Annex to SD Director's Order No. 3.2024

**FRAMEWORK SCHEDULE FOR THE UKEN DOCTORAL SCHOOL**

Table of contents

|  |
| --- |
| 1. Timetable for the verification of learning outcomes and the preparation and implementation of the IPB
2. Timetable for verification of learning outcomes not assigned to specific semesters
3. Schedule of training for doctoral students, supervisors, and lecturers
4. Schedule of work of the Doctoral School Council
5. Schedule of cooperation with the Councils of Disciplines
6. Framework calendar of the work of the UKEN Doctoral School
 |

**A. Timetable for the verification of learning outcomes and the preparation and implementation of the IPB**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Semester | Task | Comments | Verification/supervision |
| Year I | Sem. I | Supervisor Selection | Preparation of proposals and collection of approval | DS Council / Discipline Council /  |
| Public Reporting Session 1 | Initial presentation of the project (PhD student & Supervisor). Participation in the public reporting session 1 exempts the semester report for semester 1. Mandatory abstract in Polish and English. |  / DS Council / Supervisor  |
| Passing credits card  | Compulsory courses for the semester |  / DS Council |
|  |
| Year I | Sem. II | Public Reporting Session 2 | Presentation of the IRP project (in Polish or English) |  / DS Council / Supervisor |
| Review of the IRP Project | Two reviewers (including at least one external reviewer) carry it out. The Council of the discipline proposes reviewers. | Supervisor / DS Council / Discipline Council /  |
| Polishing IRP Project  | In justified cases, modification of the IPB is possible if the supervisor considers the comments of the reviewer(s) to be valid. Where justified: written response to reviewers' comments. | Supervisor |
| Submitting IRP | With the Supervisor’s opinion/ supervisors’ opinions |  |
| Submitting yearly report | With the Supervisor’s opinion/ supervisors’ opinions |  |
| Passing credits card  | Compulsory courses for the semester |  / DS Council |
|  |
| Year II | Sem. III | Passing credits card  | Compulsory courses for the semester |  / DS Council |
| Submitting semester report  | With the Supervisor’s opinion/ supervisors’ opinions |  |
|  |
| Year II | Sem. IV | Preparing for Mid-Term Evaluation | Appointment of committee and date. The Discipline Council proposes members. Preparation and submission of documentation. | DS Council / Discipline Council /  |
| Public Reporting Session 3 | Presentation of a selected piece of own research (in English) |  / DS Council / Supervisor |
| Passing credits card  | Compulsory courses for the semester |  / DS Council |
| Submitting documents for mid-term evaluation | Report according to the template with the Supervisor’s opinion/ supervisors’ opinions | DS Office/  |
| Submitting semester report  | With the Supervisor’s opinion/ supervisors’ opinions |  |
|  |
| Between IV and V sem. | Mid-term evaluation | Committee meeting and decision | Mid-term evaluation committee / |
|  |
| Year III | Sem. V | First audit of progress in doctoral thesis writing | Submitting the documents. |  / DS Council |
| Passing credits card  | Compulsory courses for the semester |  / DS Council |
| Submitting semester report  | With the Supervisor’s opinion/ supervisors’ opinions |   |
|  |
| Year III | Sem. VI | Public Reporting Session 4 | Presentation of a selected piece of own research (Polish or English) or participation in the organization of a session |  / DS Council |
|  |  | Passing credits card  | Compulsory courses for the semester |  / DS Council |
| Submitting semester report  | With the Supervisor’s opinion/ supervisors’ opinions |  |
|  |
| Year IV | Sem. VII | Second audit of progress in doctoral thesis writing | Providing documentation. |  / DS Council |
| Passing credits card  | Compulsory courses for the semester |  / DS Council |
| Submitting semester report  | With the Supervisor’s opinion/ supervisors’ opinions |  |
|  |
| Year IV | Sem. VIII | Passing credits card  | Compulsory courses for the semester |  / DS Council |
| Submitting semester report  | With the Supervisor’s opinion |  |
| Checklist  | List of activities not assigned to specific semesters. | DS Office |
| Submitting PhD dissertation  | In accordance with IRP |  / DS. Office |
| Submitting a positive Supervisor’s opinion |  |  |
| Submitting circulation list  |  | DS Office/ the relevant agencies as indicated in the list |
| Certificate of completion of education and achievement of PRK 8 effects | Certificate authorizing the initiation of proceedings for the award of a doctoral degree (realization of the Dean's office) |  |

 **B. Timetable for verification of learning outcomes not assigned to specific semesters**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Task | Comments | Led by |
| April / May | Submission of PBSD grant #1PBSD – Doctoral School Doctoral Research Project | Grants of two years (18 months) or one year.PBSD internal grants are competitive. * First-year Ph.D. students: implementation from June of the given year to September of the following year; mid-project report in December of the first year; final report in October of the next year.
* In case of a positive mid-term evaluation in October, an extension of the project until December may be requested instead of the final report.
* Second Second-year PhD students: eligible to apply if they did not apply, did not obtain funding in the first year, or completed a one-year project in the first year.
 |  / DS Council |
| April / May | Submission of PBSD grant #2PBSD – Doctoral School Doctoral Research Project | Grants of two years (15-18 months) or one year.PBSD internal grants are competitive.* Third-year PhD students: implementation from June of the year in question to September of the following year; mid-project report in December of the first year; final report in September of the next year.
* In case of approval to extend training instead of the final report, a project application can be submitted until December.
* In case of early termination of training - an earlier report is required.
* Fourth-year PhD students: eligible to apply if they did not apply, did not obtain funding in the third year, or completed a one-year project in the third year.
 |  / DS Council |
| III – IV year | Discipline exam | The relevant Discipline Council shall determine the requirements for this. The examination shall be held before a committee appointed by the Discipline Council. DS recommendation: sem. 5-7 |  / Relevant disciplinary council |
| II-IV year | External Grant  | Obligation to submit at least one application for a research or arts grant to a research funding institution in a competitive procedure, in particular the National Science Centre or the National Centre for Research and Development, etc.Submitting a grant in the first year is possible if the doctoral student submits the IPB 30 days earlier. DS recommendation: after sem. 3. |  / DS Council / Supervisor  |
| I – IV year | research internship | Obligation to complete at least one research and teaching, artistic, or didactic internship in a foreign or national research Centre or cultural institution of at least 20 working days. The internship may be carried out in several cycles. DS recommendation: sem. 5 |  / External internship supervisor |
| I – IV year | Additional credits or certificates | Obligation to obtain credits/certificates for compulsory courses included in the curriculum but not assigned to specific semesters. Among others:Health and Safety course; Intellectual Property Protection course; Anti-discrimination workshop.Obtaining credits/certificates from courses not included in the program of study but committed to by the doctoral student in the IPB or needed for the opening of the doctoral dissertation, e.g., language. | Lecturers/training companies/certification organizations / |
| I – IV year | Publication | Obligation to produce at least one scored publication or at least one artistic work of significant importance. |  |
| I – IV year | Paper | Obligation to present a paper during at least one conference of international or national scope or to carry out an artistic project making a significant contribution to culture. |  |
| I – IV year | Popularisation | Obligation to carry out at least one activity in popularizing science or the arts. |  |
| I – IV year | Summer School | Optional activity.DS recommendation: after sem. 2 |  |
| II or III year  | Didactic Practice #1 | Co-teaching practice 15 hrs.Compulsory: Sem. 3 | Supervisor/internship supervisor / institute / DS |
| II or III year | Didactic Practice #2 | Teaching practice 45 hrs.Recommendation: sem. 4-6 | Supervisor/internship supervisor / institute / DS |

**C. Schedule of training for doctoral students, supervisors, and lecturers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Semester | Training | Comments | led by |
| Year I | Sem. I | The organizational meeting of PhD students 1  | Educational rules in DS |  / DS office / doctoral students' self-government |
| The organizational meeting of PhD students 2 | Rules of choosing the Supervisor |  / DS. office |
| The organizational meeting of PhD students 3 | Rules for the presentation of the preliminary draft. Rules for the preparation of texts for the book of abstracts. |  |
| Training for Supervisors 1 | Principles of Supervision in DS |  |
| Year I | Sem. II | The organizational meeting of PhD students 4 | Rules for the preparation of IPB |  / Doctoral students' self-government |
| The organizational meeting of PhD students 5 | Application rules for PBSD research projects |  / Doctoral students' self-government |
| The organizational meeting of PhD students 6 | Accounting for PBSD research projects |  / DS Office/ Science Department |
| Year II | Sem. III | The organizational meeting of PhD students 7 | Implementation of the PBSD. Current affairs. |  / DS Office/ doctoral students' self-government |
| Training for Supervisors 2 | Principles of Supervision in DS |  |
| Year II | Sem. IV | The organizational meeting of PhD students 8 | How to prepare for the mid-term evaluation |  / DS Office/ doctoral students' self-government |
| Year III | Sem. V | The organizational meeting of PhD students 9 | Discussion of the mid-term evaluation. Implementation of the PBSD. First audit. Current affairs. |  / DS Office/ doctoral students' self-government |
| Year III | Sem. VI | Not planned |  |  |
| Year IV | Sem. VII | The organizational meeting of PhD students 10 | PBSD implementation. Second audit. Current affairs. |  / DS Office/ doctoral students' self-government |
| Year III | Sem. VIII | Not planned |  |  |

**D. Schedule of work of the Doctoral School Council**

|  |  |  |  |
| --- | --- | --- | --- |
| Month | Meeting | Comments | Led by |
| September | Regular meeting of DS Council | Referring to data on the quality of education. Results of surveys. Suggestions for change. Discussion. |  / DS Office/ DS Council |
| November | General/Important Meeting of DS Council | SD activity report. Recruitment report.PBSD research projects report.SD research budget.New PhD students and proposed Supervisors.New recruitment resolution.Revisions to the SD regulations.Changes to programs.Course assignments.New optional subjects.Current Affairs.Discussion. Voting plans. |  / DS Office/ DS Council |
| April | Regular meeting of DS Council | PBSD grant proposals & training for reviewers. Discussion. |  |
| June | Regular meeting of DS Council | Preparation for recruitment.Establishment of recruitment committees.Training for new committees. Discussion. |  / DS Office/ DS Council |

**E. Schedule of cooperation with the Councils of Disciplines**

|  |  |  |  |
| --- | --- | --- | --- |
| Month | Task of Discipline Council | Comments | Participate |
| November / December  | Discussion on projects and proposed Supervisors.Opinion on the appointment of Supervisors. | Discussion at the councils based on the documentation provided by the doctoral students at the intermediary of the DS office to the Dean’s office.Voting. | Discipline Council / Dean’s office / / DS Office/ DS Council |
| April | Opinion of the council on the appointment of revivers of IRP projects | Written | Discipline Council / Dean’s office / / DS Office/ DS Council |
| May / June | Opinion of the council on the appointment of members of the mid-term evaluation committees | Written | Discipline Council / Dean’s office / / DS Office/ DS Council |
| June | Council opinion on changes to the curricula for specialized courses.Council opinion on the staffing of technical subjects. | Written | Discipline Council / Dean’s office / / DS Office/ DS Council |
| continuous work | Opinion on changes in SupervisorsUrgent changes in the staffing of specialist subjects. | Written | Discipline Council / Dean’s office / / DS Office/ DS Council |

**F. Framework calendar of the work of the UKEN Doctoral School**

|  |  |
| --- | --- |
| Month | Task |
| October | Recruitment - enrolment of accepted and appeal procedure;Organizational meeting of doctoral students 1, on the organisation of education in SD (1 year);Organisational meeting of doctoral students 2, on the product of the Supervisor (1st year);Mid-term evaluation (2nd year). |
| November | General meeting of the DS Council;Opinions of discipline Councils on projects and proposed supervisors  |
| December | Organizational meeting of PhD students 7 on PBSD implementation and current affairs (2nd, 3rd , 4th year);Organizational meeting of doctoral students 9 and 10 on mid-term evaluation, internal audits (2nd, 3rd , 4th year);Supervisor appointment (1st year). |
| January | Second audit on progress in writing a dissertation (4th year);Organizational meeting of PhD students 3 (1st year);Training for Supervisors 1;Training for Supervisors 2. |
| February  | Public Reporting Session 1 (1st year);Credits. Semester reports.Teaching survey Holidays (2 weeks) |
| March | First audit of dissertation progress (3rd year).Organizational meeting of doctoral students 4, on technique and principles of working on IPB (1st year). |
| April | Preparation for mid-term assessment - announcement of rules (2nd year);Organizational meeting of PhD students 8, on preparation for the mid-term evaluation (2nd year);Organizational meeting of PhD students 5, on rules of application for PBSD grants;Ordinary SD Council meeting on PBSD grants;Opinion of the council on the appointment of revivers of IRP projects.  |
| May | Announcement of recruitment schedule and admission quotas;Call for applications for PBSD internal grants (first and second cycle);Submission of IPB projects (1st year);Opinion of discipline councils on the appointment of mid-term committee members. |
| June  | Public reporting session 1st, 2nd, 3rd, 4th year;IPB project reviews (1 year);Organizational meeting of PhD students 6, on accounting for PBSD grants;Usual SD Council meeting on the work of selection committees;Appointment of selection committees;Opinion of Discipline Councils on changes in programs regarding specialized courses and their staffing. |
| July | Holidays (from mid-July);IPB project refinement (1 year);Recruitment in the electronic system (candidates). |
| August | Holidays;Recruitment in the electronic system (candidates). |
| September | Recruitment - committee work (stages 1-3), announcement of results;Credits. Semester reports;Submitting IRP (1 year);Submission of documentation for mid-term assessment (2nd year);Usual SD Council meeting, on quality of education. |
| There is no specific month of implementation. | Completion of education: dissertation, opinion, checklist, circulation list - no later than September (4th year);Discipline Exam (3-4 year)Application for external grant (NCN, NAWA, DAAD, etc.)Research InternshipAdditional credits or certificatesPublicationPaperPopularisation achievementSummer SchoolTeaching practice #1 (2nd-3rd year)Teaching practice #2 (2nd-3rd year)Survey of the quality of education |