

ORDER No. 7/2021
of the Head of Doctoral School
of the Maria
Grzegorzewska University
of 20 December 2021

on establishing a schedule of the work of the Mid-term Evaluation Committee and guidelines for conducting the mid-term evaluation, as well as establishing the mid-term evaluation form, the individual research plan report form and the mid-term evaluation review form

Pursuant to § 12(1)(7) and § 20(1) of the Regulations of the Doctoral School of the Maria Grzegorzewska University, adopted by Resolution No. 138/2019 of the Senate of the University of 20 March 2019 on the adoption of the Regulations of the Doctoral School run by the Maria Grzegorzewska University, as amended, the consolidated text of which constitutes Appendix No. 1 to Resolution No. 155/2021 of the Senate of the University of 28 April 2021, I order as follows:

§ 1

1. The following are introduced:

- 1) Guidelines for conducting a mid-term evaluation at the Doctoral School of the University, which is attached as Appendix No. 1 to this Order;
- 2) Schedule for conducting a mid-term evaluation in the 2021/2022 academic year, which is attached as Appendix No. 2 to this Order;
- 3) Individual Research Plan (IRP) Report Form, which is attached as Appendix No. 3 to this Order;
- 4) Mid-term evaluation review form, which is attached as Appendix No. 4 to this Order;
- 5) Mid-term evaluation form, which is attached as Appendix No. 5 to this Order.

§ 2

The Order comes into force on the date it is signed.

Appendix No. 1
to the Order of the Head
of Doctoral School
of 20 December 2021

GUIDELINES FOR CONDUCTING A MID-TERM EVALUATION AT THE DOCTORAL SCHOOL OF THE UNIVERSITY

1. The rules and procedures for conducting the mid-term evaluation are specified by:
 - ✓ Article 202 (2-5) of the Act;
 - ✓ § 12(1)(7) and § 20(1) of the Regulations of the Doctoral School of the Maria Grzegorzewska University.
2. A detailed schedule of dates for the mid-term evaluation is set forth in Appendix No. 2 to this Order.
3. The mid-term evaluation is carried out in four stages:
 - Stage 1 - submission by the doctoral student of a written report on the implementation of the Individual Research Plan (constituting Appendix No. 3 to this Order).
 - Stage 2 - reviews of the doctoral student's implementation of the Individual Research Plan by two reviewers appointed by the Mid-term Evaluation Committee (the review form is attached as Appendix No. 4 to this Order).
 - Stage 3 - interview of the Mid-term Evaluation Committee with the doctoral student. An element of the interview is a short presentation on the progress of the preparation on the doctoral student's dissertation (up to 15 minutes) and a discussion during which the doctoral student is asked questions.
 - Stage 4 - deliberation and preparation of evaluations by the Committee (the committee's evaluation form is attached as Appendix No. 5 to this Order).
 - Stage 5 - announcement of the results of the mid-term evaluation.

4. The Committee conducts a mid-term evaluation on the basis of:
 - ✓ reports of the doctoral student on the implementation of the Individual Research Plan,
 - ✓ reviews of the doctoral student's implementation of the Individual Research Plan by two reviewers,
 - ✓ Individual Research Plan,
 - ✓ Research Project,
 - ✓ presentation and interview with the doctoral student.
5. The Committee's evaluation is determined by consensus. In the absence of consensus, the Committee decides by vote in line with the rules set forth in the Statute of the University provided for the procedure of collegiate bodies in personnel matters.
6. The evaluation can be positive or negative. A positive evaluation requires the doctoral student to receive recommendations from two reviewers both for compliance with the plan and the timeliness of task completion, as well as for the substantive evaluation of completed tasks, including the ongoing research project.
7. The evaluation and its justification are public.

Appendix No. 2
to the Order of the Head
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of 20 December 2021

SCHEDULE FOR THE MID-TERM EVALUATION IN THE 2021/2022 ACADEMIC YEAR

A detailed schedule for conducting the mid-term evaluation is set forth in the table:

Item	Date	Activities	Performer
1.	by 31.10.2021	The Head of the Doctoral School requests the Councils Scientific Disciplines to nominate three reviewers for each doctoral student subject to mid-term evaluation in the 2021/2022 academic year.	Head of the Doctoral School
2.	by 30.12.2021	Submission of nominations for reviewers for each doctoral student undergoing mid-term evaluation in the 2021/2022 academic year by the Chairs of Councils of the Discipline.	Chair of Councils of the Discipline
3.	by 20.12.2021	Selection of external members of the Mid-term Evaluation Committee.	Scientific Council of the Doctoral School
4.	by 20.01.2022	Establishment of a Mid-term Evaluation Committee.	Rector
5.	by 31.01.2021	Appointment, for each doctoral student undergoing mid-term evaluation, of two reviewers from among three designated by the Council of the Discipline in which the dissertation is being prepared.	Mid-term Evaluation Committee
6.	by 04.02.2022	Submission of a report on the implementation of the IRP (as at 31.01.2022).	Doctoral student
7.	by 11.02.2022	Submission of documentation for evaluation to designated reviewers.	BOPA
8.	by 25.02.2022	Review date.	Reviewers
9.	by 04.03.2022	Submission of documentation and reviews to members of the Mid-term Evaluation Committee.	BOPA
10.	15-24.03.2022	Meetings of the Mid-term Evaluation Committee, including presentations by doctoral students and interviews with doctoral students.	Committee: Doctoral students
11.	by 31.03.2022	Announcement of evaluations with justification.	Mid-term Evaluation Committee

Appendix No. 3
to the Order of the Head
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of 20 December 2021

**REPORT ON THE IMPLEMENTATION
OF THE INDIVIDUAL RESEARCH PLAN (IRP)**

GENERAL INFORMATION

A. DOCTORAL STUDENT INFORMATION	
FIRST AND LAST NAME	
STUDENT ID NUMBER	
YEAR OF COMMENCEMENT OF STUDIES AT THE DOCTORAL SCHOOL	

B. DOCTORAL DISSERTATION	
TITLE OF DOCTORAL DISSERTATION	
SCIENTIFIC DISCIPLINE	
PLANNED DATE OF SUBMISSION OF DISSERTATION	
GENERAL DESCRIPTION OF THE DOCTORAL DISSERTATION (Briefly state the scope of the thesis; describe the research problem, the objective adopted, the expected results; max. 500 words)	
SUPERVISOR'S FIRST AND LAST NAME, ACADEMIC DEGREE/TITLE	
ASSISTANT SUPERVISOR'S FIRST AND LAST NAME, ACADEMIC DEGREE/TITLE	

**ANALYSIS OF THE PROGRESS OF THE IMPLEMENTATION
OF THE INDIVIDUAL RESEARCH PLAN (IRP)**

Each time, the status of the task implementation should be specified as: (1) completed, (2) in progress, (3) not completed.

For (1) completed task, specify the results.

For (2) task in progress, describe the measurable results to date. In the case of delays in implementation, the reason should be explained.

For (3) task not completed, state the reason for non-implementation and describe the corrective actions taken.

C. DETAILED RESEARCH PLAN COVERING THE PERIOD OF STUDIES AT THE DOCTORAL SCHOOL		
YEAR OF EDUCATION:	NAME OF RESEARCH TASK	STATUS OF COMPLETION
I		
II		

D. PLANNED OUTCOMES OF RESEARCH ACTIVITIES	STATUS OF COMPLETION
1. SCIENTIFIC ARTICLES/OTHER PUBLICATIONS	
2. PARTICIPATION IN CONFERENCES/SYMPOSIA/CONVENTIONS	
3. PARTICIPATION IN INTERNATIONAL/NATIONAL EXCHANGE PROGRAMS	

E. PLAN OF ACTIVITIES AIMED AT ENHANCING COMPETENCIES TO PREPARE THE DOCTORAL STUDENT FOR RESEARCH AND/OR RESEARCH AND TEACHING WORK		
YEAR OF EDUCATION:	ACTIVITY	STATUS OF COMPLETION
I		
II		

F. TIMELINE FOR THE PREPARATION OF THE DOCTORAL DISSERTATION			
Item	Deadline/implementation period	Planned stages of dissertation preparation	STATUS OF COMPLETION
1st YEAR OF STUDY (academic year 20...../20.....)			
1			
2			
2nd YEAR OF STUDY (academic year 20...../20.....)			
1			
2			

I confirm the truthfulness of the data provided in the report with my own signature

<i>Date of report</i>	<i>Legible signature of the doctoral student</i>
Confirmation of the assistant supervisor <i>(if appointed)</i>	
<i>Date</i>	<i>Legible signature of the assistant supervisor</i>
Confirmation of the supervisor	
<i>Date</i>	<i>Legible signature of the supervisor</i>

Appendix No. 4
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MID-TERM EVALUATION REVIEW FORM

FIRST AND LAST NAME OF DOCTORAL STUDENT:	
FIRST AND LAST NAME OF THE REVIEWER	

The review focuses on the implementation of the Individual Research Plan by the Doctoral Student.

IMPLEMENTATION OF TASKS IN ACCORDANCE WITH THE INDIVIDUAL RESEARCH PLAN (IRP):

PLEASE SELECT THE CORRECT ONE:		
☐	RECOMMENDATION	In accordance with the Regulations of the Doctoral School of the University can be granted in two cases: ✓ most of the tasks are carried out, with reasons provided for why some tasks have not been completed, and alternative solutions are proposed, or ✓ all tasks have been completed.
☐	NO RECOMMENDATION	It means that most tasks are not being carried out.
JUSTIFICATION		

SUBSTANTIVE EVALUATION OF ONGOING TASKS, INCLUDING THE RESEARCH PROJECT:

PLEASE SELECT THE CORRECT ONE:		
☐	RECOMMENDATION	In accordance with the Regulations of the Doctoral School of the University can be granted in two cases: ✓ The project is promising: meaning that the scientific quality of the tasks performed suggests that the doctoral dissertation will receive positive reviews in the doctoral degree conferral process ✓ The project is promising (with remarks): meaning that the scientific quality of the tasks performed is promising enough for the doctoral dissertation to receive positive reviews in the doctoral degree conferral process, but

		improvements and adherence to the reviewer's comments are necessary.
☐	NO RECOMMENDATION	It means that the scientific quality of the tasks carried out does not promise that the dissertation will receive positive reviews in the doctoral degree conferral process.
JUSTIFICATION:		

WEAKNESSES AND STRENGTHS OF THE RESEARCH PROJECT AND THE TASKS COMPLETED

WEAKNESSES	
STRENGTHS	
TIPS FOR THE FUTURE AND OTHER CONSIDERATIONS	

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Reviewer's signature



Appendix No. 5
to the Order of the Head
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of 20 December 2021

MID-TERM EVALUATION FORM

Name of doctoral student:

.....

Name of the supervisor:

.....

Name of the assistant supervisor (if appointed):

.....

Scientific discipline:

.....

Date of commencement of studies at the doctoral school of the University:

.....

Mid-term Evaluation Committee composed of:

Vice-Rector for Academic Affairs:

.....

Head of Doctoral School:

.....

External member:

.....

at a meeting held on

carried out

- ☐ in stationary mode
- ☐ in mixed (hybrid) mode
- ☐ remotely by means of electronic communication

evaluated the implementation of the Individual Research Plan of Ms./Mr.

.....

doctoral student of the Doctoral School of the Maria Grzegorzewska University in Warsaw.

The Committee reviewed the documentation for the mid-term evaluation:

- ✓ report of the doctoral student on the implementation of the Individual Research Plan
- ✓ reviews of the doctoral student's implementation of the Individual Research Plan
- ✓ Individual Research Plan
- ✓ Research Project

and after the presentation and interview with the doctoral student

proceeded to a discussion, during which it was pointed out that

.....
.....
.....

(public part)

RESULT OF MID-TERM EVALUATION

Mid-term evaluation of Ms./Mr.

.....
.....

ended with the result

- ☐ positive
☐ negative

Justification for the mid-term evaluation:

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.....
.....

Warsaw,

Member of the Committee	Name, university	Signature
Vice-Rector for Academic Affairs		
Head of Doctoral School		
External member		