

Instructions no. 35
of the Dean of the Doctoral School at the SGH Warsaw School of Economics
of 21 November 2023
on Individual Research Plans submitted in the IT system and their approval by
the doctoral supervisor

Based on § 3(1)(7) in connection with § 17(3) and § 18 of the Regulations of the Doctoral School at the Warsaw School of Economics, attached to Resolution No. 465 of the Senate of the Warsaw School of Economics of April 17, 2019 (hereinafter referred to as the Doctoral School Regulations), I hereby establish the following:

1. The submission of the Individual Research Plan (hereinafter referred to as IRP) by the doctoral student, evaluation by the team, and the supervisor's opinion take place in the IT system at the following address:
<https://sprawozdania.sgh.waw.pl/>.
2. After logging into the system, the doctoral student fills in, in agreement with the supervisor(s) and the assistant supervisor (if appointed), the specified fields concerning the IRP, including basic IRP data, a synopsis of the doctoral dissertation, the planned research budget, sources of research funding, and the schedule for research and dissertation, according to the form attached as Annex 1 to the Dean's Instruction of the Doctoral School. In the IRP, the doctoral student enters only tasks from the itemized (closed) list of the form.
3. The doctoral student is required to submit the preliminary version of the IRP accepted by the supervisor(s) in the IT system no later than June 30.
4. The Dean of the Doctoral School accepts the preliminary version of the IRP solely in formal terms (compliance with the IRP attachment to the Instruction) by July 5.
5. After submitting the preliminary version accepted by the dean, the doctoral student can choose between two ways for further processing of the IRP: a) with the opinion of the evaluating team, b) with the opinion of the institute or department.
6. In the case of choosing way a), the dean promptly directs the IRP for evaluation by a team of two scientific employees holding at least a habilitation degree in the discipline in which the doctoral dissertation is being prepared. Each member of the team individually assesses the IRP within two weeks and recommends submitting the IRP without comments or recommends making amendments based on the requirements for the IRP mentioned in § 17(2) of the Doctoral School Regulations. The dean promptly conveys the team's recommendations to the doctoral student and the supervisor(s).
7. In the case of choosing way b), the doctoral student is obliged to subject the preliminary version of the IRP to substantive discussion at a scientific meeting

of the academic unit (institute or department) dealing with similar issues to those addressed by the doctoral student in the IRP. The organization of such a discussion is the responsibility of the supervisor. From the conducted meeting, the doctoral student prepares a short note containing key conclusions from the substantive assessment of the IRP. The note is accepted and signed by the supervisor. The note must be delivered to the Doctoral School Office by an unalterable deadline of September 30.

8. It is recommended that IRPs submitted in way a) also be discussed at scientific meetings of institutes or departments.
9. In both ways a) and b), the doctoral student is required to submit a draft version of the IRP to the supervisor(s) no later than two weeks before September 30 for final approval.
10. By an unalterable deadline of September 30, the supervisor(s), after obtaining the opinion of the assistant supervisor, make the final approval of the IRP.
11. The sole responsibility for submitting the approved IRP by the supervisor(s) by September 30 lies with the doctoral student.
12. The system will be closed on September 30 at 23:59.
13. The final version of the IRP is printed and attached by the Doctoral School Office to the doctoral student's file.
14. Instruction No. 26 of the Dean of the Doctoral School at the Warsaw School of Economics of 15 November 2021 on Individual Research Plans submitted in the IT system and their approval by the doctoral supervisor, as well as Instruction No. 30 of the Dean of the Doctoral School at the Warsaw School of Economics of 13 June 2022 amending Instruction No. 26 of the Dean of the Doctoral School at the Warsaw School of Economics of 15 November 2021 on Individual Research Plans submitted in the IT system and their approval by the doctoral supervisor, lose their validity.
15. The instruction comes into force on the day of signing.

Form
INDIVIDUAL RESEARCH PLAN
(template)

1) Basic Information

First and last name of the doctoral student:	
Language of the doctoral dissertation:	
Topic of the doctoral dissertation:	
Scientific discipline:	
First and last name of the doctoral supervisor:	
Place of work/employment of the doctoral supervisor:	
First and last name of the doctoral assistant supervisor (if appointed):	
Place of work/employment of the doctoral assistant supervisor (if appointed):	
Planned date of the doctoral dissertation submission to the doctoral supervisor before its acceptance (at least 30 days before the planned date of submission of the doctoral dissertation):	
Planned date of submitting the doctoral dissertation:	

2) Summary of the doctoral dissertation containing the following (at least 30,000 characters plus literature)

- a) Topic of the doctoral dissertation and its justification based on a literature review, as well as the identification of the research gap,
- b) The purposes of the doctoral dissertation, thesis, hypothesis or research questions,
- c) Description of the research method,
- d) Form of the doctoral dissertation,
- e) Structure of the doctoral dissertation,
- f) Basic literature.

3) Planned research budget.

4) Research funding sources.

5) Schedule of the research and preparing doctoral dissertation.

The schedule should be arranged so that at least 25% of the doctoral dissertation is completed during the first four semesters. For example, in case of a planned four-chapter thesis, there should be at least one finished chapter.

The schedule must include the **publication** of at least one scientific article or chapter in a scientific monograph and active participation in at least two **scientific** conferences.

6) If the conditions outlined in point 5 are not met, the dean calls on the doctoral candidate to address the deficiencies within the specified deadline.

Semester	Description of the performed research task <i>(preparation an IRP, active participation in a scientific conference, publications, research internships, development of a research tool / conducting a study (e.g. quantitative, qualitative), development of a model, preparation/submission an research grant application)</i>	Progress in the doctoral dissertation development <i>Indicate the title of the chapter if the dissertation is in the form of monographs or titles filed in a journal or published articles if they are to constitute the dissertation.</i>	Comments
I			
II			
III			
IV			
V			
VI			
VII			
VIII			

Note:

Pursuant to the Higher Education and Science Law Act of 30 July 2018:

Article 204(1) *Education of a doctoral student is completed by submitting a doctoral dissertation.*

Article 204(2) *The date of submitting the doctoral dissertation is defined in the individual research plan.*

Pursuant to the Doctoral School Regulations at the SGH Warsaw School of Economics:

§ 27(1) *The basis for completing education at the Doctoral School is obtaining educational achievements on grade 8 of the Polish Qualifications Framework and meeting the conditions specified in Article 189 of the Act and on the basis of Article 192(2) and (3) of the Act.*

electronic confirmation
of the PhD student

electronic confirmation
of the supervisor(s)

electronic confirmation
of the assistant supervisor