Mid-Term Assessment at PUT Doctoral School

Poznan 2026

Details of the manner of organization of the work of Commissions for the mid-term assessment at Poznan University of Technology Doctoral School in 2026

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, the mid-term assessment of doctoral students is carried out.
2. The mid-term assessment is carried out by a relevant Commission for the mid-term assessment, which is appointed individually for each doctoral student within a given discipline, hereinafter referred to as the Commission.
3. The respective Commission composed of 3 persons:
    1) at least 1 person employed outside the University and 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, or a person who is employed at the foreign university or scientific institution and the appropriate Discipline Council determines that the individual has made significant contributions to the scientific field covered by the doctoral dissertation,
    2) 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.
4. The positions of Head of the Commission and the Commission member may be held by a person who meets the requirements set forth in the Declaration of Fairness, Impartiality, and Confidentiality and in § 15 sec. 2 of the Regulations of the Doctoral School.
5. Supervisor and auxiliary supervisor must not be members of the Commission.
6. Additionally, a representative of the doctoral students (an observer), designed by the PhD Students' Union has the right to participate in the Commission's work, without the right to vote.

7. The proposal of the composition of the Commission, agreed with the Chairperson of the Discipline Council and members of appropriate Discipline Council, is provided by the Coordinator within the discipline to the Director of the Doctoral School.
8. The Commission is appointed by the Rector upon the Director's request, the Rector also appoints the head of the respective Commission.
9. The Head of the Commission is responsible for organizing the meeting regarding the mid-term assessment and for notifying the doctoral student subject to assessment, the members of the Committee, and the doctoral student representative of the scheduled date of the meeting.
10. 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),
    2) doctoral student's presentation of scientific achievements related to realization of the doctoral dissertation (Presentation of achievements),
    3) scientific discussion with the doctoral student.
11. During the scientific discussion, the doctoral student will be asked questions regarding the implementation of their research objectives and individual research plan.
12. 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.
13. 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 in compliance with the necessary safety regulations

14. The mid-term assessment results in either a positive or negative result.
15. If Commission members participate in a meeting remotely, they are required to send the Head of the Commission an email after the meeting confirming the final assessment result and confirmation of the justification.
16. 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 the Commission is passed on to the Director. The comments, suggestions, or recommendations agreed upon by the members of the Commission regarding the doctoral candidate or supervisor(s) under assessment should be forwarded by the Head of the Commission to the doctoral student or supervisor(s), with a copy sent to the Doctoral School.
17. The Doctoral School Administration informs the Head of the appropriate Discipline Council and the Coordinator about the result of the mid-term assessment.
18. The result of the mid-term assessment, together with its justification, shall be public.
19. In case of a negative result of the mid-term assessment, a doctoral student is removed from the register of doctoral students.
20. 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 the mid-term assessment on dates stipulated in the 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 unforeseen circumstances, the doctoral student must submit a request to the Director of the Doctoral School to reschedule the date. The request must be accompanied by documentation confirming the occurrence of the unforeseen circumstances.

The mid-term assessment schedule

up till August 28, 2026 (Monday) up till 10:00 a.m.	submission of a complete set of required documents in both paper and electronic formats by doctoral students who began their studies at the Doctoral School on October 1, 2024: • Mid-Term Report, • Assessment of Scientific Guidance and Support in Conducting Scientific Activities, • Presentation of Achievements; Doctoral students who began their studies after October 1, 2024, must submit the above-mentioned documents one month before the expiration of the two-year period from the date they began their studies at the Doctoral School;
up till September 2, 2026 (Wednesday)	submission by the Doctoral School administration to the Mid-term Assessment Commission of a complete set of doctoral students' documents, necessary for the mid-term assessment, in electronic format, namely: • Individual Research Plan, • Mid-Term Assessment Form, • Result of the Mid-Term Assessment together with the Justification, • Mid-Term Report, • Assessment of Scientific Guidance and Support in Conducting Scientific Activities, • Presentation of Achievements;
September 7-16, 2026 (Monday-Wednesday)	carrying out the mid-term assessment of doctoral students who began their studies at the Doctoral School on October 1, 2024; */**
September 30, 2026 (Wednesday)	presenting the results of the mid-term assessment of doctoral students who commenced their education at the Doctoral School on October 1, 2024. */**

*Information regarding the date of the mid-term assessment for doctoral students who began their studies at the Doctoral School after October 1, 2024, will be sent to the Commission members by the Head of Commission, and the Doctoral School administration is required to submit the documents necessary for the mid-term assessment in electronic form.

**Information regarding the schedule for carrying out and presenting the results of the mid-term assessment for doctoral students who began their studies at the Doctoral School after October 1, 2024, will be sent individually to their email accounts at @doctorate.put.poznan.pl.

Mid-Term Report

1. Basic data
2. Information on doctoral dissertation:
   1) planned title of doctoral dissertation,
   2) planned deadline for submission of dissertation (day, month, year),
   3) scientific report containing the relevance of research and its innovativeness, the aim and research hypothesis, the subject of study and research methodology, most important results and achievements, as well as the conclusions (description – max 5 pages A4).
3. Progress report on the implementation of the Individual Research Plan (IRP):
   A. timely execution of research timetable stages up to date and degree of realization of IRP,
   B. progress in realization of the doctoral dissertation and degree of its realization,
   C. explanation of any discrepancies between stages of realization described in point A and B and the timetable and deadline for submitting the dissertation 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/or remarks from doctoral student

Mid-Term Assessment Form

1. Assessment of implementation of the Individual Research Plan (IRP) and timetable of doctoral dissertation preparation
2. Assessment of scientific achievements and other activity directly related to implementation of the Individual Research Plan (IRP) and doctoral dissertation
3. Opinion concerning scientific guidance and support in conducting scientific activities
4. Assessment of doctoral student's 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 the Individual Research Plan (IRP)
7. Any comments, suggestions or recommendations for the doctoral student or supervisor/s (optional)

Result of the Mid-term Assessment together with the Justification

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Names and surname of doctoral student/ Imiona i nazwisko doktoranta

the doctoral student at PUT Doctoral School / doktorant Szkoły Doktorskiej PP

[Bez tytułu] discipline of science / dyscyplina naukowa:

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The result of assessment / Wynik oceny

Positive / Pozytywna*	Negative / Negatywna*

Justification / Uzasadnienie

The assessment was carried out on / Ocenę przeprowadzono w dniu .....

On behalf of the Commission / Za Komisję

.....

Name and surname of the Head of the Commission / Imię i nazwisko Przewodniczącego Komisji

.....

Date of signature / Data podpisu

.....

Legible signature of the Head of the Commission / Podpis Przewodniczącego Komisji

Summarizing

The mid-term assessment introduced by the Act:

1) should increase the quality and effectiveness of doctoral student education (justification for the project of the Act),
2) enables the assessment of the implementation of the Individual Research Plan (IRP),
3) is unambiguous,
4) has an obligatory effect:
   - negative assessment → removal from the register of doctoral students (Art. 203, section 1, point 1),
   - positive assessment → higher scholarship (Art. 209, section 4),
5) is public,
6) is carried out by a commission,
7) 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