



Graduate School
for Social Research

2019/2020

PhD Programme Handbook

Individual Study Programmes

Graduate School for Social Research

Warsaw

IFiS PAN, IP PAN, ISP PAN

Contents

Your course of individual study

- What this means
- Building your individual programme
- Appointment of academic supervisor
- The role of your supervisor
- Your thesis research

What to include in your individual study programme

- Courses
 - Compulsory courses
 - Optional courses
 - Courses taken outside GSSR
- Participation in a Research Group
- Publications, conference participation etc

Annual evaluations

An overview of requirements during the four years of studies

Samorzqd

Plagiarism

Disciplinary committee

- Annexe 1*** How your progress is assessed
- Annexe 2*** Individual study programme guidelines
- Annexe 3*** Individual study report guidelines
- Annexe 4*** Criteria for evaluation of texts
- Annexe 5*** Guidelines for writing your Individual Research Plan
- Annexe 6*** Glossary

GSSR is introducing a new way to complete a doctorate in a doctoral school in which IFiS PAN is joined by the Institutes of Political Studies (IPS PAN) and of Psychology (IP PAN) of the Polish Academy of Sciences. This handbook is intended to help you to comply with the GSSR's own expectations concerning your individual study as well as the requirements of the Law on Higher Education and Science concerning doctoral studies which applies to all GSSR students.

Your Individual course of study

What does this mean?

Each PhD student will work together with their academic supervisor each academic year (see *Appointment of your academic supervisor(s)* below) to agree a programme of individual study for the next twelve months. This programme will include all your planned academic activities for the given year. In addition to taking compulsory taught courses the doctoral school students will be expected to join wherever possible a research group underway within one of the three Institutes participating in the doctoral school (or, exceptionally, in an equivalent research centre) led by a member of its academic staff.

Building your individual programme

Your individual study programme should be designed in cooperation with your supervisor to ensure you have the methodological skills and theoretical knowledge necessary for successful completion of your doctoral research and for your further career. These skills and knowledge will be gained by participation in taught courses and in the research work of the Institutes. On completion of the four years of the programme, in addition to completion of your doctoral research, you will have gained insight also into aspects of a research group's work, such as elaboration of an idea and its implementation during the different stages of proposal writing, grant administration, preparation of work for publication, as well as the important 'soft skills' gained from working in a team.

Appointment of your academic supervisor (s)

Although the law requires that assignment of an academic supervisor is completed within the first three months after joining the doctoral school, we intend to complete the process much earlier. During the first weeks of the academic year PhD students will have individual meetings within the Institutes with a view to finalizing the choice of your academic supervisor.

Although in this document the term 'academic supervisor' (promotor in Polish) is used in the singular, you might also have a co-supervisor and /or a support supervisor. In well-justified cases a change of supervisor or support supervisor can be considered.

The role of your supervisor

Your supervisor will help you to structure your thesis, as well as prepare your individual study programme, and to prepare for the examinations which are part of the doctoral procedure before you defend your thesis. Your supervisor can require you to take additional courses and give additional readings beside those which are listed as compulsory courses in order to ensure that you are well prepared for the examinations.

Your supervisor will also provide support when you write grant applications.

Your thesis research

You are of course expected to begin systematic work toward your doctoral thesis as soon as possible after arrival at GSSR. Details of your plans for the year's work should be included in your individual study programme. Information about progress on your individual research will form an important part of the evaluation of your year's work (see below: *Annexe 1 How your progress is assessed*) in addition you will be required to submit an Individual Research Plan by the end of your first year in the school.

What to include in your individual study programme

In the course of the four-year programme students are required to complete a number of compulsory courses as specified in the Study Programme of the School. The compulsory courses you plan to take during a given year should be mentioned in your individual study programme. To complete each course students must be able to demonstrate what they have learnt. Usually students will complete all compulsory courses by the end of the second year of study.

In the two years students will take a different combination of compulsory courses depending on whether they intend to defend theses in philosophy, political studies, psychology or sociology.

In addition to the compulsory courses a range of courses is available, open to all doctoral students regardless of their chosen discipline. Students may also choose as optional courses the courses listed as compulsory for disciplines other than their own. There is no formal requirement to follow additional courses unless required by your supervisor. However it is recommended that you profit from the offer of additional courses and seminars. Any additional activity taken for whatever reason will of course be taken into account during end of year evaluations.

Students who have insufficient knowledge to enable them to take part in any of the above courses are expected to make good the deficiency by taking courses outside the PhD programme.

Details of the School's courses are available on the School web site www.gssr.ed.pl.

Courses taken outside GSSR

Courses may also be taken at other Higher Education institutions in Poland or abroad (eg in the framework of programmes such as Erasmus+, Fulbright etc).

Participation in a Research Group

All PhD students should participate in a current research group led by a member of the academic staff preferably within one of the three Institutes participating in the doctoral school. First year students are expected to have made their choice of research group(s) by the start of the second semester. The choice is to be made with the agreement of your supervisor, and you may participate in more than one research group.

Publications, conference participation etc.

You should also include in your individual study programme planned participation in conferences (especially when a paper written by you is to be presented), publications, any relevant higher education teaching activities, making academic findings available to the general public, relevant non-academic activities, any soft skill training, conferences without presentation, etc.

NB You should register for an ORCID account to ensure proper documentation of any publications you produce.

Annual Evaluations

Your activities within the school will be evaluated at the end of each of the first three years. At the end of the second year as required by Article 203 of the 2018 Law on Higher Education and Science, starting in 2021 each Institute will conduct a formal evaluation of your activities over the preceding two years. The School's own annual evaluation of your second year achievements will provide recommendations to the Institutes' evaluation commissions.

An overview of requirements during the four years of studies

(See annexes for individual study programme and individual study report guidelines)

Year 1

A completed individual study programme for the year signed by you and your academic supervisor should be submitted (two copies) to the Director of GSSR for approval not later than the end of November (15th December for PhD in Political Studies). The individual study programme sets out what you would like to achieve in the year and is intended to help you to structure your activities. Guidelines for your individual study programme are given in annexe 2. One activity you will be expected to include is participation in the GSSR summer School. To ensure that you have acquired the skills needed for serious academic writing you will also be expected to present for evaluation a draft¹ of an article meeting the requirements of an academic publication. The paper can be based on one of the course essays submitted during the year. In the case of an empirical study the paper does not have to include the data section, but should meet the standards of a preregistered study (published by the Center for Open Science). In special cases the paper presented can be an article published during the academic year (with the student as the first author).

As Polish law requires, at the end of your first year in the school (ie by September 30th) you must submit your Individual Research Plan (see Annexe 5 and glossary). The plan is subject to the approval of your academic supervisor(s). Fulfilment of the plan including the texts produced during the first and second years will form the basis for evaluation of your progress when it is reviewed in your second year (see Annexe 1). This evaluation will be either positive or negative.

¹ See 'draft' in glossary.

Article 203 of the 2018 Law on Higher Education and Science states that a negative evaluation of a student's progress at the end of the second year leads to the student's removal from the list of students of the doctoral school.

In addition at the end of the first year you are expected to submit a report (see annexe 3 for guidelines) detailing what you have achieved during the year and also submit your individual study programme for the following year. The report sets out what you have achieved and is evaluated in these terms only, *ie* the report will not simply be compared with what you put in your study programme at the beginning of the year. It will be evaluated in its own terms as record of achievements.

At the end of Semester 2

Completion of the compulsory courses you have chosen for year one.

You should submit by June 15th

- A draft² of an article meeting the requirements of an academic publication. The paper can be based on one of the course essays submitted during the year. In the case of an empirical study the paper does not have to include the data section, but should meet the standards of a preregistered study (published by the Center for Open Science). In special cases the paper presented can be an article published during the academic year (with the student as the first author). This will count for 50% of the overall evaluation of your progress.

You should submit by June 30th

- Your Individual study report along with your supervisor's written opinion. Your report should set out what you have achieved and is evaluated in these terms only, *ie* the report will not simply be compared with what you put in your study programme at the beginning of the year. It will be evaluated in its own terms as a record of achievements
- The proposal of your thesis- either that submitted during the admissions procedure, or an updated version (the definition of PhD thesis proposal in the glossary does not apply here)
- Essays to be assessed for any courses you have taken (NB optional courses may have earlier deadlines!)

By the end of September you should submit

- Your Individual Research Plan (see annexe 5 and glossary)
- Your individual study programme for the next year

² See 'draft' in glossary.

Year 2

At the end of the year you are expected to submit of a report detailing what you have achieved during the year and also submit your individual study programme for the following year (including participation in the GSSR summer school).

You should also complete all requirements for any remaining compulsory courses chosen for year 2.

Deadlines for the completion of the School's requirements for the year area as follows. You will be expected to submit.

- By the 15th of January 2020, a PhD thesis proposal - a proposal of your doctoral research (well-grounded in the subject literature as in a grant proposal). See glossary: *PhD thesis proposal* and annexe 5 (Individual Research Plan) for guidelines for writing your PhD thesis proposal (***applies only to students who started their second year in October 2019***)
- By the 15th of June 2020, a draft³ of a key chapter of their thesis
- By the 15th of June 2020 your academic supervisor's opinion of the chapter and its importance for the thesis as a whole
- By the 30th of June, your Individual study report

Your report should set out what you have achieved and is evaluated in these terms only, *ie* the report will not simply be compared with what you put in your study programme at the beginning of the year. It will be evaluated in its own terms as a record of achievements.

Fulfilment of the *Individual Research Plan* of students starting their first year in October 2019 will form the basis of the evaluation of progress during the 4th semester. This mid-programme progress review is required by law. The result of the review will either be positive or negative. It will be carried out by a commission (not including your supervisor or support supervisor), at least one member of which will be from outside IFIS PAN, IP PAN or ISP PAN with habilitation in the discipline of your doctorate.

Article 203 of the 2018 Law on Higher Education and Science states that a negative evaluation of a student's progress at the end of the second year leads to the student's removal from the list of students of the doctoral school. Students starting before October 2019 should consult Annexe 2 for the School's requirements for the year.

Year 3

At this stage you should have produced a significant part of your doctoral thesis – assessment will focus largely on this.

In your third year you will be asked to submit by 30th June:

- Your individual study report with your supervisor's written opinion. You should attach significant parts of your thesis and other results of your research.
- Your individual study programme for the next year

³ See 'draft' in glossary.

At the end of the year you are expected to submit of a report detailing what you have achieved during the year and also submit your individual study programme for the following year (including participation in the GSSR summer school). The report sets out what you have achieved and is evaluated in these terms only, *ie* the report will not simply be compared with what you put in your study programme at the beginning of the year. It will be evaluated in its own terms as record of achievements.

Year 4

At the end of the year you are expected to have fulfilled the requirements for the defence of your doctoral thesis *ie* be prepared to submit your thesis.

The procedure for defence of your thesis takes place within the separate partner Institutes of the doctoral school. Whilst much of the procedure is set out in the Law on Higher Education and Science, you should consult the relevant Institute concerning details.

Grant Applications

Students are encouraged to apply at an appropriate stage in their research for grants such as *Preludium* etc. Your supervisor and participation in a research group or groups will play an important role here. They will help you to develop and refine your proposal.

Samorzqd

Students are elected to represent the student body vis-à-vis the School authorities. A single representative has the right to take part in the meetings of the Scientific Council of each Institute. You are encouraged to raise all matters of concern with your student representatives who will bring them to the attention of the School administration. Elections are held annually in the first two months of each academic year to choose representatives. Until elections are held, representatives from the previous year remain in office.

Plagiarism

Plagiarized work will receive the mark '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.

Disciplinary commission

In each Institute a disciplinary commission shall be constituted as follows to consider any cases of academic misconduct (eg plagiarism) if arising.

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 shall be the same as that of the *Scientific Council*, while the term of office of doctoral student members is 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.

Annexes

Annexe 1

How your progress is assessed (does not apply to participants in NCBiR programme)

You will be evaluated according to attainment of the following stages of your progress. The required texts in the first, second and third year will count for 50% of the evaluation of your progress. The remainder of the evaluation will be based on courses you have taken, conference participation, research, publication and other academic activities. Fulfilment of the *Individual Research Plan* of students starting in October 2019 will form the basis of the evaluation of progress during the 4th semester (see below).

At the end of Semester 2

Completion of the compulsory courses you have chosen for year one

You should submit by June 15th

- A draft⁴ of an article meeting the requirements of an academic publication. The paper can be based on one of the course essays submitted during the year. In the case of an empirical study the paper does not have to include the data section, but should meet the standards of a preregistered study (published by the Center for Open Science). In special cases the paper presented can be an article published during the academic year (with the student as the first author). This will count for 50% of the overall evaluation of your progress.

You should submit by June 30th

- Your Individual study report along with your supervisor's written opinion
- The proposal of your thesis- either that submitted during the admissions procedure, or an updated version
- Essays for any courses you have taken (NB optional courses may have earlier deadlines!)

By the end of September you should submit

- Your Individual research plan
- Your individual study programme for the next year

⁴ See 'draft' in glossary

At the end of Semester 4

By the 15th of June you should

- submit a draft⁵ of a key chapter of your thesis
- your academic supervisor's opinion of the chapter and its importance for the thesis as a whole

By the 30th of June you should

- submit your Individual study report along with your supervisor's written opinion
- submit an updated timetable of your research
- Submit any course essays

You should also have completed all requirements for any remaining compulsory courses.

By the end of September you should submit

- Your individual study programme for the next year

[Does not apply to students recruited before 2019] During the 4th semester your individual research plan will form the basis of the evaluation of your progress. The result of the review will either be positive or negative. It will be carried out by a commission (not including your supervisor or support supervisor) at least one member of which will be from outside IFIS PAN, IP PAN or ISP PAN with *habilitation* in the discipline of your doctorate.

In Semester 6

You should submit:

By 30th June:

- your individual study report with your supervisor's written opinion. You should attach significant parts of your thesis and other results of your research.
- Your individual study programme for the next year

At the end of Semester 8

By 15th June you should submit

- a complete draft⁶ of your thesis ready for revision and correction along with your supervisor's written opinion.

⁵ See 'draft' in glossary.

⁶ See 'draft' in glossary.

Annexe 2

Individual study programme guidelines

Individual Study Programme for academic year 2019/2020 (first year of study)

(to be submitted by November 30th 2019*)

Name of student: _____ Year of study: First

Research topic: _____ Supervisor(s): _____

(for points 4-9 please also mention any tentative plans you have for 2020/2021)

1. Mandatory courses (this year and next)
2. Optional academic courses
3. Activity in research groups in your institute (please, start with main affiliation within the institute then add participation in any additional research group in the institute or elsewhere if applicable)
4. Any grant applications made or planned (prepared individually, with support of your research group, or as a member of an application team – please, specify)
5. Publications
 - a) Already published or accepted for publication (please, specify year of publication)
 - b) Planned in addition to that mentioned in a.
6. Planned attendance at conferences with presentation
7. Planned attendance at summer schools
8. Study abroad (e.g. Erasmus+, Fulbright, Max Planck) planned to take place any time during the PhD programme
9. Planned activities (teaching, making academic findings available to the general public, relevant non-academic activities, any soft skill training, conferences without presentation, etc.)

Approval of the Main Supervisor..... Student's signature.....

Signature of Director or Academic Director of GSSR

NB The individual study programme sets out what you would like to achieve in the year and is intended to help you to structure your activities.

* In IPS PAN by 15th of December

Individual Study Programme for academic year 2020/2021

Second Year of study- NCBIr programme participants: to be submitted by the end of September 2020

Name of student:

Research topic: _____ Supervisor(s): In your
Individual Study Programme please mention any plans you have with regard to

1. Mandatory courses (if any)
2. Optional academic courses
3. A short description of the draft key chapter of your thesis (see point b) above)
4. Activity in research groups (please, start with main affiliation within your Institute then add participation in any additional research group in the Institute or elsewhere if applicable)
5. Any grant applications made or planned (prepared individually, with support of your research group, or as a member of an application team – please, specify)
6. Publications
 - a. Already published or accepted for publication (please, specify year of publication, and if this is publication arising from the text evaluated at the end of year 1)
 - b. Planned in addition to that mentioned in a.
7. Attendance at conferences with presentation
8. Attendance at summer schools
9. Study abroad (e.g. Erasmus+, Fulbright, Max Planck) – mention applications you have made or plan to make at any time during the PhD programme
10. Planned activities (teaching, making academic findings available to the general public, relevant non-academic activities, any soft skill training, conferences without presentation, etc.)

NB The individual study programme sets out what you would like to achieve in the year and is intended to help you to structure your activities. Assessment will focus on your Individual Study Report.

Approval of the Main Supervisor..... Student's signature.....

Signature of Director or Academic Director of GSSR.....

Individual Study Programme for academic year 2020/2021

Third Year of study (students who joined in October 2017)

To be submitted by September 30th 2020

(applies also to Fourth Year)

Name of student:

Year of study: Third, Fourth (select)

Supervisor(s):

Research topic:

Please mention any plans you have with regard to

1. Any academic courses planned for the following year
2. Activity in Research groups (please, start with main affiliation within your Institute then add participation in any additional research group in the Institute or elsewhere if applicable)
3. Any grant applications made or planned (prepared individually, with support of your research group, or as a member of an application team – please, specify)
4. Publications
 - a) Already published or accepted for publication (please, specify year of publication, and if this is publication arising from the draft evaluated at the end of year 1)
 - b) Planned in addition to that mentioned in a).
5. Attendance at conferences with presentation
6. Attendance at summer schools
7. Study abroad (e.g. Erasmus+, Fulbright, Max Planck) – mention applications you have made or plan to make at any time during the PhD programme.
8. Planned activities (teaching, making academic findings available to the general public, relevant non-academic activities, any soft skill training, conferences without presentation, etc).

NB The individual study programme sets out what you would like to achieve in the year and is intended to help you to structure your activities. Assessment will focus on your Individual Study Report [*does not apply to Fourth Year students*].

Approval of the Main Supervisor..... Student's signature.....

Signature of Director or Academic Director of GSSR.....

Annex 3

Individual Study Report guidelines

Report on Individual Study achievements

To be submitted by June 30th

Name of student:

Research topic:

Supervisor(s):

Year of study: First, Second, Third

In your report please describe your academic activities during the past academic year. In particular try to give details about as much of the following as is applicable to you.

1. Please give details of your progress writing the required text. (please specify the periodical(s) to which you plan to submit it). You should attach your latest version. This will count for 50% of the overall evaluation of your progress.
2. List any mandatory courses completed
3. and any other courses completed (please specify)
4. Please give details of your activity in research groups in your institute (please, start with your main affiliation within the institute then add participation in any additional research group in your institute or elsewhere if applicable)
5. Please mention any first steps toward launching your PhD research
6. Mention any grant applications made (even if not successful) or planned (prepared individually, with support of your research group, or as a member of an application team – please specify)
7. Have you already attended any conferences and given a presentation, or been accepted for a conference taking place before October)? Please give details
8. Are you planning attendance at any summer schools? - Please give details and state whether you have already been accepted as a participant
9. Activities during the academic year (teaching, making academic findings available to the general public, relevant non-academic activities, any soft skill training, conferences without presentation, etc).

Approval of the Main Supervisor..... Student's signature.....

Annexe 4

Criteria for evaluation of texts

Reviews of texts at the end of the first year of the GSSR PhD programme (article)

The comments of the reviewers are made anonymously for the purpose of evaluation of the student's article meeting the requirements of an academic publication (see page 6 'At the end of Semester 2'). The text will usually, but need not be, connected with the topic of the student's doctoral thesis. The aim here is for students to improve their skills in writing of academic texts intended for publication.

By evaluation we understand not only assessment of the text, but above all presentation by the reviewer of comments intended to help the students with their further work. The student will receive the reviewers' opinion but not the reviewers' name. Comments should be useful for further work on the text with the intention of publication. If the text has already been accepted for publication, comments should help the student to further improve academic writing skills. The evaluation also provides support to the student.

What count in the overall evaluation of the text are **academic writing skills and a contribution to a given question**. What is important is the answer to the question about what the text brings to the academic debate (for example does it enrich, modify or change theoretical determinations, does it engage in a polemic, enrich or open new cognitive perspectives, improve a research method, supplement the results of previous research: **what does it bring to the current state of knowledge?**)

The reviewers also give a letter **grade** (A, B, C, or D), where **A** is the highest and **D** the lowest grade, but only to provide the Evaluation Commission with additional information. The main information is given by the descriptive part of the evaluation where the reviewers, in addition to their own reflections on the text, are asked to take into account the following:

- The clarity of the presentation of the problem investigated/the main theme/ the research question. Also the relevance and significance of the conclusion and of the text as a whole.
- Appropriate choice of literature, the grounding of the text in the literature and its clear use in the text appropriately referenced. Methodological correctness, credibility /adequacy of data, appropriate choice of research method for the research problem.
- Clear and logical argument, correct use of concepts. Is the text well structured? (together with appropriate sub-headings).

In short, the review should contain additional suggestions for the student (brief advice or polemic) and a clear evaluation with the award of the appropriate letter grade (from A to D).

Reviews of texts at the end of the second year of the GSSR PhD programme (chapter)

Doctoral students at their second year of the PhD programme at GSSR are asked to prepare a draft of one chapter of their PhD thesis. This is the subject of evaluation at the end of the second year.

At this early stage of PhD writings there is no requirement about what kind of chapter it should be (or its position in a future sequence).

Reviews of a draft chapter at the end of the second year of the GSSR PhD programme

The comments of reviewers are made anonymously for the purpose of evaluation of the student's draft chapter written with a view to further work on their PhD thesis. The aim here is to encourage students to improve their skills in writing of academic texts, and to engage themselves as soon as they can in constructing and writing their PhD dissertation.

By evaluation we understand not only assessment of the text, but above all presentation by the reviewer of comments intended to help the students with their further work. The students will receive the reviewers' opinion but not the reviewers' name. Comments should be useful for further work on the text and help the student to further improve academic writing skills. The evaluation provides support to the student.

In the overall evaluation of the text **the contribution to a given field as well as academic writing skills** are what counts. What is important is the answer to the question about what the text may bring to the academic debate, how well it is related to the existing literature and what the text may add to it. Also welcomed are texts attempting to enrich, modify or change theoretical determinations, engage in a polemic, or improve a research method, expose a new analysis of existing data, etc.

The reviewers also give a letter **grade** (A, B, C, or D), where **A** is the highest and **D** the lowest grade, but only to provide the Evaluation Commission with additional information. The main information is given by the descriptive part of the evaluation where the reviewers, in addition to their own reflections on the text, are asked to take into account the following:

- The clarity of the presentation of the problem investigated.
- Clear and logical argument, the structure and coherence of the text. Appropriate choice of research method for the problem announced (if applicable for a particular chapter).
- The grounding of the text in the literature, adequate use of bibliographical references and correct use of language.

In short, the review should contain additional suggestions for the student (brief advice or polemic) and a clear evaluation with the award of the appropriate letter grade (from A to D).

Annex 5

Guidelines for writing your Individual Research Plan

Title

This can change, but make sure to include important 'key words' that will relate your proposal to relevant potential supervisors, funding schemes and so on. Make sure that your title goes beyond simply describing the subject matter – it should give an indication of your approach or key questions.

Overview of the research (approx. 1000 words)

In this section you should provide a short overview of your research and where it fits within the existing academic discourses, debates or literature. Be as specific as possible in identifying influences or debates you wish to engage with, but try not to get led astray into a long exegesis of specific sources. Rather, the point is to sketch out the *context* into which your work will fit.

Be sure to establish a solid and convincing *framework* for your research in this section. This should include:

- research questions (usually, 1-3 should suffice) and the reason for asking them.
- the major approach/es you will take (conceptual, theoretical, empirical and normative, as appropriate) and rationale.
- significance of the research (in academic and, if appropriate, other fields).

Positioning of the research (approx. 400 – 800 words)

This section should discuss the texts which you believe are most important to the project, demonstrate your understanding of the research issues, and identify existing gaps (both theoretical and practical) that the research is intended to address. This section is intended to 'sign-post' and contextualize your research questions, not to provide a detailed analysis of existing debates.

The goal of this section is to demonstrate your knowledge of your subject matter. Show that you are well versed in the literature and aware of the gaps in knowledge.

Research design & methodology (approx. 400 – 800 words)

This section should lay out, in clear terms, the way in which you will structure your research and the specific methods you will use. Research design should include (but is not limited to):

- The definition of the subject matter
- A discussion of the overall approach (e.g. is it solely theoretical, or does it involve primary/empirical research) and your rationale for adopting this approach
- Specific aims and objectives set for consecutive parts of the thesis (e.g. 'complete 20 interviews with members of group x'), or stages and structure of your argument (e.g. analysis of the text of the author x, from a given perspective)

A well-developed methodology section is crucial, particularly if you intend to conduct significant empirical research. Be sure to include specific techniques, not just your general approach. This should include: kinds of resources consulted; methods for collecting and analyzing data; specific techniques (i.e. statistical analysis; semi-structured interviewing; participant observation); and (brief) rationale for adopting these methods.

Timeframe (*harmonogram*)

In this section you are required to elaborate on the steps you are going to undertake during your PhD studies. Try to think about your research in the 4 year time span and divide the time you have between writing, collecting the data, analysis, desk research and other activities that come from the research design you proposed. The timeframe is not set in stone. It has to demonstrate your ability to plan out your research in a feasible manner and demonstrate your understanding of methodological constraints.

Make sure the timeframe you propose is feasible and realistic. You can either put it in the form of a table, where you divide the work into months/semesters, or just briefly describe all the steps you plan to undertake.

Remember some of the steps you should include in your timeframe are already defined by the school (e.g. delivering the key chapter of your PhD after 4th semester) and cannot be moved. Use them to plan other activities.

References

Your references should provide the reader with a good sense of your grasp of the literature and how you can contribute to it. Be sure to reference texts and resources that you think will play a large role in your analysis. Remember that this is not simply a bibliography listing 'everything written on the subject'. Rather, it should show critical reflection in the selection of appropriate texts.

Annex 6

Glossary

Academic Supervisor

A scholar with *habilitation* who will guide your doctoral research and studies.

Draft

A draft of a chapter (or an article) is a text that is as near as possible to the finished version (but is still in need of polishing).

Individual Research Plan

This Plan gives a schedule of the stages of your progress towards submission of your thesis and also includes sections on overview of the research, positioning of the research, methodology and references. It will form the basis for evaluation of your progress when it is reviewed in your second year. You are required by law to prepare this by the end of the first year of study. For guidelines for writing your Individual Research Plan see annexe 5.

Individual Study Programme

The individual study programme sets out what you would like to achieve in the year and is intended to help you to structure your activities. You prepare it with your academic supervisor for each year of your study ahead.

Individual Study Report

In this end of year report you present your achievements and activities during the academic year.

PhD thesis proposal (applies only to students who started their second year in October 2019)

In the PhD thesis proposal you should give a detailed account of your doctoral research in an updated and amplified version of what was submitted during the admissions procedure. For guidelines for writing your PhD thesis proposal see annexe 5 (Individual Research Plan).

Support supervisor

A scholar not necessarily with *habilitation* who will assist your academic supervisor if required.