

*Appendix no. 1  
to the Resolution no. 52/2019  
of the Senate of SWPS University of Social Sciences and Humanities  
dated 23 May 2019  
on the rules, requirements and the admission process  
to the Social Sciences and Humanities Doctoral School  
of SWPS University of Social Sciences and Humanities  
in the academic year 2019/2020*

**Rules, requirements and the admission process  
to the Social Sciences and Humanities Doctoral School  
of SWPS University of Social Sciences and Humanities  
in the academic year 2019/2020**

**Chapter 1**

***General Provisions***

1. The Resolution pertains to the rules, requirements and the admission process to the Social Sciences and Humanities Doctoral School of SWPS University of Social Sciences and Humanities (hereinafter referred to as **Doctoral School**), offered in a full-time mode at SWPS University of Social Sciences and Humanities (hereinafter referred to as **SWPS University** or the **University**), in the academic year 2019/2020.
2. The Doctoral School admits candidates to programs in the following disciplines: literary studies, culture and art studies, social sciences, and psychology.
3. The rules, requirements and the admission process to the Doctoral School in the academic year 2019/2020 passed by the Senate of SWPS University (hereinafter referred to as: **Admission Requirements**) are available on the webpages of SWPS University and in the Public Information Bulletin on the pages of the University.
4. Admissions are processed via an electronic registration system of SWPS University, which can be accessed via a link provided, together with the Admission Requirements, on the website of SWPS University (hereinafter referred to as the **electronic admissions system**).
5. The University does not charge tuition fees for education at the Doctoral School.

**Chapter 2**

***Members and operational procedures of the Admissions Committee***

1. Admissions to the Doctoral School are the responsibility of admissions committees (hereinafter referred to as: **Admissions Committees**).

2. Admissions Committees are established by the Vice-Rector for Research, in the disciplines, which invite applications to the Doctoral School, with the exception of psychology, where two committees, one for Warsaw and one for SWPS University in Wrocław are established.
3. An Admissions Committee must include at least three (3) professors or associate professors employed by the University, who conduct research in the discipline, which invites applications to the Doctoral School.
4. The Admissions Committee verifies applications of the candidates to the Doctoral School, with respect to the formal and professional requirements, and provides recommendations on admitting candidates to the Doctoral School to the Director of the Doctoral School, by compiling a ranking list, which must be approved by the Director of the Doctoral School, before being made public to the candidates.
5. The Admissions Committees make decisions referred to in section 4, in the form of a resolution.
6. Resolutions of Admissions Committees are passed by a simple majority of votes, when all members of the Committee are present.
7. Sessions of Admissions Committees are recorded in the minutes of the meetings.
8. Other persons, such as members of research centers and research teams at SWPS University (including informal ones) may participate in the sessions of Admissions Committees in an advisory capacity, if they are invited by a member or members of the Admissions Committee.
9. In an event when a member of an Admissions Committee is unable to participate in person in the Committee's sessions, the Vice-Rector for Research shall promptly remove him or her from the post on the Committee and shall appoint a new member, in accordance with the rules specified in sections 2 and 3.

### Chapter 3

#### *Admission requirements*

1. Any person who fulfils the requirements specified in the Act of 20 July 2018 Law on Higher Education and Research (hereinafter referred to as the **Law**), i.e. any person
  - 1) who holds a professional title of *magister* (Master's Degree), *magister inżynier* (Master's Degree in Engineering) or an equivalent, may apply to the Doctoral School;
  - 2) any person who does not fulfil the requirements referred to in section 1, point 1, but holds an undergraduate degree or has completed the third year of a five-year integrated graduate program, in exceptional cases, justified by research achievements of the highest quality;
  - 3) has registered in the electronic admissions system;
  - 4) has uploaded all the required documents in the required format (.pdf or .jpg) to the electronic admissions system;
  - 5) has submitted hard copies of all required documents (originals available for verification) to the office of the Doctoral School at SWPS University in Warsaw or in Wrocław,

- 6) has paid the application fee in the full amount.
2. A necessary prerequisite for the admittance to the Doctoral School is obtaining an approval of a potential doctoral advisor, such as an university lecturer or a researcher employed by SWPS University, who holds at least a post-doctoral degree (*doktor habilitowany*) and has demonstrated current research achievements confirmed by publications issued within the past five years or artistic achievements within the period of the past five years or has at least five years of research experience, and who has been appointed by the University to serve as a doctoral advisor.
3. Other necessary conditions that must be met to be admitted to the Doctoral School include:
  - 1) for the discipline of psychology (for SWPS University in Warsaw and in Wrocław) and social sciences, having a current certificate confirming English language proficiency at the level B2, at the minimum - a list of certificates confirming English language competency is available in **Appendix no. 1 to the Admission Requirements**.
  - 2) for the discipline of literary studies and culture and art studies, having a current certificate confirming proficiency in any modern language at the level B2, at the minimum - a list of certificates confirming proficiency in a modern language is available in Appendix no. 1 to the Admission Requirements.
4. Any doubts related to the recognition of certificates shall be settled by the Head of the Language Center of SWPS University.
5. Candidates, who do not hold certificates referred to in section 3, must pass an English language exam at the B2 level of the Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR): (a written test), once they fulfil the requirement referred to in sections 1-3.
6. Rules for the organization of the exam referred to in section 5 are provided in **Appendix no. 2 to the Admission Requirements**.
7. Non-Polish nationals may apply to and may study at the Doctoral School according to the regulations specified in Act of 12 December 2013 on Foreigners and the regulation of the Minister of Science and Higher Education of 28 September 2018 on the Nostrification of Academic Degrees Obtained Abroad as well as upon confirming that they graduated from a higher education institution at a certain level, subject to section 8.
8. Detailed regulations on applying and studying at the Doctoral School for non-Polish nationals are as follows:
  - a) a foreigner who does not submit documents confirming the equivalence of university diplomas and other documents obtained abroad, which must undergo the process of nostrification in the Republic of Poland, shall be conditionally admitted to the Doctoral School, pending the submission of these documents not later than October 31st of the academic year in which her or she has begun studies at the Doctoral School and, in duly justified cases beyond the control of the foreigner, by a later date agreed upon by the Rector of SWPS University;
  - b) if the foreigner fails to submit the documents referred to in point a, by the required date, the Director of the Doctoral School begins the proceedings to void the administrative decision on the conditional admission to the Doctoral School and the foreigner cannot be enrolled in the following semester of studies;

- c) in case of agreements entered into by SWPS University with foreign institutions, admission of foreigners to the Doctoral School follows the rules and regulations specified by these agreements;
  - d) if a foreigner is entitled to studying at the Doctoral School according to the rules and regulations pertaining to Polish nationals, he or she can choose the admission path, however he or she must prove his or her eligibility and indicate their choice in the application to the Doctoral School.
9. Admissions to the Doctoral School take a form of a competition.
  10. Candidates may register in the electronic admissions system by selecting a discipline included in the education offer of the Doctoral School.
  11. Candidates who at the same time are students in a doctoral studies program conducted by SWPS University, must provide, in their application, a topic of a research project, other than the topic of their doctoral dissertation that they are working towards during their doctoral studies, and they must provide the first and last name of a potential doctoral advisor, other than their doctoral thesis advisor who they have been working with during their doctoral studies at SWPS University.
  12. Doctoral students can be enrolled only in one Doctoral School.
  13. Persons who hold university diplomas in disciplines other than the discipline chosen at the Doctoral School must complete their education in that discipline and pass an exam in three (3) subjects of their choice selected out of five (5) subjects presented by the doctoral advisor and approved by the Director of the Doctoral School, not later than by the end of the second (2nd) year of studies at the Doctoral School.
  14. Upon the request of the doctoral advisor, containing an appropriate justification, Doctoral students may be exempt, in part or in full, from the requirement referred to in section 13, by the Director of the Doctoral School.

## Chapter 4

### *Admission dates and number of available places*

1. The schedule of admissions to the Doctoral School is as follows:
  - 1) interviews of candidates by potential doctoral advisors and by the head of the research center or team (including informal ones), where the doctoral advisor is a member and selected by the candidate according to his or her research interests – **from May 25, 2019 to June 30, 2019** (inclusive);
  - 2) registration of candidates in the electronic admissions system, including the submission of documents in the required format (.pdf or .jpg) – from **June 3, 2019 to June 30, 2019** (inclusive);
  - 3) submission of hard copies of required documents (originals available for verification) and payment of the application fee in the full amount – **by July 1, 2019** (inclusive);
  - 4) English language exam for candidates applying to the Doctoral School, who do not hold a B2 level language proficiency certificate – **July 12, 2019** at SWPS University in Warsaw and **July 15, 2019** at SWPS University in Wrocław;

- 5) assessment of candidates by the potential doctoral advisors – by **July 15, 2019** (inclusive);
  - 6) qualifying interviews in all disciplines, in which the Doctoral School is inviting applications from doctoral candidates, for all candidates who have gained support of doctoral advisors and recommendations of heads of research centers or teams – **from September 2, 2019 to September 13, 2019** (inclusive), subject to the provisions of Chapter 5, section 2, point 3a;
  - 7) admission results announcement – **October 1, 2019**.
2. The Senate of SWPS University authorizes the Rector of SWPS University to decide on opening a program in a given discipline, if the number of qualified candidates to the Doctoral School is lower than the maximum number indicated in section 4.
  3. The Senate of SWPS University authorizes the Rector to announce an additional admission period, if the number of candidates recruited during the period referred to in section 1 has not reached the maximum number of students indicated in section 4.
  4. In the academic year 2019/2020, the maximum numbers of candidates to be admitted the Doctoral School are as follows:

| <b>Discipline</b>       | <b>Maximum number of candidates</b> |
|-------------------------|-------------------------------------|
| Culture and art studies | 5                                   |
| Literary studies        | 2                                   |
| Psychology – in Warsaw  | 16                                  |
| Psychology – in Wrocław | 12                                  |
| Social sciences         | 4                                   |

5. In exceptional circumstances, which justify admitting a smaller or a larger number of candidates than the maximum number referred to in section 4, the Senate authorizes the Director of the Doctoral School to submit a request to the Rector of SWPS University to approve a different maximum number of candidates than referred to in section 4.
6. Once the Rector of SWPS University approves the request referred to in section 5, the Admissions Committee shall recommend admitting less or more candidates, following the ranking of candidates from the ranking list, providing that the candidates have fulfilled all the requirements of the admissions process and gained the required minimum number of points.

7. If an admitted candidate resigns from or does not begin studies at the Doctoral School, the right to be admitted to and to begin studies at the Doctoral School passes to the next person on the ranking list, providing that this person has passed the admissions process and gained the required minimum number of points, but was not admitted due to the limited number of places referred to in sections 4 or 5.

## Chapter 5

### *The scope and the process of admitting candidates*

1. By beginning the admissions process, candidates accept the rules of admissions, in particular:
  - 1) they declare that they have read and understood the rules of registration, the schedule as well as the requirements and the admission process to the Doctoral School in the academic year 2019/2020;
  - 2) they are fully responsible for any incomplete, incorrect or false data provided during the registration process and for the resulting consequences and decisions made by the Admissions Committee;
  - 3) they are responsible for immediately informing the respective office of the Doctoral School of SWPS University in Warsaw or in Wrocław about any known errors that they have entered or of any irregularities in the workings of the electronic admissions system and about any erroneous information received from the system;
  - 4) they acknowledge and accept the following:
    - a) all information related to the admissions process, and in particular to the schedule, admission requirements, resolution of the Admissions Committee, decisions of the Director of the Doctoral School, with the exception of the administrative decisions for non-Polish nationals, and decisions related to rejecting applications to the Doctoral School, which are sent to candidates by post, are sent to candidates via their accounts in the electronic admissions system or are available on the online communications platform for students, doctoral students and employees of the University and other persons, who based on separate regulations, have gained access to the information contained on the portal at [portal.swps.edu.pl](http://portal.swps.edu.pl), hereinafter referred to as “**Virtual University**”, or via the University’s webpage, and they shall read this information on the ongoing basis and are responsible for any consequences resulting from failing to do so;
    - b) it is permissible to register for the discipline, in which on the date of registration the candidate officially is a doctoral student, subject to the provisions of Chapter 3, section 11 or section 12;
    - c) the Doctoral School processes personal data provided by candidates for the purpose of conducting the admissions procedure, including publishing of the admission results online, where it is available to the public, as well as for the purpose of documenting the course of education. Complete information about

the processing of personal data, specified by the generally applicable laws and regulations, are provided to candidates in the electronic admissions system;

- d) the Doctoral School monitors professional careers of doctoral students, who have graduated from the Doctoral School.

2. The admissions process includes three stages.

- 1) STAGE 1 - a list of research centers and teams (including the informal ones), together with the names of potential doctoral advisors, is available on SWPS University's website. The research centers and teams invite candidates to participate in their research projects and to write doctoral dissertations under the guidance of doctoral advisors, supervisors and auxiliary supervisors, who are linked with the given research center or team. The research center or team define the form of contact with the candidate during the admissions process, in particular the requirements related to the formal approval of collaboration of candidates with the research center or team. The formal approval document must be submitted with the application to the Doctoral School.

2) STAGE 2:

- a) candidates must complete the registration form in the electronic admissions system and must upload all required documents in the required format (.pdf or .jpg) to the electronic admissions system;
- b) in the electronic admissions system candidates select the potential doctoral advisors or auxiliary supervisors (from 1 to 3 persons), with whom they would like to collaborate (having earlier contacted them in this matter), and rank these persons in the order of preference;
- c) candidates may request a meeting with the potential doctoral advisors or auxiliary supervisors to present themselves and their doctoral research and the thesis plan;
- d) based on the documents submitted by the candidate via the electronic admissions system and an interview with the candidate, potential doctoral advisors confirm, in the electronic admissions system, their agreement to provide research-related and organizational supervision for the candidate, when they are admitted to the Doctoral School and they assess the candidate, using the point system and write a justification for their decision.

3) STAGE 3:

- a) The Admissions Committees conduct admission interviews with candidates to the Doctoral School in one discipline selected by the candidate out of four disciplines available at the Doctoral School, namely: culture and art studies, literary studies, social sciences and psychology, and they assess the candidates. The admission interviews are conducted only with candidates who have been approved by the selected doctoral advisors, received a positive opinion of the research centers or teams and have received at least 45 points for achievements referred to in Chapter 7, section 1, points 1-3;

- b) The Admissions Committees compile five (5) separate ranking lists for each discipline (including two separate ranking lists for psychology at SWPS University in Warsaw and Wrocław) and send the protocol from the session of the Admissions Committee and the resolution containing their recommendations in the form of the ranking lists to the Director of the Doctoral School;
- c) the approval of the ranking lists by the Director of the Doctoral School, the subsequent announcement by the Director of the Doctoral School of the admissions results and entering names of successful candidates on the list of doctoral students at the Doctoral School or issuing the admission rejection decision to unsuccessful candidates, closes stage 3 of the admissions process.

## Chapter 6

### *Documents required for the admission process*

1. Candidates must submit the following documents in the required format (.pdf or .jpg) to the electronic admissions system:
  - 1) application to the Doctoral School (containing the name of the discipline selected for studies at the Doctoral School), including a motivational letter addressed to the respective Admissions Committee for the given discipline;
  - 2) university diploma entitling the candidate to undertake studies at the Doctoral School, defined as:
    - a) a diploma confirming graduate qualifications, in case of five-year integrated Master's programs or diplomas confirming undergraduate and graduate qualifications in case of candidates who have completed undergraduate and graduate studies, or
    - b) other documents confirming that a candidate has completed university studies abroad and entitling the candidate to undertake doctoral studies in the country, where the document has been issued or a document that has been deemed to be an equivalent of a Polish graduate diploma or a five-year integrated Master's program diploma.
  - 3) a supplement containing a list of subjects completed during the undergraduate and graduate studies, including obtained grades, or an official university transcript, and in the case when these documents are not available, a copy of an official grade record (*indeks*), including Grade Point Average (GPA) information or another document including names of courses, received grades and the GPA information. If Grade Point Average information is not available in the supplement to the diploma, candidates must provide a separate document containing this information;
  - 4) documents confirming:



- a) language proficiency – obtained language competency certificates;
  - b) participation in research projects, for example: a decision of awarding a grant or a copy of a grant contract or a document confirming the scope of participation in the grant;
  - c) participation in internships and practicums at research and clinical centers, completed by candidates outside of their university study programs – written candidate assessment issued by the internship or practicum supervisor, including scope of responsibilities.
  - d) active participation in conferences (including abstracts of candidate’s papers and documents/certificates confirming their active participation);
  - e) academic papers accepted for publication or published (articles in journals: the first page of the article, books: the title page, the page containing publisher’s information, chapters in books: index and the first page of the article);
  - f) active participation in activities of research clubs – confirmation issued by the supervisor of the research club;
  - g) certificates of completion of professional certification and training programs and other documents confirming candidates’ achievements related to the discipline of studies selected for their doctoral studies, i.e. documents confirming received awards and other achievements, such as Dean’s, Rector’s, Minister’s awards and/or awards granted by scientific and research associations.
- 5) outline of the doctoral dissertation, in Polish or English, prepared according to Chapter 7, section 1, point 1;
- 6) formal approval of the research center or team that agreed to collaborate with the candidate, if he or she is admitted to the Doctoral School (**Appendix no.3 to the Admission Requirements**).
2. Failure to submit documents unequivocally confirming candidate’s achievements, may result in receiving no points in the given category.
3. For each submitted document that has been issued in a language other than Polish, candidates must also submit translations of these documents into Polish that have been done by the following persons or institutions:
- 1) a person registered by the Minister of Justice on the certified translators list or
  - 2) a person registered as a certified translator in a member state of the European Union, a member state of the European Free Trade Association (EFTA) – a member of the European Economic Agreement (EEA) or a member state of the Organisation for Economic Co-operation and Development (OECD) or
  - 3) a Consul of the Republic of Poland assigned to the country on whose territory or in whose education system the document was issued or
  - 4) a diplomatic or consular representation, accredited by the Republic of Poland, of the country on whose territory or in whose education system the document was issued.
4. University diplomas issued abroad should fulfill the following criteria:

- 1) have an *apostille* affixed to the diploma, if the country issuing the document has signed the October 5, 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents or
  - 2) undergo the process of legalization, in the remaining cases.
5. University diplomas that must undergo a process of nostrification should be submitted together with:
- 1) a document confirming the diploma's equivalence with a corresponding university diploma issued in the Republic of Poland or with a doctoral degree or
  - 2) a written declaration that the candidate shall provide a confirmation not later than October 31st of the academic year, in which he or she has begun education at the Doctoral School.
6. If the diploma obtained abroad does not contain the annotation confirming that the holder of the diploma is eligible to continue further education in the country, where the higher education institution that issued the diploma is located, the candidate must provide a confirmation of such eligibility.
7. Once a candidate registers online and submits documents in the required electronic format (.pdf or .jpg), he or she shall submit the following hard copy documents to the appropriate office of the Doctoral School of SWPS University in Warsaw or in Wrocław:
- 1) copies of documents referred to in section 1, including their originals for verification;
  - 2) printed and signed personal information form – printed out from the online form completed earlier in the electronic admissions system;
  - 3) One (1) color passport photo printed on photo paper, a color photo, in the required format (.pdf or .jpg) and a copy of personal identification document (ID) (original for verification);
  - 4) payment confirmation of the application fee in the amount of PLN 400.00 (four hundred Polish Zloty). The application fee must be paid not later than the application submission deadline, namely by July 1, 2019 (inclusive). The application fee is non-refundable regardless of the result of the application procedure conducted by the University;
  - 5) an application, including a motivational letter;
  - 6) an outline of the doctoral dissertation prepared according to the criteria defined in Chapter 7, section 1, point 1;
  - 7) the formal approval of the research center or team that agreed to collaborate with the candidate, if he or she is admitted to the Doctoral School, in the form provided in **Appendix no.3 to the Admission Requirements**;
  - 8) a declaration related to employment as an academic teacher or researcher, in the form provided in **Appendix no. 4 to the Admission Requirements**.
8. If the candidates wish to send documents referred to in section 7, points 1-8 by post, they must also include originals.
9. If at the time of registration, the candidate does not have his or her university diploma, including the supplement, he or she shall submit a written declaration that he or she will provide a copy of the diploma and the supplement as well as the originals for verification by September 1, 2019.

## Chapter 7

### *Assessment criteria*

1. The Admissions Committees assess candidates based on the following criteria, important from the point of view of the discipline selected by candidates when they applied to the Doctoral School:

1) a draft of the doctoral dissertation plan (maximum two, single-spaced, A4 pages), including: the title of the dissertation, doctoral advisor information, such as: title, degree, first and last name; an overview of the research problem and in particular: current knowledge, justification of the choice of the research problem, the focus of research, the goal of research, description of the research material and methodology to be used to obtain results, information about expected outcomes (candidates may attach preliminary results, if they already have them, in the form of an appendix containing additional information).

Grading: **from 0 to 60 will assess:**

- a) the scientific character of the doctoral dissertation project;
  - b) the possibility of conducting the doctoral dissertation project (considering the duration of doctoral studies, the cost of research, etc.);
  - c) the basic research criterium - basic research understood as empirical or theoretical activities, whose main goal is to gain new knowledge of basic phenomena and observable facts rather than focus on direct commercial application;
  - d) an innovative character of the project and the impact of its implementation on the development of the scientific discipline.
- 2) achievements of the candidate - grading will assess the following:
- a) application to the Doctoral School including the motivational letter, containing candidate's motivation for enrolling at the Doctoral School, short description of candidate's competencies allowing them to undertake studies at the Doctoral School, and the justification of their choice of the discipline. Grading: **from 0 to 5 points;**
  - b) an evaluation of candidate's education results, including university studies (taking into consideration the GPA achieved during the studies), other forms of education (e.g. professional certification and training programs), completed courses, and proficiency in modern languages confirmed by certificates listed in **Appendix no. 1 to the Admission Requirements**. The highest number of points can be assigned to candidates, whose previous education has been related to the proposed doctoral thesis. Grading: **from 0 to 5 points;**
  - c) publications and participation in scientific conferences. Only conferences attended by candidates as active participants (articles or poster presentations) will be graded. The highest value shall be assigned to publications categorized based on the Regulation of the Minister of Science and Higher Education of 7

November 2018 on compiling registers of the publishers of scientific monographs, academic journals and peer-reviewed materials from international conferences, which defines how the registers of the publishers, who publish peer-reviewed scientific monographs, referred to in Article 265, section 9, point 1 of the Law, as well as academic journals and peer-reviewed materials from international conferences referred to in Article 265, section 9, point 2 of the Law, hereinafter referred to as “**Journal Register**” are compiled, as well as assessing and assigning points to these publications. Grading: **from 0 to 10 points;**

d) practicum and internships in research and clinical centers (excluding practicums and internships that were part of a university study program), participation in the implementation of projects funded by grants, development of research tools, teaching, participation in research clubs, etc. as well as significant professional achievements that might be of value considering education at the Doctoral School. Documents confirming candidates participation must contain the term of the practicum or internship and the scope of candidate’s responsibilities. Candidates can receive the highest number of points for the participation in research grants and internships funded by national and international funding bodies supporting the development of research, such as the National Research Center (NCN), the National Center for Research and Development (NCBiR), the Foundation for Polish Science (FNP), the Ministry of Science and Higher Education, and the Polish National Agency for Academic Exchange (NAWA). Grading: **from 0 to 10 points;**

3) awards and other achievements, including Dean’s, Rector’s, Minister’s awards and/or awards granted by scientific and research associations. Grading: **from 0 to 5 points;**

4) the result of the interview, motivation and candidate’s subject-matter knowledge and preparedness to undertake education (for candidates applying for literary studies, culture and art studies, psychology and social sciences). The interview shall be conducted in Polish or in English. During interviews with non-Polish nationals, the Admissions Committee will also assess candidates’ Polish language proficiency. Grading: **from 0 to 20 points;**

5) point assessment conducted by the potential doctoral advisor and in particular: assessment of achievements to date, including GPA achieved during university studies, conference presentations, publications, proficiency in foreign languages, assessment of the doctoral dissertation plan (scope, methodology, innovativeness), candidate’s assessment with respect to their scientific acumen, his or her ability to work with a team, ability to teach, and the alignment of candidate’s doctoral dissertation topic with the research agenda of the doctoral advisor’s/supervisors’ research center or team. Grading: **From 0 to 25 points;**

2. The Admissions Committees will evaluate each candidate applying to the Doctoral School in a given discipline, taking into consideration the value of their achievements and the significance of these achievements for the discipline chosen by the candidate in the process of applying to the Doctoral School, and the currentness of their research achievements (achievements of the past 5 years will receive the highest points).

3. Candidates' position on the ranking list depends on the sum of arithmetic averages achieved in the respective categories, granted by the members of the Admissions Committees and the averages of grades given by doctoral advisors.
4. Candidates to the Doctoral School may receive a maximum of **140 points**.
5. Candidates must receive at least: **70 points** in a given discipline to be entered on the list of doctoral students at the Doctoral School.

## Chapter 8

### *The results of the admissions process*

1. Based on the results achieved by candidates during the admissions process, each Admissions Committee compiles ranking lists, according the maximum number of places established for a given discipline, separate for each discipline that invites applications to the Doctoral School, with the exception of psychology, where two lists are compiled, one for SWPS University in Warsaw and one for SWPS University in Wrocław.
2. The results, including the number of points achieved in each category, are sent to personal accounts of candidates in the electronic admissions system.
3. The results of the admissions process shall be made public. The results of the admissions process will be made available by publishing the ranking lists in the electronic admissions system and on the University's website.
4. The results of the admissions process are defined as a ranking list compiled by the Admissions Committee and approved by the Director of the Doctoral School, including: the first and last name of the candidate, the final number of points he or she received in the admissions process, and the information whether the candidate has been or has not been entered on the list of doctoral students at the Doctoral School.

## Chapter 9

### *Entry on the list of doctoral students at the Doctoral School and issuing of the admission or rejection decision*

1. The process of admitting candidates to the Doctoral School includes:
  - a) an entry on the list of doctoral students – in case of Polish nationals;
  - b) an administrative decision – in case of non-Polish nationals.
2. The Director of the Doctoral School enters the names of successful candidates on the list of doctoral students at the Doctoral School and, acting on behalf of the Rector, issues administrative decisions on admitting non-Polish nationals to the Doctoral School and issues administrative decisions on rejecting candidates to the Doctoral School.
3. Rejection of candidates to the Doctoral School occurs when:

- 1) candidates do not meet the formal requirements specified in the Admission Requirements or
  - 2) candidates receive less points than the required minimum defined in Chapter 7, section 5 of the Admission Requirements or
  - 3) the candidate is ranked on the ranking list below the maximum number of candidates defined in Chapter 4, section 4 or 5.
4. The administrative decisions related to rejecting entry to the Doctoral School and to the admittance to the Doctoral School of non-Polish nationals are delivered in writing, by registered letter if the decision is sent by post.
5. Candidates may appeal the decision rejecting entry to the Doctoral School within fourteen (14) days from the receipt of the decision, by submitting a request to the Rector of SWPS University for another review of the case.
6. The request for another review of the case is evaluated by the Vice-Rector for Research, on behalf of the Rector of SWPS University. The decision issued by the Rector of SWPS University is final. Candidates have the right to file a complaint with the appropriate administrative court, which is filed through the Rector of SWPS University within thirty (30) days from the date of the receipt of the decision.

## **Chapter 10**

### ***Final Provisions***

1. In the event that a person admitted to the Doctoral School is employed as an academic teacher or a researcher, with the exception of cases specified in Article 209, section 10 of the Act, the entry on the list of doctoral students is made once the candidate delivers, to the office of the Doctoral School in Warsaw or in Wrocław, no later than seven (7) days from the date when the results (of the admissions process to the Doctoral School) were announced, copies of documents confirming the annulment or the expiry of the employment contract for the position of academic teacher or a researcher.
2. A candidate who has been admitted to more than one doctoral school must confirm in writing, within seven (7) days from the date when the results (of the admissions process to the Doctoral School) were announced, whether he or she will begin education at the Doctoral School or whether he or she will resign in writing, Chapter 4, section 7 applies respectively.
3. Persons admitted to the Doctoral School begin their education and acquire the rights of doctoral students from the time they take the oath.