

Mid-term evaluation information in 2023

1. The mid-term evaluation in the CUT Doctoral School will be carried out from 14 to 20 September 2023.
2. The schedule of the mid-term evaluation will be provided by the Director of the CUT DS until May 31, 2023, on the website of the CUT DS.
3. The mid-term evaluation shall be carried out by a committee comprised of three individuals holding the post-doctoral degree (doktor habilitowany) or the title of professor, with at least two of them representing the discipline of the doctoral dissertation in question and at least one of them employed outside of the CUT. The supervisor or co-supervisor may not be members of the committee.
4. The mid-semester evaluation committees shall be appointed by the Director of the CUT Doctoral School from among the candidates submitted by the heads of the scientific councils by the 31 st May prior to the planned date of the mid-term evaluation; the composition of the committees is made public. The head of the committee is the representative of the discipline in the CUT DS Council or a person designated by the head of the scientific council.
5. Mid-term evaluation committees shall be appointed separately for individual doctoral students. However, different committees may have the same members in their composition.
6. Failure to submit or transfer the materials listed in points 10 and 11 within the applicable deadline or failure to appear to present a presentation makes it impossible to carry out the assessment and is tantamount to a negative evaluation.
7. A committee meeting report shall be prepared specifying the outcome of the mid-term evaluation alongside the statement of reasons thereof. The doctoral student confirms that they have read and understood the content of the report within the time limit of 7 days of the announcement of the outcomes.

Mid-term evaluation of the doctoral student

8. The progress in the realisation of the individual research plan shall be evaluated in the following aspects:
 - 1) degree of advancement of the doctoral dissertation;
 - 2) the correctness of the adopted goal;
 - 3) adopted methodology;
 - 4) compliance with the time schedule (including making changes to the initial assumptions that have occurred along the course of work).
9. The mid-term evaluation of the doctoral student includes the assessment of the implementation of the individual research plan.
10. The doctoral student, in accordance with the deadline specified in the mid-term evaluation schedule, submits a folder (white folders preferred, with an elastic band) to the CUT Doctoral School Office. The folder shall be signed with the name and surname in the upper left corner, and on the inside of the cover a form with the description of the folder shall be placed (available in Teams – Doctoral students 2021 channel). The folder should contain:
 - 1) the individual research plan – IPB (supplemented by the CUT DS Office);
 - 2) a report on scientific activity for the annual evaluation of the doctoral student at the CUT Doctoral School – for year 1 (supplemented by the CUT DS Office);
 - 3) a report on scientific activity for the annual evaluation of the doctoral student at the CUT DS School – for year 2
 - 4) a self-report prepared by the doctoral student (signed by the doctoral student) containing:
 - a) Information on the current status of the doctoral dissertation development signed by the supervisor/supervisors. The information should be an extended description of the individual research plan and include a statement of reasons for undertaking a given subject matter based on a list of publications on the subject, a time schedule of the planned works alongside a report on the hitherto made progress in the works, the achieved results and expected outcomes of the works;

- b) a list of the doctoral student's achievements (scientific, design, artistic, organisational);
 - 5) the supervisor's/supervisors' opinion;
 - 6) assessment of supervisory guidance.
11. Documents referred to in Point 10, subpoints 1-6 shall be uploaded by the Doctoral Student to the assigned directory on OneDrive, in accordance with the deadline and according to the rules set out in the mid-term evaluation schedule.

Access to an individual folder on OneDrive was granted in September 2022.

Files (pdfs) should be named according to the following formula:

1. individual research plan – IRP – **surname_IRP**
2. report on scientific activity for the annual evaluation of the doctoral student at the PK Doctoral School – for year 1** - **surname_spr1**
3. a report on scientific activity for the annual evaluation of the doctoral student at the CUT DS School – for year 2 - **surname_spr2**
4. self-report - **surname_autoreferat**
5. the supervisor's/supervisors' opinion - **surname_opinion**
6. assessment of supervisory guidance – **surname_ocena**

**Attachments to individual documents should be merged into one file with the main document.
The directory is to contain 6 files with the above-mentioned names.**

7. The doctoral student is obliged to deliver a multi-media presentation on the realisation of their individual research plan.
8. A representative of the CUT's Doctoral Students' Union may participate as an observer in the presentation of the abstract and discussion.
9. The mid-term evaluation is based on the materials referred to in points 10 and 11 and on the multi-media presentation delivered by the doctoral student. The outcome of the mid-term evaluation is agreed upon during the closed part of the meeting, without the participation of the doctoral student. A member of the evaluation committee may not abstain from voting.
10. The mid-term evaluation ends with a positive or negative result. The outcome and the statement of reasons thereof are open to the public.

Evaluation of supervisory guidance

11. The assessment of supervisory guidance is made on the basis of the assessment of the implementation of the supervisor's tasks listed in § 6 sec. 10 points 1-6 of the Regulations of the CUT Doctoral School (of April 27, 2022) and the assessment of supervisory guidance (form available in Teams). Should there be any doubts related to the supervisory guidance, the committee may ask the supervisor for explanations.
12. The evaluation of the supervisory guidance ends with a positive or negative outcome. The doctoral student, the supervisor and the head of the scientific council of the relevant discipline shall be informed of the negative outcome of the evaluation of the supervisory guidance.

Information and prints on mid-term evaluation are available in Teams in the Doctoral Students' team, Doctoral Students 2021 channel

**In organisational matters regarding a particular discipline,
please contact the representative of the discipline directly.**

The CUT Doctoral School office does not provide presentation and self-report templates.

DIRECTOR

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