

**Annex No. 1 to Order No. 1/2024  
of the Director of the Doctoral School of Medical and Health Sciences  
of 28 February 2024**

**Order No. 1/2022  
of the Director of the Doctoral School of Medical and Health Sciences  
of 23 February 2022**

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

Pursuant to § 2(1) and §4(1)(16) of the Order No. 10 of the Rector of the Jagiellonian University of 14 February 2019 on the establishment of doctoral schools at the Jagiellonian University, as amended, § 18(6) of the Regulations for Doctoral Schools of the Jagiellonian University in Kraków, the consolidated text of which is attached as annex to the Resolution No. 39/IV/2023 of the Senate of the Jagiellonian University of 26 April 2023, I order as follows:

§1 [Scope]

The Regulations set out the detailed rules for the conduct of 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 shall have the meanings stated below:
  - 1) School Regulations - Regulations for Doctoral Schools of the Jagiellonian University in Krakow;
  - 2) Regulations – these regulations;
  - 3) Committee – the Mid-term Assessment Committee;
2. Definitions adopted by the Statute and the School Regulations shall, in the absence of any indication to the contrary, apply to these Regulations.

§ 3 [Composition of the Committee]

1. The Mid-term Assessment Committee consists of 3 members:
  - 1) 1) one person holding a post-doctoral habilitation degree or professor's degree in the discipline in which the doctoral dissertation is being prepared, employed outside the entity conducting the School, or a person who is an employee of a foreign university or research institution, if the Senate or the Discipline Board considers that the person has significant achievements in the research issues to which the doctoral dissertation relates,
  - 2) one person holding a doctoral degree, a post-doctoral habilitation degree or a professor's degree, employed by the University, who has declared that their academic achievements correspond to the discipline in which the PhD dissertation is being

prepared or to another discipline corresponding to the subject of the doctoral dissertation,

- 3) one person holding a post-doctoral habilitation degree or a professor's degree, employed by the University and appointed by the Discipline Board, who has declared that their academic achievements correspond to the discipline in which the PhD dissertation is being prepared.
2. A member of the Committee employed outside the entity conducting the School referred to in §17(1) of the School Regulations shall be a person employed in a unit authorised to confer doctoral degrees in the discipline which that person represents.
3. A member of the Committee may not be:
  - 1) supervisor, auxiliary supervisor and members of the doctoral committee,
  - 2) a person with regard to whom there are circumstances that could affect their impartiality in the PhD student assessment, in particular if there is a research relationship (supervisor of the MA thesis of a PhD student, research cooperation with a PhD student in the form of joint research projects or joint research publications within 5 years before the month in which the mid-term assessment takes place), or a person who is a superior of a PhD student, or is in any other employment relationship with a PhD student; a person who is or was the spouse of a PhD student, or is or was in cohabitation with a PhD student, or a person who is a direct or collateral relative of a PhD student up to the second degree, or is related by adoption, guardianship or custody,
  - 3) a person who is or was the supervisor's spouse, is or was cohabiting with the supervisor, or a person who is a direct or collateral relative of a supervisor up to the second degree or is related by adoption, guardianship or custody.
4. The Director may, for important reasons, dismiss a member of the Committee.

#### § 4 [Method of Committee appointment]

1. The Director shall request in writing from the Doctoral Programme Co-ordinator the appointment of 3 persons to the Committee. The first sentence shall not apply where the post of Co-ordinator is held by a person who is also a Director.
2. After reviewing the PhD student's individual research plan and the report on it, the Co-ordinator shall send a proposal for the composition of the Committee to the Doctoral School office by 31 May of the year in which the mid-term examination is held for PhD students in 8-semester programmes, and by 30 September of the year preceding the mid-term assessment for PhD students in 6-semester programmes. The Co-ordinator will discuss with the proposed members of the Committee their availability during the period of the planned mid-term assessment and will provide the Doctoral School office with contact details (email address, telephone number) of Committee members who are employed outside the University.
3. The Doctoral School office sends the following documents to the members of the Committee designated by the Co-ordinator:
  - 1) a letter requesting permission to participate in the work of the Committee,
  - 2) a declaration of consent to participate in the work of the Committee and that there are no grounds for exclusion from the procedure,

- 3) a confidentiality statement,
  - 4) an authorisation to process personal data at the Jagiellonian University together with a declaration by the authorised person,
  - 5) a declaration that the member is a holder of a post-doctoral habilitation degree or a professor's degree in the discipline in which the doctoral dissertation is being prepared (refers to the member of the Committee mentioned in § 3(1)(1)).
4. The Committee is appointed by the Director at the request of Co-ordinator, at least three months before the scheduled date for the mid-term assessment. If the post of Co-ordinator is held by a person who is also the Director, the Mid-term Assessment Committee shall be appointed by the Director.
  5. The Chair of the Committee shall be appointed by the Director after consultation with the Co-ordinator. If the post of Co-ordinator is held by a person who is also the Director, the Chair of the Committee shall be appointed by the Director.

#### § 5 [Committee meetings]

1. Meetings of the Committee shall be held in full.
2. The work of the Committee is directed by the Chair of the Committee.
3. The date and place of the meeting of the Committee shall be fixed by the Co-ordinator, after consultation with the Director, who shall give due notice by e-mail to the members of the Committee. The meetings of the Committee shall be held at the Jagiellonian University Medical College.
4. The Committee meeting will consist of a public part, consisting of a presentation followed by a discussion, and a non-public part, consisting of the Committee's deliberations on the results of the mid-term assessment. The suggested duration of the public part is 30 minutes (20 minutes presentation by the PhD student, 10 minutes discussion with the PhD student).
5. The member of the Committee may participate in a meeting by remote means of electronic communication, provided that the public is allowed to participate in the public part of the meeting. In addition to the remote mode, a form of hybrid mode is acceptable. For all PhD students undergoing the assessment, the mode of the mid-term assessment (in-person, remote or hybrid) in an academic year shall be determined by the Director.
6. If a person wishes to attend the public part of the meeting as an audience member, a request must be submitted to the Doctoral School office 14 days prior to the meeting at which the mid-term assessment is to take place. Participation in the public part of the meeting may be restricted or excluded in particular due to organisational circumstances and if the content presented by the PhD student is of a confidential nature or constitutes a trade secret or other information for which measures must be taken to ensure its confidentiality. The Supervisor shall make a declaration whether it is necessary to maintain the confidentiality of the above information within the same time limit as the deadline for submission of documents for the PhD student as set out in the order on determining the specific conditions for admission to the mid-term assessment, assessment criteria, the mid-term assessment schedule and the template of the Committee meeting report for conducting mid-term assessment.

7. The supervisor(s), auxiliary supervisor and members of the doctoral committee, if appointed, may attend the public part of the meeting.
8. The report of the meeting at which the mid-term assessment is carried out is prepared.
9. The meeting of the Committee shall be held in the language appropriate to the doctoral programme.
10. The Chair of the Committee shall forward the Committee meeting report to the Doctoral School office within 14 days of the date of the meeting or, in justified cases with the agreement of the Director, at a later date. In the case of doctoral programmes conducted in a language other than Polish, the report and the resolution shall also be prepared in the language appropriate to the doctoral programme.

§ 6 [Detailed rules for organising the mid-term assessment, documentation, assessment criteria, schedule, model of the Committee meeting report]

Detailed rules for the organisation of the mid-term assessment, including in particular the documentation to be submitted by a PhD student for assessment, the assessment criteria, the schedule and the model report of the Committee meeting during which the mid-term assessment is carried out, shall be laid down by the Director in the form of an order, by 28 February of the calendar year in which the mid-term assessment of PhD students in 8-semester programmes is carried out, or the year preceding the mid-term assessment for PhD students in 6-semester programmes.

§ 7 [Assessment]

1. The mid-term assessment shall be either positive or negative, to be announced to the PhD student after the end of the meeting. The assessment shall require justification.
2. The result of the assessment and the justification are open to public.
3. The Committee shall carry out the mid-term assessment in the form of a resolution during the non-public part of the meeting. The resolution shall be drawn up in accordance with the model attached as Annex 1 to the Regulations.
4. The Committee adopts a resolution by majority vote. 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 shall forward the resolution to the Doctoral School office within 14 days of the meeting or, in justified cases, with the agreement of the Director, at a later date.
6. The PhD student shall be given access to the report and the resolution, together with the reasons, within 21 days of the mid-term assessment committee meeting or in justified cases, with the approval of the Director, at a later date.
7. The PhD student may, upon request, receive a copy of the resolution with reasons and a copy of the report of the mid-term assessment by e-mail or by letter. In the application, the PhD student must indicate the preferred form of delivery of the above documentation.

§ 8 [Administrative service]

Administrative support for the mid-term assessment is provided by the School Office.

§ 9 [Reservations]

In the event of a breach of formal conditions in the assessment, the PhD student may lodge an objection to the conduct of the assessment with the Director within 14 days of being entitled to inspect the report and the resolution with reasons in accordance with § 7(6), or of receiving a copy of the resolution with reasons and a copy of the mid-term assessment report in accordance with § 7(7), whichever occurs first.

§ 10 [Final provisions]

1. Order No. 1/2021 of the Director of the Doctoral School of Medical and Health Sciences of the Jagiellonian University of 2 March 2021 on Regulations for conducting mid-term assessment in doctoral programmes of the Doctoral School of Medical and Health Sciences of the Jagiellonian University is repealed.
2. The Order shall enter into force on the date of signature.