Attachment no. 1

do Announcement no. 2/2024

of the Director of

Doctoral School UwB

dated 1 October 2024

Bialystok, ……………

**DOCTORAL STUDENT’S ANNUAL REPORT**

**DOCTORAL SCHOOL UNIVERSITY OF BIALYSTOK**

**FOR THE ACADEMIC YEAR 20 ../20..**

Doctoral student’s first name and surname: ………………………….........……..……..

Scientific discipline: ….........………………….…………………

Number of album: ……………….........………………….…………

Year of study: ……………….........………………….…………

Supervisor’s academic title, first name and surname: .........………………………..…….…………

Assistant Supervisor’s academic title, first name and surname: …..........………………….…………

Department/Chair/Laboratory: ……………………………….…….........………………….…………

**PhD dissertation topic:**

………………………………………………………….........………………….………………………..

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**I. Doctoral student’s statement on the courses included in the study programme that were completed in a given year.**

## I declare that in the current academic year I have completed all courses and professional practice as provided for in the study programme and that all my grades have been recorded in the USOS[[1]](#footnote-1).

………….………………….. ....................................................

(place, date) (Doctoral student’s signature)

##

**II. Classes [[2]](#footnote-2)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lp. | Course (course code), field of study, year of study, semester | Type of the classes | Number of hours | Title/degree, Name of the Lecturer | Lecturer’s/Course Coordinator’s signature |
| **CLASSES CONDUCTED BY THE DOCTORAL STUDENT[[3]](#footnote-3)** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| **CLASSES CONDUCTED BY THE DOCTORAL STUDENT IN COOPERATION (co-teaching)[[4]](#footnote-4)** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| **TOTAL** |  | **Hours** |  |

# III. Completed research tasks in accordance with the Individual Research Plan[[5]](#footnote-5)

|  |  |  |
| --- | --- | --- |
|  | **Planned activities of the doctoral student and their description from IRP** | **Description, time and place of the activity** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Explanations[[6]](#footnote-6)**

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**IV. Summary of scientific achievements**

1. **Scientific papers that have been published[[7]](#footnote-7)**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Bibliographic description of the publication [[8]](#footnote-8) | Year of publishing | Ranking points consistent with the Ministry of Science and Higher Education’s rating |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

1. **Scientific papers that have been reviewed and accepted for publication[[9]](#footnote-9)**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Bibliographic description of the publication | Year of publishing | Ranking points consistent with the Ministry of Science and Higher Education’s rating |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

1. **Scientific papers that have been submitted for publication**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Bibliographic description of the publication | Year of publishing | Ranking points consistent with the Ministry of Science and Higher Education’s rating |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

1. **Participation in scientific conferences**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Author/authors, title of presentation | Name of conference, type[[10]](#footnote-10), organizer, venue, date, www | Type of participation[[11]](#footnote-11) | Type of presentation[[12]](#footnote-12),language of the speech |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**V. Involvement in research project’s implementation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Institution awarding research projects in a contest | Project’s title, head | Date of submission/acquisitionProject implementation period | Type of involvement[[13]](#footnote-13) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**VI. Research internships [[14]](#footnote-14)**

|  |  |  |
| --- | --- | --- |
| Item | List a research unit, venue, research internship advisor | Internship duration |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

## I hereby declare that the research tasks listed in points II-VI are connected with the implementation of my PhD thesis.

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(place, date) (Doctoral student’s signature)

**VII. Organizational activity for UwB**

|  |  |  |
| --- | --- | --- |
| Item | List a type of activity and a title of conference/event[[15]](#footnote-15) | Date, activity duration |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**VIII. Other achievements and activities of the Doctoral student**

|  |  |  |
| --- | --- | --- |
| Item | List a type of activity or achievement[[16]](#footnote-16) | Date, activity duration |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

# IX. Supervisor’s/Assistant Supervisor’s opinion on the Doctoral student’s achievements

*The degree of fulfillment of the assumptions listed in the Individual Research Plan should be clearly defined. The scope of work performed should be assessed: advancement of the doctoral dissertation, publication achievements of the Doctoral student, participation in scientific conferences, scientific internships, etc.*

A) Preparation of a doctoral dissertation (a phase of work and research progress)

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B) Scientific and research activity[[17]](#footnote-17)

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1. Other activity

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1. Tasks embraced by the Individual Research Plan envisaged for the academic year under evaluation have been\*:
* completed
* partially completed
* not completed
1. I assess progress in the preparation of the PhD dissertation as\*:
* exemplary
* satisfactory
* unsatisfactory
* no progress

3. The overall performance of the Doctoral student during the academic year is assessed\*:

* positively
* negative

………….………………….. ....................................................

(place, date) (Supervisor’s signature)

....................................................

 (*Assistant Supervisor*’s signature)

\* Please tick the appropriate box.

**X. Promotion */to be filled in by the Director of Doctoral School/***

1. promotion (yes/no)\* ………………………………………………………
2. removed from the list of doctoral students…………………………………….
3. other comments……………………………………………………………

…………………………………..............….

*Date and legible signature /(name stamp)*

*of the Director of Doctoral School*

1. An employee of the Doctoral School Secretariat shall verify if all the grades have been recorded. [↑](#footnote-ref-1)
2. This document should be submitted to the Doctoral School Secretariat together with a teacher observation report completed by the Supervisor or an independent academic researcher appointed by the Supervisor or Director of the School. [↑](#footnote-ref-2)
3. A doctoral student teaches a class independently in a given group. The doctoral student's name appears in USOS as the instructor. [↑](#footnote-ref-3)
4. A doctoral student co-teaches with another teacher. [↑](#footnote-ref-4)
5. Sequence of tasks in accordance with the individual research plan. In particular, please specify the degree of advancement of the doctoral dissertation (concept, number of chapters, conducted research). In the case of failure to compete to task with IRP, please explain the reason. [↑](#footnote-ref-5)
6. This section may be used to provide a justification for any modifications to the initially planned activities, non-completion of assignments, or to include any additional information the doctoral student deems pertinent to their research progress. [↑](#footnote-ref-6)
7. Only reviewed scientific publications may be recorded here. [↑](#footnote-ref-7)
8. With regard to articles published in a journal, you should provide the author/authors’ surname and his/her first name’s initial, a title of the article, a title of the journal, a year and number of the issue, and page numbers. With regard to articles published in a monograph, you should provide the author/authors’ surname and his/her first name’s initial, a title of the article, in: a title of a collective monograph, ed.: editor’s surname and his/her first name’s initial, publishing house, a place and year of the issue, and page numbers. If the publication has been prepared in cooperation with other authors, the doctoral student specifies the percentage of his/her contribution. [↑](#footnote-ref-8)
9. You may only record publications that have been positively reviewed and if the author has been informed that the work has been accepted for publication (acceptance for publication shall be confirmed by an editor-in-chief of a journal or a research editor of a book). [↑](#footnote-ref-9)
10. national, international, or foreign. [↑](#footnote-ref-10)
11. passive/active/as a presenting author/as a co-author. [↑](#footnote-ref-11)
12. Oral presentation (lecture, announcement, report, field presentation delivered by the doctoral student, and poster). You may only record here presentations that can be officially confirmed by a certificate of attendance and conference program. [↑](#footnote-ref-12)
13. Submitting an application, winning a grant/project, managing a grant/project, participating in the implementation of a grant/project as a contractor (documented). [↑](#footnote-ref-13)
14. You may list only documented study visits related to scientific internships, participation in summer or winter schools, specialist training courses, Erasmus research placements abroad, or equivalent activities. A research internship is defined as a stay of no less than two weeks at a research institution or university. [↑](#footnote-ref-14)
15. You may only list participation in the organization of scientific conferences, conducting science promotion workshops, or involvement in science outreach events organized by the University of Bialystok or another institution. [↑](#footnote-ref-15)
16. You may list here any awards received for scientific, organizational, or science promotion activities; language certificates; certificates of completed pedagogical training; scientific collaboration with other institutions; positions held in Faculty or University collegial bodies; involvement in scientific associations; or other relevant achievements. [↑](#footnote-ref-16)
17. It includes publications, active participation in conferences, internships, grant applications, etc. [↑](#footnote-ref-17)