



GUIDE FOR THE PH.D. CANDIDATES

of the Interdisciplinary
Doctoral School

2022/2023



Samorząd Doktorantów
UNIWERSYTETU WARSZAWSKIEGO



doktoranci.uw.edu.pl



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[@SDoktorantow](https://twitter.com/SDoktorantow)

Dear Fellow Students,

We warmly welcome you to the Interdisciplinary Doctoral School at the University of Warsaw.

We are delighted to have you here!

We have prepared a handful of basic, useful information on doctoral education and preparation of doctoral dissertations at the University of Warsaw. We encourage you to familiarise yourselves with the materials and refer to the most important sources of the study, where you will find complete information. After all, knowledge is power!

At the same time, we invite you to regularly participate in training courses organised by the IDS Authorities, the PhD Students' Union and other institutions of the University of Warsaw. You will find a list of these on the last page, and information on dates and locations will be provided by e-mail.

As the IDS Doctoral Students' Council and the UW PhD Students' Union Board, we will be happy to provide you with all the information and assistance. If you wish, you are welcome to get involved with the university's doctoral students' union and join us.

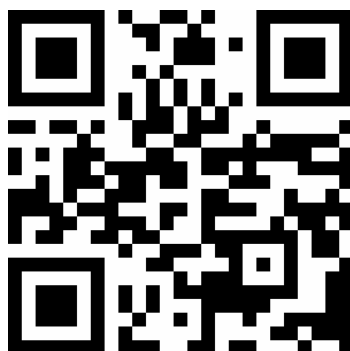
IDS UW Doctoral Students' Council

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UW PhD Students' Union Board

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PDF version of the guide:



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List of acronyms and abbreviations used:

IDUB – Excellence Initiative – Research University	ME – Mid-term evaluation
IRP – Individual Research Plan	Students' Union - UW PhD Students' Union
IDS – Interdisciplinary Doctoral School	SD – Doctoral School
	ZSD – UW PhD Students' Union Board

Main sources used for the elaboration of this guide – check them out!

- Act of 20 July 2018 — The Law on Higher Education and Science:

Text in English:

<https://www.gov.pl/attachment/d6975935-4b24-4be3-96f1-09c51589958a>

Please note that the English version may not include all the amendments to the Law. The act with all the amendments currently in force is available in Polish at:

<https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20180001668/U/D20181668Lj.pdf> ('tekst ujednolicony')

- The Rules and Regulations of the Interdisciplinary Doctoral School:

<https://monitor.uw.edu.pl/Lists/Uchway/Attachments/5976/EN.M.2021.213.Obw.16.pdf>

- Programme of study at the Interdisciplinary Doctoral School [only available in Polish]:

<https://monitor.uw.edu.pl/Lists/Uchway/Attachments/4901/M.2019.158.432.pdf>

- Website of the PhD Students' Union: www.doktoranci.uw.edu.pl

- Website of the Interdisciplinary Doctoral School (MSD): www.msd.uw.edu.pl

THE DIRECTORS AND THE ADMINISTRATIVE STAFF OF THE SCHOOL:

Director: prof. dr hab. Paweł Stępień – pawel.stepien@uw.edu.pl

Deputy Director: dr hab. Karol Samsel – karolsamsel@uw.edu.pl

The Directors manage the activities of the Doctoral School. Their duties also include supporting PhD candidates. The Directors issue administrative decisions and decisions in individual cases of doctoral students. Any mail addressed to the Directors should be sent to the e-mail address of the secretary's office: szkola.m@uw.edu.pl.

The Council of the Interdisciplinary Doctoral School:

<https://msd.uw.edu.pl/en/about/msd-council/>

The Council of the School cooperates with the Directors in order to ensure the best teaching quality and optimal functioning of the School.

For further information, see: Rules and Regulations § 3-7

The secretary's office:

Bogusława Rokoszevska – 22 55 20 276

Izabela Pawłowska – 22 55 20 268

szkola.m@uw.edu.pl

MSD Doctoral Students' Council:

President: Karolina Oleksińska-Grabowska

Vice-presidents: Stanisław Łaniewski, Tadeusz Rubik

Members: Aleksandra Grzegorska, Krzysztof Worek

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MSD doctoral students - who are we and where are we heading?

We are young researchers, studying at MSD and preparing our doctorates in accordance with an Individual Research Plan (IRP) developed within a year of commencement of our education.

Act, art. 207; Rules and Regulations, §13

Training on the doctoral student's rights and obligations.

Scholarship and work

A doctoral student receives a scholarship for a maximum of 48 months. At the University of Warsaw it stands at 2371.70 PLN gross (for the first two years, before the Mid-term Evaluation – ME) and 3653.70 PLN gross (for the next two years, after the ME)¹. Persons with disabilities receive an allowance of 711.51 PLN. The scholarship is covered by social insurance and may be covered by voluntary medical insurance. Education in the Doctoral School (maximum period of 48 months² and ending with a doctoral degree³) counts towards the period of employment on which employee entitlements (e.g. retirement pension) depend.

Persons holding a doctoral degree or receiving a monthly salary of at least 150% of the scholarship for a research project under an employment contract are not eligible for the scholarship.

¹ This is, according to the Act, the minimum value of the scholarship - before and after the Mid-term Evaluation, 37% and 57% of a professor's minimum salary, respectively.

² See section Extension and suspension of education.

³ If a doctoral student does not obtain a doctoral degree, the period of education shall be counted as part of the period of employment only in cases when the education was terminated due to being employed as an academic teacher or when the higher education institution discontinued the education of doctoral students in a given discipline.

A recipient of the scholarship cannot be employed as an academic teacher or research worker (except for research projects) prior to the Mid-term Evaluation. This does not apply to classes taught under a contract of mandate. After the Mid-term Evaluation, a doctoral student may be employed in such a position, but if the number of hours is greater than that of a half-time job, the scholarship paid is equal to 1461.48 PLN gross (40% of the monthly scholarship post-Mid-term Evaluation). A doctoral student may take up another job without consequences for the amount of the scholarship.

Act, art. 208, items 2-3; art. 209, items 1-10; Rules Regulations, §15

For more information and relevant links see:

<https://doktoranci.uw.edu.pl/doktorant/stypendia/>.

See: **Training on the doctoral student's rights and obligations.**

Social benefits for doctoral students

A person studying at the Doctoral School may apply for student loans and accommodation (including these for a spouse or a child) in the university dormitories and dedicated housing for UW researchers. A doctoral student who is not entitled to health insurance may apply for insurance through the Student Welfare and Support Office. In addition, a doctoral student under the age of 35 may apply for benefits from the Employee Benefit Fund: an allowance (assistance in case of a fortuitous event), a holiday subsidy, a loan for the renovation of accommodation in the housing for UW researchers.

For more information and relevant links see: <https://doktoranci.uw.edu.pl/doktorant/stypendia/>

See: **Training on the doctoral student's rights and obligations.**

UW doctoral students are also entitled to psychological help within the Psychological Counselling Centre, as well as to free psychiatric consultations.

For more information and relevant links see: <https://doktoranci.uw.edu.pl/doktorant/pomoc-psychologiczna/>

Doctoral students at the University also have access to free legal assistance provided by the Academic Legal Counselling. In matters of education and the awarding of doctoral degrees, assistance is provided by the Ombudsperson for doctoral students at the National Representation of PhD candidates.

For more information see: www.akademickaporadniaprawna.pl, www.prawadoktoranta.pl

COURSE OF EDUCATION

1st year

1. The commencement of education is marked by the doctoral student taking the oath via the USOS system.

2. Supervisors and affiliation. Within 30 days from the commencement of education, **an application for the appointment of supervisors** (a first and a second supervisor or a main supervisor and an assistant supervisor or, in justified cases, three supervisors or more) must be submitted. The School Council appoints the supervisors within 3 months from the date of commencement of education. The first or main supervisor must be an employee or a retired employee (Professor Emeritus) of the University of Warsaw. The secondary supervisor is a person with a doctoral degree. The affiliation of a doctoral student to a particular faculty of the University of Warsaw is determined by the place of employment of his/her first or main supervisor.

Act, art. 190, items 1-6; art. 201, item 2; Rules and Regulations, §16-21

See: **Training on the doctoral student's rights and obligations.**

3. Individual Research Plan. By the end of the first year of education, a doctoral student develops an IRP in consultation with supervisors and submits it to the Authorities of Doctoral School. The IRP is drawn up on the basis of a model and constitutes a complete plan of the doctoral research and dissertation work together with a schedule. Note: The IRP also specifies the planned date for submission of the dissertation, which also marks the end of education. In addition, MSD offers willing doctoral students the opportunity to consult a preliminary version of the document with an expert reviewer - at a date and under the conditions determined by the Authorities of MSD.

Act, art. 202, item 1; art. 204, items 1-2; Rules and Regulations, §22-25

See: **IPB training of MSD Authorities and Students' Union.**

4. Research funding. A doctoral student carries out research in the faculty to which he/she is affiliated. **The primary source of funding for research**, materials, summer schools, conferences, etc. is **the funding provided to the faculties for this purpose**. A SD student may also apply for funds through micro-grants and competitions under the **IDUB** programme, as well as **external grants and scholarships**. Funds to support the scientific activity of doctoral

students are also available from the **ZSD**. It is possible to obtain funding from the **University of Warsaw Foundation**, the **Universitatis Varsoviensis Foundation** and the **Consultative Council for the Student Scientific Movement**. In the academic year 2022/2023, it will become possible to subsidise a trip abroad lasting between 14 and 28 days from the funds of the **University's Integrated Development Programme**.

For more information and relevant links see: <https://doktoranci.uw.edu.pl/doktorant/badania/>;
<https://zip.uw.edu.pl/>

See: **Training on the doctoral student's rights and obligations**.

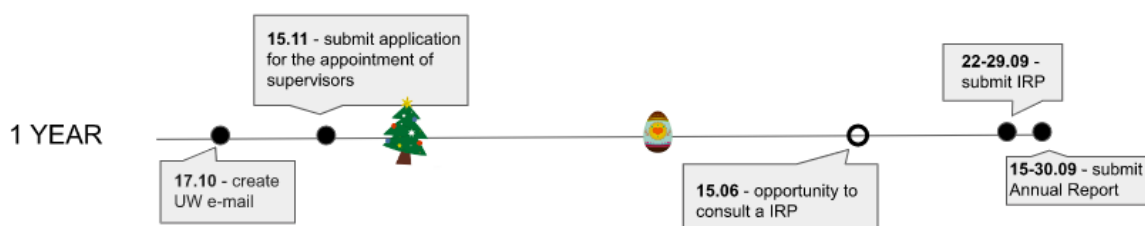
5. Educational programme. An MSD doctoral student follows a programme of education in one of the disciplinary SDs appropriate to the leading field of the doctoral project (programmes of different disciplines within different Schools may be combined). Doctoral students may choose specialisation classes and seminars from the range of courses offered by each School according to their needs and research interests. An MSD doctoral student does not have to (although he/she may) attend the interdisciplinary conferences of the respective disciplinary SD. Instead, students ought to attend the obligatory **MSD “integrational” seminar**. The educational programme also includes a **teaching practice** under the guidance of a supervisor. Questions concerning the interpretation of the programme should be submitted to the School Authorities.

For detailed information on the MSD programme and disciplinary SDs see: **Programme**

See: **Training on the doctoral student's rights and obligations**.

6. The Annual Report must be submitted by the end of each year of education. **The completion of a year of study** occurs after the PhD student has confirmed the correctness of transcripts of records presented by the secretary's office. It is suggested to complete the year by mid-September due to the validity of the Electronic PhD Student Card, which expires at the end of the month.

Rules and Regulations, §37, section 2-3



2nd year. Preparation for the mid-term evaluation

The implementation of the individual research plan in the middle of the education period is subject to **mid-term evaluation**. Mid-term evaluation is conducted after completing the 2nd year of education (October-November 2024, or a different date in the case of the recruitment within the Preludium BIS project and implementation doctorate programmes). A three-person committee, consisting of representatives of the Student's disciplines (including at least one person from outside of UW) examines the documents prepared by the PhD student and the supervisors, conducts an interview with the PhD student and/or the supervisors and subsequently makes a decision: **positive or negative** (in accordance with the requirements of the Act). The negative decision results in deletion from the list of doctoral students. In the event of a negative decision, a PhD student has the right to request to review the case. Mid-term evaluation is then carried out again by a new committee.

In addition to the result of the mid-term evaluation, the committee may provide recommendations for modifications to the Individual Research Plan leading to improvements of the dissertation. Committee members at MSD are appointed by the School Authorities, taking into account the research topic and the dissertation.

Act, art. 202, item 1-3; art. 203, item 1; Rules and regulations, §25-30

For further information, see: **Training on mid-term evaluation provided by MSD Authorities, training on mid-term evaluation provided by Students' Union**

3rd year. Changes to the Individual Research Plan (IPB)

After the mid-term evaluation, a doctoral student may introduce changes to the Individual Research Plan: both those recommended by the mid-term evaluation committee and those resulting from the implementation of the IPB to date (in particularly justified cases, with the approval of the School Authorities, a doctoral student may also introduce changes before the mid-term evaluation).

For further information, see: Rules and Regulations, §23

4th year. Submission of the dissertation

1. Submission of dissertation to one of the scientific councils of disciplines or the Academic Council of the Areas of Study finishes the education in the SD (the graduate ceases the doctoral status). After the submission by a doctoral student of a request to initiate proceedings for granting the doctoral degree, the relevant Council 1) may appoint a Doctoral Committee to conduct the proceedings or conduct them independently, 2) will appoint three reviewers, 3) a

public defence of the dissertation will take place at least 30 days after receiving all reviews (within 2 months of submitting the dissertation for review), of which at least two positive ones. Simultaneously with the preparation of the reviews, the SD graduate student(s) shall sit the doctoral examinations before the relevant committee.

Resolution no. 157 of the Senate of the University of Warsaw dated 29 June 2022 on determining the procedure for the award of a doctoral degree and a habilitated doctor degree:

<https://monitor.uw.edu.pl/Lists/Uchway/Attachments/6245/EN.M.2022.159.U.157.pdf>

Training on awarding doctoral degrees from the MSD Authorities and the Office of Scientific Councils of the Discipline.

In the event of submission of a doctoral dissertation before the end of the fourth year of education, a doctoral student may continue to receive a scholarship, but for no longer than six consecutive months (and no longer than 48 months in total).

Act, art. 209, section 8

2. Extension and suspension of education. If a doctoral student needs more time to prepare his/her dissertation, it is possible to **extend the deadline for the submission of the dissertation by up to two years**. Similarly, it is possible to **suspend the education** (with the approval of the Administration, for any reason); during this period, the deadlines specified in the IRP no longer apply. Particularly, it is allowed to suspend the education for a period corresponding to the duration of **maternity leave**, leave under conditions of maternity leave, paternity leave or parental leave - the amount of the relevant benefit is calculated on the basis of the amount of the scholarship (before or after mid-term evaluation).

Act, art. 204, item 2-3; Rules and regulations §40-41

For further information, see: **Training on rights and obligations of a doctoral student**

Doctoral Students' Union

The Doctoral Students' Union is composed of all doctoral students at UW. As representatives of our community, we work in the bodies of the Council: Doctoral Students' Councils of individual Doctoral Schools (and in case of doctoral studies, in the "old system": in Doctoral Students' Councils of different faculties), the Doctoral Students' Council (bringing together delegates from SD Doctoral Students' Councils), individual committees and the PhD Students' Union Board. Among our principal responsibilities are: the representation and integration of our community, the defence of its rights, participation in decision-making at the University in matters that concern us, and representation in the university's collegiate bodies.

Further information: <https://doktoranci.uw.edu.pl/en/phd-students-union/>

See: **The rules of Doctoral Students' Union**

(https://doktoranci.uw.edu.pl/wp-content/uploads/sites/103/2022/05/Regulamin_SD.pdf)

We would like to invite you to get involved in the activities of the Union's bodies. It is a chance to gain valuable experience and knowledge about the functioning of UW, and most importantly - an opportunity to act for the benefit of our community. Elections to the Doctoral Students' Councils of the individual SDs will be held in January; in February, the representatives of the SDs in the Doctoral Student Council will appoint the Board and people representing us in the collegiate bodies of UW. All information about the elections will be provided regularly.

The training and integration trip to Chęciny (21-23 October) is going to be an excellent opportunity to take a closer look at the functioning of the Students' Union and to get to know our representatives. If you are considering joining the Union - make sure you join us (more details on registration soon)!

List of training courses for MSD doctoral students organised by the School Authorities

1. Individual Research Plan
2. Mid-term evaluation
3. The procedure of awarding the doctoral degree
4. Information meeting for newly admitted doctoral students

List of training courses of the Students' Union

1. Rights and obligations of a doctoral student
2. Individual Research Plan
3. Mid-term evaluation
4. Mobility programmes

Other

1. Training on doctoral degree awarding procedure (UW Scientific Councils of Disciplines)
2. Training on NCN Preludium grant applications of the National Science Centre (UW Research Service Office)
3. Training on 'funding for doctoral students within The Excellence Initiative - Research University programme (IDUB)'
4. Training of the Office for Persons with Disabilities on didactics
5. The University of Warsaw Library training

[\(https://www.buw.uw.edu.pl/szkolenia/szkolenia-dla-doktorantow/\)](https://www.buw.uw.edu.pl/szkolenia/szkolenia-dla-doktorantow/)

Information and materials from previous trainings:

<https://doktoranci.uw.edu.pl/en/events/trainings-2/>