

**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>				
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### 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>	1. Presenting the method of cooperation. 2. Proposing the format of the meeting (lecture, discussion, workshop/seminar). 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 informational and promotional materials.		
<b>Formal</b>	1. Conducting an information and promotion campaign among doctoral students and within the University 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.	

		<ul 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> </ul>	
<b>Implementational</b>	<ul style="list-style-type: none"> <li>1. Opening the meeting, introducing the lecturer.</li> <li>2. Moderating discussions.</li> </ul>	<ul 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> </ul>	
<b>Evaluational</b>	<ul style="list-style-type: none"> <li>1. Collecting and forwarding feedback from doctoral students.</li> </ul>	<ul style="list-style-type: none"> <li>1. Conducting an analysis of the organization of the meeting.</li> </ul>	



**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) .....</i> <i>Lecture: 60 minutes + 30 minutes discussion.</i> <i>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.</i> <i>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)	