

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.
6. A PhD student prepares his/her report in Polish or English.
7. 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.
8. 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.
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.