

Handbook SDNH



Welcome to the Doctoral School of Humanities at the University of Warsaw!
We are delighted that you have joined our community!

Regardless of whether you have just embarked on your doctoral journey or are further along the way, this handbook was created with you in mind.

We extend a very special welcome to those who have just begun their PhD adventure. We realize that those early months can be a challenging time, filled with questions and uncertainties.

Thus, we have developed this guide to help you navigate the university's structures, understand the rules of the Doctoral School, and show you where to look for support – in academic, as well as organizational and more personal matters.


This handbook covers, among other topics:

- presentation of **the doctoral student council** and information on how we can support you;
- operating principles of **the Doctoral School of Humanities** and the place of PhD students within the structures of the University of Warsaw;
- guidelines regarding **tuition, evaluation and affiliation**;
- detailed description of the supervisor role and of how the supervising teams are appointed;
- overview of **the study programme**, including practical information on important dates, evaluation stages and key responsibilities;
- review of available **scholarships** and **research funding opportunities**;
- information on career opportunities, grants, mobility, courses and conferences;
- list of institutions and individuals that offer **psychological, organisational and social support**.

We hope that this handbook will serve as a compass in the first months (and perhaps even years) of your doctoral studies. We wish you good luck, inspiring discoveries and a supportive environment - both inside and outside of the academia!

Should you have any questions – we are here for you!

Doctoral Students' Council of SDNH UW

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Who are we?

Who are we? As doctoral students, we are researchers who study at SDNH and prepare a dissertation in accordance with an Individual Research Plan – a document designed within the first year since the beginning of our studies.

Act: art. 202, par. 1; art. 207, par. 2; Rules and Regulations, §13.

Doctoral School of Humanities UW

Mission and Objectives of SDNH

The Doctoral School of Humanities at the University of Warsaw was established to provide high-quality education and support their PhD students' scientific, educational and professional development - in accordance with the principle of respect for research autonomy and the communitarian spirit of the university. SDNH supports PhD students in their growth, building a favorable environment for the completion of their education with a high-quality dissertation.

The doctoral school provides conditions for PhD students to:

- conduct research at the level that enables them to obtain a doctoral degree,
- participate in teaching activities and acquire teaching skills,
- develop soft and professional skills,
- prepare a doctoral dissertation within the framework of the Individual Research Plan.

Doctoral schools are an integral part of the university and are responsible for carrying out the university's mission of providing education for PhD students. Their task is also to initiate activities aimed at improving the quality of education and integrating doctoral students into the scientific and institutional life of the university.

The School offers interdisciplinary education for doctoral students within the humanities, supporting them in conducting innovative and high-quality research, gaining teaching experience and actively participating in the international scientific community. The School also seeks to cultivate in its students a firm commitment to the principles of ethics and equality as foundational for their functioning in the academic community.

Art. 198 par. 1 PSWiN; Charter § 18; Rules and Regulations § 3.

Authorities and Administration

The doctoral school is the entity responsible for education and the administrative matters related to it, while research and all substantive aspects pertaining to the dissertation are the responsibility of the unit in which the supervisor is employed.

Director of the Doctoral School of Humanities

Currently, the director's position is held by dr hab. Monika Rekowska, prof. UW

The Director of SDNH is the person responsible for the organization of education and the workings of the doctoral school. She represents the School, oversees the implementation of the programme, ensuring the quality of the educational process, and supervises the work of the administration.

The responsibilities of the Director entail, in particular:

- approving Individual Research Plans and annual reports,
- decision-making in matters concerning doctoral students (e.g. admissions, leaves of absence, expulsions),
- holding the mid-term evaluation process in cooperation with the appointed committees,
- chairing the School Council.

The director also acts as an advisor and facilitator in case of conflicts between the PhD student and their supervisor. Additionally, she refers situations that require specific intervention to the corresponding institutions.

Charter § 71; Rules and Regulations § 3–4.

Council of SDNH

The Council of the Doctoral School of Humanities is the key governing body responsible for the shape and quality of education at our doctoral school. It is constituted by representatives of all the disciplines taught within the school, as well as doctoral students. The Council is chaired by the Director of SDNH.

The main tasks of the Council involve:

- providing opinions on the programmes of study,
- appointing supervisors and issuing opinions on matters concerning individual PhD students,
- initiating activities aimed at improving the quality of education.

The Council convenes once every 4-6 weeks during the academic year. The sessions are minuted, and the resolutions and opinions have a real impact on the workings of the School and the situation of PhD students.

By keeping track of the School Council's meeting dates, available on the School's website (under *For Doctoral Students > Important Dates*), you can process important formalities more efficiently. Simply submit the relevant document 10 days prior to the scheduled session to ensure that the members of the School Council will take it under consideration at this very meeting.

Secretariat of SDNH

The Secretariat of the Doctoral School of Humanities is the first contact point for many formal and organizational matters. The issues that its staff deals with include:

- administrative assistance to doctoral students,
- receiving and forwarding documents (applications, IRPs, leave of absence requests, etc.),
- providing information regarding procedures and deadlines,
- technical and organizational assistance in the course of education.

Our Secretariat is composed of friendly, competent people who try to provide advice and support to doctoral students. Whenever in doubt, do not hesitate to contact them.

Meet the team:

Name and Surname	Function	Contact
Beata Kowalczyk	SDNH Administrative Coordinator	tel. 22 55 20 262
Małgorzata Pieczętka	Classes, Programme of Study, Registrations in USOS	tel. 22 55 22 162
Marta Juśkiewicz	Matters regarding supervision, Completion of education	tel. 22 55 20 262
Agata Suwała	Mid-term evaluation	tel. 22 55 22 161
Dorota Bogucka-Mierzejewska	Annual reports, Individual Research Plans (IRP)	tel. 22 55 22 166
Milena Dąbkowska	Reception desk	tel. 22 55 22 171
Adrian Wagstyl	Recruitment coordinator	tel. 22 55 22 170
dr Mateusz Wilk	Mobility coordinator	e-mail: mj.wilk2@uw.edu.pl 1

website: <https://sdnh.uw.edu.pl/>

email: phd.nh@uw.edu.pl

University of Warsaw PhD Students' Union

The PhD Students' Union is composed of all doctoral students of the University of Warsaw. As representatives of our community, elected by vote for a given term, we are active in the following bodies: Doctoral Students' Councils of the respective Doctoral Schools, the PhD Students' Union Council (which brings together delegates from all Doctoral School Students' Councils), various committees, and the Board of the PhD Students' Union.

Our primary objectives include representing and integrating our community, defending its rights, as well as participating in the University's decision-making on matters that affect us, and in the collegiate bodies of UW. As the Doctoral Students' Council of our school, we provide opinions on decisions that directly impact PhD students at SDNH, such as reporting deadlines, document templates, etc.

More information: <https://doktoranci.uw.edu.pl/en/phd-students-union/>; Cf. PhD Students' Union Regulations (accessible only in Polish) (https://doktoranci.uw.edu.pl/wp-content/uploads/sites/103/2023/05/Regulamin_SD.pdf).

We cordially invite you to get involved in the activities of the PhD students' government. It is a chance to gain valuable experience and insight into the functioning of the UW, and above all – an opportunity to act for the benefit of our community. Elections to the Doctoral Students' Councils of different schools are held in January; in February, the representatives of these bodies nominate the Board of the PhD Students' Union and our representatives to the collegial bodies of the University. All information regarding the elections will be provided to you on a regular basis.

Doctoral Students' Council of SDNH

The PhD Students' Council of the Doctoral School of Humanities is a constitutive part of the PhD students' government, operating at the level of our Doctoral School. Its primary objective is to represent the interests of doctoral students to the Director, the Doctoral School Council and other administrative bodies of the University of Warsaw.

The key responsibilities of the Council include:

- providing opinions regarding study programmes and drafts of the documents that concern doctoral students,
- reviewing documentation templates and the scope of documentation submitted for mid-term evaluation,
- organizing integration, educational and informational initiatives,
- cooperating with the University of Warsaw PhD Students' Union and PhD Students' Councils of other schools,
- assisting PhD students in solving formal, academic and interpersonal issues,
- appointing representatives to diverse committees and faculty councils,
- at the request of a doctoral student, designating observers to monitor the mid-term evaluation process.

The Council acts on the basis of **the PhD Students' Union Regulations**, which specifies the election procedures, its mode of action and powers. The Council members are elected from among the PhD students of a particular school by means of democratic elections.

Do not forget that the SDNH Doctoral Students' Council is not only an official institution – it is primarily a team of people committed to building a better academic environment and working together for the benefit of the entire PhD community.

Composition of the Doctoral Students' Council of SDNH (Term of office: February 2025-January 2026):

- Chairperson: Justyna Jaworska
- Deputy chairs: Gabriela Kozakiewicz, Sofia Kryvosheieva
- Council Members: Alicja Dzięcioł, Magdalena Filipek, Monika Kozub, Antoni Kubiak, Anna Lefevre, Kazimierz Przeszowski

Join our Facebook group for PhD Students at SDNH:

<https://www.facebook.com/groups/2688543917930939>

email: doktoranci_sdnh@uw.edu.pl

PHD students in the structures of the University of Warsaw

The structure of the University of Warsaw may seem complicated - full of councils, committees, units and governing bodies - but it is worth being familiar with. Understanding how the university works allows you not only to navigate your day-to-day activities better, but also to exercise your rights, to be aware of your privileges and support tools.

What is the place of doctoral students within the university's structure?

Doctoral students are a full-fledged part of the academic community. Their position is further regulated by the Rules and Regulations of the Doctoral School of Humanities, which specify, among other things, rights and responsibilities of PhD students, available support paths and procedures for dealing with various difficulties.

Charter §19, pkt. 1, see also: Rules and Regulations.

Advantages of knowing the structure:

1. Making sense of career paths in academia

The university's structure reflects the traditional dynamics of an academic career: progression from doctoral student to habilitation, and all the way to professorship, eventually. Understanding the specificity of these stages and skills required at subsequent levels helps to design your scientific career pathway and obtain the necessary experience, reflected by certain achievements.

2. Support throughout your research and in crisis situations

- **Supervisor** – your main research advisor, but also the first contact person for many organizational and substantive issues.
- **Council of the Doctoral School and Director of SDNH** – are responsible for the quality of education and the organization of the process that leads to obtaining the doctoral degree. They offer support in emergency situations - including conflicts.
- **Heads of the units in which you conduct your research** – significantly impact your work environment, research infrastructure and grant implementation.
- **Administrative staff of SDNH and specific departments** – provide assistance with formal matters related to settlements, research grants or registrations.
- **Equality Plenipotentiaries and contact persons appointed to combat discrimination and harassment** – provide assistance in cases of unfair treatment or other difficult situations.

3. Making a difference

Doctoral students are not just passive cogs in the university machine - we can have a real impact on the way things work:

- **Doctoral Students' Council of SDNH** – represents the interests of doctoral students to the Director, the Doctoral School Council and all academic community.
- **University of Warsaw PhD Students' Union** – acts at the university level, working in collaboration with e.g. the Vice-Rector for Doctoral and Legal Affairs.
- **PhD students' representatives to diverse committees and faculty councils** – have a say in matters of study programmes, evaluation of university units, and occasionally in ethical or organizational issues.

Knowing the structural framework of the university makes it easier to formulate claims, make proposals and seek changes. Your opinion – as a PhD candidate – actually matters.

4. Procedural safety

In the event of conflicts, difficult situations or violation of your rights, the university offers specific pathways of grievance-seeking and support:

You can reach out to:

- **Director of SDNH,**
- **Doctoral Students' Council of SDNH,**
- **University of Warsaw PhD Students' Union,**
- **Equality Plenipotentiaries in the Doctoral School of Humanities or at the faculties,**
- **University Ombudsman,**
- **Vice-Rector for Doctoral and Legal Affairs.**

Each of these entities has specific competences through which they can help you solve a problem or make an intervention.

How to use this structure in practice?

- **Don't be afraid to ask** - you don't need to know all the names and interdependencies. Reach out to the Secretariat, the PhD Students' Council, or your supervisor if you are not sure where to turn.
- **Seek information at the source** - regulations, directives and resolutions are all available on the university websites.
- **Be active** - by getting involved in the PhD Students' Council or the life of your School, you can have a real impact on the course of the doctoral students' community.
- **View the structure as a map** - which you can use both for academic advancement and for seeking support.

Education, evaluation and affiliation

Affiliation of the PhD student with the faculty of their supervisor: Administratively, we are assigned to the university's Doctoral School of Humanities, which is a separate unit within the University of Warsaw. However, we can become involved in the structures of our supervisors' faculties and, as a result of appropriate arrangements, become part of the research community of a given Institute/Department/other unit.

Change of supervisor vs. change of affiliation: Our faculty affiliation is closely tied to our supervisor; thus, a change of the supervisor might also entail cutting ties with our former faculty or institute.

We study in the Doctoral School of Humanities: this is the organizational unit responsible for our programme of study, the organization of the teaching process and the pathway of our academic development.

We should state our affiliation as researchers at the University of Warsaw (UW): for publications and scientific contributions, our primary affiliation is the University of Warsaw. Naturally, you can also mention the faculty or institute to which you are bound through your research/supervisor as part of your affiliation.

Scientific evaluation takes place at the level of faculties, not schools: our academic achievements are attributed to the specific scientific discipline we represent.

In practice:

- you study at the School,
- you publish as a UW researcher,

- your scientific output “adds value” to the faculty where your supervisor is employed, and contributes to the discipline evaluation - having a real impact on its rating.

Supervisors and supervising teams

A good supervisor should not only be committed to ensure the highest quality of your dissertation, but also support you in your scientific, teaching and organizational progress. At SDNH, supervisors adhere to standards defined by law, as well as by the **Code of Good Supervision Practices**, which emphasizes mutual respect, transparency and partnership.

Duties of the Supervisor

Your supervisor:

- supports you in implementing your Individual Research Plan and scientific development,
- evaluates your progress and annual reports,
- ensures the academic quality of your dissertation,
- advises you on issues regarding publishing, grants, mobility and career opportunities,
- adheres to the ethos of the academic work and fosters a favorable environment for research work.

The Code recalls that the relation of supervision is based on mutual trust and that the doctoral student also has certain obligations to fulfil - including updating the supervisor on your progress, responding to their comments and presenting a proactive approach toward the research project.

Supervising teams – how does it work at SDNH?

In our school, two configurations are permitted:

- **Main supervisor + additional supervisor:** both are required to hold at least a degree of doktor habilitowany; the main supervisor must be employed at UW.
- **Main supervisor + assistant supervisor:** the function of assistant supervisor may be performed by a person holding at least a doctoral degree, with no requirement of affiliation with UW; the obligations of the assistant supervisor are determined with the main supervisor and involve e.g. the scientific supervision of the doctoral student, including giving opinions on the IPB.

A supervising team can be composed of maximum two people. You cannot simultaneously have an additional and an assistant supervisor.

Art 190, par. 1 of PSWiN (The Law on Higher Education and Science); R&R §16–19; Code of Good Supervision Practices.

Change of supervisor

You can submit a **formal request, in writing, which will be reviewed by the School Council**. The request should include a justification and, if possible, a suggestion of a person who would replace the former supervisor. Such change is considered on a case-by-case basis, taking into account the scientific and organizational dimensions of the entire process.

Before submitting the application, we recommend consulting the Director of SDNH to explain the circumstances and determine the scope of potential assistance in determining a new supervisor. At this stage you can also hold a meeting with the SDNH Administrative Coordinator and consult any other person employed at the Secretariat.

There is no need to be afraid of this decision – the School takes it seriously and with respect for both parties. This is a systemic measure, not an emergency situation.

If you have any doubts or concerns about the process of changing supervisors, reach out to:

- **Director of SDNH,**
- **SDNH Administrative Coordinator,**
- **Or the Doctoral Students' Council of SDNH.**

A representative of the PhD Students' Council can - upon your consent - participate in all conversations surrounding the process of supervisor change, providing procedural support and encouragement at every stage. It might be worth using this opportunity, especially if you feel insecure or need a supportive presence on your side.

Art 190 PSWiN; Charter § 19–21; Code of Good Supervision Practices.

Programme of study

The study programme consists of **eight** semesters.

Obligatory classes

- Scholar's workshop - individual consultations with your supervisor
- University Pedagogy
- Seminars (within a discipline or of an interdisciplinary character)
- Specialisation courses (within particular disciplines)
- Designing and planning research (IRP, grant acquisition and management)

- External environment: funding, dissemination, promotion of scholarly activity, protection of intellectual property

Elective courses – minimum 4 ECTS / 60 hours of classes offered by SDNH

Conferences

- Interdisciplinary conference (semester II) - presentation of the research methodology required for the implementation of the project, also regarded as preparation for the submission of the IRP.
- Scholarly conference (between semester III and VIII) - active participation in at least one scientific conference meeting the criteria specified in the study programme.

Seminars “Current Trends in Humanities / Master’s Academy” (semesters I–VI) – a series of interdisciplinary guest lectures, during which invited scientists deliver talks on the current research issues within the humanities.

Teaching practice – carried out under the supervisor’s guidance; it may consist of conducting classes independently by a doctoral student or assisting in the supervisor’s teaching activities or in the classes conducted by another educator indicated by the supervisor.

For detailed information see: RESOLUTION NO. 362 OF THE SENATE OF THE UNIVERSITY OF WARSAW.

Course of education

YEAR 1

- 1) **The commencement of education** is marked by the doctoral student taking the oath within the timeframe indicated by the Director of SDNH.
- 2) Within 30 days from the commencement of education, an **application for the appointment of supervisors** must be submitted.
- 3) Submitting the **Individual Research Plan - IRP**. By the end of the first year of education, a doctoral student develops an IRP in consultation with their supervisor (supervisors) and submits it to the Director of the Doctoral School. The IRP includes a complete plan of the doctoral research and dissertation work, together with a schedule which includes milestones to measure the progress in the dissertation development. The IRP also specifies the planned date for the submission of the dissertation, which marks the end of the education at SDNH.

For current template of the IRP form visit: <https://sdnh.uw.edu.pl/en/for-doctoral-students/individual-research-plan/>

Act, art. 202, item 1; art. 204 item 1-2; R&R, §22-24.

- 4) Submitting **the Annual Report**. The Annual Report must be submitted by the end of each year of education, within the time limit specified by the school’s Authorities and in accordance with the template applicable in a given year, set by the Director

and approved by the PhD Students' Council (dates and templates may change from year to year). The report includes, among other things, information on the progress regarding the educational programme and the implementation of the IRP, the course of teaching practice, plans for the dissertation work, as well as academic achievements and academic activity during the year. The report must be reviewed by the supervisor. The supervisor also attaches a separate opinion on the progress of research and dissertation work.

For current version of the report template visit: <https://sdnh.uw.edu.pl/en/for-doctoral-students/settlement-of-the-year/>

R&R, §35, par. 2-3.

YEAR 2 - Preparation for the Mid-term Evaluation

The implementation of the IRP in the middle of the study period is subject to mid-term evaluation. The Mid-term Evaluation is conducted after completing the second year of education (October-November, or a different date in the case of the recruitment within the Preludium BIS project and implementation doctorate programmes). A three-person committee, consisting of representatives of the Student's disciplines (including at least one person from outside of UW) examines the documents prepared by the PhD student and the supervisor (supervisors), conducts an interview with the PhD student and/or the supervisors and subsequently makes a decision: positive or negative (in accordance with the requirements of the Act). The negative decision results in a deletion from the list of doctoral students. In the event of a negative decision, and consequently, of the deletion from the list of doctoral students, a PhD student has the right to request to review the case. The Mid-term Evaluation is then carried out for the second time, by a new committee appointed by the Director of SDNH. In addition to the result of the Mid-term Evaluation, the committees may provide recommendations for modifications to the Individual Research Plan leading to improvements of the dissertation, as well as changes regarding the supervision (change of supervisors, appointing additional or assistant supervisor). Committee members pertaining to each discipline are reviewed by the Council of SDNH.

For the current templates visit: <https://sdnh.uw.edu.pl/en/for-doctoral-students/mid-term-evaluation-2/>

Act, Art. 202 par. 1-5, Art. 203 par. 1 item 1; R&R, §25-30.

YEAR 3 - Changes to the Individual Research Plan (IRP)

After the Mid-term Evaluation, a doctoral student may introduce changes to the IRP: both those recommended by the mid-term evaluation committee and those resulting from the implementation of the IRP to date (in particularly justified cases, a PhD student may also introduce changes before the Mid-term Evaluation).

R&R §23.

YEAR 4 - Submission of the dissertation

Submission of the dissertation to one of the Scientific Councils of Disciplines **marks the end of the education in the Doctoral School (the graduate's status of a PhD student expires)**. After the PhD student submits the request to initiate proceedings for granting the doctoral degree, the relevant Council:

- 1) may appoint a Doctoral Committee to conduct the proceedings or conduct them independently,
- 2) appoints three reviewers, who are expected to provide the dissertation review within two months since its reception.

Not earlier than 30 days after receiving all the reviews, at least two of which are positive, a public thesis defense will take place. Simultaneously with the preparation of the reviews, the Doctoral School graduate shall take **the doctoral examinations** before the relevant committee.

For more details see: <https://radynaukowe.uw.edu.pl/doktorat/postepowania-wszczete-po-30-09-2019/>

Resolution no. 157 of the Senate of the University of Warsaw dated 29 June 2022 on determining the procedure for the award of a doctoral degree and a habilitated doctor degree: <https://monitor.uw.edu.pl/Lists/Uchway/Attachments/6245/EN.M.2022.159.U.157.pdf>

Although the relevant act and the resolution of the UW Senate define the timeframe for the various stages of the doctoral proceedings, in practice the procedure may take significantly longer – e.g., due to the time required for convening the Scientific Council and appointing reviewers, their availability, or the organization of the defense. You should keep this in mind when planning further professional and scientific activities!

In the event of the submission of a doctoral dissertation before the end of the fourth year of education, a PhD student may continue to receive the scholarship, but for no longer than six months following the submission (and no longer than 48 months in total).

Act, art. 209, section 8.

The possibility of receiving an extension of the deadline for the submission of the dissertation or suspending education

If a doctoral student needs more time to prepare their dissertation, it is possible to extend the deadline for the submission of the dissertation by up to two years (only 12 months at a time). Similarly, it is possible to suspend the education (with the approval of the Administration, and for a valid reason); during this period, the deadlines specified in the IRP no longer apply. During the suspension of education, the doctoral scholarship is not paid, but doctoral students retain all their rights (discounts and ID card, access to the University Library, the right to sit in the Doctoral Students' Union and other bodies of the University of Warsaw).

Particularly, it is allowed to suspend the education for a period corresponding to the duration of maternity leave, or a leave under conditions of maternity leave, paternity leave or parental leave – the amount of the relevant benefit is calculated on the basis of the amount of the scholarship (before or after mid-term evaluation).

Act, art. 204, item 2-3; R&R §41

Important dates

- **IRP submission deadline** - no later than 12 months from the date of commencement of education (for those starting their education at SDNH in October 2025 the deadline is 30.09.2026).
- **Mid-term evaluation** – the interviews are held throughout October and November of your third year at the School (so in 2027, for those admitted in 2025). The necessary documents should be submitted in the last weeks of September, according to the schedule announced in spring.
- **Annual report submission deadline** - always in September, although the precise dates may vary from one year to another.
- **Dissertation submission deadline** – as determined by the IRP, yet no later than by the end of the 48th month of education.

Scholarships and financial aid

A PhD student (unless they already hold a doctoral degree) receives a scholarship for a maximum of 48 months, phased accordingly:

Phase	Gross amount per month
before the Mid-term Evaluation (ME)	4 242,00 zł
after the Mid-term Evaluation (ME)	5 340,90 zł

Persons with disabilities receive an additional allowance of 30% of the base amount (so 1272,60 zł).

Art. 209 items 2–4 & 7 of PSWiN.

Taxes and deductions

- The scholarship is exempt from income tax,
- the scholarship is covered by social insurance (retirement and pension contributions) and may be covered by voluntary medical insurance,
- the duration of the scholarship is considered part of work experience, having an impact on pension rights.


Who cannot receive the scholarship?

Please note that you are not eligible for the scholarship if on the day of commencement of your education at the School, you:

- already hold a doctoral degree,
- are employed by the entity running the doctoral school:
 - under an employment contract,
 - receive a salary that exceeds the sum of a professor's salary,
 - receive a monthly salary of at least 150% of the scholarship for a research project under an employment contract (provided that this project is financed by an authority running the School)

Art 209 of PSWiN, R&R § 15.

Additional scholarships and awards

- **„Scholarship to Start” for Doctoral Students** – intended for first-year PhD students who have achieved a point score in the standard admission procedure that is in the top 20% of those admitted into their educational discipline. The amount: 18000 zł (one-time payment)
 bpm.uw.edu.pl – Stypendium „Na Start”

ORDINANCE NO. 4 OF THE RECTOR OF THE UNIVERSITY OF WARSAW, dated January 13, 2023, on the rules of granting scholarships funded by the Rector's Scholarship Fund.

- **Additional scholarship related to academic achievements**
Available to doctoral students who have completed at least their first year of study, but have not yet exceeded their fourth year, and who are receiving the doctoral scholarship. The scholarship is granted for such academic achievements as:

- ❖ acceptance for publication of a scientific article in a journal from the ministerial list or included in the SCOPUS database or in peer-reviewed post-conference materials;
- ❖ acceptance for publication of a book or a book-chapter in a publishing house from the ministerial list;
- ❖ presentation of a paper at a scientific conference, which is not part of the study programme at the Doctoral School of the University of Warsaw;
- ❖ obtaining a patent related to the research conducted as part of the doctoral project;
- ❖ submission of an application for an external grant which has passed formal assessment;
- ❖ completion of a scientific activity for which applications from the funds of the programme “Initiative of Excellence – Research University” (IDUB) intended for doctoral students are subject to a merit review.

ORDINANCE No. 108 OF THE RECTOR OF THE UNIVERSITY OF WARSAW, dated October 3, 2024, on the introduction of the Regulations for increasing the doctoral scholarship for PhD students studying at the doctoral schools of the University of Warsaw.

Health insurance

Health insurance is mandatory for all doctoral students.

Art.66 sect.1 item 20 and section 2 of the Act of August 27, 2004 on health care services financed from public funds (Dz.U. z 2019 r. poz. 1373, with later changes).

The right to obtain health insurance coverage by the university is granted only to doctoral students who do not have health insurance under other titles, i.e.:

- for Polish citizens under the age of 26 - only if it is not possible for the doctoral student to be reported for health insurance by a parent or legal guardian;
- for Polish citizens over the age of 26 - only if the doctoral student is not employed under a contract of employment or a contract of commission, is not running a business, or is not married to a person employed under a contract of employment;
- in case of the citizens of a Member State of the European Union or a Member State of the European Free Trade Association (EFTA) who are not entitled to insurance in their country of residence – they are reported for insurance by the University on the terms applicable to Polish students;
- in case of non-EU country citizens of with recognized Polish origin, as defined in the regulations on repatriation, health insurance contributions may be paid by the university, provided that the doctoral student has first signed an agreement with the National Health Fund;

In other cases, that is, for doctoral students who are citizens of other countries and do not have, as defined in the regulations on repatriation, a documented Polish origin, only voluntary insurance with the National Health Fund is possible.

University can only provide a doctoral student - meeting the aforementioned conditions – with health insurance upon your written request, submitted to the Material Assistance Office

For more information visit: <https://bpm.uw.edu.pl/en/health-insurance-for-phd-students-and-phd-students-of-the-university-of-warsaw-foreigners/>

Research funding opportunities

Pursuing a doctoral degree involves not only education, but also research, conference trips, queries and publications. Fortunately, there are several sources of funding that PhD students can benefit from - both on the national and international level. Below we present a summary of the major institutions and grant programs they offer:

1) Grants:

Institution	Programme / Grant	Who is eligible?	Type of support	Link
IDUB UW (Excellence Initiative – Research University)	Microgrants, mobility support	PhD students at UW	Microgrants, funding for conference and research trips	IDUB
National Science Centre (NCN)	PRELUDIUM	pre-doctoral researchers	Individual research project	NCN
National Science Centre (NCN)	PRELUDIUM BIS	PhD students at the School (the application is submitted by the supervisor)	project + scholarship + research trips	NCN
National Centre for Research and Development (NCBR)	R&D programmes (e.g. LIDER, TANGO)	young scientists	Research projects with implementation potential	NCBR
Polish National Agency for Academic Exchange (NAWA)	STER, PROM, exchanges	PhD students	mobility, travel grants, summer schools	NAWA
Foundation for Polish Science (FNP)	START	pre-doctoral researchers	prestigious annual scholarship	FNP
European Commission / UE	Marie Skłodowska-Curie Actions (MSCA)	PhD students (as members of DN projects)	salary, trainings, mobility	MSCA

European Research Council (ERC)	ERC grants (as contractors in research teams)	PhD students who take part in grants	employment in research teams	ERC
University of Warsaw/ ZIP	University's Integrated Development Programme (ZIP)	PhD students at UW	trainings, travel grants, mentoring	ZIP UW

2) National and university-adjacent foundations

Institution	What does it offer?	Who is eligible?	Link
Foundation for Polish Science (FNP)	START scholarship, participation in such projects as TEAM, FIRST TEAM, etc.	PhD students, young scientists	www.fnp.org.pl/en
University of Warsaw Foundation (FUW)	Financial support for UW students and doctoral students (e.g. subsidies, awards, targeted grants for research, publications)	PhD students at UW	fuw.pl/en/
Universitatis Varsoviensis Foundation (FUV)	Grants and internal awards to support the scientific career of students and doctoral students	PhD students at UW	fundacjauv.org.pl/
Foundation for the Development of the Education System (FRSE)	Programmes Erasmus+, CEEPUS, international mobility	PhD students affiliated with Polish universities	frse.org.pl/about-the-foundation
Stefan Batory Foundation	Research grants, social and educational programs (sometimes for PhD students)	Researchers and social activists	batory.org.pl/en/
Lanckoronski Foundation	Annual scholarships for scientific research abroad (especially in humanities)	PhD students and researchers in Humanities	fundacijanckoronskich.org/en/

3) International foundations supporting Polish doctoral students

Foundation	What does it offer?	Who is eligible?	Link
Fulbright Poland	Junior Research	PhD students	fulbright.edu.pl

	Award – 4-10 month research stays in the US		
DAAD (Germany)	1–3-year research stays at German universities	PhD students, particularly in humanities and engineering	daad.pl
British Council	Programmes Newton Fund, Researcher Links, seminars and grants	PhD students interested in collaborating with UK researchers	britishcouncil.pl
The Kosciuszko Foundation (USA)	Scholarships for research or studying in the US	PhD students and young scientists	thekf.org

Practical tip: At the preparation stage of your funding application, consult the Academic Research Office or the finance section of the department/unit where your main supervisor is employed. The staff will help you through the formal procedures and advise you on the sources worth using in the context of your research topic.

Welfare assistance

The University of Warsaw offers a variety of forms of social support to doctoral students to facilitate daily functioning and help in difficult life situations. Below are the most important benefits available - both for doctoral students and their families.

Accommodation

PhD students can apply for a place in:

- **Student Dormitories at UW (DS),**
- **Academic Staff Hall of Residence UW (DPN)** – including close family members (spouse, offspring),
- **Hera and Sokrates** guest houses.


The number of places is limited, so keep an eye on the announcements and apply well in advance.

R&R - § 12 sect. 3 it. 14; Ordinance No. 40 of the Rector of the University of Warsaw dated October 10, 2013, § 4 it. 2.

Student loans

A doctoral student **under the age of 35** may apply for a **student loan** for the duration of their training at the doctoral school. This opportunity is available **only once** and for the **maximum period of 4 years**.

General regulations on student loans apply (e.g. related to the income).

 For more details visit: bok.uw.edu.pl

Ordinance of PNiSW 1 dated 20 of December 2018, regarding student loans (Dz.U.2018.2468 on 2018.12.29); Act of MNiSW art. 210.

Holiday subsidies

Once every year, until they reach the age of 35, a PhD student can benefit from a holiday subsidy:

- **for their own holiday** – e.g. spending holiday at University of Warsaw facilities or holiday booked with other institution;
- **for the recreation of their children** – e.g. summer camps, day camps;

What is available?

- **discount** for holidays spent at UW resorts (high and low season),
- **subsidies** for organised holidays booked individually.

 More information at: <https://bssoc.uw.edu.pl/en/holiday-subsidies/>.

Regulations of the Company Social Benefits Fund UW §6 sect. 1 it. 4 i 6 oraz sect. 2; §10 it. 3.

Financial aid

Doctoral students can apply for **non-refundable financial aid** in case of:

- particularly difficult financial situation which does not allow them to meet their basic living needs,
- disease or fortuitous event (flooding, fire, theft),
- childbirth,
- death of a spouse or child.

Regulations of the Company Social Benefits Fund UW §17 sect. 2 and 3.

The Scholarship for 5

This benefit is intended for doctoral students at doctoral schools who have had to extend the deadline for the submission of their dissertation beyond the 48th month of education, for objective reasons (first extension). The amount is annually reviewed (in 2024 it was 10 000 zł).

 <https://bpm.uw.edu.pl/en/the-scholarship-for-5/>

ORDINANCE No. 109 OF THE RECTOR OF THE UNIVERSITY OF WARSAW, dated October 3, 2024, amending Ordinance No. 4 of the Rector of the University of Warsaw, dated January 13, 2023, on the principles of granting scholarships paid from the Rector's Scholarship Fund.

i Where to get assistance?

The two units responsible for financial and social support at UW are:

- **Student Welfare and Support Office (BPM)** – in charge of scholarships, health insurance, etc.
- **Office for Personnel Social Benefits (BSS)** – in charge of financial aid and benefits, including holiday subsidies, etc.

If you have questions or need to submit an application, we advise you to contact one of these units – preferably by email or through the university's website.

Any questions? The Doctoral Students' Council of SDNH can also suggest where to start and help you go through the formalities.

Doctoral student growth




Pursuing a PhD is much more than just writing a dissertation. It is a time of intense personal, professional and academic growth. The University of Warsaw offers a wide range of opportunities that support doctoral students in acquiring new teaching, research and social skills.

Study programme and workshops





A more detailed description of the programme can be found in the section “**Programme of study**”, but it is worth reminding that the education at the doctoral school encompasses:

- general university classes (e.g. in scientific research ethics, research methods, university pedagogy),
- interdisciplinary guest lectures,
- participation in seminars and conferences, organized both by the School and externally.

Academic mobility programmes

- **Erasmus+**
Enables going abroad for part of studies or for internships.
 erasmus-plus.ec.europa.eu
 - **MOST**
Exchange programme between Polish universities - you can complete part of your education at another university in Poland.
 most.amu.edu.pl
 - **CEEPUS**
Supports mobility of doctoral students in Central and Eastern Europe
 nawa.gov.pl/naukowcy/ceepus
-

Development of extra skills

- **Sport classes**
Possibility of participating for free in physical education classes within the UW Physical Education and Sports Center (subject to availability).
 wfisport.uw.edu.pl
- **Sports and leisure card**
Optional subscription for the use of sports facilities and classes – check out the details on the university's website.
 uw.edu.pl
- **Language courses**
Each doctoral student is entitled to 120 language tokens (that is, to study a foreign language for two semesters).
Resolution No. 103 of the UW Senate: §5 sect. 3
- **Open University of the University of Warsaw**
From the second year of their education, doctoral students can submit their own course proposals and teach them as part of the offer of the Open University – with remuneration.
 uo.uw.edu.pl
- **University of Warsaw Academic Choir**
One of the oldest and most prestigious university cultural institutions – open to all members of the UW community.
 chor.uw.edu.pl
- **Networking Group for Women PhD Candidates at the UW**
An initiative to support the advancement of women in science. The recurring meetings serve to exchange experiences and provide mutual support.

Public speaking and research presentation

The “Heurystyki” seminars

The “Heurystyki” seminar series was initiated by the Rector of the University of Warsaw, Prof. Alojzy Z. Nowak. It takes place four times a year and aims to promote the research results of UW doctoral students.

During each seminar, several doctoral candidates, who are at an advanced stage of their dissertation preparation, present the results of their research. During the event, PhD students are accompanied by their supervisors, who comment on the emerging dissertations and introduce their authors. The papers form a narrative consistent with the overarching theme signaled by the specific seminar's title.

Presenting at the “Heurystyki” seminar is a distinction reserved for only a few, carefully selected young researchers. The event is a prestigious opportunity to develop presentation skills and substantive argumentation.

TEDx University of Warsaw



Delivering a speech at TEDx is a unique opportunity to present research results, ideas or experiences to a wide audience in an inspiring format. Doctoral students can submit their speech proposals through an open call, and selected individuals will prepare their presentations with the help of professional mentors.

These are just some of the development paths you can take during your doctorate. Make an active use of them - scientific growth is not only about publications, but also about the skills, relationships and experiences you collect, both inside and outside the university.




Support for PhD students

Education in the Doctoral School abounds in challenges, not only strictly academic ones, but also emotional, organizational and interpersonal. Psychological distress, academic conflicts, personal crises or a need for legal consultation may arise during the course of your studies. The University of Warsaw offers various forms of support so that no one has to face such circumstances alone.


Mental health support



- **Psychological and Counselling Services Centre (CPP)**
Free short-term psychological support (the number of individual meetings is limited), as well as group therapy, workshops and training.
 cpp.uw.edu.pl/en/about-us/
 - **Club for neurodiverse people**
It operates as part of the CPP and offers a safe, supportive space for neurodiverse people from the UW.
 cpp.uw.edu.pl/neuroroznorodni
 - **Appointment with a psychiatrist**
Available upon prior consultation with a psychologist at the CPP.
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Legal counselling

- **Academic Legal Counseling Center (APP)**
Free legal advice on civil, family, labor, administrative law and academic matters. Conducted by 4th-5th year students of WPiA Law School under the supervision of experienced practitioners.
 akademickaporadniaprawna.pl
 - **Doctoral Ombudsperson**
Intervenes when the rights of doctoral students are violated - conducts mediation and investigation activities. Currently, the function is held by attorney-at-law Barbara Pietrzyk-Tobiasz
 prawadoktoranta.pl
 - **Legal Office of the Association of Doctoral Candidates (KRD)**
Analyzes and monitors compliance with the rights of doctoral students on a national level.
 krd.edu.pl
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Advancing equality

- **Office for Persons with Disabilities (BON)**
Their goal is to make the University accessible and friendly for people with various health related difficulties.
 bon.uw.edu.pl/en/home/
- **Plenipotentiaries for equality at SDNH**
The first point of contact in situations requiring support/advice/clarification on anti-discrimination, mobbing, violence etc.:

- dr hab. Małgorzata Sandowicz, prof. ucz. (Faculty of Oriental Studies),
email: msandowicz@uw.edu.pl;
 - dr. hab. Jan Romański, prof. ucz. (Faculty of Chemistry),
e-mail: j.romanski@uw.edu.pl.
 - **University's Ombudsman (Academic Spokesperson)**
Fully independent and neutral university officer, to whom staff and students may turn for assistance in matters concerning the University and its community, in an informal and confidential manner. Among other things, the Ombudsman deals with cases of discrimination, violations of dignity or the Rules and Regulations of Study. The Ombudsman is the last resort before a case is referred to the Anti-Discrimination Commission or the Disciplinary Commission.
 ombudsman.uw.edu.pl/en/start/
 - **We are all equal UW**
University initiative for equality, diversity and inclusivity. It organizes awareness campaigns, workshops and training, and supports the implementation of anti-discrimination policies.
 rownowazni.uw.edu.pl/en/
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Help in emergency situations

In case of sudden personal difficulties, academic conflicts or contentious situations, you can also seek assistance within the Doctoral School. You can find support from:

- **the Director of SDNH**
- **the Doctoral Students' Council of SDNH**

Each of these entities has a different spectrum of possible actions, but all of them are open to contact and can guide you through further steps, relevant procedures or towards support institutions. It is often best to start by getting in touch with them.

All of the aforementioned sites and people are there to support you during your doctoral journey - not only as a researcher, but also as a human being. Do not hesitate to reach out for help – we've got you!