

INDIVIDUAL RESEARCH PROPOSAL (Polish: Indywidualny Plan Badawczy)- Instruction

1. A PhD student prepares an individual research proposal in consultation with his/her supervisor or supervisors and after being approved by an auxiliary supervisor (if has been appointed).
2. An individual research proposal is the starting point for annual reports submitted by a PhD student each year. The implementation of the proposal is a subject to mid-term evaluation. Therefore, the preparation of proposal should be considered, the dates and the ability to complete tasks correctly estimated.
3. The supervisor or supervisors and the auxiliary supervisor (if has been appointed) supervise the implementation of the PhD student's individual research proposal on regular basis.
4. An individual research proposal of a PhD student shall include in particular:
 - 1) a doctoral dissertation preparation schedule and **deadline for submitting the doctoral dissertation**;
 - 2) the date of submission for publication of at least 1 research paper that shall be published in a scientific journal or peer-reviewed international conference proceedings in a relevant scientific discipline, which in the year of publishing the paper in its final version have been included in the list drawn up in accordance with the provisions specified on the basis of the Act of July 20, 2018 –Law on higher education and science (Article 267 (2) (2) (b)), or 1 scientific monograph that shall be published by a publishing house which in the year of publishing the monograph in its final version has been included in the list drawn up in accordance with the provisions specified on the basis of the Act of July 20, 2018 –Law on higher education and science (Article 267 (2) (2) (a)), or a chapter of such a monograph;
 - 3) plans to participate in national or international scientific conferences.
5. An individual research proposal of a PhD student may include:
 - 1) plans to prepare a grant proposal and submit it to a domestic or foreign competitive research funding agency;
 - 2) plans to co-organize a national or international scientific conference;
 - 3) plans to do at least a three-month scientific internship at a domestic or foreign institution;
 - 4) plans to make a study tour to a domestic or foreign institution lasting at least two weeks;
 - 5) plans to disseminate R&D results on open access terms
6. An individual research proposal of a PhD student shall take into account second stage generic descriptors indicating learning outcomes for qualifications at level 8 of the Polish Qualifications Framework.

7. An individual research proposal of a PhD student should be submitted within 12 months from the start of training at school. A PhD student submits his/her individual research proposal within the last 2 weeks of the first year of training.
8. An individual research proposal of a PhD student should be prepared in Polish or English, using the template available on the school website: kisd.ifj.edu.pl.
9. A PhD student submits the printed version of his/her individual research proposal (with supervisor's signatures and the auxiliary supervisor's opinion-if he has been appointed) to the Director of the School, through the appropriate Deputy Director- to verify and approve it.
10. The Deputy Director is responsible for verification of individual research proposals of PhD students in his/her unit.
11. A PhD student no later than 7 days from the date of submission of his/her individual research proposal, receives information about its acceptance or the need to change.
12. If the PhD student receives information about the need to change of his/ her individual research proposal, he/she makes corrections and submits the proposal within no more than 7 days from the date of receiving information about the need to change, following the description in points 8-10 above.
13. From the second year of education, an individual research proposal of a PhD student can be updated before the start of each semester, following the description in points 8-10 above. An updated version of the proposal should be submitted within two weeks before the start of the next semester. If a PhD student submits an updated version of the proposal at the turn of the education years, he/she should attach it to Substantive Report for the previous year.
14. The individual research proposal shall be kept in a PhD student's personal files.