

A COURSE SYLLABUS – DOCTORAL SCHOOL
REGARDING THE QUALIFICATION CYCLE FROM 2025 TO 2029

GENERAL INFORMATION ABOUT COURSE	
Course title	Doctoral seminar
Name of the unit running the course	Rzeszów University Doctoral School
Type of course (<i>obligatory, optional</i>)	Compulsory course
Year and semester of studies	Years I - IV, semesters: I - VII
Discipline	Political science and administration
Language of Course	Polish/language
Name of Course coordinator	Anna Kołomycew
Name of Course instructor	Anna Kołomycew
Prerequisites	Prerequisites for the PhD seminar in political science and administration include: a) a completed master's degree in social sciences and/or humanities (preferably in political science and administration) confirming knowledge, skills, and social competencies at level 7 of the Polish Qualifications Framework, b) fluency in a foreign language at least at the B2 level (English); c) scientific interests in local public policies, public participation, public governance, and local government functioning in Europe.
BRIEF DESCRIPTION OF COURSE (100-200 words)	
<p>The doctoral seminar (in political science and administration) course lasts 7 semesters and is completed with a passing grade at the end of each semester. The course is delivered through direct contact with the thesis supervisor and includes workshops and seminars. Throughout the course, doctoral students, in cooperation with their supervisor, systematize their knowledge in the field of social sciences, with particular emphasis on issues related to political science and administration, as well as the content of their doctoral dissertations. The course also aims to improve research skills, in particular by familiarizing students with research theories relevant to political science and public administration, identifying research problems, developing hypotheses and research questions in line with these theories, and drawing up a research plan and implementation schedule. Due to the specific features of political science and administration, the doctoral student should be prepared to conduct empirical research, including preparing quantitative and qualitative research instruments, collecting data, developing research, documenting results, and discussing ethical issues in empirical research involving human participation. The doctoral seminar also improves students' skills in presenting research results at scientific conferences and in writing academic papers. The course aims to prepare doctoral students for academic careers. The classes will provide young researchers with an opportunity to familiarize themselves with the university's organizational culture, the specific nature of educational and teaching work, and their organizational responsibilities. The seminar will also prepare doctoral students to teach classes, including the content of classes, teaching methods, relationships with students, and formal and organizational aspects (course syllabi, range of activities, use of the electronic university systems).</p> <p>The key goals of the doctoral seminar include:</p> <p>a) development and improvement of doctoral students' skills in identifying research problems and formulating research objectives, hypotheses, and research questions in political science and public administration;</p>	

b) improving skills related to planning the research process and conducting empirical research in the social sciences, with particular emphasis on issues related to political science and administration, including methodological and organizational preparation for conducting empirical research;
 c) developing and improving skills and competences enabling the presentation of research results during public appearances (scientific conferences, presentation of research projects and research results) and in scientific texts and studies in both Polish and English.

COURSE LEARNING OUTCOMES AND METHODS OF EVALUATING LEARNING OUTCOMES

Learning outcome	The description of the learning outcome defined for the course	Reference to learning outcomes for qualifications at Level 8 of the Polish Qualification Framework (PRK) (symbol)	Learning Format (Lectures, classes,...)	Method of assessment of learning outcomes (e.g. test, oral exam, written exam, project,...)
Knowledge: (no.)	<i>knows and understands</i>			
P8S_WG1	The doctoral student is equipped with theoretical knowledge, research experience, and an awareness of the latest trends in research, including in foreign academic institutions in the field of social sciences, with a particular emphasis on political science and administration. The doctoral student has knowledge and awareness of research in related disciplines, particularly those relevant to the doctoral dissertation, e.g., sociology and law. The doctoral student is familiar with key research theories; can select relevant research methods and techniques, including those used in related disciplines (e.g., sociology), and apply them in their research.	P8S_WG	seminar	presentation, research project, discussion
P8S_WG2	The doctoral student is familiar with current trends in scientific research in political science and administration, including the latest research trends and leading areas of research. They have knowledge of relevant sources, including scientific journals and databases publishing the latest research	P8S_WG	seminar	presentation, research project, discussion

	findings, both national and international.			
P8S_WG3	The doctoral student knows and understands the concepts, analytical categories, and terminology used in the discipline of political science and administration and in related disciplines. They are familiar with the relevant terminology and concepts in both Polish and English, due to its leading role in the mentioned discipline and related fields.	P8S_WG	seminar	presentation, research project, discussion
Skills: (no.)	<i>is able to</i>			
P8S_UW1 P8S_UW2	Doctoral students, based on their knowledge, especially of social sciences (political science and administration), can identify research problems, operationalize key concepts and categories, develop research objectives, and formulate hypotheses and research questions. They are also able to plan the research process, selecting methods and techniques relevant to political science and administration. They can also conclude and critically analyze research materials. The doctoral student can use advanced research tools (based on artificial intelligence), enabling effective analysis of sources and the application of innovative approaches and methodologies in social research.	P8S_UW	seminar	presentation, discussion, written assignments, research project presentation
P8S_UW3	The doctoral student can use their knowledge of political science, administration, and related disciplines to critically evaluate existing research results, expert reports, and scientific studies. They can debate and argue, contributing to scientific discourse. They can properly apply references in their publications (texts and studies).	P8S_UW	seminar	presentation, discussion, written assignments, research project presentation

P8S_UK6	The doctoral student is able to prepare a multimedia academic presentation showing the results of research and research projects. They are able to actively participate in academic discussions, argue their cases, and respond to critical comments on their presentations. They are acquainted with the norms of cooperation in a multicultural environment, allowing them to work in international teams. They have sufficient knowledge of English (at least level B2 according to the Common European Framework of Reference for Languages) to confidently deliver presentations and participate in academic discussions.	P8S_UK	seminar	presentation, discussion, written assignments, research project presentation		
Social competence: (no.)	<i>is ready to</i>					
P8S_KK1	PhD students, based on their knowledge and experience, are prepared to evaluate and critically assess existing scientific achievements in political science and administration, as well as related disciplines. The doctoral students are prepared to discuss the findings of their research, assess the completeness of their work, and evaluate their contribution to political science and public administration.	P8S_KK	seminar	presentation, discussion, written assignments, research project presentation		
P8S_KK3	Due to their comprehensive knowledge, competencies, and skills necessary for scientific work, doctoral students can identify, characterize, describe, and explore (using appropriate research methods and techniques) research problems relevant to their discipline and solve them.	P8S_KK	seminar	presentation, discussion, written assignments, research project presentation		
LEARNING FORMAT – NUMBER OF HOURS						
Semester (no.)	Lectures	Seminars	Lab classes	Placements	other	ECTS

I - VII	-	-	-	-	7 x 15 hours - 105 hours	7 x 2 ECTS – 14 ECTS
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METHODS OF INSTRUCTION

E.G, LECTURE: A PROBLEM-SOLVING LECTURE/A LECTURE SUPPORTED BY A MULTIMEDIA PRESENTATION/ DISTANCE LEARNING CLASSES: TEXT ANALYSIS AND DISCUSSION/PROJECT WORK (RESEARCH PROJECT, IMPLEMENTATION PROJECT, PRACTICAL PROJECT)/ GROUP WORK (PROBLEM SOLVING, CASE STUDY, DISCUSSION)/DIDACTIC GAMES/ DISTANCE LEARNING LABORATORY CLASSES: DESIGNING AND CONDUCTING EXPERIMENTS)

- academic discussion, based on the relevant literature,
- case study analysis,
- multimedia presentations,
- research project presentations with discussion,
- research project

COURSE CONTENT

Semester I

- 1: Doctoral school specifics – rules, responsibilities, subjects
2. PhD seminar rules
- 3: Research ethics
4. Planning research in social sciences (theoretical framework)
5. Preparation for teaching classes in the second semester

Semester II

1. Preparation of an Individual Research Plan
2. Assumptions of a research project
3. Rules for participation in scientific conferences – types of scientific conferences
4. Preparing an application for scientific conference participation (conference application)
5. Conference presentation development

Semester III

1. Starting research as part of a scientific project aimed at completing a doctoral dissertation – operationalization of research concepts, discussion of literature review
2. Preparation for empirical research – selection of research methods and techniques
3. Empirical research planning – development of research tools (questionnaires/scenarios) and pilot testing
4. Preparing a research project proposal
5. The essence and structure of scientific articles, editorial requirements, and open access publication rules

Semester IV

1. Field research – planning, organization, ethical principles
2. Implementation of empirical research (part 1)
3. Organization of collected research material (anonymization, recording transcript)
4. Empirical research material analysis using relevant software
5. Preparation for mid-term evaluation – research project discussion, presentation of research results

Semester V

1. Preparation of the theoretical part of the doctoral dissertation
2. Conducting empirical research (part 2)
3. Organization of collected research material (anonymization, transcription of recordings)
4. Analysis of empirical research material using research software
5. Preparing a final report on empirical research

Semester VI

1. Preparing the methodological part of the dissertation
2. Preparation for participation in a conference (presentation of empirical research results)
3. Preparing empirical material for the doctoral dissertation
4. Preparing a scientific article based on empirical research
5. Consulting research results with external experts

Semester VII

1. Preparation of doctoral dissertation
2. Attendance at academic conferences with presentation of research results
3. Preparing for doctoral exams
4. Preparing for the doctoral dissertation exam – regulations
5. Preparation for the doctoral dissertation exam – rules for the review process, examination procedure

COURSE ASSESSMENT CRITERIA

The doctoral students' work is evaluated each semester.

The final assessment includes the following elements:

- a) evaluation of scientific knowledge in the field of political science and administration, in particular, understanding of the relevant literature, social research methodology, and the ability to analyze sources;
- b) assessment of the progress/advancement of research aimed at preparing a doctoral dissertation, including source collection and research, preparation and conduct of empirical research, ability to develop and analyse research material;
- c) evaluation of progress in scientific work, including the preparation of scientific articles, work on a research project (grant application).

The course concludes after each semester with a passing grade (pass/fail).

Prerequisites for passing the course:

- a) active participation in seminars led by the thesis supervisor
- b) a positive grade for the presentation of the results of: 1) research work on the doctoral dissertation, including the state of knowledge on the research topic and the status of empirical research; 2) other scientific and organizational activities carried out at the University of Rzeszów (participation in scientific conferences, writing scientific texts, involvement in the organization of scientific events at the University of Rzeszów).

TOTAL DOCTORAL STUDENT WORKLOAD REQUIRED TO ACHIEVE THE EXPECTED LEARNING OUTCOMES – NUMBER OF HOURS AND ECTS CREDITS

Activity	Number of hours
Scheduled course contact hours	7 x 15 hours – 105 hours
Other contact hours involving the instructor (duty hours, examinations)	6
Non-contact hours – student's own work (preparation for classes or examinations, project, etc.)	309
Total number of hours	420
Total number of ECTS credits	7 x 2 ECTS – 14 ECTS

INSTRUCTIONAL MATERIALS

<p>Compulsory literature:</p>	<p>Booth, W. C., Colomb, G. G., & Williams, J. M. (2008). <i>The craft of research</i> (3rd ed.). University of Chicago Press.</p> <p>Doyle, A., & Caissie, C. (2024). Doctoral student reading and writing: Making our processes visible. <i>Discourse and Writing</i>, 34, 1–23.</p> <p>Evans, D., & Gruba, P. (2014). <i>How to write a better thesis</i> (2nd ed.). Melbourne University Press.</p> <p>Freiermuth, M. R. (2023). <i>Academic conference presentations: A step-by-step guide</i>. Springer International Publishing.</p> <p>Guest, M. (2018). <i>Conferencing and presentation English for young academics</i>. Springer.</p> <p>Kamler, B., & Thomson, P. (2006). <i>Helping doctoral students write: Pedagogies for supervision</i>. Routledge.</p> <p>Rugg, G., & Petre, M. (2020). <i>The unwritten rules of PhD research</i> (2nd ed.). Open University Press.</p> <p>Turabian, K. (2007) <i>A Manual for Writers of Research Papers, Theses, and Dissertations</i>. Chicago: The University of Chicago Press.</p>
<p>Complementary literature:</p>	<p>Bhattacharjee, A. (2012). <i>Social Science Research: Principles, Methods, and Practices</i>. Textbooks Collection.</p> <p>Brady, H. E., & Collier, D. (Eds.). (2010). <i>Rethinking social inquiry: Diverse tools, shared standards</i>. 2nd edition. Rowman & Littlefield.</p> <p>Goff, W. M., & Getenet, S. (2017). Design based research in doctoral studies: Adding a new dimension to doctoral research. <i>International Journal of Doctoral Studies</i>, 12, 107-121.</p> <p>Greener, I. (2011). <i>Designing social research: A guide for the bewildered</i>. SAGE Publications Ltd, https://doi.org/10.4135/9781446287934</p> <p>Kapiszewski, D., MacLean, L. M., & Read, B. L. (2015). <i>Field Research in Political Science: Practices and Principles</i>. Cambridge: Cambridge University Press.</p> <p>Mahoney, J., & Goertz, G. (2006). A Tale of Two Cultures: Contrasting Quantitative and Qualitative Research. <i>Political Analysis</i>, 14(3), 227–249. doi:10.1093/pan/mpj017</p>

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Date and signature of the Course instructor

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Approved by the Head of the Department or an authorised person