



Graduate School  
for Social Research

**2021/2022**

**PhD Programme Handbook**

**Individual Study Programmes**

**Graduate School for Social Research**

**Warsaw**

**IFiS PAN, IP PAN, ISP PAN**

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GSSR has introduced 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 with 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, doctoral school students are 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 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, approve your Individual Research Plan and 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.

Students should expect to meet with their supervisors at least six times during a year. Your supervisor should be sufficiently well informed of your activities to be able to give a detailed opinion<sup>1</sup> to accompany your Individual Study Report.

### ***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 increasingly important part of the evaluation of your year's work (see below: Annex 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.

### ***The form of your thesis***

The thesis may take the form of a monograph or of a set of articles on related themes with a text explaining how they are related.

### **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.

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 optional 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 obligation 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 compulsory 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.edu.pl](http://www.gssr.edu.pl).

### **Courses taken outside GSSR**

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<sup>1</sup> See annex 6

Courses may also be taken at other Higher Education institutions in Poland or abroad (e.g. 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 and included in your individual study programme with the agreement and assistance of your supervisor, and you may participate in more than one research group (see Annex 6).

### ***Publications, conference participation, study trips, summer schools 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 other academic activities or 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 (<https://orcid.org/signin>) 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. For requirements in each academic year see 'An overview of requirements during the four years of studies' below and Annex 1. All your activities reported in your annual Individual study report (see Annex 3) will be taken into account.

At the end of the second year, as required by Article 202 of the Law on Higher Education and Science, 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)***

All documents must be submitted electronically to GSSR Doctoral Studies Coordinator ([sns@ifispan.edu.pl](mailto:sns@ifispan.edu.pl)).

### **Year 1**

You should submit by December 22:

An Individual Study Programme for the academic year, signed by you and your academic supervisor, should be submitted for approval to the Director of GSSR. 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 Annex 2.

### **At the end of Semester 2**

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

You should submit by June 15:

- A draft<sup>2</sup> of an article meeting the requirements of an academic publication. This will count for 50% of the overall evaluation of your progress.  
To ensure that you have acquired the skills needed for serious academic writing you are expected to present for evaluation a draft<sup>3</sup> 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 you as the first author).
- Your Individual Study Report (see Annex 3 for guidelines). Your report should set out what you have achieved and is evaluated in these terms only, i.e. 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.

You should submit by September 30:

- Your Individual Research Plan (see Annex 5 and glossary).  
This document is required by Polish law and is subject to the approval of your academic supervisor(s). Fulfilment of the Plan, including written texts produced during Years 1 and 2, will form the basis for the legally mandated evaluation of your progress in your second year (see Annex 1). This evaluation will be either positive or negative.  
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.
- Your Individual Study Programme for the next year.

### **Year 2**

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<sup>2</sup> See 'draft' in glossary.

<sup>3</sup> See 'draft' in glossary.

At the end of the year you are expected to have completed all requirements for any remaining compulsory courses chosen for Year 2.

Deadlines for the completion of the School's requirements for Year 2 are as follows. You are expected to submit to GSSR's Doctoral Studies Coordinator the following:

You should submit by June 15:

- A draft<sup>4</sup> of a key chapter of your thesis or, if your thesis is based on a set of articles, the key article of your thesis). This will count for 50% of the overall evaluation of your progress.
- Your Individual Study Report.

Your report should set out what you have achieved and is evaluated in these terms only, i.e. 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* (cf. Annex 5) will form the basis of the evaluation of progress that takes place at the end of 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.***

You should submit by September 30:

- Your Individual Study Programme for the next year

### **Year 3**

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

You should submit by June 15:

- Your Individual Study Report. You should attach significant parts of your thesis and other results of your research.  
The report sets out what you have achieved and is evaluated in these terms only, i.e. 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.

You should submit by September 30:

- Your Individual Study Programme for the next year.

### **Year 4**

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<sup>4</sup> See 'draft' in glossary.



At the end of Year 4 you are expected to have fulfilled the requirements for the defence of your doctoral thesis, i.e. be prepared to submit your thesis.

Only in clearly justified cases may the Director of the School consider extension beyond this date.

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(s) 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 tutor, Dr. Matthew Chambers ([matthewjosephchambers@gmail.com](mailto:matthewjosephchambers@gmail.com)) for advice.

### **Disciplinary commission**

In each Institute a disciplinary commission shall be constituted by the Scientific Council (Rada Naukowa) to consider any cases of academic misconduct (eg plagiarism) if arising.

## ***Annexes***

### **Annex 1**

#### How your Progress is Assessed

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, as well as contributions to the organisation of academic events at the GSSR (seminars, summer schools etc.). It is important therefore that sufficient detail is given when reporting such activities. It is not enough to report attendance at, say, two conferences. You should also state the theme, duration and location of the conference, making it clear whether you gave a presentation and if so its nature (poster, conference paper, what was its title etc). Similar considerations apply to summer schools. Full details should be given of any publication (which journal, when, how many pages etc). For participation in research groups in or outside the Institute an account of the extent of your involvement should be given: how frequently do you attend meetings, what is your role etc.

Fulfilment of the *Individual Research Plan* will form the basis of the evaluation of progress at the end of the 4th semester (see below).

#### **At the end of Semester 2**

Completion of the compulsory courses you have chosen for Year 1.

You should submit by June 15:

- A draft<sup>5</sup> 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.
- Your Individual Study Report.
- The proposal of your thesis- either that submitted during the admissions procedure, or an updated version

You should submit by September 30:

- Your Individual Research Plan.
- Your Individual Study Programme for the next year.

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<sup>5</sup> See 'draft' in glossary

#### **At the end of Semester 4**

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

You should submit by June 15:

- A draft<sup>6</sup> of a key chapter/article of your thesis.
- Individual study report.
- Updated timetable of your research.

At the end of the 4<sup>th</sup> 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.

You should submit by September 30:

- Your Individual Study Programme for the next year

#### **In Semester 6**

You should submit by June 15:

- Your Individual Study Report. You should attach significant parts of your thesis and other results of your research.
- Your Individual Study Programme for the next academic year.

#### **At the end of Semester 8**

You should submit by June 15:

- A complete draft<sup>7</sup> of your thesis ready for revision and correction.

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<sup>6</sup> See 'draft' in glossary.

<sup>7</sup> See 'draft' in glossary.

**Annex 2**

Individual Study Programme Guidelines

**Individual Study Programme for academic year 2021/2022**

**(for students in first year of study: to be submitted by December 22, 2021)**

Name of student: \_\_\_\_\_ Year of study: First

Research topic: \_\_\_\_\_ Supervisor(s): \_\_\_\_\_

(for points 4-9 please also mention any tentative plans you have for 2022/2023)

1. The four mandatory courses you are required to take (give dates of completion or planned completion if not in the current year)
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.)

**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.*

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

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

Individual Study programme Guidelines (cont'd)

**Individual Study Programme for academic year 2022/2023**

**(to be submitted by September 30<sup>th</sup> 2022 by students in Years 1 and 2 of study)**

Name of student: \_\_\_\_\_ Year of study: first/Second

Research topic: \_\_\_\_\_ Supervisor(s): \_\_\_\_\_

You should mention the following:<sup>8</sup>

1. The four mandatory courses you are required to take (give dates of completion or planned completion if not in the current year)
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.)

**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.

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

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

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<sup>8</sup> (for points 4-9 please also mention any tentative plans you have for 2023/2024)

Individual Study programme Guidelines (cont'd)

**Individual Study Programme for academic year 2022/2023**

**(to be submitted by September 30<sup>th</sup> 2022 by students in Years 3 of study)**

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. 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)
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, 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.
6. Attendance at conferences with presentation.
7. Attendance at summer schools.
8. Study abroad (e.g. Erasmus+, Fulbright, Max Planck,) – mention applications you have made or plan to make at 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.)
10. Planned date of submission of thesis.

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 15th (Years 1,2 & 3)**

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. (Year 1 only) Please give details of your progress writing the required text, specifying the periodical(s) to which you plan to submit it. You should have already submitted your latest version. This will count for 50% of the overall evaluation of your progress.
2. (Year 2 only) Please give brief details of your progress in writing your thesis. You should have already submitted the latest version of your draft key chapter. It will count for 50% of the overall evaluation of your progress.
3. List all mandatory courses completed since the beginning of the programme. Give dates of completion or planned completion if not in the current year
4. Any other courses completed (please specify)
5. Have you taken part in any study abroad programmes during the year (e.g. Erasmus+, Fulbright, Max Planck)? Where did you go? For how long? What was the purpose of the visit?
6. 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). For participation in research groups in or outside the Institute an account of the extent of your involvement should be given: how frequently do you attend meetings, what is your role etc.
7. Please mention steps taken toward completion of your PhD research
8. 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). Name the grant awarding body, the title of the award programme etc. What precisely have you applied for? Has the application been successful or not? Are you still waiting for the decision?
9. Full details should be given of any publications during the year (which journal, when, how many pages etc), Has the text been published, or already accepted for publication, or is it being reviewed etc?)

10. Have you attended any conferences and given a presentation, or been accepted for a conference taking place before October)? Please give details. It is not enough to report attendance at, say, two conferences. You should also state the theme, duration and location of the conference, making it clear whether you gave a presentation and if so its nature (poster, conference paper, what its title was etc.).
11. Are you planning attendance at any summer schools? Please give details and state whether you have already been accepted as a participant. Again, it is not enough to report attendance at a summer school. You should also state the theme, duration and location of the summer school, whether a presentation was given and if so give details (what was its title etc).
12. 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). Again, give details.
13. Any organisational activities at the GSSR including those at respective Institutes.

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



## Annex 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).***

## Criteria for Evaluation of Texts (cont'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 four-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**

### Guidelines for Supervisors

The supervisor **is expected to meet** with the student at least **six times** during each year.

In particular, the supervisor **is expected to help the student**

1. Prepare their individual study programme
2. Participate actively in at least one research group in the institute
3. Prepare their individual research plan
4. Define the topic, methods and structure of the thesis
5. Write their grant applications
6. Prepare for the examinations which are part of the doctoral procedure

At the end of each academic year the supervisor is asked to provide **an opinion on the student's individual study report** that will allow the evaluation commission to assess their achievement. The opinion should contain the supervisor's assessment of:

1. The text that the student has been asked to submit at the end of the year (draft article at the end of year 1; draft key chapter/article at the end of year 2; significant part of the thesis at the end of year 3); for the years 1 and 2 the assessment can be brief and unstructured, for the year 3 see annex 7;
2. Academic activities of the student such as publications, grant applications and conference talks, research group activities etc.;
3. Relevant extra-academic activities of the student;
4. Their overall progress.

The supervisors are expected and welcome to approach the GSSR office in case of any difficulties concerning their cooperation with the students they supervise.

## **Annex 7**

### **Progress Review of the PhD Dissertation for Doctoral Students Who Have Completed Their Third Year of Study at GSSR**

(by Supervisor or Supervisor(s))

The progress review of the PhD dissertation is a structured document that assesses a candidate's development of the doctoral thesis. The purpose of this review is two-fold: (a) to help the candidate in completing his or her dissertation, and (b) to provide the evaluation committee with an assessment of the candidate's progress.

#### **Suggested structure of the review**

Supervisor's name or supervisors' names:

Affiliation – work place

Date

#### **Progress Review of the Dissertation**

Title:

Doctoral student's name:

#### **Overall assessment**

What is the topic of the dissertation and how can it be placed within the discipline?

How does this work contribute to the development of the discipline?

What is your general assessment of the theory, methods and analyses.

How could it be placed in relation to other dissertations?

#### **Structure of the dissertation**

Description of its content.

How does the supervisor assess the division into chapters or articles and their content?

How does the supervisor assess the supplementary materials?

Is the bibliography complete?

What is the overall size of the dissertation? Is it appropriate for the dissertation topic?

**Contribution to the discipline** and assessment of originality of research and significance of findings  
**(space as needed)**

**Critical comments on the dissertation (space as needed)**

Only larger controversial issues and examples of major and/or repeated errors.

**Publications, conferences, seminars, and other professional activities**

Including comments on how professional activities fit the candidate's achievements as a whole.

Expected trajectory for future research contributions.

**Conclusion (one paragraph)**

## Annex 8

### Extract from resolution of the Scientific Council of IFiS PAN of 25th November 2019 after amendment on 25th November 2020.

#### § 10

1. A doctoral thesis presents the general theoretical knowledge of the candidate within a discipline or disciplines and his/her ability to conduct independent academic research.
2. The thesis may take the form of written work: a scholarly monograph, a selection of published and thematically related scholarly articles [...].
3. The doctoral thesis may take the form of a collection of published and thematically related scholarly articles fulfilling the criteria set forth in the resolution of the Scientific Council of IFiS PAN of 25 November 2020 as follows:
  1. Each article must be published in a journal listed in the SCOPUS or Web of Science databases or in reviewed materials of an international academic conference.
  2. With each scholarly article presented by the candidate with more than one author, the percentage share of the candidate's participation in the production of the article must be given along with a description of this participation. This information must be confirmed by all remaining joint authors of the article.
  3. To the collection of articles constituting the doctoral thesis should be added an explanatory account to be made available for all members of the Scientific Council, and the reviewers. The account should present:
    - a) the academic problem, the solution of which is presented in the collection of articles constituting the doctoral thesis;
    - b) the theoretical basis of the research, the results of which are given in the articles presented;
    - c) the way in which the articles presented are connected with one another to form a whole with the character of a doctoral thesis;
    - d) A summary of the results of the research presented in the series of articles.



## Annex 9

### Requirements for Doctoral Theses, IP PAN

1. The subject of a doctoral dissertation is the formulation and original solution of a scientific problem.

2. The doctoral thesis may be either a single work in the form of a monograph or a collection of published and thematically related scholarly articles.

A thesis in the form of a collection of articles must be based on work published in peer-reviewed academic journals and should consist of a minimum of 3 published works listed in the JCR or Scopus databases. The candidate should be the lead author of **at least two** of the articles, contributing at least 50% of the total (as confirmed by all remaining joint authors of the article)

Articles available in *online first* versions with a Digital Object Identifier (DOI) number (DOI) will be considered to have been published.

b) If the results of joint work are included in the collection of articles, the candidate should supply their own declaration, and that of the co-authors concerning their contribution to the joint publication expressed as a percentage share. The same joint-authored work giving the results of research may also be used by another of the joint authors in their doctoral procedure.

A doctoral thesis in the form of a collection of articles should contain an introduction or synthetic description summarizing the research contained in the collection of articles (maximum 20 pages including bibliography). This should contain a theoretical introduction, the aim of the research, the research questions/hypotheses, and a presentation of the candidate's own research along with the results, summary and discussion. The documents constituting the thesis should be bound together and signed. The articles should also be available in electronic versions.

The doctoral dissertation should comply with the principles of transparency with respect to the contributions of the individual joint authors, the standards or transparency consisting of a clear presentation of the successive steps of the research process, the procedures employed and the basis for formulation of judgements.

3. The doctoral thesis should be accompanied by:

a) A summary in English, and in the case of doctoral theses submitted in a foreign language, in addition a summary in Polish.

b) The supervisor(s) opinion which should contain: a declaration that the work has been conducted under their supervision; acceptance of the thesis; information that the candidate

has mastered such skills as formulating a hypothesis, planning and conducting research, analysis of results and their interpretation, and the way in which the separate articles making up the thesis reflect this.

A doctoral thesis in the form of a monograph rather than a collection of articles will after submission be tested using the JAP (Jednolity System Antyplagiatowy) anti-plagiarism software, and a report signed by the Commission for doctoral procedure added to the documentation.

In addition, the candidate should attach a declaration of fulfilment of ethical requirements and compliance with legal norms (in annex).

## **Annex 10**

### 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 annex 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*

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 annex 5 (Individual Research Plan).

#### *Support Supervisor (Promotor)*

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