waiting for its issuance, the candidate is required to provide a certificate from the university on obtaining a master's degree.
6. Foreigners may undertake education at the Doctoral School conducted in Polish if, in addition to their knowledge of English at a level that allows them to take part in classes, they demonstrate knowledge of Polish, i.e., they obtain confirmation during the interview that their preparation and level of knowledge of Polish allow them to undertake education in Polish.
7. If the master's degree was issued in a language other than Polish or English, the candidate shall attach a sworn translation.

§ 10.

1. Recruitment to the doctoral school is carried out in two modes:
 - 1) regular recruitment, for places within the limit financed by the subsidy - is held on the date specified in the Annex no. 8 to Recruitment Rules.
 - 2) special recruitment, for places financed by external funds - is carried out on a date determined by the rector, adapted to the decision to grant funding.
2. The limit of places for the first year of training at the doctoral school is determined by the rector.
3. The limit of places in special recruitment to the doctoral school is determined by the rector regardless of the limit referred to in §2.
4. Admission to the doctoral school is within the limit of places.
5. The candidate is required to send an electronic version of the required documents:
 - 1) familiarize themselves with these Recruitment Rules,
 - 2) preparation of electronic versions of the documents referred to in §10,
6. Submission of documents by candidates to the Doctoral School is done electronically through the recruitment system.
7. A candidate in the recruitment process may choose only one scientific discipline from among the disciplines referred to in § 1(2).
8. The candidate submits in electronic version (pdf format), the following completed forms:
 - 1) a signed application for admission to the Doctoral School - according to the model included in the Appendix to the Recruitment Rules,
 - 2) A diploma confirming the attainment of a master's degree, master's degree in engineering or an equivalent title,
 - 3) Master's degree supplement or other document confirming the course of study,
 - 4) The concept of the dissertation - according to the model included in the Appendix to the Recruitment Rules,
 - 5) signed information questionnaire with attachments - according to the model included in the Appendix to the Recruitment Rules,
 - 6) statement of knowledge of English at a level that allows participation in the classes - according to the model included in the Appendix to the Recruitment Rules,
 - 7) resume (CV),
 - 8) signed information clause on the processing of personal data - according to the model included in the Appendix to the Recruitment Rules.
9. A candidate who has a diploma confirming the attainment of a second degree qualification outside Poland shall additionally submit a translation of the diploma prepared by a sworn translator. The provisions of Articles 326 and 327 of the Law shall apply to the recognition of the diploma as authorizing the candidate to undertake training at the Doctoral School.
10. If incomplete documents are submitted in the recruitment procedure, making it impossible to assess the candidate's fulfillment of the formal criteria, the Recruitment Committee shall

call the candidate to supplement them immediately, within 3 days from the date of the call. Failure to comply with this obligation within the prescribed period will result in leaving the candidate's application unprocessed, and thus inadmissibility of the candidate to the recruitment procedure.

11. In the case of a person with a diploma of studies completed outside Poland, the Recruitment Committee responsible for the scientific discipline chosen by the candidate may call on the candidate to submit additional documents.

§ 11.

1. The enrollment fee for the Doctoral School is PLN 200.
2. The candidate shall make payment to the designated bank account no later than the date indicated in the recruitment schedule.
3. If the payment is not made by the deadline referred to in paragraph 2, the candidate may be inadmissible to the qualification procedure. The candidate shall be informed of inadmissibility to the qualification proceedings electronically, to the email address indicated by the candidate in the Appendix to the SGMK Doctoral School Recruitment Rules for the 2024/2025 academic year.
4. The candidate is entitled, upon request, to a refund of the enrollment fee in the case of:
 - 1) resignation from participation in the qualification procedure before it begins;
 - 2) Refusal to initiate the qualification procedure with respect to a candidate due to failure to pay the recruitment fee on time;
 - 3) overpayments.

Chapter 4

Qualification procedure

§ 12.

1. The qualification procedure is conducted by the Qualification Team responsible for the scientific discipline chosen by the candidate and includes:
 - 1) An analysis and evaluation of the relationship of the candidate's completed master's degree, other forms of education and academic achievements, to the candidate's chosen scientific discipline,
 - 2) Awarding ranking points in the following criteria:
 - a) The candidate's past achievements and academic record,
 - b) dissertation concept,
 - c) The candidate's potential for scientific work.
2. The qualification team awards candidates ranking points in each criterion according to the rules set forth in Appendix 1 to the Recruitment Rules.

3. The qualification team, within the scope referred to in paragraph 1 item 1, recommends a positive or negative assessment to the Selection Committee. In the case of a negative assessment, the Qualification Team prepares a justification.
4. The qualification team identifies those with the highest ranking scores in accordance with the established limit of seats in the discipline.
5. The maximum number of ranking points possible to be awarded by the Selection Panel from the criteria referred to in paragraph 1, item 2 is 140 points.
6. Upon completion of the qualification procedure, the Qualification Team immediately provides the Recruitment Committee with the completed and signed documents referred to in § 4, paragraph 2.

§ 13.

1. The purpose of the interview is to check the candidate's predisposition to conduct research work, his scientific interests and motivation, in addition, to assess the correctness of the preparation and feasibility of the research project based on the documentation submitted during the recruitment process and the candidate's general knowledge of the scientific discipline.
2. Information about the date and place or form of the interview for candidates within the scientific discipline referred to in § 1, paragraph 2 is provided to candidates electronically at the e-mail address indicated in the application for admission to the Doctoral School and is published on the Doctoral School website.
3. The interview can be conducted either onsite or remotely, using MS Teams messenger.
4. Before the interview begins, the Chairman or Secretary of the Selection Team is required to verify the identity of the candidate.
5. The interview consists of two parts:
 - 1) Part one - presentation by the candidate of the preliminary concept of the dissertation - max. 20 min,
 - 2) Part two - questions from members of the qualification team to test the candidate's ability to justify/defend the presented dissertation concept, conduct scientific discussion and motivation for research work, as well as the candidate's general knowledge in the chosen scientific discipline.
6. The candidate's presentation should include the following:
 - 1) preliminary dissertation topic,
 - 2) The rationale for the choice of the topic, the results of the analysis of the state of knowledge in the field of the selected research problem, a literature review,
 - 3) Preliminary definition of the research problem (objective, research questions, hypotheses),
 - 4) proposed methodology,
 - 5) expected results.

§ 14.

1. The Selection Committee, before accepting the minutes of the Selection Teams, may have the Selection Team re-examine the documents and the method of awarding ranking points. This does not apply to the points awarded for the interview.
2. A candidate may be considered within the limit of places for the scientific discipline for inclusion in the list of doctoral students only in the case of:
 - 1) fulfillment of the formal requirements referred to in § 8 paragraph 1,
 - 2) payment of the enrollment fee, in accordance with the conditions specified in § 11
 - 3) to obtain the positive assessment referred to in § 12.1.1 and § 12.3,
 - 4) meeting the criterion referred to in § 9 and 10

§ 15.

1. The results of the recruitment proceedings are public.
2. The admissions committee draws up a protocol of the recruitment process, to which it attaches a document called a ranked list of candidates, which includes information about the candidates preliminarily qualified for entry into the list of doctoral students.
3. The order in which candidates are placed on the ranking list is determined by the number of ranking points and fulfillment of the requirements referred to in § 12 paragraph 2.
4. If candidates obtain the same total number of ranking points, admission to the Doctoral School is determined by the number of points awarded first for:
 - 1) The candidate's potential for scientific work, as referred to in § 12.1.2(c),
 - 2) scientific achievements referred to in § 12 section 1 item 2 letter a.
5. In the absence of a decision on the basis of the conditions referred to in paragraph 4, the decision on admission to the Doctoral School is made by the Admissions Committee.
6. After analyzing the preliminary results of the admissions process, the Admissions Committee may request the Rector to increase the limit of places to the Doctoral School for the 2024/2025 academic year.
7. Candidates who do not meet the conditions referred to in § 12(2) are placed on the ranking list in a separate group below the candidates who meet these conditions.
8. The ranking list includes:
 - 1) name of the candidate,
 - 2) Final score - total ranking points,
 - 3) Determination of whether the candidate has been prequalified for enrollment in the Doctoral School.
9. The ranking list is signed by the chairman of the Selection Committee.
10. Any deletions and changes made to the ranking list after it is signed should include a justification and be confirmed by the signature of the chairman of the selection committee.

Chapter 5

Acceptance and refusal of admission to the Doctoral School

§ 16.

1. A candidate pre-qualified for enrollment in the Doctoral School is admitted to the Doctoral School upon delivery to the Dean's Office of the Doctoral School:
 - 1) statements in accordance with the model specified in Appendix 5 to the Recruitment Rules,
 - 2) a diploma of completion of second-cycle studies, uniform master's studies or equivalent obtained under separate regulations, or a certificate of completion of a master's degree.
2. In special cases, the Chairman of the Recruitment Committee may set an individual deadline for a candidate to submit the documents referred to in paragraph 1.
3. Failure to meet the requirements specified in paragraph 1 will result in deletion of the candidate from the list of those pre-qualified for enrollment as a doctoral student.
4. Candidates who meet the conditions referred to in § 14, paragraph 2, and were not admitted due to the exhaustion of the limit of places specified for the scientific discipline, constitute a reserve group. In the event that places on the list of pre-qualified candidates for the Doctoral School for the academic year 2024/2025 in the scientific discipline chosen by the candidate become vacant, such persons may, by decision of the Rector, be admitted to the Doctoral School in the order of the number of points obtained.
5. The Recruitment Committee shall immediately inform the candidate of admission under this procedure. The provisions of paragraphs 1 and 2 shall apply mutatis mutandis, whereby the declaration referred to in paragraph 1 shall be submitted by the candidate within seven days from the date of communication of this obligation under pain of termination of qualification by law.

To the Rules of Recruitment to the Doctoral
School of SGMK.
for the 2024/2025 academic year

Detailed rules for awarding ranking points

Stage I

Evaluation of the candidate's past achievements and academic record;
max. 50 points

| L.p. | Criterion | Rules for awarding points | | Points awarded |
|-------------|---|---|---|-----------------------|
| 1. | Arithmetic average of grades from all exams college | <3,49 | 0 | .../6 |
| | | 3,50-3,99 | 1 | |
| | | 4,00-4,49 | 3 | |
| | | 4,50-4,99 | 5 | |
| | | 5,00 | 6 | |
| 2. | Confirmed by a diploma other course of study completed studies | First degree or postgraduate | 1 | .../3 |
| | | 2nd degree (Master's supplementary) | 2 | |
| | | Single master's degree | 3 | |
| 3. | Foreign internships or other stays abroad (min. 2 weeks) related to discipline of the Doctoral School | Up to 1 month - 1 point More than 1 month - 2 points | | .../2 |
| 4. | Active activity in a scientific circle (number of years=number of points) confirmed written opinion of the circle supervisor, publication or abstract | | | .../5 |
| 5. | Activities in student organizations during studies | | | .../1 |
| 6. | Awards, prizes, scientific grants | Intra-university grant | 3 | .. /3 |
| | | Extramural grant | 6 | .. /6 |

| | | | | |
|-------------|--|---|----|---------------|
| | | Awards (number of awards=number of points; a maximum of 3 can be indicated) | | .../3 |
| | | Honors (number of awards=number of | | .../2 |
| | | Points; maximum indicate 2) | | |
| 7. | Papers presented at scientific conferences (1 work=2 points; maximum number of works to be evaluated - 5) | | | .../10 |
| 8. | Publications in journals from the ministerial list (1 publication=5 points; maximum number of works to be evaluated - 3*) | | | .../15 |
| 9. | Publications in journals outside the ministerial list (1 publication= 1 point; maximum number of works to be evaluated - 5*) | For one publication 1 point | | .../5 |
| 10. | Selected monograph*/chapter* (as first author) in a textbook from the ministerial list of publishing houses | Monograph | 10 | .../10 |
| | | Chapter | 4 | .../4 |
| SUMA | | | | .../75 |

*- more can be demonstrated in the body of work.

Concept of the dissertation; **max 15 points**

| Specification | Number of ranking points |
|---|--------------------------|
| Evaluation of the quality and correctness of the substantive concept, in particular, the framing of the dissertation topic and the rationale for its selection, the definition of the research problem, purpose, research questions, hypotheses, methodology, and | .../15 |

| | |
|---|--|
| the presentation of the current state of research on the adopted topic. | |
|---|--|

Editing requirements: max. 5000 characters without spaces, Arial font, normal style, size 12, margins: right, left, top, bottom - 2.5 cm, line spacing 1.5; text justified. II stage

Interview;

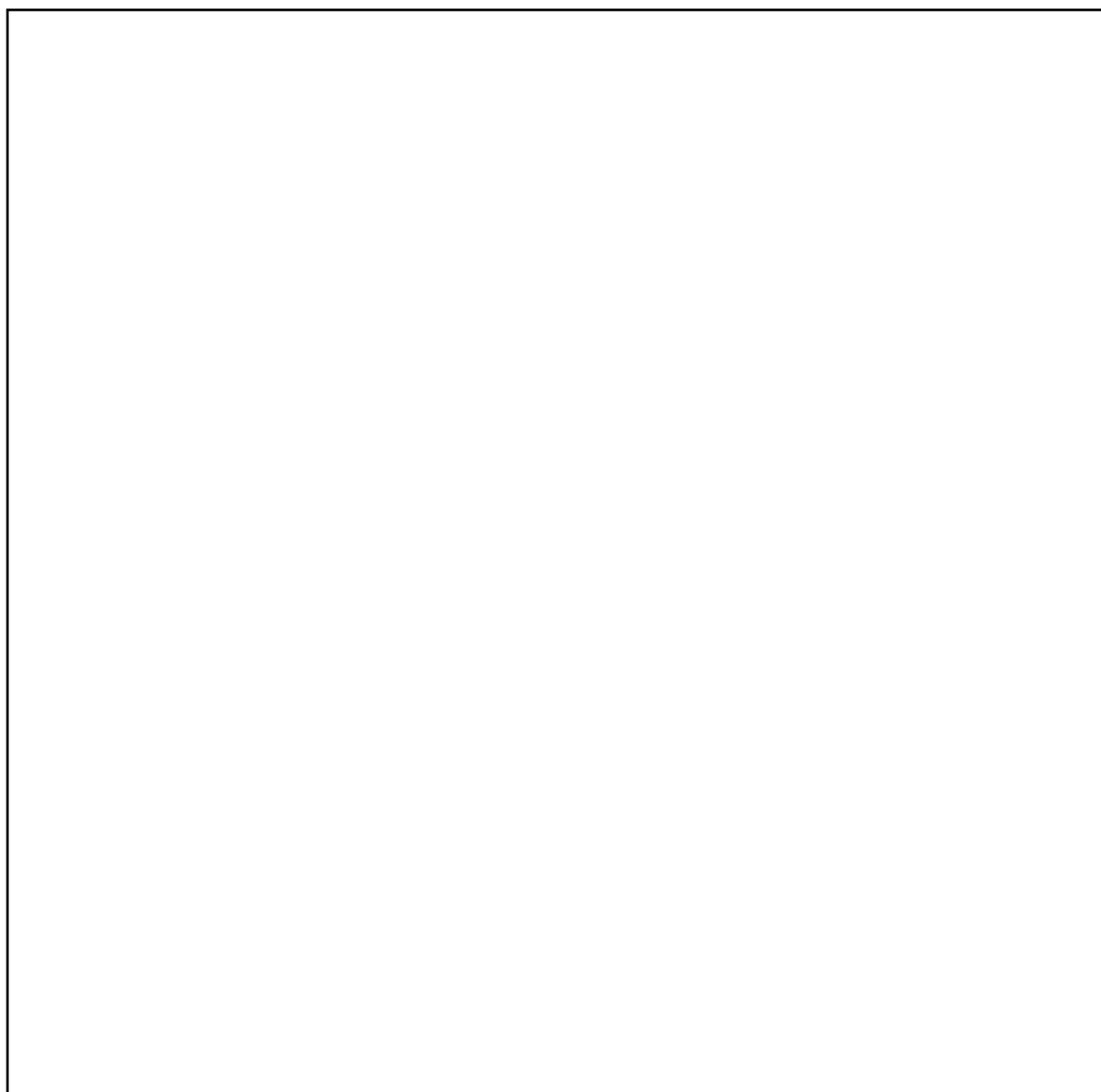
max 50 points

| Specification | Number of ranking points |
|---|---------------------------------|
| Presentation of the dissertation concept by the Candidate - novelty and scientific value of the project | .../20 |
| Justification of the importance of the proposed research for the development of science | .../10 |
| An indication of the research methods that will be used in the scientific work | .../10 |
| Ability to present a work project and discuss | .../5 |
| Ability to implement the proposed research project | .../5 |
| Total | .../50 |

.....
(name of candidate)

.....
(scientific discipline)

Concept of the dissertation 1



¹ The concept should include: the initial topic of the dissertation and justification for its selection, definition of: the research problem, purpose, research questions, hypotheses, methodology, and presentation of the current state of research in the adopted topic; max. 5000 characters without spaces, Arial font, normal style, size 12, margins: right, left, top, bottom - 2.5 cm, interline 1.5; text justified

To the Rules of Recruitment to the SGMK Doctoral School for the academic year 2024/2025.

INFORMATION QUESTIONNAIRE

.....
(name of candidate)

I. BASIC DATA

1. completed second degree (master's degree):

1) university name.....

2) field of study.....

3) completion result.....

4) year of completion.....

5) thesis title.....

6) Name of thesis supervisor.....

2. Do you hold a doctoral degree? If Yes, please attach a copy of your doctoral degree or interim certificate - Attachment No. 1

3. Have you had or do you have a doctoral dissertation or doctoral degree proceedings initiated? If yes, please specify university/institute and academic discipline and dissertation topic.....

4. Have you been or are you a participant in a doctoral program (third degree program)? If Yes then please specify university/institute, academic discipline, year of commencement - year of endings.....

5. Have you been or are you a doctoral student of a doctoral school? If Yes, please provide name of doctoral school, academic discipline, start and end date of training.....

6. Current employment (name of workplace, locality, position held)

.....

II. QUALIFICATIONS AND COMPETENCIES

1. overseas trips and individual studies:

1) trips within the framework of programs such as Erasmus - Annex No. 2

.....

(name of program, departure date, semester of study, host university, country)

4. foreign internships - appendix no. 3

.....
(name of internship, term, semester of study, host institution, country)

5. individual studies - appendix no. 4

.....
(semester(s) of study, level of study)

2. Certificates and certificates evidencing the acquisition of the qualifications needed for scientific work - Annex No. 5

.....
(name of certificate/certification)

3. Document certifying knowledge of a foreign language at the level of language proficiency above B2 - Annex No. 6

.....
(name of certificate/certification)

III. SCIENTIFIC ACHIEVEMENTS

1. publication activities from 2016 to 2024:

1) monograph from the list referred to in Article 267, paragraph 3 of the Law - Appendix No. 8 in the case of:

-monographies must be accompanied by a copy of the title page and abstract (max. 5 A4 pages); -chapter in a monograph, scientific publication or paper, longer than 5 pages, must be accompanied by a title page and abstract (max. 3 A4 pages), up to 5 pages must be accompanied by a copy of the entire publication;

.....
(author(s), title, publisher, year of publication, number of points);

2) A chapter in a multi-author monograph, from the list referred to in Article 267, paragraph 3 of the Law - Appendix No. 9

.....
(author(s), title, monograph title, publisher, year of publication, number of points)

3) Scientific publication in journals from the list of scientific journals referred to in Article 267(3) of the Law - Appendix No. 10

.....
(author(s), title, journal name, year of publication, number of points)

4) Scientific publication in journals outside the list referred to in Article 267, paragraph 3 of the Act - Appendix No. 11

.....
(author(s), title, journal name, year of publication)

5) Participation in a scientific conference with presentation of a paper and its publication in peer-reviewed post-conference materials, in the list referred to in Article 267, paragraph 3 of the Act - Appendix No. 12

.....
(name of conference, date, venue, topic of presentation, author(s))

2. awards received, scholarships:

- 1) awards or scholarships of the minister responsible for higher education and science - Annex No. 13

.....
(name of award or scholarship, date of award)

- 2) obtaining an award or scholarship of the rector - appendix no. 14

.....
(name of award or scholarship, date of award)

- 3) honorable mention for the best thesis - appendix 15

.....
(Bachelor's/master's degree, date of award)

- 4) other awards for research activities - Annex No. 16

.....
(title of award, date of award)

3. achievements in the Scientific Circle of Students (KNS)

- 1) Honorable mention in the competition for the best student work within the framework of the activities of the KNS - Appendix No. 17

.....
(subject of work, date of award)

- 2) Commendation for the speech at the KNS seminar - Appendix No. 18

.....
(topic of speech, date of award)

4. participation in research projects in the last 5 years - Annex No. 19

.....
Name of research project(s); Time of participation in project from- to; University, scientific institution where project is carried out; Title/degree name of project manager; % of candidate's participation in project

Notes:

- transmitted attachments should be made available in pdf format;
- The attachment to the item/sub-item of the Questionnaire should include confirmation of all information indicated in the item/sub-item;
- attachments should include confirmation of awards, scholarships, prizes received in the form of scans of diplomas, certificates, decisions;
- confirmation of the candidate's participation in research projects is the certificate of the project manager, in the case of several certificates, they should be uploaded in one file;
- The size of all files should not exceed 50 MB.

.....

(place, date)

.....

(candidate's signature)

Information clause

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), OJ.EU.L.2016.119.1, hereinafter: "RODO", I inform you that:

1. The administrator of your personal data is the Nicolaus Copernicus University Main School with its seat in Warsaw (code: 00-695) at Nowogrodzka 47a Street
2. The data controller has appointed a data protection officer overseeing the correctness of the processing of personal data, who can be contacted via e-mail address: iodo@sgmk.edu.pl.
3. Your personal data will be processed for the purposes of recruitment to the Doctoral School, and after admission will be processed for the purposes of documenting the course of training and for statutory, statistical and archiving purposes.
4. The data provided will be processed on the basis of the law, i.e. RODO and the Law of July 20, 2018. Law on Higher Education and Science.
5. Provision of data is voluntary, but necessary to fulfill the purposes for which they were collected. Failure to provide them will prevent recruitment and admission to the first year of training at the Doctoral School.
6. Personal data will not be shared with other recipients, with the exception of the Minister of Higher Education and Science, the Minister of Defense and cases provided by law.
7. The data will be kept for the period necessary for all activities related to the recruitment process, and after admission to the Doctoral School for a period of 50 years from the completion of the training;
8. You have the right to access the content of your data and, subject to the law: the right to rectification, deletion, restriction of processing.
9. You have the right to file a complaint with the President of the Office for Personal Data Protection.
10. Persons whose personal data is processed by the University have the right to lodge a complaint with the competent supervisory authority, which is the President of the Office for Personal Data Protection, if they consider that the processing of personal data violates the generally applicable regulations in this regard.

I confirm that I have read and acknowledge the above information.

.....
(place, date) (legible signature of the candidate)

To the Rules of Recruitment to the Doctoral
School of SGMK for the academic year 2024/2025

....., on

.....
candidate's name

.....
scientific discipline

STATEMENT

Aware of the criminal liability for providing false information, I declare that as of October 1, 2024:

1. The Doctoral School of Nicolaus Copernicus University will be the only doctoral school where I will pursue my education;
2. I will/won't* be employed as an academic teacher/researcher*¹ ;
3. I hold/do not hold* a doctoral degree² ;

.....
legible signature of the candidate

Attachments:

1.
2.

*-unless deleted

1 the candidate may be employed as an academic teacher or researcher only in the case of employment for the purpose of carrying out the research project referred to in Article 119(2)(2) and (3) of the Law of July 20, 2018. - Law on Higher Education and Science (i.e., Journal of Laws of 2023, item 742) - in this case, information on the candidate's employment must be included

2 if you have a doctoral degree, attach a copy of your doctoral degree or provisional certificate

To the Rules of Recruitment to the Doctoral
School of SGMK for the academic year 2024/2025

....., on

.....
candidate's name

Statement of knowledge of the English language

I, the undersigned, declare that I am proficient in English to the extent that I am able to communicate effectively while participating in the classes conducted at the Doctoral School of the Nicolaus Copernicus University.

At the same time, I confirm that I have been acquainted with the requirements to be met by a person to whom a doctoral degree is awarded, contained in Article 186 of the Law on Higher Education and Science (Journal of Laws 2018, item 1668), including the necessity of knowledge of a modern foreign language at the level of language proficiency of at least B2, confirmed by a certificate or diploma of graduation.

.....
legible signature of the candidate

To the Rules of Recruitment to the SGMK Doctoral
School for the academic year 2024/2025.

Application for admission to doctoral school

I kindly request to be admitted to the Doctoral School of Nicolaus Copernicus University for the training cycle starting in the academic year.....

I will be educated/trained in the field:

In discipline:

.....
legible signature of the candidate

I. Personal information

| | | |
|--|--------------------------------|---------------------------------------|
| Name | | |
| PESEL* | | |
| Date of birth | | |
| Place of birth | | |
| Citizenship | | |
| Gender | <input type="checkbox"/> Woman | <input type="checkbox"/> Male |
| Pole's card | <input type="checkbox"/> I own | <input type="checkbox"/> I do not own |
| ORCID electronic researcher identifier | | |

* in the absence of PESEL number - the number of the identity document and the name of the country that issued it.

II. CONTACT INFORMATION

| | |
|----------------------|--|
| Phone No. | |
| E-mail address | |
| Address of residence | |

| | |
|-----------------|--|
| Mailing address | |
|-----------------|--|

Required by the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), information on the processing of personal data for candidates for doctoral schools is contained in a separate document constituting Appendix No. 4 to the Recruitment Rules of the SGMK Doctoral School

.....
legible signature of the candidate

To the Rules of Recruitment to the Doctoral
School of SGMK.
for the 2024/2025 academic year

Schedule for the recruitment procedure

The recruitment procedure schedule includes:

- 1) sending the electronic version of the required documents along with attachments, with payment of the recruitment fee: **15th July – 31st August 2024.**
- 2) qualification procedure: **9th – 20th September 2024**, including: interviews: **9th – 15th September 2024.**
- 3) announcement of the list of candidates preliminarily qualified for entry on the list of doctoral students: **23rd September 2024.**
- 4) issuing an administrative decision on refusal of admission to the Doctoral School to candidates not qualified for entry on the list of doctoral students: **30th September 2024.**
- 5) submission by candidates preliminarily qualified for entry on the list of doctoral students of the documents referred to in § 16 (1): **24th – 29th September 2024.**
- 6) announcement of the list of accepted candidates to the Doctoral School: **30th September 2024.**