

**Documents required in the admission procedure  
and detailed criteria for evaluating candidates**

**[Documents required in the admission procedure]**

**§1**

1. The candidate is required to attach the following documents (in pdf or jpg format) in the electronic admission system:
  - 1) an application for admission to the Doctoral School including the Discipline <sup>1</sup> in which the candidate is applying for admission to the Doctoral School and a cover letter addressed to the Admission Committee of the respective Discipline;
  - 2) graduation diploma, entitling to start education at the Doctoral School, i.e.:
    - a) a diploma of completing graduate studies in the case of a uniform master's degree, or diplomas of completing undergraduate and graduate studies in the case of first-cycle and second-cycle degree, or
    - b) another document confirming graduation from a university abroad entitling the student to undertake education at the doctoral school level in the country where it was issued or recognized as equivalent to the corresponding Polish diploma of completion of second-cycle (graduate) studies or uniform master's studies - along with a supplement presenting a list of subjects passed during uniform master's studies or first-cycle studies along with their grades, or an official transcript of grades, or in case of their absence - a photocopy of the student's register with information on the average grade or another document containing the names of courses, grades received and information on the average grade. In the absence of information about the grade point average in the diploma supplement, it is necessary to provide a separate certificate;
    - c) in the cases referred to in §8.2 of the Admission Rules, not regulated in §1.2.b) - documentation justifying the fulfillment of the prerequisites referred to in § 8.2.1 of the Admission Rules, a certificate of graduation in the academic year 2023/2024, a certificate issued after the nostrification procedure or after the procedure for confirming graduation at a certain level, together with a statement in which the candidate undertakes to submit the specified certificate no later than 30 September 2024 or by any other date established by the decision of the Doctoral School Director;

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<sup>1</sup> As defined in §1.3 of the Admission Rules.

- 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 - 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;
  - 4) 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;
  - 5) an outline of the PhD dissertation, in Polish or English, prepared in accordance with the criteria specified in §3.1.1 below;
  - 6) 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.
2. Failure to submit documents that clearly prove the candidate's achievements or skills may result in not awarding points in a given category.

3. If a candidate to the Doctoral School in the recruitment process submits documents prepared in a foreign language (excluding English), it is necessary to provide their translation into Polish made by:
  - 1) a sworn translator entered in the list of the Minister of Justice or;
  - 2) a sworn translator registered in the EU, EFTA, OECD or;
  - 3) consul of the Republic of Poland, competent for the country on whose territory or in whose educational system the foreign baccalaureate was issued, or;
  - 4) accredited diplomatic representative office or consular office of the country on whose territory or in whose educational system the foreign baccalaureate was issued or;
  - 5) a non-sworn translator who does not meet the requirements of items 1-4, but in such a case the translation has to be stamped and signed by such translator.
4. Graduation diplomas obtained abroad should be:
  - 1) bearing an apostille if the country issuing the document is covered by the The Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents dated 5 October 1961, or
  - 2) subjected to legalization, in other cases.
5. If the graduation diploma obtained abroad lacks authorization to continue education in the country in whose higher education system the university that issued the diploma operates, such authorization has to be attached.
6. If, on the date of registration, the candidate does not yet have a graduation diploma with a supplement - in addition to the certificate referred to in §1.1.2.c), they have to attach a written statement in which they undertake to deliver a photocopy of the diploma with a supplement and their originals for inspection by 30 September 2024.

## **§2**

After electronic registration and attaching the necessary documents, the candidate submits the following documents (originals to be inspected after admission to the Doctoral School) to the relevant Doctoral School Office in Warsaw or Wroclaw:

- 1) copies of the documents referred to in §1.1.1-6;
- 2) one color photograph (in accordance with the requirements for a Polish ID card) in document form (in pdf or jpg format);
- 3) printed and signed questionnaire - a printout from the electronic form filled in the electronic recruitment system;
- 4) proof of payment of an enrollment fee of PLN 400.00 (four hundred zlotys). The fee should be paid no later than the deadline for submission of documents, i.e. 17 June 2024. SWPS University

graduates (i.e., graduates of first-cycle, second-cycle and unified master's degree programs) are exempt from the enrollment fee.

### **[Detailed evaluation criteria]**

#### **§3**

1. Recruitment Committees evaluate candidates, taking into account the following criteria, relevant to the Discipline that the candidate has indicated in the admission procedure to the Doctoral School:
  - 1) a brief outline of the PhD dissertation (maximum 2 A4 pages, single spacing) including: planned 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 description should include references, which do not count towards the character limit. Scoring: **up to 60 points**, taking 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 Discipline development.
  - 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. Scoring: **0-5 points**;
    - b) evaluation of the candidate's previous education results, including completed studies (taking into account the average grade obtained during the studies), or other forms of education (e.g., postgraduate studies), as well as completed courses, modern foreign languages proficiency confirmed by certificates or documents listed in **Appendix 4** to the

Admission Rules. Candidates whose previous education is related to the topic of the PhD studies will be able to obtain higher scores. 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 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. Scoring: **0-10 points**;

d) internships and apprenticeships in scientific and clinical centers not constituting an on-the-job training in cultural institutions, public benefit organizations, innovative enterprises, participation in grant projects, development of research tools, teaching activities, activity in scientific groups, etc., as well as significant professional achievements of value to the education undertaken at the Doctoral School. The highest score a candidate can receive for participation in research grants, projects and internships funded by national and international sources of funding for science, culture or innovation (NCN, NCBiR, FNP, MEiN, NAWA, MKiDN, EU). Scoring: **0-10 points**;

3) 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**;

4) 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, and in the scientific discipline of psychology - only in English. The interview may include the following elements: a discussion of the candidate's dissertation (understanding of the topic, research hypotheses and their implementation, results obtained and conclusions); questions about the candidate's academic record and the course of their first and second-cycle or unified master's studies, including subjects related to the topic of the dissertation; questions about the PhD dissertation outline and other information contained in the documentation attached by the candidate, a presentation relevant to the research project which does not

repeat what was written in the project. Its purpose is to present the research question set it in a broader context, etc., combined with an assessment of the candidate's research aptitude. If the Admission Committee determines that the candidate referred to in §8.6-8 of the Admission Rules has insufficiently prepared and presented a dissertation outline in English during the interview, it may not award points in this category regardless of the rest of the interview, which is equivalent to failing to confirm the foreign language proficiency requirement at the required level of proficiency. Scoring: **0-20 points**;

- 5) an assessment of the candidate by the potential supervisor, in particular: evaluation of past achievements, including graduation results, conference presentations, publications, creative output, 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 or research team. Scoring: **0-25 points**.
2. Admission Committees evaluates candidates applying to the Doctoral School in a given Discipline, taking into account the rank of their achievements and their relevance to the Discipline the candidate has chosen when recruiting to the Doctoral School, as well as the timeliness of scientific achievements. The highest scores will be given to the achievements from the period of 5 years preceding the date of application.
  3. The ranking list is drawn up in descending order of the sum of points obtained in the recruitment process. The candidate's position on the ranking list results from the sum of the arithmetic averages of the grades in each category awarded by the Recruitment Committees and the arithmetic averages given by the potential supervisor(s).
  4. A candidate can receive a maximum of **140 points** in the recruitment process for the Doctoral School.
  5. Candidates have to score at least **100 points** to be admitted to study in the Doctoral School in a given Discipline.