

PROCEDURE FOR AWARDING A SCIENTIFIC DEGREE OF *DOKTOR* IN A PART-TIME MODE

(pursuant to the SGH Senate Resolution No. 567 of 18 September 2019 hereinafter referred to as "the Act")

1. Application for the appointment of the supervisor or supervisors or the assistant supervisor shall be submitted by the person concerned to the Dean of the Collegium relevant in terms of the field in which the procedure is to be started or the employment of the person proposed as a supervisor. If the proposed supervisor is not an SGH employee, the applicant shall submit an application to the Dean of the Collegium relevant in terms of the field in which the procedure is to be started. **Before submitting the application for the appointment of the supervisor, the Collegium Dean's approval is required to start the procedure in a part-time mode.** (§4 point 1 of Act)

2. The following should be attached to the application: (§4 point 2 of Act)

- a) a copy of the diploma confirming the award of a professional title of *magister* or its equivalent (the original or certified copy should be presented for inspection);
- b) the proposed topic and research proposal indicating the field or discipline of science for which the procedure is to be started;
- c) the proposed person to act as a supervisor or the proposed persons to act as a supervisor and assistant supervisor;
- d) a list of scientific works along with their bibliographic descriptions and the information on activity for popularising science;
- e) the information on the course of the doctoral procedure or the procedure for the award of a scientific degree of *doktor*, if the candidate has previously applied for the award of a degree of *doctor*, and if such a degree was not awarded;
- f) other documents, including opinions confirming research capabilities - if such documents are held by the applicant.

3. The applicant may attach to the application a certificate or a higher education diploma confirming the proficiency in a foreign modern language at a minimum of level B2. The Applicant shall be obliged to submit the abovementioned certificate or diploma on the day of submitting the application for the award of a scientific degree of doctor by the scientific council of the relevant field at the latest. (§4 point 4 of Act)

4. The Collegium Dean shall verify the accuracy and completeness of the submitted application. Should the application have defects or be incomplete, the Dean shall request the

Mover to correct or complete it, setting a deadline not shorter than 7 days, but not longer than 21 days, counting from the day of the receipt of the request notice. (§4 point 5 of Act)

5. Upon the receipt of a complete application, the Collegium Dean shall issue a decision on starting the procedure. In the decision on starting the procedure for the award of a scientific degree of *doktor* the Dean of the relevant Collegium shall appoint the supervisor or the supervisor and the assistant supervisor and may establish the submission date of the doctoral dissertation. (§6 of Act).

6. The Applicant shall be obliged to submit the doctoral dissertation in the time set by the Dean and if the time has not been specified by the Dean, not later than within 4 years, counting from the date of issuing the decision. (§8 point 1 of Act)

7. The date of submission of the doctoral dissertation shall be the date of handing it in to the supervisor. The supervisor shall be obliged to confirm the submission of the doctoral dissertation in writing. (§8 point 5 of Act)

8. The supervisor shall issue an opinion on the doctoral dissertation within the time period of no more than 30 days and shall promptly inform the Applicant thereof. (§8 point 6 of Act)

9. A doctoral dissertation may be, upon the approval of the Dean of the relevant Collegium and the supervisor, written in a language other than Polish. (§8 point 7 of Act)

10. A failure to submit the dissertation in the established time shall mean a resignation from applying for a degree. (§8 point 8 of Act)

11. Having obtained a positive assessment from the supervisor, the Applicant shall file an application for the award of a scientific degree of *doktor* by the scientific council of the relevant field. The application shall be filed with the Dean of the relevant Collegium. (§9 point 1 of Act)

12. The following shall be attached to the application: (§9 point 2 of Act)

- a) a print-out of the doctoral dissertation (1 copy) and its electronic version in the form of a text file along with the positive opinion from the supervisor or supervisors;

- b) Applicant's statement of independent preparation of the doctoral dissertation as well as of possessing a full personal and property copyright to the work, confirmed by the supervisor or supervisors;
- c) a copy of the certificate or diploma of completing a university programme (originals for inspection), confirming the proficiency in a foreign modern language at a minimum level of B2 - unless previously submitted;
- d) a list of current scientific achievements, comprising at least:
 - one scientific article published in a scientific journal or in reviewed international conference materials which, in the year of publishing the final form of the article, were included in a register made pursuant to the provisions or
 - one scientific monograph released by a publishing house which, in the year of publishing the final form of the monograph, was included in the register made pursuant to the provisions, or a chapter of such a monograph - along with copies of articles and the monograph;
- e) a confirmation of accomplishment of the learning effects for the qualification at Polish Qualifications Framework level 8, pursuant to the provisions of the act of 22 December 2015 on the Integrated Qualifications System.

A confirmation of accomplishment of the learning effects for the qualification at Polish Qualifications Framework level 8, **in the case of a part-time mode**, shall be passing of the doctoral exam before a board appointed by the Dean of the relevant SGH Collegium. (§10 point 1.3 of Act)

13. A doctoral dissertation shall have a synopsis in English attached, and a dissertation written in a foreign language shall also have a synopsis in Polish attached. Should a doctoral dissertation be not a written work, a description in Polish and in English shall be attached. (§9 point 3 of Act)

14. The Collegium Dean shall pass on the application to the chair of the relevant scientific council. (§11 point 1 of Act)

15. The chair of the relevant scientific council, after receiving the application along with attachments shall put the point of starting a procedure for the award of the scientific degree of *doktor* and of appointing the doctoral dissertation reviewers on the agenda of the nearest scientific council meeting. The relevant scientific council shall appoint three reviewers of the doctoral dissertation, from among the persons not being employees of SGH. (§11 point 4 of Act)

16. In order for the Applicant to be admitted to the defence of the doctoral dissertation it is necessary to obtain positive reviews from at least 2 reviewers and to comply with the requirements outlined in the Act and in this Resolution. (§14 point 1 of Act)

17. A defence of the doctoral dissertation shall be open to public and it may be attended by all interested persons. The supervisor or the supervisor and the assistant supervisor and at least two reviewers shall take part in the defence of the doctoral dissertation. (§14 point 6 of Act)

18. After a public defence of the doctoral dissertation the relevant scientific council shall award a scientific degree of *doktor* . (§16 point 1 of Act)

19. A person who applies for the award of a scientific degree of *doktor* in a part-time mode shall pay a fee for conducting the procedure in this matter stated in the agreement executed with the Applicant. The template of agreement with the Applicant attached. The agreement shall be concluded before appointing the supervisor.

**COST CALCULATION IN THE PROCEDURE OF AWARDING A SCIENTIFIC
DEGREE OF *DOKTOR***

(as constituted at 15 June 2020)

1) option without the second supervisor and the assistant supervisor:

a) remunerations – PLN 10 512,40, including:

– supervisor’s remuneration – PLN 5 320,30,

– reviewers’ remunerations – PLN 5 192,10 (three reviewers x PLN 1 730,70),

b) remaining costs of the legal and public charges arising from such remuneration to which the University is liable, including social security contributions and contributions to the Labour Fund, costs of accommodation and business trips as well as administrative costs of the procedure conducted by SGH Warsaw School of Economics– PLN 6 487,60

– total – PLN 17 000,00;

2) option with the second supervisor:

a) remunerations – PLN 15 832,70, including:

– supervisor’s remuneration – PLN 5 320,30,

– second supervisor’s remuneration – PLN 5 320,30,

– reviewers’ remunerations – PLN 5 192,10 (three reviewers x PLN 1 730,70),

b) remaining costs of the legal and public charges arising from such remunerations to which the University is liable, including social security contributions and contributions to the Labour Fund, costs of accommodation and business trips as well as administrative costs of the procedure conducted by SGH Warsaw School of Economics– PLN 9 167,30

– total – PLN 25 000,00;

3) option with the assistant supervisor:

a) remunerations – PLN 13 717,40, including:

– supervisor’s remuneration – PLN 5 320,30,

– assistant supervisor’s remuneration – PLN 3 205,00,

– reviewers’ remunerations – PLN 5 192,10 (three reviewers x PLN 1 730,70),

b) remaining costs of the legal and public charges arising from such remunerations to which the University is liable, including social security contributions and contributions to the Labour Fund, costs of accommodation and business trips as well as administrative costs of the procedure conducted by SGH Warsaw School of Economics– PLN 8 282,60

– total – PLN 22 000,00