

1ST YEAR PHD GUIDE



We encourage kindly to familiarize with 1st Year PhD Guide created by Doctoral School Office in cooperation with The Doctoral Student Council of the University of Szczecin.



**SZKOŁA
DOKTORSKA**
UNIWERSYTETU SZCZECIŃSKIEGO



**RADA
DOKTORANTÓW**
UNIWERSYTETU SZCZECIŃSKIEGO

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**THE BEGINNING
OF TEACHING
TILL 30.10.2025**

Application for the appointment of a supervisor

<https://szkoladoktorska.usz.edu.pl/en/list-of-academic-teachers-who-may-become-supervisors-in-the-doctoral-school-of-the-university-of-szczecin/>

<https://szkoladoktorska.usz.edu.pl/en/documents-to-download/>

<https://szkoladoktorska.usz.edu.pl/en/applications/>

**THE BEGINNING
OF TEACHING
TILL 30.10.2025**

Creating an account in the Polish Bibliography Science System (PBN) and linking the PBN account with the ORCID number and identifier in the POL-ON system

https://szkoladoktorska.usz.edu.pl/wp-content/uploads/2024/02/ORCID-POLON-PBN_angielski-1.pdf

**2 SEMESTER
TILL 15.06.2026**

Submitting the concept of IRP to the scientific discipline team

<https://szkoladoktorska.usz.edu.pl/en/individual-research-plan/>

**1-8 SEMESTER
THE ENTIRE
TIME**

Publication of at least one scientific paper in a journal from the minister's list or one monograph/chapter in a monograph in accordance with the IRP

**1-8 SEMESTER
UP TO 1 AFTER
PUBLISHING**

Reporting the publication of scientific paper to US publication database/IT system

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1–8 SEMESTER
TILL 30.09.2026

Reporting IRP to Director of SD US along with supervisor's opinion – important: changes in IRP are possible after mid-term evaluation and no often than once a year

<https://szkoladoktorska.usz.edu.pl/en/individual-research-plan/>

2 SEMESTER
TILL 12.07.2026

[Submitting annual report of PhD's Achievements – 1 year only](https://szkoladoktorska.usz.edu.pl/en/documents-to-download/)
<https://szkoladoktorska.usz.edu.pl/en/documents-to-download/>

1–8 SEMESTER
THE ENTIRE
TIME

Mandatory participation in classes resulting from the teaching program and reporting of justified absences within 7 days of the cessation of the reason; in the case of a conference trip – submitting an application for excused absence at least 7 days before departure

<https://szkoladoktorska.usz.edu.pl/en/individual-module/>

<https://szkoladoktorska.usz.edu.pl/en/grants-for-phd-students-2/>

1–8 SEMESTER
THE ENTIRE
TIME

Publication of scientific papers or chapters in monographs in accordance with IRP; reporting them to the University database within one month of publication; reporting publications in semester and annual SD reports

3–8 SEMESTER
PASSING TILL
8 SEMESTER

Passing didactic practice in amount of 60 hours conducting or co-conducting teaching activities

<https://szkoladoktorska.usz.edu.pl/en/teaching-practise/>

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1-8 SEMESTER
THE ENTIRE TIME

Implementation of individual module – passing reported by supervisor (80 hours), including activities organized by SD US (open lectures, debates, meetings) in amount of 15 hours

<https://szkoladoktorska.usz.edu.pl/en/individual-module/>

1-8 SEMESTER

In case of changes in name and address reporting such cases within 14 days after changing

1-8 SEMESTER
THE ENTIRE TIME

Using e-mail address with US domain; following messages and information sent

1-8 SEMESTER

In case of ZUS or insurance changes reporting such cases to SD US office

3-7 SEMESTER

In the month following the end of semester 3; for the mid-term evaluation – 30 days before the end of semester 4 submitting semestral reports and mid-term evaluation report

<https://szkoladoktorska.usz.edu.pl/en/mid-term-evaluation/>

<https://szkoladoktorska.usz.edu.pl/en/individual-research-plan/>

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LAST SEMESTER After passing the whole teaching program, specified in IRP - Submitting Doctoral Thesis

Reporting activities and special achievements to the promotion team:

promocja.szkola.doktorska@usz.edu.pl

Participation in Tandem Meetings, each Wednesday between 17.00-19.00, start: 15.10.2025 room 111 M16;

Participation in activities of US events, in scientific circle, surveys, supporting SD US in promotion.

<https://szkoladoktorska.usz.edu.pl/stefa-doktoranta/>
<https://szkoladoktorska.usz.edu.pl/tandem-meeting-lets-meet-on-us/>
<https://szkoladoktorska.usz.edu.pl/zarząd/>
<https://szkoladoktorska.usz.edu.pl/interdyscyplinarne-kolo-naukowe-doktorantow/>

In case of help <https://wir.usz.edu.pl/>

Class schedules <https://szkoladoktorska.usz.edu.pl/en/schedule/>

Contact to the office <https://szkoladoktorska.usz.edu.pl/en/contact/>

Monography of IKSDUS: for two years, the IKSDUS team has been publishing monographs, in which members of the group can issue a scientific publication for 20 points. Publication is completely free of charge, and is reviewed by experienced staff from the University of Szczecin

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Erasmus Program:

<https://dsm.usz.edu.pl/erasmus/wyjazdy-krajow-programu/dla-studentow/sm-shortterm/>

Supportive pages of individual module:

<https://navoica.pl/courses>

<https://www.open.edu/openlearn/subject-information>

<https://app.becas-santander.com/pl/program/search>

Important web pages:

SD US (<https://szkoladoktorska.usz.edu.pl/en/home-2/>)

fb Doctoral School (Szkoła Doktorska Uniwersytetu Szczecińskiego)

<https://www.facebook.com/sd.usz/>

fb The Doctoral Student Council of the University of Szczecin

<https://www.facebook.com/RDUS1>

fb Interdisciplinary Circle of SD US- IKSDUS <https://www.facebook.com/iksdus>

Instagram <https://www.instagram.com/szkoladoktorska/#>

LinkedIn <https://www.linkedin.com/company/94844758/admin/dashboard/>

<https://szkoladoktorska.usz.edu.pl/zarzad/>

<https://szkoladoktorska.usz.edu.pl/interdyscyplinarne-kolo-naukowe-doktorantow/>



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