

Appendix No. 1  
to the Order of the Head  
of Doctoral School  
of 20 December 2023

#### Technical instructions for submitting an Individual Research Plan (IRP)

- 1) The IRP is developed by the doctoral student<sup>1</sup> in consultation with the supervisor<sup>2</sup> (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 exactly thought out, and the timing and feasibility of the intentions should be properly estimated, so that the planned tasks can be completed within the set time frame.
- 3) The IRP should be prepared using the form available on the doctoral school's website under the downloadable documents tab:  
<https://www.aps.edu.pl/doktoranci/szkola-doktorska/dokumenty-do-pobrania/>
- 4) Pursuant to § 19b item 2 of the Regulations of the Doctoral School, the Individual Research Plan includes:
  - a) a research project, including but not limited to: scientific purpose of the project, significance of the project, research concept and plan, and research method;

***Explanation of the basic elements of the research project included in the current IRP form:***

***The scientific objective of the doctoral project:*** identify the research problem to be solved as a result of the research, pose the research questions and formulate the hypothesis(s).

***Scientific relevance of the project:*** present the current state of knowledge regarding the issues constituting the subject of the research, justify the undertaking of the research, referring to the innovation of this research and the impact of the results on the development of the studied issues in Poland and abroad. Show the novelty of your approach to the problem.

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

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

**Research concept and plan:** outline how the study will be implemented, research methods/techniques/tools, selection of study participants, study implementation plan; planned data analysis methods. **Identification of research risks and ways to minimize them:** a risk is any possible event that may occur in the future, the consequences of which may cause negative or positive changes in the project. Every project requires a risk assessment in both qualitative and quantitative terms. Developing a risk response involves establishing contingency plans and monitoring and controlling changing risk factors arising from the specifics of a particular project.

**A detailed research project containing the elements listed above must not exceed 10 typed pages (including the literature list).**

- b) a schedule of research activities, specifying the deadline for submitting the doctoral dissertation;

*The table in the IRP form containing the dissertation preparation schedule must include tasks involving research work, as well as other tasks of a developmental nature aimed at preparing the dissertation.*

**A research task** should be understood as a specific research activity aimed at implementing a research project. The research task may be, for example, preparation of materials for research, analysis of the latest methodological proposals in the discipline in order to identify their usefulness for ongoing research, particular research procedures carried out using appropriate methods, data analysis, development and interpretation of partial results, etc. The number of research tasks is not defined top-down. Please pay attention to tailoring the description to the nature of your project. The tasks should be formulated in such a way that their implementation is realistic. The description should be synthetic, but at the same time detailed enough so that it is clear what the task is specifically about.

*The tasks in the schedule should be arranged in chronological order, according to the planned date of their implementation.*

**Planned period of implementation:** the period of implementation of each task should be specified by providing a time frame, i.e. the task is implemented from-to (dd.mm.yyyyy-dd.mm.yyyy or mm.yyyy-mm.yyyy). The duration of the task should be adapted to the labor intensity of the task, but should not exceed four-five months. Only in justified cases are longer terms possible. The doctoral project should be broken down into research stages and specific tasks should be designed within these research stages. These tasks should be spread over the entire period of education at the doctoral school, from the first to the fourth year. The final research task included in the IRP is the submission of a dissertation.

*For the task: **Submission of the dissertation** indicate the end date (dd.mm.yyyy or mm.yyyy), with a mandatory deadline of no more than four years from the start of education. The submission date may be earlier, but then you should plan to account for the curriculum until the scheduled submission of the dissertation.*

- c) information on planned scientific publications;

*Indicate the approximate number of publications, their type, scope of subject matter and possible content; approximate date of preparation; journal or publisher; order of publication. At the stage of developing the IRP, it is difficult to plan the exact titles of the articles, but it is necessary to indicate what effects of the conducted research will be the subject of these publications, in what language the publication will be. You can also try to identify a target magazine.*

- d) information on whether and where the doctoral student is applying for funding for a project;

*In the section **Planned source of funding**, indicate from what sources the costs of the tasks will be covered, if it is possible to declare the source of funding in advance, as well as from what sources the doctoral student plans to raise funds. The costs of carrying out the tasks can be financed, for example, with funds at the disposal of the supervisor or supervisors; with funds from research grants obtained in university competitions, as well as from external institutions; with the doctoral student's own funds.*

- e) plans for active participation in conferences;

*Indicate the approximate number of conference speeches, conference dates. Larger scientific events are held on a regular basis, so it is to some extent possible to plan ahead. Conference titles and dates should be provided only where possible. When it comes to conferences that are more distant in time or difficult to specify, the overall plan should be specified, such as whether it is a domestic or foreign conference, what the scope of the speech will be, etc.*

- f) other planned research activities (e.g., research internships, study tours, training) that are relevant to the preparation of the doctoral dissertation.

- 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 an electronic version (in the form of a text file) of the draft IRP, prepared and agreed with the supervisor, to the e-mail address of the Head of the Doctoral School by 31 March.
- 7) The Head of the Doctoral School 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 Council of the Doctoral School.
- 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 recommendations of the reviewers to the doctoral student, 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 is responsible for the timely submission of the IRP.
- 13) The doctoral student submits the IRP in a printed version with the signature of the supervisor(s) and the opinion of the assistant supervisor (if appointed) to the Head of the Doctoral School, through the administrative clerk of the Office for Academic Promotion. At the same time as submitting the paper version, the doctoral student sends a scanned document identical to the paper version to the Office clerk's e-mail address.
- 14) The opinion of the assistant supervisor should be placed in the designated space on the IRP form in effect for the year.
- 15) In the field: Date of submission of the IRP - the doctoral student enters the date of delivery of the document to the Office for Academic Promotion.
- 16) The administrative clerk of the Office for Academic Promotion performs a formal verification of the completeness of the IRP form and checks the correspondence of the paper version with the electronic version, then forwards the paper version to the Head of the Doctoral School.
- 17) 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.
- 18) The IRP is kept in the doctoral student's file in paper form. It is permissible to use a qualified electronic signature (only one signature of this type can appear on the document). In case of foreign supervisors, a "temporary electronic signature" or scan is also possible. However, the paper version of the document must be completed by the deadline set by the Doctoral School.