

WSB UNIVERSITY SENATE
RESOLUTION
No. 2/2024/2025 of 18 December 2024

specifying the requirements and admissions procedure to the WSB University Doctoral School
in the academic year 2025/2026

Acting pursuant to §9 sec. 6 (7) of the WSB University Statute of 26 October 2021, in connection with Article 200 par.2 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018 item 1668 as amended), the Senate shall resolve as follows:

1. Formal prerequisites for participating in the admissions procedure

Candidates applying for admission to the Doctoral School must hold a professional degree such as Master's degree, Master of Science degree or an equivalent degree obtained in any field of study. A person referred to in Art. 186 (2) of the Act may also apply for admission to the Doctoral School.

2. Language of the admissions procedure

The admissions procedure is conducted in Polish and/or in English.

3. List of documents required to determine the outcome of the admissions procedure:

- 1) an information card of the doctoral school candidate
- 2) an application to the Head of the Doctoral School
- 3) a copy of the second-cycle studies graduation diploma - the Master's degree diploma, the Master of Engineering degree diploma (original document available for inspection)
- 4) a copy of a language certificate confirming the candidate's knowledge of a foreign language at minimum B2 level (a copy of a language certificate or a diploma supplement); in the absence of a language certificate, the candidate shall take a language test on the date indicated in the admissions schedule, provided that the possession of a document confirming knowledge of a foreign language will be required at the stage of initiating the procedure for awarding the degree at the latest,
- 5) CV summarising professional and academic experience (education, list of academic publications, list of conference presentations, research projects, academic internships, teaching internships),
- 6) a research plan outline (maximum of 20,000 characters with spaces) which includes the following elements: topic, justification of the topic selection, objectives, research methods, research concept and plan
- 7) in the case of candidates applying for the Industrial Doctorate program - a document confirming that the person admitted to the Doctoral School under the program is or will be employed full-time by the entity issuing the document, together with the consent of that entity for their education at the Doctoral School under the program;
- 8) one photo compliant with ID card requirements

- 9) the candidate may additionally submit a letter of recommendation written by an employee conducting research in the relevant scientific discipline and holding at least a post-doctoral degree (dr hab.)

4. Stages of the admissions procedure

The recruitment process is conducted by the Admission Committee appointed by the Head of the Doctoral School.

Candidates who have not submitted a complete set of documents and have not met the formal criteria by the registration deadline will not be admitted to the selection process. Depending on the type of deficiency, Articles 64 and 61a of the Code of Administrative Procedure shall apply accordingly.

The procedure consists of two stages.

In the first stage, during the initial interview, the Committee assesses

- a) the convergence of the candidate's scientific interests with a given scientific discipline relevant for a given degree and WSB University rights to confer a doctoral degree on the basis of the documents submitted in the admissions process;
- b) the research plan outline

Only the candidates who meet the following criteria will be admitted to the second stage (the interview):

- a) convergence of the candidate's scientific interests with a given scientific discipline
- b) the research plan outline submitted by the candidate meets the formal requirements
- c) in the research plan outline the candidate presented scientific intentions which are consistent with the profile of the Doctoral School

Persons not admitted to the interview due to failure to meet the above criteria will get a score of 0 points in the final ranking list.

In the second stage the committee conducts an interview the aim of which is to evaluate the candidate according to the criteria described below. The interview may include elements of testing the candidate's knowledge of the English language.

The admissions procedure for the WSB University Doctoral School under the 'Industrial Doctorate' program involves a person whose research project, submitted as part of the application of WSB University, has received approval for funding from the Minister of Science and Higher Education.

Persons applying for the 'Industrial Doctorate' program take part in the admissions process to the WSB University Doctoral School in accordance with the general rules set

out in this resolution, which means that they must submit the documents required in the admissions process to the Doctoral School (in addition to the documents specified in the Communiqué of the Minister of Science and Higher Education submitted as part of the admissions process to the 'Industrial Doctorate' program).

5. Assessment criteria

The candidate's outcome of the admissions procedure is determined according to the following criteria:

- 1) a research plan outline which includes the following elements: topic, justification of the topic selection, objectives, research methods, research concept and plan (0-25 points)
- 2) scientific publications, 2 points for each publication in Polish, 3 points for each publication in English (0-6 points),
- 3) participation in scientific conferences with a presentation:

presentation at a National Scientific Conference - 1 point,

presentation at an International Scientific Conference - 2 points (0-4 points)

- 4) participation in research and development or scientific projects (0-5 points),
- 5) documented practical achievements - implementations, patents, studies for economic practice (e.g. strategies, expert opinions), training programmes, teaching at academic level (0-5 points),
- 6) assessment of the scientific value and implementation potential of research (0-15 points)
- 7) assessment of the candidate's scientific motivation and interests, as well as their aptitude for scientific and research work (0-5 points)
- 8) assessment of the recommendation letter written by an employee conducting research in the relevant scientific discipline and holding at least a post-doctoral degree (dr hab.) (0-5 points)

A maximum number of points to get: 70

A candidate who gets a **minimum of 40 points** and is within the admissions limit – because of the number of points scored – will be admitted to the Doctoral School.

Persons who did not attend the interview will get a score of 0 points in the final ranking list.

6. Admission deadlines and limits

- 1) The schedule for admission to the Doctoral School is as follows:

- a) registration of candidates in the electronic admissions system and submission of the required documents in printed version – 01.06.2025 - 22.08.2025
- b) in the case of persons applying for the 'Implementation Doctorate' programme, the date for registration, submission of the required documents and preliminary recruitment interviews will take into account the conditions for admission to the programme set by the Ministry of Science and Higher Education and will be announced on the University's

website.

- c) preliminary recruitment interview by 29.08.2025;
main recruitment interview by 10.09.2025;

- d) announcement of recruitment results by 15.09.2025.

- 2) In the academic year 2025/2026 the admissions limit is 5 persons.
- 3) In the case of special circumstances justifying the admission of a smaller or larger number of candidates than the limits referred to in point 2, the Senate authorises the Head of the Doctoral School to apply to the Rector of the WSB University for consent to change the limits.
- 4) After obtaining the consent of the Rector of WSB University referred to in point 3, the Admission Committee recommends admitting a smaller or larger number of candidates in the order resulting from the ranking list, provided that the candidates have successfully passed the admission process and achieved the minimum number of points in the admission process.
- 5) In the case of resignation or failure to enrol in the programme by persons admitted to the Doctoral School, the right to be admitted and enrol in the programme is granted to the next person on the ranking list, provided that they have successfully passed the recruitment process and achieved the minimum number of points in the recruitment process, but was not admitted due to the limit on places referred to in points 2 or 3.

§ 2

The resolution shall enter into force on the day of its adoption.

Chairman of the WSB University Senate
Rector
Assoc. Prof. Zdzisława Dacko-Pikiewicz, PhD