



## Details of the manner of organization of the work of Commissions for mid-term assessment at Poznan University of Technology Doctoral School in 2025

1. On the basis of the Act dated July 20, 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571, as amended) and Regulations of the Doctoral School based on resolution passed by the Academic Senate of Poznan University of Technology, mid-term assessment of doctoral students is carried out.
2. Mid-term assessment is carried out by a relevant Commission for mid-term assessment, which is appointed individually for each doctoral student within a given discipline, hereinafter referred to as the Commission.
3. The position of Head of the Commission is filled in by a person meeting the requirements set out in the Declaration of Fairness, Impartiality, and Confidentiality and in § 15 sec. 2 of the Regulations of the Doctoral School. Head of the Commission is responsible for organization of mid-term assessment meeting and sending information about its appointed date to the doctoral student whom the assessment concerns, Commission members, and the representative of doctoral students.
4. Midterm 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**),
  - 2) doctoral student's presentation of scientific achievements related to realization of doctoral dissertation (**Presentation of achievements**),
  - 3) scientific discussion with the doctoral student.
5. During the scientific discussion, a doctoral student will be asked questions about their research objectives and individual research plan.
6. 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.
7. Mid-term assessment can have either positive or negative result.
8. The result of mid-term assessment together with its justification, shall be public.
9. In case of a negative result of mid-term assessment, a doctoral student is removed from the register of doctoral students, in accordance with the provisions in the documents listed in point 1.
10. Failure in submitting complete set of required documents (in hard copy and electronic forms) on the part of a doctoral 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 doctoral student from the register. In the event of a fortuitous event, the doctoral student shall apply to the Director of the Doctoral School for a new date. The application is accompanied by a document confirming the occurrence of the fortuitous event.

11. 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.
12. The Commission, in an open vote, agrees upon the result of mid-term assessment by simple majority of votes and collectively gives justification for the result.
13. 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.
14. The result of the mid-term assessment, together with its justification (and attached e-mail printouts if the Commission member participated in the meeting remotely), signed by the Head of the Commission, is passed on to the Director.

Director of the Doctoral School  
of Poznan University of Technology  
prof. dr hab. Alina Dudkowiak