2026/2027

PhD Handbook

Graduate School for Social Research, GSSR

Warsaw

IFiS PAN, IP PAN, ISP PAN

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Introduction

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

This Handbook addresses all GSSR doctoral students, and serves as a resource to PhD supervisors. 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*), including its Appendix 1, 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 curriculum of Classroom Training, Learning-though-Research (LtR), and Ongoing PhD Progress assessment is designed to provide our students with the theoretical knowledge, expert and transferrable skills, and social competences necessary for successfully completing your PhD thesis, and in the process, achieve scientific independence. Scientific independence is understood as having acquired learning outcomes – knowledge, skills and social competences – corresponding to level 8 of the Polish Qualifications Framework, PQF. This means (i) knowing and understanding the world's achievements in science and resulting implications for practice, (ii) being able to analyze and creatively synthesize world scientific achievements, to identify, formulate and innovatively solve research problems; independently plan one's own development and inspire the development of others; participate in the exchange of experiences and ideas; and (iii) being ready to ethically conduct independent research that advances disciplinary and/or interdisciplinary scientific knowledge (p. 69, kwalifikacje.gov.pl/images/Publikacje/Publikacja_Polish_Qualifications_Framework_eng.pdf).

Interdisciplinary learning and transversal skills development are integral to this goal. GSSR's curriculum includes shared core courses across disciplines, access to electives beyond the student's primary field, and interdisciplinary training events such as GSSR summer schools and the New Projects Seminar Series. Instruction by faculty with diverse disciplinary backgrounds, co-supervision across fields when appropriate, and active participation in research teams foster intellectual flexibility, methodological pluralism, and cross-sectoral engagement. These elements support the acquisition of competencies central to PQF8: critical thinking, initiative, problem solving, ethical scientific conduct, and effective communication across academic and applied contexts.

Table 1 shows how (i) the structure of the doctoral program – Classroom Training and LtR, in particular – and thus, your course of study, and (ii) the "Study Program for the Doctoral School @GSSR," relate. Supervisor mentoring and the organizational framework for your individual work on the dissertation that mentoring creates, are not listed in this table since they are ubiquitous in your course of studies.

Thanks to LtR, and participation in a research group (i.e., the doctoral research internship) especially, on completing this program, 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, good communication and building ties with actors in and outside academia.

You will work together with your supervisor(s) (see *Appointment of your academic supervisor(s)*) to develop and implement annual **Individual Study Programs** (see *Building your Individual Study Program*) tailored to your research needs and interests. [1] The **Individual Research Plan** (see Annex 5) mandated by the Law and subject to the Mid-term Evaluation (see *Ongoing assessment of academic progress)* is a separate document, also developed in cooperation with your supervisor, which Annex 5 discusses in detail.[2] By outlining the academic activities which you intend to undertake during a given academic year to push your dissertation work forward, the Individual Study Programs set the grounds for realizing your Individual Research Plan.

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

Doctoral students with disabilities and neurodivergence may apply for support in the process of education and implementation of scientific activities.[4] The type and forms of support, including the possibility to participate in a given meeting/meetings remotely, receive assistance during courses, etc., are determined individually, upon the doctoral student's request addressed to the Director of GSSR.

Table 1. Relationship between the structure of the GSSR Doctoral Program, the student's individual course of study, and the "Study Program for the Doctoral School @GSSR"

Name of Activity	Form of activity	Excerpts from the "Study Program for the Doctoral School @GSSR"
Classroom training		
1A. Mandatory discipline specific methodology courses @GSSR	Courses (Lectures)	Philosophy: (1) Interpreting and constructing – working with a philosophical text; (2) Philosophy in the process of making concepts. Sociology: (1) Quantitative methods of data analysis: statistical theory and good practices; (2) Approaches to qualitative methods in research practice. Psychology: (1) Methodology and ethical issues of psychological studies; (2) Advanced statistical analysis. Political science and administration: (1) Quantitative methods of data analysis: statistical theory and good practices; (2) Approaches to qualitative methods in research practice.

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

[2] The **Individual Research Plan** (IRP) is a document required by the Law, to be submitted to GSSR administration within 12 months of the date of commencement of education (but see Footnote 10). Doctoral students, in consultation with their supervisor(s), draw up the IRP, which regulates the 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).

[3] **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.

[4] A PhD student holding a certificate of disability, a certificate of the degree of disability, or a certificate referred to in art. 5 and 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and the Employment of Persons with Disabilities, shall receive a doctoral scholarship increased by 30% of the minimum amount specified by law.

1B. Mandatory discipline specific theory/substantive courses @GSSR	Courses (Lectures)	Philosophy: (1) Major theories and concepts in contemporary humanities; (2) The human in the 20th century philosophical anthropology. Sociology: (1) Sociological theories: the tradition and current ideas; (2) Empirical research in the social sciences (part 1 & 2). Psychology: (1) Psychology in modules; (2) Social psychology. Political science and administration: (1) Contemporary political history of the Central-Eastern Europe; (2) Sociological theories: the tradition and current ideas; (2) Empirical research in the social Sciences (part 1 & 2).
2.A Optional courses @GSSR	Courses (Lectures)	"The mandatory courses in a discipline are (…)… available as optional courses for doctoral students from other disciplines. In addition, it is possible to attend social science and interdisciplinary courses ..."
2.B. Courses taken outside GSSR	Courses (Lectures)	"Students may also take courses in other academic institutions, whether in Poland or elsewhere. Participation in such courses must be included in the individual study programme for the academic year concerned."
2.C. Additional training @GSSR or elsewhere	Varied	"The Individual Study Program includes... planned participation in seminars, symposiums, summer schools and other scholarly events..."
Learning-through-Research (LtR)		
3.A. Mandatory LtR: Participation in the research team	Doctoral research internship	„Doctoral students are required to participate in the work of at least one research team in one of the doctoral school's co-founding institutes." „ In the first year of study, the doctoral student prepares his/her *individual research proposal* in cooperation with his/her supervisor." Mandatory LtR "may include participation in (…) *conferences* (…) related to a particular topic as well as work on research projects and *publications*." [italics added]
3.B Optional LtR activities @ or outside GSSR	Varied	"The individual study programme also specifies … conferences and other events that the doctoral student plans to attend, other activities planned for the academic year, including the research activities to be undertaken, the publications and sections of the doctoral thesis to be prepared."
3B-1. New Projects Seminar Series	Inter- and multidisciplinary seminars	"The individual study programme includes (…) seminars (…), in particular involving the presentation of the doctoral student's own work."
3B-2. International Summer/Winter schools	Inter- and multidisciplinary research summer schools	"The individual study programme includes (…) summer schools (…), in particular involving the presentation of the doctoral student's own work."
3B-3. International Workshops	Workshops	"The individual study programme includes (…) other scholarly events, in particular involving the presentation of the doctoral student's own work."
3.C. Optional Inter-sectoral LtR activities (outside GSSR)	Varied	"The individual study programme may also include non-academic activities, in particular for non-governmental organisations, commercial companies or public administration, or activities linked to participation in public debates that are in some way related to the doctoral student's area of academic interest."

Appointment of the academic supervisor(s)

Following requirements of the Law, within the first three months of you joining GSSR, the School completes the process of appointing each new doctoral student an academic supervisor. 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).

The procedure for appointing supervisors is set out in the "Regulations of the Doctoral School @GSSR," the "Study Program for the Doctoral School @GSSR" (see *Introduction*), and also in Annex 10 (for IP PAN only). The procedure

takes into account the student's preference and the recommendations of the Admissions (recruitment) Commission that operates at the level of each of the institutes co-founding the School.[5]

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.[6]

A supervisor cannot be a person who in the last five years (i) has supervised four doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term evaluation, or (ii) has supervised the preparation of a dissertation of at least two persons applying for a doctoral degree, which did not receive positive reviews.

To ensure the continuity of supervisory care in situations when the supervisor cannot fulfil her/his roles for a period longer than 30 days (e.g., the event of supervisor's illness), the supervisor, in consultation with you and the director of GSSR, will secure appropriate supervision from a suitable senior faculty member, or, if applicable, your co-supervisor and/or support supervisor.

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

The role of the supervisor

Your supervisor provides advice and guidance on designing, and supervises the implementation of, your doctoral studies in terms of Classroom Training, LtR and dissertation research. This includes, but is not limited to: providing substantive and methodological assistance in your research work and guidance in how to comply with the Code of ethics in force at the Polish Academy of Science and its institutes (https://pan.pl/etyka-w-nauce/); 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, if applicable.

The supervisor also writes annual opinions on the progress of your scientific work, including an opinion about your progress with implementing the Individual Research Plan. 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 regularly, and at least six times during the academic year. Continuous 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) and Individual Research Plan (see Annex 5).

Conflict prevention and resolution

Ongoing, open communication, and a common understanding of the principles of cooperation between the supervisor and the student, including mutual expectations, are key to ensuring that supervisory relationships function to the mutual satisfaction of both parties, thus preventing conflict situations. Annex 6 in this Handbook provides guidelines for supervisors, who, considering their greater experience in leading academic research, are

[5] For students joining GSSR as winners of doctoral scholarships in research projects that foresee the financing of doctoral scholarships for at least 36 months, the principal investigator of that particular project serves as their supervisor.

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

encouraged to develop a cooperation proposal for the supervisory relation, to be discussed with the student and renegotiated as needed, respecting the rights of each party.

Supervisory relations may sometimes give rise to conflict situations regarding various aspects of the cooperation between the student and their supervisor.[7] Resolving conflict situations is based on the principles of impartiality, neutrality, and confidentiality. Annex 12 discusses the procedures for conflict resolution at GSSR.

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, IRP, (Annex 5), which is due by the end of your first 12 months at GSSR (but see *Extending and suspending the period of PhD studies* and Footnote 10).

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 3 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 – in Polish or another language, as agreed with the supervisor – 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 9-11 provide additional information, for IFiS, IP and IPS, respectively, on completing the PhD with a set of articles. Your IRP shall indicate the planned form of your thesis.

Building your Individual Study Program (ISP)

The Individual Study Program complements, and lays the grounds for the implementation of your Individual Research Plan, which is discussed in Annex 5. For each of the first three academic years, and together with your supervisor, you prepare an ISP document that identifies the components of your PhD thesis and the elements of the GSSR doctoral program that you plan to complete in the subsequent year. Annex 1 provides guidelines for writing the ISPs.

What to include in your ISP

To structure the ISP for a given year, please consult Tables 1-3, and Annex 1 in this Handbook. Tables 1 and 2 provide complementary information about the Classroom Training and LtR activities, which you are expected and/or encouraged to complete by the end of your studies. Table 3 summarizes the documents that you must submit to GSSR over the period of your PhD studies, and the dates these documents are due.

[7] Conflict situations involving behaviors covered by generally applicable provisions of law (e.g., civil law), in particular the disciplinary responsibility of PhD students and faculty, are regulated according to the applicable legal provisions.

Table 2. Classroom Training, and Learning-through-Research (LtR) Activities @GSSR

Discipline	Type	Activity	Structure	Recommended scheduling	Contact hours/ semester	Self-study effort hours/ semester	ECTS[8] points/ activity
	Mandatory						
Philosophy	**Methodology courses, 1.A.**	Interpreting and constructing …	2-semester	NA* in 2026/27	30	70	6
		Philosophy in the process of making concepts	2-semester	NA in 2026/27	30	70	6
	Theory/ Substantive courses, 1.B.	Major theories and concepts…	1-semester	NA in 2026/27	30	70	3
		The human in the 20th century...	1-semester	NA in 2026/27	30	70	3
	LtR	Participation in faculty-led research team, IFiS PAN	7-semester	Semesters 2-8	16	60	16
				Philosophy: ECTS points from mandatory elements			***34***
Sociology	**1.A.**	Quantitative methods of data analysis…	1-semester	Semester 1	30	70	3
		Approaches to qualitative methods…	1-semester	Semester 2	30	70	3
	1.B	Sociological theories…	2-semester	Semesters 1-2/3-4	30	70	6
		ERSS, I: Research design & implementation…	1-semester	Semester 1	30	70	3
		ERSS, II: Writing in social sciences	1-semester	Semester 2	30	70	3
	LtR	Participation in faculty-led research team, IFiS	7-semester	Semesters 2-8	16	60	16
				Sociology: ECTS points from mandatory elements			***34***
Political Science	**1.A.**	Quantitative methods of data analysis…	1-semester	Semester 1	30	70	3
		Approaches to qualitative methods…	1-semester	Semester 1/2	30	70	3
	1.B	Contemporary political history…	1-semester	Semesters 1-4	30	70	3
		Sociological theories…	1-semester	Semester 1	30	70	3
		ERSS, I: Research design &implementation…	1-semester	Semester 1	30	70	3
		ERSS, II: Writing in social sciences	1-semester	Semester 2	30	70	3
	LtR	Participation in faculty-led research team, IPS	7-semester	Semesters 2-8	16	60	16
				Political Science: ECTS points from mandatory elements			***34***
Psychology	**1.A.**	Methodology and ethical issues of psychological studies	1-semester	Semesters 1-4	30	70	3
		Advanced statistical analysis	1-semester	Semester 2	30	100	4
		Psychology in modules:	1-semester	Semesters 2-4	30	170	6

[8] European Credit Transfer System (ECTS) points (or credits) express the volume of learning based on the defined learning outcomes and their associated workload (European Commission: Directorate-General for Education, Youth, Sport and Culture, *ECTS users' guide 2015*, https://data.europa.eu/doi/10.2766/87192). Workload for activities in Table 2 is operationalized as the combination of contact (instruction) hours and self-study (including assignment-writing) effort hours for achieving an activity's learning outcomes.

	1.B	Part I, Part II, Part III					
		Social psychology	1-semester	Semesters 2-4	30	70	3
	LtR	Participation in faculty-led research team, IP PAN	7-semester	Semesters 2-8	25	60	18
Psychology: ECTS points from mandatory elements							***34***
Optional							
Common across all 4 disciplines	2. A. courses, 2.C. Training events @GSSR	https://www.gssr.edu.pl/doctoral-school/courses-and-timetables/	Event dependent	Semesters 1-8	Event dependent	Event dependent	Event dependent
	2.B. Courses outside GSSR	Must be approved by GSSR prior to enrolment	Course dependent	Semesters 1-8	Course dependent	Course dependent	Course dependent
	3.B-1. LtR @GSSR	New Projects Seminar Series	8-semester	Semesters 1-8	Based on nr. of attended seminars	Event-dependent	NA
	3.B.-2; -3. LtR @GSSR or elsewhere	International Summer/Winter schools	Event-dependent	Semesters 2-8	Event-dependent	Event-dependent	Event-dependent
		International Workshops	Event-dependent	Semesters 1-8	Event-dependent	Event-dependent	Event-dependent
	3.C. Inter-sectoral LtR	Internships in NGOs, the private sector, etc.	Event-dependent	Semesters 3-7	Event-dependent	Event-dependent	Event-dependent

**GSSR suspended admissions to the Philosophy program starting with the academic year 2022-23. Students who started their doctoral training in 2021/2022 or before, have completed all discipline-specific mandatory courses.*

Courses

As part of internationalization activities "at home," courses at GSSR are offered in English, involving also the participation of instructors and/or guest lecturers from higher education institutions and NGOs from abroad. During the 4-year doctoral program, you are required to complete a number of mandatory courses (see Table 2 and GSSR's Study Program, www.gssr.edu.pl/doctoral-school/regulatory-documents/). The combination of mandatory courses depends on the discipline in which you plan to defend your thesis.

The compulsory courses you plan to take during a given academic year should be listed in your Individual Study Program and the Individual Research Plan. Students who have insufficient knowledge to enable them to take part in any of the mandatory courses are expected to make good the deficiency by taking courses outside the PhD program, with prior approval from GSSR.

To successfully complete a mandatory course, students must meet the requirements specified in the course syllabus. You are expected to complete all obligatory courses by the end of your second year of doctoral studies (for extensions, see *Extending and suspending the period of PhD studies*).

In addition to the mandatory courses, a range of optional courses is available, open to all doctoral students regardless of your chosen discipline. You may also choose as optional courses those courses that are listed as mandatory for disciplines other than your own, thus broadening your multi- and interdisciplinary training.

There is no formal obligation to take optional courses, unless required by your supervisor or specific scholarships. However, it is recommended that you profit from the offer of additional training at GSSR. Any supplementary training you successfully complete will be taken into account during end of year evaluations.

For details about courses at GSSR, see: https://www.gssr.edu.pl/doctoral-school/courses-and-timetables/

Courses taken outside GSSR: Courses may also be taken at other Higher Education Institutions in Poland or abroad (e.g., in the framework of programs such as Erasmus+, Fulbright, etc.). Please consult this step with your supervisor, and secure approval from GSSR administration prior to enrolment.

Participation in a Research Group (Doctoral Research Internship)

Learning-through-Research (LtR) is a key dimension of GSSR's doctoral program and constitutes a formal doctoral research internship. Thus, in addition to taking the courses that are mandatory for your discipline, you are expected to join a faculty-led (i.e., led by academic staff) research group in one of GSSR's constituent institutes, or, exceptionally, in an equivalent research center outside IFiS, IP or IPS.[9]

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/.

Participation in a research group is designed to immerse students in all aspects of the research process, and to advance research collaboration with scholars at different stages of career development. It facilitates PhD scientific activities, working on your dissertation and related publications in particular, and research dissemination. You gain experience in how research units develop research ideas and implement them during the different stages of proposal writing, grant administration, and preparation of publications, and in doing so, you acquire the important skills of teamwork and good communication, including with actors outside academia. Equally important, participation in a research group helps students build and expand their scientific network.

Participation in a research team lasts for the full duration of your PhD studies. First year students are expected to have chosen the research group 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 and the team leader (when different from your supervisor).

The specifics of participation in a chosen research team are set out by the team leader. In general, you are expected to participate in the team's regular meetings (ca. 16-25 hours per semester) and the events the team organizes, and combine these activities with faculty-guided independent research.

Work on your PhD thesis

Continuous work on your doctoral thesis, steady progress in addressing its research questions, and meeting established deadlines for completing the thesis (see also Table 3), are key elements of both your ISP and Individual Research Plan. The ISP for each academic year shall outline the planned components of your dissertation and related publications. For what to include in the Individual Research Plan, see Annex 5.

Other academic professionalization activities

You should also include in your annual ISP planned academic professionalization activities, such as participation in conferences to present your research, academic publications, grant applications, participation in additional classroom training, involvement in 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 and scholarship applications

Applying for grants and scholarships, and obtaining funding matter on many levels. Preparing applications for funding facilitates research and fosters scientific independence. Obtaining funding conveys your strong level of academic skills and scientific independence, while also improving them. Scholarships and grants broaden your scientific network, enhance your employability, while also bringing recognition to the host institution, among other benefits.

[9] You may participate in more than one research group.

GSSR encourages you to apply for scholarships offered through GSSR (see www.gssr.edu.pl/students/internal-calls-for-funding/) and other institutions, and, once you are at an appropriate stage in your PhD research, for external grants (e.g., NCN *Preludium)* from a variety of funding sources (see 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 will play an important role in preparing and submitting applications for funding. 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 to ensure smooth progress toward your PhD and acquiring the knowledge, skills and social competences for the Polish Qualification Framework, PQF (https://prk.men.gov.pl/en/1en/) level 8, **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 a student's academic progress (see Annex 6).

The Mid-term Evaluation required by the Law

The **Mid-term Evaluation** is a separate assessment conducted in accordance with art. 202 of the Law and §13 of the *Regulamin*. Its scope is to evaluate, in the middle of a student's education period at GSSR (i.e., end of Year 2), the realization of her/his Individual Research Plan (IRP). [10]

At each institute (IFiS, IP, IPS), the Mid-term Evaluation Commission consists of three persons holding at least a doctoral degree, with one person, from outside the institute, holding a postdoctoral degree (habilitation) or a professorship in the discipline relevant to the doctoral student's evaluation. At a student's request, a

[10] If a student suspends their PhD training at GSSR, the deadline will be pushed back for an amount of time equal to the period of suspension. Separately, cf. art 204(2) of the Law, the deadline for submitting the doctoral dissertation may be extended by no more than two years.

representative of the GSSR Student Government (Samorząd) may participate in the Commission's work, as an observer. The Commission cannot include your supervisor(s).

The Commission reviews the required materials - IRP, Individual Study Report for Year 2, draft of key dissertation chapter/article with external review, and supervisor opinion on IRP implementation, to assess the fulfilment of IRP activities scheduled for Years 1 and 2, and whether this current activity indicates that you are able to continue to efficiently implement the IRP, and complete your dissertation by the IRP deadline. The ME does **not** assess dissertation quality or academic activities outside the IRP.

The outcome of the Mid-term Evaluation is either positive or negative. The Commission will give a positive or negative mark, and the reasons for it, in writing. The justification can include suggestions of desirable changes to your IRP. The Commission will give a positive evaluation if you implement the IRP without unjustified delays and your performance to date is such as to provide strong reasons to expect that you will continue to efficiently implement your IRP. The Commission will give a negative evaluation where these conditions are not met. According to the Law, the result of the evaluation and its justification shall be known.

Article 203 of the Law 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 3 summarizes the documents that the student must submit to GSSR over the 4-year period of your doctoral studies, and the dates these documents are due (see, however, *Extending the period of PhD studies* and Footnote 10*)*. For ***guidelines on specific required documents, consult the Annexes***. For any questions, email the GSSR Doctoral Studies Coordinator.

Table 3. 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 4. Academic CV	1. Draft of key chapter/article of PhD thesis 2. Individual Study Report 3. Academic CV	1. Significant part of PhD thesis 2. Individual Study Report 3. Academic CV	Full draft of PhD thesis
September	**Due by 30.09**			
	1. Individual Research Plan, IRP* 2. Individual Study Program for Year 2	Individual Study Program for Year 3	Individual Study Program for Year 4	Completed PhD thesis; Notification opening PhD procedure

*__By Law__, the IRP is due within 12 months of the date of commencement of education at GSSR (i.e., the date of signing the oath). GSSR students who sign the oath at other dates than on/around October 1 will have different deadlines than 30.09.

All documents must be sent electronically to the Doctoral Studies Coordinator of GSSR (sns@gssr.edu.pl). Additionally, the supervisor is expected to submit annual opinions on the progress of your scientific work. This includes an opinion about your progress with implementing the Individual Research Plan.

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).[11] This will count for 50% of the overall evaluation of your progress.
- **Academic CV**
- **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**, IRP, due September 30. The proposal will help shape your IRP. Submitting a revised version in June will give you and your supervisor time to review it, identify any aspects that may require further development, and incorporate any changes into the IRP before the September deadline.

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).

  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). Please check your ISP against the activities you scheduled for Year 2 in your Individual Research Plan.

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.
- **Academic CV**
- **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, and any outstanding tasks from Year 1.

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/Article from the dissertation. For details, see Annex 8.

[11] 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.

Due by June 15:

- **Academic CV**
- **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**, briefly indicating what work 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 (Samorząd)

Students are elected to represent the student body vis-à-vis the School authorities. 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. In addition, all representatives have the right to take part in the meetings of the Board (Scientific Council) of GSSR as observers, with one representative having the right to vote.

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 familiarize yourselves with PhD students' rights as specified in the Law (e.g., monthly doctoral scholarship, rest breaks of up to 8 weeks/year; student ID), and to raise all matters of concern with GSSR

administration and/or with student representatives, who will bring them to the attention of the School administration.

Extending and suspending the period of PhD studies

You are expected to complete your PhD studies within four academic years. By law, the deadline for submitting your doctoral dissertation, as set in your Individual Research Plan, may be extended by no more than two years. The extension, to be approved by the GSSR director, requires a positive opinion of the supervisor and the submission of a schedule of activities aimed at completing work on the dissertation.

Under justified conditions discussed below, you can suspend your PhD training. This will push back deadlines for the period of suspension, and extend the period of your studies.

PhD students and parenthood

At the request of a doctoral student, the director of GSSR will suspend the course of study for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave - as defined in separate regulations (Act of 26 June 1974 - Labour Code, Journal of Laws 2018, item 917, as amended).

During the period of suspension of education on the basis of the conditions specified above, you retain the entitlement to a doctoral stipend.[12] The period of suspension is not counted towards the maximum 4-year period during which a doctoral scholarship may be received. This means that the period of scholarship entitlement is extended by the duration of the statutory suspension.

The amount of the doctoral scholarship during the suspension is determined in accordance with the provisions governing the calculation of maternity allowance, based on the amount of the doctoral scholarship to which the doctoral student is entitled on the day the application for suspension is submitted.

Example 1: A doctoral student who gives birth during the third year of doctoral training and suspends her studies for the statutory period corresponding to maternity and parental leave continues to receive the doctoral scholarship during the suspension. After returning to the doctoral school, she remains entitled to the unused part of the four-year scholarship period, as the suspension does not count towards this limit.

Example 2: A doctoral student who gives birth during the fourth year of doctoral training is also entitled to receive the doctoral scholarship throughout the statutory suspension period. The scholarship entitlement is extended by the duration of the suspension.

Example 3: If a doctoral student gives birth after the maximum period of doctoral scholarship entitlement has already expired (e.g. during an extension of the deadline for submitting the dissertation after the four-year scholarship period has ended), the suspension of education remains possible, but the doctoral scholarship is no longer payable during that period, as the entitlement to the scholarship has already expired before the suspension began.

Other conditions for suspension

In justified cases and for a period not exceeding 12 months, the director of the School may suspend the doctoral studies at the request of the doctoral student due to, e.g., his/her illness, the need to care for a sick family member, to take care of his/her child (up to the age of six or with disability certificates).

During the period of suspension of education referred to here (*Other conditions*…) and the extended period for submitting the dissertation, you will not be entitled to a doctoral stipend.

[12] The doctoral scholarship continues to be paid by your home institute, unless you are separately eligible for ZUS benefits through employment or another form of insured activity.

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.

Artificial Intelligence (AI) and academic integrity

The popularity and accessibility of generative AI tools, such as ChatGPT, Sudowrite, and others, have grown significantly. These tools hold the potential to transform the future, including research. However, their misuse can pose challenges to maintaining academic integrity.

At GSSR, some course instructors approve the use of AI tools in the academic setting for specific goals. AI tools may be used for course assignments only with the instructor's explicit permission, in approved ways, and with proper acknowledgment.

The acceptance of generative AI tools in dissertation writing depends on the specific policies of the institute of your discipline, and the guidelines set by your supervisor. Always consult your institution's policies and discuss with your supervisor to ensure appropriate, transparent and ethical use of AI tools in your dissertation.

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.

GSSR Institutional Email Accounts

Upon enrolment, all doctoral students receive an individual @gssr.edu.pl email account. This is the official channel of communication with GSSR.

All important information is sent to this address, including announcements about funding opportunities, course-related matters (including grades), and administrative deadlines and decisions. You are expected to use this account for GSSR-related correspondence and to check it regularly. Failure to do so does not exempt from responsibilities arising from communicated information.

You are also encouraged to use your GSSR email in communication with supervisors, particularly for matters related to supervision, dissertation progress, and other formal aspects of doctoral training.

After the successful defense of the dissertation, the email account remains active for 60 days and is then deactivated. After deactivation, the account and all stored data (including emails and attachments) are permanently deleted. Graduates are responsible for backing up and transferring important information and for informing their academic and professional contacts of the change.

Annex 1

Individual Study Program (ISP)

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

ISP for the academic year 2026/2027; due by December 22, 2026[13]

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 (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. Parts/dimensions of the dissertation you plan to work on
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. 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)
7. Planned presentations at academic conferences
8. Planned attendance of academic training events, such as summer schools or workshops
9. Study abroad (e.g., Erasmus+, Fulbright, Max Planck) planned to take place any time during the PhD program
10. 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 ……

[13] PhD students who join GSSR's doctoral school at a later point, via a faculty-led research grant, will receive a different deadline.

Annex 1 - Individual Study Program (cont'd)

B. Guidelines for PhD students completing Years 1 and 2 in September 2026

ISP for the academic year 2026/2027; due by September 30, 2026

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 2027/2028.

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. Parts/dimensions of the dissertation you plan to work on
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. 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)
7. Planned presentations at academic conferences
8. Planned attendance of academic training events, such as summer schools or workshops
9. Study abroad (e.g., Erasmus+, Fulbright, Max Planck) planned to take place any time during the PhD program
10. 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 …….

Annex 1 - Individual Study Program (cont'd)

C. Guidelines for PhD students completing Year 3 in September 2026

ISP for the academic year 2026/2027; due by September 30, 2026

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. Parts/dimensions of the dissertation you plan to work on
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. 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)
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.)
10. 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:

- 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)[14] 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 assessment of your progress at the internal annual evaluation (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?

[14] Check your Individual Study Report against IRP activities scheduled for Year 2, and any outstanding tasks from Year 1.

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 & 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 (subject to 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. If a student suspends their training at GSSR, the deadline will be pushed back for an amount of time equal to the period of suspension. Once your IRP is submitted and confirmed by the GSSR Director, it becomes binding. Any later changes require written approval from both your supervisor and the GSSR Director.

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 reviewers, 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.

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 to complete your dissertation, as well as the elements of GSSR's doctoral program. 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 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.

According to art. 204 (2) of the Law, the deadline for submitting the doctoral dissertation (as set in the IRP) may be extended by no more than two years. The extension, to be approved by the GSSR director, requires a positive opinion of the supervisor and the submission of a schedule of activities aimed at completing work on the dissertation.

Annex 5 – Individual Research Plan (cont'd)

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.

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 discus 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

Guidelines for supervisors

Continuous, open communication, and a common understanding of the principles of cooperation between the supervisor and the PhD student, including mutual expectations, are key to ensuring that supervisory relationships function to the mutual satisfaction of both parties. Good communication is crucial also to preventing conflict situations.

To facilitate good communication, the supervisor and the student are encouraged to create a joint cooperation memo that outlines the main principles of their cooperation (see next page). The supervisor and the PhD student **are expected to meet** regularly, and at least **six times** during each academic year, and complement meetings with electronic (email) communication.

The supervisor provides advice and guidance on designing, and supervises the implementation of their student's doctoral research, including its compliance with the Code of ethics in force at the Polish Academy of Science and IFiS, IP and IPS (https://pan.pl/etyka-w-nauce/). Among others, 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. As applicable, prepare the documentation necessary to obtain approval for their research projects from the ethics committee at IFiS/IP/IPS;
6. Improve their research work, via constructive feedback, both substantive and methodological;
7. Write grant applications;
8. Prepare for the examination that is part of the doctoral procedure (IFiS-based students only)

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.

Annex 6 – Guidelines for supervisors (cont'd)

In the **Year 2 Opinion**, supervisors are requested to write their opinion on the student's progress on the implementation of the Individual Research Plan, and to indicate to what extent they 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).

Recommendation on creating a joint cooperation memo

Considering their greater experience in leading academic research, supervisors are encouraged to develop a cooperation proposal, to be discussed and agreed upon with the PhD student, and renegotiated as needed, respecting the rights of each party. The resulting memo would outline the main principles of cooperation between the supervisor and the PhD student, including:

- Characteristics of the supervisor-student communication (e.g., expectations regarding the student's work schedule and working hours at the institute/lab; form of contact between the parties, including conditions for cancelling meetings; reporting planned absences, vacation breaks, or illness; methods for jointly resolving conflict situations; deadlines for reviewing or making corrections to scientific texts and other documents that require the supervisor's review/approval, taking into account the volume of the submitted material; etc.);
- Rules around the scientific research and preparing the dissertation: information from the supervisor regarding (i) any strict conditions of research, such as necessity of field/research trips, working with laboratory samples, occasional need to conduct research/work during holiday season or days off, etc.; (ii) current and/or expected funding of the research planned for the implementation of the doctoral project, and possible tasks of the student in helping with funding applications related to their doctoral project; (iii) the form and extent of support with preparing scientific products, articles in particular; the role of the thesis supervisor at the stage of writing the dissertation; (iv) the form and extent of assistance in obtaining grants and scholarships from various funding sources; (v) expected conference participation and funding for it; (vi) principles of cooperation with other members of the research team; (vii) expected participation in organizing scientific events; (viii) agreements regarding intellectual property rights (e.g., the concept of the doctoral dissertation, research results produced under the supervision of, or jointly with the supervisor, etc.), including in the case of changing supervisor; (ix) rules of co-authorship in scientific publications; (x) rules for the use of AI-based tools when writing texts; (xi) a reminder of the prohibition of plagiarism; (xii) rules for assessment of activities and obligations the student carried out; (xiii) rules for accounting for entrusted equipment and resources in case of the student's resignation from the project or discontinuing doctoral studies.
- The student's participation in activities outside the supervisor's research group (e.g., other research; Erasmus+; internships; taking up/continuing gainful employment unrelated to the PhD, etc.).

Both parties in the supervisory relation are expected and welcome to approach the director of GSSR in case of any difficulties concerning their cooperation. The principles and procedures for the resolution of conflict situations are discussed in Annex 12.

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);

- 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 at IFiS PAN. Initiating the formal procedures leading to the PhD degree

(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, which the candidate submits, 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 (3 copies) and electronically to the office of IFiS' Scientific Council (email magdalena.grabowska@ifispan.edu.pl). It will be tested using the Jednolity System Antyplagiatowy anti-plagiarism software, and a report signed by the Commission for doctoral procedure will be added to the documentation necessary for initiating the procedure for award of the PhD degree.

5. The guidelines for initiating the formal procedures leading to the PhD degree are available here: www.gssr.edu.pl/wp-content/uploads/2024/06/GSSR-Guide_From-completed-dissertation-to-PhD-defense_June-11-2024.pdf. Contact the office of IFiS' Scientific Council (magdalena.grabowska@ifispan.edu.pl) for details.

6. The certificate prepared by the GSSR director that the student achieved the learning outcomes for the qualification at Level 8 of the Polish Qualifications Framework is available from GSSR administration (sns@gssr.edu.pl). This document certifies also language proficiency at B2 level.

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) przygotowały 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 8th Polish Framework for Qualifications;

Polskiej Ramy Kwalifikacji danego kandydata;	
9) Program Wsparcia – Program Wsparcia Doktorantów Eksternistycznych 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 20th 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;

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;	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;
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;	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;
4) posiada w dorobku co najmniej:	4) has published at least:
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	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
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;	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;
5) przedstawiła i obroniła rozprawę doktorską.	5) has submitted and defended a doctoral thesis.
§3	§3
1. Rozprawa doktorska prezentuje ogólną wiedzę teoretyczną kandydata w dyscyplinie oraz umiejętność samodzielnego prowadzenia pracy naukowej.	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.
2. Przedmiotem rozprawy doktorskiej jest oryginalne rozwiązanie problemu naukowego albo oryginalne rozwiązanie w zakresie zastosowania wyników własnych badań naukowych w sferze gospodarczej lub społecznej.	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.

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 decree 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 bezpośrednie 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

merytorycznym we wspólne publikacje oraz o zgodzie współautorów na ich wykorzystanie w dysertacji kandydata.	and on the co-authors' 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 śródokresowej, 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 enrolment.
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:

1) propozycję osoby promotora, promotorów lub promotora i promotora pomocniczego wraz z uzasadnieniem,	1) proposed supervisor, supervisors or supervisor and auxiliary supervisor together with justification,
2) zgodę osoby lub osób wskazanych we wniosku na objęcie funkcji promotora lub promotora pomocniczego lub oświadczenie, że zgody takiej nie można uzyskać;	2) statement of consent to perform the role of supervisor or auxiliary supervisor or statement that such consent cannot be obtained;
3) dodatkowo, do wniosku, o którym mowa w ust. 2 dołącza się: 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.	3) moreover, the application mentioned in par. 2 should also include: 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;
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.	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.
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	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

odpowiedniego pod względem merytorycznym pracownika naukowego Instytutu.	employed at the 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 wszczyna 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 fulfilment 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 cyklu	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;
5) dokumenty potwierdzające spełnienie wymogów, opisanych w §2 ust. 3 pkt 3: 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 b) dokument potwierdzający ukończenie Programu Wsparcia wraz z informacjami wskazującymi uzyskanie efektów uczenia się na poziomie kwalifikacji 8 PRK, lub c) w przypadku, gdy nie jest możliwe udokumentowanie tych wymogów, Rada Naukowa na wniosek komisji doktorskiej powołuje komisję ds. PRK;	5) documents confirming that the candidate meets the requirements described in §2 par. 3 pt 3: 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 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 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;
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.
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: 1) kopię decyzji o kwalifikacji kandydata do udziału w programie Perły Nauki; 2) opinię promotora potwierdzającą wysoką jakość prac badawczych prowadzonych przez tę osobę oraz	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: 1) a copy of the award decision in the special program ("Perły Nauki"); 2) supervisor's statement confirming high quality of the candidate's research, as well as high level of advancement in this work;

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 wchodzą:	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.	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.
§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 who fulfills the requirements set in §2 par. 3 pt. 1-3.

recenzentów i spełnia wymagania zawarte w §2 ust. 3 pkt 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 honoraria for supervisor or supervisors, auxiliary supervisor and reviewers.

lub promotorów, promotora pomocniczego i recenzentów.	
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 2019/202 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 30th April 2019 are conducted on the basis of previous rules, introduced by the Scientific Council resolution no. 28/RD/XII/2021 from 10th December 2021 with later changes (resolution no. 22A/RN/IV/2023 from 28th April 2023) except that they have to be completed by the 31st 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	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

doktora, efekty uczenia się dla kwalifikacji na poziomie 8 PRK są potwierdzone zaświadczeniem o ukończeniu studiów doktoranckich.	effects at the level of 8 PRK are 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 (sd.ippan@psych.pan.pl).

Annex 11

Requirements for doctoral theses; initiating proceedings for the conferment of the PhD degree, IPS PAN

The Scientific Council of the Institute of Political Studies of the Polish Academy of Sciences, based on the authorization contained in art. 192 para. 2 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668) [art. 192 ust. 2 ustawy z dnia 20 lipca 2018 roku Prawo o szkolnictwie wyższym i nauce (Dz. U. 2018 r. poz. 1668)], specifies the manner in which the degree of doctoral degree is conferred. The supervisor and the reviewers assess whether the presented work meets the standards of doctoral dissertation.

IPS Regulations refer to the cited act, which in art. 187 as follows, it specifies the requirements of the doctoral dissertation:

Art. 187. [Doctoral dissertation]

1. Rozprawa doktorska prezentuje ogólną wiedzę teoretyczną kandydata w dyscyplinie albo dyscyplinach oraz umiejętność samodzielnego prowadzenia pracy naukowej lub artystycznej.	1. The doctoral dissertation presents the general theoretical knowledge of the candidate in discipline or disciplines and the ability to conduct scientific or artistic work independently.
2. Przedmiotem rozprawy doktorskiej jest oryginalne rozwiązanie problemu naukowego, oryginalne rozwiązanie w zakresie zastosowania wyników własnych badań naukowych w sferze gospodarczej lub społecznej albo oryginalne dokonanie artystyczne.	2. The subject of the doctoral dissertation is the original solution to the scientific problem, the original solution in the use of the results of own scientific research in the economic or social sphere or the original artistic achievement.
3. Rozprawę doktorską może stanowić praca pisemna, w tym monografia naukowa, zbiór opublikowanych i powiązanych tematycznie artykułów naukowych, praca projektowa, konstrukcyjna, technologiczna, wdrożeniowa lub artystyczna, a także samodzielna i wyodrębniona część pracy zbiorowej.	3. The doctoral dissertation may be written, including a scientific monograph, a collection of published and thematically related scientific articles, design, construction, technological, implementation or artistic work, as well as an independent and separate part of the collective work.
4. Do rozprawy doktorskiej dołącza się streszczenie w języku angielskim, a do rozprawy doktorskiej przygotowanej w języku obcym również streszczenie w języku polskim. W przypadku gdy rozprawa doktorska nie jest pracą pisemną, dołącza się opis w językach polskim i angielskim.	4. A summary in English is attached to the doctoral dissertation, and a summary in Polish also for a doctoral dissertation prepared in a foreign language. If the doctoral dissertation is not a written work, a description in Polish and English is attached.

Initiating proceedings for the conferment of the PhD degree

Appendix No. 1 to the resolution of the Scientific Council of the ISP PAN of 28 June 2019 on the adoption of the Regulations on the procedure for awarding the degree of doctor at the Institute of Political Studies of the Polish Academy of Sciences, with amendments adopted on 15 December 2023.

Annex 11- cont'd

Extract from "Regulations on the procedure for awarding the degree of doctor at the Institute of Political Studies of the Polish Academy of Sciences" (in original, "Regulamin w sprawie postępowania o nadanie stopnia doktora w Instytucie Studiów Politycznych PAN)".[15]

…

IV. Application for initiation of proceedings for the conferment of the degree of doctor

1. An applicant for the conferment of a doctoral degree - the candidate - shall submit an application for the initiation of proceedings for the conferment of a doctoral degree to the Director of the Institute of Political Studies of the Polish Academy of Sciences.

2. With the application for the initiation of proceedings for the conferment of a doctoral degree, the candidate shall attach:

1) the original or a certified copy of a master's degree,

2) a curriculum vitae containing data on education, scientific achievements and career history,

3) consent to the processing of personal data,

4) one scientific article published in a scientific journal or in the peer-reviewed materials of a scientific conference, which in the year of publication of the article in its final form was included in the list drawn up in accordance with the regulations issued pursuant to Article 267 paragraph 2 item. 2(b) of the Law of July 20, 2018 on Higher Education and Science, or one scientific monograph published by a publishing house, which in the year of publication of the article in its final form was included in the list compiled in accordance with the regulations issued pursuant to Article 267(2) pt. 2(b) of the Law of July 20, 2018 on Higher Education and Science, or a chapter in such a monograph,

5) information on the course of the doctoral dissertation, which was conducted under the previous regulations in force, or the proceedings for the award of the degree of doctor, if the candidate has previously applied for the award of the degree of doctor,

6) a written commitment to cover the costs of the proceedings for the award of the doctoral degree or a written commitment from the employer employing the candidate to cover the costs of the proceedings for the award of the doctoral degree (extramural only).

7) a doctoral dissertation, in electronic form on a CD (in text file and PDF format) and in hard copy in 4 (in words: four) copies - **a doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, as well as an independent and isolated part of a collective work**,

8) a statement relating to the independent writing of the dissertation,

9) a positive opinion of the supervisor or supervisors,

10) an abstract of the doctoral dissertation in English, and for a doctoral dissertation prepared in a foreign language also an abstract in Polish.

11) a certificate or diploma of graduation confirming knowledge of a modern foreign language at a language proficiency level of at least B2.

3. The Director of the Institute, after recognizing that the subject of the dissertation is consistent with the Institute's authority to confer the doctoral degree and that the documentation submitted by the candidate

[15] The Regulamin in full is available from sns@gssr.edu.pl

meets the formal requirements, shall present the candidate's application to the Scientific Council for initiation of proceedings for the conferral of the doctoral degree.

4. The doctoral dissertation - as part of verification that all formal requirements of the application have been met - is checked using the Uniform Anti-Plagiarism System. The administrator of the Uniform Anti-Plagiarism System appointed at the Institute shall grant appropriate rights to the supervisor to check the dissertation prepared under his/her direction.

5. If the Director of the Institute has doubts as to whether the topic of the doctoral dissertation is compatible with the Institute's authority to confer the degree, the Director - in order to give an appropriate opinion - may appoint an opinion panel.

6. At the meeting of the Scientific Council, the supervisor is invited to the meeting, who reports on the candidate's application.

7. The Scientific Council, after discussion, shall adopt a resolution by secret ballot to initiate proceedings for the award of the degree of doctor.

8. The awarding institution shall refuse to initiate proceedings for the conferment of the degree of doctor if the person who has applied for the initiation of such proceedings does not meet the requirements set forth in Article 186, paragraph 1, items 1-3 or paragraph 2, or the requirement referred to in the second sentence of paragraph 1 of the Law of July 20, 2018 - Law on Higher Education and Science. The decision to refuse to initiate proceedings may be appealed to the Council for Scientific Excellence (RDN-Rada Doskonałości Naukowej).

Annex 12

Resolution of conflict situations

Despite good communication practices in place at GSSR, conflict situations may arise around the cooperation between the PhD student and their supervisor(s), or between a doctoral student and other members of GSSR's academic environment.[16] GSSR has developed accessible, standardized and transparent procedures to resolve such conflict situations based on the principles of impartiality, neutrality, and confidentiality.

To increase the chances of finding a solution that satisfies all parties involved, a conflict situation should be reported, and an attempt to resolve it should be made as early as possible. Any member of GSSR's academic community who finds themselves in, or has information about, the conflict can initiate procedures to resolve it, by contacting the director of GSSR. In the event that the GSSR Director is a party to the conflict, the reporting person should directly contact the Board of the doctoral school.

Contacting the director (or the Board, if the director is a party to the conflict) can take the form of a written notification (e.g., email) describing the circumstances of the conflict situation, or a scheduled meeting. The parties to this communication agree which of the information shared about the conflict can be used in further actions aimed at clarifying and resolving the situation.

The director of GSSR (or the Board, if the director is a party to the conflict) reviews the reported conflict situation within 10 days from the date of receiving the notification, or of the meeting. S/he may propose first measures to clarify the situation, followed by measures to resolve the conflict amicably.

Mediation, which the parties to the conflict enter voluntarily, is the recommended main tool for resolving the conflict. The director of GSSR may appoint a committee for conflict resolution, whose goal is to amicably resolve the conflict. The committee must include a representative of GSSR's Student Government, and at least one faculty member from a scientific discipline other than the one in which the student pursues their PhD degree.

If the situation requires it, the director of GSSR may specify a course of action that should be implemented to resolve the conflict situation, based on the involvement of specialized commissions at the institutes co-organizing the doctoral school, such as the Equality Commission at IFiS PAN. The director of GSSR has the right to independently refer the situation to the appropriate commission, while informing (in writing) the reporting person about this step.

The doctoral school administration is obliged to monitor the outcomes of the actions taken to resolve the conflict situation.

[16] Conflict situations involving behaviors covered by generally applicable provisions of law (e.g., civil law), in particular the disciplinary responsibility of PhD students and faculty, are regulated according to the applicable legal provisions.