

Appendix No. 1
to the Order of the Head
of Doctoral School
of 21 December 2022

Technical instructions for submitting an Individual Research Plan (IRP)

- 1) The IRP is developed by the doctoral student¹ in consultation with the supervisor² (supervisors) and opinion of the assistant supervisor (if appointed).
- 2) The IRP is subject to evaluation by the committee conducting the mid-term assessment regarding the extent of its implementation, so the preparation of the IRP should be properly thought out, and the timing and feasibility of the intentions should be properly estimated.
- 3) Pursuant to § 19b item 2 of the Regulations of the Doctoral School, the Individual Research Plan includes:
 - a research project, including but not limited to: scientific purpose of the project, significance of the project, research concept and plan, and research method;
 - a schedule of research activities, specifying the deadline for submitting the doctoral dissertation;
 - information on planned scientific publications;
 - information on whether and where the doctoral student is applying for funding for a project;
 - plans for active participation in conferences;
 - other planned research activities (e.g., research internships, study tours, training) that are relevant to the preparation of the doctoral dissertation.
- 4) The IRP should be prepared using the template available on the doctoral school's website under the downloadable documents tab: <https://www.aps.edu.pl/doktoranci/szkola-doktorska/dokumenty-do-download/>
- 5) The submission of an IRP is preceded by the submission of a draft IRP within 6 months of starting the program.
- 6) The doctoral student sends, by 31 March, an electronic version of the draft IRP approved and signed by the supervisor(s) and assistant supervisor (if appointed) to the e-mail address of the Head of the Doctoral School, i.e. adeliowska@aps.edu.pl
- 7) The Head forwards the draft IRP to be reviewed by two reviewers who hold a postdoctoral or professorial degree in the discipline in which the dissertation is being prepared.
- 8) Reviewers are designated by the Scientific Council of the Doctoral School.

¹ Wherever "doctoral student" is mentioned in the document, it should be understood to mean a "male doctoral student or female doctoral student".

² Wherever "supervisor" is mentioned in the document, it should be understood to mean a "male supervisor or female supervisor".

9) The reviewers, within 2 weeks, either recommend the approval of the IRP without comments or recommend corrections resulting from the requirements for the IRP referred to in § 19b(2) of the Regulations of the Doctoral School.

10) The Head communicates the opinion of the reviewers to the doctoral student for information, as well as to the supervisor(s) and assistant supervisor (if appointed).

11) In consultation with the supervisor(s) and assistant supervisor (if appointed), the doctoral student makes corrections to the draft IRP and submits the final version of the IRP to the Head of the Doctoral School by the deadline specified in Article 202 of the Act of 20 July 2018 - The Law on Higher Education and Science, that is, by 30 September.

12) The doctoral student submits the IRP in a printed version with the signatures of the supervisor(s) and the opinion of the assistant supervisor (if appointed) to the Head of the Doctoral School, through the Head of the Office for Academic Promotion, for verification of its administrative completeness.

13) A scanned version of the IRP in .pdf format should be sent simultaneously to the following e-mail address: tblachnio@aps.edu.pl

14) The IRP, in its current form, is a binding document and will be subject to future assessment by the Mid-term Evaluation Committee with regard to its degree of implementation.