***Annex No. 1***

***To University of Lodz Doctoral School of Social Sciences Regulations***

**INDIVIDUAL RESEARCH PLAN (IPB) OF A DOCTORAL STUDENT**

**OF UNIVERSITY OF LODZ DOCTORAL SCHOOL OF SOCIAL SCIENCES**

**General Information**

1. A Doctoral Student, in consultation with the Doctoral Adviser(s), shall develop an IPB containing, in particular, a timeline for the preparation of the doctoral dissertation and present it to the Director of the Doctoral School within 12 months of the commencement of education. If an Assisting Adviser is designated, the IPB is presented after the said Adviser had evaluated it.

2. The timeline of preparation of the doctoral dissertation shall set “milestones”- e.g. chapters of the dissertation, scientific articles, or key presentations at scientific conferences.

3. If the nature of the conducted research requires it, the IPB must contain information on ethical issues, necessary consents and permits to conduct research activities.

4. The IPB must be in line with the Learning Outcomes for the 8th level of the Polish Qualifications Framework.

5. The Doctoral Student shall submit an annual report on the implementation of the IPB.

**Tips for Preparing an Individual Research Plan (IPB)**

1. The IPB consists of three parts:

* General information, including personal data of the Doctoral Student and the Doctoral Adviser(s);
* Doctoral dissertation concept;
* Lists of research tasks carried out as part of the preparation of the dissertation with an indication of the deadline for submitting the dissertation.

2. The Doctoral Adviser indicates the significance of/time spent on each of the tasks listed in the IPB. The total number of points to be allocated to all tasks during the 4 years of education is 100.

3. Points for completing a specific task can be “used” within one year or during a longer period of time, depending on the nature of the task (see the example at the end of the form).

4. The implementation of the IPB is subject to the Doctoral Adviser's evaluation after each year of education. After the second year it serves as the basis for the mid-term evaluation, which is carried out by the Evaluation Commission.

5. The document shall be filled out online and then submitted in a print form.

**PART I. GENERAL INFORMATION**

**Date of IPB Submission:**

**PERSONAL DETAILS**

**Doctoral Student**

First Name and Surname

Field/Discipline

E-Mail Address, Phone Number

**Doctoral Adviser**

First Name and Surname

Academic Degree/Title

Academic Unit

Field/Discipline

E-Mail Address

**Second Adviser**

First Name and Surname

Academic Degree/Title

Academic Unit

Field/Discipline

E-Mail Address

**Assisting Adviser**

First Name and Surname

Academic Degree/Title

Academic Unit

Field/Discipline

E-Mail Address

**PART II. THE CONCEPT OF THE DOCTORAL DISSERTATION**

(max. 3 pages A4 /Calibri 12 pts, single-spaced)

|  |  |
| --- | --- |
| **Title of the Dissertation** |  |
| **Keywords** |  |

**Research Problem/Objective/Hypothesis/Questions**

**Rationale Behind Selected Topic (Research Gap)**

**Research Process Overview**

**Impact of the Anticipated Results on the Development of Science**

**Structure of the Dissertation**



**PART III. PLANNED RESEARCH TASKS IMPLEMENTED AS PART OF THE DOCTORAL DISSERTATION** (the total number of points for all tasks during the entire course of education = 100)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Description of the Completed Research Task\*** | **Total Number of Points for the Task** | **Implementation Timeline** with the number of points to be collected in each year of education indicated | **Learning Outcomes\*\*** knowledge, skills, social competences |
| Year I | Year II | Year III | Year IV |
| **1.** |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |
| **…** |  |  |  |  |  |  |  |
| **n** |  |  |  |  |  |  |  |
| **Total Number of Points** |  |  |  |  |  |  |
| **Expected Date of Submitting the Doctoral Dissertation:** |

* The list of research tasks may include such elements as: literature review, preparation of the indicated part of the doctoral dissertation, development of research methodology, conducting research, scientific publications related to the subject of the dissertation, a research trip/internship, preparation and submission of a grant application to a national or foreign agency, attending scientific meetings of the academic unit, and other activities resulting from the nature of the research.

**\*\*** Planned Learning Outcomes corresponding to the characteristics of the 2nd degree of the 8th level of the Polish Qualifications Framework (see the instructions below).



**Signature of the Doctoral Adviser(s) Signature of the Doctoral Student**

**Signature of the Director of University of Lodz Doctoral School of Social Sciences**



**Sample Individual Research Plan (IPB)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Description of the Completed Research Task** | **Total Number of Points****for the****Task** | **Implementation Timeline** with the number of points to be collected in each year of education indicated | **Learning Outcomes** knowledge, skills, social competences |
| Year I | Year II | Year III | Year IV |
| **1.** | Preparation of a literature overview. The overview focuses on national and English-language literature on issues X, Y, Z. The overview serves as the basis for preparing the theoretical part of the dissertation. It shall be conducted partly during a library query in London. | 25 | 10 | 5 | 5 | 5 |  |
| **2.** | Participation in scientific conferences. Active participation in one national and one international conference with a presentation of preliminary research findings (more details may be found in the Individual Mobility Program – IPM). | 10 |  | 5 | 5 |  |  |
| **3.** | A scientific internship. Two months at the London School of Economics. The purpose of the internship was to participate in a research project coordinated by Professor X, which helped refine a research model that was to be later verified in Poland. | 15 |  | 15 |  |  |  |
| **…** |  | … |  |  |  |  |  |
| **n** |  |  |  |  |  |  |  |
| **Total Number of Points**  | 100 | … | … | … | … |  |
| **Expected Date of Submitting the Doctoral Dissertation:** |