



# Mid-Term Assessment at PUT Doctoral School

Poznan 2021



## The Act dated July 20, 2018 – Law on Higher Education and Science

(Journal of Laws 2021, item 478, as amended)

<https://phdschool.put.poznan.pl/wp-content/uploads/2019/08/The-act-dated-July-20-2018-Law-on-Higher-Education-and-Science.pdf>

### Art. 202.

1. Doctoral students, in consultation with the doctoral student supervisor(s), shall draw up an individual research plan including in particular a schedule for the preparation of the doctoral dissertation and they shall submit it to the entity operating the doctoral school within 12 months of the date of the commencement of education. If an assistant supervisor is appointed, the plan shall be presented after the provision of opinion by that supervisor.
2. The implementation of the plan shall be subject to mid-term evaluation in the middle of the period of education defined in the curriculum, and in the case of education lasting 6 semesters – during the fourth semester.
3. The mid-term evaluation shall end with a positive or negative result. The result of the evaluation, together with the justification, shall be public.

### Art. 204.

1. The education of a doctoral student shall end with the submission of their dissertation.
2. The individual research plan shall specify the deadline for submission of the doctoral dissertation. This deadline may be extended, but by no longer than two years, pursuant to the rules laid down in the regulations of the doctoral school.



## Regulations of the Doctoral School of Poznan University of Technology

Regulations enacted by Academic Senate of Poznan University of Technology Resolution No. 224/2020-2024 dated April 15, 2020, as amended)

[https://phdschool.put.poznan.pl/wp-content/uploads/2021/05/2021\\_Regulations-of-the-Doctoral-School\\_zmieniona.pdf](https://phdschool.put.poznan.pl/wp-content/uploads/2021/05/2021_Regulations-of-the-Doctoral-School_zmieniona.pdf)

### § 15

1. Mid-term evaluation of doctoral students shall be conducted by the Commissions for mid-term assessment within each discipline hereinafter referred to as Commission.
2. The respective Commission composed of 3 persons, including at least 1 person holding the postdoctoral degree or the title of professor possessing research achievements in the discipline in which a doctoral 7 dissertation is being prepared, employed outside the University and 2 persons holding the postdoctoral degree or the title of professor and representing a specific discipline in which a doctoral dissertation is being prepared.
3. Supervisor and auxiliary supervisor must not be members of the Commission.
4. Additionally, it is allowed for the representative of the doctoral students, appointed by the Doctoral Council, to take part in the proceedings of the Commission, however, without the right to vote.
5. The composition of the Commission is proposed by the Chairperson of the Discipline Board in agreement with Coordinator or members of appropriate Discipline Board.
6. The Commission is appointed by the Rector upon the Director's request, the Rector also appoints the head of the respective Commission.



## § 16

1. Mid-term assessment is carried out by the Commission on the basis of:
  - 1) a written report in which the doctoral student presents the implementation of the individual research plan and individual education program,
  - 2) doctoral student's presentation of scientific achievements related to realization of doctoral dissertation,
  - 3) scientific discussion with the doctoral student.
2. During the scientific discussion referred to in sec. 1 point 2, a doctoral student will be asked questions regarding the implementation of their research objectives.
3. The mid-term assessment covers the implementation of an individual education program and individual research plan by the doctoral student, in particular the timeliness and quality of the performance of tasks arising from the schedule of preparation of the doctoral dissertation.
4. Mid-term assessment can have either positive or negative result.
5. The result of mid-term assessment together with its justification should be agreed with all members of the Commission. The result of mid-term assessment together with its justification signed by the head of Commission is passed on to the Director.
6. Administration of doctoral school informs the Chairperson of the appropriate Discipline Board and Coordinator about the result of mid-term assessment.
7. The result of mid-term assessment, together with its justification, shall be public.



## Summarizing

Mid-term assessment introduced by the Act:

- should increase the quality and effectiveness of doctoral student education.... (justification for the project of the Act),
- enables the evaluation of the implementation of the Individual Research Plan (IPB),
- is unambiguous,
- has an obligatory effect:
  - negative assessment → deletion (Art. 203, section 1, point 1),
  - positive assessment → higher scholarship (Art. 209, section 4), the possibility of employment as an academic teacher/researcher (Art. 209, section 10, point 2),
- is public,
- is carried out by a commission,
- indirectly affects the promoter (Art. 190, section 6, point 1 of the Act).



## Schedule of Mid-Term Assessment

[https://phdschool.put.poznan.pl/wp-content/uploads/2021/07/2021\\_Harmonogram-oceny-srodokresowej\\_SzD-PP\\_en.pdf](https://phdschool.put.poznan.pl/wp-content/uploads/2021/07/2021_Harmonogram-oceny-srodokresowej_SzD-PP_en.pdf)

up till September 3, 2021 (Friday)	PhD students who commenced their education at Doctoral School on October 1, 2019 submitting following documents in hard copy and electronic forms; PhD students, who commenced their education later than October 1, 2019, submit documents one month before the end of 2-year period since the beginning of their education at the Doctoral School*: <ul style="list-style-type: none"><li>- Mid-Term Report (Self-Presentation),</li><li>- Assessment of scientific guidance and support in conducting scientific activities,</li><li>- Presentation of Achievements,</li></ul>
September 13-September 24, 2021 (Monday-Friday)	conducting mid-term assessment of PhD students who commenced their education at Doctoral School on October 1, 2019,
October 25, 2021 (Monday)	presenting the results of mid-term assessment of PhD students who commenced their education at Doctoral School on October 1, 2019.

\* Information about the date of conducting of mid-term assessment of PhD students, who commenced their education later than October 1, 2019, will be sent by the Head of Commission to Commission members and doctoral students later on. However, doctoral students' documents will be sent to the Commission one week before the planned meeting.



## Documents of Mid-Term Assessment

<https://phdschool.put.poznan.pl/en/ocena-srodokresowa/>

Until July 7 this year, the Doctoral School Administration has sent to:

- Head of the Commission - information on the composition of the Mid-Term Assessment Commission in the relevant discipline, along with e-mail addresses of Commission members and doctoral students,
- members of the Commission - Statement of Head/Member\* of Mid-Term Assessment Commission regarding their reliability, impartiality and confidentiality; please send the signed declarations back to the address of the Doctoral School by **September 3**.

After September 3, the Doctoral School Administration (to the e-mail addresses of members of the Commission) will send a package of doctoral student documents, which will include:

1. Individual Research Plan,
2. Individual Education Program,
3. Mid-Term Report (Self-Presentation),
4. Assessment of scientific guidance and support in conducting scientific activities,
5. Presentation of Achievements,
6. Mid-Term Assessment Form,
7. Commission Final Assessment.



## Detailed procedure of the Mid-Term Assessment

[https://phdschool.put.poznan.pl/wp-content/uploads/2021/07/2021\\_Tryb-oceny-srodkresowej\\_SzD-pp\\_eng.pdf](https://phdschool.put.poznan.pl/wp-content/uploads/2021/07/2021_Tryb-oceny-srodkresowej_SzD-pp_eng.pdf)

Head of the Commission is responsible for organization of mid-term evaluation meeting and sending information about its appointed date to Commission members, representative of PhD students and PhD students whom the assessment concerns.

The meetings of Commissions can be held remotely, with use of means of electronic communication which ensure in particular:

- 1) meeting to be broadcast in real time to all its participants,
  - 2) real-time multiparty communication enabling participants of the meeting to speak while it is in progress
- and which observe necessary security regulations.

Should any members of the Commission attend mid-term assessment meeting remotely they will be required, following the meeting, to send by email a statement confirming their final assessment together with its justification.

The outcome documents for the meeting of a given Commission are signed by its Head.





## Mid-Term Report (Self-Presentation)

<https://phdschool.put.poznan.pl/en/ocena-srodokresowa/>

1. Basic data.
2. Information on doctoral dissertation:
  - Original title of doctoral dissertation,
  - Planned deadline for submission of dissertation (month, year),
  - Scientific report (description – max 5 pages A4).
3. Report on progress in implementation of Individual Research Plan (IRP):
  - A. Timely execution of research timetable stages up to date and degree of realization of IRP,
  - B. Progress in implementation of doctoral dissertation and degree of its realization,
  - C. Explanation of any discrepancies between stages of realization described in point A and B, and timetable and dissertation submission deadline declared in IRP.
4. Scientific achievements and other activity directly related to implementation of doctoral dissertation which were not indicated in the recruitment process for Doctoral School.
5. Report of realization of I and II year of Individual Education Program (IEP).
6. SWOT analysis of IRP realization and preparation of doctoral dissertation.
7. Additional comments, remarks and/or conclusions by PhD student.



## Mid-Term Assessment Form

[https://phdschool.put.poznan.pl/wp-content/uploads/2021/06/2021\\_Formularz-Oceny-Srodkresowej\\_SzD\\_PP-1.pdf](https://phdschool.put.poznan.pl/wp-content/uploads/2021/06/2021_Formularz-Oceny-Srodkresowej_SzD_PP-1.pdf)

1. Assessment of implementation of Individual Research Plan (IRP) and timetable of doctoral dissertation preparation.
2. Assessment of scientific achievements and other activity directly related to implementation of Individual Research Plan (IRP) and doctoral dissertation.
3. Assessment of realization of Individual Education Program (IEP).
4. Opinion concerning scientific guidance and support in conducting scientific activities.
5. Assessment of Presentation of Achievements and scientific discussion.
6. Final assessment of doctoral student.

Positive / Pozytywna*	Negative / Negatywna*
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7. Justification of Commission's final assessment result taking into account implementation of Individual Research Plan (IRP).
8. Any comments, suggestions or recommendations for the doctoral student or supervisor/s (optional).

\* delete as appropriate / niepotrzebne skreślić



## Commission Final Assessment

<https://phdschool.put.poznan.pl/en/ocena-srodkresowa/>

..... (Names and surname of PhD student)

**the Doctoral Student at PUT Doctoral School / Doktorant Szkoły Doktorskiej PP**  
**discipline of science / dyscyplina naukowa: .....**

The result of assessment / Wynik oceny

<b>Positive / Pozytywna*</b>	<b>Negative / Negatywna*</b>
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Justification / Uzasadnienie

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**On behalf of the Commission / Za Komisję**

.....  
Date

.....  
Legible signature of Head of Commission



# Mid-Term Assessment on PUT Doctoral School website (<https://phdschool.put.poznan.pl/en/ocena-srodkresowa/> /)

The screenshot shows a web browser window with the URL [phdschool.put.poznan.pl/en/ocena-srodkresowa/](https://phdschool.put.poznan.pl/en/ocena-srodkresowa/). The website header includes the PUT logo and navigation menus for DOCTORAL SCHOOL, NEWS, ADMISSION, EDUCATION, PROJECTS AND SCHOLARSHIPS, USEFUL INFORMATIONS, and DOCUMENTS TO DOWNLOAD. There are also links for CONTACT, language flags (Polish and English), and a search icon.

The main content area is titled "Commission for Mid-Term Assessment" and lists "Documents:"

1. Procedure of the mid-term assessment
2. Mid-Term Assessment Form
3. Presentation of achievements of the Doctoral Student at PUT Doctoral School
4. Mid-Term Report
5. Assessment of scientific guidance
6. Statement of member of mid-term assessment commission
7. Schedule of mid-term assessment
8. Commission Final Assessment

There is a Facebook icon next to item 2. Below the list, the category "EDUCATION" is highlighted in a blue button.

On the right side, there is a "Recent Posts" section with the following items:

- Commission of Mid-Term Assessment
- Office closed
- Wykład otwarty
- IX Edycja Konferencji dla Młodych Naukowców
- Baltic University Programme



Thank you for your attention

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