**The Individual Research Plan (IRP) - Instruction for the document workflow**

Dear All,

*The preparation of* ***the Individual Research Plan (IRP)*** *is a statutory requirement
 and is necessary for the mid-term evaluation in the ongoing DSMHS study programme. An independent committee will carry out the mid-term evaluation at the end of the 4th semester without a supervisor/supervisors/auxiliary supervisor's participation. Its positive outcome will be a condition for continuing education at the Doctoral School. Based on the IRP information, the PhD student prepares every year an annual report on the implementation of the research tasks provided for in the IRP. The annual report on the IRP implementation is a separate document and will be available on the DSMHS website. The PhD student's annual reports on the IRP implementation are subject to internal evaluation and presented to the mid-term evaluation committee.*

*It is therefore recommended that the preparation of the IRP document be carefully well-thought-out. It should strongly focus on the planned topic of the doctoral dissertation. The tasks envisaged should be possible to carry out within a given time framework. When preparing the IRP, both the PhD student and the supervisor should bear in mind that the PhD student, completing the education at DSMHS, formally initiates the doctoral dissertation submission and acceptance procedure, following the detailed guidelines developed by the JU MC Discipline Council.*

1. PhD student prepares the IRP in consultation with the supervisor. The IRP form (included on the DSMHS site) contains detailed questions to be completed to keep maximum transparency and clarity. The opinion of the auxiliary supervisor (if appointed) and the doctoral committee (if appointed) must be attached to the IRP.
2. The PhD student submits the IRP form to the DSMHS office together with the signatures of a supervisor/supervisors/ an auxiliary supervisor, up to 12 months after the beginning of education. To facilitate the review of the documents, there are three deadlines for submitting IRP at the DSMHS office: until 31 March, 1 May, and in justified cases until 1 September 2020.
3. With the submission of a document paper version, the PhD student sends to
 **ipb@cm-uj.krakow.pl**
4. a scanned copy identical to a paper version,
5. in Word format.
6. The DSMHS administrative staff carries out a formal review of the document and checks the paper and electronic versions’ correspondence. Then, the paper and electronic copy is transferred to a relevant head of the doctoral programme.
7. The head of the doctoral programme sends the electronic version to the programme committee members. The programme committee acts in consultation with the head of the doctoral programme. The members of the programme committee sign
 a statement of confidentiality (appendix 1).
8. The programme committee prepares an opinion in the form
 of a review, assessing accuracy in defining research tasks, conformity of tasks with the research topic, possible implementation of tasks within an assumed time framework, and measurability of achieved results.
9. When the programme committee or the head of the doctoral programme has indicated some questions or the necessity of amendments, the head of the doctoral programme, through the DSMHS office, sends the IRP to the PhD student for improvement, in agreement with the supervisor. The procedure is then repeated in steps 1 to 7.
10. In the event of a positive opinion from the programme committee, the head of the doctoral programme approves the IRP. If the head of the doctoral programme is at the same time a supervisor, the IRP is approved by the DSMHS Director.
11. The IRP approval information is sent to the PhD student and the supervisor/supervisors/auxiliary supervisor by the DSMHS office.
12. After each year of study (until 30 June with a possibility to supplement documentation by 10 September), the PhD student is required to submit an annual report on the IRP implementation to the DSMHS office (the form is available on the DSMHS website).
13. The IRP form and the annual reports are submitted to the committee for the mid-term evaluation.