

PUMS PHD Student's WORK CALENDAR - reminder

1st year of training		
October	<ul style="list-style-type: none"> ✓ Commencement of education (complete all formalities required by the Graduate School Office, undergo medical examinations promptly based on the received referral). ✓ Familiarize yourself with the regulations of the doctoral school, the education program, and other rules concerning doctoral students – it's essential to know your rights and obligations. ✓ Try to set with the supervisor the implementation of professional practice in didactics during the first year of training (15 hours of coaching with the supervisor to gain experience and 15 hours of independent teaching). 	<ul style="list-style-type: none"> ✓ The doctoral student is entitled to a doctoral scholarship. Each year, the Rector determines the scholarship amount in his directive. Individuals with a disability certificate receive an increased scholarship (the relevant document must be presented to the Doctoral School Office). ✓ Monitor your doctoral email inbox regularly (you can set up forwarding to a more frequently used email address). Remember that according to the regulations, a doctoral student must use the email address in the UMP domain for communication with academic teachers and university administration. Any information sent to this email address is considered delivered. ✓ Remember that one of the conditions for completing the first year is publishing a review or original paper. The doctoral student should present the publication or document with acceptance for printing the paper by August 30th. ✓ Visit regularly the doctoral school and PUMS website for important information and updates: http://doctoralschool.ump.edu.pl/ ✓ Please be aware that you will only be allowed to participate in the classes with a valid medical certificate confirming your education fitness.
November	<ul style="list-style-type: none"> ✓ Don't forget to enroll in the electives – optional classes to be chosen according to the schedule for the academic year (a minimum of 15 hours to be completed in the first year). ✓ Submit a request for the appointment of a supervisor – by November 30th (you can find the forms on the Doctoral School's website). ✓ The right to practice the profession after completing medical internship – doctoral students who completed their internship in October of a given year must provide confirmation of obtaining the right to practice as a 	<ul style="list-style-type: none"> ✓ Remember that for the application to appoint a supervisor, you must include: ✓ The resolution of the Department/Institute Council that approves the assumptions of your research and the proposed supervisor(s) (request assistance from your future supervisor in obtaining this document as early as October). ✓ Resolution of the Bioethics Committee for Human or Animal Research, depending on the nature of the research you will be conducting. If your research does not involve characteristics of a research experiment on humans or animals, you can provide a statement signed by your future supervisor to that effect.

	<p>medical doctor indefinitely, no later than November 30th of the same year.</p>	<p>✓ In accordance with the regulations in force at PUMS (Poznan Univesrity of Medical Sciences), choose the appropriate scientific discipline in which you will be preparing your doctoral thesis (information available on the Council of Sciences website).</p>
December	<p>✓ Don't forget to complete the mandatory Occupational Health and Safety (BHP) course (usually available online on the sOLAT platform from October to December).</p> <p>✓ It's time to start preparing your Individual Research Plan – remember that the implementation of the individual research plan prepared by the doctoral student is subject to mid-term evaluation.</p>	<p>✓ The elective course will be established, and enrollment will be effective if at least 12 people register for the specific optional classes. Check whether the elective course you have enrolled in has a chance to be launched, and if there are any doubts, consider transferring to other classes. In case of uncertainty, contact the Doctoral School Office.</p>
January	<p>✓ Visit the website and familiarize yourself with the regulations for grant funding. Usually, you can submit an application for small or large research grants until February 15th.</p>	<p>✓ Familiarize yourself with the information regarding the procedures for obtaining a doctoral degree, including the minimum scientific achievements and scientific contribution requirements in the process of obtaining a doctoral degree. This information is typically available on the PUMS Council of Sciences' website.</p>
February	<p>✓ If you are interested in receiving financial support through the small or large research grant, submit an application – information is available on the website.</p>	<p>✓ Don't forget to arrange and participate in regular consultations with your supervisor(s).</p>
May/June	<p>✓ Don't forget that the conditions for completing the academic year must be met by June 30th (you should have completed all required assessments by that date).</p> <p>✓ Prepare the annual report and obtain the opinion of the supervisor or supervisors on the progress of the educational program – no later than July 20th (report form available on the website). Attach to the report the protocols of individual course completion issued by the supervisor and the PhD student's Card of Periodic Achievements.</p>	<p>✓ Do not delay in preparing the report. During the summer months, your supervisor may be unavailable.</p> <p>✓ Conditions for completing the academic year:</p> <ul style="list-style-type: none"> • Completion of scheduled activities, • Completion of professional internships, • Execution of research work according to the schedule in the individual research plan, • Presentation of the publication (or document which confirm acceptance for publication) of an original or review article. Article should be related to the dissertation and created during doctoral school training,
July	<p>✓ Remember to submit the annual report on the progress of the educational program – no later than July 20th.</p>	<p>✓ If any of the conditions for completing the academic year are not met, the Director of the Doctoral School may decide to remove the doctoral student from the list or, upon the request of the doctoral student, allow conditional</p>

		completion of the year, specifying a deadline for addressing the deficiencies.
August	✓ August 30th is the final deadline for submitting publications for the completion of the first year of education, in case confirmation cannot be submitted by July 20th.	
September	✓ The final deadline for submitting the Individual Research Plan	
2nd year of training		
October	✓ Try to set with the supervisor the implementation of professional internships in the form of conducting didactic classes in the second year of education (60 hours of independently conducted hours).	<ul style="list-style-type: none"> ✓ Remember that one of the essential conditions for passing the second year is to publish or have accepted for printing at least one original publication in a peer-reviewed journal listed in the list of scientific journals, where the doctoral candidate serves as the first author. ✓ Check your doctoral email-box as often as possible ✓ Visit the PUMS Doctoral School website. You will find there important information and updates: http://szkoladoktorska.ump.edu.pl/ ✓ Be aware of the upcoming mid-term assessment – follow the goals of your Individual Research Plan: <ul style="list-style-type: none"> • Publish • Participate in conferences • Apply for grants • Go on internships • Engage in other activities to develop science and education
November	✓ Don't forget to enroll in the electives – optional classes to be chosen according to the schedule for the academic year (a minimum of 15 hours to be completed in the second year).	✓ The elective course will be established, and enrollment will be effective if at least 12 people register for the specific optional classes. Check whether the elective course you have enrolled in has a chance to be launched, and if there are any doubts, consider transferring to other classes. In case of uncertainty, contact the Doctoral School Office.
January	✓ Visit the website and familiarize yourself with the regulations for grant funding. Usually, you can submit an application for small or large research grants until February 15th.	✓ Don't forget to arrange and participate in regular consultations with your supervisor(s).

February	<ul style="list-style-type: none"> ✓ If you are interested in receiving financial support through the small or large research grant, submit an application – information is available on the website. 	
May/June	<ul style="list-style-type: none"> ✓ Don't forget that the conditions for completing the academic year must be met by June 30th (you should have completed all required assessments by that date). ✓ Remember to submit the annual report along with the supervisor's or supervisors' opinion on the progress of the education program – no later than July 20th (report form available on the website). Include in the report the protocols of completing individual classes issued by the supervisor and the PhD Student's Card of Periodic Achievements. 	<ul style="list-style-type: none"> ✓ Do not delay in preparing the report. During the summer months, your supervisor may be unavailable. ✓ Passing conditions for the second year: <ul style="list-style-type: none"> • Completion of activities outlined in the schedule. • Completion of professional internships. • Execution of research work according to the work schedule outlined in the Individual Research Plan. • Presentation of the publication (or document which confirm acceptance for publication) of an original article in a peer-reviewed journal - with first or second authorship. Article should be related to the dissertation and created during doctoral school training,
July	<ul style="list-style-type: none"> ✓ Remember to submit the annual report on the progress of the education program – no later than July 20th. ✓ The first stage of mid-term evaluation involves the doctoral candidate presenting a written summary of their current work and achievements. The mid-term assessment report should be submitted by the end of July. 	<ul style="list-style-type: none"> ✓ The Individual Research Plan which was submitted during the first year is not subject to modification. If any element has not been completed, changes should be described and justified in the report. ✓ If any of the conditions for completing the academic year are not met, the Director of the Doctoral School may decide to remove the doctoral student from the list or, upon the request of the doctoral student, allow conditional completion of the year, specifying a deadline for addressing the deficiencies.
August	<ul style="list-style-type: none"> ✓ August 30th is the final deadline for submitting publications for the completion of the second year of education, in case confirmation cannot be submitted by July 20th. 	
September	<ul style="list-style-type: none"> ✓ The second stage of mid-term evaluation involves a practical assessment based on the candidate's presentation of progress in preparing the doctoral dissertation. This evaluation is conducted through a discussion in which the candidate responds to questions. The meetings take place in the second half of September. 	<ul style="list-style-type: none"> ✓ Receiving a negative mid-term assessment leads to removal from the list of doctoral candidates."
3rd year of training		

October	<ul style="list-style-type: none"> ✓ Try to set with the supervisor the implementation of professional internships in the form of conducting didactic classes in the third year of education (60 hours of independently conducted hours). 	<ul style="list-style-type: none"> ✓ From the first month after receiving a positive mid-term assessment, the amount of the doctoral scholarship increases. ✓ Remember that one of the essential conditions for passing the third year is to publish two publication that serve as part of a doctoral dissertation cycle. ✓ Participate in at least one international conference where you will present the results of your research. ✓ Check your doctoral email-box as often as possible. ✓ Visit the PUMS Doctoral School website. You will find there important information and updates: http://szkoladoktorska.ump.edu.pl/
November	<ul style="list-style-type: none"> ✓ Don't forget to enroll in the electives – optional classes to be chosen according to the schedule for the academic year (a minimum of 15 hours to be completed in the third year). 	<ul style="list-style-type: none"> ✓ The elective course will be established, and enrollment will be effective if at least 12 people register for the specific optional classes. Check whether the elective course you have enrolled in has a chance to be launched, and if there are any doubts, consider transferring to other classes. In case of uncertainty, contact the Doctoral School Office.
January	<ul style="list-style-type: none"> ✓ Visit the website and familiarize yourself with the regulations for grant funding. Usually, you can submit an application for small research grants until February 15th. 	<ul style="list-style-type: none"> ✓ Don't forget to arrange and participate in regular consultations with your supervisor(s).
February	<ul style="list-style-type: none"> ✓ If you are interested in receiving financial support through the small research grant, submit an application – information is available on the website. 	<ul style="list-style-type: none"> ✓ Being in the third year of training, you have the opportunity to apply only for a small research grant
May/June	<ul style="list-style-type: none"> ✓ Don't forget that the conditions for completing the academic year must be met by June 30th ✓ Remember to submit the annual report along with the supervisor's or supervisors' opinion on the progress of the education program – no later than July 20th (report form available on the website). Include in the report the protocols of completing individual classes issued by the supervisor and the PhD Student's Card of Periodic Achievements. ✓ Doctoral School Reporting Session – as part of the 'Doctoral Seminars' course, each doctoral candidate will present a report on his current scientific research and the results of these studies (articles prepared for the cycle 	<ul style="list-style-type: none"> ✓ Do not delay in preparing the report. During the summer months, your supervisor may be unavailable. ✓ Passing conditions for the third year: <ul style="list-style-type: none"> • Completion of activities outlined in the schedule. • Completion of professional internships. • Execution of research work according to the work schedule outlined in the Individual Research Plan. ✓ Presentation of two publication that serve as part of a doctoral dissertation cycle, with first authorship (prepared since the beginning of training at the doctoral school) ✓ Presentation of an document(s) that confirm active participation in at least one international scientific conference

	forming the foundation of the dissertation) and the progress of their doctoral studies.	
July	✓ Remember to submit the annual report on the progress of the education program – no later than July 20th.	✓ If any of the conditions for completing the academic year are not met, the Director of the Doctoral School may decide to remove the doctoral student from the list or, upon the request of the doctoral student, allow conditional completion of the year, specifying a deadline for addressing the deficiencies.
August	> August 30th is the final deadline for submitting publications for the completion of the third year of education, in case confirmation cannot be submitted by July 20th.	
4th year of training		
October	✓ Try to set with the supervisor the implementation of professional internships in the form of conducting didactic classes in the fourth year of education (60 hours of independently conducted hours).	<ul style="list-style-type: none"> ✓ Remember that you have to submit your doctoral dissertation by the deadline specified in your individual research plan ✓ Check your doctoral email-box as often as possible. ✓ Visit the PUMS Doctoral School website. You will find there important information and updates: http://szkoladoktorska.ump.edu.pl/
November	✓ In the fourth year, you no longer participate in any mandatory or elective courses (unless you have outstanding obligations)	
February	✓ Fourth-year doctoral students are not eligible to apply for financial support in the frae of the university research grant.P	✓ Don't forget to arrange and participate in regular consultations with your supervisor(s).
May/June	<ul style="list-style-type: none"> ✓ Don't forget that the conditions for passing the academic year must be fulfilled by June 30th ✓ Remember to submit the annual report along with the supervisor's or supervisors' opinion on the progress of the education program – no later than July 20th (report form available on the website). Include in the report the protocols of completing individual classes issued by the supervisor and the PhD Student's Card of Periodic Achievements. 	<ul style="list-style-type: none"> ✓ Do not delay in preparing the report. During the summer months, your supervisor may be unavailable. ✓ Conditions for passing the academic year: <ul style="list-style-type: none"> • Completion of professional internships, • Execution of research work according to the schedule outlined in the individual research plan, • Supplementing missing publications within the cycle, if any • Submission of the completed doctoral dissertation by the deadline specified in the individual research plan.

July	✓ Remember to submit the annual report on the progress of the education program – no later than July 20th.	
September	✓ Submission of the doctoral dissertation	<ul style="list-style-type: none"> ✓ Familiarize yourself with the information on the Doctoral School's website regarding completing education in the Doctoral School and submitting the doctoral dissertation. ✓ Familiarize yourself with the PUMS Council of Sciences requirements for initiating proceedings for conferring a Ph.D. degree. ✓ The office is located in Collegium Maius, 10 Fredry Street, 61-701 Poznań, phone: 61 854-61-10, email: kolegia_nauk@ump.edu.pl. ✓ Informations are also available on the Council's website: https://kolegianauk.ump.edu.pl/postepowanie-doktorskie-knf."