



# PhD

# STARTERinfo



Krajowa  
Reprezentacja  
Doktorantów



**KRD**

The logo for the National Association of Doctoral Students (KRD) features the letters 'KRD' in a bold, blue, stylized font. The 'K' and 'R' are connected, and the 'D' is a simple block letter.

# WELCOME!

Polish National Association of Doctoral Candidates (Krajowa Reprezentacja Doktorantów, KRD) warmly congratulates you on commencing education at the doctoral school and joining the community of young scientists! We wish you many scientific achievements as you undertake your scholarly development.

Doctoral students face numerous tasks and research challenges, some of which begin immediately. Below, we present a series of crucial information that may prove useful at the start of the academic year.





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# KEY LEGAL ACTS

It is worthwhile to familiarize yourself with the key legal acts and documents regulating the principles of doctoral education from the outset. Primarily, these include:

- »» Act of 20 July 2018 - Law on Higher Education and Science
- »» Doctoral School Regulations
- »» Doctoral School Education Program





# INDIVIDUAL RESEARCH PLAN

The Individual Research Plan (IRP) is a document developed **in the first year of education** at the doctoral school. The IRP, in particular, includes a schedule for preparing the doctoral dissertation. It is developed in consultation with the supervisor(s) and submitted to the doctoral school within **12 months from the start of education**. It plans all research activities for the entire education period. The implementation of the IRP is subject to assessment, and violations in this respect may even result in **removal from the list of doctoral students**. Thus, the IRP is one of the most important documents related to education at the doctoral school.

The IRP is a document outlining the schedule of work related to the preparation of the doctoral dissertation. The framework and requirements for the IRP are set out in the doctoral school regulations.

Typically, the IRP defines planned activities:

- »»» literature review,
  - »»» conducted research,
- and their outcomes:

- »»» planned publications,
- »»» presentations.

Depending on the guidelines of the given education provider, the regulations may specify other requirements, such as:

- »»» plan for participation in scientific conferences,
- »»» plan for scientific internships,
- »»» plan for submitting a research grant application,
- »»» other guidelines deemed important by the entity.

IT'S WORTH NOTING THAT THE DOCTORAL SCHOOL REGULATIONS ARE AGREED UPON WITH THE DOCTORAL STUDENT COUNCIL, HENCE DOCTORAL STUDENTS ALSO HAVE A SIGNIFICANT INFLUENCE ON THE REQUIREMENTS SET FOR THE IRP. IT IS, THEREFORE, ESSENTIAL TO ENSURE ITS APPROPRIATE FORMULATION, BENEFICIAL FOR THE DOCTORAL STUDENTS.

## INDIVIDUAL RESEARCH PLAN: OUR ADVICE

- First and foremost, check the requirements related to the IRP in the Doctoral School regulations and adjust your concept accordingly.
- Activities and outcomes declared in the plan should be measurable and achievable.
- It is advisable to formulate the IRP as broadly as possible. During education, many changes that may initially be hard to predict can occur.
- Be as general as possible about planned presentations and publications.
- Remember to use appropriate terminology – for example, not "publication of the paper" but "preparation of the publication content" within a specified period.
- When describing individual activities, consider available resources and capabilities – especially time for task implementation and access to necessary infrastructure and funds.
- Check the doctoral school regulations for the terms under which the IRP can be modified.
- Special attention should be paid to activities undertaken in the first half of the education – their implementation will be subject to a mid-term evaluation, which conditions the continuation of education at the doctoral school. All activities planned before the mid-term evaluation should be completed on time to continue the education.





# SUPERVISOR

A necessary part of education in a doctoral school is appointing a supervisor, who is not only a scientific mentor but, above all, the main partner in the development of a young scientist.

It is possible to appoint more than one supervisor. Appointing a supervisor is a requirement that needs to be fulfilled within 3 months from the start of the education.



- »»» Choosing a supervisor is one of the most crucial decisions for a doctoral student - a supervisor is a person who often single-handedly can decide on the possibility of continuing education and defending the doctoral thesis by the doctoral student.
- »»» It's worthwhile to base the choice of a supervisor on past experiences and cooperation, as well as mutual understanding of the work approach; it is advisable to agree with the supervisor on how to combine activities outside the doctoral school with doctoral duties.
- »»» Considering the choice of more than one supervisor is recommended, for example, if:
  - »»» the doctoral thesis is interdisciplinary,
  - »»» the research area is exceptionally detailed, requiring support from additional experts.





# EDUCATION

All answers related to questions about education can most often be found in the regulations of the doctoral school. From the regulations, one can learn about detailed rights and obligations, such as:

- »» additional reporting duties,
- »» suspension of education,
- »» catalog of reasons allowing the extension of the deadline for submitting the doctoral thesis,
- »» procedure for changing the IPR,
- »» the method of conducting the mid-term assessment,
- »» the method of appointing the supervisor,
- »» the way of documenting the course of education,
- »» procedures for considering applications and doctoral issues.

CHECK ART. 201 AND ART. 205 OF THE LAW  
ON HIGHER EDUCATION AND SCIENCE

IN CASE OF DOUBTS RELATED TO THE EDUCATION PROCESS, IT IS ADVISABLE FIRST TO REFER TO THE REGULATIONS OF THE DOCTORAL SCHOOL AND THE ADMINISTRATION. IT IS ALSO BENEFICIAL TO USE THE SUPPORT OF THE DOCTORAL STUDENT COUNCIL AND, THROUGH ITS INTERMEDIATION, THE POLISH NATIONAL ASSOCIATION OF DOCTORAL CANDIDATES.



# MID-TERM EVALUATION

During the mid-term evaluation, which takes place halfway through the doctoral program, the implementation of the Individual Research Plan is evaluated. If a doctoral student passes it successfully, they have the right to continue their education, and their scholarship is increased. If the doctoral student fails to pass the assessment positively, they will be removed from the list of doctoral students and cannot continue their education at the doctoral school. The mid-term evaluation is conducted by a committee consisting of 3 people, including at least 1 person with a habilitated doctor degree or professor title in the discipline in which the doctoral dissertation is being prepared, employed outside the entity running the doctoral school. It is important to note that the supervisor and the assistant supervisor cannot be members of this committee.





CHECK ART. 202 SEC. 2-5 AND ART. 203 OF THE ACT  
ON HIGHER EDUCATION AND SCIENCE



If a doctoral student fulfills the assumptions of the Individual Research Plan, they should not worry about the assessment - it is worth remembering this when designing the Individual Research Plan. The most important thing during the mid-term evaluation is the evaluation of both the indicated activities and outcomes and their compliance with the planned schedule (deadlines).

The key to successful and timely completion of education at the doctoral school is focusing on implementing the assumptions of the Individual Research Plan. It is also worth ensuring its appropriate and safe formulation from the doctoral student's perspective.



# DOCTORAL STUDENT COUNCIL

Doctoral students in the entity running the doctoral school form the Doctoral Student Council. The Council represents the needs of doctoral students before the authorities of the entity running the education and offers support in resolving any issues and situations where individual doctoral students need additional assistance. The Council has a significant influence on the development of doctoral schools, so we encourage active participation in its life, especially in communicating encountered problems and indicating developmental proposals.

CHECK ART. 215 OF THE ACT ON HIGHER  
EDUCATION AND SCIENCE



## DOCTORAL STUDENT COUNCIL: WHAT DOES IT DO

- »» represents the interests of doctoral students before and beyond the entity running the education,
- »» defends the rights of doctoral students,
- »» supports initiatives of the doctoral community,
- »» reviewing internal law concerning doctoral students,
- »» implements projects promoting the doctoral school and the entity running the education,
- »» organizes events, training sessions, conferences,
- »» is an important partner of the rector's team and bodies operating at the entity running the education.

It is worthwhile to belong to the bodies of the doctoral student council and actively participate in their work. The doctoral community has a real influence on matters concerning doctoral students. Additionally, the Council integrates and associates young scientists, which helps in building scientific cooperation and actively building the academic community.



# POLISH NATIONAL ASSOCIATION OF DOCTORAL CANDIDATES

Polish National Association of Doctoral Candidates (KRD) is the only statutory representative of the doctoral community in Poland. The KRD is composed of representatives of Doctoral Student Council. The bodies of the KRD are: the KRD Board headed by the KRD Chairman, Board Plenipotentiaries, Audit Committee, Advisory Council, and the PhD Students' Ombudsman of KRD.

The KRD has its representatives in the Main Council of Science and Higher Education, the Disciplinary Committee at the Main Council of Science and Higher Education, the Advisory Team for micro-certifications in higher education, the National Agency for Academic Exchange.

Within the KRD, teams are also organized, such as: legal commission, PhD Students' Ombudsman of KRD team, communication team, science popularization team, promotion team, event organization team, international cooperation team, doctoral students' health team.

## POLISH NATIONAL ASSOCIATION OF DOCTORAL CANDIDATES

- »» represents and promotes the doctoral community and its educational, social, economic, and cultural needs,
- »» expresses opinions and submits proposals on issues concerning all doctoral students, including reviewing draft normative acts,
- »» protects the rights and interests of doctoral students in the country and Polish doctoral students abroad,
- »» cares for improving the quality of doctoral education,
- »» supports and promotes the self-governance of doctoral students,
- »» enhances knowledge, skills, and social competencies among doctoral students,
- »» cooperates with organizations of national or international rank.

CHECK ART. 339 OF THE ACT ON HIGHER  
EDUCATION AND SCIENCE

We encourage you to follow the [krd.edu.pl](http://krd.edu.pl) website  
and our [Facebook](#) fan page.







# PHD STUDENTS' OMBUDSMAN OF KRD

The PhD Students' Ombudsman of KRD safeguards the rights of doctoral students. You can report to them legal issues related to doubts or violations concerning the rights of a doctoral student.



Before contacting the Student Ombudsman of KRD, we encourage you to seek support from the administration of the doctoral school and the student government.





# INTERNATIONAL STUDENT IDENTITY CARD ISIC

We warmly encourage you to obtain the International Student Identity Card ISIC, which also includes doctoral students, along with various insurance options. The card entitles you to many discounts worldwide. During research, internships, but also when using university and private equipment, it is also worth remembering that appropriate insurance is an important safeguard for unforeseen circumstances. The insurance period associated with the ISIC is 12 months; protection is provided 24 hours a day throughout Europe. Below we present information about the insurance offer:

Accident insurance with a sum up to PLN 20,000 – PLN 60

Optionally, you can also purchase:

- extension for liability insurance during research, internships, practices – PLN 5
- extension for personal liability insurance – PLN 10
- extension for accidents occurring during extreme sports – PLN 20
- extension for medical treatment costs abroad – PLN 90

Orders for the International Student Identity Card ISIC with a special offer for doctoral students can be made through the link available on the website, where detailed information is presented [here](#).

PhD STARTERinfo has been prepared by members of the communication team operating at the Polish National Association of Doctoral Candidates. We wish you many successes in your scientific career!

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