**Order no. 1/2022**

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

**from 23 February 2022**

**on: Regulations for conducting mid-term assessment in doctoral programmes of the Doctoral School of Medical and Health Sciences**

Pursuant to § 2 section 1 and § 4 section 1 point 16 of the Rector of the Jagiellonian University Oder no. 10 of February 14, 2019 on the establishment of doctoral schools at the Jagiellonian University and §18 sec. 8 of the Regulations of the Doctoral School of Medical and Health Sciences, with the consolidated text attached as Annex 1 to Resolution no. 4/I/2022 of the Jagiellonian University Senate from 26 January 2022, I hereby order the following:

§ 1 [Scope]

The regulations define the detailed rules for conducting mid-term assessment in the doctoral programmes of the Doctoral School of Medical and Health Sciences.

§ 2 [Definitions]

1. The terms used in these regulations mean:

1) School Regulations - Regulations of the Doctoral School of Medical and Health Sciences;

2) Regulations - these regulations;

3) Committee - mid-term assessment committee;

2. The definitions adopted by the Statute and the School Regulations, unless otherwise indicated, shall apply to these Regulations.

§ 3 [Committee members]

1. The mid-term assessment committee is composed of 3 members:

1) 1 person with the post-doctoral habilitation or the title of professor in the discipline in which the PhD dissertation is being prepared, employed outside the University,

2) 1 person with the degree of doctor, post-doctoral habilitation degree or the title of professor in the discipline in which the PhD dissertation is being prepared or other discipline relevant to the subject of the doctorate, employed at the University,

3) 1 person with the post-doctoral habilitation degree or the title of professor in the discipline in which the PhD dissertation is being prepared, employed at the University, indicated by the Discipline Board.

2. The member of the Committee referred to in §18 sec. 2 of the School Regulations employed outside the university, is a person employed in the unit authorized to confer doctoral degrees in the discipline that this person represents.

3. A member of the Committee may not be:

1) supervisor, auxiliary supervisor and members of the doctoral committee,

2) a person for whom there are circumstances that could affect his impartiality in the opinion of the doctoral student, in particular if there is a scientific dependency (supervisor of the student's master thesis, scientific cooperation in the form of joint research projects or joint scientific publications with the doctoral student over a period of 5 years before the month in which the mid-term evaluation takes place) or is the superior of the doctoral student or has a different employment relationship with him, is or has been a spouse or is or has lived together or has a direct relative or relationship, or is a relative or has affinity in the collateral line to the second degree, or is related via adoption, care or guardianship,

3) a person who is or was a spouse of the supervisor, remains or has lived with or is a relative or has affinity in a straight line, or is a relative or collateral relationship to the second degree, or is related via adoption, care or guardianship.

4. The Director may dismiss a member of the Committee for important reasons.

§ 4 [Method of appointing the Committee]

1. The Director submits a written request to the Co-ordinator to appoint 3 members of the Committee. The first sentence does not apply when the post of the Co-ordinator is shared by a person who is also the Director.

2. The Co-ordinator, having read the individual research plan and the report on the individual research plan of a given doctoral student, sends the proposal of the composition of the Committee to the School Office by March 31 of the year in which the mid-term examination for doctoral students of the 8-semester programmes will take place and by September 30 of the year preceding the mid-term assessment for doctoral students of the 6-semester programme.

3. The School Office sends the following documents to the persons indicated by the Co-ordinator:

1) a letter asking for consent to participate in the work of the Committee,

2) declaration of no conflict of interest.

4. The Committee is appointed by the Director at the request of the Co-ordinator at least 3 months before the planned date of the mid-term assessment. If the post of the Co-ordinator is shared by a person who is also a Director, the Committee is appointed by the Director to conduct the mid-term assessment.

5. The Chair of the Committee is appointed by the Director after consultation with the Co-ordinator. In the event that the post of the Co-ordinator is shared by a person who is also the Director, the Chair of the Committee is appointed by the Director.

§ 5 [Meetings of the Committee]

1. Meetings of the Committee shall be held with all members present.

2. The Chair of the Committee manages the works of the Committee.

3. The date and place of the meeting of the Committee shall be set, after consultation with the Director, by the Co-ordinator, who shall notify the members of the Committee of this fact in advance via e-mail. The meetings of the Committee are held at the Jagiellonian University Medical College in Cracow.

4. A meeting of the Committee shall consist of a public part, including a presentation and a discussion after the presentation, and a closed part, of the Committee's deliberations on the result of the mid-term assessment. The suggested duration of the public part is 30 minutes (20 minutes for PhD student presentation, 10 minutes for a discussion with the PhD student).

5. Participation of a member of the Committee in a meeting may take place remotely by means of electronic communication, provided that open participation is ensured for the public in the open part of the meeting. In addition to the remote mode, a form of hybrid mode is acceptable, at the discretion of the Chair of the Committee.

6. If one wishes to participate in the public part of the meeting as the audience, one should submit an application to the School Office 14 days before the mid-term assessment meeting is to be carried out.

7. The supervisor/supervisors, auxiliary supervisor and members of the doctoral committee, if appointed, may participate in the open part of the meeting.

8. Assessment committee meeting report is prepared from the mid-term assessment meeting.

9. A meeting of the Committee is held in the language appropriate for a given doctoral programme.

10. The Chair of the Committee shall forward the assessment committee meeting report to the School Office within 7 days from the date of the meeting or, in justified cases, with the Director's consent, at a later date.

§ 6 [Detailed conditions for admission to the mid-term evaluation, evaluation criteria, schedule, template of the minutes of the Committee meeting]

The detailed conditions for admission to the mid-term assessment, assessment criteria, schedule and template of the assessment committee meeting report during which the mid-term assessment is carried out, are specified by the Director in the form of an order by 28 February of the calendar year in which the mid-term assessment of doctoral students of the 8-semester programmes is carried out, or the year preceding the mid-term assessment for doctoral students of the 6-semester programme.

§ 7 [Assessment]

1. The mid-term assessment ends with a positive or negative result announced to the doctoral student at the end of the meeting. The assessment requires justification.

2. The result of the assessment with justification is public.

3. The committee makes the mid-term assessment in the closed part of the meeting in the form of a resolution. The resolution is drawn up according to the template constituting Annex 1 to the Regulations.

4. The Committee adopts a resolution by a majority of votes. A member of the Committee may not abstain from voting. A member of the Committee may present a dissenting opinion.

5. The Chair of the Committee submits the resolution to the School Office within 7 days from the date of the meeting or, in justified cases, with the Director's consent, at a later date.

6. The doctoral student shall gain access to the mid-term assessment report and resolution together with the justification within 14 days from the date of the mid-term assessment committee meeting or, in justified cases, with the consent of the Director, at a later date.

7. Upon request, a doctoral student may receive a copy of the resolution with justification and a copy of the mid-term assessment report by e-mail or by letter. In the application, the doctoral student indicates the preferred form of providing the above-mentioned documentation.

§ 8 [Administrative service]

The administrative service for the mid-term assessment is provided by the School Office.

§ 9 [Objections]

In the event of a breach of the formal conditions during the assessment, the doctoral student may submit an objection to the assessment to the Director within 7 days of receiving the assessment result.

§ 10 [Final provisions]

1. The Order no. 1/2021 of the Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University from 2 March 2021 on: the regulations for conducting mid-term assessment in the doctoral programmes of the Doctoral School of Medical and Health Sciences of the Jagiellonian University is expired.

2. The Order shall enter into force on the day of its signing.

Annex 1 to the Regulations for conducting mid-term assessment in doctoral programmes of the Doctoral School of Medical and Health Sciences

**RESOLUTION**

**OF THE MID-TERM ASSESSMENT COMMITTEE**

**ON THE IMPLEMENTATION OF THE INDIVIDUAL RESEARCH PLAN**

**IN THE DOCTORAL SCHOOL OF MEDICAL AND HEALTH SCIENCES**

Acting on the basis of: art. 202 sec. 2-5 of the Act of July 20, 2018 - Law on Higher Education and Science (Dz.U. of 2021 item 478 as amended), §18 of Regulations of the Doctoral School of Medical and Health Sciences, the consolidated text of which constitutes Annex no. 1 to Resolution no.4/I/2022 of the Jagiellonian University Senate from 26 January 2022, § 7 of the Regulations for conducting mid-term assessment in doctoral programmes of the Doctoral School of Medical and Health Sciences, adopted by Regulation no. 1/2022 of the Director of the Doctoral School of Medical and Health Sciences from 23 February 2022, the Committee to carry out the mid-term assessment on the implementation of the individual research plan by Ms/Mr.

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as part of the doctoral programme in the discipline of medical/pharmaceutical/health sciences\* composed of:

1. ............................................................. - Committee Chair
2. ............................................................. - Committee Member
3. ............................................................. - Committee Member

decides to adopt by a majority of votes/unanimously\* the resolution positively/negatively\* assessing the implementation of an individual research plan by Ms/Mr.............................................

**SUBSTANTIATION**  
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…………………………………. – Committee Chair ………………………………….

*title/academic degree name and surname signature*

…………………………………. – Committee Member ……………………………………

*title/academic degree name and surname signature*

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