

Detailed admission rules for winners of competitions for the implementation of national and international research projects or grants

§1

General provisions

1. These detailed rules for admission to the Doctoral School (hereinafter referred to as: "**Detailed Admission Rules**") define separate rules for admission of persons referred to in §12.6 of the Admission Rules, i.e.:
 - 1) winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" program of the Polish Ministry of Education and Science) as contractors or individuals recruited to carry out projects within the framework of research programs, provided that the funding of the PhD scholarship from the project at the Doctoral School is ensured for 48 months;
 - 2) individuals whose PhD scholarship was funded by the organizational units of the SWPS University for the entire period of education at the Doctoral School;
 - 3) other persons on the basis of agreements between the SWPS University and other entities, provided that funding for the PhD scholarship is provided, including under the agreements referred to in Article 185.2 of the Law;
 - 4) persons whose training at the Doctoral School will entail the obligation to be employed at the University under an employment contract, with a salary that exceeds the salary of a professor established under Article 137.2 of the Law,
 - - using separate rules derived from the Detailed Admission Rules, and to the extent not regulated by the Detailed Admission Rules - with relevant application of the provisions of the Admission Rules.
2. The condition for admission to the Doctoral School, i.e. to be at the first place of the ranking list in the competitive procedure, applies to the persons referred to in §1.1.
3. Based on the opinion of the Admission Committee referred to in §4.1 the Doctoral School Director may refuse to apply the Detailed Admission Rules to a candidate if their participation in implementing the research program was insignificant. In this case, the candidate may take part in the admission process for the Doctoral School under the provisions of the Admission Rules.

4. If a candidate to the Doctoral School participates in the admissions process solely on the basis of the provisions of the Admission Rules, and the conditions are met for refunding their PhD scholarship in the manner specified in §1.1, they may be admitted beyond the limits of places referred to in §12.1 of the Admission Rules, unless the Rector has set an admission limit in accordance with §12.7 of the Admission Rules.
5. The admission procedure to the Doctoral School may be carried out in a competitive mode relevant for the selection of the person referred to in §1.1.
6. The admission procedure for the Doctoral School and the selection of the person referred to in §1.1, financed through a PhD scholarship, is carried out in a single process.
7. A PhD student may receive only one PhD scholarship at the Doctoral School, regardless of the source of its funding.

§2

1. A prerequisite for admission to the Doctoral School of persons referred to in §1.1 is proof of a foreign language proficiency, subject to paragraphs §2.2-4 below.
2. For candidates recruited under the following Disciplines:
 - 1) psychology, sociological sciences, political sciences and administration, fine arts and art conservation - a valid certificate or other proof of English language proficiency of at least B2 is required,
 - 2) literary studies or cultural and religious sciences – a valid certificate or other proof of knowledge of a modern foreign language proficiency of at least B2 is required- subject to §2.3 and §2.4 below.
3. The list of certificates and documents proving a modern foreign language proficiency is attached as **Appendix 4** to the Admission Rules.
4. If the candidate does not have the certificate or document referred to in §2.3, they are required to independently prepare and present their draft PhD dissertation outline in English during the interview, in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.

§3

1. Research project manager should agree on the details of the procedure for recruiting grantees for their project with the Doctoral School Director before the start of the competition.
2. Research project managers submit in writing to the Doctoral School Director the required number of persons, profile of the desired candidate and the assumed duration of participation in accordance with the approved project terms, as well as the amount of the PhD scholarship provided for in the project and the duration of its payment. The candidate's expected

participation in the project must not be shorter than 48 months from the beginning of their education at the Doctoral School. It is also permissible to recruit individuals performing tasks in research projects already underway at the SWPS University, subject to individual approval of the Doctoral School Director, given after consultation with the Vice-Rector for Educational Affairs.

3. Research project manager is required to submit the following:
 - 1) list of documents required from the candidate in the recruitment procedure;
 - 2) personal data of the research project manager: first and last name, degree or academic title, place of employment, email address, phone;
 - 3) personal data of the research project manager, if the candidate for the Doctoral School works on a research project: first and last name, degree or academic title, place of employment, email address, phone;
 - 4) personal data of the prospective supervisor, if such is specified in the grant agreement: first and last name, degree or academic title, place of employment, email address, phone;
 - 5) title of the research project, contract number, name of the applicant;
 - 6) scientific or artistic discipline of the project;
 - 7) start date of the project, its duration and the duration of the candidate's participation in it;
 - 8) the amount of the PhD scholarship and the duration of its payment.
4. Using the information referred to in §3.2-3, a competition is announced as part of the admission procedure for the Doctoral School, specifying the rules of the competition, including its requirements, procedure and deadline for submitting applications, no shorter than 14 days from the date of publication of the competition announcement on the SWPS University website. The stated rules of the competition may be complained about to the Rector, but no later than the closing date for applications. The Rector may cancel the competition and order it to be held again according to the revised rules.
5. Within 30 days of the expiration of the deadline for submission of applications, the competition proceedings is conducted in connection with the competition referred to in §3.4. Candidates enrolled in the doctoral program as part of the competition, start their training from the nearest semester after the completion of the procedure, unless the Doctoral School Director, in justified cases, determines an earlier start date. If no application is submitted by the indicated deadline, the Competition Committee declares the competition closed.
6. The selection procedure begins with sending an application to the admission procedure by properly registering the candidate in the form available on the SWPS University's website and submitting the documents required for the competition.

7. The other provisions regarding the documentation submitted in the course of the admission procedure by the candidates referred to in §1.1.1 specified in the Admission Rules are retained and applied accordingly.

§4

1. The Doctoral School Director appoints a Competition Committee to conclude the competition referred to in § 3.4, which includes the research project manager and other members designated by the project manager. A representative of the SWPS University's Human Resources Department acting in an advisory capacity also attends the Competition Committee.
2. The provisions of §3 of the Admission Rules apply to meetings of the Competition Committee accordingly, while the provisions of §4 of the Admission Rules do not apply.
3. On the basis of the materials and results of the competition conducted in accordance with § 1.5 and §3, the Competition Committee issues its opinion in the form of a resolution on the admission or refusal of a candidate to the Doctoral School and draws up a preliminary ranking list of the conducted competition, which is forwarded to the Doctoral School Director. The Doctoral School Director may request the Committee head to supplement the Committee's justification within the prescribed period.
4. If it is not possible to meet the requirements set forth in § 1.5-6, §3 and §4.1-3 above, particularly in connection with the requirements of the research project in which the competition is being conducted, the Doctoral School Director may determine another competition, with requirements comparable to those set forth in the Admission Rules.

§5

1. A candidate admitted to the Doctoral School in a given Discipline is included in the list of PhD students after delivering to the Doctoral School Office copies of the documents posted in the recruitment system within 7 from receiving information on the positive result of the competition, as well as the following original documents:
 - 1) a printed and signed oath confirming that they have taken up training at the Doctoral School they have been admitted to;
 - 2) formal approval of the potential supervisor and the head of the research center, implementation center, research and implementation center or the research group with which the candidate will collaborate if admitted to the Doctoral School - on the template attached as Appendix 5 to the Admission Rules.
 - 3) confirmation of payment of the recruitment fee in full, (subject to §2.4 of **Appendix 1** to the Admission Rules);

- 4) graduation diploma, entitling to study at the Doctoral School according to the requirements set forth in § 1.1.2 of **Appendix 1** to the Admission Rules;
 - 5) 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 - supporting documents:
 - a) foreign languages proficiency - certificates, listed as **Appendix 4** to the Admission Rules;
 - b) participation in research projects - grant award decision, copy of a grant agreement, or a certificate specifying the nature of participation in the grant;
 - c) internships and apprenticeships in scientific and clinical centers not constituting an on-the-job training - opinion of the internship or apprenticeship supervisor with information about the candidate's responsibilities or activities and the duration of the internship or apprenticeship; active participation in conferences (with an abstract of the candidate's conference reports and a document or certificate confirming active participation);
 - d) scientific materials accepted for publication or already published (journal paper: first page of article, book: title page and publisher's page, chapter in book: table of contents and first page of the chapter);
 - e) active participation in the work of scientific groups - a certificate issued the scientific group supervisor containing information about the activities undertaken by the candidate within the groups;
 - f) postgraduate certificates or other documents certifying the candidate's achievements in the Discipline the candidate is applying for admission to the Doctoral School, i.e., documents certifying awards and honors received, including awards from the Dean, Rector, Minister, Scientific Societies or awards in design and art competitions;
 - 6) in the case of artistic disciplines (fine arts and art conservation) additional documents include: a portfolio of the candidate's design or visual arts works, a list of exhibitions in which the candidate has participated or organized, a list of published or mentioned design or visual arts works, and a list of awards and prizes received.
2. Candidates are required to register in the electronic enrollment system within 7 from receiving information on the positive outcome of the selection process. A link to the system is provided to the candidate at the e-mail address they have provided.
 3. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §5.1.
 4. In order to be included in the list of PhD students of the Doctoral School, a candidate recommended by the Competition Committee has to meet the other requirements specified in

the Admission Rules and sign an agreement specifying the rules for the implementation of research and payment of a PhD scholarship from funds received by SWPS University within the framework of a specific project.

"Implementation PhD" program

§6

1. In order to participate in the "Implementation PhD" program, the candidate should be a person employed on a full-time basis for the entire duration of the program by an entity that agrees to **their education/train them** in the Doctoral School under the program and provide an assistant supervisor from among its employees.
2. A person who would like to apply for the "Implementation PhD" program should contact the Implementation PhD Coordinator of SWPS University (hereinafter referred to as: "**Coordinator**") to assess the initial potential of the idea for implementation. The coordinator, in cooperation with the candidate, completes the necessary documents that will be evaluated by the Ministry of Science and Higher Education in the competition.
3. Enrollment in the program is made by sending an application form to the Doctoral School Office, to the Coordinator's email address, by **29 March 2024**. A template application form is attached to the Detailed Admission Rules. The attachments to the application form include scans or copies of the documents specified in §1.1.1-6 of **Appendix 1** to the Admission Rules.
4. After learning about the scope of activities of a particular research center, implementation center, research and implementation center or research group, their scientific interests and requirements for PhD students, the candidate should contact the head of the selected research center, implementation center, research and implementation center or research group and present the thematic scope of their research project and indicate the scientist (potential supervisor) under whose supervision they would like to prepare the implementation PhD thesis.
5. After receiving preliminary approval from the potential supervisor, the candidate should complete and submit the form referred to in §6.3.
6. The Coordinator, after reviewing the submitted applications, verifies them in terms of meeting the formal requirements for admission to the Implementation PhD program, and then submits the applications of candidates meeting the formal requirements to the Implementation PhD program Recruitment Committee, referred to in §9.1.

§7

Admission of candidates to the Doctoral School accepted under the "Implementation PhD" program is carried out through a separate competition based on the provisions of §6-9 and includes:

- 1) qualification proceedings for the "Implementation PhD" program consisting of:
 - a) the candidate's obligation to obtain the approval of the potential supervisor and submit the application form to the Coordinator;
 - b) evaluation of the candidate and their scientific and practical achievements, the scientific quality of the PhD project, as well as its implementation quality and the evaluation of the chances of implementing the implementation project in the institution/employment organization;
 - c) interview;
 - d) information about the candidate 's qualification to submit a preliminary application to the "Implementation PhD" program organized by the Ministry of Science and Higher Education;
- 2) the enrollment procedure for the Doctoral School is initiated no earlier than after the candidate has been pre-qualified for the "Implementation PhD" program by the Ministry of Science and Higher Education (hereinafter: MNiSW) and consists of:
 - a) registration of the candidate in the electronic recruitment system - those who take part in the qualification procedure for the "Implementation PhD" program register in the admission system only after the publication of the results of the competition and by the deadline indicated by the MNiSW;
 - b) submission of the following documents:
 - a printed and signed oath confirming that they have taken up training at the Doctoral School;
 - formal approval of the potential supervisor and the head of the research center, implementation center, research and implementation center or the research group with which the candidate will collaborate if admitted to the Doctoral School - according to the template attached as **Appendix 5** to the Admission Rules.
 - copies of the other documents posted in the recruitment system, referred to in §1.1-6 of **Appendix 1** to the Admission Rules;
 - confirmation of payment of the recruitment fee in full, (subject to §2.4 of **Appendix 1** to the Admission Rules);
 - c) establishing and announcing the list of those admitted to the Doctoral School under the "Implementation PhD" program.

§8

1. To conclude the competition, the Doctoral School Director appoints an "Implementation PhD" program Recruitment Committee, consisting of: a representative of the Knowledge Transfer

Center and at least two academic teachers employed at the SWPS University in the positions of professor or assistant professor of the conducting scientific activity in the Disciplines in which recruitment is conducted, and Implementation PhD Coordinator of the Doctoral School Office.

2. The "Implementation PhD" program Recruitment Committee evaluates candidates, taking into account the following criteria, relevant to the Discipline that the candidate has indicated in the recruitment procedure for the Doctoral School:

1) An outline of the PhD dissertation (maximum 3 A4 pages, single spacing) including: title of the dissertation; title, degree and name of the scientific supervisor; an outline of the research issue, in particular: state of knowledge on the topic, justification for the choice of the research issue, subject and purpose of the study, description of the research material and methodology that will be used to obtain the results, coherence and clarity of the argument, state of the research with references relevant to the achievement of the research objective, information on the expected results (it is possible to include the preliminary results attached as additional information). The document must also include a section on the planned application studies (maximum 1 A4 page). The description should include references, which do not count towards the character limit. Scoring: **0-60 points, including 0-40 points for criteria a, b, c, d and 0-20 points for criteria e, f** will take into account:

- a) research nature of the dissertation;
 - b) feasibility of the dissertation (taking into account the duration of studies, research costs, etc.);
 - c) meeting the basic research criterion - understood as empirical or theoretical work aimed primarily at acquiring new knowledge about the fundamentals of phenomena and observable facts without a focus on direct commercial application;
 - d) innovative nature of the project and the impact of its implementation on the given scientific discipline development
 - e) with regard to applied research - the criterion of applied research understood as research work undertaken in order to acquire new knowledge and skills, oriented primarily towards practical application (or: aimed at specific, practical purposes);
 - f) with regard to applied research - the innovative nature of the proposed practical solution and its implementation potential;
- 2) the candidate's track record – scoring takes into account:
- a) admission application to the Doctoral School including a cover letter describing the candidate's motives for studying at the Doctoral School, a brief description of skills

- predisposing the candidate to study at the Doctoral School, a justification for the choice of discipline and selection of the "Implementation PhD" program. Scoring: **0-5 points**;
- b) assessment of the candidate's past educational performance, including completed studies (taking into account the average grades obtained during the studies), other forms of education (e.g., postgraduate studies) and courses. Scoring: **0-5 points**;
 - c) publication output and participation in scientific conferences. Scoring will take into account only conferences the candidate actively participated in (speaker or poster session). In the case of materials confirming scientific activity relating to research publications no more than two full scans of the most important papers or chapters in collective works; the candidate's other publications are confirmed by scans of title pages. In the case of multi-author achievements, it is necessary to specify the percentage of the candidate's contribution to the achievement. In the case of an artistic discipline (fine arts and art conservation), the candidate's design or artistic achievements are also subject to additional evaluation. Assessment is made on the basis of: submitted design or artwork; a list of exhibitions in which the candidate has participated or organized; publications or mentions of the candidate's design or artwork, as well as awards received by the candidate. Scoring: **0-10 points**;
 - d) implementation achievements, participation in implementation research, conferences of an implementation nature and implementation projects, participation in the creation of inventions, utility models or industrial designs, cooperation with business or social partners (implementations, licenses, research services). Scoring: **0-10 points**;
 - e) mobility, including international mobility, in particular: internships and placements in scientific or clinical centers (not constituting an on-the-job training), participation in the implementation of grant projects, development of research tools, teaching activities, activity in scientific circles, etc., as well as significant professional achievements of value to the training undertaken at the Doctoral School. It is necessary to state the timeline of the internship in the supporting document and what were the responsibilities/activities of the candidate. Scoring: **0-5 points**;
 - f) Received awards and honors, including awards from the Dean, Rector, Minister, Scientific Societies, or awards in design and art competitions; Awards for achievements in implementation activities. Scoring: **0-5 points**;
- 3) result of the interview that aims at assessing the candidate's competence relevant to the perspective of the conducted research, justification of the relevance of the chosen Discipline and methodology for the proposed research problems, as well as the candidate's motivation

and substantive preparation for the study The interview is conducted in Polish or English in accordance with §8.6-8 of the Admission Rules, and in the scientific discipline of psychology - only in English. The interview may include the following topics: the candidate's thesis (understanding of the topic, research hypotheses and their verification, the obtained results and conclusions, understanding of the needs and limitations of the target group and the risk factors associated with the implementation); questions about the candidate's academic track record, the PhD project and other information contained in the documentation attached by the candidate; a presentation relevant to the research project, but not repeating of what was written in the project. Its purpose is to present the research question set it in a broader context, combined with an assessment of the candidate's research aptitude.

Scoring: 0-20 points.

- 4) an assessment of the candidate by the potential supervisor, in particular: evaluation of past achievements, including graduation results, conference presentations, publications, implementation achievements, foreign languages proficiency, evaluation of the PhD dissertation outline (scope, methodology, innovativeness), evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor(s)' research center, implementation center, research and implementation center or research group. **Scoring: 0-25 points.**
 - 5) an assessment of the candidate by a representative of the Knowledge Transfer Center, including in particular: implementation quality of the PhD project, the chances of implementing the project at the institution/organization employing the candidate, i.e. evaluation of the project concept - adequacy of the adopted research methodology in the context of the development of a new solution, whether the target group has been properly defined, whether the risks associated with the implementation have been described and whether the outline of the PhD dissertation indicates ways to minimize them, evaluation of the level of innovation of the designed solution and the chances for implementation in the institution/organization employing the candidate; whether an adequate way to protect the intellectual property that is to be the result of the PhD dissertation has been foreseen - if applicable. **Scoring: 0-25 points.**
3. The prerequisite for admission to participate in interviews with the "Implementation PhD" program Recruitment Committee is:
- 1) submitting the candidate's consent referred to in §7.2(b) second indent;
 - 2) obtaining at least **70 points** for the achievements listed in §8.2.1-5;

4. The purpose of the interview is for the candidate to present the research question and to determine the candidate's general level of knowledge in the relevant Discipline, as well as their level of preparation for the research project in relation to applied research and the candidate's ability to carry out such a project, combined with an assessment of the candidate's research aptitude and English language proficiency.
5. If the "Implementation PhD" program Recruitment Committee determines that the candidate referred to in §2.4 has insufficiently prepared and presented a dissertation outline in English during the interview, it may deny the candidate admission to the Doctoral School (referred to in § 9.1) regardless of the rest of the interview and the number of points obtained in the recruitment procedure.
6. Interviews may be conducted in the form of hearings via electronic communications and will be organized **from 15 April 2024 to 30 April 2024**.
7. When evaluating a candidate, the the "Implementation PhD" program Recruitment Committee takes into account the opinion of the potential supervisor, which includes an evaluation of the candidate's scientific predispositions to work in a team and teach, evaluation of the convergence of the presented research project in relation to the agenda of the supervisor's research center, implementation center, research and implementation center or research group.
8. The provisions of §3 and §4 of the Admission Rules apply mutatis mutandis to the meetings of the "Implementation PhD" program Recruitment Committee.

§9

1. On the basis of the materials and results of the recruitment procedure conducted in accordance with the procedure set forth in §8.2-4 and §.2, the "Implementation PhD" program Recruitment Committee issues its opinion in the form of a resolution on the admission or refusal of a candidate to the Doctoral School and draws up a ranking list of the recruitment procedure, which is forwarded to the Doctoral School Director. The Doctoral School Director may request the "Implementation PhD" program Recruitment Committee head to to supplement the Committee's justification within the prescribed period.
2. On the basis of the ranking list drawn up by the "Implementation PhD" program Recruitment Committee, the Doctoral School Director indicates the number and list of persons qualified for the "Implementation PhD " program for submission of the final application to the MNiSW.
3. A candidate qualified for the "Implementation PhD" program, after the announcement of the results of the competition by the MNiSW and fulfilling the conditions described in §7.2, is included in the list of PhD students of the Doctoral School after providing the relevant Doctoral School

Office with supporting documents required by the MNiSW in connection with the application for admission to the Doctoral School under the "Implementation PhD" program. The deadline for delivery of the documents referred to in the preceding sentence and the documents referred to in §7.2(b) is **15 October 2024**.

4. Submitting a printed and signed oath by **15 October 2024** is considered confirmation of commencing education at the Doctoral School.
5. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §9.3-4 and §7.2(b).
6. The candidate may be enrolled as a PhD student in the Doctoral School within the framework of the "Implementing PhD" program, provided that they obtain a positive result in the MNiSW competition.
7. A candidate can receive a maximum of **170 points** in the recruitment process for the Doctoral School.
8. Candidates have to score at least **121 points** to be admitted to study in the Doctoral School in a given Discipline.