

# DOCTORAL SCHOOL

A short beginner's guide



# INTRO

Congratulations! A very important stage in your life is behind you: you have received your master's degree. If you think that getting a doctoral degree is just a matter of time... you are probably 100% right. 😊

Nonetheless, while working on your doctoral dissertation you will encounter situations that may cause difficulties. As the Doctoral Student Self-Government of the University of Wrocław, we would like to help you overcome the difficulties that we have encountered ourselves along the way. We are submitting this short information brochure to you with some advice from us and contacts that you may find useful.

We are happy to have you with us! As a doctoral student at the University of Wrocław, you are a part of the Doctoral Student Self-Government. Although this Self-Government elects its representatives (the Faculty Doctoral Student Councils and the Doctoral Student Council headed by the Chairperson), the entire doctoral community can participate in Doctoral Student Assemblies, come up with initiatives and get involved in existing projects. We write briefly about the Self-Government in section VII.

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## SECTION I

# IMPORTANT DOCUMENTS

In this brochure we will be referring to several important documents: **the educational programme, the Regulations of the Doctoral School, and the Act on Higher Education and Science (PSWiN).**

The University of Wrocław has one Doctoral School, which is divided into Colleges. Within one College, doctoral students are educated in one or more disciplines.

Each College has **an educational programme** for the four years of your studies. It determines how many hours of apprenticeship you need to have and what subjects you will have to study. The programme may include additional requirements for passing each year specific to the College, such as the requirement of a preparation of a grant proposal. The programme with which you begin your education will stay with you for better or worse. It will not change with any future amendments and reforms.



**UCHWAŁA NR 145/2022**  
**SENATU UNIwersYTETU WROCLAWSKIEGO**  
z dnia 21 grudnia 2022 r.

**zmieniająca uchwałę w sprawie programów kształcenia w Szkole Doktorskiej  
Uniwersytetu Wrocławskiego dla cykli kształcenia rozpoczynających się  
w roku akademickim 2021/2022 i następujących**

**The Regulations of the Doctoral School** include, among other things, a list of the rights and obligations of the doctoral student, describes the School's education, regulates issues related to the Individual Research Plan (section III of our brochure) and sets the conditions for extending the deadline for the submission of the thesis.



**UCHWAŁA NR 134/2019**  
**SENATU UNIwersYTETU WROCLAWSKIEGO**  
z dnia 25 września 2019 r.

**w sprawie regulaminu Szkoły Doktorskiej Uniwersytetu Wrocławskiego**

Na podstawie art. 292 ustawy z dnia 3 lipca 2018 r. – Przepisy wprowadzające ustawę – Prawo o szkolnictwie wyższym i nauce (Dz. U. 2018 poz. 1669, z późn. zm.) oraz art. 205 ustawy z dnia 20 lipca 2018 r. – Prawo o szkolnictwie wyższym i nauce (Dz. U. 2021 poz. 478) uchwała się, co następuje:

**I. PRZEPISY OGÓLNE**

**§ 1.1.** Regulamin Szkoły Doktorskiej określa organizację kształcenia oraz związane z tym prawa i obowiązki doktoranta kształcącego się w Szkole Doktorskiej Uniwersytetu Wrocławskiego.

Our constant point of reference is the **PSWiN Act of July 20, 2018, with later amendments**. Important: note that due to the hierarchy of legal acts in Poland, **the PSWiN is the most important document**, and both the Regulations of the Doctoral School and the educational programme must remain in compliance with it.

Dz. U. 2018 poz. 1668

**U S T A W A**

z dnia 20 lipca 2018 r.

**Prawo o szkolnictwie wyższym i nauce**

## SECTION II

# FIRST STEPS

We know that the struggle for a place in the Doctoral School has drained all the energy out of you. Unfortunately, it's going to be a little strange at first - being a doctoral student is quite different from being a regular student. In the new reality these people will help you find your way around: **The Head of your College** (the list is at the end of brochure), **the person in charge of your education from the administrative side**, your supervisor and senior doctoral students. You can also count on us! ;)

So to start with, we want to give you a brief guide to the first month of your education:

① Familiarize yourself with your Microsoft account, especially if you studied at a different university than UWr. Soon you will be receiving all your correspondence here. Ultimately, your email address should look like this: name.surname@uwr.edu.pl.

② **Set up an ORCID account** - this is your individual, international research identifier that will stay with you throughout your whole academic career, no matter where in the world you want to pursue it. **Having an ORCID account is mandatory for us, doctoral students.**

## SECTION II – FIRST STEPS

③ At the beginning of the semester, enrollment in general university subjects will be launched. Remember – now it's not the ECTS points that are important, but the number of hours you have to complete under your programme of study. However, it sometimes so happens that enrollment for subjects appears unexpectedly overnight, so pay attention to correspondence from the Doctoral School Secretariat. You will be informed by email about the beginning of enrollment. This may happen even in the end of October.

④ **Submit an application for appointment of a supervisor on time – at the University of Wrocław you have one month to do so.**

In the time indicated by the dean's office, **submit the statement concerning the scholarship.** You can find the right form in USOS (Common section -> Applications -> Doctoral student's statement at the doctoral school regarding doctoral scholarship). We will write more about the scholarship in section V – Scholarships and finances.



## SECTION III

# INDIVIDUAL RESEARCH PLAN

The basis for conducting doctoral research is **the Individual Research Plan (IRP)**. It is in IRP we define the research scope, purpose and how we plan to achieve our results. The most important element of the IRP is **the timeline of our planned work**. It also includes a section where we specify the methods of disseminating the research results.

The IRP must be submitted by the end of the first year, effectively: by the first half of September. However, it is worth not leaving filling it out to the last minute, as it is one of the most important documents in your file during your education, and, properly prepared, it can be of help to you in the implementation of your doctoral project.

Information about obligations pertaining to the IRP, and its template are to be found in the content of the Rector's Order no. 54/2020 of May 6, 2020 on the documentation of the course of education at the Doctoral School\*.

INDYWIDUALNY PLAN BADAWCZY (IPB)	
<small>(należy wypełnić komputerowo i złożyć kierownikowi właściwego kolegium w formie wydruku po zaakceptowaniu zatwierdzeniu przez promotora (promotorów) i promotora pomocniczego)</small>	
Dane doktoranta i informacja o promotorach	
Imię i nazwisko	
Numer albumu	
Identyfikator ORCID	
Dyscyplina naukowa	
Nazwa kolegium doktorskiego	
Jednostka organizacyjna UWr, w której prowadzone są badania	
Imię i nazwisko promotora, stopień/tytuł naukowy, jednostka organizacyjna w której zatrudniony jest promotor	
Imię i nazwisko promotora pomocniczego, stopień/tytuł naukowy, jednostka organizacyjna w której jest zatrudniony (jeśli został wyznaczony)	
Rok rozpoczęcia kształcenia w Szkole Doktorskiej	

\* Zarządzenie nr 54/2020 Rektora z dnia 6 maja 2020 r. w sprawie dokumentacji przebiegu kształcenia w Szkole Doktorskiej

Here is a couple of our tips for writing of the IRP:

① You are under no obligation to stay with the topic with which you approached the recruitment. You have almost a full year to figure out whether or not your project idea has a chance of being executed. Of course, the topic crystallizes in cooperation with the supervisor. Importantly, in the IRP you do not give the title of your thesis – **just the topic: the set of issues you address from a particular perspective.**

② **Familiarize yourself with the IRP** template that applies to the University of Wrocław. Notice that one of the sections of the IRP is "state of research", and another is "primary literature." So successively enlarge the literature list on your subject and accumulate the necessary bibliography.

③ You will also find sections in the IRP where you should tell how and when you will submit your thesis. Remember that **your dissertation can take different forms.** As the PSWiN says (Art. 187, para. 3.): "A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically interrelated scientific articles, a design project, construction work, technical work, an implementation or artistic work, as well as an independent and isolated part of a collective work." As for the deadline for submission of the dissertation, you should write the correct one: **it is September the 30th of your fourth year at the Doctoral School.**

④ Edit the IRP in a concise manner. **The IRP is your commitment** – what doesn't need to be described in details, is better to be stated in general terms, so that you can react flexibly to unsuccessful research or unforeseen difficulties.



Likewise, it is advisable to focus only on what you have control over: for example, **to declare the submission** of an article to a journal **rather than its publication**, since the latter consists of many factors, often beyond your control. Don't automatically assume in advance that the research, and other activities will be successful.

⑤ **Think through well a research timeline** that will be the basis for the mid-term evaluation at the end of the second year of education. In the IRP, operate in terms of semesters rather than months – broader time frames will allow you to make up for any delays that arise due to various situations. Remember also that during the mid-term evaluation you will be held accountable for the tasks performed based on this very timeline. Therefore, give yourself more time to complete the tasks.

⑥ **Discuss and consult your ideas** with your supervisor (and auxiliary supervisor). They will give you the necessary guidance on the implementation of the planned IRP.

⑦ Remember that **the IRP can be revised!** The Regulations of our Doctoral School allow you to add an amendment to the IRP, which will allow you to change the provisions inadequate to the direction your research has taken. There is neither restriction on the number of changes during the course of studies nor the period in which they can be made. The amendment requires the opinion of the supervisor(s), and the decision on approval is made by the Head of the College. It is customary not to change any IRP provisions immediately before the mid-term evaluation.

## SECTION IV

# MID-TERM EVALUATION

Although **every year we are obliged to present a report on our annual research activities** based on the approved IRP, the halfway point of education at the Doctoral School is related to the need to evaluate our current activities. Therefore, **the mid-term evaluation report** should include a description of the implementation of research tasks in relation to the IRP. All deviations and delays will require proper justification and a plan to make up for them.

Furthermore, please note that any additional activities (e.g. active participation in conferences, publishing articles, etc.) should also be completed if they have been written into the IRP.

However, what is also important is what **is not** in the area of interest of the evaluation committee. These are substantive issues. The mid-term evaluation is not a "small defense" of the doctorate - although during it we present the meaning of our dissertation (the goal and what has already been achieved), the committee does not assess whether it likes our ideas, research and theorems. It only checks whether we are implementing the IRP without unexplained delays and whether we will be able to write the dissertation on the scheduled date.

## SECTION IV – MID-TERM EVALUATION

All requirements regarding the course of the mid-term evaluation are regulated by appropriate regulations. In addition to the PSWiN and the Regulations of the Doctoral School, these are the following regulations:

- Zarządzenie nr 25/2021 Rektora Uniwersytetu Wrocławskiego z dnia 3 marca 2021 r. w sprawie ustalenia harmonogramu przeprowadzenia oceny śródkresowej doktorantów kształcących się w Szkole Doktorskiej Uniwersytetu Wrocławskiego oraz wprowadzenia wzorów dokumentów wymaganych w procedurze oceny śródkresowej.

- Zarządzenie nr 62/2022 Rektora Uniwersytetu Wrocławskiego z dnia 28 marca 2022 r. wprowadzające zmianę do zarządzenia Nr 25/2021 Rektora Uniwersytetu Wrocławskiego z dnia 3 marca 2021 r. w sprawie ustalenia harmonogramu przeprowadzenia oceny śródkresowej doktorantów kształcących się w Szkole Doktorskiej Uniwersytetu Wrocławskiego oraz wprowadzenia wzorów dokumentów wymaganych w procedurze oceny śródkresowej.

The result of the mid-term evaluation can be **positive or negative**. In the event of a negative result, each doctoral student has the right to appeal within 14 days of receiving it. For this purpose, the doctoral student or supervisor submits an application to initiate an appeal procedure to the Head of the relevant College. Further steps are described in this document (p. 4).

## SECTION V SCHOLARSHIPS AND FINANCIAL ISSUES

Each person studying at the Doctoral School is entitled to a scholarship, which is guaranteed by the PSWiN Act, which describes this issue in details in Art. 209. **The minimum amount of the scholarship is part of the basic salary of a professor at a public university, which is regulated by the relevant regulation.** For the first two years, before mid-term evaluation, the stipend is 37% of the professor's salary; after the mid-term evaluation - 57%. These amounts are slightly higher for doctoral students with a disability certificate. The amount of this allowance is constant for all years and amounts to 30% of the scholarship received in the first years of education.

	Basic scholarship	Enlarged scholarship (+30%)
Before mid-term evaluation (37%)	2367,58 zł net (2667,70 zł gross)	3078,38 zł net (3468,01 zł gross)
After mid-term evaluation (57%)	3647,21 zł net (4109,70 zł gross)	4358,01 zł net (4910,01 zł gross)

In our Doctoral School, we receive the scholarship introduced by the PSWiN Act, **approximately on the 25th day of each month.** So you can expect the first transfer around October 25.

## SECTION V – SCHOLARSHIP AND FINANCIAL ISSUES

You are entitled to the scholarship for the entire duration of your education, but there are exceptions:

① You receive the scholarship **for a maximum of 4 years**. If you previously studied at the Doctoral School of another or the same unit, the scholarship will be paid in the amount appropriate to the stage of education (before/after mid-term evaluation) and for a total period of 4 years.

② The period of suspension of education for reasons provided for in the PSWiN Act: due to maternity, paternity or parental leave **is not included in the 4-year limit**. In other cases, e.g. due to illness, education may be suspended based on the Regulations of the Doctoral School of the University of Wrocław.

**Note:** in the event of suspension for the reason provided for in the PSWiN Act, instead of the scholarship, remuneration calculated according to the Labor Code is paid (approx. 100% of the scholarship amount for the first 6 months + 60% of the scholarship amount for the next 6 months or 80% of the scholarship amount for 12 months). **In the event of suspension pursuant to the Regulations, the scholarship payment is not interrupted.** This means that after the suspension of education, the doctoral student will be financed only until 4 years have passed since the start of education.

③ The scholarship is not awarded to people who have a doctoral degree.

④ The scholarship is not awarded to persons who are employed under an employment contract in a research project within the home Doctoral School and who receive remuneration in connection with it in an amount exceeding the minimum salary of a professor.

⑤ If you submit your dissertation before the end of the eighth semester, i.e. before your planned graduation from the Doctoral School, **you will receive a scholarship until the end of the eighth semester**, but no longer than 6 months.

If you have a disability certificate, a disability degree certificate or a certificate referred to in art. 5 and art. 62 of the Act of August 27, 1997 on vocational and social rehabilitation and employment of disabled persons, you are entitled to an increase in your scholarship by an amount equal to 30% of the scholarship you received before the mid-term evaluation. At the Doctoral School of the University of Wrocław, **it is not possible to receive a Rector's scholarship, a scholarship from a pro-quality subsidy or social allowance.**

**The scholarships are covered by social insurance contributions** – retirement, disability and accident. After reaching the age of 26 and meeting the conditions, you may be covered by health insurance for education at the Doctoral School. Importantly, you can voluntarily start paying the sickness insurance premium – however, we do not recommend this solution, because the current legal status does not give us any benefits from this insurance.

After reaching the age of 26, unless you have another right to health insurance (e.g. by performing an appropriate contract, e.g. employment, mandate, etc. or by being insured as a family member), the university may cover your health insurance **at your request** (with date of submitting the relevant declaration). **This, however, applies only to persons with Polish citizenship or Pole Card (Karta Polaka) holders.**

If you are registered for health insurance in connection with your education at the Doctoral School, **remember in particular that you must report to the Dean's Office about taking up employment** (under a contract of mandate/employment contract – also the one concluded at the University of Wrocław, e.g. for conducting classes!) before its commencement. And then you have to re-apply for health insurance for education at the Doctoral School after termination of employment.

## SECTION V – SCHOLARSHIP AND FINANCIAL ISSUES

If you did not report the contract you signed, there would be a double registration for health insurance, which may later cause unnecessary confusion, among others: the related correction of the insurance period, as well as the lack of identification in the EWUŚ system as a person covered by health insurance. (Don't worry! If you don't do this, contact the dean's office as soon as possible. You will receive information on how to undo it).

The ZUS brochure on above mentioned matters is written quite well (in Polish language).

Detailed information on topics related to financial support can be found here.

Detailed information about scholarships, financial formalities and health insurance can also be obtained from your faculty dean's office.



## FUNDING OF RESEARCH AND SCIENTIFIC ACTIVITIES

Let's not fool ourselves - money is needed to realize the goals set for your PhD. It is not only the research itself that is costly, but also the planned trips, conferences or necessary training. Where do you get the money for all this?

### **Funding of the research**

Doctoral students who start their doctoral training on a so-called 'project' are in the most comfortable situation, being employed in grants from the National Centre for Science (NCN) such as OPUS or Preludium Bis, which finance not only their salaries but, above all, the conduct of scientific activity. These funds, however, are usually at the supervisor's disposal.

Some doctoral students are also managing their own Preludium grants, obtaining it through a competition aimed at all those without a doctoral degree. **The Preludium grant** can last 12, 24 or 36 months and the application is available each year. The grant allocates up to 70 000 PLN per year (approximately half of this amount remains for research and other scientific activities, after deducting the necessary indirect costs and salaries). The call for applications for Preludium competition usually runs from the 15th of March to the 15th of June, but due to internal UWr procedures, **such an application must be ready around the 1st of June**. Unfortunately, the success rate in this competition is relatively low. You can read the full statistics and project vacancies on the [NCN](#).

Doctoral students who do not have grant employment, their own grant or independent employment at the University of Wrocław must seek funding for their research on their own or cooperate with their supervisor on this matter.

### **Funding of the publications**

The basis and measurement of scientific activity is publishing the results of your work. Depending on the discipline, publication costs can vary widely (or there may be none at all). The cost of publishing an article or monograph can be covered by grants, the unit's (department's) **own funds or the publication support programme within IDUB** (Initiative for Excellence – Research University).

### **Funding for participation in conferences and research visits**

Several times a year, the Doctoral Student Council organizes **Individual Funding Editions** for doctoral students who wish to take an active part in scientific conferences. The amount of funding depends on the language in which the doctoral student presents his or her results. In this type of competition, it is possible to obtain funding of several hundred zlotys. The funds are earmarked, among other things, for the conference fee, accommodation and meals (in case of travelling outside Wrocław) and costs of public transport (excluding your own transport). Amounts for accommodation and meals are lump sums.

## SECTION VI – FUNDING OF RESEARCH AND SCIENTIFIC ACTIVITIES

The University of Wrocław is currently running a grant competition aimed at doctoral students and undergraduates, 'Young Researcher 2023–2025', funded by the IDUB programme. Grants can be awarded to:

- ① cover the costs of active participation in a foreign scientific conference or a foreign competition;
- ② cover the costs of participation in a foreign event for the advancement of knowledge and scientific competence;
- ③ cover the costs of a stay at a foreign university or scientific research institution (from one to four weeks) in order to conduct scientific research that will result in the preparation of a publication or a grant application financed by an external institution;
- ④ to subsidize the organization of international scientific schools (the latter grant application needs to be submitted by a University employee).

The budget for the competition is 1 million zlotys per year and regulations can be found [here](#).

## SECTION VI – FUNDING OF RESEARCH AND SCIENTIFIC ACTIVITIES

Scientific visits can also be financed from **mobility programmes**: Erasmus, Ceepus, Bekker Scholarship (National Agency for Academic Exchange) or from the pool of funds available to the University of Wrocław for this purpose (e.g. from the Programme for the Internationalisation of Doctoral Schools – NAWA STER).



If you find it difficult to finance your research activity, try to find out what opportunities your Faculty offers (some have grant competitions, and sometimes you can ask the Director of the Institute or the Dean, for example, for funds). You can also ask for help from the Doctoral School Secretariat or, in a critical situation, from the Vice-Rector for Student Affairs.

You can find out more about current grant competitions and scholarship programmes at [MojeStypendium](#).

## DOCTORAL STUDENT SELF-GOVERNMENT

**The Doctoral Student Self-Government of the University of Wrocław consists**, as we wrote at the beginning, **of all people pursuing PhDs at our University**. However, when we say "Doctoral Student Self-Government", we most often mean a body whose main goal is to communicate the needs of the doctoral community and represent it wherever its interests are at stake.

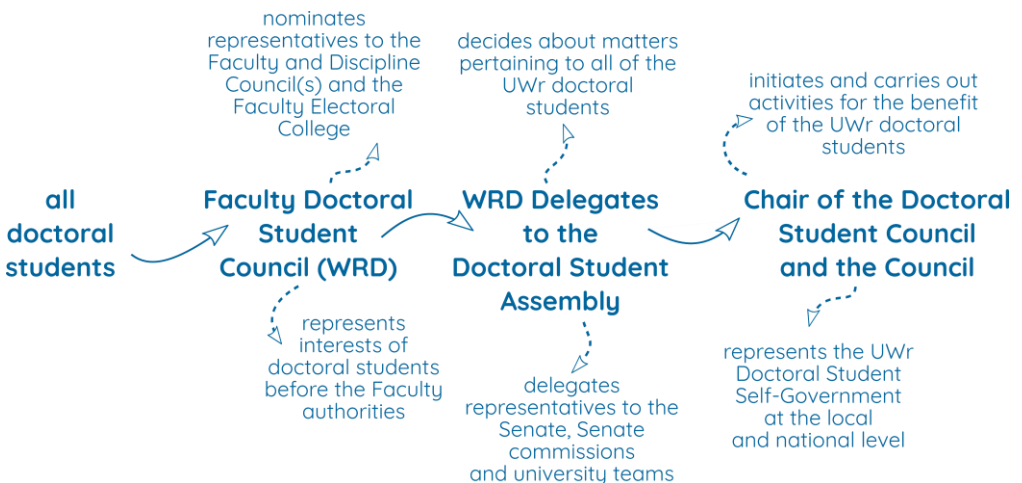
We are represented almost everywhere - from the UWr Senate to Faculty Councils, from Senate Committees to Discipline Councils. The local units of the Self-Government are **the Faculty Doctoral Student Councils** (in Polish - Wydziałowe Rady Doktorantów or **WRD** in short), to which we organize elections every two years. However, it sometimes happens that we also hold supplementary elections to the WRD that fall outside the two-year interval.

People from WRD are delegated to **the Doctoral Student Assembly**, which is a university-wide body. Delegates have the right to vote, but this does not mean that no one else has access to the Assembly. **All doctoral students of the University of Wrocław are invited**. There we discuss current issues and future plans related to our doctoral community and set the directions of action. We also elect representatives to individual bodies of the University and the Doctoral Student Self-Government.



## SECTION VII – DOCTORAL STUDENT SELF-GOVERNMENT

The "command center" is the Doctoral Student Council headed by the Chairperson. The Council is the executive body of the Self-Government: it implements resolutions of the Assembly, defends the rights of doctoral students and officially represents them at meetings with the University Authorities. If the University expects the Self-Government to take a position (opinion, agreement, etc.) on a specific matter, the position is taken by the Doctoral Student Council, and if the matter concerns doctoral students of a given faculty - by the appropriate Chairperson of the WRD. When you write to us at the address of the Self-Government provided in the "Contacts" section, the message goes directly to the Council (and, as you can see from the tone of the brochure, you don't have to write to us very formally 😊).



As the current Regulations of the Self-Government say: "The Self-Government is the only representation of doctoral students operating within the University." It is very important. Our voice is heard the better the stronger the structures we create within the Self-Government. **Often, the Self-Government bodies are the only ones that will actually be heard in our matters, because they are established in the internal regulations of the University.** We encourage you to follow the information about the WRD elections and get involved in the structures of the Self-Government! You don't have to spend a lot of time for this activity to bring results. You don't have to be experienced in self-government activities or know about legal regulations or politics – what matters is your willingness, your observations and ideas. The benefits will flow not only for the community, but also for you personally: **you will learn better about the structures of the University and the functioning of the Doctoral School, you will become familiar with the latest topics that concern the doctoral community, and you will meet great people who perfectly understand where you are now.** Above all, you will receive support in matters that are important to you.

If there are no elections at a given moment or you do not feel up to getting involved in the Self-Government, we also have a request for you. If possible, try to stay in touch with the WRD from your Faculty and report current doubts and problems to them. Grassroots voices are necessary because we are a large institution and we often encounter various difficulties.

## SECTION VIII

# SUPPORT

There are no doctoral students who have not experienced criticism (sometimes painful), periods of doubt or burnout. We are also often accompanied by the so-called imposter syndrome. In this type of situation, contact with other doctoral students and well-wishers at the University will certainly have a soothing effect. You need to be open to constructive comments and allow yourself to make mistakes.

If you need professional support, do not hesitate to contact the Psychological Counselling Centre operating at the University of Wrocław.

In addition to the Psychological Counselling Centre, the University of Wrocław also offers assistance within the Centre for Psychological Consultation and Guidance, where a team of fourth- and fifth-year psychology students under the guidance of experienced psychologists. More information can be found here.

Materials posted on the channels of the Think Tank BITECH, which works to improve the well-being of doctoral students, can also be a valuable support.



SECTION IX  
DOCTORAL STUDENTS FROM ABROAD

There is a Doctoral Student International Team at our Doctoral Student Self-Government. **Our International Team brings together both Polish- and English-speaking doctoral students to exchange knowledge, integrate, support each other in daily activities, administrative or sometimes private matters.** It's a small group, where every person is welcome - to join the International Team you just need to have some free time, it is not necessary to combine this activity with activities in the Doctoral Student Self-Government. No elections are held for the International Team.

**Contact us: [international.phd@uwr.edu.pl](mailto:international.phd@uwr.edu.pl)**

SECTION IX  
OTHER ADVICE AND COMMENTS

You are entitled to use **free 60 hours** of lessons in a language other than English at the Foreign Languages Centre.

Keep in mind that your supervisor(s) are the scientific curators of your work. Just as you are required to show initiative and willingness to work, they should give you guidance and help in overcoming the problems you encounter in your research. **If things go wrong, the Regulations of the Doctoral School allow you to change supervisors (§25).**

## SECTION X

# HEADS OF DOCTORAL COLLEGES

### **Doctoral College of Archeology, Art and Culture**

dr hab. Krzysztof Jaworski, prof. UWr

### **Doctoral College of Computer Science**

prof. dr hab. Krzysztof Loryś

### **Doctoral College of Biomedical Sciences**

dr hab. Łukasz Opaliński, prof. UWr

### **Doctoral College of the Faculty of Letters**

prof. dr hab. Elżbieta Skibińska-  
Cieńska

### **Doctoral College of Mathematics**

prof. dr hab. Jacek Dziubański

### **Doctoral College of Biological Sciences**

dr hab. Małgorzata Janicka,  
prof. UWr

### **Doctoral College of Legal Sciences**

dr hab. Tomasz Kalisz, prof. UWr

### **Doctoral College of Chemistry**

prof. dr hab. Piotr Stefanowicz

### **Doctoral College of Physics and Astronomy**

dr hab. Arkadiusz Berlicki, prof. UWr

### **Doctoral College of Security Sciences**

dr hab. Piotr Krzysztof Marszałek,  
prof. UWr

### **Doctoral College of Political and Administrative Science**

dr hab. Agnieszka Makarewicz-  
Marcinkiewicz

### **Doctoral College of Geography and Geology**

prof. dr hab. Piotr Migoń

### **Doctoral College of Sociology**

dr hab. Katarzyna Kajdanek,  
prof. UWr

### **Doctoral College of Pedagogy**

dr hab. Beata Cytowska, prof. UWr

### **Doctoral College of Psychology**

dr hab. Agnieszka Sorokowska

## SECTION XI

# USEFUL CONTACTS

### **Doctoral Student Self-Government**

ul. Piastowska 1, room 2  
50-360 Wrocław  
samorzad.doktorantow@uwr.edu.pl  
<https://doktoranci.uni.wroc.pl>

### **Doctoral Student International Team**

[international.phd@uwr.edu.pl](mailto:international.phd@uwr.edu.pl)

### **Centre for Student and Doctoral Activities**

The scope of activities of the Centre for Student and Doctoral Activities includes tasks related to administrative support of student and doctoral activities (e.g., in scientific associations) and conducting procedures related to the disbursement of funds allocated for student and doctoral activities.

pl. Uniwersytecki 1  
50-137 Wrocław  
e-mail: [wsparcieaktywnosci@uwr.edu.pl](mailto:wsparcieaktywnosci@uwr.edu.pl)  
phone: 71 375 20 94

### **Doctoral School Secretariat**

Faculty of Law and Economics,  
Building B, ul. Kuźnicza 46/47 [turn  
left after the entrance]  
50-138 Wrocław  
tel. +48 71 375 22 84  
[szd.uwr.edu.pl](mailto:szd.uwr.edu.pl)  
Head: Jolanta Żukiewicz

### **Rectoral authorities**

Contact in exceptional situations!

### **Rector's representative for the Doctoral School**

**dr hab. Robert Klementowski,**  
**prof. UWr**  
[robert.klementowski@uwr.edu.pl](mailto:robert.klementowski@uwr.edu.pl)

### **Vice-Rector for Research**

**prof. dr hab. Artur Błażejowski**  
(Vice-Rector responsible for the  
affairs of the Doctoral School)  
e-mail: [prektor.nauka@uwr.edu.pl](mailto:prektor.nauka@uwr.edu.pl)

### **Vice-Rector for Student Affairs**

**dr hab. Maciej Cesarz**  
(Vice-Rector responsible  
for Doctoral Student Self-  
Government initiatives)  
e-mail: [prorstud@uwr.edu.pl](mailto:prorstud@uwr.edu.pl)

## SECTION XI

# USEFUL CONTACTS

### Faculty of Biotechnology

Website with information about the College of Biomedical Sciences:  
<http://www.biotech.uni.wroc.pl/rekrutacja/kolegium-doktorskie-nauk-biomedical/>

#### **Head of the Doctoral College of Biomedical Sciences**

dr hab. Łukasz Opaliński, prof. UWr: [lukasz.opalinski@uwr.edu.pl](mailto:lukasz.opalinski@uwr.edu.pl)

#### **Head of the Dean's Office:**

dr Marta Kołodziejczak: [marta.kolodziejczak@uwr.edu.pl](mailto:marta.kolodziejczak@uwr.edu.pl)

#### **Secretary of the Recruitment Committee:**

Violetta Trzynda: [violetta.trzynda@uwr.edu.pl](mailto:violetta.trzynda@uwr.edu.pl)

### Faculty of Chemistry

**prof. dr hab. Piotr Stefanowicz** – Head of the Doctoral College of Chemistry, issues related to the subjects we study; room No. 242 (building B), phone 71 375 7213 e-mail: [piotr.stefanowicz@uwr.edu.pl](mailto:piotr.stefanowicz@uwr.edu.pl)

**Aleksandra Kropiowska** – scientific secretariat of the Faculty of Chemistry, course of education at the doctoral school, insurance applications, education certificates, scholarship certificates, etc.; room No. 8B (building A, the so-called high building), phone 71 375 70 78, e-mail: [aleksandra.kropiowska@uwr.edu.pl](mailto:aleksandra.kropiowska@uwr.edu.pl)

**Anna Jaworska** – scientific secretariat of the Faculty of Chemistry, documentation related to the procedure of awarding a doctoral degree, matters regarding the appointment of a supervisor, specifying the title of the doctoral dissertation, appointing reviewers; room No. 8B (building A, the so-called high building), phone 71 375 72 81, e-mail: [anna.jaworska@uwr.edu.pl](mailto:anna.jaworska@uwr.edu.pl)

**Agnieszka Kałajew** – dean's office, we submit to Ms. Kałajew, within the deadline set by her, a report on teaching loads, signed by ourselves and the head of a given teaching institution (the report is always sent by e-mail every semester to confirm compliance or make any corrections); room No. 8B (building A, the so-called high building), phone 71 375 76 47, e-mail: [agnieszka.kalajew@uwr.edu.pl](mailto:agnieszka.kalajew@uwr.edu.pl)

## SECTION XI – USEFUL CONTACTS

**Wojciech Drzewiecki** – facility manager, administrator of the Faculty of Chemistry, you can obtain a parking card from Mr. Drzewiecki, entitling you to enter the premises of the Faculty of Chemistry; room No. 412 (building A, the so-called high building), phone 71 375 73 62,  
e-mail: wojciech.drzewiecki@uwr.edu.pl

**Alicja Kauch, Tadeusz Talik** – IT specialists; room No. 123 (building B), phone 71 375 76 48 (to Mr. Kauch), 71 375 7642 (to Mr. Talik),  
e-mails: alicja.kauch@uwr.edu.pl, tadeusz.talik@uwr.edu.pl

### Faculty of Letters

Our Faculty has an initiative of internal funding for conference activities. WRD has created regulations, an application template, and step-by-step instructions. Details: <https://wfil.uwr.edu.pl/wydzialowa-rada-doktorantow/dofinansowania-wrd/>

Contact to the **Faculty Doctoral Student Council**: wrd.wfil@uwr.edu.pl

**Faculty funding e-mail**: dofinansowania.wrd.wfil@uwr.edu.pl

**Our subpage with all information:**

<https://wfil.uwr.edu.pl/wydzialowa-rada-doktorantow/>

**prof. dr hab. Elżbieta Skibińska-Cieńska**, Head of the Doctoral College of the Faculty of Letters, email: elzbieta.skibinska@uwr.edu.pl

**Edyta Mocny** – person responsible for the Doctoral College,  
e-mail: edyta.mocny@uwr.edu.pl

**Urszula Ursel** – person responsible for doctoral proceedings and procedures, e-mail: urszula.ursel@uwr.edu.pl

**Lidia Stankiewicz** – Dean's representative for finance,  
e-mail: lidia.stankiewicz@uwr.edu.pl

**dr hab. Marek Kuźniak, prof. UW**, Chairman of the Scientific Discipline Council of Linguistics: e-mail: marek.kuzniak@uwr.edu.pl

**prof. dr hab. Beata Baczyńska**, Chairwoman of the Scientific Discipline Council of Literature: e-mail: beata.baczynska@uwr.edu.pl

**dr hab. Arkadiusz Lewicki**, Dean of the Faculty of Letters, Chairman of the Scientific Discipline Council of Social Communication and Media,  
e-mail: arkadiusz.lewicki@uwr.edu.pl

## Faculty of Physics and Astronomy

Head of the Doctoral College: **dr hab. Arkadiusz Berlicki, prof. UWr**,

e-mail: [arkadiusz.berlicki@uwr.edu.pl](mailto:arkadiusz.berlicki@uwr.edu.pl); phone. +48 71 337 80 77

Dean's office: **Karolina Demczyszyn**,

e-mail: [karolina.demczyszyn@uwr.edu.pl](mailto:karolina.demczyszyn@uwr.edu.pl); phone +48 71 375 93 57

(educational matters – registration for courses, declaration of being a doctoral student, health insurance, ID card, annual report on the implementation of IRP)

**Faculty Doctoral Student Council:** [wrd.wfa@uwr.edu.pl](mailto:wrd.wfa@uwr.edu.pl)

We are divided into three institutes: **the Institute of Astronomy, the Institute of Experimental Physics and the Institute of Theoretical Physics.**

Each institute has its own secretariat and matters such as business trips, purchase of office supplies or reagents can be arranged there.

Faculty website: <http://wfa.uwr.edu.pl/>

## Faculty of Mathematics and Informatics

Head of the Doctoral College of Mathematics:

**prof. dr hab. Jacek Dziubański**

Head of the Doctoral College of Informatics:

**prof. dr hab. Krzysztof Loryś**

scholarship matters – **Monika Retmianiak**

[monika.retmaniak@uwr.edu.pl](mailto:monika.retmaniak@uwr.edu.pl)

educational matters – **Ewa Lamch**

+48 71 375 78 90 ; [ewa.lamch@uwr.edu.pl](mailto:ewa.lamch@uwr.edu.pl)

## Faculty of Biological Sciences

**dr hab. Małgorzata Janicka, prof. UWr** – Head of the Doctoral College of Biological Sciences; [malgorzata.janicka@uwr.edu.pl](mailto:malgorzata.janicka@uwr.edu.pl)

**Izabela Radziszewska** – supervision over the administrative course of education: [izabela.radziszewska@uwr.edu.pl](mailto:izabela.radziszewska@uwr.edu.pl)

## SECTION XI – USEFUL CONTACTS

**Ewa Zych** – matters related to grants and scientific projects,  
ewa.zych@uwr.edu.pl

In the secretariats of individual buildings, with **Magdalena Wach, Marta Lampa and Agata Zahorska**, you will handle matters related to, among others: delegations or conference trips

**dr Agnieszka Percec-Matysiak** – faculty coordinator for Erasmus

### Faculty of Historical and Pedagogical Sciences

#### Facebook group:

<https://m.facebook.com/groups/doktoranci.wnhip/?ref=share>

#### Dean's office

**Mr. Artur Boba**, e-mail: artur.boba@uwr.pl; phone 71 375 22 74; room 103 Szewska st. 48 (including stickers for ID cards, health insurance and payment of scholarships, issuing study certificates)

#### Doctoral College of History

Head: **dr hab. Joanna Nowosielska-Sobel, prof. UWr**,

e-mail: joanna.nowosielska-sobel@uwr.edu.pl

Reports, errors in USOS: **Teresa Bednarz**,

e-mail: teresa.bednarz@uwr.edu.pl,

phone 71 375 25 42, room 324 street Szewska 49

#### Doctoral College of Archeology, Art and Culture

The head is **dr hab. Krzysztof Jaworski prof. UWr**, and all matters addressed to the Head of the College go through **Mrs. Barbara Krukiewicz**, e-mail: barbara.krukiewicz@uwr.pl, phone 71 375 29 75, room 206 street Szewska 48 (**IRP and reports are left with Mr. Artur Boba**).

#### Doctoral College of Psychology

Head: **dr hab. Agnieszka Sorokowska, prof. UWr**; phone 71 367 20 01 ext. 119,

e-mail: agnieszka.sorokowska@uwr.edu.pl

Secretary: **Katarzyna Piątek**, phone 71 367 20 01 ext. 163,

e-mail: katarzyna.piatek@uwr.edu.pl

#### Doctoral College of Pedagogy

Head: **dr hab. Beata Cytowska, prof. UWr**,

beata.cytowska@uwr.edu.pl



## SECTION XI – USEFUL CONTACTS

### Faculty of Earth Sciences and Environmental Management

Head of the Doctoral College: **prof. dr hab. Piotr Migoń**, e-mail: piotr.migon@uwr.edu.pl, phone 71-375-22-95.

#### Dean's office:

Head of the Dean's Office **Justyna Wyporska**,

e-mail: justyna.wyporska@uwr.edu.pl,

phone +48 71 375-92-72 (teaching matters - registration for courses, declaration of being a doctoral student, health insurance, ID card, annual report on the implementation of IRP).

Additionally, it may be useful to contact **dr Magdalena Modelska**, Deputy Director for Teaching (matters related to professional practice - conducting classes and entries in the index on this matter)

- e-mail: magdalena.modelska@uwr.edu.pl, phone 71-375-92-17

and **Alicja Zalewska** (social matters, among others scholarships and health insurance),

e-mail: alicja.zalewska@uwr.edu.pl, phone 71-375-92-75

We are divided into two institutes: the Institute of Geography and Regional Development and the Institute of Geological Sciences. Each institute has its own secretariat where you can handle matters such as business trips, purchase of office supplies, purchase of necessary equipment, etc.

Faculty website: <https://www.wnoz.uni.wroc.pl/>

### Faculty of Social Sciences

Head of the Doctoral College of Sociology

- **dr hab. Katarzyna Kajdanek, prof. UWr**, katarzyna.kajdanek@uwr.edu.pl

Head of the Doctoral College of Philosophy

- **prof. Marek Magdziak**, marek.magdziak@uwr.edu.pl

Head of the Doctoral College of Security Sciences

- **dr hab. Piotr Krzysztof Marszałek, prof. UWr**, piotr.marszalek@uwr.edu.pl

Head of the Doctoral College of Political and Administration Sciences

- **dr hab. Agnieszka Makarewicz-Marcinkiewicz**

agnieszka.makarewicz-marcinkiewicz@uwr.edu.pl

## SECTION XI – USEFUL CONTACTS

### **Dean's representatives of the Faculty of Social Sciences:**

Dean's representative for legal matters: **dr hab. Lucyna Szot, prof. UWr**

Phone: 71 375 5239, e-mail: lucyna.szot@uwr.edu.pl

Dean's representative for equal treatment: **dr Olga Nowaczyk**

Phone: +48 71 375 53 14, e-mail: olga.nowaczyk@uwr.edu.pl

Dean's representative for PR: **dr Katarzyna Zalas-Kamińska**

Phone: 71 375 5047. e-mail: katarzyna.zalas-kaminska@uwr.edu.pl

Dean's representative for doctoral education: **dr hab. Agnieszka Makarewicz-Marcinkiewicz;** Phone: 71 375 5261. e-mail:

agnieszka.makarewicz@uwr.edu.pl

Dean's representative for English-speaking students: **dr hab. Jarosław Jarząbek;** Phone: 71 375 51 31, e-mail: jaroslaw.jarzabek@uwr.edu.pl

### **Secretariat of the Dean of the Faculty of Social Sciences:**

Head of the Dean's Office – **Agnieszka Wawrzyniak**

Phone 375-52-65, e-mail: agnieszka.wawrzyniak@uwr.edu.pl

Specialist: **Olga Jagieła**

Phone 71 375 51 92, e-mail: wns@uwr.edu.pl

Chief specialist: **Teresa Tomaszewska**

Phone 71 375 52 90

e-mail: wns.sekretariat@uwr.edu.pl

Internal grants/research projects: **Weronika Wojciech**

Phone 71 375 53 18, e-mail: weronika.wojciech@uwr.edu.pl

Dean's representative for finance: **Joanna Wojas**

Phone 71 375 51 93, e-mail: joanna.wojas@uwr.edu.pl

Faculty coordinator for public procurement: **Anna Łeska**

Phone 71 375 53 48, e-mail: anna.leska@uwr.edu.pl

### **Faculty of Law, Administration and Economics**

Faculty of Law, Administration and Economics

Doctoral College of Legal Sciences

scholarships and course of education

– **Joanna Bogdańska-Podstawska**

+48 71 375 29 25, joanna.bogdanska-podstawska@uwr.edu.pl

The brochure was created entirely by members of the Doctoral Student Self-Government of the University of Wrocław as a result of a grassroots initiative. The Doctoral Student Council of the University of Wrocław would like to thank all doctoral students who contributed to its creation through their comments, help in developing the brochure plan and sharing their observations. We would like to thank the members of **the Faculty Doctoral Student Councils** for your observations and preparation of lists of the most important contacts. We would also like to thank **Ms. Monika Tewel** from the Centre for Student and Doctoral Activities for verifying the correctness of selected sections of the brochure and **dr Patrycja Cicha** from CASID for taking care of the Doctoral Student Self-Government and working to disseminate the brochure to all interested parties.

Authors:

**Michał Dajek** (Faculty of Earth Sciences and Environmental Management) – main author. Text of the brochure, contact with Faculty Doctoral Student Councils, supervision of the project

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**Anna Brzostowska** (Faculty of Biological Sciences) – text editing, substantive correction, graphic design of the brochure

**Magdalena Stępień** (Faculty of Chemistry), **Daria Gigola** (Faculty of Social Sciences), **Anna Skibińska** (Faculty of Letters), **Wojciech Milczarski** (Faculty of Letters) – cooperation on the text of the brochure, comments, final correction

**Doctoral Student International Team**

– (instant!) translation of the brochure text into English