



Graduate School
for Social Research

2024/2025

PhD Handbook

Graduate School for Social Research, GSSR

Warsaw

IFiS PAN, IP PAN, ISP PAN

Contents

Introduction

Your course of Individual Study

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

What to include in your Individual Study Program

- Courses
 - Compulsory courses
 - Optional courses
 - Courses taken outside GSSR
- Participation in a Research Group
- Publications, conference presentations, grant applications, study trips, etc.

Grant Applications

Ongoing assessment of academic progress: Internal Evaluations and the Mid-term Evaluation

- Annual (internal) Evaluations
- The Mid-term Evaluation mandated by the Law

Documentation marking academic progress: Overview and deadlines

Student Government (Samorzqd)

Plagiarism

Disciplinary committee

<i>Annex 1</i>	Individual Study Program guidelines (by years(s) of study)
<i>Annex 2</i>	Guidelines for Students: How your Article/Chapter Drafts (Years 1 & 2) will be reviewed
<i>Annex 3</i>	Individual Study Report
<i>Annex 4</i>	Criteria for Reviewing Article/Chapter Drafts of Students completing Years 1 and 2
<i>Annex 5</i>	Individual Research Plan (for the Mid-term evaluation required by the Law)
<i>Annex 6</i>	Guidelines for Supervisors
<i>Annex 7</i>	Supervisor's Progress review of the PhD dissertations for doctoral students who have completed their third year of study at GSSR
<i>Annex 8</i>	Significant part of doctoral thesis: Doctoral dissertation prospectus and Chapter/Article Specifications
<i>Annex 9</i>	Requirements for Doctoral Theses, IFiS PAN
<i>Annex 10</i>	Doctoral Degree Rules (including Requirements for Doctoral Theses), IP PAN

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 GSSR doctoral students. Its purpose 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/>).

The Handbook is informed by the regulatory documents of the doctoral school, in particular the "Regulations of the Doctoral School @GSSR" (in original, *Regulamin szkoły doktorskiej*) and the "Study Program for the Doctoral School @GSSR" (in original, *Program kształcenia w szkole doktorskiej*) adopted by the Scientific Councils of IFiS PAN, IP PAN and IPS PAN. To access these documents in Polish, see: <https://www.gssr.edu.pl/pl/>. For their English translation, see: <https://www.gssr.edu.pl/doctoral-school/regulatory-documents/>.

Your course of Individual Study

Each doctoral student follows an individual study program.

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 transferrable skills and competencies 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 and having acquired expertise in your discipline, you will have gained experience in how research units develop research ideas and implement them during the different stages of proposal writing, grant administration, and preparation of publications. You will also have mastered the important skills of teamwork.

To acquire such knowledge, skills and competencies, you will work together with your supervisor(s) (see *Appointment of your academic supervisor(s)*) to develop and implement annual **Individual Study Programs** tailored to your research needs and interests, and the **Individual Research Plan** mandated by the Law.¹ By outlining what academic activities you intend to undertake during a given academic year, the ISPs set the ground for realizing your Individual Research Plan.

¹ The **Individual Study Program** (ISP) documents set out, in Year 1, 2 and 3 respectively, what academic activities, including work toward your dissertation, you plan to do during a given academic year. These documents are specific to GSSR's ongoing assessment of doctoral students' academic progress.

The **Individual Research Plan** (IRP) is a document required by the Law, to be submitted to the entity operating the doctoral school within 12 months of the date of commencement of education. Doctoral students, in consultation with their supervisor(s), draw up the IRP, which regulates the student's course of doctoral education and research, providing a schedule for the preparation of the dissertation and the deadline for its submission (for guidelines on preparing the IRP, see Annex 5).

The annual **Individual Study Reports** of your academic achievements in Years 1-3, together with the annual PhD progress assessments prepared, respectively, by your supervisor(s) and the (internal) Evaluation Commissions (cf. section “*Ongoing assessment of academic progress*”), provide timely overview of your academic progress;² they ensure that, together with your supervisor(s), you can plan the best course of action for completing the PhD degree on the schedule outlined in your Individual Research Plan.

Doctoral students with disabilities and neurodiversity may apply for support in the process of education and implementation of scientific activities. The type and forms of support, for example, the possibility to participate in a given meeting/meetings remotely, providing assistance during the courses, etc., are determined individually, upon the doctoral student's request addressed to the Director of the Doctoral School.

Building your Individual Study Program (ISP)

Every academic year, together with your supervisor(s), you will plan the academic activities for the subsequent year, and outline these activities in an Individual Study Program. In addition to taking the courses that are compulsory for your discipline and working on your dissertation, 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.

The section “*What to include in your ISP*” provides more details on what ISPs should cover. Annexes 1 and 5 offer guidelines for structuring the ISPs and the Individual Research Plan that the ISPs help you realize, as well as the deadlines for submitting these documents to GSSR administration.

Appointment of your academic supervisor(s)

Following requirements of the Law, within the first three months of you joining GSSR, the School completes the process of assigning you an academic supervisor. The procedure for appointing supervisors is set out in the “Regulations of the Doctoral School @GSSR” and the “Study Program for the Doctoral School @GSSR” (see *Introduction*), and also in Annex 10 (for IP PAN only).

Your voice in the process of getting a supervisor 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).

This Handbook usually uses the term ‘academic supervisor’ (*promotor* in Polish) in the singular. However, you can have a co-supervisor and/or a support supervisor. To serve as supervisor or co-supervisor, researchers 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 hold a PhD degree and work within a graduate (i.e., PhD studies) program. Researchers with a PhD degree can serve as a support supervisor irrespective of their country of employment.³

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.

² **Individual Study Reports (ISR)** are end of the year reports where the student describes their achievements and activities during the academic year that just finishes. The reports will be evaluated in their own terms as a record of achievements, not simply compared with what a student planned in their Individual Study Program. Annex 3 provides guidelines on preparing the Individual Study Report.

³ The request to appoint a co-supervisor and/or a support supervisors must be substantively justified. A support supervisor, if needed, assists with mentoring the student during their dissertation research.

The role of your supervisor

Your supervisor provides advice and guidance 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 1) and the Individual Research Plan (see Annex 5) required by the Law, (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, 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 joining GSSR. Information about your dissertation research design, including the envisioned schedule of its realization, must be included in the legally-mandated Individual Research Plan (Annex 5), which is due by the end of your first 12 months at GSSR. Details of the plans for a year's work should be included in your annual Individual Study Program, and must incorporate the GSSR deadlines for delivering specific documentation (see Table 1 in this Handbook). Information about progress on your doctoral research will form an increasingly important part of the evaluation of your year's work (see section "*Ongoing assessment of academic progress*").

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 (Annexes 9 and 10 provide information, for IFiS and IP, respectively, on completing a PhD with a set of articles). Your Individual Research Plan shall indicate the planned form of your thesis.

What to include in your Individual Study Program (ISP)

Courses

During the 4-year doctoral program, students are required to complete a number of compulsory courses, as specified in GSSR's Study Program (<https://www.gssr.edu.pl/doctoral-school/regulatory-documents/>). You will take a different combination of mandatory courses, depending on the discipline in which you plan to defend your thesis.

The compulsory courses you plan to take during a given year should be listed in your Individual Study Program. To complete a course, students must meet the requirements specified in the course syllabus. Students are expected to complete all compulsory courses by the end of the second year of study.

In addition to the mandatory 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. For details about courses, see: <https://www.gssr.edu.pl/doctoral-school/courses-and-timetables/>

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.

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 research group led by a member of the academic staff, preferably within one of the three Institutes participating in our doctoral school, where you learn expert and transferable skills and competencies, and broaden your scholarly networks. This type of activity, intrinsic to Learning-through-Research (LrR), facilitates PhD scientific activities and dissemination, and helps build your academic network. For an initial window into research streams of specific units in GSSR's constituent institutes, see <https://www.gssr.edu.pl/research/research-units-potential-supervisors/>

First year students are expected to have chosen the research group(s) by the start of the second semester. The choice is to be made and included in your Individual Study Program in consultation and with the agreement of your supervisor(s). You may participate in more than one research group.

Publications, conference presentations, grant applications, study trips, etc.

You should also include in your annual ISP planned academic professionalization activities, such as participation in conferences where you will present your research, academic 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.

Grant applications

Both applying for grants and obtaining funding matter on many levels. Preparing grants facilitates research and fosters scientific independence. Obtaining 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 other benefits.

GSSR encourages students to apply at an appropriate stage in their research for external grants (e.g., NCN *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 Centre, 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.

Ongoing assessment of academic progress: Internal Evaluations and the Mid-term Evaluation

Annual (internal) Evaluations

To assist students in the process of doctoral research, and ensure that progress toward your PhD and scientific independence is smooth, **GSSR's internal evaluations** are carried out in years 1 – 3 by Evaluation Commissions appointed by the Institute of your discipline. The commissions provide individualized feedback – to the student, their supervisor(s) and GSSR administration – on students' progress toward the dissertation and acquiring the expert and transferable knowledge, skills and competences that both academic and non-academic jobs value.

To this end, the Evaluation Commissions assess two main dimensions of your academic work. The first dimension is writing key parts of 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%. This reflects the increasing weight that dissertation writing should play in your work as you advance your doctoral studies. Your updated PhD proposal, due at the end of Year 2, further informs the assessment of your dissertation progress.

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, which you prepare at the end of Years 1, 2 and 3, respectively, 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.

When conducting the internal evaluations, the commissions also consider the written opinion of the supervisor(s) about their student's academic progress. Supervisors prepare these opinions annually, as their students complete a given academic year (see Annex 6).

The Mid-term Evaluation required by the Law

The **Mid-term Evaluation** at the end of Year 2 is a separate assessment, required by the Law. Each Institute appoints a Mid-term Evaluation Commission, which must include an evaluator with Habilitation in the discipline of your doctorate, and who is external to the Institute of your discipline; the Commission cannot include your supervisor(s).

Your Individual Research Plan (see Annex 5 for guidelines) and fulfilment of its activities scheduled for Years 1 and 2, form the basis of the Mid-term Evaluation of your progress. 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.

Documentation marking academic progress: Overview and deadlines

Table 1 summarizes the documents that you must submit to GSSR over the 4-year period of your doctoral studies, and the dates these documents are due.⁴ For **guidelines on specific required documents, consult the Annexes**. All documents must be sent electronically to the Doctoral Studies Coordinator of GSSR (sns@gssr.edu.pl). For any questions, please email the GSSR Doctoral Studies Coordinator.

Table 1. Required documents and deadlines for submission, GSSR doctoral students*

	Year 1	Year 2	Year 3	Year 4
December	Due by 22.12			
	Individual Study Program for Year 1			
June	Due by 15.06			
	1. Draft of article/chapter 2. Individual Study Report 3. Updated PhD Proposal	1. Draft of a key chapter/article of PhD thesis 2. Individual Study Report	1. Significant part of PhD thesis 2. Individual Study Report	Full draft of PhD thesis
September	Due by 30.09			
	1. Individual Research Plan* 2. Individual Study Program for Year 2	Individual Study Program for Year 3	Individual Study Program for Year 4	Completed PhD thesis, for external review submission

*The IRP is due within 12 months of the date of beginning of education at GSSR (i.e., the date of signing the oath). **This deadline is set by the Law!** GSSR students who sign the oath at other dates than on/around October 1 will have different deadlines than 30.09.⁴

Detailed rules for the course of study: deadlines, by academic year

Year 1

Due by December 22:

- **Individual Study Program** (see Annex 1), ISP, outlining your academic activities planned for Year 1, and signed by you and your academic supervisor(s).

Due by June 15:

- **Draft of an article/chapter** meeting the requirements of an academic publication (see Annex 2).⁵ This will count for 50% of the overall evaluation of your progress.
- **Individual Study Report** (see Annex 3) indicating your academic achievements in Year 1, signed by you and your academic supervisor(s).
- **Proposal of your PhD thesis**. This version of your dissertation proposal should update and improve the proposal that you submitted during the admissions procedure. Please note that information about your PhD thesis is a key dimension of the Individual Research Plan.

Due by June 30:

Completion of the compulsory courses you selected to take in Year 1.

Due by September 30:

- (for students who commenced education at GSSR 12 months prior) **Individual Research Plan** (see Annex 5), signed by you and your academic supervisor(s).

⁴ If a student suspends their training at GSSR (and does not receive a stipend for this time), the deadlines will be pushed back for an amount of time equal to the period of suspension. For rights regarding **maternity/paternity/parental leave interruptions**, see <https://prawadoktoranta.pl/wp-content/uploads/2024/11/Kompendium.pdf> and <https://www.gssr.edu.pl/students/practical-info/>.

⁵ A draft of an article/chapter is a text that is as near as possible to the version needed for publication submission, but still needs polishing.

The IRP and fulfilment of its activities set up for Years 1 and 2, will form the basis for the legally mandated Mid-term Evaluation of your progress (see “Ongoing assessment of academic progress”).

- **Individual Study Program** (see Annex 1) outlining your academic activities planned for Year 2, and signed by you and your academic supervisor(s).

Year 2

Due by June 15:

- **Draft of a key chapter** of your thesis or, if your thesis is based on a set of articles, a key **article** of your thesis (see Annex 2). This will count for 50% of the overall evaluation of your progress.
- **Individual Study Report** (see Annex 3) indicating your academic achievements in Year 2, signed by you and your supervisor(s).

Attention! Check your Individual Study Report against the activities your Individual Research Plan scheduled for Year 2.

Due by June 30:

Completion of remaining mandatory courses.

Due by September 30:

- **Individual Study Program** (see Annex 1) outlining your academic activities planned for Year 3 and signed by you and your academic supervisor(s).

Year 3

At this stage you should have produced a significant part of your doctoral thesis – further assessment of your PhD progress 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** (see Annex 3) indicating your academic achievements in Year 3, signed by you and your supervisor(s).
- **Significant part of your PhD 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 1st or 2nd 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 will constitute your dissertation, including their completion status (published/under ‘Revise & Resubmit’/ Under Review/in preparation), 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** (see Annex 1) outlining your academic activities planned for Year 4 and signed by you and your academic supervisor(s).

Year 4

At the end of Year 4 you are expected to have fulfilled the requirements for the defense of your doctoral thesis. Extensions beyond this date must meet the provisions of the Law.

Due by June 15:

- **Full draft of your PhD thesis**, indicating what is still needed to secure your supervisor's approval of the dissertation.

Due by September 30:

- **Completed PhD thesis**, to be submitted, with all the necessary documentation (see Guidelines for initiating the formal procedures leading to your PhD degree, <https://www.gssr.edu.pl/students/practical-info/>), to the office of the Scientific Council of IFiS/IP/ISP, with cc to GSSR's PhD coordination office.

Student Government/Samorzqd

Students are elected to represent the student body vis-à-vis the School authorities. The Student Government takes part in the meetings of the School's Board (, i.e., Rada) and is consulted on the Study Program and any changes thereof, among others. In each constituent institute of GSSR, a single representative has the right to take part in the meetings of the Scientific Council of that institute.

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.

You are encouraged to raise all matters of concern with your student representatives, who will bring them to the attention of the School administration. Your voice is needed, and it matters!

Plagiarism

Plagiarism involves "taking someone else's work or ideas and passing them off as one's own" (Oxford Dictionary). It is the responsibility of each researcher, PhD students included, to ensure that their work does not plagiarize in any form. To learn more about what constitutes plagiarism, including its different forms, please consult online resources, e.g., <https://www.niu.edu/academic-integrity/faculty/committing/plagiarism.shtml>.

Plagiarized work will receive the mark 'Fail.' Students guilty of plagiarism can be required to leave the PhD program. Even if plagiarism arises without a deliberate intention to cheat, this offers no sure protection against being charged with plagiarism and academic penalties for poor practice.

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

Individual Study Program (ISP)

A. Guidelines for GSSR PhD students starting Year 1 in October

ISP for the academic year 2024/2025; due by December 22, 2024⁶

Name of student:

Year of study:

Research topic:

Supervisor(s) name and affiliation:

Please mention any plans you have regarding points 1-9. For points 4-9 please also mention any tentative plans for 2025/2026 .

1. The mandatory courses for your discipline (indicate which courses you expect to complete in Semesters 1 and/or 2 of Year 1, and which courses you expect to complete in Year 2)
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 submitted and/or planned grant applications (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 publications (please specify if your paper is “Under Review”)
6. Planned presentations at academic conferences
7. Planned attendance of academic training events, such as summer schools or workshops
8. Study abroad (e.g., Erasmus+, Fulbright, Max Planck) planned to take place any time during the PhD program
9. Other academic professionalization activities (e.g., research dissemination to the general public, teaching, any “soft” skill training, organization of academic events/meetings, etc.)

Approval of the Supervisor(s)

Student’s signature.....

Signature of Director or Academic Director of GSSR

⁶ PhD students who join GSSR’s doctoral school at a later point, via a faculty-led research grant, will receive a different deadline. See also Footnote 4.

Annex 1 - Individual Study Program (cont'd)

B. Guidelines for PhD students completing Years 1 and 2 in September 2025

ISP for the academic year 2025/2026; due by September 30, 2025

Name of student:

Year of study:

Research topic:

Supervisor(s) name and affiliation:

Please mention any plans you have regarding points 1-9. For points 4-9 please also mention any tentative plans for 2026/2027.

1. The mandatory courses for your discipline
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 submitted and/or planned grant applications (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 publications (please specify if your paper is “Under Review”)
6. Planned presentations at academic conferences
7. Planned attendance of academic training events, such as summer schools or workshops
8. Study abroad (e.g., Erasmus+, Fulbright, Max Planck) planned to take place any time during the PhD program
9. Other academic professionalization activities (e.g., research dissemination to the general public, teaching, any “soft” skill training, organization of academic events/meetings, etc.)

Approval of the Supervisor(s)

Student’s signature.....

Signature of Director or Academic Director of GSSR

C. Guidelines for PhD students completing Year 3 in September 2025

ISP for the academic year 2025/2026; due by September 30, 2025

Name of student:

Year of study:

Research topic:

Supervisor(s) name and affiliation:

Please mention any plans you have regarding points 1-9.

1. Optional academic courses
2. 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).
3. Any submitted and/or planned grant applications (prepared individually, with support of your research group, or as a member of an application team – please, specify)
4. Publications
 - a. Already published or accepted for publication (please specify year of publication)
 - b. Planned publications (please specify if your paper is “Under Review”)
5. Planned presentations at academic conferences
6. Planned attendance of academic training events, such as summer schools or workshops
7. Study abroad (e.g., Erasmus+, Fulbright, Max Planck) planned to take place any time during the PhD program
8. Other academic professionalization activities (e.g., research dissemination to the general public, teaching, any “soft” skill training, organization of academic events/meetings, etc.)
9. Planned date of submitting the completed PhD thesis (i.e., with the supervisor(s) written approval) to the office of the Scientific Council of the Institute of your discipline

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

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

Annex 2

Guidelines for Students: How your Article/Chapter Drafts (Years 1 and 2) will be reviewed

As part of your doctoral studies at GSSR, your academic development is supported through a formal process of paper review by experts from our academic community. This process is designed to help you refine your work and prepare it for potential publication, while also strengthening your dissertation. Below is an outline of what to expect and how to approach the review process.

Purpose of the Peer Review

The peer review process has two primary aims:

1. To evaluate the suitability of the writing for potential publication in an established academic journal or edited book;
2. To provide constructive feedback that helps you improve your manuscript in preparation for submission to those outlets.

What Will Be Reviewed

- **Year 1 Students:** You will submit a draft article or chapter. This draft is typically, though not necessarily, related to your PhD thesis. Your paper can be based on one of the course essays submitted during Year 1; it can be a theoretical (e.g., a review article) or empirical paper (including methodology-focused works). In the case of an empirical paper, it must include the 'data and methods' section, along with a description of results (even if preliminary), and (tentative) conclusions. The empirical paper prepared by students pursuing their PhD in Psychology should meet the standards of a preregistered study (published by the Center for Open Science).
- **Year 2 Students:** You will submit a full draft of a **key chapter** from your dissertation. This may be a theoretical, methodological, or empirical chapter.

Or

If your thesis is based on a set of articles, a key **article** of your thesis.

The articles or chapters that you submit at the end of Years 1 and/or 2 can be in Polish, if you write your dissertation in Polish. In this case, a 300-400 words English-language summary must accompany the article/chapter.

In both Year 1 and 2, you can submit an article published during the academic year (with you as the first author), or an article that is under review. For co-authored papers, the student must include a clear statement as to their contribution to the article (e.g. one can use Contributor Role Taxonomy [CRediT] for guidelines).

Review Process Overview

- **Single-Blind Review:** Reviewers will know the identity of the paper's author, but you will not know the identity of your reviewer.
- The review will focus on the paper's contribution to the field and your academic writing skills. Specifically, reviewers will assess:

Annex 2 – Guidelines for students (cont'd)

- Whether your paper clearly identifies a knowledge gap and research question or objective.
- What your paper contributes to the academic debate (e.g., does it enrich or challenge existing theories, open new approaches, or improve research methods?).

Key Aspects Reviewers and other evaluators will consider

When preparing your draft for submission, make sure to address the following points, as applicable to your paper:

1. **Clarity of the knowledge or research gap and contribution to the field:** There must be a clear statement as to what the previous literature has written on your research subject or topic, what is not yet known about it (i.e. conceptual, theoretical, or methodological problems of the current literature), and how you will address that gap. Clearly state how your paper will contribute to the field (i.e. conceptual, theoretical, or methodological contribution).
2. **Clarity of the Problem/Theme/Research Question or Objective:** Ensure that the problem or main research question/objective is clearly stated.
3. **Appropriate Literature Review:** Demonstrate how your text is grounded in the relevant literature. Be sure to include relevant bibliographical references.
4. **Concept Definitions:** Clearly define all of the main terms or concepts you use in your paper.
5. **Data and Methodology:** If an empirical paper, discuss how your choice of data and methods is appropriate to address your research question/objective.
6. **Empirical Analyses:** If an empirical paper, discuss how your empirical analyses are appropriate and well-suited to the research question/objective.
7. **Significance of Findings:** If an empirical paper, present the results in a clear and convincing fashion. Highlight the relevance and significance of your text's conclusions.
8. **Writing and Argumentation Clarity:** Ensure that your writing is clear and that your argumentation is logical and coherent.
9. **Paper Structure:** Organize your paper – from abstract to conclusion -- in accordance with the highest standards of the discipline and field, with appropriate sub-sections and sub-headings for better readability.

Papers have a 5000 (minimum) – 9000 (maximum) word limit. Exceptions to the word limit are chapters/articles 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.

Annex 3

Individual Study Report

Guidelines for PhD students completing Years 1-3 Report on Individual Study Achievements; due by June 15

Name of student:

Year of study:

Research topic:

Supervisor(s) name and affiliation:

In your report, please describe your academic activities conducted during the academic year that is about to end. Give details about as much of the following as is applicable to you, including the dates of activities you completed (e.g., starting and end date of a conference where you presented).

1. (Year 1 only) Please give details of your progress writing the required article/chapter, specifying the periodical(s)/edited volume where you plan to submit it for publication consideration. You should also be submitting the article/chapter draft to GSSR – it will count for 50% of the overall evaluation of your progress (see section “*Ongoing assessment of academic progress*”).
2. (Year 2 only) Please summarize your progress in writing your PhD thesis. You should also be submitting your draft key article/chapter to GSSR – it will count for 50% of the overall evaluation of your progress (see section “*Ongoing assessment of academic progress*”).
3. (Year 3 only). Please summarize the progress in writing your PhD thesis. You should also be submitting the significant part of your dissertation (cf. Annex 8) to GSSR – it will count for 60% of the overall evaluation of your progress (see section “*Ongoing assessment of academic progress*”).
4. List all mandatory courses successfully completed since you started the PhD program. Please provide the dates of completion, or planned completion for courses that you are taking during the semester when this report is due.
5. Any other courses successfully completed (please specify).
6. Have you taken part in any study abroad programs during the year (e.g., GIMA, Erasmus+, Fulbright, Max Planck)? When and where did you go? For how long? What was the purpose of the study/research visit?
7. Please give details of your activity in the faculty-led research group(s). 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. When reporting participation in grants and other projects, please briefly describe your specific contributions (e.g., attending meetings, writing reports, managing a project).
9. Please mention steps taken toward completion of your PhD research.
10. 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 (cont'd)

11. 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 include the full academic reference.
- (iii) "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.

12. Did you attend any conferences, or are you accepted for a conference taking place after June 15 and before October? Please give details, including the title of the conference, dates, 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).

13. Did you attend any winter schools, workshops during the reporting year, or are you planning to attend such training, including summer schools, before October? For upcoming training events, please indicate whether you have been already notified regarding your acceptance at that event. Please note that it is not enough to report only attendance at an event. You should also provide the name of the organizer(s), dates, location, title and theme of the training event, whether you gave a presentation and if so, its details (what was its title etc.).

Please also indicate the selection and funding process for your participation at the event (e.g., were you awarded a travel grant for attending the training event, was travel funded via a research grant that you are working in, etc.).

14. Did you complete, or plan to complete by October, other academic professionalization activities (e.g., research dissemination to the general public, teaching, reviews conducted for academic publication outlets, any "soft" skill training, organization of academic events/meetings, etc.). Again, please give details, including dates.

15. Please mention any organisational activities at GSSR, the institute of your discipline, or other organizations. Please give details, including dates.

Signature of the Supervisor(s)..... Student's signature.....

Annex 4

Guidelines for Reviewing Article/Chapter Drafts of Students completing Years 1 and 2

GSSR involves the academic community at our constituent institutes and beyond to help with the process of reviewing papers that students must turn in as they complete Years 1 and 2 of doctoral studies. The purpose of the review is to support students, by providing constructive feedback that allows them to (i) improve their manuscripts in view of submitting them for publication considerations to established academic publishing outlets, and (ii) strengthen their dissertation.

What will be reviewed

The papers to be reviewed form an important part of students' doctoral training process. For students completing Year 1, the object of the review is a draft article/chapter that usually is, but does not have to be, connected with the student's PhD thesis.

For students completing Year 2, the review focuses on the full draft of a key article/chapter from the dissertation. Given the early stage of preparing the PhD thesis, students can choose whether to turn in a theoretical or empirical chapter.

The review process

The review process is single-blind: reviewers know who authored the paper, but students do not know the identity of the reviewer.

In evaluating students' papers, we request that reviewers consider first the extent to which the paper makes a **contribution to the field**, and next, the author's **academic writing skills**. Does the paper adequately identify the knowledge gap? What does the text bring 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?**)

Reviewers, in addition to own reflections on the text, should please consider the following points, as applicable to a given paper:

- Clarity in presenting the problem investigated/the main theme/ the research question.
- Appropriate choice of literature, how well the text is grounded in that literature, including in terms of identifying the knowledge gap, and the relevance of bibliographical references.
- Clear definition of the main concepts.
- Appropriate choice of data and methods in light of posed research question(s); appropriate measurement (operationalization) of the main concepts.
- Soundness of empirical analyses.
- Relevance/significance of the text as a whole, and the conclusion it reaches.
- Clarity of writing and argumentation.
- Structure of the paper, including in terms of sub-sections and corresponding sub-headings.

Next to **written comments** that will help students improve their text for publication consideration, the reviewer also assigns the paper a **letter grade** (A, B, C, or D), where A corresponds to the strongest and D to the weakest score. The letter grade provides an understanding of the paper's relative strength.

Reviewers email the written comments and the letter grade for a given paper to GSSR administration. GSSR shares an anonymized version of the review with the student, their supervisor, and the Evaluation Commission.

Annex 5

Individual Research Plan (for the Mid-term evaluation required by the Law)

The Individual Research Plan, IRP, must be turned in within 12 months of the date when 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” ([Regulations of the doctoral school @GSSR](#), chapter 1 art 4;). Thus, students who sign the oath and start at GSSR on/around October 1, must turn in the IRP by September 30 of that academic year. The deadline will differ for students who join our doctoral school at other dates.⁷

Guidelines for structuring the Individual Research Plan, IRP

Please draw up your IRP in consultation with your supervisor(s). Your supervisor should co-sign the IRP. When designing your IRP, take into account the elements and deadlines set by the school rules (see *Documentation marking academic progress: Overview and deadlines*). Use these to plan accordingly.

Dissertation title

Please make sure to include important ‘key words’ that will relate your proposal to relevant potential supervisors, funding schemes and so on. Your title should go beyond simply describing the subject matter – it should give an indication of your approach or key questions.

Overview of the PhD research (ca. 1000 words)

In this section, provide a short overview of your research, where it fits in the existing academic discourses and debates and what it contributes to them, and its social relevance. Be sure to establish a solid and convincing *framework* for your research. This should include:

- Research questions (usually, 1-3 should suffice) and research hypotheses (if applicable).
- The major approach(es) you will take (theoretical, empirical, normative, as appropriate), and the rationale for your choices.
- The contribution of your dissertation to the field and discipline(s) (i.e. contribution to theory, conceptualization, methods, national knowledge).

The aim here is to provide the *context* into which your thesis fits, and convince your readers of the importance (academic and social) of your research. Thus, be specific in identifying influences or debates your research engages with, but try not to get led astray into a long exegesis of specific sources.

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

This section should briefly discuss the literature most relevant to your research and identify the knowledge gap (theoretical, methodological and/or empirical) that your dissertation plans to address. Present the main theoretical framework(s) (brief description of given theory) that inform your research questions. As you contextualize your research questions, make sure to clearly define all main concepts.

⁷ If a student suspends their training at GSSR (and does not receive a stipend for this time), the deadline will be pushed back for an amount of time equal to the period of suspension. For rights regarding **maternity/paternity/parental leave interruptions**, see <https://prawadoktoranta.pl/wp-content/uploads/2024/11/Kompendium.pdf>, as well as <https://www.gssr.edu.pl/students/practical-info/>.

Annex 5 – Individual Research Plan (cont'd)

Research design and methodology (ca. 400 – 800 words)

This section should lay out, in clear terms, the way in which you will structure your research, and the specific methodology (including, when applicable, data and methods) that you will use to address your research questions, and hypotheses (if applicable). It should also (briefly) present the rationale for the chosen design and methodology.

Please briefly discuss:

- The overall research approach (e.g. is it solely theoretical, or does it also involve data analysis) and your rationale for adopting this approach.
- The stages and structure of the research approach, when solely theoretical (e.g., developing a given argument involves the analysis of the text of the author x, from a given perspective)
- For empirical dissertations, briefly present Data and Methods, and the rationale behind your data and methods choices. Please include information about: (i) the target population (i.e., whom/what you want to study); (ii) what data you plan to analyze, and (iii) whether you plan to collect data. If data collection is involved, specify the sampling procedure and intended sample size. Please specify (iv) how you will measure the main theoretical concepts (i.e., what is their operational definition); and (v) the method/methods of data analysis.

References

Your references should provide the reader with a good sense of your grasp of the literature relevant for your dissertation, and for the knowledge gap that your study aims to contribute to. 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.

Timeframe (*Harmonogram*) for preparing the dissertation and completing your doctoral studies

In this section you are required to outline the timing of the steps you will undertake during your PhD studies. Please go beyond a list of overall goals and when you expect to achieve them, to include main outputs that inform on the progress of your scientific work. Remember to incorporate the GSSR-laid deadlines for completing the mandatory courses for your discipline, and delivering written texts (the article/chapter draft in Year 1; the key article/dissertation chapter in Year 2; the substantive part of the dissertation in Year 3; the complete PhD thesis by the end of Year 4) and reports (the Individual Study Plans and Individual Study Reports expected in Years 1-3 of your studies).

As you create the timeframe for a given semester, please consider the realization of your (i) PhD research (e.g., planned data collection period), **and** (ii) doctoral training, including planned academic professionalization activities (e.g., conference presentations, preparing articles to submit for publication considerations, etc.). 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, or just briefly describe the steps you plan to undertake in a given semester. A planned activity can extend across semesters.

Plans for research dissemination (ca. 200-250 words)

Detail how you intend to share your findings with various audiences. Your plan should include (a) Academic Dissemination: Specify how you will present your research within the academic community. This could involve submitting papers to peer-reviewed journals, presenting at national or international conferences, and participating in academic workshops or seminars. Please identify potential journals and conferences that are relevant to your field of study.

Annex 5 – Individual Research Plan (cont'd)

If relevant to your research program, then please also include the following elements: (b) Broader Public Engagement:

Describe how you will communicate your research to non-academic audiences. Consider writing for public platforms such as blogs, contributing to media outlets, or using social media to make your findings accessible to a wider audience. Explain how you will ensure that your research reaches and engages the public in a meaningful way.

(c) Policy and Practical Impact: If your research has policy or practical implications, identify your stakeholders and outline your plans for engaging with them (e.g. policymakers, NGOs, practitioners). Detail how you intend to share your findings with these stakeholders, and describe any potential collaborations or outreach efforts that could enhance the societal impact of your research.

Main research risks and risk mitigation methods (ca. 200 – 250 words)

In this section, please identify research risks (e.g., ethical, financial, communication risks) that you may encounter when implementing the main stages of your research design (e.g., desk research, data collection, analysis, writing, revising), and assess their potential impact (e.g., severity, urgency) on your research. Briefly discuss what risk mitigation methods you plan to put in place to avoid these risks, or reduce their negative consequences.

Form of proposed cooperation with supervisor(s)

Please briefly describe the form of the proposed cooperation with the supervisor(s), in terms of frequency (expected at least six times during an academic year) and format (off-line, online, hybrid) of the meetings. Annex 6 should be consulted regarding the scope of meetings.

Annex 6

Guidelines for supervisors

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

1. Prepare their Individual Study Program (see Annex 1)
2. Participate actively in at least one research group in the institute
3. Prepare their Individual Research Plan (see Annex 5)
4. Define the topic, methods and structure of the PhD thesis
5. Improve their PhD research, via constructive feedback
6. Write grant applications
7. Prepare for the examination that is part of the doctoral procedure (IFiS-based students only)

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

Preparing annual written opinions

During their student's progress through the first three academic years in the doctoral program, the supervisor is asked to provide GSSR **an opinion on the student's individual study report, and academic advancement more generally**. This statement shall be submitted electronically to GSSR's PhD program coordinator (sns@gssr.edu.pl) by June 30 of a given academic year.

The supervisor's statement is intended as a tool for providing formal feedback to the student (rather than an opinion on the student's character). Together with other documentation coming from students themselves, the opinion from the supervisor will allow the Evaluation commissions (see section "*Ongoing assessment of academic progress*" in this Handbook) to assess a student's academic achievements and PhD progress.

In general, the Supervisor Opinion should contain the assessment of:

1. The written text that the student must submit as they complete a given year (i.e., draft article/chapter in June of Year 1; draft key chapter/article in June of Year 2; significant part of the dissertation thesis in June of Year 3).
For Years 1 and 2, the assessment of the written texts can be brief and unstructured; for Year 3, please **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. The student's overall progress.

Please also provide evaluation of areas for improvement in your student's further career development, while also highlighting the strengths of the student, and areas where they perform well, or even excel.

In the **Year 2 Opinion**, supervisors are requested to indicate to what extent you are confident that the student will be able to deliver a complete thesis by the end of Year 4 (or, alternatively, will be able to do that if granted additional time, i.e. extension to the 5th year).

Annex 7

Progress Review of the PhD dissertation for doctoral students completing 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 her/his 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. Abstract (250 words) of the dissertation
- c. 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. Note that for co-authored papers, the student must include a clear statement as to their contribution to the article (e.g. one can use Contributor Role Taxonomy [CRediT] for guidelines);
- (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);

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

- constitute new writing; it cannot be the same, or even revised, “key chapter” or “key article” that you turned in for the Year 2 evaluation.
- 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 must 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).
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.

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).

Annex 10

Doctoral Degree Rules (including Requirements for Doctoral Theses), IP PAN

(cf. section *Szczegółowy tryb czynności w postępowaniu doktorskim w IP PAN*, March 22, 2024)

Szczegółowy tryb prowadzenia postępowań doktorskich w Instytucie Psychologii PAN	Procedure of awarding doctoral degrees at the Institute of Psychology PAS
Rozdział I. Postanowienia ogólne	Chapter 1. General considerations
§1	§1
1. Niniejszy dokument reguluje sposób postępowania w sprawie nadania stopnia doktora w Instytucie Psychologii PAN osobom, które:	1. The current document regulates the procedures of awarding doctoral degrees at the Institute of Psychology PAS to individuals, who:
1) przygotowali rozprawę doktorską w trybie kształcenia doktorantów w ramach Szkoły Doktorskiej;	1) have prepared doctoral thesis in the course of PhD student training in a Doctoral School;
2) ubiegają się o nadanie stopnia doktora w trybie eksternistycznym.	2) are applying for a doctoral degree through the extramural track (in Polish: “tryb eksternistyczny”).
2. Użyte w Szczegółowym trybie prowadzenia postępowań określenia oznaczają:	2. The following terms used in the Procedure of awarding doctoral degrees refer to:
1) BIP – Biuletyn Informacji Publicznej Instytutu Psychologii PAN;	1) BIP – Public Information Bulletin of the Institute of Psychology PAS;
2) doktorant – słuchacz Szkoły Doktorskiej, której członkiem jest Instytut Psychologii PAN;	2) doctoral student – student enrolled in a Doctoral School of which the Institute of Psychology PAS is a member;
3) Instytut – Instytut Psychologii PAN	3) Institute - Institute of Psychology Polish Academy of Sciences;
4) JSA – Jednolity System Antyplagiatowy;	4) JSA – Unified Antiplagiarism System (“Jednolity System Antyplagiatowy” in Polish);
5) kandydat – osoba ubiegająca się o nadanie stopnia doktora;	5) candidate – an individual applying to obtain a doctoral degree;
6) komisja doktorska – komisja stała Rady Naukowej IP PAN ds. postępowania doktorskiego;	6) doctoral committee – permanent committee of the Scientific Council of IP PAS, which handles the procedure of awarding doctoral degrees;
7) komisja ds. obrony – komisja Rady Naukowej IP PAN ds. przeprowadzenia publicznej obrony rozprawy doktorskiej danego kandydata;	7) defense committee – committee, which conducts the public defense of the doctoral dissertation;
8) komisja ds. PRK – komisja Rady Naukowej IP PAN ds. weryfikacji efektów kształcenia na poziomie 8.	8) PRK committee – committee, which verifies the teaching effects at the level of the 8 th Polish Framework for Qualifications;

Polskiej Ramy Kwalifikacji danego kandydata;	
9) Program Wsparcia – Program Wsparcia Doktorantów Eksternistycznego Instytutu;	9) Support Program – Support Program for Extramural Doctoral Students of the Institute;
10) Rada Naukowa – Rada Naukowa Instytutu Psychologii PAN;	10) Scientific Council – Scientific Council of the Institute of Psychology PAS;
11) System POL-on – Zintegrowany System Informacji o Szkolnictwie Wyższym i Nauce POL-on, o którym mowa w art. 342 ust. 1. Ustawy;	11) POL-on System – Integrated System of Information on Higher Education and Science, as defined in the art.342, point 1 of the Bill;
12) Szkoła Doktorska – Graduate School for Social Research PAN lub inna szkoła doktorska, której członkiem jest Instytut Psychologii PAN;	12) Doctoral School – Graduate School for Social Research PAS or other doctoral school, in which the Institute of Psychology PAS participates;
13) Ustawa – ustawa z dn. 20 lipca 2018 r. – Prawo o szkolnictwie wyższym i nauce z późniejszymi zmianami.	13) Bill – the national Bill on Higher Education and Science passed on the 20 th July 2018 with later changes.
3. Nad prawidłowością wszystkich czynności w postępowaniu doktorskim pieczę sprawuje powołana przez Radę Naukową komisja doktorska. Komisja działa na podstawie osobnego Regulaminu działania Komisji ds. Postępowania Doktorskiego oraz Regulaminu Rady Naukowej.	3. The doctoral committee of the Council oversees the proper conduct of all activities in the procedure of awarding doctoral degrees. The committee acts on the basis of specific Regulations of the doctoral committee, as well as Regulations of the Scientific Council.
§2	§2
1. Stopień naukowy doktora nadaje w drodze decyzji administracyjnej Rada Naukowa.	1. Doctoral degree is awarded through an administrative decision by the Council.
2. Stopień doktora może być nadany również wspólnie z innymi podmiotami doktoryzującymi w dyscyplinie, w której każdy z nich posiada kategorię naukową A+, A albo B+, w tym z udziałem podmiotów zagranicznych posiadających uprawnienia do nadawania stopnia doktora w zakresie dyscypliny, w której stopień ten jest nadawany. Zasady współpracy określa umowa zawarta w formie pisemnej, która w szczególności wskazuje podmiot odpowiedzialny za wprowadzanie danych do Systemu POL-on.	2. Doctoral degree can be awarded jointly with other institutions, which award a doctoral degree in the same discipline, and which have a research assessment category of A+, A or B+, including foreign institutions which have the right to award doctoral degrees in the same discipline. In this case the cooperation rules are set by a written agreement, which specifies the institution responsible for entering data into the POL-on System.
3. Stopień doktora nadaje się osobie, która:	3. Doctoral degree can be awarded to an individual who:
1) posiada tytuł zawodowy magistra, magistra inżyniera albo równorzędny lub posiada dyplom, o którym mowa w art. 326 ust. 2 pkt 2 lub art. 327 ust. 2 Ustawy, dający prawo do ubiegania się o nadanie stopnia doktora w państwie, w którego systemie szkolnictwa wyższego działa uczelnia, która go wydała;	1) holds a master, master engineer or equivalent degree, or holds a diploma described in the art. 326 or art 327 of the Bill, which allows for applying for a doctoral degree in the country, where a given issuing institution is located;

<p>2) jest beneficjentem programu, o których mowa w Art. 186 ust. 2 Ustawy, w ramach programu ustanowionego przez Ministra właściwego do spraw nauki (m.in. "Perły Nauki") i nie spełnia wymagań opisanych w pkt 1), a także jest absolwentem studiów pierwszego stopnia lub studentem, który ukończył trzeci rok jednolitych studiów magisterskich. Osoba taka po nadaniu stopnia doktora uzyskuje równocześnie wykształcenie wyższe, o którym mowa w art. 77 ust. 1 pkt 2 Ustawy;</p>	<p>2) is a beneficiary of a program described in Art. 186 par. 2 of the Bill, set up by the Minister for science (e.g. "Pearls of Science") and does not meet the requirements from point 1), but is a graduate with a bachelor degree or has completed the 3rd year of integrated [5 years-long] master degree studies. Upon receiving doctoral degree, such a person obtains also higher education degree mentioned in the Art. 77 par. 1 pt. 2 of the Bill;</p>
<p>3) uzyskała efekty uczenia się dla kwalifikacji na poziomie 8 PRK, przy czym efekty uczenia się w zakresie znajomości nowożytnego języka obcego są potwierdzone certyfikatem lub dyplomem ukończenia studiów, poświadczającymi znajomość tego języka na poziomie biegłości językowej co najmniej B2;</p>	<p>3) has achieved learning effects on the level of 8 PRK, except that for learning effects related to a modern foreign language they are confirmed to meet at least the B2 level by a certificate or a higher education degree diploma;</p>
<p>4) posiada w dorobku co najmniej:</p>	<p>4) has published at least:</p>
<p>a) jeden artykuł naukowy opublikowany w czasopiśmie naukowym lub w recenzowanych materiałach z konferencji międzynarodowej, które w roku opublikowania artykułu w ostatecznej formie były ujęte w wykazie sporządzonym zgodnie z przepisami wydanymi na podstawie art. 267 ust. 2 pkt 2 lit. b Ustawy, lub</p>	<p>a) one scientific article published in a scientific journal or peer-reviewed conference proceedings, which on the day of publication was listed in the list of publications as devised in the [art. 267 ust. 2 pkt 2 lit. b] of the Bill, or</p>
<p>b) jedną monografię naukową wydaną przez wydawnictwo, które w roku opublikowania monografii w ostatecznej formie było ujęte w wykazie sporządzonym zgodnie z przepisami wydanymi na podstawie art. 267 ust. 2 pkt 2 lit. a Ustawy, albo rozdział w takiej monografii;</p>	<p>one scientific monograph [a book] published by a publisher, which in the year of its publication in the final form was listed in the official list as devised in the [art. 267 ust. 2 pkt 2 lit. a] of the Bill;</p>
<p>5) przedstawiła i obroniła rozprawę doktorską.</p>	<p>5) has submitted and defended a doctoral thesis.</p>
<p>§3</p>	<p>§3</p>
<p>1. Rozprawa doktorska prezentuje ogólną wiedzę teoretyczną kandydata w dyscyplinie oraz umiejętność samodzielnego prowadzenia pracy naukowej.</p>	<p>1. The doctoral thesis presents general theoretical knowledge of the candidate in the discipline [of psychology] as well as the ability to independently conduct scientific work.</p>
<p>2. Przedmiotem rozprawy doktorskiej jest oryginalne rozwiązanie problemu naukowego albo oryginalne rozwiązanie w zakresie zastosowania wyników własnych badań naukowych w sferze gospodarczej lub społecznej.</p>	<p>2. The subject of a doctoral thesis is an original solution to a scientific problem or an original solution with respect to the application of the results of own scientific work in the areas of economic or social activity.</p>

3. Rozprawę doktorską może stanowić praca pisemna, w tym monografia naukowa, zbiór opublikowanych i powiązanych tematycznie artykułów naukowych, praca wdrożeniowa, a także samodzielna i wyodrębniona część pracy zbiorowej.	3. Doctoral thesis may consist of a written work, including: a scientific monograph (dissertation), a collection of published and thematically linked scientific articles, applied work, as well as an independent and visibly separable part of collected works.
4. Rozprawa doktorska w formie zbioru opublikowanych i tematycznie powiązanych artykułów naukowych:	4. Doctoral thesis in the form of a collection of published and thematically linked articles:
1) musi się składać z minimum 3 prac, w tym musi zawierać minimum 2 artykuły opublikowane w czasopismach ujętych w bazie JCR lub SCOPUS,	1) should be composed of at least 3 articles, out of those a minimum of 2 articles should be published in peer-reviewed scientific journals listed by JCR or SCOPUS,
2) do cyklu mogą zostać włączone artykuły niepublikowane w czasopismach naukowych, ale opublikowane w formie pre-printu w publicznie dostępnym repozytorium prac naukowych z nadanym numerem cyfrowego identyfikatora (DOI),	2) apart from the minimum indicated in pt 1, the collection may also include articles not published in a scientific journal, but published as a pre-print with a digital object identifier (DOI) assigned and placed in a publicly available repository of scientific work,
3) kandydat powinien być pierwszym i/lub korespondencyjnym autorem przynajmniej dwóch artykułów,	3) the candidate should be the first and/or the corresponding author of at least 2 articles,
4) jeżeli do cyklu publikacji włączone są prace zbiorowe kandydat składa oświadczenie o własnym wkładzie merytorycznym we wspólne publikacje oraz o zgodzie współautorów na ich wykorzystanie w postępowaniu według ustalonego wzoru (Załącznik nr 4). Ta sama publikacja współautorska, prezentująca wyniki badań może być wykorzystana także przez innego współautora w jego postępowaniu doktorskim,	4) if the article collection includes co-authored work, then the candidate submits a statement on own input [kinds of work/tasks that were conducted, using CreEdit] and on the co-authors consent for using it in the candidates' doctoral degree collection for each of the co-authored articles using a provided template (see Appendix 4). The same publication with multiple co-authors can be used also by another co-author in their doctoral degree collection,
5) winna być poprzedzona syntetycznym opisem podsumowującym badania zawarte w cyklu publikacji (maks. 20 stron maszynopisu, nie uwzględniając bibliografii, rozmiar czcionki 12, interlinia 1,5 wiersza). Opis powinien zawierać wprowadzenie teoretyczne, cel badań, pytania/hipotezy badawcze, prezentację badań własnych oraz wyniki, podsumowanie i dyskusję.	5) should be preceded by a synthetic description – a summary of research presented in the collection of articles (max. 20 pages of manuscript, excluding references, font size 12, interline 1,5). It should contain the following: theoretical introduction, research goals, research questions/hypotheses, presentation of own research that was conducted, main results, summary and discussion.
5. Rozprawa doktorska w formie dysertacji może prezentować uprzednio opublikowane w części lub w całości wyniki badań. Dopuszczalne jest również bezpośrednio cytowanie treści opublikowanych przez kandydata prac, pod warunkiem, że treści te zostaną wyraźnie oznaczone w tekście dysertacji. W takim wypadku kandydat powinien przedstawić w dysertacji lub w osobnym oświadczeniu (wzór w Załączniku 4) informację o własnym wkładzie	5. Doctoral thesis in the form of a dissertation [monograph] may present previously published results (in full or in part). It is allowed to directly quote the content of articles previously published by the candidate on the condition that such directly quoted parts will be clearly marked in the dissertation. In such case the candidate should present in the dissertation or in a separate statement (template in Appendix 4) the information on his/her own input into co-authored publications and on the co-authors'

merytorycznym we wspólne publikacje oraz o zgodzie współautorów na ich wykorzystanie w dysertacji kandydata.	consent for using this work in the candidate's dissertation.
Rozdział II. Sposób wyznaczania i zmiany promotora, promotorów lub promotora pomocniczego	Chapter II. Appointing and changing the supervisor, supervisors or auxiliary supervisor.
§4	§4
1. Opieka naukowa nad przygotowaniem rozprawy doktorskiej jest sprawowana przez promotora lub promotorów albo przez promotora i promotora pomocniczego.	1. Preparation of the doctoral thesis is overseen by the supervisor or supervisors or supervisor and auxiliary supervisor.
2. Promotorem może być osoba posiadająca stopień doktora habilitowanego lub tytuł profesora.	2. A person, who holds a [Polish] title of professor or a degree of doctor habilitatus can perform the role of supervisor.
3. Promotorem może być osoba niespełniająca warunków określonych w ust. 2, która jest pracownikiem zagranicznej uczelni lub instytucji naukowej, jeżeli Rada Naukowa uzna, że osoba ta posiada znaczące osiągnięcia w zakresie zagadnień naukowych, których dotyczy rozprawa doktorska.	3. A person that does not meet the criteria described under par. 2, but who is an employee of a foreign university or a research institution can also perform the role of supervisor, provided that the Council recognizes as significant that person's scientific achievements in the subject of doctoral thesis.
4. Funkcję promotora pomocniczego może pełnić osoba posiadająca stopień doktora.	4. A person, who holds the doctoral degree can perform the role of auxiliary supervisor.
§5	§5
1. Promotorem nie może zostać osoba, która w okresie ostatnich 5 lat:	1. Doctoral thesis supervision cannot be performed by a person that within the last 5 years:
1) była promotorem 4 doktorantów, którzy zostali skreśleni z listy doktorantów z powodu negatywnego wyniku oceny śródkresowej, lub	1) has supervised 4 doctoral students, who were removed from the list of students of the doctoral school in the midterm evaluation, or
2) sprawowała opiekę nad przygotowaniem rozprawy przez co najmniej 2 osoby ubiegające się o stopień doktora, które nie uzyskały pozytywnych recenzji.	2) has supervised the preparation of at least 2 doctoral theses, which did not obtain positive reviews.
§6	§6
1. Rada Naukowa powołuje promotora, promotorów lub promotora i promotora pomocniczego doktorantowi rozpoczynającemu kształcenie w Szkole Doktorskiej na wniosek dyrektora tej Szkoły w ciągu 3 miesięcy od rozpoczęcia kształcenia.	1. The Scientific Council appoints supervisor, supervisors or supervisor and auxiliary supervisor of a Doctoral School student on the basis of an application of the director of that School, within 3 months of enrollment.
2. Osoba ubiegająca się o nadanie stopnia doktora w trybie eksternistycznym przed wszczęciem postępowania w tej sprawie składa do Rady Naukowej wniosek o wyznaczenie promotora, promotorów lub promotora i promotora pomocniczego.	2. A person that seeks to obtain a doctoral degree through the extramural track submits an application to the Scientific Council to appoint a supervisor, supervisors or supervisor and auxiliary supervisor prior to commencing the awarding procedure.
3. Wniosek, o którym mowa w ust. 1 i 2 (wzór określony w Załączniku nr 1) zawiera:	3. The application mentioned in par. 1 and 2 (template provided in Appendix 1) includes:

<p>1) propozycję osoby promotora, promotorów lub promotora i promotora pomocniczego wraz z uzasadnieniem,</p>	<p>1) proposed supervisor, supervisors or supervisor and auxiliary supervisor together with justification,</p>
<p>2) zgodę osoby lub osób wskazanych we wniosku na objęcie funkcji promotora lub promotora pomocniczego lub oświadczenie, że zgody takiej nie można uzyskać;</p>	<p>2) statement of consent to perform the role of supervisor or auxiliary supervisor or statement that such consent cannot be obtained;</p>
<p>3) dodatkowo, do wniosku, o którym mowa w ust. 2 dołącza się:</p> <ul style="list-style-type: none"> a) CV naukowe kandydata z wykazem publikacji; b) w przypadku promotora nie zatrudnionego w Instytucie, CV naukowe promotora/promotorów ze szczególnym uwzględnieniem doświadczenia w prowadzeniu prac doktorskich (w przypadkach uzasadnionych wysoką jakością badań komisja doktorska może odstąpić od tego wymogu); c) konspekt planowanej pracy doktorskiej o objętości do 5000 znaków (ze spacjami) lub, w przypadku dysponowania gotową rozprawą doktorską, jej streszczenie; d) opinię promotora/promotorów o stopniu zaawansowania pracy nad rozprawą doktorską. 	<p>3) moreover, the application mentioned in par. 2 should also include:</p> <ul style="list-style-type: none"> a) candidate's CV indicating scientific experience and achievements; b) in case the supervisor is not employed at the Institute, proposed supervisor's CV indicating scientific experience and publications of the, as well as experience in supervising doctoral theses (doctoral committee may waive this requirement in cases justified by the high quality of research); c) an outline of the planned doctoral thesis (length up to 5000 characters with spaces) or a summary in case the doctoral thesis has already been completed; d) a statement from the supervisor/supervisors indicating the level of advancement of thesis preparation;
<p>4. Dopuszcza się składanie wniosku, o którym mowa w ust. 1 i 2, drogą elektroniczną (na adres poczty elektronicznej sekretariatu Instytutu), przy czym należy go opatrzyć podpisem zaufanym lub kwalifikowanym certyfikatem elektronicznym.</p>	<p>4. The application mentioned in par. 1 and 2 may be submitted electronically (to the email address of the Institute's office), but in this case it should be digitally signed by a state-provided e-signature (in Polish "podpis zaufany") or a qualified electronic certificate.</p>
<p>5. Komisja doktorska przedstawia Radzie Naukowej rekomendacje w zakresie proponowanej osoby promotora lub promotora pomocniczego, a w przypadku wniosku, o którym mowa w ust. 2, także przedstawionego konspektu rozprawy. W przypadku wątpliwości dotyczących jakości naukowej konspektu lub etycznych aspektów proponowanych badań, przed wydaniem rekomendacji Komisja doktorska może zasięgnąć opinii Komisji Etyki Instytutu i/lub odpowiedniego pod względem</p>	<p>5. The doctoral committee submits to the Scientific Council its recommendation on the proposed supervisor or auxiliary supervisor, while in the case of an application mentioned in par. 2, also with respect to the submitted thesis outline. In case of questions with respect to the scientific quality of the outline or ethical aspects of proposed research, prior to submitting the recommendation, the doctoral committee may seek advice from the Institute's Ethics Committee and/or a researcher employed at the</p>

merytorycznym pracownika naukowego Instytutu.	Institute that is thematically appropriate to the thesis subject.
6. Rada Naukowa podejmuje uchwałę w sprawie powołania promotora, promotorów lub promotora i promotora pomocniczego, uwzględniając rekomendacje Komisji.	6. Scientific Council votes on the resolution to appoint a supervisor, supervisors or supervisor and auxiliary supervisor, taking into account the recommendation of the doctoral committee.
7. Rada Naukowa może dokonać zmiany promotora lub promotora pomocniczego w drodze uchwały na wniosek kandydata, promotora, dyrektora Szkoły Doktorskiej, lub przewodniczącego komisji doktorskiej złożony do przewodniczącego Rady za pośrednictwem sekretariatu Instytutu. Przyjęcie uchwały przez Radę Naukową wymaga uprzedniego zasięgnięcia opinii kandydata, promotora, którego dotyczy zmiana, oraz komisji doktorskiej.	5. Scientific Council may change the supervisor, supervisors or supervisor and auxiliary supervisor upon receiving an application from the candidate, supervisor, director of Doctoral School or the president of the doctoral committee, submitted to the president of the Council through the Institute office. Before the Council passes a resolution on this change, it should obtain an opinion from the candidate, the supervisor that is to be changed, and the doctoral committee.
8. Promotor lub promotor pomocniczy niebędący członkami Rady Naukowej może uczestniczyć w posiedzeniach tej Rady, na których podejmowane są uchwały dotyczące kandydata bez możliwości udziału w głosowaniu.	6. Supervisor or auxiliary supervisor, who is not a member of the Scientific Council may participate, though without voting rights, in those Council meetings that are scheduled to pass resolutions on a given candidate's doctoral application.
Rozdział III. Wszczęcie postępowania	Chapter III. Commencing the doctoral degree awarding procedure
§7	§7
1. Postępowanie o nadanie stopnia doktora wszczynają się na wniosek kandydata (wzór w Załączniku nr 2). Do wniosku kandydat załącza:	1. The doctoral degree awarding procedure is commenced upon receiving an application from the candidate (template provided in Appendix 2). The Application should include:
1) odpis dyplomu magisterskiego lub innego dyplomu potwierdzającego spełnienie wymogu z §2 ust. 3 pkt 1 lub z §2 ust. 3 pkt 2;	1) a copy of the master degree diploma or other diploma that confirms the fulfillment of requirement described in §2 par. 3 pt 1 or §2 par. 3 pt 2;
2) CV naukowe z wykazem dorobku publikacyjnego;	2) CV indicating scientific experience and list of scientific publications;
3) pozytywną opinię dotyczącą rozprawy doktorskiej wszystkich promotorów lub promotora i promotora pomocniczego, która zawiera:	3) a statement indicating positive opinion on the thesis from all supervisors or both the supervisor and auxiliary supervisor, which includes:
a) poświadczenie wykonania pracy pod kierunkiem promotora (promotorów);	a) a confirmation that the thesis was prepared under their supervision;
b) akceptację rozprawy;	b) a statement confirming acceptance of the thesis;
b) opinię dotyczącą najważniejszych osiągnięć naukowych zawartych w rozprawie oraz spełniania przez rozprawę warunków opisanych w §3 ust. 1-2.	c) opinion on the most important scientific achievements described in the thesis, as well as fulfilling the conditions set out in §3 par. 1-2.
4) pięć egzemplarzy rozprawy doktorskiej (w formie manuskryptu pracy pisemnej lub cyfrowej)	4) Five (paper) copies of the thesis (either as a manuscript of a dissertation or a collection of

artykułów) oraz jeden egzemplarz na nośniku elektronicznym;	scientific articles) and 1 copy of the thesis in a digital form on a physical drive;
<p>5) dokumenty potwierdzające spełnienie wymogów, opisanych w §2 ust. 3 pkt 3:</p> <p>a) dokument potwierdzający ukończenie Szkoły Doktorskiej wraz z informacjami wskazującymi uzyskanie efektów uczenia się na poziomie kwalifikacji 8 PRK. Dokument taki wydany przez dyrektora Szkoły Doktorskiej GSSR PAN stanowi jednocześnie potwierdzenie znajomości j. angielskiego na poziomie co najmniej B2, lub</p> <p>b) dokument potwierdzający ukończenie Programu Wsparcia wraz z informacjami wskazującymi uzyskanie efektów uczenia się na poziomie kwalifikacji 8 PRK, lub</p> <p>c) w przypadku, gdy nie jest możliwe udokumentowanie tych wymogów, Rada Naukowa na wniosek komisji doktorskiej powołuje komisję ds. PRK;</p>	<p>5) documents confirming that the candidate meets the requirements described in §2 par. 3 pt 3:</p> <p>a) document confirming the completion of Doctoral School together with information indicating that teaching effects at the level of 8 PRK have been reached. Such a document issues by the director of the GSSR PAS certifies also language proficiency at B2 level, or</p> <p>b) document confirming the completion of the Support Program alongside information indicating that the candidate has achieved learning effects at the level of the 8th PRK, or</p> <p>c) in case when it is not possible to obtain documents confirming that the candidate meets those requirements, the doctoral committee may request the Scientific Council to appoint a PRK committee;</p>
6) oświadczenie o spełnieniu wymagań etycznych i nienaruszeniu norm prawnych (wzór w Załączniku nr 3);	6) statement on the thesis conforming to ethical standards and not infringing on legal norms (template in Appendix 3);
7) jeśli częścią rozprawy są prace zbiorowe, oświadczenie kandydata dotyczące własnego wkładu merytorycznego oraz o zgodzie współautorów na jej wykorzystanie w postępowaniu dla każdej z tych prac (wzór w Załączniku nr 4);	7) if the thesis includes co-authored papers, a candidate's statement on their own contribution to the paper as well as co-authors consent for using it in the doctoral proceedings for each of the papers (template in Appendix 4);
8) w przypadku rozprawy w formie dysertacji, zaakceptowany przez promotora wydruk raportu z JSA.	8) in case of thesis in the form of a dissertation [monograph] manuscript, a report from the JSA accepted by the supervisor.
<p>2. Kandydat, o którym mowa w Art. 186 ust. 2 Ustawy, będący beneficjentem programu, ustanowionego przez Ministra właściwego do spraw nauki (m.in. "Perły Nauki"), do wniosku o wszczęcie postępowania doktorskiego załącza dodatkowo:</p> <p>1) kopię decyzji o kwalifikacji kandydata do udziału w programie Perły Nauki;</p> <p>2) opinię promotora potwierdzającą wysoką jakość prac badawczych prowadzonych przez tę osobę oraz</p>	<p>2. A candidate described in the Art. 186 par. 2 of the Bill, who is a beneficiary of a special program ("Perły Nauki") initiated by the Minister for science, includes in the application also:</p> <p>1) a copy of the award decision in the special program ("Perły Nauki");</p> <p>2) supervisor's statement confirming high quality of the candidate's research, as well as high level of advancement in this work;</p>

wysoki stopień zaawansowania tych prac.	
3. Dopuszcza się przedstawienie rozprawy w j. polskim lub j. angielskim. Rozprawa powinna zawierać streszczenie zarówno w j. polskim jak i j. angielskim.	3. Doctoral thesis may be presented in either Polish or English language. The thesis should contain a summary in both Polish and English.
Rozdział IV. Sposób wyznaczania recenzentów	Chapter IV. Procedure for appointing thesis reviewers
§8	§8
1. Komisja doktorska, po zapoznaniu się z dokumentacją w postępowaniu doktorskim, na posiedzeniu Rady Naukowej proponuje co najmniej trzech recenzentów rozprawy spośród osób niebędących pracownikami Instytutu oraz jednostki, której pracownikiem jest kandydat. Recenzent nie powinien być też współautorem jakichkolwiek prac opublikowanych przez kandydata.	1. The doctoral committee, having inspected the documentation in the doctoral degree awarding procedure, proposes during a Scientific Council meeting at least 3 thesis reviewers, who are not an employee of the Institute or an employee of the institution, which employs the candidate. A review should not be a co-author of any scientific work published by the candidate.
2 Recenzentem może być osoba posiadająca stopień doktora habilitowanego lub tytuł profesora.	2. A person that holds a [Polish] professor title or a doctor habilitatus degree can become a doctoral thesis reviewer.
3. Recenzentem może być osoba niespełniająca warunków określonych w ust. 2, która jest pracownikiem zagranicznej uczelni lub instytucji naukowej, jeżeli Rada Naukowa uzna, że osoba ta posiada znaczące osiągnięcia w zakresie zagadnień naukowych, których dotyczy rozprawa doktorska.	3. A person employed by a foreign university or a research institution that does not meet the requirement described in par. 2 can become a doctoral thesis reviewer if the Scientific Council accepts that this person has significant scientific achievements in the subject of the doctoral thesis.
4. Rada Naukowa w drodze uchwały wyznacza trzech recenzentów spośród osób zaproponowanych przez komisję doktorską lub spośród kandydatów zaproponowanych przez członków Rady na jej posiedzeniu.	4. Scientific Council appoints three reviewers from among the individuals proposed by the doctoral committee or from among the individuals proposed by the Council members during its meeting.
5. Recenzenci sporządzają recenzje rozprawy doktorskiej w terminie 2 miesięcy od dnia jej doręczenia. Dopuszcza się przygotowanie recenzji w języku angielskim lub polskim. Język recenzji określa każdorazowo komisja doktorska.	5. Reviewers prepare their doctoral thesis reviews within 2 months from the date of receiving the thesis. Review may be prepared in either Polish or English language. The language in which the review should be prepared is determined in the case of each candidate by the doctoral committee
6. Recenzent ocenia, czy rozprawa spełnia warunki do nadania stopnia doktora określone w Ustawie i wyraża całościową ocenę w konkluzji: 1) akceptując rozprawę (recenzja pozytywna), lub 2) odrzucając rozprawę (recenzja negatywna), lub 3) żądając poprawy rozprawy.	6. Reviewer examines whether the thesis meets requirements for awarding doctoral degree that are set in the Bill and formulates a global assessment in the conclusion of the review by: 1) accepting (positive review), or 2) rejecting the thesis (negative review), or 3) requesting thesis corrections.
Rozdział V. Tryb powoływania oraz zakres czynności poszczególnych komisji w postępowaniu doktorskim	Chapter V. Appointing committees in the degree awarding procedure and their tasks.
§9	§9

1. Rada Naukowa do prac w postępowaniach doktorskich powołuje komisje:	1. Scientific Council appoints the following committees in the degree awarding procedure:
1) Komisja ds. obrony, która przeprowadza publiczną obronę rozprawy doktorskiej;	1) defense committee, which conducts the public thesis defense;
2) Komisja ds. PRK, która jest powoływana w przypadku braku dokumentów, o których jest mowa w §2 ust. 3 pkt. 3;	2) PRK committee, appointed if the candidate has not been able to provide documents mentioned in §2 par. 3 pt. 3;
§10	§10
1. W skład komisji ds. obrony wchodzi:	1. The defense committee is composed of:
1) Przewodniczący oraz co najmniej trzech członków, wyłonionych spośród członków Rady Naukowej, mających stopień doktora habilitowanego lub tytuł profesora;	1) President and at least 3 members, appointed from among the members of the Scientific Council, who hold a doctor habilitatus degree or a professor title;
2) Recenzenci.	2) Reviewers.
2. Dyrektor Instytutu wyznacza pracownika sekretariatu Instytutu do pełnienia roli sekretarza, który protokołuje posiedzenie komisji.	2. The director of the Institute indicates an administrative employee for the role of defense committee secretary, who then prepares minutes from the committee meeting.
2. §11	§11
1. Komisja ds. PRK składa się z nie mniej niż trzech członków powołanych przez Radę Naukową.	1. The PRK committee is composed of at least 3 members, who are appointed by the Scientific Council.
2. Do zakresu działań Komisji należy: 1) Wyznaczenie liczby i zakresu egzaminów, jakie winien zdać kandydat przed dopuszczeniem do publicznej obrony rozprawy, aby spełnić warunki określone w §2 ust. 3 pkt 3; 2) Przedstawienie Radzie Naukowej opinii uzasadniającej osiągnięte przez kandydata kwalifikacje na poziomie 8 PRK i/lub znajomość języka obcego na poziomie co najmniej B2; 3) Przedstawienie Radzie Naukowej opinii nt. spełniania warunków, o których jest mowa w §2 ust. 3 pkt 3, a także protokołów z egzaminów, jeżeli Kandydat był zobowiązany do ich zdania.	2. The tasks of the PRK committee are: 1) Deciding on the number of exams that the candidate should pass and their thematic content; 2) Submitting to the Scientific Council a statement justifying that the candidate has reached qualifications at the level of the 8th PRK; 3) Submitting to the Scientific Council the protocols documenting passing the exams in case the candidate was asked to take them;
Rozdział VI. Przebieg obrony rozprawy doktorskiej	Chapter VI. Doctoral thesis defense
§12	§12
1. Do publicznej obrony rozprawy doktorskiej może być dopuszczona osoba, która uzyskała pozytywne recenzje od co najmniej 2	1. Public defense of doctoral thesis is allowed in the case of an individual, who has received positive reviews from at least 2 reviewers and

recenzentów i spełnia wymagania zawarte w §2 ust. 3 pkt 1-3.	who fulfills the requirements set in §2 par. 3 pt. 1-3.
2. Rada Naukowa podejmuje uchwałę o dopuszczeniu rozprawy do publicznej obrony lub o odmowie jej dopuszczenia do publicznej obrony.	2. Scientific Council passes a resolution either allowing the candidate to defend thesis or not allowing to defend.
3. Na postanowienie Rady Naukowej o odmowie dopuszczenia do obrony przysługuje zażalenie do Rady Doskonałości Naukowej.	3. Resolution of the Scientific Council not allowing to defend can be appealed by the candidate to the Scientific Excellence Council (Polish: Rada Doskonałości Naukowej).
4. Termin publicznej obrony rozprawy doktorskiej wyznacza i ogłasza przewodniczący komisji ds. obrony za pośrednictwem sekretariatu Instytutu. O publicznej obronie rozprawy doktorskiej zawiadamia się wszystkie placówki naukowe, posiadające uprawnienia do nadawania stopnia doktora nauk społecznych w dyscyplinie psychologia.	4. The date and time of public defense is set and announced by the president of the defense committee through the office of the Institute. Public defense is announced to all scientific institutions, which hold the right to award doctoral degrees in social sciences, discipline – psychology.
5. Nie później niż 30 dni przed wyznaczonym terminem obrony rozprawy doktorskiej, zamieszcza się na stronie BIP Instytutu rozprawę doktorską wraz z jej streszczeniem oraz recenzje.	5. Doctoral thesis, its summary and reviews are posted in the Institute's BIP no later than 30 days before the date of the public defense.
6. Przewodniczący komisji ds. obrony może zarządzić przeprowadzenie obrony rozprawy doktorskiej przy użyciu środków komunikacji elektronicznej z bezpośrednim przekazem obrazu i dźwięku, zapewniających transmisję obrony w czasie rzeczywistym między jej uczestnikami oraz wielostronną komunikację, w ramach której uczestnicy mogą wypowiadać się w jej toku.	6. The president of the doctoral committee may decide to hold the public defense through electronic means of communication with simultaneous transmission of sound and image, which allow to transmit the defense in real time between its participations, also allowing multi-directional communication such that participants may take the floor in its course.
7. W przypadku, gdy kandydat przedstawił rozprawę doktorską w j. angielskim i/lub członek komisji ds. obrony nie posługuje się j. polskim, przewodniczący komisji ds. obrony może przeprowadzić obronę w j. angielskim.	7. In case the candidate has submitted the doctoral thesis in English and/or a member of the defense committee does not use Polish language, the president of the defense committee may decide on holding the public defense in English.
§13	§13
1. Przewodniczący komisji ds. obrony prowadzi ją według następującego porządku:	1. President of the defense committee conducts the defense according to the following agenda:
1) Część jawna posiedzenia: a) promotor przedstawia sylwetkę kandydata oraz jego dorobek naukowy i zawodowy, b) kandydat przedstawia główne tezy rozprawy, c) recenzenci przedstawiają treść recenzji, d) przewodniczący komisji otwiera dyskusję, e) kandydat odpowiada na pytania i uwagi recenzentom i dyskutantom;	1) Public part: a) supervisor presents the candidate's achievements, as well as scientific and professional career to date; b) candidate presents main ideas of the thesis; c) reviewers present their reviews; d) the president of the committee opens the floor to discussants (both committee members and the public) e) candidate responds to questions and comments from reviewers and the discussants;

2) Część niejawna posiedzenia: a) członkowie Komisji dyskutują nad przebiegiem obrony, b) głosowanie tajne w sprawie przyjęcia publicznej obrony rozprawy doktorskiej;	2) Restricted part (defense committee only): a) committee members discuss the candidate's presentation and answers; b) voting by secret ballot on resolution to accept the candidate's public defense;
3) Jawne ogłoszenie wyników obrad komisji przez przewodniczącego.	3) Public announcement of the defense committee president on their decision and voting results;
2. Promotorzy oraz promotor pomocniczy mogą uczestniczyć w jawnej części posiedzenia.	2. Supervisor, supervisors and auxiliary supervisor may participate in the public part of the defense.
3. Sekretarz komisji ds. obrony sporządza protokół z przebiegu obrony. Przewodniczący komisji ds. obrony weryfikuje oraz zatwierdza protokół.	3. Secretary of the defense committee prepares minutes from the meeting. The president of the committee verifies and accepts the protocol.
4. Przewodniczący komisji ds. obrony przedstawia Radzie Naukowej protokół z obrony oraz uchwałę w sprawie przyjęcia lub odrzucenia publicznej obrony.	4. President of the defense committee submits to the Scientific Council the minutes and the committee's resolution on accepting or rejecting the public defense.
5. Rada Naukowa na najbliższym posiedzeniu po dacie obrony zapoznaje się z przebiegiem publicznej obrony i podejmuje uchwałę o nadaniu lub odmowie nadania stopnia naukowego doktora w dziedzinie nauk społecznych w dyscyplinie psychologia.	5. Scientific Council at its first meeting after the defense date reviews the information on public defense and passes a resolution on awarding the doctoral degree or refusing to award the doctoral degree in social sciences, discipline – psychology.
6. Od decyzji o odmowie nadania stopnia doktora przysługuje odwołanie do Rady Doskonałości Naukowej w terminie 30 dni od dnia doręczenia decyzji za pośrednictwem Rady Naukowej.	6. Decision refusing to award the doctoral degree can be appealed by the candidate to the Scientific Excellence Council ("Rada Doskonałości Naukowej") within 30 days of formally receiving that information. The appeal should be made through the Scientific Council.
7. Osobie, której nadano stopień naukowy doktora w dziedzinie nauk społecznych w dyscyplinie psychologia wydaje się dyplom doktorski (wzór dyplomu w Załączniku nr 5a) oraz odpis tego dyplomu. Na wniosek tej osoby wydaje się odpis dyplomu w języku angielskim (wzór w Załączniku nr 5b).	7. Individual awarded with doctoral degree in social sciences, discipline – psychology, obtains doctoral diploma (template in Appendix 4a) as well as a duplicate of that diploma. A duplicate in English language (template in Appendix 5b) can also be issued upon request of that individual.
Rozdział VII. Zasady ustalania wysokości opłaty za postępowanie w sprawie nadania stopnia doktora w trybie eksternistycznym oraz zwalniania z tej opłaty	Chapter VII. Rules on setting the fees for doctoral degree awarding procedure in the extramural track and waiving those fees
§14	§14
1. Wysokość opłaty za postępowanie w sprawie nadania stopnia doktora w trybie eksternistycznym ustala każdorazowo Dyrektor Instytutu.	1. The fee for degree awarding procedure for extramural track candidates is set by the director of the Institute on a case-by-case basis.
2. Kandydat wnosi na konto bankowe Instytutu opłatę za przeprowadzenie postępowania w tej sprawie.	2. Candidate makes payment of the fees to the Institute's bank account.
3. Wysokość opłaty nie może przekraczać kosztów postępowania, uwzględniających w szczególności koszty wynagrodzeń promotora	3. The fee may not exceed the costs of the degree awarding procedure, in particular of

lub promotorów, promotora pomocniczego i recenzentów.	honoraria for supervisor or supervisors, auxiliary supervisor and reviewers.
4. Opłaty nie pobiera się od kandydata, który:	4. Fees are waived in the case of candidate, who has:
1) ukończył studia doktoranckie prowadzone przez Instytut, rozpoczęte przed rokiem akademickim 2019/2020 i wszczął postępowanie o nadanie stopnia doktora w ciągu 3 lat od ukończenia tych studiów, lub	1) completed on time the doctoral studies conducted by the Institute, providing that the doctoral studies were commenced prior to the 2019/2020 academic year and has commenced the doctoral proceedings within 3 years of completing them or
2) ukończył Szkołę Doktorską, lub,	2) completed the Doctoral School, or
3) zaliczył w pełnym zakresie zajęcia w ramach Programu Wsparcia i wszczął postępowanie o nadanie stopnia doktora w ciągu 3 lat od ukończenia tego Programu.	3) completed in full the Support Programme and commenced the doctoral proceedings within 3 years of completing the Support Programme.
5. W przypadku pracownika naukowego lub nauczyciela akademickiego, koszty postępowania ponosi zatrudniająca go jednostka.	5. In case of research employees or academic teachers, the fee is covered by the institution that employs this individual.
6. W przypadku postępowań prowadzonych w trybie eksternistycznym dyrektor Instytutu zwalnia z opłat kandydata, który w okresie od złożenia wniosku o wyznaczenie promotora do momentu nadania stopnia jest pracownikiem Instytutu.	6. In case of applications in the extramural track, the director of the Institute may waive the fees for a candidate, who was employed by the Institute from the moment of appointing a supervisor to the moment of the degree award.
7. Kandydata niebędącego pracownikiem uczelni wyższej, innego instytutu PAN, instytutu naukowego albo instytutu międzynarodowego dyrektor Instytutu może zwolnić, na umotywowany wniosek pisemny, z części lub całości opłaty za przeprowadzenie postępowania doktorskiego, biorąc pod uwagę sytuację finansową Instytutu.	7. The director of the Institute may waive the fee in part or in full, taking into account the financial situation of the Institute for candidates, who are not employed by a university, other institute of PAS, research institute or international institute.
Rozdział VIII. Przepisy przejściowe	Chapter VIII. Transitory rules
§15	§15
1. Przewody doktorskie wszczęte do końca kwietnia 2019 r. prowadzi się zgodnie z dotychczasowymi przepisami, wprowadzonymi Uchwałą Rady Naukowej nr 28/RD/XII/2021 z dn. 10 grudnia 2021 r. z późn. zm. (Uchwała Rady nr 22A/RN/IV/2023 z dn. 21 kwietnia 2023 r.), jednak muszą one zostać zakończone do dnia 31 grudnia 2024 r. Przewody niezakończone w tym terminie zostaną zamknięte z tym dniem uchwałą Rady Naukowej.	1. Doctoral degree awarding procedures initiated prior to the 30 th April 2019 are conducted on the basis of previous rules, introduced by the Scientific Council resolution no. 28/RD/XII/2021 from 10 th December 2021 with later changes (resolution no. 22A/RN/IV/2023 from 28 th April 2023) except that they have to be completed by the 31 st December 2024. Procedures not completed by that date will be automatically closed down through a resolution of the Scientific Council.
2. W przypadku osób, które rozpoczęły studia doktoranckie przed rokiem akademickim 2019/2020 i ubiegają się o nadanie stopnia doktora, efekty uczenia się dla kwalifikacji na	2. In case of individuals who commenced doctoral studies prior to the academic year 2019/2020 and they apply for a doctoral degree, their teaching effects at the level of 8 PRK are

poziomie 8 PRK są potwierdzone zaświadczeniem o ukończeniu studiów doktoranckich.	confirmed by a certificate of completion of doctoral studies.
Spis załączników:	List of Appendices
Zał. 1 – Wniosek o powołanie promotora	App. 1 – Application to appoint supervisor
Zał. 2 – Wniosek o wszczęcie postępowania w sprawie nadania stopnia doktora	App. 2 – Application to commence the doctoral degree awarding procedure
Zał. 3 – Oświadczenie o spełnieniu wymagań etycznych i nienaruszeniu norm prawnych	App. 3 – Statement on fulfilling the ethical requirements and not infringing on legal norms.
Zał. 4 – Oświadczenie o wkładzie merytorycznym w publikację wg systemu CRediT	App. 4 – Statement on contribution to a publication in the CRediT system
Zał. 5a – Wzór dyplomu doktorskiego w j. polskim	App. 5a – Template of doctoral diploma in Polish
Zał. 5b – Wzór dyplomu doktorskiego w j. angielskim	App. 5b – Template of doctoral diploma in English

For Appendices and additional documents references in the table above, the student should contact IP PAN.