Directive No. 1/2021

of the Director of the Doctoral School of Medical and Health Sciences

of the Jagiellonian University

from 2 March 2021

**on: regulations for conducting mid-term evaluation in PhD programmes of the Doctoral School of Medical and Health Sciences of the Jagiellonian University**

Pursuant to § 2 section 1 and § 4 section 1 point 16 of the Regulation of the Rector of the Jagiellonian University No. 10 from February 14, 2019 on the establishment of doctoral schools at the Jagiellonian University and §18 of the Regulations of the Doctoral School of Medical and Health Sciences , I order the following:

**§ 1 [Scope]**

The Regulations define the organization and manner of conducting the mid-term evaluation in the PhD programmes at the Doctoral School of Medical and Health Sciences of the Jagiellonian University pursuant to §18 of the Regulations of the Doctoral School of Medical and Health Sciences of the Jagiellonian University.

**§ 2 [Composition of the evaluation committee]**

1. The committee for the mid-term evaluation referred to in §18 para. 2 of the Regulations of Doctoral School of Medical and Health Sciences of the Jagiellonian University, is appointed by the Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University at the request of the head of the PhD programme in accordance with §18 sec. 3 of the Regulations of the Doctoral School of Medical and Health Sciences of the Jagiellonian University.

2. The chairman of the mid-term evaluation committee is appointed after consultation with the head of the PhD programme by the Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University. The chairman manages the work of the evaluation committee during its meeting.

3. The member of the mid-term evaluation committee employed outside the university, referred to in §18 para. 2 of the Regulations of Doctoral School of Medical and Health Sciences of the Jagiellonian University, is a person employed in the unit authorized to confer the degree of doctor in the discipline that this person represents.

4. The Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University may, for important reasons, dismiss a member of the committee responsible for conducting the mid-term evaluation.

5. There may not be any relationship between the members of the mid-term evaluation committee and the supervisor in the form of being married, in a straight line of kinship or affinity, up to the second degree of kinship or affinity, or related to adoption, guardianship or guardianship as well as in a relationship.

**§ 3 [Meeting of the evaluation committee]**

1. The mid-term evaluation committee shall meet in full line-up.

2. Date and place of the meeting of the mid-term evaluation committee is decided upon, after consultation with the Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University, by the Head of the PhD programme, who notifies the members of the mid-term evaluation committee in advance. Meeting of the mid-term evaluation committee takes place at the Jagiellonian University Medical College in Cracow.

3. Participation of a member in the meeting of the mid-term evaluation committee may be done remotely by means of electronic communication forms, ensuring open participation for the public during the open part of the meeting, i.e. including the presentation and the discussion after the presentation. In addition to the remote mode, a form of hybrid mode is acceptable, depending on the recognition of the mid-term evaluation committee.

4. If one wishes to participate in the open part of the meeting as the audience, the application should be submitted to the office of the Doctoral School of Medical and Health Sciences of the Jagiellonian University, 14 days before the mid-term evaluation exam.

5. The open, public part of the meeting may become confidential by a decision of the mid-term evaluation committee, excluding the audience participation in the event that the subject of the presentation or conversation with the PhD student will refer to confidential information or constitute a trade secret or other, on which action should be taken, aimed at maintaining confidentiality.

6. The meeting of the mid-term evaluation committee consists of public and confidential parts.

7. A report is prepared from the meeting of the mid-term evaluation committee, according to the template constituting Appendix 1 to these regulations.

8. The mid-term evaluation committee meeting shall be held in language appropriate for a given PhD programme of the Doctoral School of Medical and Health Sciences of the Jagiellonian University.

9. The chairman of the mid-term evaluation committee forwards minutes of the committee meeting to the office of the Doctoral School of Medical and Health Sciences of the Jagiellonian University within 7 days from the date of the meeting or in justified cases with the consent of the Director of Doctoral School of Medical and Health Sciences of the Jagiellonian University, at a later date.

**§ 4 [Assessment]**

1. The mid-term evaluation committee shall, pursuant to §18 para. 6 regulations of the Doctoral School of Medical and Health Sciences of the Jagiellonian University, perform the mid-term evaluation in the form of a resolution. The resolution is drawn up according to the template constituting Annex 2 to these Regulations.

2. The mid-term evaluation committee shall adopt a resolution by a majority of votes. A member of the mid-term evaluation committee may not abstain from voting. A member of the mid-term evaluation committee may dissolve a dissenting opinion.

3. The chairman of the mid-term evaluation committee shall submit the resolution to the office of the Doctoral School of Medical and Health Sciences of the Jagiellonian University within 7 days from the date of the meeting or, in justified cases, with the consent of the Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University, at a later date.

**§ 5 [Conditions for admission to the mid-term evaluation]**

The detailed conditions for admission to the mid-term evaluation, together with the schedule, are specified in the form of a directive by the Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University by February 28 of the calendar year in which the mid-term evaluation is carried out.

**§ 6 [Administrative support]**

Administrative support for the mid-term evaluation is provided by the Doctoral School of Medical and Health Sciences of the Jagiellonian University.

**§ 7 [Objections]**

In the event of a breach of the formal conditions in the course of the assessment, the PhD student may submit an objection to the evaluation made to the school Director within 7 days of receiving the assessment result.

**ANNEXES:**

Annex 1

Annex 2