

Appendix No. 1
to the Order of the Head
of Doctoral School
No. 7 of 1 December 2023

**Schedule for the mid-term evaluation at the Doctoral School of the Maria Grzegorzewska University
for the 2023/2024 academic year**

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

Date	Action	Performer(s)
by 6.12.2023 (Wednesday)	Nomination of candidates from outside the entity running the Doctoral School to the Mid-term Evaluation Committee for each discipline in which doctoral students are educated in the 2023/2024 academic year.	Council of the Doctoral School
by 6.12.2023 (Wednesday)	Request to the Chairs of Councils of the Discipline to nominate three candidates for reviewers for each doctoral student subject to mid-term evaluation in the 2023/2024 academic year.	Head of Doctoral School
by 20.12.2023 (Wednesday)	Submission of nominations for reviewers for doctoral students undergoing mid-term evaluation in the 2023/2024 academic year by the Chairs of Councils of the Discipline.	Chair of Councils of the Discipline
by 19.01.2024 (Friday)	Appointment of a Mid-term Evaluation Committee for each discipline in which doctoral students are educated in the 2023/2024 academic year.	Rector
by 31.01.2024 (Wednesday)	Appointment of two reviewers from among three candidates nominated by the Councils of the Discipline for each doctoral student undergoing mid-term evaluation in the 2023/2024 academic year.	Mid-term Evaluation Committees
by 05.02.2024 (Monday)	Submission by doctoral students who commenced their studies at the Doctoral School on 1 October 2022 to the Office for Academic Promotion of a report on the implementation of the IRP (as at 31 January 2024) in paper form, in accordance with the template specified by the Head of the Doctoral School. Doctoral students who began their education later than 01.10.2022 deliver the report one month before the end of the fourth semester of education at the Doctoral School ¹ .	Doctoral students undergoing mid-term evaluation
by 12.02.2024 (Monday)	Submission to the reviewers appointed by the Mid-term Evaluation Committee of the following documents necessary for the mid-term evaluation in electronic form: — Individual Research Plan (with a detailed research project) — Report on the implementation of the Individual Research Plan.	Administration of the Doctoral School

¹ Further activities related to the mid-term evaluation of doctoral students who began education at the Doctoral School later than 1.10.2022 take place during the last month of the fourth semester of education including the announcement of the results of the mid-term evaluation. Information on the date of the mid-term evaluation of doctoral students who began their education at the Doctoral School later than 1 October 2022 will be sent individually to the e-mail account in the @aps.edu.pl domain.

by 26.02.2024 (Monday)	Review date.	Reviewers appointed by the Mid-term Evaluation Committee
by 04.03.2024 (Monday)	Forwarding to members of the Mid-term Evaluation Committee of the following documents necessary for the mid-term evaluation: — Individual Research Plan (with a detailed research project) — Report on the implementation of the Individual Research Plan — Reviews of the implementation of the Individual Research Plan.	Administration of the Doctoral School
by 04.03.2024 (Monday)	Provision of electronic reviews of the implementation of Individual Research Plans to doctoral students.	Administration of the Doctoral School
13-22.03.2024 (Wednesday- Friday)	Completion of mid-term evaluation by the Mid-term Evaluation Committee, including presentations of doctoral students' achievements and interviews with doctoral students.	Mid-term Evaluation Committees; Doctoral students undergoing mid-term evaluation
by 29.03.2024 (Friday)	Announcement of the results of the mid-term evaluation of doctoral students, together with justification.	Mid-term Evaluation Committees; Administration of the Doctoral School