

Resolution No. 449/L/2024
of the Senate of the Warsaw University of Technology
of January 31, 2024

**on the rules of admission to Doctoral School of Warsaw University of Technology in the
2024/2025 academic year**

Pursuant to Art. 200, section 2 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, with later amendments) and § 104, section 1, point 3 of the Statute of the Warsaw University of Technology it is resolved as follows:

§ 1

The Senate of the Warsaw University of Technology adopts the Rules of admission to the Doctoral School of the Warsaw University of Technology for the academic year 2024/2025, constituting an appendix to this resolution.

§ 2

The resolution comes into force on the day of its adoption.

Secretary of the Senate

Rector

mgr inż. Anna Stoczkiewicz

prof. dr hab. inż. Krzysztof Zaremba

**The rules of admissions to Doctoral School
of the Warsaw University of Technology**
in the 2024/2025 academic year

General provisions

§ 1

1. Admissions to Doctoral School of the Warsaw University of Technology, hereinafter referred to as the School, for the 2024/2025 academic year is conducted twice a year, in the Fall and in the Spring semester, respectively, subject to § 7.
2. The limit of candidates that can be admitted to the School in the successive education cycles is set by the Rector upon the request of the Council of the Doctoral School, hereinafter referred to as the Council, at least two months before the start of the admissions. The Council may apply for increasing this limit. The limit does not need to be entirely filled.
3. The limits for particular disciplines are set by the Head of the School, hereinafter referred to as the Head, upon consultation with the Council. In justified cases, the Head, at the request of the Head of the Admissions Committee, may decide to transfer the limits between disciplines. The limits do not need to be entirely filled.
4. Admissions procedure requires payment of the admissions fee, determined by the Rector by Rector's decision, upon consultation with the Head, at least two months before the start of the admissions. Applying to more than one discipline requires paying separate admissions fees. Admissions fee is non-refundable.
5. The candidate makes payment to an individual bank account generated in the Internet Registration system, hereinafter referred to as IRK system.
6. The schedule of admissions is set by the Head at least two months before the start of the admissions and is then published on the University's website.
7. A candidate may be admitted to Doctoral School if (s)he:
 - 1) has a Master's degree, Master Engineer degree or equivalent, obtained in Poland or in other country, whereby the rules of recognition of education obtained abroad are determined by separate regulations, or meets the conditions referred to in art. 186, section 2 of the Act - Law on Higher Education and Science (Journal of Laws from 2023, item 742 with later amendments), hereinafter referred to as the Act;
 - 2) is not a PhD student in other Doctoral School;
 - 3) obtained at least grade 4 (good) or equivalent in the case of a diploma issued by a foreign university;
 - 4) registered in the IRK system within the time limit specified in the admissions schedule;
 - 5) submitted application to Doctoral School and other required documents within the time limit specified in the admissions schedule;
 - 6) paid the admissions fee within the specified time limit.
8. The admissions to the School is a competition-based process.
9. Art. 323 of the Act is applicable to foreign candidates.

The authority conducting the admissions proceedings

§ 2

1. Admissions is carried out by interview teams, appointed by the Head of the Admissions Committee, separately for each scientific discipline.
2. The interview team consists of at least 4 members representing the discipline, in which the admissions is conducted, authorized to be a supervisor. Interview may be conducted if at least 3 members of the interview team are present.
3. The interview team is led by the member of the admissions committee or a representative of the discipline approved by the Head of the admissions committee.
4. The Head of the School, the Head of the admissions committee and a person responsible for administrative support indicated by the Head of the interview team, may participate in the works of the interview team, with no right to vote.
5. A member of the interview team shall be excluded from the candidate evaluation if:
 - 1) is the candidate's intended supervisor;
 - 2) is the candidate's superior or is in other professional relations with him;
 - 3) is the candidate's family member;
 - 4) there are other circumstances that may affect the impartiality and diligence of the candidate's evaluation.
6. The member of the interview team is obliged to report the circumstances referred to in section 5, being the basis for excluding him from the evaluation of the candidate, in a form of a written statement to the Head of the interview team.
7. The members of the interview teams are obliged to maintain integrity and impartiality in evaluating candidates.

Requirements for the candidates

§ 3

1. Registration of the candidates to the Doctoral School takes place via the IRK system with the use of electronic form available at irk.pw.edu.pl.
2. The candidate submits via the IRK system the application to the School, as well as:
 - 1) a document confirming a professional title entitling her/him to apply to Doctoral School or a certificate confirming passing the diploma examination or setting its date issued by the Faculty/Institute within the time limit specified in the admissions schedule. Candidates from the countries outside the European Union, along with the recruitment documents must submit a certified translation of the diploma (unless it is issued in English) along with the supplement and an individual recognition statement issued by National Agency for Academic Exchange, necessary to confirm whether a foreign diploma is equivalent to a Polish one, entitles the candidate to continue education in Poland or requires nostrification.
 - 2) CV and a list of achievements indicating her/his aptitude for research work (a list of publications and conference presentations, information on the participation in grants, results of the activities in the student scientific organisations, obtained awards, course of professional career etc.);
 - 3) an outline of the research work concept, along with the statement of the intended supervisor on his willingness to become a supervisor and information on the number of PhD students (s)he already has under her/his supervision (according to the appendix to these Regulations);

- 4) declaration on the command of English on the level enabling participation in classes;
 - 5) a legible photograph allowing for identification of the candidate;
 - 6) a statement whether the candidate was a participant of a Doctoral School or doctoral studies;
 - 7) a statement on having read these Regulations, Regulations of a Doctoral School and educational program;
 - 8) a confirmation of the admissions fee(s) payment;
 - 9) personal questionnaire;
 - 10) information on personal data processing.
3. In the course of the admissions procedure, a candidate may be asked to submit additional documents, if it is required by generally applicable provisions.

Competition procedure

§ 4

1. The competition procedure involves verification of compliance with formal requirements referred to in § 3, sections 2 and 3, as well as the evaluation of the candidates.
2. The condition for admitting the candidate to the evaluation is meeting all formal requirements. The candidate may be asked to deliver additional documents, allowing for the verification of her/his final grade of the studies.
3. The evaluation includes:
 - a) verification of the outline of the research work concept (K);
 - b) evaluation of previous achievements, including scientific and professional achievements (O);
 - c) interview (R)
4. When evaluating the outline of the research work concept, the interview team takes the following issues into consideration:
 - 1) the ability to define the scientific purpose of the project;
 - 2) justification for undertaking the research topic;
 - 3) knowledge on the current state of the art in the selected topic;
 - 4) planned scope and methodology of research.
5. The interview may concern in particular:
 - 1) candidate's plans related to the implementation of research in the chosen subject matter/scientific discipline;
 - 2) verification of the candidate's knowledge on the chosen subject matter;
 - 3) assessment of the ability to formulate statements, present arguments, use the scientific language appropriate for the selected discipline;
6. The interview is conducted in accordance with the following rules:
 - 1) the time of the interview should be between 20 and 30 minutes, part of which (up to 10 minutes) may be dedicated to a presentation prepared by the candidate;
 - 2) the candidate may use additional tools, including multimedia presentation, which can be helpful in presenting her/his profile, achievements and the crucial assumptions of the planned research works in a given time;
 - 3) a part of the interview with the Polish-speaking candidates is conducted in English;
 - 4) the interview with candidates who do not speak Polish is conducted in English;
 - 5) the interview may be conducted online;
 - 6) interview team is allowed to verify the identity of the candidate who applied for the interview.

7. The candidate's intended supervisor and the representative of the PhD students appointed by the PhD students Council may participate in the interview, with no right to vote.
8. The interview team shall determine the candidate's score on a 0-10 scale with the accuracy up to 0,1 according to the following formula:

$$\text{score} = 0,3 * K + 0,2 * O + 0,5 * R$$

where: K, O, R – the number of points on a 0-10 scale (with the accuracy up to 1) in the following categories: K – the outline of the research work concept, O – previous achievements, including scientific and professional achievements, R – interview. If $R < 5$, the score = 0.

Candidates with disabilities

§ 5

1. Candidates with disabilities participate in the admissions process on the same basis as other candidates.
2. In justified cases, upon the request of a candidate holding a certificate of disability, the interview team may decide to adjust the procedure, including the way of conducting interview, to her/his needs. The candidate should indicate which element of the admissions procedure is required to be modified.

Admission to Doctoral School

§ 6

1. In order to be admitted to Doctoral School, a candidate must jointly meet the following conditions:
 - 1) obtaining a minimum grade of 6.0 calculated according to § 4, section 8,
 - 2) being within the admissions limit specified for a given discipline,
 - 3) uploading to the IRK system a document confirming a professional title entitling her/him to apply to Doctoral School or a certificate confirming passing diploma examination within the time limit specified in the admissions schedule.
2. The interview team makes a ranking list on the basis of the results of the admissions procedure conducted within a given discipline.
3. The ranking list includes names and surnames of the candidates, ID of the candidates from the IRK system, along with a total number of points obtained in the admissions procedure.
4. The ranking list is published on the University's website after the approval by the Head of the Committee and the Head of the School.
5. Admission to the School takes place by entering a PhD student on the list of the PhD students, which is published on the University's website.
6. The list of the admitted shall be approved by the Head of the School.
7. After the publication of the list of the admitted, the candidates are obliged to deliver to the PhD students Office signed hard copies of the documents uploaded to IRK system, within the time period specified by the PhD students Office.
8. Admission and refusal of admission to the Doctoral School of the candidate who does not have Polish citizenship takes place by way of administrative decision issued by the Rector, on the basis of the position on the ranking list and, in the case of admission, meeting formal requirements, referred to in section 7.

9. The refusal of admission to the School of a candidate with Polish citizenship takes place by way of administrative decision.
10. The candidate has the right to submit an application for reconsideration of the case within 14 days from the date of delivery of the decision. The basis for the application should be an indication of the violation of these Regulations.
11. A person admitted to the Doctoral School begins education and acquires the rights of a PhD student upon signing the academic oath.

Admissions of the candidates with scholarship awarded within external grants and programs

§ 7

1. There is a possibility for candidates having scholarship at least equal to the doctoral scholarship referred to in the Act, awarded within external grants or programs for at least 3 years from the admission to Doctoral School, to undergo admissions procedure to the Doctoral School outside the scheduled periods and admissions limits, as far as it is justified by the guidelines of the grant or program.
2. The basis for the admissions procedure in this mode is a separate competition procedure announced and conducted by the interview team, which may be supplemented with additional requirements of the project/program, and/or the interview team. Admission to the School within a given discipline is possible after meeting the minimum requirements set out in these Regulations, necessary for the candidate's admission.
3. Only candidates who had successfully passed the competition procedure of the Ministry of Science and Higher Education, hereinafter referred to as MNiSW, announced in a given cycle of the admissions, can be admitted to the Doctoral School within the *Implementation doctorate* program, provided that the result of the competition was delivered to the University by MNiSW. Participants of the admissions procedure within the *Implementation doctorate* program are obliged to submit additional documents indicated by MNiSW along with the recruitment documents. Admissions of the laureates of the program is conducted separately by the interview team and depending on the date of the decision of MNiSW can take place outside the admissions schedule. Candidates are admitted outside the limits specified by the Rector.
4. In the event of negative assessment of the candidate's application made by MNiSW within *Implementation doctorate* program or failing to deliver the required additional documents, the candidate is given a decision on the refusal of admission to the School.

The outline of the research work concept and supervisor's consent

Name and surname of the candidate
Scientific discipline in which the doctoral thesis is intended to be realized
Name, surname and academic title of the intended supervisor
Proposed topic of the doctoral thesis
Description of the research problem, the solution of which will be the subject of doctoral thesis (scientific goal of the project) (up to 1000 characters with spaces)
Justification for undertaking the topic of the doctoral thesis in the context of the current state of the art (up to 2000 characters with spaces)
Scope of the planned research works, proposed methodology of research (up to 2000 characters with spaces)

.....
date

.....
candidate's signature

I hereby give my consent for taking supervision over the candidate within the subject indicated above, including support in the conduct of necessary research works and teaching practice to the extent provided in the educational program of the Doctoral School.

I hereby declare that I am at the moment an employee of the Faculty of and a supervisor of PhD students at the Doctoral School of the Warsaw University of Technology, including PhD students for whom the subsidy is the source of funding.

I hereby declare that I am aware of the rights and obligations of PhD student and supervisor.

.....
date

.....
signature of the intended supervisor