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PhD Programme Handbook
Individual study Programmes

Graduate School for Social Research
Warsaw

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Contents

our Individual course of individual study

1. What this means
2. Building your individual programme
3. Milestones

What to include in your individual study programme

1. Courses
 - List of courses/Compulsory courses
 - Courses offered in the MA programme
 - Courses taken outside GSSR
2. Participation in a Project
3. Points for publications, conference participation etc

Your thesis research

1. Appointment of Promotor /academic supervisor

Samorzqd

Plagiarism

Disciplinary committee

Annexe 1

How your progress is assessed

Annexe 2

The Przewód /The Procedure leading to Defence of Your Thesis

Your Individual course of individual study

GSSR is introducing a new way to complete a doctorate in IFiS PAN.

What this means

Each PhD student will work together with their supervisor each academic year (see Appointment of Promotor /supervisor below) to agree a programme of individual study for the next twelve months. In addition to compulsory courses taught in GSSR students will be expected to join wherever possible a research project underway within the Institute (or, exceptionally, in an equivalent research centre).

Building your individual programme

Your individual study programme should be designed to ensure you have the methodological skills and theoretical knowledge necessary for successful completion of your doctoral research and, for those who choose, for your further academic career. These skills and knowledge will be gained by participation in taught courses and in the research work of the Institute. On completion of the four years of the programme, in addition to completion of your doctoral research, you will have gained insight also into aspects of a research group's work, such as elaboration of a concept and its realisation by the different stages of proposal writing, grant administration, preparation of work for publication, as well as the important 'soft skills' gained from working in a team.

Milestones

(Year one only) PhD students attend presentations of research projects available in IFiS PAN (Year one only) During the first weeks of the academic year PhD students have individual meetings with the Director and Academic Director of GSSR with a view to choosing an academic supervisor.

(All years) You meet with your academic supervisor to agree your individual programme of individual study

(Year one only) The completed individual study programme signed by student and academic supervisor is submitted (two copies) to the Director of GSSR for approval not later than the end of semester 1

(All years) Submission of a report detailing fulfilment of the individual study programme and your plan for the following year.

(All years) Approval of report and progress to the next year of individual study as set out in your individual study programme.

What to include in your individual study programme

In the course of the four year programme students are required to complete between 30-45 ECTS. This should be taken into account in your individual study programme. To complete each course students must pass a final examination.

Students will take a different group of compulsory courses depending on whether they intend to defend theses in philosophy or in sociology:

Compulsory courses: Philosophy

- Agata Bielik-Robson: *Major Trends in Contemporary Humanities* (6 ECTS)
- Andrzej Leder: *Interpreting and constructing – working with a philosophical text* (6 ECTS)
- Adam Lipszyc: *Word, Flesh and Subjectivity: Selected Notions of the Human in the 20th Century Philosophy* (12 ECTS)
- Szymon Wróbel: *Philosophy in the Process of Making Concepts* (12 ECTS)

Compulsory courses: sociology

- Sławomir Kaprański: *Sociological Theories: the tradition and current notions* (12 ECTS)
- Zbigniew Karpiński, Marta Kołczyńska: *Quantitative methods of data analysis: statistical theory and good practices* (12 ECTS)
- Marta Olcoń-Kubicka, Piotr Binder: *Qualitative methods in Social Sciences: designing your project* (12 ECTS)
- Irina Tomescu-Dubrow, Ilona Wymulek, Kinga Wysienska-Di Carlo: *Empirical Research in the Social Sciences: Design, Implementation and Write-up* (12 ECTS)

Courses offered in the MA programme

A current list of courses is available at <http://www.gssr.edu.pl/programmes/phd-programme/>
Each course counts as (6 ECTS)

Courses taken outside GSSR¹

Courses may also be taken at other Higher Education institutions in Poland or abroad (Erasmus+, Fulbright etc).

Participation in a Project

¹ Students who have insufficient knowledge to enable them to take part in any of the above courses are expected to make good the deficiency by taking courses outside the PhD programme.

All PhD students should participate in a current research project, preferably within IFiS PAN. Presentations of research projects available in IFiS take place at the beginning of each academic year. Students are expected to have made their choice of project by the start of the second semester. A current list of projects open for participation by PhD students is available at <http://www.gssr.edu.pl/programmes/phd-programme/> You may count 1 ECTS unit for each 30 hours of participation in a project. Your participation should be confirmed in writing by the project leader.

Publications, conference participation etc

You should also include in your individual study programme planned participation in conferences (especially when a paper written by you is to be presented), publications and any relevant higher education teaching activities.

Your thesis research

You are of course expected to begin systematic work toward your doctoral thesis as soon as possible after arrival at GSSR. Details of your plans for the year's work should be included in your individual study programme. Information about progress on your individual research will form an important part of the evaluation of your year's work (see below: Annexe 1 How your progress is assessed)

Appointment of Promotor /academic supervisor

All new students will be assigned to an academic supervisor by the end of the first semester at GSSR.

Samorzqd

Students are elected to represent the student body vis-à-vis the School authorities. A single representative takes part in the meetings of the Scientific Council and representatives attend the weekly GSSR faculty/staff meetings in an advisory/consultative capacity, as well as meetings of the School's advisory body, the School Council.

Elections are held annually in the first two months of each academic year to choose two representatives. Until elections are held representatives from the previous year remain in office.

Plagiarism

Plagiarized work will receive the mark "Fail". Students guilty of plagiarism will be required to leave the programme.

NB. – If you still have doubts about what constitutes plagiarism, please consult the English language/academic writing tutors, who will always be available to give advice.

Disciplinary committee

1. The disciplinary commission for doctoral students shall have 5 members as follows: the chairperson of the commission, an academic employed at the Institute, 2 other academics from the institute and 2 doctoral students.
2. The disciplinary appeal commission for doctoral students shall have 3 members as follows: the chairperson of the commission, an academic employed at the Institute, 1 other academic from the institute and 1 doctoral student
3. Members of the commissions mentioned in points 1 and 2 are to be chosen by the Scientific Council from among academics employed at the Institute, and from doctoral students proposed by resolution making body of the doctoral student self government of the Institute.
4. The term of office of the disciplinary commission for doctoral students and of the disciplinary appeal commission for doctoral students is the same as that of the *rada naukowa*, while the term of office of doctoral student members is one year.
5. The commissions mentioned in points 1 and 2, at the first meeting, called by the Director of the Institute, choose their chair persons from among those members who are academic employees of the institute.

Annexes

Annexe 1

How your progress is assessed

Annexe 2

The Przewód /The Procedure leading to Defence of Your Thesis

Annexe 1

How your progress is assessed

You will be evaluated according to attainment of the following stages of your progress as outlined in your individual study programme:

At the end of Semester 2

Completion of compulsory courses (completed by examination)

The preparation of a draft of a paper written with the aim of publication

At the end of Semester 3

The preparation of your PhD proposal

At the end of Semester 4

Completion of a draft of the theoretical chapter of your PhD

Completion of credit requirements including any outstanding compulsory courses.

At the end of Semester 6

Completion of fieldwork (sociology)

At the end of Semester 8

Opening of doctoral procedure

Annexe 2

The Przewód /The Procedure leading to Defence of Your Thesis

Diplomas-evidence you are qualified to submit a doctoral thesis

All candidates for the doctoral examination should have the degree of *magister* or its equivalent. Polish legislation allows candidates with a diploma issued by a recognized foreign university to begin PhD studies in Poland without prior "nostrification" of the non-Polish diploma provided that the diploma is acceptable as qualification for entry to PhD studies in the country in which it was issued.

For all other diplomas not covered by the above you should consult the Rada Naukowa of IFiS PAN (room 110) for details of how to proceed.

Information about what happens when your thesis is ready for submission

The following are the regulations for opening the *przewód doktorski* in IFiS PAN. According to the subject of their research students may be required to open the *przewód doktorski* in the home institution of their supervisor in which case the regulations of that institute will apply.

NB Polish law: To open the procedure the student must have produced an academic book or at least one article published or accepted for publication in a reviewed journal on the list provided by Ministry of Science and HE, or reviewed material from an international academic conference.

Each of the points below refers to events at separate meetings of the Scientific Council (Rada Naukowa). The defence of the thesis takes place at a meeting of a Committee (see 2 below).

1. Opening of the doctoral procedure (*przewód doktorski*) and designation of a 'promotor'- your supervisor reports at a sitting of the Council
2. The establishment of a committee for the doctoral procedure (at least 7 people from the Council whose speciality is relevant to the area covered by the thesis) takes place after your 'promotor' writes to the Council requesting acceptance of your work as a doctoral thesis and after the work has been provided in 3 'hard' copies plus one electronic copy on a CD supplied to the IFiS library. Your 'promotor' addresses a meeting of the Council.
3. Reviewers of your thesis are designated and the Chair of the doctoral committee reports to a meeting of the Council.
4. On the basis of positive reviews and after the doctoral examinations have been taken successfully you are allowed to proceed to defence of the thesis- the Chair of the doctoral committee reports to a meeting of the Council. **NB!** The conditions of being allowed to proceed to the defence are: positive reviews and passes in the 3 doctoral examinations.

The main and subsidiary subject doctoral examinations take place in the presence of the Doctoral Committee, “promotor”².

These will be oral examinations in the following disciplines:

The main discipline within which candidate’s doctoral thesis falls (*ie* philosophy or sociology). The date for these examinations is set when the reviewers send their reviews.

If you have not completed degree studies in the discipline of the thesis to be defended, a more general main examination is set.

- A subsidiary discipline chosen from the list given at:

http://www.nauka.gov.pl/g2/oryginal/2013_05/9e30526898a1faea585252c8104727c8.pdf

- Examination in a foreign language^{*}. The examinations are conducted by:

Upowszechnianie Nauki Oświata "UN-O"
Studium Języków Obcych
Ul. Żelazna 41/7
00-836 Warszawa

Tel. 890-09-91/ 620-96-62

A list of required and recommended readings in philosophy and sociology with which students should be familiar before taking the examination is available on the GSSR intranet site.

5. The public defence of the thesis (in the presence of the Commission, reviewers, “promotor” and members of the public. The student presents the thesis (on the basis of a written account of the thesis which the student should nevertheless present rather than simply read) and responds to the written opinions the reviewers.

The public defence proceeds as follows:

1. Open session (in the presence of the public)
 - address of the chair of the committee
 - The candidate’s cv is introduced by their ‘promotor’
 - the candidate presents the thesis
 - the reviews are read

² Students should consult their supervisors/advisors for information about the likely form and scope of such examinations

^{*} Candidates who have passed the Cambridge Advanced English Test with grade B or above, or have an equivalent TOEFL score are exempt from the examination .

- public discussion and replies by the candidate to the reviewers comments, and those made in discussion.
- 2. Closed session (with participation by the Commission, reviewers and 'promotor')
 - evaluation of the defence
 - secret vote on acceptance of the defence

Finally the result of the defence is announced in the presence of all participants.

6. Confirmation of the award. The Chair of the Committee reports on the defence to the Council .
7. Award of the diploma (the candidate pays the IFiS "kasa" for the diploma).

Przewód doktorski: rules and requirements (IFiS)³

In order to open the doctoral procedure (przewód doktorski) the following documents should be submitted to the secretariat of the Scientific Council of IFiS PAN (Magdalena Grabowska), room 110 in the Staszic Palace)

1. In cases where 5 years have elapsed since the student began doctoral studies, a declaration signed by the student agreeing to cover costs of the doctoral procedure (reviews, honorarium for the "promotor" and other costs such as travel costs of reviewers to attend the defence). Candidates completing within the required period should supply declaration should be signed by the Director of SNS in agreement with the Director of IFiS.
2. A request to the Director and Scientific Council of IFiS PAN to open the *przewód doktorski* (giving the title of the thesis to be defended).
3. The opinion of your supervisor along with a description of the stage of advancement of the thesis, its problem area (sociology or philosophy) and his/her agreement to act as "promotor" in the doctoral procedure. A 'promotor' must be an independent academic ie have at least completed habilitation or be a professor (nominated by the President of Poland).
3. A summary of the thesis to be defended (two or three pages long if your thesis is almost ready- the less ready it is [NOT RECOMMENDED] the longer the summary must be).
4. Outline of the thesis – in Polish and English
5. Request to the Chaiman of the Scientific Council to allow the doctoral thesis be prepared in a language other than Polish – if applicable.
5. Texts prepared by you to show how advanced is the work on your thesis.
6. Your academic CV.

³ NB Before opening your przewód you should have at least one publication as specified in the law on academic degrees and titles Art 11.point 2

7. Copy of the your degree diploma (*magisterium* or equivalent) **!IMPORTANT! if you do not have a Polish *magisterium* you must obtain a documentation that your foreign diploma is equivalent to the appropriate Polish diploma. Please consult the Director.**

8. Completed personal details form (available on the GSSR intranet site) signed by the SNS secretariat.

9. A declaration by the candidate that the *przewód* has not been opened elsewhere.

Payment The costs of the above procedure (including honoraria for reviewers is covered by the school regardless of whether the defence takes place within or outside IFiS PAN **on condition that**

- the candidate opens the doctoral procedure by the end of the fourth year of studies/ within 4 years plus any leave such as maternity leave taken from the start of study at the School (see 17. Interruption of studies).
- The procedure is completed within 5 years of starting the PhD programme
- **there is acknowledgement in the thesis that it is the result of doctoral studies at GSSR.**

A rejected doctoral thesis may not be submitted for a doctoral degree elsewhere (research institute or higher education institution).

If a doctoral candidate does not take the required examinations or submit a thesis within the required period the Rada Naukowa may pass a motion to terminate the defence procedure. In any case the thesis should be submitted within 3 years after opening the doctoral procedure (Rada Naukowa 6/V/2016)

In the case of doctoral defences taking place within the framework of a form of international cooperation or in the case of an interdisciplinary thesis topic the council of the institute concerned may appoint a second supervisor (see **5 Choice of Supervisor**).