

INDIVIDUAL RESEARCH PLAN



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2022 Edition:
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COURSE AGENDA



Samorząd Doktorantów
UNIWERSYTETU WARSZAWSKIEGO

- Legal aspects concerning Individual Research Plan
- Individual Research Plan as a subject of the mid-term evaluation
- The content of the Individual Research Plan form
- Submitting the Individual Research Plan

FIND US ONLINE :)



- The recording and materials will be available on: <https://doktoranci.uw.edu.pl/en/home-page/>
- In case of any questions hit us up at: doktoranci@samorzad.uw.edu.pl

WHAT IS THE IRP?



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Act of 20 July 2018 – The Law on Higher Education and Science (O.J. 2021 no 478, 619, amended; thereafter referred to as: „TLHES”).

Art. 201

3. The education shall be carried out on the basis of a doctoral training and an individual research plan.

IRP is a document regulating the course of doctoral education and work on the doctoral dissertation - among others the individual research plan shall specify the deadline for submission of the doctoral dissertation (art. 204 ust. 2 zd. 1 TLHES) including in particular a schedule for the preparation of the doctoral dissertation (art. 202 ust. 1 *in medio* TLHES). Therefore, it is necessary to include in it, among other things, the subjects that the doctoral student intends to pursue in the course of study.

IRP AS THE SUBJECT OF THE MID-TERM EVALUATION



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Act of 20 July 2018 – The Law on Higher Education and Science (Dz. U. z 2021 r. poz . 478, 619).

Art. 202

2. The implementation of the plan shall be subject to mid-term evaluation in the middle of the period of education defined in the curriculum, and in the case of education lasting 6 semesters – during the fourth semester.

Since the implementation of the IRP is subject to a mid-term evaluation, it is worth noting what should be included in the IRP and what should be omitted.

CONTENT OF THE IRP



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IRP's project should include in detail:

- 1) the topic of the research along with the rationale for undertaking it;
- 2) research questions, thesis or hypotheses;
- 3) schedule for the preparation of the dissertation;
- 4) specify the form of preferred collaboration with the supervisor;
- 5) determine the form of the dissertation;
- 6) research assignments, including identification of any planned overseas research;
- 7) identify the research methods used;

CONTENT OF THE IRP



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- 8) identify research risks and ways to minimize them;
- 9) an outline of the current state of research on the issues covered by the dissertation, including the literature on the subject;
- 10) planned participation in conferences, workshops, summer schools etc.;
- 11) relevance of planned research;
- 12) the planned elements of the curriculum from the available electives that are conducive to preparation of doctoral dissertation;
- 13) planned research results and ways of their dissemination;
- 14) deadline for submission of the dissertation.

DOCTORAL DISSERTATION



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The subject matter of the doctoral dissertation shall be (a) an original solution to a scientific problem; OR (b) in terms of the application of results of own scientific research in the economic or social sphere; OR (c) an original artistic achievement (art. 187 ust. 2 TLHES).

The doctoral dissertation demonstrates (1) the candidate's general theoretical knowledge in a discipline AND (2) the ability to conduct research or artistic work independently (art. 187 ust. 1 TLHES).

FORM OF THE DOCTORAL DISSERTATION



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The doctoral dissertation may be a

- written dissertation, including a scientific monograph;
- a collection of published and thematically related scientific articles;
- design, construction, technological, implementation or artistic work;
- as well as an independent and separate part of a collective work (art. 187 ust. 3 TLHES).

The dissertation may be written in Polish or a foreign language, but there is no obligation to indicate the language in IRP.

DEADLINE FOR SUBMISSION OF THE DISSERTATION



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- IRP indicates the deadline for submission of the dissertation.
- This deadline is binding because a failure to submit a doctoral dissertation within the deadline specified in the individual research plan results in the removal from the register of doctoral students (art. 203 ust. 1 pkt 2 TLHES).
- Since the duration of studies at doctoral schools at the University of Warsaw is 4 years, the deadline for submitting the dissertation is 4 years from the date of taking the oath.
- It is best to write in IRP: "by the end of the 4th year of education" - there is no requirement to indicate a daily date (e.g., the 30th of September 2024).

Is it worth it to enter an earlier date? In my opinion, no. You can always submit the thesis earlier, but failure to file it by the date indicated in the IRP has very serious consequences.

RESEARCH TASKS



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In your IRP, you should indicate your research tasks and the timeline for your dissertation.
How to do it?

- Research tasks should have a certain degree of specificity - but not be too specific, because you will have to account for deviations from the plan.
- From the point of view of the mid-term evaluation process - it is a good idea to indicate that in the third and fourth year of the PhD you will finish the tasks started in the second and third year respectively - this way even if you do not finish a task, you will be in compliance with the IRP.
- The mid-term evaluation is conducted after the end of the second year - so it is best to plan fewer tasks for year two and more for the following years - if you do something promoted the better for you ;)
- The most risky research tasks are best planned for year three and beyond, if possible.

PUBLICATIONS, CONFERENCES



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In the IRP, you should indicate, among other things, the planned conferences and summer schools you wish to attend and the ways in which you wish to publish your research findings.

How to do it?

- DO NOT ENTER SPECIFIC CONFERENCES OR JOURNALS/PUBLISHERS.
- If you are planning to attend a conference -> it is a good idea to indicate that you will be attending a conference such as...
- Avoid indicating that you will publish your work. This is because the date of publication is not up to you. It is better to write that you will prepare for publication in a journal such as...

IRP CONTENT RECONCILIATION



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Art. 202 TLHES

1. Doctoral students, in consultation with the doctoral student supervisor(s), shall draw up an individual research plan including in particular a schedule for the preparation of the doctoral dissertation and they shall submit it to the entity operating the doctoral school within 12 months of the date of the commencement of education. If an assistant supervisor is appointed, the plan shall be presented after the provision of opinion by that supervisor.

IRP CONTENT RECONCILIATION



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- IRP is subject to agreement with the supervisor(s).
- This means that the supervisor(s) must agree to the overall content of the IRP.
- If you have more than one supervisor, each of them must agree to the overall IRP.

- In case you have a supervisor/assistant supervisor, he/she is giving his/her opinion on the IRP. This means that he/she may disagree with one or more things written there (but of course, for the sake of good future cooperation, we do not recommend such a situation).

SUBMITTING THE IRP



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SUBMITTING THE IRP



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- The PhD candidate presents the IRP to the entity that operates the doctoral school, i.e., the University
- IRP is submitted to your doctoral school's headperson.
- The doctoral school's headperson does not have the authority to approve the research plan. It is subject to agreement only with the supervisor(s).
 - This follows directly from the provisions of TLHES -> IRP is presented. There is no authority or obligation on the part of the University to issue any determination, decision or other act in this matter. Nor, therefore, can there be a refusal to approve the plan.
- The Doctoral School's Headmaster may order that the plan be supplemented/revised if it does not contain all elements required by statute or school rules.

SUBMITTING THE IRP

- If the Headmaster refuses to accept or "disapproves" the research plan -> immediately notify the your school's Ph.D. Students' Council or the Ph.D. Students' Union Board (doktoranci@uw.edu.pl). **We will react!**

DEADLINE FOR SUBMITTING YOUR IRP



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IRP shall be submitted to the entity operating the doctoral school within 12 months of the date of the commencement of education (art. 202 ust. 1 *in medio* TLHES).

The date of the commencement of education is the date when one takes the oath (art. 200 ust. 8 TLHES)

This means that the deadline for submitting the IRP runs individually for each and every one of you and is based on the day you signed/clicked the oath in USOSweb.

Example: Joanna clicked the oath in USOSweb on the 5th of October, 2021. The deadline runs out on the 5th of October, 2022.

DEADLINE FOR SUBMITTING YOUR IRP



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If a PhD candidate has suspended his/her training at the doctoral school for any reason (e.g. health condition) - the period of suspension does not count towards the deadline for submitting the IPB.

Example: John took the oath on the 12th of October, 2021. In the meantime, due to health reasons, he suspended his training at the doctoral school for three months (and did not receive a scholarship during that time). Therefore, the deadline for submitting an IPB in his case is the 12th of January 2023.

NOTICE: Doctoral schools take that rule wrongly and require Ph.D. Students to submit IRP anyway. In such case let us know (doktoranci@samorzad.uw.edu.pl).

WHAT HAPPENS IF I DON'T SUBMIT THE IRP ON TIME?



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According to § 42 ust. 2 pkt 2 lit. a first tiret of SDNS Regulations The Doctoral School's Headmaster may remove a doctoral student from the register of doctoral students in case of a failure in submitting the IRP in the period of 12 months from taking the oath.

Headperson may - there's no obligation of undertaing such an action.

If you have any difficulty submitting your IRP by the deadline, it is best to let the School's Headperson know in advance.

I CAN'T WORK OUT THE CONTENT OF MY IRP WITH MY SUPERVISOR. WHAT SHOULD I DO?



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It's a problematic situation. Once the IRP is submitted, the supervisor can no longer relinquish his/her supervisor responsibilities to the doctoral student.

There are few options:

- 1) try working it out anyway,
- 2) use the experts team assistance according to The School's Regulations,
- 3) seek help from The Center for Dispute and Conflict Resolution,
- 4) seek help from The Ombudsman,
- 5) seek help from the School's Headperson,
- 6) change your supervisor.

CAN I CHANGE THE IRP ONCE IT'S SUBMITTED?



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Yes.

IRP can be changed after the mid-term evaluation or the expiry of the period of suspension of education (§ 23 of the School's Regulations).

IRP can also be changed where there is specific justification before the mid-term evaluation starts (§ 23 of the School's Regulations) - provision takes effect on the 1st of October 2021.

CAN I FORGET ABOUT THE IRP AFTER THE MID-TERM EVALUATION?



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No.

It is the responsibility of the doctoral student to implement the IRP (art. 207 ust. 2 TLHES). A doctoral student may be removed from the register for failure to fulfill doctoral obligations, including completion of the IRP (art. 203 ust. 2 pkt 2 TLHES).

As a "disciplinary" measure, the School's Headmaster may require the submission of dissertation materials by a specified deadline of no less than 14 days (§ 42 ust. 5 pkt 3 School's Regulations). The regulations do not specify what is "material"; the Headmaster does not have the authority to independently determine what is to be submitted - it is at the discretion of the doctoral student(s).

Q&A

Now it's the time to ask some questions to which answers haven't been provided yet!

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