



UNIwersYTET JAGIELLOŃSKI
COLLEGIUM MEDICUM
W KRAKOWIE

The Doctoral School of Medical and Health Sciences

**Communication No. 2
of the Director of the Doctoral School of Medical and Health Sciences
of 19 February 2025**

on Recommendations for the Circulation of Documents Related to the Submission of the Individual Research Plan (IRP)

*The preparation of the **Individual Research Plan (IRP)** is a statutory requirement and is necessary for the mid-term assessment in the ongoing DSMHS education programme. The mid-term assessment will be conducted at the end of the 4th semester by the mid-term assessment committee, and a positive outcome will be a prerequisite for continuing education at the Doctoral School. Based on the information provided in the IRP, the PhD student prepares an annual report each year on the implementation of the research tasks outlined in the IRP. The form of the Annual Report on the IRP Implementation is a separate document and will be available on the DSMHS website. The annual reports submitted by PhD students on the implementation of the IRP are subject to evaluation by the doctoral committee, or, if it has not been appointed, by an assessment panel, and shall be made available to the mid-term assessment committee.*

It is therefore recommended that the preparation of the IRP document is carefully planned. It should be strongly focused on the planned topic of the doctoral dissertation, and the envisaged tasks should be feasible within the given timeframe. When preparing the IRP, both the PhD student and the supervisor should keep in mind that the PhD student, upon completing their education at DSMHS, is required to submit a doctoral dissertation. If a PhD student intends to initiate proceedings for the award of a doctoral degree at the Jagiellonian University, it is recommended that the dissertation be prepared in accordance with the guidelines established by the Jagiellonian University Discipline Board for the relevant discipline.

1. The IRP, including in particular the thematic scope of the research, the research tasks, the method of their implementation, and the schedule for the preparation of the doctoral dissertation, is drawn up by the PhD student in agreement with the supervisor(s), and after receiving the opinion of an auxiliary supervisor, if appointed. A template of the IRP

form is established by the Director of the Doctoral School. It contains detailed questions to be completed to ensure maximum transparency and clarity of the content.

The Director approves the IRP form after consultation with the co-ordinator or the doctoral committee, if appointed, or an assessment panel consisting of: 1) co-ordinator, 2) at least two researchers holding a post-doctoral habilitation degree or higher, representing the scientific discipline in which the PhD dissertation is being prepared.

2. Within 12 months of commencing their education, the PhD student must complete the electronically provided IRP form and submit statements electronically, confirming that the IRP has been agreed upon with the supervisor(s). To facilitate the further review of the documents, two deadlines for the submission of IRPs at the DSMHS office are suggested:

1st deadline - March 10

2nd deadline - April 18

For PhD students who start their education from the summer semester, the deadlines are postponed:

1st deadline - October 1

2nd deadline - November 3

3. The administrators (pathway coordinators) forward the IRP to the doctoral committee, if appointed, or to the IRP assessment panel in the relevant discipline. The IRP assessment panel prepares an opinion in the form of a review, including, in particular, an evaluation of the accuracy in defining research tasks, the conformity of tasks with the research topic, the feasibility of task implementation within the assumed timeframe, and the measurability of achieved outcomes.
4. The members of the IRP assessment panel sign a statement of confidentiality (Annex 1).
5. If the IRP assessment panel identifies any necessary additions or has any doubts, the IRP is returned to the PhD student via the electronic system for corrections. The procedure is then repeated from steps 1 to 5.
6. After receiving a positive opinion from the assessment panel, the PhD student submits the final IRP printout from the electronic system to the DSMHS office, approved by the supervisor(s) and endorsed by the auxiliary supervisor, for acceptance by the Director. If the Director is also the supervisor of a PhD student, the IRP is accepted by the Rector. The information on the IRP approval is sent to the PhD student and to the supervisor/supervisors/auxiliary supervisor by DSMHS office.
7. The implementation of the IRP is periodically assessed by the doctoral committee or, if not appointed, by an assessment team, composed of the supervisor(s), a co-ordinator and a representative of the DSMHS Board, based on the Report on the Implementation of the IRP submitted by a PhD student. If the co-ordinator is also the PhD student's supervisor,

the Report is additionally approved by the DS Director. If the position of co-ordinator is held by a person who is also the DS Director, the Report shall be approved by the Chair of the Board. The template of the Report is determined by the DS Director in the form of a communication published on the DS website. The first assessment takes place no later than 12 months after entering the education. Subsequent assessments are conducted at least once every 12 months, within the deadlines specified in the IRP, except for the year in which the mid-term assessment is carried out.

8. To facilitate the further review of the documents, two deadlines are suggested for the submission of the Reports on the Implementation of the IRP at the DSMHS office:

1st deadline - June 1

2nd deadline - July 1

For PhD students starting their education from the summer semester, the deadlines are postponed:

1st deadline - December 1

2nd deadline - December 31

9. The IRP form, together with the Annual Report on the Implementation of the Individual Research Plan, submitted after the first year of education, are the documents submitted to the mid-term assessment committee.

Director of
the Doctoral School of Medical and Health Sciences

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