

**Documents Required in the Admission Process
and Detailed Criteria for Evaluating Candidates**

Requirement Description	General Admission Mode	Implementation-Based Admission Mode	Project-Based Admission Mode
1. FORMAL REQUIREMENTS (DOCUMENTS) <i>The candidate is obligated to attach the following documents (in .pdf or .jpg format) in the electronic recruitment system:</i>			
1.1. an application for admission to the Doctoral School including the Discipline ¹ in which the candidate is applying for admission to the Doctoral School and a cover letter addressed to the appropriate Admission Committee in a given Discipline	yes	yes	n/a
1.2. a diploma of higher education , giving the right to undertake education at the Doctoral School, which should be understood as: <ul style="list-style-type: none"> a) a diploma confirming second-cycle qualifications in the case of completion of uniform Master's studies or a diploma confirming first-cycle and second-cycle qualifications in the case of completion of undergraduate or graduate studies, or b) a certificate of completion of studies and granting a Master's degree (or equivalent) if the candidate is a graduate of studies completed in the academic year 2025/2026 — then by September 30, 2026 the candidate is required to present a diploma confirming a Master's degree, Master's degree in engineering, or equivalent; 	yes	yes	yes

¹ According to the definition specified in paragraph 1 section 3 of the Rules for Admission to the SWPS University's Doctoral School in the Academic Year 2026/2027 (hereinafter referred to as the "**Admission Resolution**").

<p>1.2.1. If the candidate does not have a (Polish) Master's degree, Master's degree in engineering, or equivalent, they may submit the following documents during the admission process:</p> <ol style="list-style-type: none"> 1) documentation confirming the highest quality of academic achievements — if the candidate is a graduate of undergraduate studies or a student who has completed the third year of uniform Master's studies — it is required to submit; 2) other document confirming completion of studies abroad, giving the right to undertake education at the doctoral level in the country in which it was issued or recognized as equivalent to the relevant Polish diploma of completion of graduate or uniform Master's studies — together with: <ol style="list-style-type: none"> a) a supplement presenting a list of courses completed during uniform Master's studies or undergraduate studies, together with their grades, or b) an official transcript of grades, and if unavailable — a copy of the student record book containing information about the grade point average or other document containing the titles of courses, grades received, and information about the grade point average; if the grade point average is not included in the diploma supplement, a separate certificate must be provided; c) a certificate issued after completion of the nostrification procedure or certificate issued after completion of the procedure confirming completion of studies at a specific level (if applicable). 			
<p>1.3. in the case of demonstrating additional skills or achievements related to the Discipline in which the candidate is applying for admission to the Doctoral School — documents confirming:</p> <ol style="list-style-type: none"> a) knowledge of foreign languages confirmed by a certificate; 	<p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p>	<p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p>	<p style="text-align: center;">n/a</p>

<p>b) participation in research projects — grant decision or copy of the grant agreement, or a certificate specifying the nature of participation in the grant;</p> <p>c) participation in internships and trainings at research and clinical centers — opinion of the internship or training supervisor including information on the candidate's responsibilities or activities and the duration of the internship or training; active participation in conferences (including an abstract of the candidate's conference presentation and a document or certificate confirming active participation);</p> <p>d) scientific publications accepted for printing or published (journal article: first page of the article, book: title page and publishing page, book chapter: table of contents and the first page of the chapter);</p> <p>e) active participation in the activities of a research club — a certificate issued by the supervisor of a research club, containing information about the activities undertaken by the candidate as a part of the club;</p> <p>f) postgraduate diplomas or other documents certifying the candidate's achievements in the Discipline for which the candidate is applying to the Doctoral School, i.e., documents certifying awards and distinctions obtained, including awards from the Dean, Rector, Minister, scientific societies or awards in design and art competitions</p>	<p>yes</p> <p>yes</p> <p>yes</p> <p>yes</p> <p>yes</p>	<p>yes</p> <p>yes</p> <p>yes</p> <p>yes</p>	
<p>1.4. for the artistic discipline — Fine Arts and Art Conservation, also: a portfolio of the candidate's design or art work, list of exhibitions in which the candidate participated or which the candidate organized, list of published or mentioned design or art works and list of awards and distinctions received</p>	<p>yes</p>	<p>yes</p>	<p>n/a</p>
<p>1.5. an outline of the doctoral dissertation, in Polish or English, prepared in accordance with the criteria specified in item 2.1. below</p>	<p>yes</p>	<p>yes</p>	<p>n/a</p>
<p>1.6. formal approval of the potential supervisor and the head of the research centre, implementation centre, research and implementation centre, or research group with which the candidate will cooperate, if accepted to the</p>	<p>yes</p>	<p>yes</p>	<p>n/a</p>

Doctoral School — on the template constituting Appendix No. 4 to the Admission Resolution			
1.7. application form for the “Industrial/Implementation Doctorate” program	n/a	yes	n/a
1.8. one photograph in color (in accordance with the requirements for identity cards, in .pdf or .jpg format)	yes	yes	yes
1.9. a printed and signed personal questionnaire — a printout from the electronic recruitment system	yes	yes	yes
1.10. proof of payment of the registration fee in the amount of PLN 400.00 (four hundred). This payment should be made no later than the last day for submitting documents. Graduates of the SWPS University and the Tischner European University (i.e., graduates of undergraduate, graduate and uniform Master’s degree programs) are exempt from the recruitment fee	yes	yes	yes
1.11. Academic résumé and other documents required by the regulations of a given competition (not listed in the Admission Resolution)	n/a	n/a	yes
1.12. If the candidate does not have a diploma with a supplement on the registration date, they shall attach a written declaration referred to in item 1.2 letter b , in which they agree to submit copies of the diploma with the diploma supplement and the original diplomas for review by September 30, 2026	yes	yes	yes
1.13. Statement regarding: a) reading the admission rules; b) readiness to undertake education and possession of language skills enabling education in English and conducting proceedings for granting a doctoral degree in accordance with the provisions of the Act of July 20, 2018 — the Law on Higher Education and Science; c) receiving a scholarship at another doctoral school.	yes	yes	yes

2. EVALUATION CRITERIA: <i>The highest scores will be given to the achievements from the last 5 years (2021-2026)</i>			
<p>2.1. an outline of the doctoral dissertation in English (maximum two A4 pages, single spacing) containing:</p> <ul style="list-style-type: none"> - planned title of the work; - supervisor's details: title, academic degree, first and last name; - outline of the topic, in particular: state of knowledge, justification for the choice of research topic, what the subject of the research will be, the purpose of the research, a description of the research material and the methodology that will be used to obtain the results, - description of the current state of research, including works cited relevant to the research objective, - information about expected results (it is possible to attach preliminary results in the form of an annex as additional information). <p>The description includes works cited, which is not included in the character limit.</p> <p>The scoring takes into account:</p> <ul style="list-style-type: none"> a) research character of the doctoral dissertation project; b) the possibility of implementing a doctoral dissertation project (taking into account the duration of education, research costs, etc.); c) fulfillment of the basic research criteria — basic research understood as empirical or theoretical work primarily aimed at acquiring new knowledge about the basis of phenomena and observable facts without a focus on direct commercial application; d) the innovative nature of the project and the impact of its implementation on the development of the Discipline; e) coherence of argumentation, clarity of reasoning. 	<p>0 to 60 points, the evaluation includes only criteria a-d</p>	<p>0 to 60 points, including 0 to 40 points for criteria a, b, c, d and 0 to 20 points for criteria e, f</p>	<p>n/a</p>

<p>For the “Industrial/Implementation Doctorate” Program — the outline should contain an <u>additional</u>, maximum one A4 page, single-spaced, including:</p> <p>f) in relation to application research — the criteria of applied research understood as research activities undertaken in order to acquire new knowledge and skills, primarily oriented towards practical application (or: focused on specific, practical goals);</p> <p>g) in relation to application research — the innovative nature of the proposed practical solution and its implementation potential.</p>			
<p>2.2. candidate's achievements — the scoring takes into account:</p> <ul style="list-style-type: none"> ● an application for admission to the Doctoral School including a cover letter stating the candidate's reasons for undertaking education at the Doctoral School, a brief description of the candidate's own competences for undertaking education at the Doctoral School, and a justification for the choice of Discipline. ● In the case of candidates for admission in the implementation-based mode, the request for admission to the Doctoral School referred to above has to additionally include information relating to the planned implementation project and specify, in particular, the nature of the planned implementation. 	0 to 5 points	0 to 5 points	n/a
<ul style="list-style-type: none"> ● an evaluation of the candidate's previous education, including completed studies (taking into account the grade point average obtained during studies) or other forms of education (e.g., graduate certificate programs) and courses taken, knowledge of modern foreign languages, confirmed by certificates. Candidates whose previous education is related to the subject of the doctoral dissertation can obtain the highest score. 	0 to 5 points	0 to 5 points	According to the rules of a given competition
<ul style="list-style-type: none"> ● publications and participation in academic conferences. Only conferences with candidate’s active participation (presentation in the form of a paper or poster) will be taken into account. In the case of materials confirming academic activity related to scientific publications, no more than two full scans — recognized by the candidate as the most important — of articles or 	0 to 10 points	0 to 10 points	According to the rules of a given competition

<p>chapters in collective works; scans of title pages confirm the candidate's other publications.</p> <ul style="list-style-type: none"> For the artistic discipline: Fine Arts and Art Conservation, the candidate's design or artistic achievements are also subject to additional evaluation. This evaluation will be made on the basis of: submitted design or art projects; a list of exhibitions in which the candidate has participated or which the candidate has organized, publications or mentions of the candidate's design or art projects. 			
<ul style="list-style-type: none"> internships and trainings in research centres, clinical cultural institutions, public benefit organizations, innovative companies, participation in grant projects, development of research tools, teaching activities, activities in research clubs, etc., and significant professional achievements valuable in terms of the education at the Doctoral School. <p>The highest score can be achieved by participating in research grants, projects and internships financed by national and international sources of funding for science, culture or innovation (NCN, NCBiR, FNP, MEiN, NAWA, MKiDN, EU).</p>	0 to 10 points	0 to 5 points	According to the rules of a given competition
<ul style="list-style-type: none"> awards and distinctions received, including awards from the Dean, Rector, Minister, scientific societies, awards in design and art competitions, awards for achievements in implementation activities. 	0 to 5 points	0 to 5 points	n/a
<p>2.3. implementation achievements, participation in implementation research, conferences and projects, participation in the creation of inventions, utility models or industrial designs, cooperation with business or social partners (implementations, licenses, research services).</p>	n/a	0 to 10 points	n/a
3. EVALUATION OF THE SUPERVISOR / REPRESENTATIVE OF THE CENTER FOR KNOWLEDGE TRANSFER (CTW)			
<p>3.1. the candidate's score given by the potential supervisor, including in particular:</p> <ul style="list-style-type: none"> - evaluation of previous achievements, including graduation results, - conference presentations, publications, creative output, - knowledge of foreign languages, 	0 to 25 points	0 to 25 points	n/a

<ul style="list-style-type: none"> - evaluation of the doctoral dissertation outline (scope, methodology, innovativeness), - evaluation of the candidate's aptitude in terms of academic ability to work in a team and conduct classes, - evaluation of the convergence of the topic of the presented research project in relation to the research agenda of the research centre, implementation centre, research and implementation centre or research group of which the supervisor is a member. 			
<p>3.2. the candidate's score granted by a representative of the Center for Knowledge Transfer, including in particular:</p> <ul style="list-style-type: none"> - evaluation of the implementation quality of the doctoral project, - chances of implementing the presumptions of the implementation project in the institution/organization employing the candidate, i.e., evaluation of the project concept — adequacy of the adopted research methodology in the context of developing a new solution, whether the target group has been properly defined, whether the risks associated with implementation have been described and whether the outline of the doctoral dissertation indicates ways to minimize them, - evaluation of the level of innovation of the designed solution and the chances of implementation in the candidate's employing institution/organization; whether an adequate way of protecting the intellectual property that is to be the result of the doctoral dissertation has been established — if applicable. 	n/a	0 to 25 points	n/a
4. INTERVIEW			
<p>4.1. the result of an interview in Polish and English, during which the following are taken into account in particular:</p> <ol style="list-style-type: none"> 1) the candidate's competencies relevant to the research being conducted; 2) justification of the relevance of the choice of Discipline and methodology for the proposed research problems; 	0 to 20 points	0 to 20 points	According to the rules of a given competition

<p>3) the candidate's motivation and substantive preparation for undertaking education;</p> <p>4) correct and fluent use of English, including the presentation of a doctoral dissertation outline and the use of specialist terminology of a given Discipline in English.</p> <p>The interview may include the following elements:</p> <p>1) discussion of the candidate's doctoral dissertation (understanding of the topic, research hypotheses and their implementation, results obtained, and conclusions);</p> <p>2) questions about the candidate's academic achievements and the course of studies (undergraduate and graduate studies or uniform Master's studies), including courses related to the topic of the doctoral dissertation;</p> <p>3) questions regarding the doctoral dissertation and other information contained in the documents attached by the candidate, a presentation related to the research project, which, however, does not repeat what has been written in the project. Its purpose is to present the research topic, place it in a broader context, etc., in conjunction with an evaluation of the candidate's strengths research-wise.</p> <p>If the Admission Committee decides that a candidate's command of English was insufficient during the interview, it may decide not to grant any points in this category, regardless of the rest of the interview.</p>			
<p>MAXIMUM POINTS AVAILABLE FOR EACH EVALUATION CRITERIA:</p>	<p>Max. 140 points</p>	<p>Max. 170 points</p>	<p>n/a</p>