

Annexe No. 3
to the Terms and Conditions of the Doctoral School

**PRINCIPLES OF MID-TERM EVALUATION OF THE DOCTORAL STUDENT AND
EVALUATION OF THE SUPERVISION EXERCISED OVER THE DOCTORAL
STUDENT BY THE THESIS SUPERVISOR IN THE DOCTORAL SCHOOL**

§ 1

GENERAL PRINCIPLES

1. The mid-term evaluation of the doctoral student (the "Evaluation") shall be made in the middle of education period
2. The outcome of the evaluation may be positive or negative.
3. The outcome of the evaluation, together with reasons, shall be public.
4. The evaluation shall be conducted by the committee, composed of three persons designated by the College of Directors of the Units in Charge, including one person holding the degree of doktor habilitowany or title of profesor in the field in which the doctoral thesis is prepared, employed beyond the Units in Charge.
5. A representative of doctoral students elected by the Doctoral Students' Self-Government may participate in the work of the Committee as an observer.
6. The committee shall be appointed separately for each doctoral student; the compositions of the committees may be the same for different doctoral students.
7. The composition of the committee shall be public.
8. The committee shall be appointed not later than one month prior to the mid-term evaluation.
9. The date of the commission meeting shall be indicated on the website of the Doctoral School.

§ 2

EVALUATION OF THE DOCTORAL STUDENT

1. Not later than two weeks prior to the date of the committee meeting, the doctoral student should submit to the Secretariat of the Doctoral School a written report on implementation of the Individual Research Plan (the "IRP"), which shall include the updated schedule of preparation of the doctoral thesis for the further terms. A template of the report is defined in Annexe No. 3a to the Terms and Conditions of the Doctoral School.
2. The supervisor within the time limit specified in item 1 should submit a written opinion on the doctoral student to the Secretary of the Doctoral School.
3. After becoming familiar with the report, the Committee shall meet the doctoral student for the purpose of conducting the substantive evaluation of the progress in implementation of IRP.
4. For the purpose of clarification of any doubts connected with implementation of the IRP or any difficulties tackled by the doctoral student, the commission may request the thesis supervisor to take part in the committee meeting.

5. A negative outcome of the mid-term evaluation shall be the basis for removing the doctoral student from the register of doctoral students.

§ 3

EVALUATION OF SUPERVISION EXERCISED OVER THE DOCTORAL STUDENT BY THE THESIS SUPERVISOR

1. At the time of the mid-term evaluation, the Committee shall also evaluate the supervision exercised over the doctoral student by the thesis supervisor.
2. The outcome of the evaluation may be positive or negative.
3. A negative outcome of the mid-term evaluation of the thesis supervisor shall result in change of the thesis supervisor, if the outcome of the evaluation of the doctoral student is positive.

§ 4

OTHER PROVISIONS

1. The committee shall prepare a report on the course and mid-term evaluation and the evaluation of the thesis supervisor, which shall be presented to the Head of the Doctoral School.
2. The protocol of the student's mid-term evaluation as well as the supervisor's evaluation includes:
 - a. description of the course of the work of the Committee;
 - b. evaluation of the doctoral student and supervisor;
 - c. the rationale for the assessment.
3. The doctoral student and the thesis supervisor shall be notified of the outcome of the evaluation within not more than a week of the committee meeting.
4. The doctoral student and the thesis supervisor may file an appeal against the negative outcome of the mid-term evaluation with the Council of the Doctoral School.
5. In the event of a positive outcome of the evaluation of the doctoral student and a negative outcome of the evaluation of the thesis supervisor, the change the thesis supervisor should be changed within three months.

**REPORT ON THE PROGRESS IN IMPLEMENTATION
OF THE INDIVIDUAL RESEARCH PLAN
FOR THE MID-TERM EVALUATION OF THE DOCTORAL STUDENT
OF THE DOCTORAL SCHOOL**
(INCLUDING TIME AND TASKS INCLUDED IN PREPARATION
OF THE DOCTORAL TESIS)

DOCTORAL STUDENT'S DATA

Full name	
Professional title	
Place of performance of the doctoral work	
Scientific discipline of the implementation of the doctoral dissertation	
Working theme of the doctoral thesis	
Planned presentation date of the doctoral thesis	
Report acceptance date <i>(to be completed by the Secretariat)</i>	

DATA OF THE THESIS SUPERVISOR(S)

	Name and surname, including title/degree	Discipline	Affiliation
Thesis supervisor			
Second thesis supervisor			
Auxiliary thesis supervisor			

PART A

1. SCIENTIFIC RESEARCH COMPLETED IN THE LAST 2 YEARS IN THE SCOPE COVERED BY THE THEME OF THE DOCTORAL THESIS

(The volume of text in part A may not exceed 5 typed pages (format A4, font *Times New Roman*, minimum size 11, single spacing, side margins: 2 cm, bottom margin: 1.5 cm).

The description of the completed scientific research should include all material information on the advancement of the scientific research, difficulties tackled by the doctoral student and any changes as compared with the plans presented in the Individual Research Plan . In the event of any discrepancy with the IRP, briefly explain the reason for change.

2. SCHEDULE OF SCIENTIFIC RESEARCH COMPLETED IN THE LAST 2 YEARS, COVERED BY THE SCOPE OF THE DOCTORAL THESIS

Description, in points, of the scientific research completed in the last 2 years, together with information on change, if any, introduced to the IRP. Specify particular data and materials gathered and processed (milestones). In Part B provide information on publications, conferences, grant applications, workshops, etc., provide confirmations of these activities in the attachments, according to semester reports.

Tasks performed in particular years of studies	I	
	II	
Funding of the research in particular years of studies	I	
	II	

PART B

SCIENTIFIC ACHIEVEMENTS IN THE LAST 2 YEARS

PUBLICATIONS*

Year of studies	Full list of authors	Title of paper	Name of journal/ monographs	Pages	Year	Scores according to the list of MES	IF scores
I							
II							

* *attach a copy of the first page of the paper, and in the event of acceptance for print, Confirmation by the editor; MES – the Ministry of Education and Science.*

PARTICIPATION IN CONFERENCES

Year of studies	Name and type of conference*	List of authors**	Title of presentation	Date and place of conference	Type of presentation***
I					
II					

* *national/international*

** *underline the person presenting a paper / presenting a poster*

****oral/poster*

PART C

OTHER FORMS OF SCIENTIFIC ACTIVITY IN THE LAST 2 YEARS

CREDITED COURSES

Year of studies	Name of subject	ECTS scores	Lecturer	Number of hours	Mark
I					
II					

CLASSES RUN BY THE DOCTORAL STUDENT*

Year of studies	Type of classes / name of	Method of running**	Number of hours
I			
II			

*The time of vocational practices (teaching practice) and the applicable procedure are defined in resolutions of scientific councils of the Managing Units.

** Independently / jointly, etc.

APPLICATIONS FOR GRANTS AND PARTICIPATION IN GRANTS AND RESEARCH PROJECTS

Year of studies	Type of grant*	Type of participation in the	Period of performance
I			
II			

* e.g. NCN, FNP, DS. etc.

PARTICIPATION IN ADDITIONAL COURSES, WORKSHOPS, INTERNSHIPS, IMPROVEMENT OF QUALIFICATIONS, ETC.

Year of studies	Name of scientific activity (course, internship, etc.)	Period of stay and place of performance, name of the scientific institution	Acquired skills and their connection with the theme of the doctoral thesis	Source of funding
I				
II				

PROMOTIONAL AND TEACHING ACTIVITY

Year of studies	Form of activity <i>(e.g. presentation at Science Festivals, Scientists' Nights, the Biologist's Night, interviews, lectures, etc.)</i>	Date
I		
II		

OTHER SCIENTIFIC ACTIVITIES, NOT LISTED ABOVE

Year of studies	Form of activity <i>(e.g. supervision over a research club, awarded, submitted or planned grant applications, including indication of the source of funding, participation in grants, participation in the Unit's organisational works, membership in associations, etc.)</i>
I	
II	

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Signature of the doctoral student

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Signature of the supervisor

.....
Signature of the second supervisor

.....
Signature of the auxiliary supervisor

Plan accepted date

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Signature of the Head of the Doctoral School

List of attachments:

1. ...
2. ...