

**Rules, conditions and procedures for admission
to the SWPS University Doctoral School
in the academic year 2024/2025**

[General Provisions]

§1

1. Rules, conditions and procedures for admission to the SWPS University Doctoral School for the academic year 2024/2025 (hereinafter referred to as: "**Admission Rules**") determine the terms, conditions and procedures for admission to the Doctoral School conducted in a full-time form at the SWPS University (hereinafter also referred to as: "**University**").
2. Admission to the Doctoral School is carried out through a competition.
3. Admission to the Doctoral School is conducted in the following scientific disciplines: literary studies, cultural and religious sciences, sociological sciences, political and administrative sciences, psychology, as well as the following artistic disciplines: fine arts and art conservation (hereinafter referred to jointly as: "**Disciplines**").
4. Admission to the Doctoral School in the scientific discipline of psychology is conducted separately for the headquarters of the SWPS University in Warsaw and the SWPS University Branch in Wrocław.
5. Admission procedure to the Doctoral School takes into account the principles of equal opportunity and non-discrimination, including on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, disability, political opinion, and social or material status.
6. Admission procedure to the Doctoral School takes into account the needs of people with disabilities in terms of adapting conditions for full participation in the procedure. A candidate with a disability may submit an application with an indication of the scope and type of support necessary for full participation in the admission procedure.
7. Whenever the Admission Rules use the masculine forms of function names and titles, it refers to both masculine and feminine forms.

[Rector; composition and procedure of Admission Committees]

§2

1. The admission procedure for the Doctoral School is conducted by the Rector, subject to the following provisions.
2. Preliminary proceedings, verifying that the candidate meets the formal requirements set forth in the Law of 20 July 2018 - Law on Higher Education and Science (hereinafter referred to as: "**Law**") and the requirements set forth in the Admission Rules are conducted by the Rector.
3. The substantive proceedings, verifying the candidate's aptitude taking into account their past experience, academic achievements, research project and interview in the admission procedure to the Doctoral School are conducted by an admission committee (hereinafter referred to as: "**Admission Committee**").
4. Admission Committees are appointed by the Doctoral School Director (hereinafter: "**DS Director**") in the number corresponding to the Disciplines in which admission to the Doctoral School is conducted. The DS Director appoints the chairman of each Admission Committee.
5. The Admission Committee is composed of at least three academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted. Candidates for the Admission Committee are presented by the directors of the relevant institutes.
6. The Admission Committee conducts substantive proceedings, which ends with a decision to issue an opinion on the admission or refusal of a given candidate to the Doctoral School.
7. The administrative processing of the admission procedure for the Doctoral School is provided by:
 - 1) Doctoral School office in Warsaw (ul. Chodakowska 19/31, 03-815 Warsaw) and
 - 2) Doctoral School Office in Wrocław (ul. Ostrowskiego 30b, 50-505 Wrocław).

§3

1. Members of the Admission Committee may participate in meetings, conduct interviews and make decisions using electronic means of communication, providing in particular:
 - 1) real-time transmission of the meeting between its participants,
 - 2) multilateral real-time communication, i.e. the participants can speak during the meeting, provided ensuring the necessary security rules.
2. The participation of a given Admission Committee member in the particular meetings is confirmed in the minutes of the Admission Committee meeting by their handwritten signature, and in the case of a meeting conducted using electronic communication means - by the chairperson of the Admission Committee.

3. Decisions of the Admission Committee are adopted by a simple majority of votes, with at least three members of the Admission Committee present. In the case of an equal number of votes for and against, the chairperson's vote is decisive.
4. A decision referred for consideration by circulation is deemed to have been adopted if, within the period set by the chairperson of the Admission Committee, not less than three days from the presentation of the draft decision along with the materials to the members of the Admission Committee, a majority of the members of the Committee have expressed approval of the draft decision. If comments are made on the draft, the circulation procedure may be repeated.
5. The use of the circulation procedure is decided by the chairperson of the Admission Committee, who also documents the procedure.
6. The Admission Committee meeting may be attended in an advisory capacity by other persons invited by the chairperson, if in the course of substantive proceedings it is necessary to seek additional expert opinion.

§4

1. A member of the Admission Committee is subject to exclusion from participation in the admission procedure of a given candidate if:
 - 1) the candidate is their superior or is in another employment relationship with them;
 - 2) the candidate is or was their spouse, or is a relative or affinity up to the second degree, or is or was in cohabitation with such member of the Admission Committee;
 - 3) the candidate is or was a person related to a member of the Admission Committee by virtue of adoption, guardianship or custody;
 - 4) the candidate participated in disciplinary proceedings of which a candidate for Doctoral School or the candidate for their supervisor were a subject;
 - 5) the candidate participated in the issuance of the contested decision;
 - 6) has been identified in the admission process as a potential candidate supervisor;
 - 7) there are other objective circumstances that may give rise to legitimate concerns about maintaining impartiality and objectivity in evaluating the candidate.
2. A member of the Admission Committee who is excluded from the admission process does not participate in the evaluation of a candidate and for the duration of the evaluation does not participate in the work of the Admission Committee.
3. Excluding a member of the Admission Committee is stated by the chairperson and recorded in the minutes of the Admission Committee meeting.

4. If at least half of the Admission Committee members are excluded due to the above reasons, there are reasons justifying the exclusion of the chairperson of the Admission Committee, or if circumstances prevent a member of the Admission Committee from participating directly in its work, the Doctoral School Director immediately appoints a new member of the Admission Committee for such specific case, observing the rules set forth in § 2.4-5.

§5

1. The substantive proceedings in the admission procedure conducted in the second instance are carried out by the University admission committee (hereinafter referred to as: "**University Admission Committee**") appointed by the Vice-Rector for Educational Affairs.
2. University Admission Committees are appointed in numbers corresponding to the Disciplines in which admission to the Doctoral School is conducted.
3. The University Admission Committee consists of at least two academic teachers employed at the SWPS University in the positions of professor or assistant professor, conducting scientific activities in the Disciplines in which admission is conducted, and one person from among the employees of the Doctoral School Office.
4. In matters not regulated in §5.1-3, the provisions §2.3-6, §3 and §4 will regulate the operation of the University Admission Committee accordingly.

[Registration]

§ 6

1. Registration of candidates for the Doctoral School is conducted electronically using the electronic admission system available along with the Admission Decision on the website www.swps.pl.
2. A candidate is obliged to keep confidential their login and password used for the individual account. The SWPS University is not responsible for the consequences of the candidate's sharing their login and password with third parties, in particular, for making changes authorized by such password.
3. The individual account is used by the candidate in particular to:
 - 1) enter and confirm personal information;
 - 2) make a choice of Discipline and, in the case of the scientific discipline of psychology, also a choice of place of education, and
 - 3) upload the required documents.
4. The individual account is used to provide the candidate with information about the admission procedure, and messages sent to the individual account are considered delivered and binding.

5. The SWPS University is not responsible for the consequences of a candidate's misfiling or failure to fill out the enrollment form, providing false information, as well as for the consequences of a candidate's failure to read messages posted in their individual account.

§7

By entering the admission procedure, the candidate accepts its terms and conditions, in particular:

- 1) declares to be familiar with the registration rules, the schedule and the terms, conditions and procedures for admission to the Doctoral School for the academic year 2024/2025;
- 2) taking responsibility for incomplete, erroneous or false data provided during registration, as well as for the resulting consequences;
- 3) undertaking to promptly inform the relevant Doctoral School Office of any errors they noticed in the data they entered or any irregularities they detected in the operation of the electronic admission system and any erroneous information they received through it;
- 4) the candidate acknowledges and accepts that:
 - a) all information on the admission procedure, in particular on deadlines, terms and conditions of the admission procedure, is available at www.swps.pl, and undertakes to read the information, notifications and messages sent via the electronic admission system on an ongoing basis, and is responsible for the consequences of failing to do so;
 - b) The Doctoral School processes the personal data provided for the purpose of the admission procedure and for the purpose of documenting the course of education. Full information about the processing of personal data required by generally applicable law is provided to candidates in the electronic admission system;
 - c) The Doctoral School conducts career monitoring of PhD students who have completed their training at the Doctoral School.

§8

[Formal requirements; proof of foreign language proficiency]

1. The admission procedure is initiated as of the date on which the candidate meets the following necessary formal requirements:
 - 1) confirmation of obtaining a professional degree of Master of Arts/Science, Master of Engineering or equivalent, subject to §8.2;
 - 2) registering in the electronic admission system and uploading all required documents as specified in the Admission Rules and **Appendix 1** to the Admission Rules;
 - 3) submitting the following to the relevant Doctoral School Office:
 - a) hard copies of the documents indicated in § 1.1.1-5 of **Appendix 1** to the Admission Rules (originals to be inspected after admission to the Doctoral School);

- b) original documents indicated in §2.2-4 of **Appendix 1** to the Admission Rules;
 - 4) consent of the potential supervisor and the head of the research center, implementation center, research and implementation center or research group, according to the model specified in **Appendix 5** to the Admission Rules;
 - 5) payment of the enrollment fee in full (subject to §2.4 of **Appendix 1** to the Admission Rules).
2. Admission proceedings may be initiated in the event of failure to meet the requirement of §8.1.1, by a person who adequately documents that:
 - 1) is a graduate of a first-cycle degree studies or is a student who has completed the third year of a uniform master's degree program - in exceptional cases, justified by the highest quality of scientific achievements;
 - 2) is a graduate of studies completed in the academic year 2023/2024 and by 30 September 2024 will present a diploma confirming the degree referred to in §8.1.1;
 - 3) has a foreign diploma recognized as equivalent to the corresponding Polish diploma and professional title in accordance with Article 327.1-2 of the Law;
 - 4) can confirm their graduation at a certain level in accordance with Article 327. 3 of the Law.
 3. The documents required in the admission procedure and the detailed criteria for the evaluation of candidates carried out by the Admission Committees are specified in **Appendix 1** to the Admission Rules.
 4. The list of potential supervisors as well as the centers and teams referred to in §8.1.4 is made available to candidates before the start of the admission procedure on the website www.swps.pl. In the case of admission within the scientific discipline of psychology, when registering in the electronic admission system, the candidate also selects the place of education.
 5. A prerequisite for admission to the Doctoral School is proof of a foreign language proficiency at the relevant level. The proof referred to in the preceding sentence is not a formal requirement for the initiation of the admission procedure.
 6. Proof of a foreign language proficiency at the relevant level is carried out in accordance with the following rules:
 - 1) in the scientific disciplines of sociological sciences, political and administrative sciences , and the artistic disciplines of fine arts and art conservation - presenting a valid certificate or document confirming English language proficiency at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with §8.7;
 - 2) in the scientific disciplines of literary studies as well as cultural and religious sciences - presenting a valid certificate or document confirming a modern foreign language proficiency

at a level of at least B2, or obtaining confirmation of English language proficiency in the course of the admission procedure in accordance with §8.7;

- 3) in the scientific discipline of psychology - confirmation of English language proficiency at a level required for full participation in the Doctoral School classes takes place only during the interview, while the candidate is required to independently prepare and present their PhD dissertation outline draft in English, in accordance with the criteria set forth in §3.1.1 of **Appendix 1** to the Admission Rules.
7. If a Doctoral School candidate has met the prerequisites for admission, but does not have the certificate or document referred to in §9.5 and §8.6.1 or §8.6.2, they will be required to independently prepare and present in English a draft of their dissertation outline during the interview, in accordance with the criteria set forth in § 3.1.1 of **Appendix 1** to the Admission Rules.
8. The list of certificates and documents proving a modern foreign language proficiency is **attached as Appendix 4** to the Admission Rules. Any doubts about the recognizing a certificate are resolved by the head of the SWPS University Language Center.

§9

1. Detailed rules for the admission of persons referred to in §12.6 are set forth in **Appendix 2** to the Admission Rules.
2. Foreigners may undertake and pursue education at the Doctoral School under the terms and conditions set forth in the Admission Rules, the Law and other generally applicable laws, in particular the Law on Foreigners of 12 December 2013, subject to the provisions of **Appendix 3** to the Admission Rules.
3. It is permissible to participate in the admission procedure for the Doctoral School in a Discipline in which the candidate has the status of a PhD student on the date of registration in the electronic admission system, subject to the provisions of §9.4-5.
4. A candidate who is at the same time a participant in PhD studies conducted at the SWPS University is obliged to indicate in the electronic admission system the topic of the research project other than the topic of the PhD dissertation being prepared at such doctoral studies, as well as the name of the potential supervisor, which cannot be the person supervising their PhD dissertation at the SWPS University PhD studies.
5. A person who graduated a discipline other than the Discipline in which they were admitted to the Doctoral School will be required to pass an examination in three of the five supplementary subjects, in accordance with the curriculum and the Doctoral School Regulations.

[Schedule of the admission procedure]

§10

1. Before the admission process is initiated, the candidate is interviewed by the selected potential supervisor and the head of research center, implementation center, research and implementation center or research group, of which the supervisor is a member, in order to obtain the consent referred to in §8.1.4 - **as of 1 April 2024 until 31 May 2024**.
2. The admission procedure to the Doctoral School is initiated as of the date on which the candidate meets the necessary formal requirements referred to in §8.1.1-5 within the deadline **of 3 June 2024 to 17 June 2024**.
3. If a candidate fails to meet the formal requirements necessary to initiate the admission procedure, the Rector, through the electronic admission system, calls on the candidate to remove the deficiencies within the prescribed time limit, with the instruction that failure to remove them will result in leaving the application for admission to the Doctoral School unprocessed.
4. On the basis of the documents submitted by the candidate and an interview, potential supervisors evaluate the candidate through the electronic admission system and decide whether to include them in the scientific, substantive and organizational care if they are admitted to the Doctoral School, and, in addition, score the candidate's achievements with a brief justification - **by 24 June 2024**.
5. A prerequisite for a candidate to be allowed to participate in the interview referred to in §10.6.2 is to obtain at **least 65 points** for the achievements listed in §3.1.1-3 of **Appendix 1** to the Admission Rules.
6. Substantive proceedings conducted in the course of the admission procedure by the Admission Committee consist of the following stages:
 - 1) substantive evaluation of the candidate's application - **by 8 July 2024**;
 - 2) an interview with the candidate in the Discipline of their choice, subject to §10.5 - **as of 9 July 2024 until 24 July 2024**;
 - 3) drawing up a preliminary ranking list for each Discipline and sending the minutes of the meeting to the Doctoral School Director together with an opinion on admission to the Doctoral School and including the preliminary ranking list with justification - **by 31 July 2024**.
7. The Doctoral School Director may request the Committee chairperson to supplement the Committee's justification of the opinion referred to in §10.6.3 within the prescribed period.
8. The admission procedure ends with the Rector's approval of the ranking list, followed by the announcement of the competition results and issuing a decision on admission to the Doctoral School - **after 31 July 2024, no later than 30 September 2024**.

9. A candidate may receive a maximum of **140 points** in the admission procedure, and has to obtain at least **100 points** to be admitted to the Doctoral School in a given Discipline.

[Results of the admission procedure]

§11

1. The candidate receives information about the results of the admission procedure in the electronic admission system.
2. Results of the admission procedure are public.
3. Results of the admission procedure are understood as a ranking list drawn up by the Admission Committee and approved by the Rector, containing: individual application number, total number of points obtained and information on whether or not the candidate was included in the list of PhD students for the Doctoral School.

[Admission limits]

§12

1. The Rector sets the deadline in the admissions procedure for the Doctoral School for the academic year 2024/2025 to 30 April 2024. The admission limit in each Discipline does not include individuals who are not eligible for a PhD scholarship, subject to §12.7.
2. The SWPS University Senate authorizes the Rector to:
 - 1) decide on starting education in a given Discipline, if the number of persons qualified for admission to the Doctoral School is less than the established limit of admissions;
 - 2) announce supplementary admission procedure in a given Discipline, if the procedure conducted on the dates referred to in §10 did not fill all the places set as the admission limit.
3. In the case of special circumstances justifying the admission of fewer or more candidates than the established admission limit referred to in §12.1, the Rector may change the admission limit at the request of the Doctoral School Director or the University Admission Committee.
4. In the event of changing the admission limit in accordance with §12.3, the Admission Committee provides its opinion on the admission of a smaller or larger number of candidates, maintaining the order resulting from the ranking list, provided that such candidates obtained at least **100 points** in the admission procedure. The provision referred to in the preceding sentence does not apply to proceedings conducted at the second instance.
5. If a given candidate resigns or decides not to be admitted to the Doctoral School by 31 October 2024, the right to be admitted and take up education at the Doctoral School is granted to the next person on the ranking list, provided that they were admitted to the interviews and obtained at least **100 points** in the admission procedure,

6. In addition to the limit referred to in §12.1, admission to the Doctoral School is possible:
 - 1) for winners of competitions for the implementation of research projects or grants (in particular, NCN, EU Framework Programs, "Implementation PhD" program of the Ministry of Science and Higher Education) , 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.
7. The Rector may set an admission limit for the persons referred to in §12.6 until the completion of the admission procedure for the Doctoral School.
8. The Rector may determine the list of research programs referred to in §12.6.1, taking into account leading external programs.

[Decision on the admission to the Doctoral School]

§13

1. After the admission procedure, the Rector decides on admission to the Doctoral School.
2. Admission to the Doctoral School takes place by way of:
 - 1) entry on the list of PhD students - if the candidate is a Polish citizen;
 - 2) administrative decision - if the candidate is a foreigner.
3. Admission to the Doctoral School is denied by an administrative decision issued in particular, in the case of:
 - 1) failure to provide a graduation diploma by the end of the admission procedure or failure to meet other formal requirements applicable to the candidate after the initiation of the admission procedure,
 - 2) not being allowed to participate in the interview;
 - 3) failure to obtain proof of foreign language proficiency at the required level during the interview;
 - 4) failure to obtain at least 100 points in the admission procedure;
 - 5) having a place on the ranking list below the limit set by the Rector.

4. Within 14 days from the date of delivery of the administrative decision referred to in §13.2.2 or §13.3, the candidate is entitled to a request for reconsideration or other remedy, as instructed in the decision.
5. In the course of admission proceedings conducted in the second instance the Rector may refer the submitted application for reconsideration to the University Admission Committee, which conducts the substantive proceedings and issues an opinion on whether or not to grant the application for reconsideration. The decision of the University Admission Committee includes a justification and may include a request to increase the admission limit.
6. Granting the request for reconsideration in its entirety may result in particular:
 - 1) in the case of the decision referred to in §13.2.2 - revoking the administrative decision in whole or in part and deciding on the merits of the case, or by any other appropriate decision;
 - 2) in the case of the decision referred to in §13.3 - issuing an administrative decision to overturn in its entirety the decision to refuse admission to the Doctoral School and to determine that the prerequisites for admission to the Doctoral School have been met, or discontinuing the admission procedure in the first or second instance, or issuing another relevant decision. The provision of §13.2 applies accordingly.

[Final Provisions]

§14

1. An individual can only be a PhD student at one doctoral school. A candidate who has been admitted to more than one Doctoral School is obliged to immediately, i.e. no later than within 7 days from the date of the announcement of the results of the admission procedure, submit a statement in writing that they will take up training at the Doctoral School or submit a written resignation.
2. In case of violation of the prohibition referred to in **§14**, proceedings are initiated for the removal of such a student from the list of PhD students of the Doctoral School, observing the requirements of the Law and the Doctoral School Regulations.
3. In particularly justified cases, the Doctoral School Director may extend the deadline for submission of documents referred to in §14.1.

§15

1. A person admitted to the Doctoral School begins education and acquires the rights of a PhD student upon taking the oath.
2. No later than 1 October 2024, each candidate admitted to the Doctoral School is required to submit a printed and signed oath that is an acknowledgment that they have started their

education at the Doctoral School to the relevant Doctoral School Office. The provision of §14.3 applies accordingly.

§16

The Admission Rules are made available within 14 days of its adoption on the SWPS University website and in the Public Information Bulletin on the University designated page.

§17

1. In matters not covered by the Admission Rules, the provisions of generally applicable law are applied, in particular the provisions of the Law, the Act of 14 June 1960 - Code of Administrative Procedure, and relevant regulations applicable at the University.
2. In the event of a change in the provisions of generally applicable law affecting the rules, conditions and procedure of admission to the Doctoral School, the relevant provisions of generally applicable law will take precedence over the provisions of the Admission Rules.
3. In matters not covered by the Admission Rules or the Law and concerning the admission procedure to the Doctoral School, the Rector makes binding decisions.
4. The Appendices to the Admission Rules constitute its integral part:

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| Appendix 1. | Documents required to initiate the admission procedure and detailed criteria for the evaluation of candidates. |
| Appendix 2. | Detailed admission rules for winners of competitions for the implementation of national and international research projects or grants. |
| Appendix 3. | Rules for commencing and pursuing education by foreigners at the Doctoral School. |
| Appendix 4. | List of certificates and documents proving a modern foreign language proficiency. |
| Appendix 5. | Consent of the potential supervisor and the head of the research center, implementation center, research and implementation center or research group |