**Composition of the mid-term evaluation committee**

The mid-term evaluation committee is composed of 3 members:

- 1 person with post-doctoral degree (i.e. habilitation) or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the Jagiellonian University.

- 1 person with the degree of doctor, post-doctoral degree (i.e. habilitation) or the title of professor in the discipline in which the doctoral dissertation is being prepared, or another discipline corresponding to the subject of doctorate, employed at the Jagiellonian University.

- 1 person with post-doctoral degree (i.e. habilitation) or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed at the Jagiellonian University in the discipline indicated by the council.

The supervisor, auxiliary supervisor and members of the doctoral committee may not be members of the mid-term evaluation committee. A person who is subject to circumstances that could affect his impartiality in the opinion of a PhD student, in particular if there is   
a scientific dependence (supervisor of the master's thesis, scientific cooperation in the form of joint research projects or joint scientific publications with a PhD student) or is the superior of the PhD student or has another employment relationship with him, is or has been a spouse or is or has been in cohabitation or is a relative or relative in a straight line or is a lateral relative or relative in the second degree or is related by adoption, guardianship or tutelage.

The mid-term evaluation committee is appointed by the Director of Doctoral School of Medical and Health Sciences of the Jagiellonian University at the request of the Head of the PhD programme, at least 3 months before the planned date of the mid-term evaluation.

**The method of appointing the members of the committee for the mid-term evaluation:**

1. The Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University shall submit a written request to the Head of the relevant PhD programme for the appointment of 3 members of the committee for the mid-term evaluation.

2. The Head of the PhD programme, after reviewing the Individual Research Plan and the report on the individual research plan of a given PhD student, indicates the proposal of 2 people, i.e.:

- 1 person with post-doctoral degree (i.e. habilitation) or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the Jagiellonian University.

- 1 person with the degree of doctor, post-doctoral degree (i.e. habilitation) or the title of professor in the discipline in which the doctoral dissertation is being prepared, or another discipline corresponding to the subject of doctorate, employed at the Jagiellonian University.

3. With regards to the appointment of the third member of the mid-term evaluation committee, it is recommended that the Head of the PhD programme applies by a written request to the Discipline Council to appoint 1 person. This person must have the post-doctoral degree (i.e. habilitation) or the title of professor in the discipline in which the doctoral dissertation is prepared and employment at the Jagiellonian University, but does not have to be a member of the Discipline Council.

4. The chairman of the mid-term evaluation committee is appointed by the Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University after consulting with the Head of the PhD programme.

5. The Head of the PhD programme shall send the proposal of the composition of the mid-term evaluation committee to the office of the Doctoral School of Medical and Health Sciences of the Jagiellonian University by February 28 of the year in which the mid-term examination will take place.

6. The office of the Doctoral School of Medical and Health Sciences of the Jagiellonian University sends the following documents to the persons indicated by the Head of the PhD programme:

- a letter asking for consent to participate in the work of the mid-term evaluation committee,

- declaration of no conflict of interest.

7. The Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University appoints a commission for the mid-term evaluation at least 3 months before the planned date of the mid-term evaluation.

**Formal conditions for admitting a PhD student to the mid-term evaluation**

The assessment concerns the results of the implementation of an individual research plan.

An individual research plan is submitted within 12 months from the commencement of education at the Doctoral School of Medical and Health Sciences of the Jagiellonian University, it is possible to modify it during the 2nd year of education, but not later than January 31 (for 2019/2020 recruitment until March 15) of the year in which the assessment is carried out mid-term. In the 3rd and 4th years of education, it is also possible to modify the individual research plan, but not more often than once a year.

Documents required for admission to the mid-term evaluation:

1. Approved final version of the individual research plan (document kept by the Doctoral School of Medical and Health Sciences of the Jagiellonian University);

2. Approved report on the implementation of an individual research plan after the 1st year of education (document kept by the Doctoral School of Medical and Health Sciences of the Jagiellonian University);

3. Preliminary report on the implementation of an individual research plan (possible update by 30 June) in paper and electronic versions.

4. Attachment documenting the results of research in paper and electronic form.

5. Opinion of the Supervisor(s) on the scientific quality of the presented results in paper and electronic versions.

The PhD student submits the documents described in points 3, 4 and 5 - by May 15 of the year in which the mid-term evaluation is carried out to the office of the Doctoral School of Medical and Health Sciences of the Jagiellonian University.

The attachment (point 4) is understood as a portfolio (set of research results) documenting the progress of the PhD student's research work. The portfolio should contain materials enabling the assessment of the PhD student's achievements to date in the process of implementing an individual research plan and may include: published scientific articles (or a manuscript with confirmation of acceptance by a journal from the Ministry of Science and Higher Education list), an initial database prepared for analysis, a report on the results of experimental research, documentation of other empirical data collected for the analysis and other relevant materials proving the progress in the implementation of the individual research plan.

The Supervisor decides on the form of presentation of the results of the implementation of an individual research plan. The list of exemplary forms of presentation of the individual research plan implementation results will be posted on the Doctoral School of Medical and Health Sciences of the Jagiellonian University website.

**Criteria for the mid-term evaluation**

The mid-term evaluation committee assesses the implementation of the individual research plan by the PhD student on the basis of:

- a report on the implementation of the individual research plan and education programme, presented by the PhD student no later than 30 days before the date of the committee's meeting, via the Doctoral School;

- materials documenting the course of doctoral student education made available during the committee meeting (individual research plan, reports on the implementation of an individual research plan, materials documenting the results of research)

- presentation of the achievements in the course of research by the PhD student during the committee's meeting - in the form of slides with a PhD student's commentary;

- discussion with the doctoral student after the presentation.

The mid-term evaluation criteria include formal and substantive criteria (2 hard, 3 soft).

A positive assessment requires meeting all (2 out of 2) formal criteria and at least 2 out of 5 substantive criteria, including at least 1 hard criterion.

The formal criteria include:

1. positive opinion of the supervisor(s) on the scientific quality of the results of the PhD student's research;

2. approval by the Head of the PhD Program of reports on the implementation of an individual research plan during the 1st and 2nd year of education.

The substantive criteria (2 hard, 3 soft) include activities related to the implementation of an individual research plan:

1. hard criterion - preliminary results of the research planned in the individual research plan carried out by the doctoral student (positive assessment on the basis of the original work published in a journal from the Ministry of Science and Higher Education list or an analysis of the preliminary database or presentation of the results at a national or international scientific conference outside Poland).

2. hard criterion - a literature review (a positive evaluation on the basis of a review paper or a literature review or a clinical case report - published in a journal from the list of the Ministry of Science and Higher Education, thematically related to the subject of an individual research plan).

3. soft criterion - obtaining the certificates by the PhD student necessary for the research methods planned in the individual research plan, in the form of methodological courses or

concerning ethical issues or statistical methods (positive assessment on the basis of a personal certificate of completion of the course).

4. soft criterion - training in techniques and methods necessary for the implementation of an individual research plan, in the form of at least a 5-day research internship in a national or foreign unit other than the unit for the implementation of an individual research plan (positive assessment based on a certificate from the head of the unit where the PhD student did the research internship, listing the research techniques mastered by the PhD student).

5. soft criterion - obtaining funding or a documented attempt to obtain funding for a research project thematically related to an individual research plan - as a project coordinator financed from non-university or intra-university sources (positive evaluation based on the decision to grant funding or on the basis of a complete application for funding with confirmation of submission).

The fulfilment of the formal and individual substantive criteria is assessed by the committee responsible for the mid-term evaluation in the classified part of the meeting. In the event of a disagreement within the mid-term evaluation committee, the majority of votes shall decide on the assessment of the criteria.

The mid-term evaluation ends with a positive or negative result announced to the PhD student after the end of the meeting. The assessment requires justification.

The result of the assessment with justification is public.

A protocol is being prepared for the mid-term evaluation.

**Schedule for the Mid-Term Evaluation at the Doctoral School of Medical and Health Sciences of the Jagiellonian University in the 2020/2021 academic year.**

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| --- | --- | --- |
| **Activities** | **Deadlines** | **Coordinating**  **persons and teams** |
| Approval of the final version of the documents that will be the basis for the mid-term evaluation *(the list of documents is listed in the formal conditions for admitting a PhD student to the mid-term evaluation).* | by 15 May, when the mid-term evaluation is carried out | Supervisor  Auxiliary supervisor  Head of the PhD Programme |
| Proposal of the composition of the Mid-term evaluation committee and obtaining the consent of the proposed persons | 1 April - 30 May of the year in which the mid-term evaluation is carried out | Head of the PhD Programme,  Chairman of the Discipline Councils |
| Establishment of the Mid-term evaluation committee | by 31 May when the mid-term evaluation is carried out | The Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University |
| Submission to the Heads of PhD programmes of the final, signed paper and electronic version of the report on the implementation of the individual research plan with attachments. | by 30 June of the year in which the mid-term evaluation is carried out | PhD student after consultation with the supervisor and auxiliary supervisor |
| Formal verification of documents by the Heads of the PhD Programmes and them sending written applications to the Director of the Doctoral School of Medical and Health Sciences for the admission of the doctoral student to the mid-term evaluation. | by 15 July of the year in which the mid-term evaluation is carried out | Head of the PhD Programme |
| Providing the PhD student with information on the composition of the mid-term evaluation committee and the date of the mid-term evaluation | by 31 July of the year in which the mid-term evaluation is carried out | Office of the Doctoral School of Medical and Health Sciences of the Jagiellonian University |
| Forwarding of the materials received from the PhD student to the mid-term evaluation committee. | by 31 July of the year in which the mid-term evaluation is carried out | Office of the Doctoral School of Medical and Health Sciences of the Jagiellonian University |
| Meetings of the Mid-term evaluation committee  During the meeting of the committee, the PhD student presents the findings made in the course of the research. After the presentation, a discussion with the PhD student takes place.  The presentation and discussion are open to the public. | September 1-14, of the year when the mid-term evaluation is carried out | Mid-term evaluation committee |