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PhD Programme Handbook 2015-16

Graduate School for Social Research Warsaw

**IFiS PAN, Pałac Staszica, 72 Nowy Świat
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1. Introduction to the school and its aims

The Graduate School for Social Research

The Graduate School for Social Research (GSSR) at the Institute of Philosophy and Sociology of the Polish Academy of Sciences conducts intramural and extramural, interdisciplinary doctoral studies in the social and cultural sciences, history and philosophy. The objective of the studies is to train students in scientific research and practical tasks in their chosen areas, and to assist them in writing their Ph.D. theses.

Any graduate of a Polish or foreign higher education institution with the degree of *magisterium* or its equivalent may apply to the doctoral programme at the GSSR. Candidates should be ready to demonstrate the necessary academic qualifications, research skills, and a knowledge of the English language allowing them to take part in classes held in English.

Students who have not yet been awarded the *magisterium* degree or equivalent may be conditionally accepted to the programme -but the necessary diploma must be submitted to the School office by the start of the second semester of study at the School. Students so accepted who are unable to supply the diploma in the time allowed will not be permitted to continue their studies in the School. Similarly applicants who fail the course attended at the time of application (even if otherwise qualified for doctoral studies) will not be permitted to continue their studies in the School.

Students attending the School's own MA programme who are successful in the competition to continue into the second year of PhD studies but then do not complete the MA successfully will be considered to have failed to fulfil the requirements for progression to the next year of doctoral studies, and therefore will be asked to leave the School.

A Recruitment Committee will accept students for the doctoral programme according to procedures laid down by the Scientific Council of IFiS PAN. Information concerning recruitment is published on the internet and other mass media and in the form of announcements displayed at the school at least 5 months before courses begin.

The Graduate School for Social Research was created at the Institute of Philosophy and Sociology of the Polish Academy of Sciences in 1992. The idea of the School was conceived by a group of scholars, philosophers, sociologists, lawyers, economists, psychologists and political scientists from the Polish Academy of Sciences and other institutions of higher education with the objective of training students in the field of contemporary social and cultural sciences. The Institute of Philosophy and Sociology of the Polish Academy of Sciences provided the GSSR with office and classroom space, administrative assistance and access to its library and archives.

Nonetheless, the GSSR is an organizationally and financially autonomous part of the Institute, with its own programme, School Board and Director and with a separate budget.

The GSSR is housed in the Staszic Palace, the home of the Institute of Philosophy and Sociology of the Polish Academy of Sciences (IFiS PAN) along with the Centre for Social Studies. The process of integration of the two institutions began in January 2004 resulting in an integrated programme of study comprising both postgraduate (MA) and doctoral studies

The GSSR is sponsored by the Open Society Institute (Higher Education Support Program), the Polish Ministry of Science and Higher education and others.

The GSSR cooperates with a number of foreign institutions including Oklahoma State University, and Lancaster University (UK).

The GSSR was launched in November 1992. In January 1995 an international jury appointed by the Institute for Human Sciences in Vienna and chaired by Lord Ralf Dahrendorf awarded the GSSR the *Hannah Arendt Prize*, which was established by the Körber Foundation for institutions promoting reforms in the higher education system in Central and Eastern Europe. In October 2000 the GSSR received the *Hannah Arendt Prize* for the second time.

The founders of the GSSR were dissatisfied with the existing system of doctoral studies, often consisting solely of the individual work of the candidate under the guidance of their academic supervisor thus excessively restricting the scope of their interests and delaying the completion of the PhD dissertation. The founders' intention was to establish a European centre of doctoral studies with high academic standards, whose diploma would be highly respected both in Poland and abroad, providing a springboard for a scientific or professional career.

The Graduate School for Social Research does not seek to replace the existing Ph.D. programmes in other Polish institutions, but at the same time it offers what is intended to be a more efficient and a more interdisciplinary educational approach. Each student pursues an individual course of studies, designed jointly with a personal academic tutor. Students are required to attend a fixed number of hours of classes and earn a prescribed number of credits.

Doctoral students receive identity cards as doctoral students of the Institute of Philosophy and Sociology of the Polish Academy of Sciences. They have all described in the relevant sections of the law on higher education law and subsequent ministerial decisions.

Students are under the authority of the Director of the School.

The doctoral programme in the GSSR may be either intramural or extramural but in both cases continue for no more than four years, concluding with the defence of the Ph.D. thesis. The defence is held at the appropriate institute of the Polish Academy of Sciences or at a higher education institution in accordance with the relevant legal provisions

2. Dates of semesters

2015-2016

Winter Semester	12 th October 2015 – 31 st January 2016
Deadline for submission of karty zaliczeń/ course accreditation forms	05 th February 2016
Summer Semester	15 th February 2016 – 12 th June 2016
Deadline for submission of karty zaliczeń/ course accreditation forms	27 th June 2016

NB The School is closed during August 2016

Public holidays in Poland

During the academic year 2015-2016, public holidays fall as follows:

2015

November 1st, 11th
December 25th & 26th

2016

January 1st, 6th
April 6th
May 1st, & 3rd
June 4th
August 15th

3. Lectures and seminars offered in the academic year 2015/2016

The doctoral programme is followed for a maximum of four years.

Students conduct studies according to their own choice of courses. Courses of lectures and seminars available in the given academic year are listed in the School's database. Students select courses by completing the online registration form at <https://db.css.edu.pl> by the published deadline (for further details see below **9.2 registration for lectures and seminars**).

With the written agreement of the Director of the school students may where necessary for their studies take courses outside GSSR/CSS (up to 12 credit points per year) . Applications to the Director of the School should be made in writing (with a description of the course, number of hours, details concerning semesters etc. see 9.2.3).

3.1 Compulsory Courses in Sociology/Philosophy

Some students, attracted by the interdisciplinary nature of the School but who in the view of their supervisors do not have sufficient grounding in philosophy or sociology to be able to pass examinations in those subjects should they choose to defend a doctoral thesis in IFiS.

Such students are required to take outside courses (these are available in Warsaw) to fill in gaps in knowledge in order to pass an oral examination in GSSR in these subjects by the end of the second year. Any student to whom the above applies will be informed of this requirement at the beginning of their first year of studies.

The following courses:

Sociology

- Słomczyński, K & Tomescu-Dubrow, I – *Research Methodology and Methods of Social Inquiry*
- Kapralski, S – *Contemporary Social Theory*

are **compulsory** for all students enrolled in or after October 2015 who wish to complete their doctorate in social sciences and cannot show evidence of already having completed an equivalent course elsewhere.

AND for those enrolled earlier who wish to complete their doctorate in social sciences/philosophy and have not yet completed the necessary compulsory courses.

Each course is concluded by a detailed oral examination for *Zaliczenie*

Those who do not manage *zaliczenie* at the first attempt will be permitted to repeat the course. Any student who does not pass the course at the second attempt will not be allowed to continue their studies in the School.

In addition such students will be required to take for credit at some time during the programme at least one methods course (either in qualitative or quantitative methods as appropriate to the student's research). The database course listing identifies which courses are to count as methods courses for these purposes.

Students are reminded that the doctoral examinations in IFiS (see **14 Information about what to do when your thesis is ready for submission**) will include an examination in sociology. This will be the main subject of examination for all doctoral candidates whose thesis to be defended falls within the discipline of sociology.

The above compulsory courses are also strongly recommended for students who expect to take the subsidiary examination in sociology as part of their doctoral examinations and for anyone who wishes to complete their doctorate in this field and whose previous studies in sociology have taken place exclusively outside Poland.

Similar requirements apply to students preparing complete their doctorate in philosophy. The following are **compulsory** for all students enrolled in or after October 2015 who wish to complete their doctorate in philosophy .

AND for those enrolled earlier who wish to complete their doctorate in philosophy and have not yet completed the necessary compulsory courses.

Philosophy

- Malinowski, J - *Everything You Always Wanted to Know About Logic*
- Dybel, P -*The Main Ideas of Hermeneutics and Poststructuralism in the Context of Human Sciences*

Lists of required and recommended readings likely to be useful in preparing for the above examinations are available on the GSSR intranet website.

Each course is concluded by a detailed graded oral examination for *Zaliczenie*

Those who do not manage *zaliczenie* at the first attempt will be permitted to repeat the course. Any student who does not pass the course at the second attempt will not be allowed to continue their studies in the School.

3.2 General course regulations

Faculty members may specify preliminary admission requirements for their lectures or seminars.

An announced course will start provided that at least 8 students declare that they will participate/have registered.

In the event of an excessive number of students wishing to take part in a given seminar, the final decisions concerning enrolment are made by the lecturer who will also specify the requirements for completion of the course (see database at <https://db.css.edu.pl>).

If a student twice fails to attend a course for which they have registered (including language classes where mandatory) without a sufficient excuse, s/he may be removed from the list of the course participants.

Students unable to attend classes for health reasons should inform the GSSR secretariat immediately, and should provide in due course medical certificates clearly confirming inability to attend classes.

To complete a course and receive the number of credit points as given in the database the student should obtain a final grade awarded according to the criteria below in section **10. Criteria for assessment of coursework**. (NB this applies not only to courses completed over the academic year, but also to those for which a student wishes to obtain credit after one semester).

In the case of failure to obtain the required number of credit points a student may be admitted conditionally to the next year of studies but is obliged to make up the shortfall of points within the first semester of that year. Failure to do so within this time can lead to expulsion from the programme according to the decision of the Director of the School. Appeal against such decision may be made to the Director of IFiS PAN within 14 days of receipt of the decision of the Director of the School.

Students may be admitted conditionally to the next year of studies only once during the full 4 years of the programme.

In such cases conditional admission to the subsequent year leads to loss of the possibility of application for stipends and additional funds such as those for research projects.

Students may also attend courses for “Audit” and have such attendance entered in their records: *Audit*

Students wishing to ‘broaden their horizons’ are normally welcome to attend courses in addition to those for which they have registered ‘for credit’. Students should ask the teacher of the course at the beginning of the course for permission to attend for audit, and whenever possible signal their intention in their online registration. **Students attending a course for audit are expected to participate as for any other class**, but need not write the final assessed essay¹.

Detailed information about the courses (number of hours in each semester, the language in which the course is to be given, course schedule and description and possible admission requirements as specified by the lecturers) will be provided in the GSSR's database (available at <https://db.css.edu.pl>) and wherever possible syllabuses will be posted there.

¹ If a student attending a course for audit wishes to complete all requirements and so obtain credit for the course they may change their registration at any time by writing to the Director. Students may change registration from credit to audit only before the third class of any given course.

Information about the date, time and location of all courses is available on the internet at <https://db.css.edu.pl>

The School reserves the right to make last minute modifications to the list of lectures and seminars offered.

3.3 Policy regarding attendance of School courses by students not registered at GSSR

The GSSR agrees to allow students not registered at the School to attend courses offered by the School on the following basis:

- Such students should apply in writing the Director of the School for permission to attend. Applications should be received at least one week before the start of the semester in which the course is to be held,
- Students whose applications have been accepted by both the Director of the School and the lecturer of the course in question may be required to pay the appropriate fraction of the annual fee paid by the GSSR's external students(/studia zaocznie/),
- Normally no more than 5 external students will be accepted for a course.

4. Essay competition

A cash prize is awarded to the author of the best essay each year, with two smaller prizes for runners up.

Essays are nominated for the competition by course lecturers by July 25th of each academic year.

5. Choice of *promotor* (supervisor)

First year students are required to select a doctoral supervisor (who will guide him or her in the process of writing the doctoral dissertation) by the last day of the winter semester. If the supervisor is neither a lecturer at the GSSR nor an employee of IFiS PAN, the student shall choose in addition a tutor from among the School faculty².

If a student chooses a doctoral supervisor from outside the GSSR, the appointment requires approval of the Director of the School.

When a student has difficulty choosing a tutor they should consult the Director of the School.

The supervisor of the doctoral thesis becomes the formal "promotor" when the doctoral procedure (przewód doktorski) is opened.

In the case of doctoral defences taking place within the framework of a form of international cooperation or in the case of an interdisciplinary thesis topic the council of the institute concerned may appoint a second supervisor.

² *Promotors* are independent academics ie have the title of *doktor habilitowany* or *profesor*.

6. Declaration of thesis topic and Doctoral seminars

The theme of your dissertation should be agreed with your supervisor. Students are required to declare the topic of the thesis on the appropriate forms. Declarations should be submitted along with research descriptions at the published date for such submissions.

7. Wierzba summer school

When funds allow, and there is sufficient interest from students, an international summer school can be held (usually in September) at eg the Polish Academy of Sciences Wierzba Centre in the Mazuria lakes region.

8. English Language course

All students are expected to have passed an English language test at the level B2 on entry and at the very latest by the end of the first year of study.

The School offers a course of English at advanced level with elements of academic writing, aimed at those wishing to improve their English language skills.

Once a student has registered for this course, they must attend regularly, obtain a mark and complete the necessary section of the karta zaliczeń.

Academic writing classes offered to MA programme students are open to PhD students by individual arrangement (see C. Elliott, elliott@post.pl).

Students whose level of English is below that appropriate for the courses offered at the School are required to make their own arrangements for improvement of their language skills and to pass an examination set by the School.

Students who declare their knowledge of English to be at upper intermediate level or above (but who could not produce the documentation necessary to be excused English classes) must take a test of English.

The English course is completed when a mark has been received and the karta zaliczeń completed.

A student who fails to meet the above requirements with respect to English language classes, and does not pass at the required level one of the recognised external tests available (TOEFL Cambridge etc) before the start of the next academic year, may only be conditionally admitted to the next year of studies (Students may be admitted conditionally to the next year of studies only once during the full 4 years of the programme: see 3.2).

8.1 Polish language course

In the past a course in Polish language has been offered for non –Polish students. When offered it is to be on the following basis.

Once a student has registered for this course, they must attend regularly, obtain a mark and complete the necessary section of the karta zaliczeń.

This requirement of regular attendance also applies to any students of the MA programme who join the course.

Recently however it has been noted that such courses are offered outside the School at a lower cost to students than would be possible if the course were offered in-house

9. How credit points are counted

The PhD programme has takes the form of a two-year programme of lectures followed by a further two years of research, both on the topic of the student's doctoral thesis and within the framework of the research programmes operating within IFiS PAN.

9.1 Lectures/ seminars

In each of the first two years of the PhD programme students will be expected to take 5 courses per year (with a minimum average mark of 3,5).

In the third and fourth years of the programme students need not take any courses. However, if they choose to do so in order to maintain a broader range of interests than strictly encompassed by their PhD topic, they may take further courses for credit.

Six credits will be awarded per course.

Courses can be chosen from those taken also by students following the MA programme, or from additional courses offered solely for PhD students.

In the third and fourth years of the PhD programme students will be expected to complete at least 20 credit points per year.

Each year, these credit points may be gained as follows (or by taking courses see above)

- An academic book (in a relevant subject area) of which the student is the sole author (10pts)
- Articles in an international refereed journal (students must document this) (5 pts)
- Reviews, articles in other academic journals, publication in a non-academic journal, but linked to the student's topic of research, conference papers³ (2pts)

NB Where credit is claimed for electronic publications copies of articles etc should provided on disk – writing the internet address on the application form is not sufficient.

- Higher Education teaching in a relevant subject area –the FIRST time a course of 20 (clock) hours or more is given (2 pts).

Summer schools-credit only given for presentations-same rate as for conferences.

³ An extra ½ point may be given if conference papers are subsequently accepted for publication.

Students are also encouraged to join a research project (up to 10 credit points per year of duration of each project)

Students may also audit courses (ie attend but not for credit)

Credits should be claimed using the form available at:
http://info.css.edu.pl/sns/doc/Deklaracja_punktow_dodatkowych.doc

9.2 Registration for lectures and seminars

In order to register for courses **and so have them counted for credit** students should complete the following:

a) for courses offered within the framework of the PhD programme the on-line registration form for the coming year before the beginning of the academic year. **PLEASE NOTE** You should only register for those courses you intend to take for credit. If you register for a course and do not complete it, this course will be marked in your records **AS A FAILED COURSE** (see **3.2 General course regulations: ‘If a student twice fails to attend a course..’ and also for financial consequences, 11.2 Stipends**) .

b) for courses offered within the framework of the MA programme on-line registration at the beginning of the academic year (for dates of teaching periods see MA programme handbook See also **9.2.2 Credit for courses offered within the MA programme** .

9.2.1 Description of how marks for work are recorded-the Karta Zaliczeń

The conditions to be fulfilled in order for class participation to be recorded are established at the beginning of the year by the teacher of the course

A lecturer may refuse to accept additional students to a course after the second class has been held, unless the student has written permission from the Director of the School to join the course at the later date.

Courses are recorded and a course mark given at the end of the first or second semester depending on the frequency of meetings, course length etc.

Without a mark credit points for the course cannot be given.

The karta zaliczeń can be obtained from the GSSR secretariat before the end of each semester.

A mark of 3 is the highest mark obtainable for any course recorded after the published deadline for submission of marks (karty zaliczeń) at the end of the academic year (ie in June), regardless of the student’s performance for the course.

NB – For students in the second year and above, supervisors’/tutors’ agreement to the choice of courses must be obtained.

9.2.2 Credit for courses offered within the MA programme⁴

Doctoral students may also take courses offered within the framework of the MA programme. Syllabuses for the courses are available in the database where MA programme courses are listed below the PhD programme courses.

A standard MA course lasts 1200 minutes and are equivalent to 6 credits of the PhD programme.

Students register to attend MA courses using the online database before the published deadline. A timetable for the teaching period is published (posted on the intranet, circulated by e-mail etc) along with registration deadlines before the start of each teaching period.

PhD students should note that the regulations of the MA course handbook apply to them when they attend MA courses. In particular students should be aware of and observe the requirements related to attendance, essay writing, handing in of essays, deadlines etc.

Please note that since the dates of teaching periods in the MA programme differ from those in the PhD programme MA courses taken in the third teaching period are often not completed before the year's credits are calculated. However where possible lecturers will be asked to mark essays for such courses as soon as possible so that credit gained for such courses can be included in the year's total. Where this cannot take place appropriate credit will be added to the following year's total. Students should bear this in mind when calculating how many credits they expect to gain in a particular academic year.

Students may not obtain credit a second time for courses of the MA Programme already taken for credit within the framework of their present or previous studies (see 9.3 below).

⁴ The MA programme follows a different division of the year from the PhD programme. It is arranged as follows:

MA programme calendar for the academic year 2015-2016

The following division of the year is planned:

MA Induction Period:	October 12 – October 24 (2 weeks)
Teaching period 1	October 26– January 23 (12 weeks)
Teaching period 2	February 1 - April 23 (12 weeks)
Research Break	April 25 - May 8
Teaching period 3	May 9- July 30 (12 weeks)
Research period	MA tutorials only August 1st -October 11th

9.2.3 Credit may be awarded on the same basis for courses taken outside GSSR

The permission of the Director of the School must be sought (your request should be supported in writing by your supervisor and should include a syllabus and description of the course stating whether its is by lecture, seminar etc, and the number of semesters with hours per semester) before you enrol on such a course for credit and normally no more than 12 credit points per year may be gained in this way.

The seminar of a doctoral supervisor is regarded as an external course when conducted outside GSSR.

9.2.4 Credit for courses taken at an Erasmus host university

Credit for courses taken at a host university within the framework of the Erasmus programme as shown by an official transcript automatically counts fully towards your total of credits at the School.

Where the ECTS system is used please notice that one year of study gives 60 ECTS credits. Since you are required in each of the first two years at the school to attend courses and obtain 30 School credits (see 9.1.2), this means that each School credit is equivalent to 2 ECTS credits.

9.3 Students continuing from the MA programme

When they have been accepted into the PhD programme, students continuing from the MA programme have the status of students of the second year of the PhD programme, with all accompanying rights and obligations.

Courses taken by students continuing from the MA programme will be counted toward the total number of credits required to complete the PhD programme. Doctoral students who have completed the MA programme will be regarded as already having fulfilled the credit requirement for the first year of their doctoral studies.

10. Criteria for assessment of coursework

Written work⁵ is assessed according to following criteria (used in both the MA and PhD programmes). In the MA programme marks corresponding to these criteria are expressed as letter grades eg. ⁶.

(A-> A)

A piece of work at this level will demonstrate:

§ a thorough understanding of the topic and its implications

§ originality and/or breadth of thinking on the majority of the issues

⁵ Or spoken examination

⁶ Students who attend a course of the MA programme and are given a letter grade by the marker will have it converted to a number grade. See below.

discussed

- § a wide knowledge and appropriate use of critical contributions on the topic
- § a consistent ability to organise material to support an argument
- § an ability to express the argument in a fluent and lucid manner

The mark of A+ is awarded in exceptional cases when the above has been achieved to a very high degree

(B>B+)

A piece of work at this level will demonstrate:

- § a good understanding of the topic and its implications
- § a competent knowledge and use of critical contributions on the topic
- § a consistent ability to organise material to support an argument
- § an ability to express the argument in a fluent and lucid manner

However, such a piece of work will generally show less independence of thought and mastery of detail than is required for a mark of A. There may be some errors or misjudgements with regard to issues which are not central to the argument. A low mark within this band indicates more such failings than a high one. A high mark (B+) indicates that the work is close to the kind of quality needed for a mark of A- or over, but has fallen down on a few points.

(C+>B-)

A piece of work at this level will demonstrate:

- § a reasonable understanding of the topic and its implications
- § a familiarity with critical contributions on the topic
- § that in the majority of instances material is used to support an argument

(C)

A piece of work at this level will demonstrate:

- § some understanding of the topic and its implications
- § some knowledge of critical contributions to the topic
- § some ability to formulate and state an argument

However, it is likely to be lacking in detail and to include significant errors, omissions and misunderstandings. The grasp shown of critical and interpretative points will probably be sketchy, and the organisation of material and argument weak.

(D>C-)

A piece of work at this level will demonstrate:

- § only a basic understanding of the topic and its implications
- § only a limited amount of knowledge of previous contributions
- § only a basic ability to formulate and state an argument

However, there will be important deficiencies in such a piece of work, both in terms of adequate detail and critical understanding. There will be pronounced errors and misunderstandings, and the answer may be so badly organised as to be difficult to follow

(FAIL)

A piece of work merits this grade when it is seriously flawed. Typically it will not take account of essential literature concerning the issue under discussion, will often lack structure / coherent argument, and conclusions (where drawn) will lack adequate support.

This grade is automatically given in all cases of plagiarism.

The above letter grades are converted to numerical grades as follows:

A + = 5
A = 5
A- = 5
B+ = 4+
B = 4
B- = 4
C+= 3+
C = 3
C- = 3
D = 3

FAIL = 2

10.1 Plagiarism

Plagiarism consists in copying other people's work and passing it off as your own. YOU SHOULD NOT DO THIS UNDER ANY CIRCUMSTANCES. Naturally, in presenting your own case, you will refer to the ideas, findings and explanations of others, but when doing so you are expected to conform to the recognized standards of good academic practice, i.e. ideas, findings, phrases and sentences taken from the work of others must be acknowledged in the standard form. There are, broadly speaking, two ways of doing this. One is to summarize an author's argument without direct quotation, for example:

- Gellner (1983) argues that nationalism assumes the national unit is also a unit of political organization.
- The second is a direct quotation of a short passage, for example:
- "Nationalism is primarily a political principle, which holds that the political and the national unit be congruent" Gellner (1983, p.1).
- The full details of Gellner's 1983 publication should appear in a bibliography attached to your work.
- Material taken from the internet should also be acknowledged and a reference given.

PLAGIARIZED WORK WILL FAIL. STUDENTS GUILTY OF PLAGIARISM WILL BE REQUIRED TO LEAVE THE PROGRAMME

NB. – If you still have doubts about what constitutes plagiarism, please consult the English language/academic writing tutors, who will always be available to give advice.

11. Fees, stipends etc

All PhD students may apply for stipends for academic achievement. The number and amount of stipends awarded depends on availability funds.

Academic achievement for newly recruited students is based on assessment during the application procedure. For other students academic achievement is assessed as in section

12. Evaluation of student progress

Full details are available from the PhD office (room 247) or see <http://info.css.edu.pl/sns/grants/index.html>

Stipends are awarded for one academic year at a time.

11.1 Fees⁷

Polish and other students from the European Union studying full time are given a full fee-waiver

Foreign students from ‘the HESP region’⁸ are eligible for fellowships and fee waivers (subject to availability).

Foreign students not from ‘the HESP region’ and not from the EU are required to pay an annual fee of 11000 PLN.

Normally an initial payment of 1250 PLN at the start of the year is followed by 8 monthly instalments at the end of each month. For alternative payment arrangements see http://www.css.edu.pl/sns/fees_en.php#metods The number and amount of instalments to be paid is stipulated in the contract signed by students at the beginning of the academic year.

⁷ Fees paid for study contribute to but do not wholly cover teaching costs

⁸ Here “the HESP region” refers to those countries where HESP offers support for student mobility. See <http://www.opensocietyfoundations.org/grants>. Normally this does not include EU member states

Interest will be charged on fees paid after the due date. Students who are more than three months in arrears with payments will be asked to leave the School.

The School will not cover the cost of doctoral procedures if the doctoral procedure is not opened at the end of the fourth year of studies after the candidate first joined the Programme, or if the doctoral thesis does not contain acknowledgement of doctoral studies at the GSSR .

11.2 Stipends etc

If a student leaves the school (or is asked to leave) doctoral stipend payments cease on the first day of the month after that in which final formal decision concerning the student's status is made.

Any student receiving a stipend who for any reason is asked to leave the School may also be asked to repay the amount of stipend already received.

All students, regardless of whether they also wish to apply for stipends may also apply for support in the form of "research grants". For details see **11.3 Support for Research Projects, Participation in Conferences etc.**

HESP stipends are not payable to students while on holiday or for any reason spending a period of time outside Poland (an exception is made for students on ERASMUS exchange visits and dual PhD students). Students who interrupt their studies in these ways receive, when permitted by the source of funding, a stipend *pro rata* only for the time they are attending the School regardless of the fact that stipends are awarded for the academic year.

Stipends must not be collected by students on leave or temporarily abroad.

If a student does not attend classes or fails to complete requirements on time (zaliczenie) The Director may withhold or discontinue stipend payments. Students who fail a course will not be eligible for financial aid the following year.

Stipends are not payable to students during a year to which they have been conditionally admitted See 3.2).

11.2.1 Polish students

In addition to stipends awarded for academic achievement financial aid is available from GSSR for Polish students in the form of social payments for students with disabilities or other special difficulties.

Full details are available from the PhD office (room 247)

11.2.2 Non-Polish students from ‘the HESP region’ enrolled in or before October 2013

The first payments of fellowships worth a total of 4050 Euros per year are made at the end of September of each academic year (9 monthly instalments).

Progression to subsequent years is conditional on documented progress of work on the doctoral thesis and subject to satisfactory coursework during the year. Scholarships are awarded to students on the basis of work produced according to the eligibility criteria above. They are awarded on an annual basis for the period of one academic year according to published criteria (see below **12. Evaluation of student progress**) and are paid in monthly instalments from October 1st until June 30th.

The number and value of the above awards is decided by a committee of the Higher Education Support Programme.

11.2.3 Other stipends/grants

- Doctoral stipends and Research grants see:
<http://info.css.edu.pl/sns/grants/index.html>
- Narodowe Centrum Nauki (further information is available at <http://www.ncn.gov.pl>)
- Stypendia prezesa PAN: information about eligibility and application procedures will be published when available.
- Fundacja na rzecz Nauki Polskiej –see eg Program START
- Narodowy program humanistyki <http://www.nauka.gov.pl/nauka/narodowy-program-rozwoju-humanistyki/>
- Erasmus grants: all enrolled students are eligible (see http://www.gssr.edu.pl/sns/erasmus_en.php for details). (NB Special grants exist for disabled students).

Unless otherwise stated in the formal terms of one of the awards, students may not simultaneously receive more than one maintenance stipend for their doctoral studies. (ie students may hold additional stipends where these are of limited duration and awarded for a specific purpose or have the character of a prize for academic achievements submitted).

11.3 Support for participation in conferences etc

Limited support is available for participation in conferences:

- the applicant is an active participant (giving paper, a discussant etc).
- the applicant's supervisor confirms in writing that attending the conference is likely to have a significant impact on the applicant's progress with writing the thesis.

Applications should be made in writing to the Director of the School with supporting documents attached (in particular an invitation showing level of participation). In all cases an estimate of expenses should be supplied.

The School can pay or reimburse conference fees (but not travel or accommodation costs) on presentation of an invoice made out to IFiS PAN (with the correct address *IFiS PAN, Nowy Świat 72, 00-330 Warsaw and NIP : PL 525-21-00-471*).

- In all cases the finance office must be provide with the ORIGINAL INVOICE. Scans and photographs of invoices are not acceptable.
- If you have already paid the fee and are requesting reimbursement you should also provide along with the original invoice, some proof that you have paid (bank printout etc).

Reimbursement will be made to a maximum of 300 PLN per conference for up to 3 conferences per student per academic year

No student will receive more than 900 PLN in grants of this kind in any one academic year

12. Evaluation of student progress

In order to continue to the next year of the programme and to be eligible to take part in internal competitions for stipends and other financial aid students should

1. have an average grade for the year's courses greater than or equal to: 3.5
2. make satisfactory progress with their theses. In order for this to be assessed all GSSR students are required to submit either a research proposal or an annual report.

In the case where a student's research progress is given a rating below 3.5 for two successive years, that student will be required to leave the programme.

Any student asked to leave the programme may appeal to the Director of IFiS PAN within 14 days of receiving written notice of the decision concerning their removal from the list of students.

The following documents⁹ should be submitted by the published date by all students wishing to continue to the next year of studies¹⁰:

For students in the first and second years

First year

Deadline – 11th April 2016

You should submit:

Confidential supervisor’s opinion (again not naming the student). Supervisors will take into account: originality of the subject matter, hypotheses and research methods; cognitive value of expected results; academic output and the academic level of the candidate.

1 electronic copy and 1 paper copy of :

- **your research proposal TO BE SUBMITTED ANONYMOUSLY- ie WITHOUT NAME BUT WITH STUDENT CARD NUMBER ONLY ON EVERY PAGE**
- **The title form for the GSSR office**

The research proposal (no more than 5 typed pages) should include:

1. provisional topic of the PhD thesis (declaration of topic)
2. justification, for choosing the subject of research (description of intended research, its purpose and method, characterization of the expected research results)
3. student’s qualifications to conduct research

See the form on p38 for information about what is assessed.

Second year

Deadline – 11th April 2016

Confidential supervisor’s opinion (again not naming the student) concerning the proposal; the degree of the advancement of the research during the academic year,

⁹ All students regardless of year of study are encouraged to include in the above documentation additional material which could help the evaluators to assess their capacity to carry out the research described eg lists of publications (but not the publications themselves), [relevant] details of summer schools attended etc.

¹⁰ **ALL NECESSARY INFORMATION AND FORMS IN ELECTRONIC FORMAT ARE AVAILABLE ON THE INTRANET SITE.**

expected date of completion of PhD thesis, an appraisal of the student's intended research expenditures (research grants)¹¹

1 electronic copy and 1 paper copy of :

- **your research proposal TO BE SUBMITTED ANONYMOUSLY- ie WITHOUT NAME BUT WITH STUDENT CARD NUMBER ONLY ON EVERY PAGE**
- **The title form for the GSSR office**

The research proposal (no more than 5 typed pages) **should include:**

4. brief introduction to the subject of the PhD dissertation
5. outline of the PhD thesis
6. a statement of advancement of the dissertation
7. detailed schedule for the next two years of research
8. expected date of completion of the PhD dissertation (month, year)
9. "research cost assessment form" (if applicable)

For students in the third and fourth years

Third year

Deadline – 11th April 2016

Confidential supervisor's opinion (again not naming the student) concerning the proposal, the degree of progress with the research during the academic year, expected date of completion of the PhD thesis, and an appraisal of the student's intended research expenditures (research grants).

1 electronic copy and 1 paper copy of :

- **your research proposal TO BE SUBMITTED ANONYMOUSLY- ie WITHOUT NAME BUT WITH STUDENT CARD NUMBER ONLY ON EVERY PAGE**
- **The title form for the GSSR office**

Students should submit:

1. annual report (with reference to the schedule from previous year, 2-3 pages). This should include draft text of the dissertation as evidence of significant progress toward completion.
2. expected date of completion of the PhD dissertation (month, year)
3. "research cost assessment form"(if applicable)

Fourth year

¹¹ *if applicable*

Deadline – 23rd May 2016

1 copy of annual report

Supervisors' opinion this should include the following: what the student prepared for the thesis during the previous academic year, the progress with the dissertation and the likelihood of its completion on schedule, expected date of completion of the PhD dissertation (month, year).

The student should submit an annual report (one paper copy) on progress of the research and indicate expected date of completion of the PhD dissertation (month, year). This should include draft text of the dissertation as evidence of significant progress toward completion.

ALL NECESSARY INFORMATION AND FORMS IN ELECTRONIC FORMAT ARE AVAILABLE ON THE INTRANET SITE.

12.1 Assessment of material submitted

The proposals (to be submitted anonymously) are evaluated using a scale of 1-5 for each of 6 criteria to give 30 points for an outstanding proposal and 6 points for a very weak proposal. (First year proposals are judged on 5 criteria to give 25 points for an outstanding proposal -the sixth criterion, progress to date, applying of course only after the first year's study)

The Director of the School does not participate in proposal evaluation. Six reviewers, who are academics but who do not necessarily teach at GSSR, are appointed each of whom receives every application for evaluation. The Director (not a member of the committee) regards these evaluations as binding.

The names of the reviewing committee are published but the name of the author of any particular review will be withheld unless that particular reviewer has indicated in writing that they do not wish to remain anonymous.

The ranking list is made public after the end of the academic year in time for decisions about award of stipends to be made at the beginning of the next academic year. Students are strongly encouraged to meet with their supervisors to discuss the evaluations received

Research proposals are evaluated according to the criteria listed in the feedback sheet which is to be found in the appendix.

A student who feels that in their case the above procedure has not been correctly followed may appeal within 14 days of the publication of the ranking list. Appeals sent in writing to the director will be considered by an appeals committee of two members who are

academics (but who do not necessarily teach at GSSR) and were not members of the original review committee.

They may also request a meeting or a written exchange with one or more of the committee members through a letter to the director specifying the reasons of such a request. The committee members in question are then asked to accept or reject the request.

Guidelines for the evaluation are as follows:

Criteria	Evaluation
1. Clarity and completeness of formulation of research problem/study design	<p>5 the research problem/study design is clearly formulated and sufficiently justified including research goals,</p> <p>4 the clarity of formulation and justification is satisfactory with minor shortages,</p> <p>3 the research problem/study design is formulated and justified, but it is either too general or not clear enough,</p> <p>2 the research problem/study design is vaguely formulated and lacks appropriate justification,</p> <p>1 there is no research problem/study design.</p>
2. Cognitive value of expected results	<p>5 the project touches upon crucial issues and expected results will significantly contribute to scientific knowledge,</p> <p>4 the project's topic is important, and expected results will be enriching for the discipline,</p> <p>3 the project topic is relevant and promises satisfactory results,</p> <p>2 the project does not sufficiently exploit the potential of the research topic, or the topic is not relevant,</p> <p>1 the project does not promise significant result.</p>

<p>3. Originality and innovativeness</p>	<p>5 the project is original, fills a major gap in the field and/or employs innovative methods, 4 the project introduces original and innovative approaches to research of the subject, 3 the project includes some original / innovative elements, 2 the project is largely repetitive, 1 the project is not original.</p>
<p>4. Suitability of methods chosen</p>	<p>5 the methods proposed are suitable to the studied subject and of high quality, 4 the methods are suitable, although could be further developed or enhanced, 3 methods are generally adequate with some modifications required, 2 methods proposed require major modification, 1 there is no mention of methods or the methods chosen are inappropriate.</p>
<p>5. Degree of feasibility of project (qualifications and skills of the student, feasibility of is the timeline, relevance of the study scope, accessibility of data, sources, study object, etc.)</p>	<p>5 the student is well qualified to carry out the project as planned, and to achieve all research goals within the planned timeline, 4 the project is generally feasible, although it is not certain if the student is able to complete it within the timeline and scope, 3 the project is generally feasible, although some modifications are required, 2 project will likely be completed only partially in the planned scope and timeline, 1 the project is not feasible.</p>
<p>6. Evaluation of progress (for students in second year and above)</p>	<p>5 the student has made very good progress, has demonstrated engagement and has actively participated in academic activities (conferences, publications, exchanges, internships, etc.), 4 the student has made good progress in her/his project work, and has participated in some academic activities, 3 the student's progress is satisfactory,</p>

	2 the student has made limited progress, 1 the student has not made any or only little progress.
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13. Diplomas-evidence you are qualified to submit a doctoral thesis

All candidates for the doctoral examination should have the degree of *magister* or its equivalent. Polish legislation allows candidates with a diploma issued by a recognized foreign university to begin PhD studies in Poland without prior "nostrification" of the non-Polish diploma provided that the diploma is acceptable as qualification for entry to PhD studies in the country in which it was issued.

For all other diplomas not covered by the above you should consult the Rada Naukowa of IFiS PAN (room 110) for details of how to proceed.

14. Information about what happens when your thesis is ready for submission

The following are the regulations for opening the *przewód doktorski* in IFiS PAN. According to the subject of their research students may be required to open the *przewód doktorski* in the home institution of their supervisor in which case the regulations of that institute will apply.

Each of the points below refers to events at separate meetings of the Scientific Council (Rada Naukowa). The defence of the thesis takes place at a meeting of a Committee (see 2 below).

1. Opening of the doctoral procedure (*przewód doktorski*) and designation of a 'promotor'- your supervisor reports at a sitting of the Council
2. The establishment of a committee for the doctoral procedure (5 people from the Council whose speciality is relevant to the area covered by the thesis) takes place after your 'promotor' writes to the Council requesting acceptance of your work as a doctoral thesis and after the work has been provided in 3 'hard' copies plus one electronic copy on a CD supplied to the IFiS library. Your 'promotor' addresses a meeting of the Council.
3. Reviewers of your thesis are designated and the Chair of the doctoral committee reports to a meeting of the Council. Reviewers are given 3 months in which to complete their work but in practice often take longer
4. On the basis of positive reviews and after the doctoral examinations have been taken successfully you are allowed to proceed to defence of the thesis- the Chair of the doctoral committee reports to a meeting of the Council. **NB!** The conditions of being allowed to proceed to the defence are: positive reviews and passes in the 3 doctoral examinations.

The doctoral examinations take place in the presence of the Doctoral Committee, reviewers and “promotor”¹².

These will be oral examinations in the following disciplines:

The main discipline within which candidate’s doctoral thesis falls (*ie* philosophy or sociology). The date for these examinations is set when the reviewers indicate that the outcome of their reviews will be positive.

If you have not completed degree studies in the discipline of the thesis to be defended, a more general main examination is set.

- A subsidiary discipline

Philosophers should choose from: the history of social thought, economics, social psychology, the history of the literature or culture of a given period and language group, general scientific method, sociology.

Sociologists should choose from: the history of philosophy, economics, social psychology, the history of the literature or culture of a given period and language group, general scientific method.

For the examination in the candidates main discipline the commission is joined by the thesis reviewers and the candidate’s *promotor*.

- Examination in a foreign language^{*}. The examinations are conducted by:

Polska Fundacja Upowszechniania Nauki
Palace of Culture and Science room 2107
Plac Defilad 1
00-901 Warsaw

tel: 826 25 37
fax : 620-91-74

A list of required and recommended readings in philosophy and sociology with which students should be familiar before taking the examination is available on the GSSR intranet site.

5. The public defence of the thesis (in the presence of the Commission, reviewers, “promotor” and members of the public. The student presents the thesis (on the basis

¹² Students should consult their supervisors/advisors for information about the likely form and scope of such examinations

^{*} Candidates who have passed the Cambridge Advanced English Test with grade B or above, or have an equivalent TOEFL score are exempt from the examination .

of a written account of the thesis which the student should nevertheless present rather than simply read) and responds to the written opinions the reviewers.

The public defence proceeds as follows:

1. Open session (in the presence of the public)
 - address of the chair of the committee
 - The candidate's cv is introduced by their 'promotor'
 - the candidate presents the thesis
 - the reviews are read
 - public discussion and replies by the candidate to the reviewers comments, and those made in discussion.
2. Closed session (with participation by the Commission, reviewers and 'promotor')
 - evaluation of the defence
 - secret vote on acceptance of the defence

Finally the result of the defence is announced in the presence of all participants.

6. Confirmation of the award. The Chair of the Committee reports on the defence to the Council .
7. Award of the diploma (the candidate pays the IFiS "kasa" for the diploma).

15. Przewód doktorski: rules and requirements (IFiS)¹³

In order to open the doctoral procedure (przewód doktorski) the following documents should be submitted to the secretariat of the Scientific Council of IFiS PAN (Jolanta Głębocka, room 110 in the Staszic Palace)

1. In cases where 5 years have elapsed since the student began doctoral studies, a declaration signed by the student agreeing to cover costs of the doctoral procedure (reviews, honorarium for the "promotor" and other costs such as travel costs of reviewers to attend the defence). Candidates completing within the required period should supply declaration should be signed by the Director of SNS in agreement with the Director of IFiS.
2. A request to the Director and Scientific Council of IFiS PAN to open the *przewód doktorski* (giving the title of the thesis to be defended).
3. The opinion of your supervisor along with a description of the stage of advancement of the thesis, its problem area (sociology or philosophy) and his/her agreement to act as "promotor" in the doctoral procedure. A 'promotor' must be an independent academic ie have at least completed habilitation or be a professor (nominated by the President of Poland).

¹³ NB Before opening your przewód you should have at least one publication as specified in the law on academic degrees and titles Art 11.point 2

4. A summary of the thesis to be defended (two or three pages long if your thesis is almost ready- the less ready it is [NOT RECOMMENDED] the longer the summary must be).
5. Texts prepared by you to show how advanced is the work on your thesis.
6. Your academic CV.
7. Copy of the your degree diploma (*magisterium* or equivalent) **!IMPORTANT! if you do not have a Polish *magisterium*** you must obtain a documentation that your foreign diploma is equivalent to the appropriate Polish diploma. Please consult the Director.
8. Completed personal details form (available on the GSSR intranet site) signed by the SNS secretariat.
9. A declaration by the candidate that the *przewód* has not been opened elsewhere.

Payment The costs of the above procedure (including honoraria for reviewers is covered by the school regardless of whether the defence takes place within or outside IFiS PAN ***on condition that***

- the candidate opens the doctoral procedure by the end of the fourth year of studies years (plus any maternal leave taken) from the start of study at the School.
- **there is acknowledgement in the thesis that it is the result of doctoral studies at GSSR.**

A rejected doctoral thesis may not be submitted for a doctoral degree elsewhere (research institute or higher education institution).

If a doctoral candidate does not take the required examinations or submit a thesis within the required period the Rada Naukowa may pass a motion to terminate the defence procedure.

In the case of doctoral defences taking place within the framework of a form of international cooperation or in the case of an interdisciplinary thesis topic the council of the institute concerned may appoint a second supervisor (see **5 Choice of Supervisor**).

16. The Lancaster University Sociology Department and IFiS PAN Dual PhD

These guidelines are intended to clarify the procedures for students enrolling, studying and being examined for dual PhDs who, if successful, will be awarded a doctorate both by the Institute for Sociology and Philosophy at the Polish Academy of Sciences (IFiS PAN) and by the Sociology Department at Lancaster University in the UK. The guidelines are a supplement to the handbooks of both institutions and indicate the common ground necessary for participation in the Dual PhD programme. The guidelines

are in addition to the regulations and procedures that are specified by each institution for the PhD that they will award.

16.1 Registration

Students shall enrol at both institutions at the beginning of their course of study as nearly at the same time as is practicable, normally at the beginning of October. Only when both institutions have communicated to each other that a student's registration is complete will the student be registered for the Dual PhD programme. Fees of £1100 per academic year will be payable each year (for non-EU students the figure will be £6000) at Lancaster for the duration the three years of the full-time registration for programme. Registration at IFIS PAN will be for four years although successful completion of an MA from the Graduate School of Social Research may count for one year of registration. Failure to pay fees in accordance with the local procedure means that registration will not be complete and access to the facilities of the university will not be made available. Graduation from Lancaster will not be permitted while any fees and fines (e.g. for library books) remain unpaid.

16.2 Supervisors

Once a place on the programme has been offered and accepted, each institution will propose a supervisor appropriate to the project and the supervisors will communicate about the student's proposal. The application will have included a draft proposal that should be revised and agreed by both supervisors with the student within three months of registration.

16.3 Attendance

Students should attend for at least eighteen months at Lancaster during the first three years of their registration. The pattern of attendance at each institution will be agreed by the supervisors but will normally include an initial nine months at Lancaster during which advantage can be taken of training modules in the Department and the Faculty. It is recommended that nine months of the third year of full-time registration should also be in Lancaster to ensure that writing up the thesis is in accord with Lancaster practices. During attendance in Lancaster students will be entitled to office space and throughout registration to the university's library and computing facilities.

16.4 Supervision

While in Lancaster, attendance will include regular meetings with the supervisor (normally fortnightly) and full participation in any courses agreed by the supervisors. Supervisory meetings may involve the 'distant' supervisor (e.g. by Skype, video link or conference call) or the student may maintain such contact independently of the 'local' supervisor. Throughout the PhD continuity will be maintained with both supervisors by a monthly email from the student setting out work completed and planned. These regular

emails may lead to extra meetings or distant contact if either of the supervisors deems it necessary to clarify the effort or direction of the thesis.

16.5 Training

During the initial meetings with supervisors which should normally be done jointly, training needs will be discussed and a training programme established by drawing on modules and courses offered in each institution. The agreed training programme will be prepared by the student and approved by both supervisors. It should be reviewed and revised at least annually during the ‘panel’ meetings.

16.6 Travel

Since attendance at both institutions for half of the study period is a requirement, the student should be prepared to make their own travel arrangements and accommodation arrangements. Students are responsible for ensuring that they have appropriate visas for their attendance at each institution. Neither institution will take any responsibility for arranging or paying for either travel or personal accommodation.

16.7 Appraisal and Progression

There will be a ‘panel’ meeting at least once each year when a formal review is undertaken of the student’s progress towards submitting a thesis. The panel will involve both supervisors (one probably by Skype or video link) but will also include a member of the institution where the panel is taking place who has not been involved in supervision. The student will submit a substantial piece of written work, a schedule of completed and proposed work and a report of other activities (courses followed, seminars attended, conference papers given etc.). The supervisors and the third member will together make a short report on progress and guidance for the following year’s work. At Lancaster, progression from probationary status as a PhD student to ‘confirmation’ of PhD status will normally be approved during a panel towards the end of the first year or before the completion of the second year of study. At IFIS PAN the student’s progress and progression will be considered through a confidential review process.

16.8 Submission

The student should be prepared to submit their completed thesis to both institutions before the end of their fourth year of registration (three years of supervised study plus a year of final writing). The thesis should be exactly the same in content as it is submitted in each institution and should normally be submitted at the same time. The only permitted variations will be to comply with any differences in the regulations of the two institutions. The student is responsible – with advice from both supervisors – for ensuring that their thesis complies with the submission regulations of both institutions (e.g. layout, number of copies, form of binding).

16.9 Examination

Both institutions will propose an examination team that will include staff of each institution and at least one examiner who is from another comparable university and whose qualifications meet the requirements of each institution. The supervisors will be responsible for identifying and proposing an examination team that is acceptable to both institutions. Once submitted to each institution, the thesis will be made available to the examiners with sufficient time to read and prepare reports prior to an oral examination.

Where practicable, the oral examination for both the Lancaster and PAN awards will be conducted at the same time in the same place, for example using a video link. Where this is not possible, the supervisors, in consultation with the candidate and the administrative teams in the two institutions, will arrange for separate oral examinations as close in time as possible.

Each institution will make a decision on the thesis in accordance with its own regulations. The supervisors in consultation with administrative colleagues and the examiners will attempt to harmonise and clarify any variation in the decisions of the two institutions. At Lancaster a thesis that fails to meet the standard required for the degree of PhD may still be awarded an M.Phil. There is no equivalent lower degree available at IFIS PAN.

16.10 Administration of the dual PhD

The Director of Doctoral Studies at Lancaster Sociology and the Director at IFIS PAN will be responsible for the overall administration of the dual PhD programme and will review procedures with at least an annual meeting. The day-to-day administration of the programme will be through the secretariat at IFIS PAN and the Postgraduate Programme Assistant at Lancaster Sociology.

17. Interruption of studies

Students wishing to interrupt their studies for any reason should apply in writing to the Director of the School.

The maximum permissible accumulated leave granted during the PhD programme will not exceed one year. During such a period of leave stipend payments and the usual privileges of a GSSR student are suspended. Please note that under Polish Law the maximum duration of a doctoral study programme is 4 years and any period of leave taken (except in specific circumstances defined by ministerial decision) counts towards this total.

Leave is counted towards the maximum period of 5 years in which the School covers the cost of the doctoral procedure (przewód doktorski).

18. The student representatives and their role

Students are elected to represent the student body vis-à-vis the School authorities. A single representative takes part in the meetings of the Scientific Council and representatives attend the weekly GSSR faculty/staff meetings in an advisory/consultory capacity

Two Student representatives are elected as follows

Elections are held annually in the first two months of each academic year. Until elections are held representatives from the previous year remain in office.

19. Evaluation of courses and student feedback

At the last meeting of each course a course evaluation form is distributed for completion at the end of the meeting (usually during the last 10 minutes of the class and after the lecturer has left the room). Completed forms should be collected by a student designated to return the forms directly to the GSSR office. The forms are anonymous. Lecturers do not have access to the evaluations until after all grading is complete and final marks for the relevant course have been submitted.

20. The disciplinary commission for doctoral students

1. The disciplinary commission for doctoral students shall have 5 members as follows: the chairperson of the commission, an academic employed at the Institute, 2 other academics from the institute and 2 doctoral students.
2. The disciplinary appeal commission for doctoral students shall have 3 members as follows: the chairperson of the commission, an academic employed at the Institute, 1 other academic from the institute and 1 doctoral student
3. Members of the commissions mentioned in points 1 and 2 are to be chosen by the Scientific Council from among academics employed at the Institute, and from doctoral students proposed by resolution making body of the doctoral student self government of the Institute.
4. The term of office of the disciplinary commission for doctoral students and of the disciplinary appeal commission for doctoral students is the same as that of the *rada naukowa*, while the term of office of doctoral student members last one year.
5. The commissions mentioned in points 1 and 2, at the first meeting, called by the Director of the Institute, choose their chair persons from among those members who are academic employees of the institute.

21. Practical matters

Detailed information compiled by GSSR students concerning aspects of student life including how to deal with formal aspects is available at <http://www.css.edu.pl/students/practical-information/>

- Non-Polish students are obliged to take out medical insurance for the time they are in Poland. Arrangement of such insurance is matter for individual students – the School should not be expected to involve itself in these transactions For more information see <http://www.css.edu.pl/students/practical-information>
- Polish students who are not covered by ZUS health insurance may be insured by the School. They should notify the IFiS Financial Department (room 143) of this fact before the start of the academic year confirming in writing that they are not covered by health insurance from any other source (ie that no other institution is

paying ZUS contributions for them). This also applies to non-Polish students if in accordance with regulations concerning repatriation they are regarded as being of Polish origin and are not for any other reason obliged to have health insurance.

- Students may also make use of the medical facilities in the Staszic Palace (ambulatorium) at a charge of PLN 90 per quarter. Students wishing to take advantage of this offer should sign a contract with ambulatorium (Director, dr Wyszogrodzka, room 248).
- All matters concerning doctoral studies are administered from the GSSR office (room 247) from Monday to Friday 09:00-15:00.
- A computer room is available for use by students from 09:00-22:00 (room 201 of the Staszic Palace). A code to enter the room and a log-in for the computers is available from PhD office (room 247)
- Access to the computer room is free of charge, but there a charge of PLN 0,10 is payable for each page printed. A record of the number of pages printed is available from Joanna Płoszajska. Payment should be made in cash in room 276.
- Photocopying facilities are also available. Copying cards for 500 copies are available from the GSSR office at a cost of PLN 100.
- WiFi access (visible under the name "CSS-GSSR. The password is 66862656)

Requests for access to our WiFi should be submitted in written form, and should have an expiry date (ie be requests for access for a period of 1 year or less). The expiry date is needed for security reasons and because only 64 computers can be connected to our access point.

The following information should appear in the WiFi access application to be sent to the Director:

1. Your Name, Surname, date
2. Your programme of study (MA or PhD)
3. Your year of study (if applicable)
4. The hardware address of your wireless network card. This can be found as follows:
 - a). Click Start->Run, enter "cmd", and press enter (the black window with command prompt should appear)
 - b). Type:
ipconfig /all
and press enter (a lot of information should appear)
 - c). In the section regarding wireless network, there is the row called "Hardware address" or "MAC address" or "Physical address" or "Adres fizyczny", eg. 00-22-FC-C8-3A-9B
5. The expiry date (no longer than 1 year from the date of application-see above)
6. Your signature

The walls of the building are rather thick. As a result, the WiFi signal is strongest in the vicinity of room 201L (where the access point is located). It should also be visible in room 200, and the Common Room.

22. Faculty and staff: who does what?

Director of the Institute
of Philosophy and Sociology

Professor Andrzej Rychard (room 276)
arychard@css.edu.pl

Acting Director of GSSR

Dr John Fells (room 276)
Responsible for day to day management of
academic affairs and budget management
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PhD Programme Office Manager

Aleksandra Wójcicka (room 247)
Responsible for day to day academic matters
Coordinates recruitment of Polish and non-
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MA Programme Office Manager
Student Welfare Coordinator

Joanna Płoszajska (room 276)
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Academic writing tutor

Dr C. Cain Elliott
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Head Librarian (CSS library)

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Computing Systems Administrator

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Person in IFiS dealing with GSSR accounts **Maria Lewandowska (room 143)**
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MA Programme Recruitment Co-ordinator

Dr Piotr Binder (room 245)
Coordinates recruitment in Poland (also for
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Annexes

A1 Regulations for computer room users

§ 1

The computer laboratory is to be used exclusively for work related to GSSR courses and classes (course essays, papers, internet search for necessary information, use of e-mail etc).

§ 2

The computer room is for the exclusive use of current GSSR students and administrative staff. Users should be ready show their students identity cards (or other document) to confirm their identity and entitlement to be using an account, on request by a member of the GSSR administration, the student overseeing use of the room (duty student), or the building's security staff .

§ 3

Access (log in and password) is granted after submission (to the duty student, or Administrator) of the appropriate form by the student, and subsequent approval by the administration.

§ 4

Use of the log-in and password in the computer room allows use of the network printer. It is also possible to print transparencies for projection (provided students remember to use only transparencies intended for laser printers). Students should provide their own transparencies-these are not available in the computer room.

§ 5

There is a limit to the number of pages a student may print free of charge in the computer room during an academic year. After exceeding this limit student are required to pay a charge per page for printing. Information about the amount of the printing quota still remaining to a student before charging begins may be obtained from the Administrator. Information about current limits / and cost page after the quota is exceeded is displayed next to the printer. Students are expected to keep themselves informed about usage of the own quota, and the charges due after the quota is exceeded.

§ 6

While in the computer room all persons are required to observe the usual regulations concerning safety and hygiene in the work place.

§ 7

Coats should not be worn in the computer room and umbrellas, bags and rucksacks should be left outside, preferably in the ground-floor cloak room.

§8

Computer room use is restricted to the published times/dates (precise information is posted on the door

§ 9

No substance or object likely to interfere with the functioning of the computer equipment may be brought into the computer room.

§ 10

Consumption of food or drinks is not permitted in the computer room.

§ 11

Smoking is not permitted in the computer room (or anywhere else in the of the building)

§ 12

Before beginning work at a terminal students are required to check its general and technical condition, and to inform the duty student or administrator of any damage or faults detected. If a student does not report such damage before using a terminal s/he may be held responsible for causing it.

§ 13

Students may only use one terminal at a time. If a student changes terminals s/he should log off at the previous terminal before logging on to the next. Failure to log off or to re-set the terminal prevents log-on at another terminal.

If log-on fails, please wait a few minutes before making another attempt- or contact the Administrator.

§ 14

It is forbidden to make any change to the configuration of computer system equipment in the computer room (in particular students must not open central units, connect or disconnect mice or key boards or attach any other equipment or computer accessories, or change settings of monitors).

§ 15

It is forbidden to make any change at all to the program configuration of the computer system in the computer room (in particular it is forbidden to install or delete programs, change the set up of the operating system or programs or to save or delete data on local drives.

In exceptional cases and only with the agreement of the administrator a specific program can be installed on a given computer.

§ 16

Students are entitled to make use of data and programs available in the GSSR computer system. They are also entitled to use equipment in the computer room such as the printer, scanner and CD player (with the prior agreement of the person responsible for each device). This usage must be directly connected to courses taken by the user at the GSSR, or to the user's doctoral research .

§ 17

In cases where several copies of a given document are needed, students are advised to print a single copy and then make additional copies using the photocopier. Copier cards and information about the cost of these cards are available in the GSSR office. In extreme cases failure to follow these recommendations about printing single copies of a given document can lead to withdrawal of the possibility of printing.

§ 18

Users of the computer room have the right to use their own data (a home catalogue with a capacity of 20MB is available on the 'H' drive of the server) as well as data from the internet or data written on removable storage devices after prior checking with the anti virus program.

§ 19

Computer room users may only save files in the designated place. Temporary data created or saved on the local disk while working should be deleted afterwards. The system does not guarantee preservation of data saved in other than the designated place (net drive H).

§ 20

Users of the computer network have a duty to protect the security of data and in particular should not inform others of their passwords. Loan of a log-in and password to a third person leads to the blocking of the authorized user's access to the account.

§ 21

While working must observe Polish law and generally accepted norms of behaviour in particular with respect to avoidance of:

- illicit attempts to gain access to data(hacking, by-passing passwords etc)
- use of computers in the computer room for games, listening to music from CDs or mp3 files downloaded from the internet.
- dissemination of pornography (pages, pictures)
- dissemination of any other illegal content
- dissemination of e-mail spam

The duty student or Administrator should be informed if any computer does not work in the usual way.

§ 22

After completing work at a particular terminal, users should to leave the workplace tidy. In particular they should log off, return the elements of the terminal (inc keyboard, mouse, mouse mat etc) to their proper places and not leave the chair in a position where it will obstruct the movements of other users of the room

§ 23

The Administrator has the right to block access to particular data or services (in particular; access to the internet, printer use after the quota has been exceeded) and to monitor the use of the computers by students.

§ 24

At times of heavy demand for terminal use, the working time at any given terminal will be restricted to 2 hours .

§ 25

Noisy behaviour which disturbs other users, or use of terminals for purposes other than those connected to doctoral studies can lead to exclusion from the computer room of the user(s) in question and blocking of their access code.

§ 26

Students will receive be made aware of these regulations when submitting their application to use the GSSR computer room. They may also consult these regulations at any other time .

§ 27

Anyone refusing to follow the above regulations will not be permitted to use the GSSR computer room. In extreme cases users may be held financially responsible for damage arising from misuse of computing equipment, programs, as well as for deliberate damage to equipment.

§ 28

These regulations are binding on all users of the computer room.

§ 29

In matters not covered by the above regulations, the statutes of the GSSR nevertheless apply, as well as the generally binding provisions of Polish law. All disputes will in the first instance be referred to the administration.

The management of the GSSR reserves the right to amend the above regulations.

A2 Research proposals
Feedback sheet

Applicant no:

Year

Proposed research topic

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Criteria	Evaluation (1 – very weak, 2 – weak, 3 – average, 4 – good, 5 – very good)	Comments
Clarity of formulation of the research problem		
Significance of the problem		
Originality and cognitive value of expected results		
Suitability of methods chosen		
Degree of feasibility of project (accessibility of data and sources, is the timetable realistic, is the student capable of carrying out the project – eg has the student listed publications?)		
Evaluation of progress (for students in second year and above)		
Total score (sum of scores in above categories)		Any additional comments

Note: this form is not complete (and so should not be returned to the GSSR office) unless the comments given above are full, detailed and legible.

