

Appendix No. 1  
to the Order  
of the Head of Doctoral School  
No. 5 of 2 October 2023

**Schedule of open lectures delivered as part of the curriculum of the Doctoral School of the Maria Grzegorzewska University 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		
<b>Trends in social science</b>				
<ul style="list-style-type: none"> <li>• 2 lectures per semester of 3h each (total 12h/year)</li> <li>• lecture with discussion - 90 minutes (lecture) plus 15 minutes (discussion)</li> <li>• workshop/seminar with doctoral students - 45 minutes (course and form to be determined with the invited lecturer)</li> </ul>				
<b>Interactive lectures with outstanding researchers</b>				
<ul style="list-style-type: none"> <li>• 1 lecture per semester of 4h each (total 8h/year)</li> <li>• lecture with discussion - 90 minutes (lecture) plus 30 minutes (discussion)</li> <li>• workshop/seminar with doctoral students - 60 minutes (course and form to be determined with the invited lecturer)</li> </ul>				

<b>Lecture by visiting professor</b>				
<ul style="list-style-type: none"> <li>• 1 lecture per academic year 4h/year</li> <li>• lecture with discussion - 90 minutes (lecture with discussion)</li> <li>• workshop/seminar with doctoral students - 90 minutes (course and form to be determined with visiting professor)</li> </ul>				

#### **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
<b>Organizational</b>	<ol style="list-style-type: none"> <li>1. Presenting the method of cooperation.</li> <li>2. Proposing the format of the meeting (lecture, discussion, workshop/seminar).</li> <li>3. Obtaining permission to participate.</li> <li>4. Obtaining contact information.</li> <li>5. Completing the table: description of open classes.</li> <li>6. Obtaining a photo of the lecturer for informational and promotional materials.</li> </ol>		
<b>Formal</b>	<ol style="list-style-type: none"> <li>1. Conducting an information and promotion campaign among doctoral students and within the University community.</li> </ol>	<ol style="list-style-type: none"> <li>1. Agreeing on the content of the agreement, concluding the agreement, settling the agreement.</li> <li>2. Obtaining permission to record the meeting or publicly broadcast it and sharing the copyrights.</li> <li>3. Obtaining statements.</li> </ol>	

		<ol style="list-style-type: none"> <li>4. Obtaining photos and texts for informational and promotional materials.</li> <li>5. Verifying technical needs.</li> <li>6. Preparing informational and promotional materials.</li> <li>7. Conducting enrollment and promotions.</li> </ol>	
<b>Implementational</b>	<ol style="list-style-type: none"> <li>1. Opening the meeting, introducing the lecturer.</li> <li>2. Moderating discussions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Providing premises and necessary equipment, or providing virtual space and necessary tools/applications.</li> <li>2. Security measures.</li> <li>3. Conducting the meeting.</li> <li>4. Audio and video recording.</li> </ol>	
<b>Evaluational</b>	<ol style="list-style-type: none"> <li>1. Collecting and forwarding feedback from doctoral students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Conducting an analysis of the organization of the meeting.</li> </ol>	

**Description of open classes as part of the Doctoral School of the University**

Type of information	Entry
<b>Class category/name</b>	
<b>Title of classes</b>	
<b>Instructor</b> <i>Important: provide degree and affiliation (preferably by arrangement with the instructor)</i>	
<b>Date and duration</b> <i>Example: on (date) ..... at (time) ..... Lecture: 60 minutes + 30 minutes discussion. Workshops: 45 min. workshop for doctoral students</i>	
<b>Information on the extent of openness of the event</b> <i>Example: The lecture and discussion are completely open to everyone. The workshops are designed for doctoral students.</i>	
<b>Description of classes (500-1,500 characters with spaces)</b> 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.	
<b>Lecturer's bio and photo as attachment to the form</b>	
<b>Contact</b> 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)	