

INSTRUCTIONS FOR FILLING OF INDIVIDUAL AND OPTIONAL CLASSES AT THE DOCTORAL SCHOOL

General and technical comments:

1. Fill out the table in electronic form, in Excel program or compatible.
2. **Do not format the table, ie. change the name, font or order of rows and columns. The only exception – you can add or subtract table rows as needed. Under no circumstances should several cells be combined!**
3. If you open a table in MS Excel program, it is prepared to print on one page. If you open it in different program (e.g. OpenOffice Calc) - you have to arrange it yourself.

Deadlines

1. A completed, printed and signed (supervisor and PhD candidate) table should be submitted no later than two weeks after the start of each semester. This rule does not apply to the current semester (winter 2019/2020).
2. At the same time, an electronic version of the table should be sent in an editable .xlsx file (not in pdf!) To the address phd.plan@us.edu.pl. Only plans sent to this address will result in registration for the classes.
3. **If you want to be registered for classes in the current semester, send us a table as soon as it is ready. The sooner the better! You don't have to submit a signed printout this semester.**

Rules for completing

1. Start by completing all the data at the top and the appropriate date.
2. Enter all the individual classes that you should or want to complete in semester:
 - a. Doctoral seminar – choose the right semester (delete the wrong one), fill in only the name of the supervisor, date and location (first determine with the supervisor the periodicity of meetings – It is an individual matter, but the Doctoral School should know to what extent you are meeting, because it is one of basics of supervisor's salary).
If you have several supervisors or an subsidiary superviior, the supervisor still has 30 hours as standard, but he or she may give some to the others.
 - b. Expert tutoring – complete only the name of the lecturer, date and location. If the tutor is external, enter it in the notes. Remember that you must first obtain permission for an external tutor by reasoned application to the Dean of the Doctoral School.
 - c. Faculty classes - complete all columns. Take the class name and code directly from USOS. In the "Comments" column, enter the form of credit (if standard for classes, enter "as in a syllabus").
 - d. Individual credit – If you would like to pass the standard module of the educational program individually – enter it in this table. Remember that before that you must obtain permission for individual credit by reasoned application to the Dean of the Doctoral School.
 - e. **Caution – module consists of several classes, for example a lecture and classes – each class type should be entered in a separate verse!**

