

Resolution No. 113/2024/2025
of the Senate of the University of Economics in Katowice
of September 25, 2025,
on the rules of admission to the Doctoral School for the first year of studies
in the academic year 2026/2027

Pursuant to Art. 200 (2) of the Act of July 20, 2018, Law on Higher Education and Science (i.e., Journal of Laws of 2024, item 1571, as amended) and § 24 (1) (16) of the Statute of the University of Economics in Katowice, the Senate of the University of Economics in Katowice hereby resolves as follows:

§ 1

A person may be admitted to the Doctoral School if they hold the professional title of master of science, master of engineering, or equivalent, or are referred to in Art. 186 (2) of the Act of July 20, 2018, Law on Higher Education and Science (i.e., Journal of Laws of 2024, item 1571, as amended).

§ 2

1. Candidates are accepted for the first year of studies at a Doctoral School through a competition based on the results of the qualification procedure referred to in § 6. The results of the competition are available to the public.
2. A candidate applying for admission to the first year of studies shall complete an electronic application form available in the online candidate registration system and indicate the study program and the chosen academic discipline as referred to in (3).
3. The following are taught at the Doctoral School:
 - 1) study programs in Polish in the following disciplines:
 - a) Economics and Finance,
 - b) Management and Quality Sciences;
 - 2) study programs in English in the following disciplines:
 - a) Economics and Finance,
 - b) Management and Quality Sciences.

§ 3

1. A candidate for admission to the Doctoral School is required to submit an application in hard copy to the Admissions. The application must include the following documents:
 - 1) application for admission to the Doctoral School in the form of a printout from the online candidate registration system;
 - 2) academic CV according to the template published on the University website;
 - 3) cover letter containing a description of predispositions and motivation for undertaking scientific work;
 - 4) copies of the master's degree diploma, certified by the University or a notary public to be a true copy of the original, and a supplement or other document specifying the curriculum or a certificate of completion of the graduate or uniform master's degree program (until a copy of the diploma is provided), subject to (6) or (13);

- 5) outline of the research project, including the topic, a clearly identified research gap, research area, research problem and objective, research methods, and literature list. The outline should include a preliminary plan, the expected benefits of the research, and a work timetable for the dissertation. The outline shall not exceed 10 pages, Arial typeface, font size 11 pt, single spacing, margins 2 cm;
 - 6) documents confirming the command of a modern foreign language at the language proficiency level of at least B2, subject to (3).
2. The documents referred to in sec. 1 (6) may be evidence of achieving language proficiency at a level of at least B2:
 - 1) certificate or
 - 2) higher education diploma.
 3. In the case of a candidate who indicated a study program referred to in § 2, (3) (2), the documents should certify knowledge of English at a language proficiency level of at least B2. These documents are not required from a candidate who is a native speaker of English, a citizen of a country where English is the official language, or a person who has completed a degree program taught in English.
 4. The documents referred to in (1) (6) are not required from a candidate for whom a foreign language is a native language or who is a citizen of a country where a foreign language is an official language, as well as persons who have completed studies conducted in a modern foreign language.
 5. Together with the documents referred to in (1), the candidate may submit:
 - 1) a list of publications and other scientific and research achievements, together with documents confirming these achievements,
 - 2) documents confirming additional qualifications relevant to the candidate's future doctoral dissertation,
 - 3) a letter of recommendation from a research or research and teaching staff member who has experience in scientific and research cooperation with the candidate, indicating the nature and form of this cooperation.
 6. For candidates who have obtained a diploma from a higher education institution outside the Republic of Poland, Arts. 326 and 327 of the Law on Higher Education and Science shall apply accordingly, provided that:
 - 1) in the case of diplomas conferring the right to apply for the award of the doctoral degree in the country in whose higher education system the institution awarding the diploma operates, a candidate shall submit the legalized or apostilled copies of their diploma, together with a supplement or other document specifying the program's curriculum, certified by the University or by a notary public to be a true copy of the original,
 - 2) in the case of diplomas or documents confirming the completion of higher education studies abroad and prepared in a language other than English or Polish, a candidate shall additionally provide their sworn translation into Polish or English,
 - 3) in the case of a lack of documents referred to in (1), the candidate must submit a statement confirming that they will provide legalized or apostilled documents by July 17, 2026. The statement's template is attached as Appendix No. 1 to the Resolution.
 7. A candidate must submit a set of documents for admission to the Doctoral School within

the deadline included in the admission announcement. The submission date is the date on which the University receives the documents.

8. Upon expiration of the deadline referred to in (7), the right to supplement the application for admission to the Doctoral School expires. Supplementation of the application after this deadline is ineffective.
9. A correctly submitted application for admission to the Doctoral School constitutes the grounds for the qualification procedure.
10. The admissions committee shall leave unprocessed the application of a candidate who:
 - 1) applied after the deadline referred to in (7),
 - 2) does not contain at least one document referred to in (1)-(6),
 - 3) failed to submit the documents referred to in (18) or failed to meet the deadline for their submission.
11. Information on scientific activity not supported by the documentation submitted in the application process is not considered by the admissions committee when evaluating a candidate.
12. A foreigner applying for admission to the Doctoral School who has chosen the study program referred to in §2 (3) (1) shall attach documents confirming the command of the Polish language at a language proficiency level of at least B2. During the interview, a foreign candidate who does not possess such a document may receive confirmation that their Polish proficiency is sufficient to commence studies at the Doctoral School.
13. For candidates who have chosen the study program referred to in §2 (3) (2), the documents referred to in §3 (1) (1)-(3), (5) and §3 (5) are to be submitted in English.
14. During the admission procedure, the Rector may decide that candidates should submit their documents electronically using the online candidate registration system, subject to the provisions of (15). Candidates who receive permission to submit documents in electronic form are bound by the deadlines specified in the timetable referred to in § 5 (2).
15. Should the procedure specified in (14) not be applied, the Rector, in justified cases, and upon an individual request of the candidate, may decide to allow the candidate to provide scans of documents in electronic form using the online candidate registration system. The application should be submitted by the date specified in the schedule referred to in § 5 (2).
16. In cases referred to in (14) and (15), the candidate must provide original documents by the day before the start of the academic year, according to the adopted academic year timetable.
17. In place of the documents referred to in (1) (4), the candidate may submit a statement that a master's degree diploma, certificate of completion of graduate studies, or a uniform master's degree will be delivered by July 17, 2026. The statement's template is attached as Appendix No. 2 to the Resolution
18. The admissions committee may require additional documents from candidates who have obtained a diploma from a university outside the Republic of Poland, indicating that they are entitled to study at the Doctoral School, within 7 days of the request.

§ 4

1. The qualification procedure is conducted at the University.
2. The qualification procedure may be conducted using electronic messaging.
3. The qualification procedure shall be conducted by an admissions committee appointed by the Rector by means of an order by December 31, 2025.
4. The admissions committee shall include:
 - 1) employees of the University, with the degree of *doktor habilitowany* or with the title of professor or with the equivalent degree or title, representing scientific disciplines within the framework of which study programs are implemented at the Doctoral School,
 - 2) a representative of doctoral students designated by the Doctoral Student Government,
 - 3) a representative of the Admissions Office.
5. In the Order referred to in (3), the Rector shall select the chair, deputy chair and secretary of the admissions committee.
6. The admissions committee meeting may be attended in an advisory capacity by an expert in the discipline in which education is provided at the Doctoral School, whose tasks include, in particular, the assessment of the submitted outline referred to in §3 (1) (5).
7. Meetings of the admissions committee are recorded.
8. In the case of candidates who have selected a study program, referred to in:
 - 1) § 2 (3) (1), the qualification procedure is conducted in Polish, subject to (9),
 - 2) § 2 (3) (2), the qualification procedure is conducted in English.
9. Admissions committee members may conduct part of the interview in the language referred to in § 3 (1) (6). In such a case, the admissions committee shall provide information about the scope of the interview in a foreign language when the interview date is announced.
10. The admissions committee chair may request the Foreign Language Center to verify the documents referred to in § 3 (1) (6) and § 3 (2).
11. In the case of justified doubts about impartiality and objectivity in evaluating a candidate for the Doctoral School, a member of the admissions committee may be excluded from evaluating a given candidate at their request or the request of the chair of the admissions committee.

§ 5

1. The tasks of the admissions committee shall include, in particular:
 - 1) establishing deadlines related to the qualification procedure;
 - 2) setting detailed assessment criteria and awarding points to candidates in the qualification procedure, according to the provisions of § 6;
 - 3) analyzing the documents submitted in the qualification procedure;
 - 4) identifying candidates for the second stage of the qualification procedure;
 - 5) conducting interviews;
 - 6) preparing a ranking list based on the number of points obtained by candidates in the qualification procedure;
 - 7) determining the minimum number of points qualifying for admission;
 - 8) informing candidates of the result of the qualification procedure.

2. The admissions committee shall schedule the admissions process by March 1, 2025.

§ 6

1. Admission to the Doctoral School is based on the number of points obtained by the candidate in the qualifying procedure, but not less than 50 points from both stages combined.
2. The qualification procedure is conducted in two stages:
 - 1) in the first stage, the documentation is evaluated according to the extent referred to in (3),
 - 2) in the second stage, an interview is evaluated.
3. A candidate may obtain a maximum of 55 points in the first stage of the qualification procedure, including for the assessment of:
 - 1) compatibility of the education with the scientific disciplines in which the study program is implemented at the Doctoral School – max. 10 points;
 - 2) academic achievements – max. 10 points;
 - 3) outline of the research project – max. 30 points;
 - 4) recommendation letter – 5 points.
4. For the assessment referred to in 3 (1), the candidate may obtain for compliance the following number of points:
 - 1) higher education – max. 8 points;
 - 2) supplementary education – max. 2 points.
5. For the assessment referred to in 3 (2), the candidate may obtain the following number of points for:
 - 1) publications – max. 5 points;
 - 2) participation in research projects – max. 2 points;
 - 3) participation in scientific conferences – max. 2 points;
 - 4) other scientific and research activities – max. 1 point.
6. For the assessment referred to in 3 (3), the candidate may obtain the following number of points for:
 - 1) formulation of the research problem, including its originality and relevance, as well as its theoretical foundation in the literature on the subject – max. 18 points;
 - 2) proposed method of solving the research problem, including the methodology and work schedule for the dissertation – max. 12 points.
7. Candidates who obtained not less than 50% of the maximum number of points possible in the first stage participate in the second stage, provided that the number of candidates admitted to the second stage may not exceed half the number of places specified in the resolution on the number of places in the first year of training at the Doctoral School, separately for training programs in Polish and English. Subject to (8).
8. When candidates have the same number of points, the score limit shall be reduced to that number.
9. Candidates who are not qualified for the second stage receive the Rector's decision denying admission to the Doctoral School.

10. A candidate may obtain a maximum of 45 points for the interview, including for the assessment of:
 - 1) motivation and competencies to undertake scientific work – max. 25 points;
 - 2) knowledge of research issues relevant to the discipline indicated by the candidate – max. 20 points.
11. The interview is recorded. The recording is stored in the Admissions Office for no more than 6 months unless circumstances require longer storage (appeal proceedings). The candidate can personally review the interview recording at the Admissions Office.
12. Only members of the admissions committee holding an academic degree of *doktor habilitowany* or the title of professor participate in the evaluation of the research project outline and the interview parts of the qualification procedure.
13. The final result of the qualification procedure is calculated as the sum of the arithmetic averages of the points received by the candidate in the qualification procedure. The arithmetic averages shall be determined separately for each criterion defined in (3) and (10).
14. The individual reports of the qualification procedure shall be recorded.
15. The admissions committee shall prepare a ranking list based on the admissions process results, subject to (21).
16. If the number of applicants for admission and meeting the criterion referred to in (1) is greater than the admission limit set by the Senate, those who obtained the highest number of points in the qualification procedure will be admitted under the established limit.
17. If the last place resulting from the admission limit is occupied by two or more persons who have obtained the same number of points in the admission procedure, the following additional criteria shall apply:
 - 1) a higher position on the ranking list shall be awarded to the person who has obtained a higher number of points as a result of the assessment referred to in (10);
 - 2) if the application of the criterion referred to in (1) does not unambiguously determine the order, a higher position in the ranking list shall be awarded to a person who has received a higher number of points as a result of the assessment referred to in 3 (3);
 - 3) if the criteria determined according to (1) and (2) are not conclusive, a higher position on the ranking list shall be awarded to a person who has received a higher number of points as a result of the assessment referred to in (3) (2);
 - 4) if the criteria determined by (1)-(3) are not conclusive, a higher position on the ranking list shall be awarded to a person who has received a higher number of points for skills and predisposition for academic work, according to the provisions of (3) (1).
18. If the admission limit set by the Senate is not reached after the qualification procedure to the doctoral school, the Rector may decide to conduct supplementary admission.
19. If a person with a disability applies for admission to the Doctoral School, upon a justified request submitted to the admissions committee within the timeframe specified in the schedule referred to in § 5 (2), the chair of the admissions committee shall determine the rules and procedure for the interview, taking into account the degree and type of the disability and the specifics of the academic discipline concerned.

20. In the request referred to in (19), the applicant shall declare the need for an assistant or sign interpreter during the interview.
21. Candidates who have not provided the documents resulting from the declarations referred to in § 3 (6) (3) or § 3 (17) shall not be included in the ranking list. These candidates receive the Rector's decision declining admission to the Doctoral School.
22. Based on the ranking list in (15), the Rector admits doctoral students or refuses admission to the Doctoral School. In the case of foreigners, the Rector makes an administrative decision on admission or refusal.
23. Administrative decisions issued during the admissions procedure are delivered electronically through the admissions system.
24. A decision on the refusal of admission to the Doctoral School may be appealed for reconsideration within 14 days from its delivery date.

§ 7

The resolution comes into force upon its adoption.

President of the Senate
Rector

(-) prof. dr hab. inż. Celina M. Olszak