

HOW TO PREPARE AN INDIVIDUAL RESEARCH PLAN

COURSE OF THE PROCEDURE, QUESTIONS AND ANSWERS

The Individual Research Plan (IRP) is a binding catalog of research and development tasks to prepare a doctoral dissertation. The PhD candidate presents his research plan to the Dean of the Doctoral School no later than 12 months from the commencement of education in the Polish or English language version. The IRP and its implementation reports are the most important documents during the mid-term evaluation of PhD candidates.

The applicable IRP templates and related documents (annex, report) can be found on the website of the Doctoral School:

<https://us.edu.pl/szkola-doktorska/en/indywidualny-plan-badawczy/>

The PhD candidate prepares IRP in cooperation with the Supervisor (or Supervisors) and with the help of the area coordinator and DS office (on substantive matters, the PhD candidate consults with the coordinator, and on formal issues, e.g., budgetary, with the office). The preparation of IRP should be a continuous activity, not a one-off "spurt" a few days before its delivery date. IRP should "mature" throughout the first year of education - the PhD candidate can use the knowledge and skills acquired during the classes. Some of them, for example, research methodology as well as preparation and implementation of a research project, were designed in such a way as to directly assist the PhD candidate in conceptual work and fulfilling formal requirements related to IRP. It is also worth getting acquainted with the model IRP published on the DS website, bearing in mind that each plan is - as its name suggests - individual. Therefore it is impossible to reproduce even its best model accurately.

PART ONE

PROCEDURES

Preparation and approval of IRP

1. The PhD candidate prepares IRP in cooperation with the Supervisor.
2. By September 13 at the latest, the PhD candidate sends the document prepared and agreed with the Supervisor to the appropriate area coordinator ([Deans and coordinators | Szkoła Doktorska \(us.edu.pl\)](#)). IRP should be sent by e-mail in the form of a text file open for modifications.
3. The coordinator either submits comments and sends the document for correction or informs about its approval. The PhD candidate has no more than 7 days for revisions.
4. The PhD candidate prints the form (IRP) approved by the coordinator, signs it, gives it to the Supervisor for signature, and delivers it in paper copy to the Doctoral School office (directly, by post, via the University of Silesia office or to the mailbox at the entrance to the building). In this form, the document must be submitted no later than September 30.
5. IRP is assessed by the coordinator and approved by the dean.
6. The document is archived at the office. Upon request, the PhD candidate receives a scan of the finished document.

A note on timing

PhD candidates who started their education at the Doctoral School on a date other than October 1 submit IRP on the same date as the others, i.e., by September 30, and are subject to the same procedures, because this document is the basis for completing the first year of education and joining the first evaluation stage.

IRP implementation report

1. The IRP implementation report should be submitted by September 30.
2. The submission of the report (dates are required for all signatures) cannot be earlier than the approval of IRP.
3. All Supervisors must sign the report. It is in no way approved by the Doctoral School but is subject to evaluation by the evaluation committee.

Annexing IRP

1. Changes to IRP are introduced by submitting an annex. The Annex is subject to the same approval procedure as IRP (points 1-6), except that the September deadline does not apply.
2. The annex may be submitted at any time, bearing in mind that as long as it does not pass the entire approval procedure, the IRP applies in the previously adopted form.
3. It would help if you did not wait until the end of the academic year to submit the annex, it should be submitted when changes occur or are planned. It is essential during evaluation (e.g., mid-term) - the annex should not be submitted with the report, but the annex should be submitted first and after its approval - report.
4. The appendix is submitted only in the event of a significant change in the project, primarily regarding research tasks, working methods, or the planned dissertation title. Any deviations from the IRP implementation for the entire project (e.g., use of other materials, change of dates, small budget shifts, or a different title of the planned publication) should be noted in the reports.

PART TWO

COMMENTS AND ANSWERS TO FREQUENTLY ASKED QUESTIONS

Data of the PhD candidate and information about the Supervisors

Scientific discipline – it is necessary to provide the correct name of the scientific discipline and not its common name (e.g., physical sciences, not physics). This qualification (interdisciplinary doctorate) is only given if formally approved (i.e., by an interdisciplinary commission) for interdisciplinary doctorates. In all other cases, one major discipline must be mentioned.

Does the title of the doctoral dissertation have to be identical to the project's title submitted during admission? No. During the first year of education, the PhD candidate, together with the Supervisor, works on the final shape of the project, and therefore it may change to the original plan.

Schedule of works on the doctoral dissertation (planned research tasks), broken down by subsequent years of education

What is a research task? According to the definition adopted by the National Science Center, a research task is a synthetic description of planned research. Thus, this concept includes - for example - preparation of materials for research, individual research procedures carried out with the use of appropriate methods, analysis, processing and interpretation of results.

What is not a research task? The research task is not, for example, the purchase of equipment and materials, preparation of a bibliography, submission of a grant project, publication of an article, query or internship, or preparation of a doctoral dissertation chapter. These activities are related to research tasks as tools for their implementation, the results of their implementation or the methods of disseminating the results. Still, they are not research tasks in the *strict sense*.

The schedule is divided into parts corresponding to individual academic years. What to do if the research task exceeds one year? They should be repeated in the column for the following year, distinguishing between activities in individual years. In the column "due date," you can enter a standard date for both entries.

How many research tasks should be planned each year? It is an individual matter related to the way of conducting research, discipline and research methods.

How should particular research tasks be described in detail? The description should be synthetic, but detailed enough to make it clear what the specific task is, e.g., "Analysis and interpretation of Tadeusz Różewicz's work in the context of theories related to the death of art," and not "Work on the first chapter of the dissertation, devoted to the work of Tadeusz Różewicz". The introductory sentence should be developed, the level of detail depends on the degree of advancement of the work on the dissertation (e.g., "I am going to investigate how the problem of the death of art evolves in Różewicz's work, starting with its modernist incarnations and ending with postmodern ones. In my analyzes, I will refer to various aesthetic concepts. Including Gianni Vattim and Arthur C. Dant, proving that this author's aesthetic self-reflection influences the seemingly unrelated categories, including ethical and epistemological categories treated as the most important in this work").

What should be in the "name" column and what in the "short description" column? The "introductory sentence" quoted above would be a name, and its extension would be a description.

A set of tables concerning detailed activities (publications, art achievements, conferences, internships, queries, grant applications, other evaluation achievements)

Do I have to plan publications, conferences, etc., for my education in DS for the entire period of my education? Yes, IRP covers the whole period of education, just like the grant project covers its implementation. Of course, it is usually impossible to predict the exact dates, titles, or conferences, but you can plan to disseminate the research results of the completed research task. You can also plan which journal the article will be submitted to, not sure that it will be accepted for publication. Scheduling these activities is essential for the further construction of the budget.

What if they don't accept the article in the magazine I sent it to? The plan does not always have to be carried out precisely as it was formulated. Of course, you should correct the article, resend it or to another journal, and describe your actions in the report.

Do I have to provide the title, organizer, place and date of all conferences? No, only those where it is possible. For more distant conferences, define the overall plan, for example, if it is a national or international conference, the scope of the presentation, etc.

Is there a minimum or maximum time for query and placement? No.

What can be entered in the table "Other evaluation achievements"? It is an open catalog of primary forms of scientific or artistic activity. You can enter here both activities that are taken into account in the evaluation of the scientific quality of disciplines (i.e., for example, "the impact of scientific activity on the functioning of society and economy", i.e., patents and implementations, scientific activities translating into economic or social development city, region, etc., as well as popular science activities), as well as non-evaluated activities, but aimed at acquiring scientific qualifications (such as workshops, courses, training, etc.).

Budget

What is included in the IRP budget? All costs will be incurred during the implementation of the research plan, regardless of the source of funding: costs of purchase and access to apparatus, software, research materials, literature, costs of external services (e.g., laboratory analyzes, translations), as well as business trips, costs of conferences and publications. The budget does not include remuneration costs in grants or a doctoral scholarship.

Should only cost financed by DS funds be included in the budget? No, it is supposed to be the project's entire budget, regardless of the source of financing. It should consist of funds from the already obtained grants and plan from which sources the doctoral student will receive funds for research and travel.

Is it possible to apply for financing costs not included in the budget in the competitions organized by DS? Apart from the first-year PhD candidates who have not yet submitted the IRP, the SD internal competitions finance, first of all, activities planned in the IRP and specified in the budget. Other activities can also be financed, especially if they are essential for the project and expenses that cannot be predicted in advance. Still, the costs planned in IRP will be prioritized.

How do I know how much the conference fee will be if the conference is held in two years? Expenditure that is difficult to estimate should be planned based on current estimates of the situation. The final cost may be more or less than planned.

Acceptance of an individual research plan

Czy plan może być podpisany w formie elektronicznej? Dokument musi być zarchiwizowany w teczce doktoranta w postaci papierowej. Dopuszczalne jest użycie kwalifikowanego podpisu elektronicznego (na dokumencie może się znaleźć tylko jeden podpis tego typu). W przypadku promotorów z zagranicy możliwy jest także „tymczasowy podpis elektroniczny” lub skan. W wersji papierowej dokument musi jednak zostać uzupełniony w wyznaczonym przez SD terminie.

Can the plan be signed in electronic form? The document must be archived in the PhD student's file in paper form. It can use a qualified electronic signature (there can be only one signature of this type on the document). In foreign Supervisors, a "temporary electronic signature" or a scan is also possible. However, in the paper version, the document must be supplemented within the deadline set by DS.

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