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PhD Programme Handbook 2011-12
Graduate School for Social Research
Warsaw

IFiS PAN, Pałac Staszica, 72 Nowy Świat
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1. Introduction to the school and its aims:

The Graduate School for Social Research

The Graduate School for Social Research (GSSR) at the Institute of Philosophy and Sociology of the Polish Academy of Sciences conducts intramural, interdisciplinary doctoral studies in the social and cultural sciences, history and philosophy. The objective of the studies is to train students in scientific research and practical tasks in their chosen areas, and to assist them in writing their Ph.D. theses.

Any graduate of a Polish or foreign higher education institution with the degree of *magisterium* or its equivalent may apply to the doctoral programme at the GSSR. Candidates should be ready to demonstrate the necessary academic qualifications, research skills, and a knowledge of the English language allowing them to take part in classes held in English.

Students who have not yet been awarded the *magisterium* degree or equivalent may be conditionally accepted to the programme -but the necessary diploma must be submitted to the school office by the start of the second semester of study at the School. Students so accepted who are unable to supply the diploma in the time allowed will not be permitted to continue their studies in the School. Similarly external applicants who fail the course attended at the time of application (even if otherwise qualified for doctoral studies) will not be eligible for financial aid during the first year of studies, and may only be accepted as fee-paying students.

Students attending the School's own MA programme who are successful in the competition to continue into the second year of PhD studies but then do not complete the MA successfully will be considered to have failed to fulfil the requirements for progression to the next year of doctoral studies, and therefore will be asked to leave the School.

A Recruitment Committee will accept students for the doctoral programme according to procedures laid down by the Scientific Council of IFiS PAN. Information concerning recruitment is published on the internet and other mass media and in the form of announcements displayed at the school at least 3 months before courses begin.

The Graduate School for Social Research was created at the Institute of Philosophy and Sociology of the Polish Academy of Sciences in 1992. The idea of the School was conceived by a group of scholars, philosophers, sociologists, lawyers, economists, psychologists and political scientists from the Polish Academy of Sciences and other institutions of higher education with the objective of training students in the field of contemporary social and cultural sciences. The Institute of Philosophy and Sociology of the Polish Academy of Sciences provided the GSSR with office and classroom space, administrative assistance and access to its library and archives.

Nonetheless, the GSSR is an organizationally and financially autonomous part of the Institute, with its own programme, School Board and Dean and with a separate budget.

The GSSR is housed in the Staszic Palace, the home of the Institute of Philosophy and Sociology of the Polish Academy of Sciences (IFiS PAN) along with the Centre for Social Studies. The process of integration of the two institutions began in January 2004 resulting in an integrated programme of study comprising both postgraduate (MA) and doctoral studies

The GSSR is sponsored by the Open Society Institute (Higher Education Support Program), the Polish Ministry of Science and Higher education and others.

The GSSR cooperates with a number of foreign institutions including Sciences-Po in Paris, and Lancaster University (UK).

The GSSR was launched in November 1992. In January 1995 an international jury chaired by Lord Ralf Dahrendorf and appointed by the Institute for Human Sciences in Vienna awarded the GSSR the *Hannah Arendt Prize*, which was established by the Körber Foundation for institutions promoting reforms in the higher education system in Central and Eastern Europe. In October 2000 the GSSR received the *Hannah Arendt Prize* for the second time.

The founders of the GSSR were dissatisfied with the existing system of doctoral studies, often consisting solely of the individual work of the candidate under the guidance of their academic supervisor thus excessively restricting the scope of their interests and delaying the completion of the PhD dissertation. The founders' intention was to establish a European centre of doctoral studies with high academic standards, whose diploma would be highly respected both in Poland and abroad, providing a springboard for a scientific or professional career.

The Graduate School for Social Research does not seek to replace the existing Ph.D. programmes in other Polish institutions, but at the same time it offers what is intended to be a more efficient and a more interdisciplinary educational approach. Each student pursues an individual course of studies, designed jointly with a personal academic tutor. Students are required to attend a fixed number of hours of classes and earn a prescribed number of credits.

Doctoral students receive identity cards as doctoral students of the Institute of Philosophy and Sociology of the Polish Academy of Sciences. They have all rights arising from the decision of the Minister of Science and Higher Education of 16th December 2006 concerning doctoral studies conducted of by the scientific institutions.

Students are under the authority of the Dean of the School.

The doctoral programme in the GSSR may be either intramural or extramural but in both cases continue for no more than four years, concluding with the defence of the Ph.D. thesis. The defence is held at the appropriate institute of the Polish Academy of Sciences or at a higher education institution in accordance with the relevant legal provisions (Dz. U z 2005, Nr115, poz.7249). The GSSR also issues its own certificate of completion of the programme.

2. Dates of semesters

2011-2012

Winter Semester	3 rd October 2011 – 27 January 2012
Deadline for submission of karty zaliczeń	7 February 2012
Summer Semester	13 February 2012 – 6 June 2012
Deadline for submission of karty zaliczeń	17 June 2012

NB The School is closed during August 2012

Public holidays in Poland

During the academic year 2011-2012, public holidays fall as follows:

2011

November 1st, 11th
December 25th & 26th

2012

January 1st, 6th
April 9th
May 1st, & 3rd
June 7th
August 15th

3. Lectures and seminars offered in the academic year 2011/2012

The doctoral programme continues for a maximum of four years.

Students conduct studies according to their own choice of courses. Courses of lectures and seminars available in the given academic year are listed in the School Catalogue. Students select courses by completing the online registration form to be submitted to the School Office by the published deadline (for further details see below 9.1.3 registration for lectures and seminars).

With the written agreement of the Dean of the school students may where necessary for their studies take courses outside GSSR/CSS. Applications to the Dean of the School

should be made in writing (with a description of the course, number of hours, details concerning semesters etc. see 9.2.1).

The lectures and seminars listed for 2011/2012 are divided into blocks of courses, which are grouped according to their subject matter.

3.1 Compulsory Courses in Sociology/Philosophy

Courses in Social and Political Theory (CSS course-Kapralski) and in Research Methodology and Methods of Social Inquiry (Tomescu) and Research Methods (CSS course-Banaszak) are **compulsory** for all students who wish to complete their doctorate in social sciences and cannot show evidence of already having completed an equivalent course elsewhere.

Those who do not manage *zaliczenie* at the first attempt will be permitted to repeat the course. Any student who does not pass the course at the second attempt will not be allowed to continue their studies in the School.

In addition such students will be required to take for credit at some time during the programme at least one methods course (either in qualitative or quantitative methods as appropriate to the student's research). The database course listing identifies which courses are to count as methods courses for these purposes.

Students are reminded that the doctoral examinations in IFiS (see **14 Information about what to do when your thesis is ready for submission**) will include an examination in sociology. This will be the main subject of examination for all doctoral candidates whose thesis to be defended falls within the discipline of sociology.

The courses in Social and Political Theory and in Research Methodology and Methods of Social Inquiry are also strongly recommended for students who expect to take the subsidiary examination in sociology as part of their doctoral examinations and for anyone who wishes to complete their doctorate in this field and whose previous studies in sociology have taken place exclusively outside Poland.

Similar requirements apply to students preparing complete their doctorate in philosophy. The seminar of Professor T Gadacz "Philosophy of the 20th Century in the Context of Previous Epochs" is **compulsory** for all students who wish to complete their doctorate in philosophy. This course will be offered in alternate years.

Students who have no background in either sociology or philosophy should also take the "Introductory Seminar/Lecture for Sociology and Philosophy" (Elliott).

Lists of required and recommended readings likely to be useful in preparing for the above examinations are available on the GSSR intranet website.

3.2 General course regulations

Faculty members may specify preliminary admission requirements for their lectures or seminars.

An announced course will start provided that at least 8 students declare that they will participate/have registered.

In the event of an excessive number of students wishing to take part in a given seminar, the final decisions concerning enrolment are made by the lecturer who will also specify the requirements for completion of the course (see catalogue).

If a student twice fails to attend a course for which they have registered (including language classes where mandatory) without a sufficient excuse, s/he may be removed from the list of the course participants.

Students unable to attend classes for health reasons should inform the GSSR secretariat immediately, and should provide in due course medical certificates clearly confirming inability to attend classes.

Regardless of the total of credit points already obtained, from the second year onwards students must participate in at least one seminar per semester.

To complete a course and receive the number of credit points as given in the course catalogue the student should obtain a final grade awarded according to the criteria below in section **10. Criteria for assessment of coursework**. (NB this applies not only to courses completed over the academic year, but also to those for which a student wishes to obtain credit after one semester).

In the case of failure to obtain the required number of credit points a student may be admitted conditionally to the next year of studies but is obliged to make up the shortfall of points within the first semester of that year. Failure to do so within this time can lead to expulsion from the programme according to the decision of the Dean of the School. Appeal against such decision may be made to the Director of IFiS Pan within 14 days of receipt of the decision of the Dean of the School.

Students may be admitted conditionally to the next year of studies only once during the full 4 years of the programme.

In such cases conditional admission to the subsequent year leads to loss of the possibility of application for stipends and additional funds such as those for research projects.

Students may also attend courses for “Audit” and have such attendance entered in their records *Audit*

Students wishing to ‘broaden their horizons’ are normally welcome to attend courses in addition to those for which they have registered ‘for credit’. Students should ask the teacher of the course at the beginning of the course for permission to attend for audit, and whenever possible signal their intention on their registration form. **Students attending a**

course for audit are expected to participate as for any other class, but need not write the final assessed essay¹.

Detailed information about the courses (number of hours in each semester, the language in which the course is to be given, course schedule and description and possible admission requirements as specified by the lecturers) will be provided in the GSSR's Catalogue (available at <https://db.css.edu.pl>) and wherever possible syllabuses will be posted on the intranet

A timetable giving date, time and location of all courses is available on the intranet and <https://db.css.edu.pl>

The School reserves the right to make last minute modifications to the list of lectures and seminars offered.

3.3 Policy regarding attendance of School courses by students not registered at GSSR

The GSSR agrees to allow students not registered at the School to attend courses offered by the School on the following basis:

- Such students should apply in writing the Dean of the School for permission to attend. Applications should be received at least one week before the start of the semester in which the course is to be held,
- Students whose applications have been accepted by both the Dean of the School and the lecturer of the course in question will be required to pay the appropriate fraction of the annual fee paid by the GSSR's external students(/studia zaocznie/),
- Normally no more than 5 external students will be accepted for a course.

4. Essay competition

A cash prize of is awarded to the author of the best essay each year, with two smaller prizes for runners up.

Essays are nominated for the competition by course lecturers by July 25th of each academic year.

5. Choice of *promotor* (supervisor)

¹ If a student attending a course for audit wishes to complete all requirements and so obtain credit for the course they may change their registration at any time by writing to the Academic Director. Students may change registration from credit to audit only before the third class of any given course.

First year students shall select a doctoral supervisor (who will guide him or her in the process of writing the doctoral dissertation) by the last day of the winter semester. If the supervisor is neither a lecturer at the GSSR nor an employee of IFiS PAN, the student shall choose in addition a tutor from among the School faculty.

If a student chooses a doctoral supervisor from outside the GSSR, the appointment requires approval of the Dean of the School.

When a student has difficulty choosing a tutor they should consult the Dean of the School.

The supervisor of the doctoral thesis becomes the formal “promotor” when the doctoral procedure (przewód doktorski) is opened.

In the case of doctoral defences taking place within the framework of a form of international cooperation or in the case of an interdisciplinary thesis topic the council of the institute concerned may appoint a second supervisor.

6. Declaration of thesis topic and Doctoral seminars

The theme of your dissertation should be agreed with your supervisor.

Students are required to declare the topic of the thesis on the appropriate forms. Declarations should be submitted along with research descriptions at the published date for such submissions.

(Subject to approval by Scientific Council) Students are strongly encouraged to participate in doctoral seminars in order to improve their presentation skills and to benefit from the exchange of ideas with their colleagues and their supervisors.

Seminars will be held on a regular basis, chaired by students’ supervisors in rotation.

Credit will awarded for seminar presentations.

7. Wierzba summer school

Every 2 years, when funds allow, an international summer school is held usually in September at the Polish Academy of Sciences Wierzba Centre in the Mazuria lakes region. The aim of the Summer School, held now for many years, is to bring together doctoral students and scholars already well-established in their chosen field. Participants from Poland and abroad are selected during the second semester in a publicly announced open competition. Selection is on the basis of abstracts of papers proposed for the Summer School

8. English Language course

All students are expected to have passed an English language test at the level B2 by the end of the first year of study.

The School offers a course of English at advanced level with elements of academic writing, aimed at those wishing to improve their English language skills.

Once a student has registered for this course, they must attend regularly, obtain a mark and complete the necessary section of the karta zaliczeń.

Academic writing classes offered to MA programme students are open to PhD students by individual arrangement (see C. Elliott, elliott@post.pl).

Students whose level of English is below that appropriate for the courses offered at the School are required to make their own arrangements for improvement of their language skills and to pass an examinations set by the School.

Students who declare their knowledge of English to be at upper intermediate level or above (but who could not produce the documentation necessary to be excused English classes) must take a test of English.

The English course is completed when a mark has been received and the karta zaliczeń completed.

A student who fails to meet the above requirements with respect to English language classes, and does not pass at the required level one of the recognised external tests available (TOEFL Cambridge etc) before the start of the next academic year, may only be conditionally admitted to the next year of studies (Students may be admitted conditionally to the next year of studies only once during the full 4 years of the programme: see 3.2).

8.1 Polish language course.

A course in Polish language is offered for non –Polish students.

Once a student has registered for this course, they must attend regularly, obtain a mark and complete the necessary section of the karta zaliczeń.

This requirement of regular attendance also applies to any students of the MA programme who join the course.

9. How credit points are counted

After consultation with students it was agreed to reform the PhD programme replacing the four year programme of lectures with a two-year programme of lectures followed by a further two years of research, both on the topic of the student's doctoral thesis and within the framework of the research programmes operating within IFiS PAN. The differences in regulations for students enrolled in or after October 2006 reflect the implementation of the above reforms .

9.1 Lectures/ seminars (students enrolled before October 2006)

See Annexes

9.1.2 Lectures/ seminars (students enrolled in or after October 2006)

In the first two years of the PhD programme students will be expected to take 5 courses per year (with a minimum average mark of 3,5).

In the third and fourth years of the programme students need not take any courses. However, if they choose to do so in order to maintain a broader range of interests than strictly encompassed by their PhD topic, they may take further courses for credit.

Six credits will be awarded per course.

Courses can be chosen from those taken also by students following the MA programme, or from additional courses offered solely for PhD students.

In the third and fourth years of the PhD programme students will be expected to complete at least 20 credit points per year.

Each year, ten of these credit points may be gained as follows (or by taking courses see above)

- An academic book (in a relevant subject area) of which the student is the sole author (10pts)
- Articles in an international refereed journal (students must document this) (5 pts)
- Reviews, articles in other academic journals, publication in a non-academic journal, but linked to the student's topic of research, conference papers² (2pts)

NB Where credit is claimed for electronic publications copies of articles etc should be provided on disk – writing the internet address on the application form is not sufficient.

- Higher Education teaching in a relevant subject area –the FIRST time a course of 20 (clock) hours or more is given (2 pts).

Summer schools-credit only given for presentations-same rate as for conferences.

Students will also be expected to join a research project (10 credit points per year)

Students may also audit courses (ie attend but not for credit)

**Credits should be claimed using the form available at:
http://info.css.edu.pl/sns/doc/Deklaracja_punktow_dodatkowych.doc**

9.1.3 Registration for lectures and seminars

In order to register for courses **and so have them counted for credit** students should complete the following:

- a) for courses offered within the framework of the PhD programme the on-line registration form for the coming year before the beginning of the academic year. **PLEASE NOTE** You should only register those courses you intend to take for credit. If

² An extra ½ point may be given if conference papers are subsequently accepted for publication.

you register for a course and do not complete it, this course will be marked in your records **AS A FAILED COURSE** (see 3.2 General course regulations: ‘If a student twice fails to attend a course.’ and also for financial consequences, 11.2 Stipends) .

b) for courses offered within the framework of the MA programme on-line registration at the beginning of the academic year (for dates of teaching periods see MA programme handbook See also **9.2 Credit for courses offered within the MA programme** .

9.1.4 Description of how marks for work are recorded-the Karta Zaliczeń.

The conditions to be fulfilled in order for class participation to be recorded are established at the beginning of the year by the teacher of the course

A lecturer may refuse to accept additional students to a course after the second class has been held, unless the student has written permission from the Dean of the School to join the course at the later date.

Courses are recorded in the winter semester with the entry of the word “zaliczam” on the winter semester karta zaliczeń and, if the student wishes at this stage to have only half of the credit points for the full course taken into account, a mark is also required.

Courses are recorded in the summer semester in an analogical manner and a course mark is required. Without a mark credit points for the course cannot be given.

The karta zaliczeń can be obtained from the GSSR secretariat before the end of each semester.

A mark of 3 is the highest mark obtainable for any course recorded after the published deadline for submission of marks (karty zaliczeń) at the end of the academic year (ie in June), regardless of the student’s performance for the course.

NB

- *For students in the second year and above, supervisors’/tutors’ agreement to the choice of courses must be obtained.*

9.2 Credit for courses offered within the MA programme³.

³ The MA programme follows a different division of the year from the PhD programme. It is arranged as follows:

MA programme Calendar for the academic year 2011-2012

The following division of the year is planned:

MA Induction Period:	October 10 – October 23 (2 weeks)
Teaching period 1	October 24– January 21 (12 weeks)
Teaching period 2	January 30 - April 25 (12 weeks)
Research Break	April 23 - May 6
Teaching period 3	May 7 - July 28 (12 weeks)

Doctoral students may also take courses offered within the framework of the MA programme, but the permission of the Dean of the School must be sought (your request should be supported in writing by your supervisor) if you intend to take more than two such courses in any given year. Syllabuses for the courses are posted on the intranet accessible also via <http://info.css.edu.pl/css/courses/>

A standard MA course lasts 1200 minutes and are equivalent to 6 credits of the PhD programme.

Students register to attend MA courses using the online database before the published deadline. A timetable for the teaching period is published (posted on the intranet, circulated by e-mail etc) along with registration deadlines before the start of each teaching period.

PhD students should note that the regulations of the MA course handbook apply to them when they attend MA courses. In particular students should be aware of and observe the requirements related to attendance, essay writing, handing in of essays, deadlines etc.

Please note that since dates of teaching periods in the MA programme differ from those in the PhD programme. MA courses taken in the third teaching period are often not completed before the year's credits are calculated. However where possible lecturers will be asked to mark essays for such courses as soon as possible so that credit gained for such courses can be included in the year's total. Where this cannot take place appropriate credit will be added to the following year's total. Students should bear this in mind when calculating how many credits they expect to gain in a particular academic year.

Students may not obtain credit a second time for courses of the MA Programme already taken for credit within the framework of their present or previous studies (see eg 9.3 below).

Credit may be awarded on the same basis for courses taken outside GSSR/CSS.

The permission of the Dean of the School must be sought (your request should be supported in writing by your supervisor and should include a syllabus and description of the course stating whether its is by lecture, seminar etc, and the number of semesters with hours per semester) before you enrol on such a course for credit and normally no more than 12 credit points per year may be gained in this way.

The seminar of a doctoral supervisor is regarded as an external course when conducted outside GSSR.

9.3 Students continuing from the MA programme

When they have been accepted into the PhD programme, students continuing from the MA programme have the status of students of the second year of the PhD programme, with all accompanying rights and obligations.

Courses taken by students continuing from the MA programme will be counted toward the total number of credits required to complete the PhD programme. Doctoral students who have completed the MA programme will be regarded as already having fulfilled the credit requirement for the first year of their doctoral studies.

10. Criteria for assessment of coursework.

Written work⁴ is assessed according to following criteria (used in both the MA and PhD programmes). In the MA programme marks corresponding to these criteria are expressed as letter grades eg. ⁵.

(A-> A)

A piece of work at this level will demonstrate:

- § a thorough understanding of the topic and its implications
- § originality and/or breadth of thinking on the majority of the issues discussed
- § a wide knowledge and appropriate use of critical contributions on the topic
- § a consistent ability to organise material to support an argument
- § an ability to express the argument in a fluent and lucid manner

(B>B+)

A piece of work at this level will demonstrate:

- § a good understanding of the topic and its implications
- § a competent knowledge and use of critical contributions on the topic
- § a consistent ability to organise material to support an argument
- § an ability to express the argument in a fluent and lucid manner

However, such a piece of work will generally show less independence of thought and mastery of detail than is required for a mark of A. There may be some errors or misjudgements with regard to issues which are not central to the argument. A low mark within this band indicates more such failings than a high one. A high mark (B+) indicates that the work is close to the kind of quality needed for a mark of A- or over, but has fallen down on a few points.

⁴ Or spoken examination

⁵ Students who attend a course of the MA programme and are given a letter grade by the marker will have it converted to a number grade. See below.

(C+>B-)

A piece of work at this level will demonstrate:

- § a reasonable understanding of the topic and its implications
- § a familiarity with critical contributions on the topic
- § that in the majority of instances material is used to support an argument

(C)

A piece of work at this level will demonstrate:

- § some understanding of the topic and its implications
- § some knowledge of critical contributions to the topic
- § some ability to formulate and state an argument

However, it is likely to be lacking in detail and to include significant errors, omissions and misunderstandings. The grasp shown of critical and interpretative points will probably be sketchy, and the organisation of material and argument weak.

(D>C-)

A piece of work at this level will demonstrate:

- § only a basic understanding of the topic and its implications
- § only a limited amount of knowledge of previous contributions
- § only a basic ability to formulate and state an argument

However, there will be important deficiencies in such a piece of work, both in terms of adequate detail and critical understanding. There will be pronounced errors and misunderstandings, and the answer may be so badly organised as to be difficult to follow

(FAIL)

A piece of work merits this grade when it is seriously flawed. Typically it will not take account of essential literature concerning the issue under discussion, will often lack structure / coherent argument, and conclusions (where drawn) will lack adequate support. *This grade is automatically given in all cases of plagiarism.*

The above letter grades are converted to numerical grades as follows:

A =	5
A- =	5
B+ =	4+
B =	4
B- =	4
C+ =	3+
C =	3
C- =	3
D =	3

FAIL = 2

10.1 Plagiarism

Plagiarism consists in copying other people's work and passing it off as your own. YOU SHOULD NOT DO THIS UNDER ANY CIRCUMSTANCES. Naturally, in presenting your own case, you will refer to the ideas, findings and explanations of others, but when doing so you are expected to conform to the recognized standards of good academic practice, i.e. ideas, findings, phrases and sentences taken from the work of others must be acknowledged in the standard form. There are, broadly speaking, two ways of doing this. One is to summarize an author's argument without direct quotation, for example:

Gellner (1983) argues that nationalism assumes the national unit is also a unit of political organization.

The second is a direct quotation of a short passage, for example:

“Nationalism is primarily a political principle, which holds that the political and the national unit be congruent” Gellner (1983, p.1).

The full details of Gellner's 1983 publication should appear in a bibliography attached to your work.

Material taken from the internet should also be acknowledged and a reference given.

PLAGIARIZED WORK WILL FAIL. STUDENTS GUILTY OF PLAGIARISM WILL BE REQUIRED TO LEAVE THE PROGRAMME

NB. –If you still have doubts about what constitutes plagiarism, please consult the English language/academic writing tutors, who will always be available to give advice.

11. Fees, stipends etc

At present PhD students from the HESP region⁶, and Polish PhD students not in full time work may apply for doctoral scholarships if these are available, while Polish students not in full time work and from outside Warsaw may also apply for housing allowance. For details see below

⁶ Here “the HESP region” refers to those countries where HESP offers support for student mobility. See http://www.soros.org/initiatives/hesp/focus_areas/mobility_program/student_mobility. Normally this does not include EU member states

11.1 Fees⁷

Polish students studying full time are given a full fee-waiver

Foreign students from ‘the HESP region’ are eligible for fellowships and fee waivers.

Foreign students enrolling in the year 2006 and later and not from ‘the HESP region’ and not from the EU are required to pay a fee of 11000 PLN.

Normally an initial payment of 1250 PLN at the start of the year is followed by 8 monthly instalments at the end of each month. For alternative payment arrangements see http://www.css.edu.pl/sns/fees_en.php#metods

Interest will be charged on fees paid after the due date. Students who are more than three months in arrears with payments will be asked to leave the School.

The School will not cover the cost of doctoral procedures if these are submitted later than 5 years after the candidate first joined the Programme.

11.2 Stipends etc

Students in full-time employment are not eligible for scholarships.

Students following the programme on a full time basis may take up part-time work provided they have the agreement (in writing) of the Dean of the School.

If a student leaves the school (or is asked to leave) doctoral stipend payments cease on the first day of the month after that in which final formal decision concerning the student’s status is made.

Any student receiving a stipend who for any reason is asked to leave the School may also be asked to repay the amount of stipend already received.

All students, regardless of whether they also wish to apply for stipends may also apply for support in the form of “research grants”. For details see **11.3 Support for Research Projects, Participation in Conferences etc.**

Stipends are not payable to students while on holiday or for any reason spending a period of time outside Poland (an exception is made for students on ERASMUS exchange visits). Students who interrupt their studies in these ways receive a stipend *pro rata* only for the time they are attending the School regardless of the fact that stipends are awarded for the academic year.

For first year students awards are made on the basis of the ranking made by the admissions committee during the application process.

Stipends must not be collected by students on leave or temporarily abroad.

⁷ Fees paid for study contribute to but do not wholly cover teaching costs

If a student does not attend classes or fails to complete requirements on time (zaliczenie) The Dean may withhold or discontinue stipend payments. Students who fail a course will not be eligible for financial aid the following year.

Stipends are not payable to students during a year to which they have been conditionally admitted See 3.2).

11.21 Polish students

Three kinds of financial aid are available from GSSR for Polish students:

Doctoral stipends: For details of how to apply see below **12**.

Housing support grants are available for Polish students and those with permanent residence in Poland who are not permanently registered (are not *zameldowany na stałe*) in the Mazowieckie Voivoidship.

The number and value of the above awards is decided each year by the Dean of the School subject to availability of funds.

The decision concerning awards of stipend, and the amount of the award, is made by the Director of IFiS on the advice of the Dean of the School.

Stipends are awarded for one academic year at a time ie from October 1st to June 30th.

11.22 Non-Polish students from ‘the HESP region‘

- **Students enrolled in or before October 2008**

The first payments of fellowships worth a total of 4740 Euros per year are made at the end of September of each academic year (9 monthly instalments).

Progression to subsequent years is conditional on documented progress of work on the doctoral thesis and subject to satisfactory coursework during the year. Scholarships are awarded to students on the basis of work produced according to the eligibility criteria above. They are awarded on an annual basis for the period of one academic year according to published criteria (see below **12. Evaluation of student progress**) and are paid in monthly instalments from October 1st until June 30th.

The number and value of the above awards is decided each year by a committee of the Higher Education Support Programme.

- **Students enrolled in or after October 2009**

A very small number of fellowships worth a total of 2370 Euros and normally tenable for one year only are made at the end of September of each academic year (9 monthly instalments)

11.23 Other stipends

- All students may also apply for “granty promotorskie” from the Ministry of Science and Higher Education (“przewod doktorski” should be open) and “granty własne”. Please ask Ms. Barbara Śmiechowicz (room 133, Pałac Staszica) for detailed information.
- Stypendia prezesa PAN: information about eligibility and application procedures will be published when available.
- Fundacja na rzecz Nauki Polskiej –see eg Program START
- Erasmus grants: all enrolled students are eligible (see intranet for details). (NB Special grants exist for disabled students).

Unless otherwise stated in the formal terms of one of the awards, students may not simultaneously receive more than one maintenance stipend for their doctoral studies. (ie students may hold additional stipends where these are of limited duration and awarded for a specific purpose or have the character of a prize for academic achievements submitted).

11.3 Support for participation in conferences etc

Limited support is available for research, participation in conferences and purchase of books on condition that:

- the applicant is an active participant (giving paper, a discussant etc).
- the sum requested is not more than half the cost of participation .
- the applicant’s supervisor confirms in writing that attending the conference is likely to have a significant impact on the applicant’s progress with writing the thesis.
- In the case of purchase of books, these must be demonstrably unavailable in Warsaw and be necessary to the completion of the student’s thesis.

Applicants must be in the last or penultimate year of their doctoral studies. Applications should be made in writing to the Dean of the School with supporting documents attached (in particular an invitation showing level of participation). In all cases an estimate of expenses should be supplied.

Purchase of books is made by the Director of the IFiS library, and remain the property of the library. Any books bought in this way are available to the applicant for as long as required for their doctoral research. The book must be returned to the library at the latest by the end of the student's final year of study.

12. Evaluation of student progress

In order to continue to the next year of the programme students should

1. have an average grade for the year's courses greater than or equal to: 3.5

2. make satisfactory progress with their theses. In order for this to be assessed all GSSR students are required to submit either a research proposal or an annual report.

In the case where a student's research progress is given a rating below 3.5 for two successive years, that student will be required to leave the programme.

Any student asked to leave the programme may appeal to the Director of IFiS PAN within 14 days of receiving written notice of the decision concerning their removal from the list of students.

The following documents⁸ should be submitted by the published date by all students wishing to continue to the next year of studies:

For students in the first and second years

First year

Deadline – 20 April 2012

You should submit:

6 copies of your research proposal TO BE SUBMITTED ANONYMOUSLY- ie WITHOUT NAME BUT WITH STUDENT CARD NUMBER ONLY ON EVERY PAGE + 5 title forms for the Evaluation Committee + 1 title form for GSSR office

Confidential supervisor's opinion (again not naming the student). Supervisors will take into account: originality of the subject matter, hypotheses and research methods;

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All students regardless of year of study are encouraged to include in the above documentation additional material which could help the evaluators to assess their capacity to carry out the research described eg lists of publications (but not the publications themselves), [relevant] details of summer schools attended etc.

cognitive value of expected results; academic output and the academic level of the candidate.

The research proposal (no more than 5 typed pages) should include:

- provisional topic of PhD thesis (declaration of topic)
- justification, for choosing the subject of research (description of intended research, its purpose and method, characterization of the expected research results)
- student's qualifications to conduct research

Second year

Deadline – 20 April 2012

6 Copies of the research proposal TO BE SUBMITTED ANONYMOUSLY- ie WITHOUT NAME BUT WITH STUDENT CARD NUMBER ONLY ON EVERY PAGE + 5 title forms for the Evaluation Committee + 1 title form for GSSR office

Confidential supervisor's opinion (again not naming the student) concerning the proposal; the degree of the advancement of the research during the academic year, expected date of completion PhD thesis, an appraisal of the student's intended research expenditures (research grants)⁹

The research proposal (no more than 5 typed pages) should include:

- brief introduction to the subject of PhD dissertation
- outline of the PhD thesis
- a statement of advancement of the dissertation
- detailed schedule for the next two years of research
- expected date of completion PhD dissertation (month, year)
- "research cost assessment form" (if applicable)

Doctoral scholarships and grants for research related to the preparation of doctoral dissertations for students of the third and fourth years will be awarded in accordance with the following principles:

- doctoral scholarships and grants for research related to the preparation of doctoral dissertations shall be awarded for one year at a time on the basis of a competition taking into account evidence of academic progress including doctoral dissertation proposals (renewable for fourth year of studies if already held in the third)
- doctoral scholarships and the grants for research will be available to students who completed the second year of studies on the condition that they have fulfilled all the requirements in the course of the first and second years.

⁹ if applicable

- grants for research related to the preparation of doctoral dissertations will also be available to the second year students who are not eligible (or do not apply) for doctoral scholarships.

Applications are evaluated by a five-member committee. The Dean (not a member of the committee) regards these evaluations as binding and makes awards accordingly, based on budgets in applications and available funds.

Results of the competition are announced at the end of the academic year.

For students in the third and fourth years

Third year

Deadline – 20 April 2012

6 copies of an annual report TO BE SUBMITTED ANONYMOUSLY- ie WITHOUT NAME BUT WITH STUDENT CARD NUMBER ONLY ON EVERY PAGE + 1 title form for GSSR office

Confidential supervisor’s opinion (again not naming the student) concerning the proposal, the degree of progress with the research during the academic year, expected date of completion PhD thesis, and an appraisal of the student’s intended research expenditures (research grants).

Students should submit:

- annual report (with reference to the schedule from previous year, 2-3 pages)
- expected date of completion PhD dissertation (month, year)
- “research cost assessment form”(if applicable)

Applications are evaluated by a five-member committee. The decision concerning continuation of studies and /or funding during the fourth year will be made by the Dean on the basis of the committee’s recommendations. The confidential opinion of the supervisor on the progress of work on the dissertation, and the expected date of its completion are taken into account..

Students who were not successful in applying for stipends or grants at the end of the second year may re-apply in the same procedure at the end of third year. To do so they should submit a research proposal along with their report on the date for submission of documents by SECOND year students.

Fourth year

Deadline – 21 May 2011

1 copy of annual report

Supervisors' opinion this should include the following: what the student prepared for the thesis during the previous academic year, the progress with the dissertation and the likelihood of its completion on schedule, expected date of completion PhD dissertation (month, year).

The student should submit an annual report on progress of the research and indicate expected date of completion PhD dissertation (month, year).

ALL NECESSARY INFORMATION AND FORMS IN ELECTRONIC FORMAT ARE AVAILABLE ON THE INTRANET SITE.

If your przewód doktorski is already open you may also apply for “granty promotorskie” see above **11.23 Other stipends**

12.1 Assessment of material submitted

The proposals (to be submitted anonymously) are evaluated using a scale of 1-5 for each of 6 criteria with to give 30 points for an outstanding proposal and 6 points for a very weak proposal. (First year proposals are judged on 5 criteria to give 25 points for an outstanding proposal -the sixth criterion, progress to date, applying of course only after the first year's study)

The Dean of the School does not participate in proposal evaluation. Five reviewers, who are academics but who do not necessarily teach at GSSR, are appointed each or whom gives an evaluation of every application.

The reviewers remain anonymous.

The Dean of the school ranks applications according to the average of the grades given to each application by the reviewers (ie he regards the grades given as final and binding).

The ranking list with consequent final awards is made public after the end of the academic year.

Research proposals are evaluated according to the criteria listed in the feedback sheet which is to be found in the appendix.

12.2 Note concerning use of funds

Information about regulations governing the use of funds may be obtained from the GSSR office room 247).

A detailed cost estimate for travel, research or purchase of books should be submitted no later than two weeks before intended the use of funds, and details of transfer of funds agreed.

13. Diplomas-evidence you are qualified to submit a doctoral thesis.

All candidates for the doctoral examination should have the degree of *magister* or its equivalent. Polish legislation (Dz.U.04.184.1897) allows candidates with diplomas issued by a recognized university within the EU, or other members of the European Economic Space (Iceland, Liechtenstein, Norway), to begin PhD studies in Poland without prior "nostrification" of their non-Polish diplomas.

Diplomas should however be accompanied by a declaration issued by the appropriate educational authorities or appropriate diplomatic representation or consulate of the EU member state to the effect that the diploma entitles the holder to apply to a PhD programme in the country of issue...(paragraph 8 point 3.2).

For all other diplomas not covered by the above you should obtain a declaration from the Ministry of Education and Science that your diploma is recognized in Poland. If your diploma was not issued one of the countries with which Poland has signed an agreement about mutual recognition of diplomas, you must have your diploma nostrified. Please consult the academic director for details of how to go about this.

14. Information about what happens when your thesis is ready for submission

The following are the regulations for opening the *przewód doktorski* in IFiS PAN. According to the subject of their research students may be required to open the *przewód doktorski* in the home institution of their supervisor in which case the regulations of that institute will apply.

Each of the points below refers to events at separate meetings of the Scientific Council (Rada Naukowa). The defence of the thesis takes place at a meeting of a Committee (see 2 below).

- Opening of the doctoral procedure (*przewód doktorski*) and designation of a 'promotor'- your supervisor reports at a sitting of the Council
- The establishment of a committee for the doctoral procedure (5 people from the Council whose speciality is relevant to the area covered by the thesis) takes place after your 'promotor' writes to the Council requesting acceptance of your work as a doctoral thesis and after the work has been provided in 3 'hard' copies plus one electronic copy on a CD supplied to the IFiS library. Your 'promotor' addresses a meeting of the Council.
- Reviewers of your thesis are designated and the Chair of the doctoral committee reports to a meeting of the Council. Reviewers are given 3 months in which to complete their work but in practice often take longer
- On the basis of positive reviews and after the doctoral examinations have been taken successfully you are allowed to proceed to defence of the thesis- the Chair of the

doctoral committee reports to a meeting of the Council. **NB!** The conditions of being allowed to proceed to the defence are: positive reviews and passes in the 3 doctoral examinations.

The doctoral examinations take place in the presence of the Doctoral Committee, reviewers and “promotor”¹⁰.

These will be oral examinations in the following disciplines:

The main discipline within which candidate’s doctoral thesis falls (*ie* philosophy or sociology). The date for these examinations is set when the reviewers indicate that the outcome of their reviews will be positive.

If you have not completed degree studies in the discipline of the thesis to be defended, a more general main examination is set.

- A subsidiary discipline

Philosophers should choose from: the history of social thought, economics, social psychology, the history of the literature or culture of a given period and language group, general scientific method, sociology.

Sociologists should choose from: the history of philosophy, economics, social psychology, the history of the literature or culture of a given period and language group, general scientific method.

For the examination in the candidates main discipline the commission is joined by the thesis reviewers and the candidate’s promotor

- Examination in a foreign language*. The examinations are conducted by:

Polska Fundacja Upowszechniania Nauki
Palace of Culture and Science room 2107
Plac Defilad 1
00-901 Warsaw

tel: 826 25 37
fax : 620-91-74

A list of required and recommended readings in philosophy and sociology with which students should be familiar before taking the examination is available on the GSSR intranet site.

¹⁰ Students should consult their supervisors/advisors for information about the likely form and scope of such examinations

* Candidates who have passed the Cambridge Advanced English Test with grade B or above, or have an equivalent TOEFL score are exempt from the examination .

5. The public defence of the thesis (in the presence of the Commission, reviewers, “promotor” and members of the public. The student presents the thesis (on the basis of a written account of the thesis which the student should nevertheless present rather than simply read) and responds to the written opinions the reviewers.

The public defence proceeds as follows:

- Open session (in the presence of the public)
 - address of the chair of the committee
 - The candidate’s cv is introduced by their ‘promotor’
 - the candidate presents the thesis
 - the reviews are read
 - public discussion and replies by the candidate to the reviewers comments, and those made in discussion.
- Closed session (with participation by the Commission, reviewers and ‘promotor’)
 - evaluation of the defence
 - secret vote on acceptance of the defence

Finally the result of the defence is announced in the presence of all participants.

6. Confirmation of the award. The Chair of the Committee reports on the defence to the Council .

7. Award of the diploma (the candidate pays the IFiS “kasa” for the diploma).

15. Przewód doktorski: rules and requirements (IFiS)

In order to open the doctoral procedure (przewód doktorski) the following documents should be submitted to the secretariat of the Scientific Council of IFiS PAN (Jolanta Głębocka, room 110 in the Staszic Palace)

1. In cases where 5 years have elapsed since the student began doctoral studies, a declaration signed by the student agreeing to cover costs of the doctoral procedure (reviews, honorarium for the “promotor” and other costs such as travel costs of reviewers to attend the defence). Candidates completing within the required period should supply declaration should be signed by the Dean of SNS in agreement with the Director of IFiS.

2. A request to the Director and Scientific Council of IFiS PAN to open of the *przewód doktorski* (giving the title of the thesis to be defended).

3. The opinion of your supervisor along with a description of the stage of advancement of the thesis, its problem area (sociology or philosophy) and his/her agreement to act as “promotor” in the doctoral procedure. A ‘promotor’ must be an independent academic ie have at least completed habilitation or be a professor (nominated by the President of Poland).

4. A summary of the thesis to be defended (two or three pages long if your thesis is almost ready- the less ready it is [NOT RECOMMENDED] the longer the summary must be).

5. Texts prepared by you to show how advanced is the work on your thesis.
6. Your academic CV.
7. Copy of the your degree diploma (*magisterium* or equivalent) **!IMPORTANT! if you do not have a Polish *magisterium*** you must obtain a declaration that your foreign diploma is equivalent to the appropriate Polish diploma.. Please consult the Academic Director.
8. Completed personal details form (available on the GSSR intranet site) signed by the SNS secretariat.

Payment The costs of the above procedure (including honoraria for reviewers is covered by the school regardless of whether the defence takes place within or outside IFiS PAN *on condition that*

- the candidate defends the thesis not later than 5 years (plus any maternal leave taken) from the start of study at the School.

A rejected doctoral thesis may not be submitted for a doctoral degree elsewhere (research institute or higher education institution).

If a doctoral candidate does not take the required examinations or submit a thesis within the required period the Rada Naukowa may pass a motion to terminate the defence procedure.

In the case of doctoral defences taking place within the framework of a form of international cooperation or in the case of an interdisciplinary thesis topic the council of the institute concerned may appoint a second supervisor (see **5 Choice of Supervisor**).

16 The Lancaster University Sociology Department and IFiS PAN Dual PhD

These guidelines are intended to clarify the procedures for students enrolling, studying and being examined for dual PhDs who, if successful, will be awarded a doctorate both by the Institute for Sociology and Philosophy at the Polish Academy of Sciences (IFiS PAN) and by the Sociology Department at Lancaster University in the UK. The guidelines are a supplement to the handbooks of both institutions and indicate the common ground necessary for participation in the Dual PhD programme. The guidelines are in addition to the regulations and procedures that are specified by each institution for the PhD that they will award.

16.1 Registration

Students shall enrol at both institutions at the beginning of their course of study as nearly at the same time as is practicable, normally at the beginning of October. Only when both institutions have communicated to each other that a student's registration is complete will the student be registered for the Dual PhD programme. Fees of £1000 per academic year will be payable each year (for non-EU students the figure will be £6000) at Lancaster for

the duration the three years of the full-time registration for programme. Registration at IFIS PAN will be for four years although successful completion of an MA from the Graduate School of Social Research may count for one year of registration. Failure to pay fees in accordance with the local procedure means that registration will not be complete and access to the facilities of the university will not be made available. Graduation from Lancaster will not be permitted while any fees and fines (e.g. for library books) remain unpaid.

16.2 Supervisors

Once a place on the programme has been offered and accepted, each institution will propose a supervisor appropriate to the project and the supervisors will communicate about the student's proposal. The application will have included a draft proposal that should be revised and agreed by both supervisors with the student within three months of registration.

16.3 Attendance

Students should attend for at least eighteen months at Lancaster during the first three years of their registration. The pattern of attendance at each institution will be agreed by the supervisors but will normally include an initial nine months at Lancaster during which advantage can be taken of training modules in the Department and the Faculty. It is recommended that nine months of the third year of full-time registration should also be in Lancaster to ensure that writing up the thesis is in accord with Lancaster practices. During attendance in Lancaster students will be entitled to office space and throughout registration to the university's library and computing facilities.

16.4 Supervision

While in Lancaster, attendance will include regular meetings with the supervisor (normally fortnightly) and full participation in any courses agreed by the supervisors. Supervisory meetings may involve the 'distant' supervisor (e.g. by Skype, video link or conference call) or the student may maintain such contact independently of the 'local' supervisor. Throughout the PhD continuity will be maintained with both supervisors by a monthly email from the student setting out work completed and planned. These regular emails may lead to extra meetings or distant contact if either of the supervisors deems it necessary to clarify the effort or direction of the thesis.

16.5 Training

During the initial meetings with supervisors which should normally be done jointly, training needs will be discussed and a training programme established by drawing on modules and courses offered in each institution. The agreed training programme will be prepared by the student and approved by both supervisors. It should be reviewed and revised at least annually during the 'panel' meetings.

16.6 Travel

Since attendance at both institutions for half of the study period is a requirement, the student should be prepared to make their own travel arrangements and accommodation arrangements. Students are responsible for ensuring that they have appropriate visas for their attendance at each institution. Neither institution will take any responsibility for arranging or paying for either travel or personal accommodation.

16.7 Appraisal and Progression

There will be a 'panel' meeting at least once each year when a formal review is undertaken of the student's progress towards submitting a thesis. The panel will involve

both supervisors (one probably by Skype or video link) but will also include a member of the institution where the panel is taking place who has not been involved in supervision. The student will submit a substantial piece of written work, a schedule of completed and proposed work and a report of other activities (courses followed, seminars attended, conference papers given etc.). The supervisors and the third member will together make a short report on progress and guidance for the following year's work. At Lancaster, progression from probationary status as a PhD student to 'confirmation' of PhD status will normally be approved during a panel towards the end of the first year or before the completion of the second year of study. At IFIS PAN the student's progress and progression will be considered through a confidential review process.

16.8 Submission

The student should be prepared to submit their completed thesis to both institutions before the end of their fourth year of registration (three years of supervised study plus a year of final writing). The thesis should be exactly the same in content as it is submitted in each institution and should normally be submitted at the same time. The only permitted variations will be to comply with any differences in the regulations of the two institutions. The student is responsible – with advice from both supervisors – for ensuring that their thesis complies with the submission regulations of both institutions (e.g. layout, number of copies, form of binding).

16.9 Examination

Both institutions will propose an examination team that will include staff of each institution and at least one examiner who is from another comparable university and whose qualifications meet the requirements of each institution. The supervisors will be responsible for identifying and proposing an examination team that is acceptable to both institutions. Once submitted to each institution, the thesis will be made available to the examiners with sufficient time to read and prepare reports prior to an oral examination. Where practicable, the oral examination for both the Lancaster and PAN awards will be conducted at the same time in the same place, for example using a video link. Where this is not possible, the supervisors, in consultation with the candidate and the administrative teams in the two institutions, will arrange for separate oral examinations as close in time as possible.

Each institution will make a decision on the thesis in accordance with its own regulations. The supervisors in consultation with administrative colleagues and the examiners will attempt to harmonise and clarify any variation in the decisions of the two institutions. At Lancaster a thesis that fails to meet the standard required for the degree of PhD may still be awarded an M.Phil. There is no equivalent lower degree available at IFIS PAN.

16.91 Administration of the dual PhD

The Director of Doctoral Studies at Lancaster Sociology and the Academic Director at IFIS PAN will be responsible for the overall administration of the dual PhD programme and will review procedures with at least an annual meeting. The day-to-day administration of the programme will be through the secretariat at IFIS PAN and the Postgraduate Programme Assistant at Lancaster Sociology.

17. Interruption of studies

Students wishing to interrupt their studies for any reason should apply in writing to the Director of the School.

The maximum permissible accumulated leave granted during the PhD programme will not exceed one year. During such a period of leave stipend payments and the usual privileges of a GSSR student are suspended.

Leave is counted towards the maximum period of 5 years in which the School covers the cost of the doctoral procedure (przewód doktorski).

18. The student representatives and their role

Students are elected to represent the student body vis-à-vis the School authorities. A single representative takes part in the meetings of the Scientific Council and representatives attend the weekly GSSR faculty/staff meetings in an advisory/consultory capacity

Student representatives are elected as follows

Representative of Polish students

Representative of non-Polish students

Elections are held annually in the first two months of each academic year. Until elections are held representatives from the previous year remain in office.

19. Evaluation of courses and student feedback

At the last meeting of each course a course evaluation form (see appendix) is distributed for completion at the end of the meeting (usually during the last 10 minutes of the class). Completed forms should be collected by a student designated to return the forms directly to the GSSR office.

At the end of the academic year an additional form asking about the programme during the academic year as a whole is distributed and is to be returned with registration forms to the GSSR office.

20. Practical matters

20.1 Insurance

Non-Polish students are obliged to take out medical insurance for the time they are in Poland. Arrangement of such insurance is matter for individual students – the School should not be expected to involve itself in these transactions.

Polish students who are not covered by ZUS health insurance may be insured by the School. They should notify the IFiS Financial Department (room 143) of this fact before the start of the academic year confirming in writing that they are not covered by health insurance from any other source (ie that no other institution is paying ZUS contributions for them). This also applies to non-Polish students if in accordance with regulations

concerning repatriation they are regarded as being of Polish origin and are not for any other reason obliged to have health insurance.

Students may also make use of the medical facilities in the Staszic Palace (ambulatorium) at a charge of PLN 90 per quarter. Students wishing to take advantage of this offer should sign a contract with ambulatorium (Director, dr Wyszogrodzka, room 248).

20.2 Residence formalities

Foreign students intending to stay in Poland longer than 30 days must have a valid visa or temporary stay permit-full details are available from Polish consulates or (in Warsaw)

Wydział Spraw Obywatelskich i Migracji
Ul Długa 5
00-263 Warsaw
tel (022) 695 –65-75

or at <http://www.mazowieckie.pl.newsphp?id=1078>

Foreign students may be accepted for studies if they have either a visa or residence card allowing them to live in Poland for a defined period.

20.3 Other practical information

- All matters concerning doctoral studies are administered from the GSSR office (room 247) from Monday to Friday 09:00-15:00.
- A computer room is available for use by students from 09:00-22:00 (room 201 of the Staszic Palace). A code to enter the room and a log-in for the computers is available from PhD office (room 247)
- Access to the computer room is free of charge, but there a charge of PLN 0,10 is payable for each page printed. A record of the number of pages printed is available from Joanna Płoszajska. Payment should be made in cash in room 276.
- Photocopying facilities are also available. Copying cards for 500 copies are available from the GSSR office at a cost of PLN 100.
- The GSSR student card gives holders access to most library collections and archives in Poland.
- WiFi access (visible under the name "CSS-GSSR. The password is 66862656)

Requests for access to our WiFi should be submitted in written form, and should have an expiry date (ie be requests for access for a period of 1 year or less). The expiry date is needed for security reasons and because only 64 computers can be connected to our access point.

The following information should appear in the WiFi access application to be sent to the Academic Director:

1. Your Name, Surname, date
2. Your programme of study (MA or PhD)
3. Your year of study (if applicable)
4. The hardware address of your wireless network card. This can be found as follows:
 - a). Click Start->Run, enter "cmd", and press enter (the black window with command prompt should appear)
 - b). Type:
ipconfig /all
and press enter (a lot of information should appear)
 - c). In the section regarding wireless network, there is the row called "Hardware address" or "MAC address" or "Physical address" or "Adres fizyczny", eg. 00-22-FC-C8-3A-9B
5. The expiry date (no longer than 1 year from the date of application-see above)
6. Your signature

The walls of the building are rather thick. As a result, the WiFi signal is strongest in the vicinity of room 201L (where the access point is located). It should also be visible in room 200, and the Common Room. The planned purchase of a stronger antenna will give a larger radius of visibility.

21. Faculty and staff: who does what?

Dean	Professor Andrzej Rychard (room 276) arychard@css.edu.pl
Academic Director	Dr John Fells (room 276) Responsible for day to day management of academic affairs and budget management within GSSR/CSS jfells@css.edu.pl
PhD Programme Office Manager	Aleksandra Wójcicka (room 247) Responsible for day to day academic matters Coordinates recruitment of Polish and non-Polish candidates for PhD Programme sns@sns.edu.pl
MA Programme Office Manager Student Welfare Coordinator	Joanna Płoszajska (room 276) Responsible for MA student welfare issues and for practical matters related to the Programme etc. joannap@css.edu.pl
Academic writing tutor	Cain Elliott elliott@post.pl
Head Librarian (CSS library)	Lidia Wójcicka (room 322) Responsible for running of the library, purchase of books etc. lwojcicka@css.edu.pl
Computing Systems Administrator	Dr Jakub Lengiewicz (room 201A) kubal@css.edu.pl
Person in IFiS dealing with GSSR accounts	Maria Lewandowska (room 143) Responsible for PhD programme bookkeeping and accountancy, payments, ZUS insurance mlewando@ifispan.waw.pl
MA Programme Recruitment Co-ordinator	Piotr Binder (room 245) Coordinates recruitment in Poland (also for CEU including SUN and CRC) pbinder@css.edu.pl

Regulations for computer room users.

§ 1

The computer laboratory is to be used exclusively for work related to GSSR courses and classes (course essays, papers, internet search for necessary information, use of e-mail etc).

§ 2

The computer room is for the exclusive use of current GSSR students and administrative staff. Users should be ready show their students identity cards (or other document) to confirm their identity and entitlement to be using an account, on request by a member of the GSSR administration, the student overseeing use of the room (duty student), or the building's security staff .

§3

Access (log in and password) is granted after submission (to the duty student, or Administrator) of the appropriate form by the student, and subsequent approval by the administration.

§4

Use of the log-in and password in the computer room allows use of the network printer. It is also possible to print transparencies for projection (provided students remember to use only transparencies intended for laser printers). Students should provide their own transparencies-these are not available in the computer room.

§5

There is a limit to the number of pages a student may print free of charge in the computer room during an academic year. After exceeding this limit student are required to pay a charge per page for printing. Information about the amount of the printing quota still remaining to a student before charging begins may be obtained from the Administrator. Information about current limits / and cost page after the quota is exceeded is displayed next to the printer. Students are expected to keep themselves informed about usage of the own quota, and the charges due after the quota is exceeded.

§6

While in the computer room all persons are required to observe the usual regulations concerning safety and hygiene in the work place.

§7

Coats should not be worn in the computer room and umbrellas, bags and rucksacks should be left outside, preferably in the ground-floor cloak room.

§8

Computer room use is restricted to the published times/dates (precise information is posted on the door

§9

No substance or object likely to interfere with the functioning of the computer equipment may be brought into the computer room.

§10

Consumption of food or drinks is not permitted in the computer room.

§11

Smoking is not permitted in the computer room (or anywhere else in the of the building)

§12

Before beginning work at a terminal students are required to check its general and technical condition, and to inform the duty student or administrator of any damage or faults detected. If a student does not report such damage before using a terminal s/he may be held responsible for causing it.

§13

Students may only use one terminal at a time. If a student changes terminals s/he should log off at the previous terminal before logging on to the next. Failure to log off or to re-set the terminal prevents log-on at another terminal.

If log-on fails, please wait a few minutes before making another attempt- or contact the Administrator.

§14

It is forbidden to make any change to the configuration of computer system equipment in the computer room (in particular students must not open central units, connect or disconnect mice or key boards or attach any other equipment or computer accessories, or change settings of monitors).

§15

It is forbidden to make any change at all to the program configuration of the computer system in the computer room (in particular it is forbidden to install or delete programs, change the set up of the operating system or programs or to save or delete data on local drives.

In exceptional cases and only with the agreement of the administrator a specific program can be installed on a given computer.

§16

Students are entitled to make use of data and programs available in the GSSR computer system. They are also entitled to use equipment in the computer room such as the printer, scanner and CD player (with the prior agreement of the person responsible for each device). This usage must be directly connected to courses taken by the user at the GSSR, or to the user's doctoral research .

§17

In cases where several copies of a given document are needed, students are advised to print a single copy and then make additional copies using the photocopier. Copier cards

and information about the cost of these cards are available in the GSSR office. In extreme cases failure to follow these recommendations about printing single copies of a given document can lead to withdrawal of the possibility of printing.

§18

Users of the computer room have the right to use their own data (a home catalogue with a capacity of 20MB is available on the 'H' drive of the server) as well as data from the internet or data written on removable storage devices after prior checking with the anti virus program.

§19

Computer room users may only save files in the designated place. Temporary data created or saved on the local disk while working should be deleted afterwards. The system does not guarantee preservation of data saved in other than the designated place (net drive H).

§20

Users of the computer network have a duty to protect the security of data and in particular should not inform others of their passwords. Loan of a log-in and password to a third person leads to the blocking of the authorized user's access to the account.

§21

While working must observe Polish law and generally accepted norms of behaviour in particular with respect to avoidance of:

- illicit attempts to gain access to data(hacking, by-passing passwords etc)
- use of computers in the computer room for games, listening to music from CDs or mp3 files downloaded from the internet.
- dissemination of pornography (pages, pictures)
- dissemination of any other illegal content
- dissemination of e-mail spam

The duty student or Administrator should be informed if any computer does not work in the usual way.

§22

After completing work at a particular terminal, users should to leave the workplace tidy. In particular they should log off, return the elements of the terminal (inc keyboard, mouse, mouse mat etc) to their proper places and not leave the chair in a position where it will obstruct the movements of other users of the room

§23

The Administrator has the right to block access to particular data or services (in particular; access to the internet, printer use after the quota has been exceeded) and to monitor the use of the computers by students.

§24

At times of heavy demand for terminal use, the working time at any given terminal will be restricted to 2 hours .

§25

Noisy behaviour which disturbs other users, or use of terminals for purposes other than those connected to doctoral studies can lead to exclusion from the computer room of the user(s) in question and blocking of their access code.

§26

Students will receive be made aware of these regulations when submitting their application to use the GSSR computer room. They may also consult these regulations at any other time .

§27

Anyone refusing to follow the above regulations will not be permitted to use the GSSR computer room. In extreme cases users may be held financially responsible for damage arising from misuse of computing equipment, programs, as well as for deliberate damage to equipment.

§28

These regulations are binding on all users of the computer room.

§29

In matters not covered by the above regulations, the statutes of the GSSR nevertheless apply, as well as the generally binding provisions of Polish law. All disputes will in the first instance be referred to the administration.

The management of the GSSR reserves the right to amend the above regulations.

Research proposals

Feedback sheet

Applicant no:

Year

Proposed research topic

.....

Criteria	Evaluation (1 – very weak, 2 – weak, 3 – average, 4 – good, 5 – very good)	Comments
Clarity of formulation of the research problem		
Significance of the problem		
Originality and cognitive value of expected results		
Suitability of methods chosen		
Degree of feasibility of project (accessibility of data and sources, is the timetable realistic, is the student capable of carrying out the project – eg has the student listed publications?)		
Evaluation of progress (for students in second year and above)		
Total score (sum of scores in above categories)		Any additional comments

How credit points are counted for lectures/ seminars (students enrolled before October 2006)

In order to graduate from the GSSR a student must earn a minimum of 124 credits, including at least 94 credits from participation in lectures and seminars including those offered within the MA programme, or outside GSSR/CSS). 30 additional credit points are required, which may be earned (see 9.4 Additional Credit Points) by having work published, by participating in a research project, by teaching at university level, and by attending summer schools and conferences.

It is highly recommended that at least some of the minimum of 124 credits should be earned by research and publications.

Students are required to earn the following minimum numbers of course credits per year (not including Additional Credit Points):

- 34 credits after the 1st year of studies (17 credits in each of the first two semesters);
- 62 credits after the 2nd year of studies (28 during the year);
- 82 credits in the 3rd year of studies (20 during the year);
- 94 credits in the 4th year of studies (12 during the year);

Credits earned in excess of the mandatory minimum are transferred to the following years. Students who have failed to earn the required number of credits are required to complete the missing credits by the winter semester of the next academic year. In such cases conditional admission to the subsequent year applies with consequent loss of the possibility of application for stipends and additional funds such as those for research projects. Students must make up the deficit in the required time or risk ceasing to be a student of the school.

Students may be admitted conditionally to the next year of studies only once during the full 4 years of the programme.

Students who choose to attend the doctoral seminar in order to present the results of their research receive credit as if giving a presentation at an academic conference (see 9.4.5).

Calculation of credits: one 'hour' = 45 min class

Lectures

- 15 hours per semester: 2 credits
- 24 hours per semester: 3 credits
- 30 hours per semester: 4 credits

Seminars

- 15 hours per semester: 3 credits
- 24 hours per semester: 5 credits
- 30 hours per semester: 6 credits