



Order No. 10/2023

Dean of the Doctoral School of November 7, 2023 on the organization of area seminars for doctoral students of the Doctoral School.

Due to the obligation of doctoral students of the Doctoral School to present the results of their research at an area seminar organized by the Doctoral School, by the education program at the Doctoral School at the University of Silesia in Katowice (resolution no. 494 of the Senate of the University of Silesia of January 28, 2020), I order that follows:

§ 1

General information

1. Doctoral students of the Doctoral School are obliged to present the results of their research during an area seminar (from now on referred to as the seminar) in the fourth year of their education. In justified cases, this obligation may be fulfilled in the third year of education.
2. Seminars are organized for specific scientific and artistic disciplines or are interdisciplinary. The number of doctoral students in a seminar should not exceed six. More seminars are organized in disciplines represented by a larger number of people (e.g., within subdisciplines). Doctoral students from disciplines represented in the Doctoral School by fewer than three people join interdisciplinary seminars or organize seminars individually.
3. Doctoral students of the Doctoral School organize seminars with the support of the Doctoral School office and relevant institutes..
4. Seminars are open.
5. The participation of doctoral students in their fourth year of education in seminars organized within their discipline, subdiscipline, or interdisciplinary seminars, is obligatory.
6. Doctoral students are supported by a seminar supervisor, who may be an academic teacher with at least a doctoral degree representing a given discipline, subdiscipline, or interdisciplinary research area. In disciplines where PhD students represent various research approaches, the seminar may be conducted by multiple supervisors.
7. Doctoral students appoint the seminar supervisor, then the candidate for supervisor, and the module coordinator consents.
8. The seminar supervisor is registered in USOS as the seminar leader. A supervisor is assigned a maximum of 15 teaching hours (if the number of doctoral students is less than six - correspondingly less). The supervisor enters the grade for doctoral students in the USOS.
9. The seminar may also be completed in a mode other than that described above: as part of an open meeting of the research team, an open research seminar conducted at the University of Silesia in Katowice, or at another research center. In such a case, points 1-7 par. 2 (excluding part of point 4) do not apply.





§ 2

Organization of seminars

1. The schedule of seminars in a given discipline is prepared by doctoral students and delivered to the office of the Doctoral School by the rules specified on the website of the Doctoral School..
2. One or two people with similar projects may present at one seminar meeting. The presentation of one doctoral student during the seminar should not exceed 45 minutes.
3. The schedule includes dates, times, places of the seminar, names of doctoral students, and topics of speeches. The seminar supervisor approves the schedule. Seminars within individual disciplines, subdisciplines, or interdisciplinary areas should be cyclical.
4. Doctoral students organizing a seminar, by June 30 of the academic year preceding a given academic year, submit to the Office of the Doctoral School a form containing information about the created seminar, its title, selected supervisor, and the set of data referred to in section 3. In the 2023/2024 academic year, this information must be provided by January 31, 2024 (also applies to presentations at open seminars and research team seminars). The Doctoral School Office publishes the form template on the website. The form is accepted by the seminar supervisor, thus agreeing to accept the function of a supervisor. The module coordinator approves the form. The Doctoral School Office places the schedule of all seminars on the university's website.
5. The program may contain additional information for participants, such as a summary of doctoral projects, suggested reading, links to introductory information, etc.
6. Seminars are conducted on-site at the university's headquarters, preferably at the institute to which the doctoral students belong, to facilitate participation by interested persons.
7. In justified cases, the seminar can be organized remotely.
8. Presentations at seminars held outside the University of Silesia are submitted at least one month in advance.
9. The person conducting the seminar or the head of the research team confirms that the seminar has been conducted by entering the grade in the USOS. In the case of a seminar organized outside the University of Silesia, confirmation from the unit where the seminar is held is received by the area coordinator, who then includes it in the USOS.

§ 3

Information and promotion

1. The schedule of seminars for a given academic year is presented on the website of the Doctoral School.
2. An invitation to a seminar meeting should be sent to the academic community at least two weeks before its date. The invitation should be addressed to supervisors and members of evaluation committees of doctoral students participating in the seminar, to research workers of their institutes, to doctoral students of the Doctoral School, and students of a given faculty. The seminar supervisor is responsible for the invitation.





3. The promotion of seminars is supported by the Doctoral School and the general university administration to the extent appropriate.
4. Seminars may be broadcast and recorded by applicable procedures and regulations

§ 4

The ordinance enters into force on the day of its issuance.

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