
**Guidelines on the organisation of the midterm evaluation
in the Doctoral School of Humanities and Social Sciences
of the University of Gdańsk
in the academic year 2023/2024**

I. Setting deadlines for the midterm evaluation

Pursuant to section 35 paragraph 1 in conjunction with section 3 paragraph 2 subparagraph 3 of the Regulations of Doctoral Schools of the University of Gdańsk (appendix to resolution no. 86/19 of the Senate of the University of Gdańsk of 27 June 2019 on the Regulations of Doctoral Schools of the University of Gdańsk, as amended), hereinafter referred to as the "Regulations":

1. The date of the midterm evaluation in the Doctoral School of Humanities and Social Sciences of the University of Gdańsk, hereinafter referred to as "the School", is set in the middle of the education period specified in the education programme (between the 2nd and 27th of September 2024). If a doctoral student has commenced education in the summer semester, the evaluation shall be conducted between the 3rd and 28th of February 2025.
2. By the 27th of September 2024, after the midterm evaluation in a given academic discipline has been conducted, the chairperson of the committee shall submit a record (report) documenting the midterm evaluation proceedings to the Director of the School. In the case referred to in the second clause of section 1 above, the records shall be submitted by the 28th of February 2025.
3. A detailed schedule of the midterm evaluation is specified in the table:

No.	Start date	Completion date	Task
1.	until 26.04.2024		The chairpersons of the discipline of science councils shall propose candidates for the members of the committees for the midterm evaluation in a given discipline of science
2.	06.05.2024	24.05. 2024	The Director of the School shall appoint the members of the committee to carry out the midterm evaluation in the disciplines
3.	until 30.06.2024		A doctoral student shall submit a request for an interview with the committee, together with the progress report for the second study period (year of education)
4.	23.08.2024		The Doctoral School's Office shall make the documentation available to the members of the committee
5.	2.09.2024	27.09.2024	The committees convene the midterm evaluation meetings, including doctoral students' interviews

6.	until 27.09.2024	The chairpersons of the committees shall submit the records (reports) documenting the midterm evaluation proceedings to the Director of the School
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4. In the event that a doctoral student's education is suspended, in accordance with article 204 paragraph 3 of the Act of 20 July 2018, the Law on Higher Education and Science, hereinafter referred to as "the Act", the midterm evaluation shall be carried out immediately after the cessation of the suspension period, in the middle of the education period specified in the education programme, and according to particular individual deadlines set by the Director of the School.

II. Guidelines for the midterm evaluation

1. The rules and procedure for conducting the midterm evaluation are specified in:
 - 1) article 202 paragraphs 2 to 5 of the Act;
 - 2) sections 35 to 37 of the Regulations;
 - 3) appendix 3 to the Regulations.
2. Subject to section 6, the chairperson of the committee shall direct the work of the committee, in particular:
 - 1) determine a timetable for committee meetings;
 - 2) determine a timetable for interviews with doctoral students;
 - 3) formulate and sign the records (reports) of the midterm evaluation;
 - 4) submit the records (reports) to the Director of the School.
3. The result of the midterm evaluation shall be decided by the committee during their meeting.
4. Committee meetings take place at the University of Gdańsk. Committee meetings may also be held using electronic means of communication in force at the University of Gdańsk, ensuring in particular:
 - 1) real-time transmission of a meeting between its participants,
 - 2) multilateral real-time communication where its participants are able to express themselves during meetings, while observing the necessary safety rules.
5. The documents on the basis of which the committee conducts the midterm evaluation:
 - 1) the individual research plan submitted by a doctoral student, together with any amendments - in accordance with article 202 paragraph 1 of the Act and section 34 and appendix no. 2 to the Regulations;
 - 2) the doctoral student's progress reports on the completion of the education programme and the implementation of the research plan, submitted after the first and second year of education - in accordance with section 15 paragraph 2 of the Regulations;

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- 3) advisor's assessments regarding a doctoral student's progress in the preparation of a doctoral dissertation submitted in accordance with section 16 paragraph 1 and 2, in connection with section 33 paragraph 1 subparagraph 2 of the Regulations;
 - 4) other documents proving the implementation of the individual research plan submitted by a doctoral student.
6. The chairperson of the committee shall ensure that the members of the committee have access to the documents, on the basis of which the committee conducts the midterm evaluation, on the premises of the Doctoral School's Administration. At the request of a committee member, the chairperson of the committee may make the documents available in an electronic, password-protected form directly to the member of the committee.
 7. Before determining the result of the midterm evaluation, in the cases referred to in section 36 paragraph 1 of the Regulations (incomplete documents, inaccuracies in documents, other doubts concerning documents), the committee may take the actions indicated in that provision of the Regulations.
 8. Before determining the result of the midterm evaluation, the committee may also, in accordance with section 36 paragraph 2 of the Regulations, interview the evaluated doctoral student:
 - 1) on their own authority, when they determine it is necessary in order to produce the evaluation result, or
 - 2) at the request of the evaluated doctoral student, which must be submitted by the deadline specified in the schedule provided in the table in section I clause 3 (third row).The committee shall notify a doctoral student of the interview date no later than 14 days before the fixed interview date.
 9. Administrative support for the midterm evaluation is provided by the School.

Appendix to the Guidelines: Midterm evaluation report

**MIDTERM EVALUATION REPORT
THE DOCTORAL SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
OF THE UNIVERSITY OF GDAŃSK**

Doctoral student's first name(s) and last name(s)
Student ID number
Dissertation topic/title
.....
Thesis advisor
Assistant thesis advisor

On* the Committee to conduct midterm evaluation in
the discipline of science:,

composed of:

Chairperson of the Committee:
degree/title/name/place of employment/unit

Member:
degree/title/name/place of employment/unit

Member:
degree/title/name/place of employment/unit

conducted remotely/onsite**

the midterm evaluation of the implementation of the individual research plan by a doctoral student
.....

** Date; if more than one committee meeting was convened during the midterm evaluation, indicate the dates of all meetings.*

*** Delete the appropriate*

Evaluation stages	Committee findings
<p>1. Does the doctoral student conduct the research according to a submitted research plan and its amendments, in particular, to a doctoral dissertation schedule (Yes or No)?</p>	<p><input type="checkbox"/> Yes If the result of this evaluation stage is deemed positive, the midterm evaluation is positive and the committee prepares a justification for this positive result.</p> <p><input type="checkbox"/> No If the result of this evaluation stage is deemed negative, the committee makes the findings referred to below (row 2).</p>
<p>2. Are the submitted reasons for not completing the research plan sufficient and accurately documented and do the suggested corrective actions ensure the conclusion of the plan (Yes or No)?</p>	<p><input type="checkbox"/> Yes If the result of this evaluation stage is deemed positive, the committee makes the findings referred to below (row 3).</p> <p><input type="checkbox"/> No If the result of this evaluation stage is deemed negative, the midterm evaluation is negative and the committee prepares a justification for this negative result.</p> <p><input type="checkbox"/> Not applicable</p>
<p>3. The committee determines whether the doctoral student's progress in the implementation of the research plan enables the completion of doctoral school education (the submission of a doctoral dissertation) within the time frame specified in the research plan (Yes or No)?</p>	<p><input type="checkbox"/> Yes If the result of this evaluation stage is deemed positive, the midterm evaluation is positive and the committee prepares a justification for this positive result.</p> <p><input type="checkbox"/> No If the result of this evaluation stage is deemed negative, the midterm evaluation is negative and the committee prepares a justification for this negative result.</p> <p><input type="checkbox"/> Not applicable</p>

(please start the following section of the report with a new page)

**NON-CONFIDENTIAL PART OF THE RECORD -
IN ACCORDANCE WITH ARTICLE 202 PARAGRAPH 3 OF THE LAW ON HIGHER EDUCATION AND
SCIENCE:**

"The result of the evaluation and its justification shall be made public"

Doctoral student's first name(s) and last name(s)*
Student ID number

RESULT OF THE MIDTERM EVALUATION

The midterm evaluation was concluded with a:

positive/negative* result

** delete as appropriate*

Detailed justification of the midterm evaluation result by the Committee (**compulsory for positive and negative evaluations**):

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

.....
Date and legible signature
of the Chairperson of the Committee