



Detailed procedure of the mid-term assessment at Poznan University Doctoral School in 2021 year

1. On the basis of the Act dated July 20, 2018 – Law on Higher Education and Science (Journal of Laws 2021 item 478, as amended) and Regulations of the Doctoral School (Resolution No. 224/2016-2020 dated April 15, 2020, as amended), a mid-term assessment of PhD students of Poznan University of Technology is conducted.
2. Mid-term evaluation of doctoral students is carried out by relevant Commissions for Mid-Term Assessment within each discipline, hereinafter called Commissions.
3. Each Commission consists of 3 persons, including 1 assistant professor or professor who has research achievements in the discipline in which the doctoral dissertation is being prepared and is employed outside the University as well as 2 persons with either postdoctoral degrees or titles of professor who represent a specific discipline in which a doctoral dissertation is being prepared, and are employed at the University. Composition of the Commission is public.
4. Additionally, it is allowed for the representative of the PhD students, appointed by the Doctoral Council, to take part in the proceedings of the Commission, however, without the right to vote.
5. The position of Head of the Commission is filled in by a Coordinator within Discipline (provided they meet the requirements set out in the Declaration of fairness, impartiality and confidentiality) or a person proposed by the Chairperson of Discipline Board. 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.
6. 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 (**Mid-Term Report (Self-Presentation)**),
 - 2) doctoral student's presentation of scientific achievements related to realization of doctoral dissertation (**Presentation of Achievements**),
 - 3) scientific discussion with the doctoral student.
7. During the scientific discussion, a doctoral student will be asked questions about their research objectives.
8. The implementation of an individual research plan is subject to mid-term evaluation, including the timeliness and quality of the tasks resulting from the schedule of preparation of the doctoral dissertation.
9. Mid-term assessment can have either positive or negative result.
10. The result of mid-term assessment together with its justification is public.
11. In case of negative result of mid-term assessment, a doctoral student is removed from the list of students.

12. Failure in submitting required documentation on the part of a PhD student or failing to attend mid-term assessment on dates stipulated in mid-term assessment timetable, except for fortuitous events, may result in initiating the procedure of removing said student from the list.
13. 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.
14. 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.

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