



Schedule of open lectures delivered as part of the curriculum of the Doctoral School of MGU in the 20.../20... academic year.

	WINTER SEMESTER	SUMMER SEMESTER	DATE	DOCTORAL STUDENT INVOLVED IN ORGANIZING THE LECTURE
	First and last name of the scientist	First and last name of the scientist		
Trends in social science • 2 meetings per semester of 3h each (total 12h/year) • the lecturer can conduct an interactive lecture, workshop, seminar, etc. - 90 minutes • meeting with doctoral students - 45 minutes, "informal" (tells about his experience as a scientist, answers questions, free form - to be determined)				
Interactive lectures with outstanding researchers • 1 meeting per semester of 4h each (total 8h/year) • the lecturer can conduct an interactive lecture, workshop, seminar, etc. - lecture 90 min. followed by discussion 30 min. • meeting with doctoral students - 60 minutes, "informal" (tells about his experience as a scientist, answers questions, free form - to be determined)				
Lecture by visiting professor • one meeting per academic year 4h • the lecturer can conduct an interactive lecture, workshop, seminar, etc. - lecture 90 min. followed by discussion 30 min. • meeting with doctoral students - 60 minutes, "informal" (tells about his experience as a scientist, answers questions, free form - to be determined)				



Monthly schedule for the 20../20.. academic year

month	subject	notes	presenters' proposals
October			
November			
December			
January			
February			
March			
April			
May			
June			

Division of tasks

Stages	Doctoral students	Secretary's Office of the Doctoral School	Notes
Organizational	1. Presenting the method of cooperation. 2. Proposing the format of the meeting (lecture plus discussion). 3. Obtaining permission to participate. 4. Obtaining contact information. 5. Completing the table: description of open classes. 6. Obtaining a photo of the lecturer for handouts		
Formal	1. Conducting an information and promotion campaign among doctoral students and within the Academy of Special Education community.	1. Agreeing on the content of the agreement, concluding the agreement, settling the agreement. 2. Obtaining permission to record the meeting or publicly broadcast it and sharing the copyrights. 3. Obtaining statements. 4. Obtaining photos and texts for informational and promotional materials. 5. Verifying technical needs. 6. Preparing informational and promotional materials. 7. Conducting enrollment and promotions.	
Implementational	1. Opening the meeting, introducing the lecturer.	1. Providing premises and necessary equipment, or providing virtual space and necessary tools/applications. 2. Security measures. 3. Conducting the meeting.	



		4. Audio and video recording.	
Evaluational	1. Collecting and forwarding feedback from doctoral students.	1. Conducting an analysis of the organization of the meeting.	



Description of open classes as part of the Doctoral School of the Academy of Special Education

Type of information	Entry
Class category/name	
Title of classes	
Instructor <i>Important: provide degree and affiliation (preferably by arrangement with the instructor)</i>	
Date and duration <i>Example: on (date) at (time) Lecture: 60 minutes + 30 minutes discussion.</i> <i>Workshops: 45 min. workshop for doctoral students</i>	
Information on the extent of openness of the event <i>Example: The lecture and discussion are completely open to everyone.</i> <i>The workshops are designed for doctoral students.</i>	
Description of classes (500-1,500 characters with spaces) Elaboration of the topic, including information about what the classes will cover, what participants will learn, and how this may be useful from a researcher's perspective. It can be written in the first and third person.	
Lecturer's bio and photo as attachment to the form	
Contact For internal use - e-mail, phone number to the person with whom you can agree on possible editing of the note (preferably to the instructor)	