

## GUIDELINES FOR THE PREPARATION OF AN INDIVIDUAL RESEARCH PLAN

based on § 13 sec. 1 of the Regulations of the Doctoral School of Quantitative and Natural Sciences run by the Institute of Agrophysics, Polish Academy of Sciences (IA PAS), Maria Curie-Skłodowska University in Lublin (UMCS) and the Institute of Soil Science and Plant Cultivation in Puławy (IUNG), adopted by Resolution of IA PAS' Scientific Board No. 35/E/2019 of 26 April 2019, and based on § 2 sec. 9 of the Procedure for awarding the doctoral degree adopted by Resolution of IA PAS' Scientific Board No. 42a/P3/2019 of 5 July 2019 as amended by Resolution of IA PAS' Scientific Board No. 47/P4/2019 of 11 October 2019.

The Act referred to in this document is the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668 with amendments).

### § 1

1. A doctoral student, in agreement with the supervisor/supervisors, and an auxiliary supervisor, if appointed, develops a draft of the Individual Research Plan, containing in particular:
  - 1) a schedule for the preparation of a doctoral dissertation;
  - 2) a planned publication date of at least:
    - a) a scientific article published in a scientific journal or in reviewed international conference materials, which in the year of their publication were included in the list drawn up in accordance with the regulations issued on the basis of Art. 267 section 2 item 2b) of the Act, or
    - b) a scientific monograph issued by a publishing house which in the year of the monograph publication was included in the list drawn up in accordance with the regulations issued on the basis of Art. 267 section 2 item 2a) of the Act, or as a chapter in such a monograph;
  - 3) the deadline for the doctoral dissertation submission.

### § 2

#### Schedule for the preparation of a doctoral dissertation

1. A schedule for the preparation of a doctoral dissertation should include the task and time plan of the dissertation, including:
  - 1) description of the research topics covered, the current scientific knowledge and justification of the planned research;
  - 2) description of the research topic covered or of the original solution to a scientific problem or an innovative method of applying the results of own scientific research in the economic or social sphere;
  - 3) research objective and hypotheses;
  - 4) methodology along with the assessment of the possibility of conducting research;
  - 5) description of individual research tasks;
  - 6) expected results;
  - 7) planned form of the doctoral dissertation;
  - 8) timeline of research activities covering the stages of the doctoral dissertation preparation, in particular:
    - a) the deadline for a scientific article or a monograph publication (see §1.1.2);
    - b) publishing dates of other achievements related to the doctoral dissertation;
    - c) measures and schedule of disseminating the results of conducted research related to the doctoral dissertation;
    - d) other dates, if related to scientific activities related to the doctorate (e.g. submission of an application for a research project, submission of an application for a foreign internship, participation in a summer school, participation in a science festival, participation in a scientific conference, etc.).

### § 3

#### Planned publication date of the achievement mentioned in §1.1.2)

The doctoral student sets the publication date of at least one scientific achievement of which they are the author or a co-author, published in the form of a scientific article or scientific monograph, meeting the requirements of Art. 186.1.3 of the Act. Such a date shall come prior to the mid-term evaluation date. The date of the scientific achievement publication is also the date of the approval for publication, confirmed in written or electronic form by the publishing house. The academic achievement referred to above should be part of the doctoral dissertation.

§ 4

Deadline for the doctoral dissertation submission

The doctoral student sets the deadline for the doctoral dissertation submission, provided that this date must not exceed the education end date at the Doctoral School, if applicable.

§ 5

Additional guidelines

1. The preferred form of a doctoral dissertation prepared at IA PAS is described in *Good practices in preparing a doctoral dissertation at IA PAS* published on the Institute's website.
2. A doctoral student presents at an open seminar the draft of the Individual Research Plan within 3 months from the supervisor/supervisors/auxiliary supervisor appointment date. Such a seminar shall be attended by at least a simple majority of the *Committee for the Development and Assessment of IA PAS' Researchers* members, and members of the research team of the Department where the supervisor/supervisors/auxiliary supervisor are employed. During the seminar, a discussion on the Individual Research Plan shall take place. As a result of such a discussion, a doctoral student, in agreement with the supervisor, may amend the Individual Research Plan project.
3. The Individual Research Plan in writing, signed by the supervisor(s), is submitted:
  - 1) to the Director of the Doctoral School, pursuant to § 13.3 of the *Regulations of the Doctoral School*, in the case of students of the Doctoral School;
  - 2) to the IA PAS' Doctoral School office, in accordance with §2.2 of *the Procedure for awarding the doctoral degree*, if the doctoral dissertation is prepared on an external mode, or by persons who started doctoral studies before the 2019/2020 academic year and apply for doctoral degree in accordance with the provisions of the Act.

§ 6

This document comes into force on 1 October 2019.