



Mid-Term Assessment at PUT Doctoral School

Poznan 2023



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

(Journal of Laws 2023, item 212, as amended)

https://phdschool.put.poznan.pl/sites/default/files/SzD/akty_prawne/2023_Ustawa_Prawo_o_szkolnictwie_wy%C5%BCszym_i_nauce.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

Resolution No. 73/2020-2024 of Academic Senate of Poznan University of Technology dated March 30, 2022

https://phdschool.put.poznan.pl/sites/default/files/SzD/akty_prawne/2022_EN_Regulations%20of%20the%20Doctoral%20School.pdf

§ 15

1. Mid-term evaluation shall be conducted by the Commissions for mid-term assessment which is appointed individually for each doctoral student a given 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 in the scientific discipline and having research achievements within the research topic in which a doctoral dissertation is prepared, employed outside the University and 2 persons holding the postdoctoral degree or the title of professor and having research achievements within the scientific discipline in which a doctoral dissertation is 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 students' self-government is allowed to take part in the proceedings of the Commission, however, without the right to vote.
5. The proposal of the composition of the Commission, agreed with the Chair of the Discipline Council and/or members of appropriate Discipline Council, is provided by the Coordinator within the discipline to the Director of the Doctoral School.
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,
 - 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 3, a doctoral student will be asked questions regarding the implementation of their research objectives and individual research plan.
3. The mid-term assessment covers the implementation of an 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 Commission agrees upon the result of mid-term assessment by simple majority of votes and collectively gives justification for the result. 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 Chair of the appropriate Discipline Council and Coordinator about the result of mid-term assessment.
7. The result of mid-term assessment, together with its justification, shall be public.



Schedule of Mid-Term Assessment related to Commission activities

up till September 6, 2023 (Wednesday)	<p>the Doctoral School Administration will send the members of the Commission a complete set of doctoral student* documents necessary for mid-term assessment in electronic version; this will include:</p> <ul style="list-style-type: none">- Individual Research Plan,- Mid-Term Assessment Form,- Commission Final Assessment,- Mid-Term Report,- Assessment of scientific guidance and support in conducting scientific activities,- Presentation of achievements.
September 11 - September 20, 2023 (Monday-Wednesday)	carrying out mid-term assessment of doctoral students who commenced their education at the Doctoral School on October 1, 2021**,
October 4, 2023 (Wednesday)	presenting the results of mid-term assessment of doctoral students who commenced their education at the Doctoral School on October 1, 2021.

*/** information about the date of carrying out and presenting the results of mid-term assessment of doctoral students, who commenced their education later than October 1, 2021 will be sent to members of the Commission by the Head of the Commission whereas the Doctoral School Administration is required to send the set of documents necessary for the mid-term evaluation electronically.

* information about the date of carrying out and presenting the results of mid-term assessment of doctoral students, who commenced their education later than October 1, 2021, will be sent individually to their e-mail accounts in PUT domain @doctorate.put.poznan.pl



Documents of Mid-Term Assessment

Until June 30, 2023, the Doctoral School Administration will send:

- 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, to Head of the Commission,
- Statement of Head/Member of Mid-Term Assessment Commission regarding their reliability, impartiality and confidentiality to Head/Members of the Commission (please send the signed declarations back to the address of the Doctoral School **by July 17, 2023**),
- additional documents to outside Members of the Commission; please return the signed documents to the address of the Doctoral School **by July 17, 2023**.



Detailed procedure of the Mid-Term Assessment

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

When carrying out the mid-term assessment, a means of electronic communication can be used, ensuring 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.

The Commission, in a open vote, agrees upon the result of mid-term assessment by simple majority of votes and collectively gives justification for the result.

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, to the Head 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.



Mid-Term Report

1. Basic data.
2. Information on doctoral dissertation:
 - Planned 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. SWOT analysis of IRP realization and preparation of doctoral dissertation.
6. Additional comments and remarks by doctoral student.



Mid-Term Assessment Form

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. Opinion concerning scientific guidance and support in conducting scientific activities.
4. Assessment of Presentation of achievements and scientific discussion.
5. Final assessment of doctoral student.

Positive / Pozytywna*

Negative / Negatywna*

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

* delete as appropriate / niepotrzebne skreślić



Commission Final Assessment

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

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

The result of assessment / Wynik oceny

Positive / Pozytywna*	Negative / Negatywna*
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Justification / Uzasadnienie

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On behalf of the Commission / Za Komisję

.....
Date

.....
Legible signature of Head of Commission



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 (IRP),
- 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).

All information and documents can be found on the website of the Doctoral School

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



Thank you for your attention

phd.school@put.poznan.pl