

## Annual report - Instruction

1. A PhD student is obliged to submit an annual report to the competent PhD School Deputy Director at the end of each year of training.
2. An annual report should be submitted together with a supervisor's or supervisors' opinion on the progress in the implementation of the Training Program and progress in the completion of tasks specified in an Individual Research Proposal (Polish: Indywidualny Plan Badawczy, IPB).
3. If the progress and advancement in work demonstrated in an annual report differs from the schedule of the implementation of an Individual Research Proposal, a PhD student is obliged to submit a written justification for the differences, approved by his/her supervisor or supervisors, and prepare an appropriate correction of the Individual Research Proposal.
4. Part of the annual report is a Students' academic progress records containing a list of completed classes and vocational training undertaken by a PhD student in a given year.
5. A template of the annual report will be defined by the PhD School Director by way of a decree and will be available on the school website: [kisd.ifj.edu.pl](http://kisd.ifj.edu.pl).
6. A PhD student submits the printed and signed version of his/her annual report together with his/ her student grade book to the appropriate Deputy Director. A PhD student attaches documents confirming:
  - a) the achievement of the result of research activities,
  - b) the implementation of the activity preparing PhD student for research work or development work.
7. An annual report should be submitted in the last two weeks of a given education year. (e.g. if the year started at the beginning of October, in the last two weeks of September of the following calendar year), excluding the final year of training. In the final year of training, the doctoral student may submit the report at any time during the academic year, but at least 21 days before the submission of the dissertation at the end of the training.
8. A scanned version of an annual report (in .pdf file) should be at the same time sent to the school email address: [kisd@ifj.edu.pl](mailto:kisd@ifj.edu.pl) (together with the attached documents).
9. The report shall be reviewed by a committee composed of:
  - a. the PhD School Director,
  - b. the competent PhD School Deputy Director at a given Unit,
  - c. senior research worker of the competent Unit appointed by its Director or Rector, or a person authorized by the Rector.
10. A PhD student no later than 7 days from the date of submission of his/her annual report, receives information about the need to remedy the deficiencies.
11. If a PhD student receives information about the need to remedy the deficiencies, he/she completes deficiencies and submits the report within no more than 7 days from the date of receiving the information, following the description in points 5-8 above.
12. A PhD student no later than 7 days from the date of submission a complete annual report, receives information on the committee's assessment of the report.
13. Submission of an annual report is necessary for the PhD student to complete a given year of education.
14. The promotion is shown in the student grade book.

15. If a PhD student fails to complete the undertaken classes and:
- a) ) fails to remedy the deficiencies within 30 days of submitting the report, or
  - b) the committee disapproves the justifications for the differences between the Individual Research Proposal and the annual report,
- the PhD School Director may apply to the Director or Rector of the competent Unit for having the PhD student removed from the list of the PhD School students.
16. The annual report shall be kept in a PhD student's personal files.
17. An English-speaking PhD student completes the form in English using the Polish template. The translation of the template is shown below.

## Krakow School of Interdisciplinary PhD Studies

### The annual report

**for the period from ... to... that is ..... year of education** *(specify reporting period and year)*

<b>PART I. GENERAL INFORMATION:</b>	
<b>PhD student</b> (name, surname):	
<b>Album's number:</b>	
<b>KISD's organization unit:</b>	
<b>Field/discipline:</b>	
<b>Supervisor</b> (name, surname, title/academic degree, affiliation):	
<b>Supervisor</b> (name, surname, title/academic degree, affiliation):	
<b>Auxiliary supervisor</b> (name, surname, title/academic degree, affiliation):	

### Implementation of the Individual Research Proposal (IPB)

<b>PART II. DOCTORAL DISSERTATION PREPARATION- PROGRESS</b>
<i>(stages of preparation of the doctoral dissertation carried out in the reporting year; should be described in points, e.g. formulation of the research hypothesis, research planning, preparation of the chapter, etc, together with the implementation period):</i>
1.
2.
3.
<b>Explanation of differences between IPB and real progress</b> <i>(no more than 300 words):</i>

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<b>PART III. IMPLEMENTATION OF THE RESEARCH PLAN</b> <i>(stages of research carried out in the reporting year should be described in points, e.g. measurements were carried out ...; apparatus was built ...; calculations made ...; computer program developed / modified ...; etc. along with their implementation period):</i>
1. 2. 3.
<b>Explanation of differences between IPB and real progress</b> <i>(no more than 300 words):</i>

<b>PART IV. RESULTS OF RESEARCH ACTIVITIES</b> <i>(publications, including monographs, presentation of research results at scientific conferences, together with the date of their implementation, in the absence of effects enter: "None")<sup>1</sup>:</i>
<b>Publications</b> <i>(Only those that were published during the reporting period and those that were finally accepted by the editors, should be completed according to the scheme: authors (underlined corresponding author), title of publication, name of publisher, journal title, volume number, page (year), MNISW / IF scoring):</i> 1. 2.
<b>Presentation of research results at scientific conferences</b> <i>(should be completed according to the scheme: the name of the conference, organizer, place and date, type of participation: oral presentation or poster, the title of the paper):</i> 1. 2.
<b>Other effects of research activities:</b> 1. 2.
<b>Explanation of differences between IPB and the actual effects of the research activity</b> <i>(no more than 300 words):</i>

<sup>1</sup> Attach documents confirming the achievement of the result (e.g. certificate from the conference organizer, certificate from the publisher, etc.).

**PART V. ACTIVITIES PREPARING PhD STUDENT FOR RESEARCH WORK OR DEVELOPMENT WORK**

*(should be described in points, e.g. submission of a grant proposal, participation in co-organizing conferences, internship, study trips, participation in scientific conferences without presentation of results, participation in grants and projects, undergoing specialist courses or training, dissemination R&D results on the basis of open access, participation in popularizing science events, etc. together with the implementation period, source of financing and learning effect for qualifications at level 8 of PRK (according to the KISD Training program<sup>1</sup>)<sup>2</sup> :*

- 1.
- 2.
- 3.

**Explanation of differences between IPB and activities actually carried out** *(no more than 300 words):*

<sup>1</sup> <https://kisd.ifj.edu.pl/wp-content/uploads/2019/09/program-ksztalcenia.pdf>

<sup>2</sup> Attach documents confirming the implementation of the activity (e.g. trainee's certificate, confirmation of passing the course, certificate from the conference organizer, etc.)

**PART VI. IMPLEMENTATION OF THE TRAINING PROGRAM**

\* according to the attached Students' academic progress records

.....  
(Date and legible PhD student's signature)

**PART VII. EVALUATION OF THE REPORT BY THE SUPERVISOR/ SUPERVISORS** *(evaluation refers to the results and the progress of work included in the Individual Research Proposal and the implementation of the Training program; the supervisor's opinion is part of the evaluation, without it, the report will not be accepted)*

**Supervisor** ..... *(name, surname)*

Evaluation: <i>* delete as appropriate</i>	Positive / negative *
Justification for the assessment ( <i>max 150 words</i> ):	

.....  
(Date and legible supervisor's signature)

<b>Supervisor</b> ..... ( <i>name, surname</i> )	
Evaluation: <i>* delete as appropriate</i>	Positive / negative *
Justification for the assessment ( <i>max 150 words</i> ):	

.....  
(Date and legible supervisor's signature)

<b>PART VIII. EVALUATION OF THE REPORT BY THE COMMITTEE</b> ( <i>evaluation refers to the results and the progress of work included in the Individual Research Proposal and the implementation of the Training program</i> )	
<b>Committee members:</b>	1. .... 2. .... 3. ....

Evaluation: <i>* delete as appropriate</i>	Positive / negative *
Justification for the assessment ( <i>max 150 words</i> ):	

.....  
 .....  
 .....

(Date and signatures of committee members)

**PART IX. SETTLEMENT OF THE SCHOOL YEAR BY THE PHD SCHOOL DIRECTOR**

..... year of education at the PhD School (period from ..... to.....):

- pass
- not pass
- pass conditionally

.....

(Date, stamp and signature of the PhD School Director)

**Krakow School of Interdisciplinary PhD Studies**

**STUDENTS' ACADEMIC PROGRESS RECORDS**

**PART VI. The annual report**

**for the period from ... to... that is ..... year of education (specify reporting period and year)**

<b>PART I. GENERAL INFORMATION:</b>	
<b>PhD student</b> (name, surname):	
<b>Album's number:</b>	
<b>KISD's organization unit:</b>	
<b>Field/discipline:</b>	
<b>Supervisor</b> (name, surname, title/academic degree, affiliation):	
<b>Supervisor</b> (name, surname, title/academic degree, affiliation):	
<b>Auxiliary supervisor</b> (name, surname, title/academic degree, affiliation):	

<b>PART II. IMPLEMENTATION OF TRAINING PROGRAM:</b>					
Name of the course	Number of hours	Lecturer	Manner of completion	Date	Supervisor's signature
<b>General module</b>					
<i>Eg "Teaching"</i>	20	<i>Name of the Lecturer</i>			
Total number of hours within the module in the reporting year:	.....hours				
<b>Interdisciplinary module</b>					
Total number of hours within the module in the reporting year:	..... hours				
<b>Soft skills module</b>					

Total number of hours within the module in the reporting year:	..... hours				
<b>Specialist module</b>					
Total number of hours within the module in the reporting year:	..... hours				
<b>Doctoral seminar</b>					
Doctoral seminar					
Total number of hours within the module in the reporting year:	..... hours				
<b>Elective module</b>					
Total number of hours within the module in the reporting year:	..... hours				

<b>PART III. IMPLEMENTATION OF VOCATIONAL TRAINING</b>			
The type of vocational training the PhD student has completed (e.g. conducting classes, looking after apprentices, name of the event popularizing science, in which the PhD student assisted, etc. together with information on the nature of the implementation: independent or assistance)	Number of hours	Date	Supervisor's signature



Total number of hours of vocational training in the reporting year	..... hours	
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**Total number of hours completed to this moment throughout the entire period of education - SUMMARY:**

- General module: total number of hours completed ...../ min. 40
- Interdisciplinary module: total number of hours completed ...../ min. 40
- Soft skills module: total number of hours completed ...../ min. 30
- Specialist module: total number of hours completed ...../ min. 60
- Doctoral seminar: total number of hours completed ...../ min. 80
- Elective module: total number of hours completed .....
- Vocational training: total number of hours completed ...../ min. 30

.....  
(Date and legible PhD student's signature)