



Graduate School  
for Social Research

**2023/2024**

**PhD Handbook**

**Graduate School for Social Research, GSSR**

**Warsaw**

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

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## **Introduction**

GSSR's flagship program is the English-language Doctoral School established in 1992 at the Institute of Philosophy and Sociology (IFiS), Polish Academy of Sciences (PAN). Since 2019, we have broadened the organizational and training scope of the Doctoral School through a formalized collaboration with the PAN Institutes of Psychology (IP) and Political Studies (IPS).

This Handbook addresses all current doctoral students, irrespective of when you started your PhD studies at GSSR. The purpose of the Handbook is to help you meet GSSR's expectations concerning students' academic professionalization and progress toward a PhD degree. Academic professionalization is the process of becoming a good colleague and well-prepared scholar whose aim is to contribute academic knowledge, improve the research community at home and abroad, and share what we learn with society-at-large. Crucially, the Handbook helps you comply with the requirements of the 2018 Law on Higher Education and Science (hereafter, the Law) concerning doctoral studies in Poland (see <https://www.gssr.edu.pl/doctoral-school/regulatory-documents/>).

### **Your course of Individual Study**

#### ***What does this mean?***

GSSR's doctoral curriculum of Learning-through-Research (Ltr), Classroom Training, and Ongoing PhD Progress assessment is designed to provide our students with the theoretical knowledge and expert and soft skills necessary for successfully completing your PhD thesis, and achieving scientific independence. On completion of the 4-year studies, in addition to finishing your doctoral research, you will have gained insight into aspects of a research group's work, such as developing a research idea and implementing it during the different stages of proposal writing, grant administration, and preparation of publications. You will also have mastered the important soft skills of teamwork.

To acquire these knowledge and skills, throughout your studies at GSSR, you will work together with your supervisor (see *Appointment of your academic supervisor(s)*) to develop and refine your Individual Study Plan (ISP). The ISP outlines the academic activities that you intend to undertake during a given academic year.

#### ***Building your Individual Study Program (ISP)***

Every academic year, you will plan the academic activities for the subsequent year. In addition to taking the courses that are compulsory for your discipline, you are expected to join a faculty-led (i.e. led by academic staff) research group in one of the Doctoral School's constituent institutes, or, exceptionally, in an equivalent research center outside IFiS, IP or IPS.

More specific information on what the ISP should cover is provided in the section "*What to include in your ISP.*" Guidelines for structuring the ISP and deadlines for its submission are provided in Annex 2.

#### ***Appointment of your academic supervisor(s)***

Following requirements of the 2018 Law of Science and Higher education, within the first three months of joining GSSR, the School completes the process of assigning you an academic supervisor. The procedure of assigning a supervisor is outlined in the Regulations of the Doctoral School (see <https://www.gssr.edu.pl/doctoral-school/regulatory-documents/>).

Your voice in this process matters. GSSR encourages PhD students to meet with faculty of the doctoral school's constituent institutes and other experts in your field of research interest, to identify the scholars who could serve as your academic supervisor(s). GSSR will consider your suggestions when assigning the supervisor.

In this document the term 'academic supervisor' (promotor in Polish) is usually used in the singular. However, you can have a co-supervisor and/or a support supervisor. To serve as supervisor or co-supervisor, faculty working in Poland or another country featuring the Habilitation system, must have a Habilitation degree. Scholars in countries that do not feature the Habilitation system must work within a graduate (i.e. PhD studies) program. Faculty members who hold a PhD degree can serve as support supervisors, irrespective of their country of employment.

In well-justified cases, changing supervisors, including support supervisors, is an option open to both the student and the faculty member. Please contact GSSR administration to discuss this option and the required steps.

### ***The role of your supervisor***

Your supervisor provides advice on designing, and supervises the implementation of, your doctoral studies in terms of both LtR and Classroom Training. This includes, but is not limited to, helping you (i) prepare your Individual Study Program (see also Annex 2) and the legally-mandated Individual Research Plan (see Annex 5) , (ii) structure your PhD thesis, including by providing regular feedback, (iii) apply for scholarships and grants, and (iv) prepare for the doctoral examination preceding your dissertation defense. To ensure that you are well prepared for the exam, your supervisor can require that you take specific courses and do additional reading.

It is important that students actively seek out their supervisors. Expect to meet at least six times during the academic year. Regular communication, including via emails, is intrinsic to a good professional relationship. Your supervisor must be well informed of your PhD-related activities to be able to provide you constructive feedback, including writing the detailed opinion (see Annex 6) that accompanies your yearly Study Reports (see Annex 3).

### ***Your thesis research***

You are 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 Program. 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 the legally mandated Individual Research Plan (Annex 5) by the end of your first year in the School.

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

The PhD 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. Annex 9 and 10 provide information for IFiS and IP, respectively, on completing a PhD with a set of articles.

## **What to include in your Individual Study Program (ISP)**

### **Courses**

In the course of the 4-year program, students are required to complete a number of compulsory courses as specified in the Study Program of the School (<https://www.gssr.edu.pl/doctoral-school/regulatory-documents/>). The compulsory courses you plan to take during a given year should be mentioned in your Individual Study Program. To complete each course, students must meet the requirements specified in the course syllabus. 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 science, 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 take additional courses, unless required by your supervisor or specific scholarships. However, it is recommended that you profit from the offer of additional courses and seminars. Any additional activity taken for whatever reason will 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 program.

Details of the School's courses are available on the School website: <https://www.gssr.edu.pl/doctoral-school/courses-and-timetables/>

### **Courses taken outside GSSR**

Courses may also be taken at other Higher Education institutions in Poland or abroad (e.g. in the framework of programs 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 our 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 ISP with the agreement and assistance of your supervisor. 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 ISP planned participation in conferences (especially when you will present your research), publications, grant applications, any other academic activities or relevant higher education teaching activities, popularization of science (i.e., making academic findings available to the general public), relevant non-academic activities, any soft skill training, etc.

**NB You should register for an ORCID account (<https://orcid.org/signin>) to ensure proper documentation of any publications you produce.**

## **Annual evaluations**

To ensure that progress toward your PhD thesis and achieving scientific independence is smooth, GSSR assesses your activities within the School at the end of each of the first three years. These internal evaluations, carried out within the Institute of your discipline, provide students with individualized feedback. A key document for the internal evaluations is the Individual Study Report (Annex 3), which you prepare at the end of Years 1, 2 and 3, respectively. For requirements in each academic year see “*An overview of requirements during the four years of studies*” below and Annex 1.

Simultaneously, at the end of a student’s second year of studies, as required by Article 202 of the 2018 Law on Higher Education and Science, each Institute will conduct a formal evaluation of your activities over the preceding two years (so-called mid-term evaluation). The School’s internal evaluation of your second year achievements provide recommendations to the Institutes’ evaluation commissions. The Mid-term Evaluation Commission must include at least one faculty member with Habilitation in the discipline of your doctorate who is external to IFiS, IP or ISP, and cannot include your supervisor(s). The key document for the Mid-term Evaluation is your Individual Research Plan (Annex 5), which you must prepare by the end of your first year at GSSR.

## **Overview of requirements during the four years of studies**

The information in this section reappears in Annex 1. All documents must be submitted electronically to GSSR Doctoral Studies Coordinator ([sns@gssr.edu.pl](mailto:sns@gssr.edu.pl)). **For guidelines on specific requirements, consult the Annexes.** For any questions, please email the GSSR Doctoral Studies Coordinator.

### **Year 1**

Due by December 22:

The Individual Study Program, ISP, for the academic year, signed by you and your academic supervisor. The ISP sets out what you would like to achieve in the year, and is designed to help you structure your activities. For ISP guidelines, see Annex 2.

Due by June 15:

- **Draft<sup>1</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 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). You can submit an article published during the academic year (with you as the first author).

- **Individual Study Report** (see Annex 3 for guidelines). Your report sets out what you have achieved, and is evaluated in these terms only. Put differently, the report will be evaluated in its own terms as a record of achievements, not simply compared with what you put in your ISP at the beginning of the year.

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<sup>1</sup> See ‘draft’ in glossary.

- **Proposal of your PhD thesis** - either that submitted during the admissions procedure, or an updated version.

Due by end of Semester 2:

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

Due by September 30:

- **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 & 2, will form the basis for the legally mandated Mid-term Evaluation of your progress (see Annex 1).

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.

- **Individual Study Program** for the next academic year.

## Year 2

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

Due by June 15:

- **Draft<sup>2</sup> of a key chapter** of your thesis or, if your thesis is based on a set of articles, a key **article** of your thesis. This will count for 50% of the overall evaluation of your progress.
- **Individual Study Report**

Your report should set out what you have achieved and is evaluated in these terms only.

Attention!

Fulfilment of the *Individual Research Plan* (cf. Annex 5) will form the basis of the legally mandated mid-term evaluation of progress that takes place at the end of the 4th semester. The evaluation will be conducted by a Commission that must include at least one faculty member with Habilitation in the discipline of your doctorate who is external to IFiS, IP or ISP, and cannot include your supervisor(s).

The outcome of the mid-term evaluation is 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.**

- Updated timetable of your research.

Due by September 30:

- **Individual Study Program** for the next year.

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

### Year 3

At this stage you should have produced a significant part of your doctoral thesis – assessment will focus largely on this. “Significant part of doctoral thesis” comprises (1) the Doctoral Dissertation Prospectus, and (2) a Chapter or Article from the dissertation. For details, see Annex 8.

Due by June 15:

- **Individual Study Report.**
- **Significant part of your thesis** (see Annex 8).
- **(Draft) Table of contents** of the dissertation manuscript.  
On this document, please mark – as applicable – which (if any) of the chapters **(a)** were submitted to GSSR at the end of your 1<sup>st</sup> or 2<sup>nd</sup> year of study; **(b)** you revised during year 3, and (c) are “new,” i.e., you wrote them during Year 3.

or

**List of articles that were published /are under Revise & Resubmit/ Under Review**, for article-based dissertations.

The purpose of the (draft) Table of contents/List of articles is to help the commission evaluating PhD progress in year 3 place the significant part of your thesis in the context of your overall dissertation. This in turn, will enable the commission to provide more targeted feedback on how to best strategize working toward completing your doctoral research.

Due by September 30:

- **Individual Study Program** for the next year.

### Year 4

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. GSSR expects the completed draft of your dissertation ready for revision and correction by June 15.

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**

Both applying for grants and winning funding matter on many levels, for doctoral students especially. Preparing grants facilitates research and fosters scientific independence. Winning a grant conveys your strong level of academic skills and scientific independence, thus enhancing your employability, while also bringing recognition to the host institution, among others.

GSSR encourages students to apply at an appropriate stage in their research for external grants (e.g., *Preludium*), and from a variety of funding sources (see <https://www.gssr.edu.pl/research/external-research-funding-opportunities/>). In Poland, funding sources include, for example, the Ministry of Science and Education, NAWA- the Polish National Agency for Academic Exchange, and the Polish National Science Center, among others.

Your supervisor and participation in a research group(s) will play an important role in preparing and submitting applications for grants. Among others, they will help you develop and refine your proposal along both theoretical and methodological lines, and in terms of feasibility and impact.

Applications for grants, even if not successful, should be listed in the Individual Study Report.

### **Student Government/Samorząd**

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 PhD program. To learn more about what constitutes plagiarism, please consult online resources, e.g., <https://www.niu.edu/academic-integrity/faculty/committing/plagiarism.shtml>

### **Disciplinary commissions**

In each constituent Institute of GSSR's doctoral school, a disciplinary commission shall be constituted by the Scientific Council (Rada Naukowa) to consider any cases of academic misconduct (e.g., plagiarism) if arising.

## Annex 1

### Doctoral Progress Assessment

**GSSR's internal evaluations**, carried out in years 1 – 3 by institute-specific commissions, aim to assist students in the process of doctoral research, by providing individualized feedback – to the student, their supervisor(s) and GSSR administration – on students' progress toward dissertation and acquiring the expert and soft skills that both academic and non-academic labor markets seek.

To this end, the yearly evaluation commissions assess two main dimensions of your academic work. The first dimension is writing toward your dissertation. The texts that you must submit in June of Years 1 and 2, respectively, will count for 50% of the progress evaluation. For Year 3, the required text will count for 60%.

The second dimension is academic professionalization. Here, the commissions will evaluate the courses you took, conference participation, research – including grant applications and publications, but also popularization of science and contributions to the organisation of academic events at GSSR or beyond (e.g., seminars, summer schools etc.). The *Individual Study Reports* inform this assessment. To allow commission members to understand the scope of your work, the Individual Study Report should provide sufficient detail for each activity you carried out in the year covered by the Report. Please see Annex 3 for guidelines by year of study.

The **Mid-term Evaluation** at the end of Year 2 is a separate assessment, required by Law, and carried out with the involvement of an evaluator from outside the Institute of your discipline. The result of this evaluation determines whether a student continues at a doctoral school, or shall be removed from it. Fulfilment of the *Individual Research Plan* forms the basis of the Mid-term Evaluation of progress, conducted at the end of Semester 4. Please see Annex 5 for guidelines for the Individual Research Plan.

### Documentation for Doctoral Progress Assessment

(This information also appears in "Overview of requirements during the four years of studies")

#### **End of Semester 2 (i.e., end of 1<sup>st</sup> year of PhD studies)**

Completion of the compulsory courses you chose for Year 1.

By June 15:

- A draft of an article meeting the requirements of an academic publication. This will count for 50% of the overall evaluation of your progress. The paper can be based on one of the course essays submitted during the year. You can submit an article published during the academic year (with you as the first author).
- Individual Study Report
- Proposal of your thesis; either that submitted during the admissions procedure, or an updated version.

By September 30:

- Individual Research Plan (required by Law, and informing the Mid-term Evaluation).
- Individual Study Program, ISP, for the next academic year.

## Annex 1 – Doctoral Progress Assessment, cont'd)

### **End of Semester 4 (i.e., end of 2<sup>nd</sup> year of PhD studies)**

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

By June 15:

- A draft of a key chapter/article of your thesis
- Individual study report
- Updated timetable of your research

By September 30:

- Individual Study Program for the next year

**NOTE:** At the end of the 4<sup>th</sup> semester, your Individual Research Plan (which you submitted to GSSR at the end of Year 1) forms the basis of the Mid-term Evaluation of your doctoral research progress. This evaluation will be conducted by a Commission that must include at least one faculty member with Habilitation in the discipline of your doctorate who is external to IFiS, IP or ISP, and cannot include your supervisor(s). The outcome of the mid-term evaluation is 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. The decision of the Mid-term Evaluation Commission can be appealed administratively.

### **End of Semester 6 (i.e., end of 3<sup>rd</sup> year of PhD studies)**

By June 15:

- Individual Study Report
- Significant parts of your thesis (see Annex 8)
- Draft) Table of contents of the dissertation manuscript **or** List of articles that were published/are under Revise & Resubmit/Under Review, for article-based dissertations.

Due by September 30:

- Individual Study Program for the next year

### **At the end of Semester 8 (i.e., 4<sup>th</sup> year of PhD studies)**

By June 15:

- Complete draft of your PhD thesis ready for revision and correction: submitted to the office of IFiS/IP/ISP and with cc to GSSR's PhD coordination office

## Annex 2

### Individual Study Program, ISP, Guidelines

#### ISP for the academic year 2023/2024

**For PhD students who start the 1<sup>st</sup> year at GSSR in October 2023. Due by December 22, 2023<sup>3</sup>**

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

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

*For points 4-9 please also mention any tentative plans you have for 2024/2025*

1. The four courses that 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 program
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 Program 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>3</sup> PhD students who join GSSR's doctoral school at a later point, via a faculty-led research grant, will receive a different deadline.

Annex 2 - Individual Study Program Guidelines (cont'd)

**ISP for academic year 2024/2025**

**For PhD students completing Years 1 and 2. Due by September 30, 2024**

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

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

*For points 4-9 please also mention any tentative plans you have for 2025/2026*

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 program
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 program 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 .....

Annex 2 - Individual Study Program Guidelines (cont'd)

**ISP for academic year 2024/2025**

**For PhD students completing Year 3. Due by September 30 2024**

Name of student:

Research topic:

Supervisor(s):

In your Individual Study Program 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 a 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 program
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 PhD 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**

#### **For PhD students completing Years 1-3. Due by June 15**

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. 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 the draft to GSSR; it 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 to GSSR; it will count for 50% of the overall evaluation of your progress.
3. (Year 3 only). Please summarize the progress in writing your thesis. You should have already submitted the significant part of your dissertation to GSSR; it will count for 60% of the overall evaluation of your progress.
4. List all mandatory courses completed since you started the program. Give dates of completion, or planned completion if not in the current year.
5. Any other courses completed (please specify).
6. Have you taken part in any study abroad programs during the year (e.g. GIMA, Erasmus+, Fulbright, Max Planck)? Where did you go? For how long? What was the purpose of the visit?
7. Please give details of your activity in research groups. Start with your main affiliation within the Institute of your discipline (e.g., IFiS for sociology and philosophy), then add participation in any additional research group in the Institute or elsewhere, if applicable. For participation in research groups in or outside the Institute of your discipline, provide an account of the extent of your involvement: how frequently do you attend meetings, what is your role etc.
8. Please mention steps taken toward completion of your PhD research.
9. 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 program etc. What precisely have you applied for? Has the application been successful or not? Are you still waiting for the decision?

Annex 3 - Individual Study Report Guidelines (cont'd)

10. Academic papers or chapters in edited volumes, written during the year for which you prepare the Report. Please clearly indicate the status of each paper:
- (i) Published. Provide the full academic reference for your paper, using the citation style of your choice (for a citation styles guide, see <https://www.scribbr.com/citing-sources/citation-styles/>). Please be sure to include the authors and title of paper, publication outlet (name of journal/title of edited volume), journal volume and issue, editors of the edited volume, page numbers of your paper, DOI number of your paper, if applicable.
  - (ii) Accepted for publication (i.e., *forthcoming*). Please be sure to include all details listed above (under Published).
  - (iii) Under "Revise and Resubmit." Indicate authors and title of paper, and publication outlet.
  - (iv) Under Review. Indicate authors and title of paper, and name of the publication outlet
  - (v) Rejected. Indicate authors and title of paper, as well as the name of the publication outlet
11. Did you attended any conferences and given a presentation, or are you accepted for a conference taking place after June 15 and before October? Please give details, including the title of the conference, its duration and location. Provide the link to the conference's website, if applicable. Specify whether you gave a presentation, and if so its nature (poster, conference paper). If you presented, provide the title of your paper and the author(s).
12. 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.).
13. 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.
14. 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 program (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).***

#### Annex 4 - Criteria for Evaluation of Texts (cont'd)

##### **Reviews of texts at the end of the second year of the GSSR PhD program (chapter)**

Doctoral students at their second year of the PhD program 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 program**

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 the Individual Research Plan (key for the Mid-term Evaluation). **For PhD students completing Year 1**

This document is due within 12 months of the date a student started education at a doctoral school (art. 202.1, Law 2018). At GSSR, “a student is accepted as a doctoral student upon immatriculation and taking the oath” (p. 1, Regulations of the doctoral school; chapter 1 art 4 ([https://www.gssr.edu.pl/wp-content/uploads/2023/05/Regulamin-SD-2021\\_ENG.pdf](https://www.gssr.edu.pl/wp-content/uploads/2023/05/Regulamin-SD-2021_ENG.pdf))).

Students accepted to GSSR starting with a new academic year (e.g., October 2, 2023), must turn in the Individual Research Plan by September 30 of that academic year (i.e., September 30, 2024). The deadline will differ for students who join our doctoral school via a faculty-led grant at another date.

#### Structure of the 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 and 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 program
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 completed Year 3

– 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

### Significant part of doctoral thesis: Doctoral dissertation prospectus and Chapter/Article Specifications

By June 15, students who complete Year 3 of their study must turn in for evaluation the following two documents that, taken together, form a significant part of the PhD thesis:

**1. The Doctoral Dissertation Prospectus.** This document provides the preliminary description of the PhD thesis and should include the following components:

- a. (Preliminary) title of the dissertation
- b. A 250 word abstract of the dissertation
- c. A two page (preliminary) outline of the dissertation
- d. The list of article titles and authors' names (minimum 3 articles, if dissertation is based on articles) OR the preliminary list of chapters (for monograph-type dissertation)

For dissertations based on articles, the 2-page outline should include:

- (i) article titles, followed by
- (ii) the APA citation of the article as published in a journal; if the article is unpublished, whether it is under review at a journal and, if so, which one; and, the names of all authors of the unpublished article;
- (iii) a 100-250 words abstract of each article (irrespective of whether the article was published).

For monograph-type dissertations, the 2-page outline should include:

- (i) the (preliminary) titles of all chapters to form the dissertation, with a note on their status of completion (i.e. chapter completed; chapter close to completion; chapter in early stage of writing; chapter unwritten), together with
- (ii) the word count of each chapter at the time of submission for evaluation (word count includes also methodological notes, e.g. coding decisions for qualitative analysis, interview transcriptions, syntax of statistical analyses; if the chapter is unwritten, the word count will be zero);
- (iii) under each chapter title, a 3-4 sentence description of the chapter's content (ca. 75 - 100 words per chapter description).

The Doctoral Dissertation Prospectus can be prepared and submitted in Polish, if you write your dissertation in Polish. In this case, you shall also provide the English-language (provisional) title (a), and abstract (b) of your dissertation.

### **2. A fully developed article or chapter from the dissertation.**

Given the disciplinary variety of our Doctoral School, in the main, the article or chapter that you will turn in at the end of Year 3 should:

- be single-authored or first-authored by you, except when you already turned in a first- or single-authored paper for the Year 2 evaluation;
- (i) be based on empirical analysis, if the dissertation involves qualitative and/or quantitative data, **or**
- (ii) express an argument that is clearly core to the dissertation, if the dissertation does not involve empirical data (e.g. certain types of dissertations in Philosophy and Political Studies);
- constitute new writing; it cannot be the same, or even revised, "key chapter" or "key article" as you turned in for the Year 2 evaluation.

Annex 8 - Significant part of doctoral thesis (cont'd)

- have a 5000 (minimum) – 9000 (maximum) word limit. Exceptions to the word limit are chapters in a philosophical dissertation (up to 12000 words) and articles that are already published, or are in pre-submission stage and prepared according to the requirements of a specific target journal.

The article or chapter that you submit at the end of Year 3 can be in Polish, if you write your dissertation in Polish. In this case, a 300-400 words English-language summary shall accompany the article/chapter.



## Annex 9

Requirements for Doctoral Theses, IFiS PAN (cf. § 9 *Resolution of IFiS PAN Scientific Council 25/10/2023* in line with the July 20, 2018 Law of Higher Education and Science, hereafter, the Act)

1. A doctoral dissertation presents the candidate's general theoretical knowledge in a discipline or disciplines, and the ability to conduct scientific work independently.
2. A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological innovation, or implementation or artistic work, or an independent and isolated part of a collective work.
3. The dissertation may be a collection of published and thematically related scientific articles meeting the criteria presented in the Act, and the resolution of IFiS' Scientific Council from November 25, 2020, in particular:
  1. Each article must be published in a journal included in the SCOPUS or Web of Science database or in the peer-reviewed materials of an international scientific conference. At least one of the articles must appear in a scientific journal or peer-reviewed proceedings from an international conference, which, in the year of the publication in its final form, were included in the ministerial list of scientific journals and reviewed materials from scientific conferences.
  2. For each scientific article authored by several authors, submitted by the candidate, the percentage share and description of the contribution to the article must be confirmed by all co-authors.
  3. The collection of published articles constituting the dissertation must be accompanied by a summary, which should be available to all members of the Scientific Council and reviewers. The summary should present:
    - a) The scientific problem, the solution of which is presented in the set of articles comprising the dissertation;
    - b) The theoretical assumptions of the research, the results of which are included in the presented articles;
    - c) The manner in which the presented articles relate to each other and form a whole having the character of a doctoral dissertation;
    - d) A summary of the research results presented in the series of articles.
4. The dissertation is submitted in paper form in 3 copies, and in electronic form to the office of IFiS' Scientific Council (email address [magdalena.grabowska@ifispan.edu.pl](mailto:magdalena.grabowska@ifispan.edu.pl)).
5. A doctoral thesis will, after submission to IFiS, be tested using the JAP (Jednolity System Antyplagiatowy) anti-plagiarism software, and a report signed by the Commission for doctoral procedure will be added to the documentation necessary for initiating the procedure for award of the PhD degree.
5. Information on required documents that candidates must turn in together with their dissertation to initiate the procedure for award of the PhD degree is available from GSSR administration ([sns@gssr.edu.pl](mailto:sns@gssr.edu.pl)).

## Annex 10

Requirements for Doctoral Theses, IP PAN (cf. section III of *Szczegółowy tryb czynności w postępowaniu doktorskim w 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 PhD candidate should be the leading author of at least two of the articles, with the candidate's substantive contribution confirmed by all remaining co-authors of the article. Articles available in online first versions with a Digital Object Identifier (DOI) number will be considered to have been published.

If the collection of articles includes works that have multiple co-authors, then the PhD candidate should supply their own declaration, and that of the co-authors, indicating the contribution of each co-author. The same scientific publication with multiple co-authors may be used by other co-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 section 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 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.

The documents constituting the doctoral thesis should be fastened together in a folder and signed. The published articles should also be available in electronic version.

3. The doctoral thesis should be accompanied by:

For dissertations in Polish, a summary of the thesis in English; in the case of doctoral theses submitted in a foreign language, in addition a summary in Polish.

The supervisor(s) opinion(s), signed, 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 to IP PAN, be tested using the JAP (Jednolity System Antyplagiatowy) anti-plagiarism software, and a report signed by the Commission for doctoral procedure will be added to the documentation.

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

Additional information: Documents constituting the doctoral thesis, together with accompanying documents, should be submitted to Ms. Aleksandra Janocha, [ajanocha@psych.pan.pl](mailto:ajanocha@psych.pan.pl) .

## **Annex 11**

### Glossary

#### *Academic Supervisor (Promotor)*

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 Program*

The Individual Study Program 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 that just finishes.

#### *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*

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