**Order No. 2/2024**

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

**of 28 February 2024**

**on: laying down detailed rules for the organisation of the mid-term assessment, including in particular the documentation to be submitted by the PhD student for assessment, the assessment criteria, the assessment schedule and the model of the assessment committee meeting report**

Pursuant to § 2(1) and § 4(1)(16) of 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, annexed to Resolution No. 39/IV/2023 of the Senate of the Jagiellonian University of 26 April 2023, and §6 of Order No. 1/2022 of the Director of the Doctoral School of Medical and Health Sciences of 23 February 2022 on the Regulations for mid-term assessment in doctoral programmes of the Doctoral School of Medical and Health Sciences, as amended, I order as follows:

§1 [Scope]

The Order shall lay down detailed rules for the organisation of the mid-term assessment, including in particular the documentation to be submitted by the PhD student for assessment, the assessment criteria, the assessment schedule and the model of the assessment committee meeting report.

§ 2 [Documentation to be submitted by a PhD student for assessment]

1. The PhD student is required to submit the following documents to the School at least one month before the scheduled date of the mid-term assessment:
2. a report on the individual research plan prepared in collaboration with the supervisor, in paper and electronic form, drawn up in accordance with the model set out in Annex No. 1 to the Order, confirmed by the supervisor or supervisors, or the supervisor and auxiliary supervisor;
3. A portfolio of numbered attachments confirming all the results of the research work mentioned in the report in paper and electronic versions;
4. an opinion from the supervisor(s), auxiliary supervisor(s) and doctoral committee, if any, giving a clearly distinguished assessment of the scientific quality of the results submitted, in paper and electronic form.
5. A portfolio is understood to be a set of documents confirming the achievement of each of the outcomes demonstrated in the report and the progress of the PhD student's research work. The portfolio should contain the materials to assess the foregoing achievements of the PhD student in the process of completing the individual research plan, in particular for the following tasks indicated in the individual research plan:
6. original research publications directly related to the research topic pursued by the PhD student published or accepted for publication in journals from the list of the Ministry of Science and Higher Education or the Ministry of Education and Science: a full copy of the publication or the manuscript with confirmation of acceptance for publication;
7. a report on the data analysis: a description of the results obtained, together with a presentation of the preliminary conclusions;
8. review of the literature directly related to the topic of the individual research plan: a full copy of a review paper or literature review published or accepted for publication in a journal from the list of the Ministry of Science and Higher Education or the Ministry of Education and Science, or a manuscript with confirmation of acceptance for publication;
9. patent application or patent obtained: full copy of the documentation, in the case of patent application - a confirmation of its filing;
10. certificates of completed courses necessary for the research methods planned in the individual research plan in the form of courses;
11. confirmation of training in the techniques and methods necessary to carry out the individual research plan: a certificate from the head of the unit where the PhD student completed their research internship, listing the research techniques mastered by the PhD student;
12. confirmation of funding or a documented attempt to obtain funding for a research project thematically linked to the individual research plan: a funding decision or, in the absence of a decision, a complete application for funding with proof of its submission;
13. presentation of research results directly related to the research topic pursued by the PhD student, presented at a domestic or international scientific conference: confirmation from the conference organiser, extract from the conference programme, copy of abstract in the conference materials;
14. other achievements not directly related to the research topic pursued (other publications, courses, conference presentations, etc.): as in points 1-8, respectively.
15. The documents submitted by the PhD student under the above rules are then supplemented by the School office with the approved final version of the individual research plan and the approved report on the implementation of the individual research plan after the 1st year of education.
16. Verification of the completeness of the submitted documentation is carried out by the Co-ordinator. In the event that the documents referred to in section 1 are not submitted in time or that there are deficiencies in the documentation, the Co-ordinator shall call for the deficiencies to be remedied within a specified period of not less than seven days.
17. The Co-ordinator shall, following the verification referred to in section 4, transmit to the Committe the documentation collected in the case, together with the information on the deficiencies found.

§ 3 [Assessment criteria]

1. The Committee carries out a mid-term assessment on the basis of:
2. a report on the implementation of the individual research plan, a portfolio of numbered attachments confirming the listed results of the research work and the opinions of the supervisor(s), auxiliary supervisor, and doctoral committee, if appointed;
3. the materials collected by the School and made available at the Committee meeting to document the progress of the PhD student's research work (individual research plan, report on the implementation of the individual research plan after the first year of education)
4. a presentation of the results of the research work carried out by the PhD student at the Committee meeting - in the form of slides with commentary by the PhD student;
5. the discussion held with the PhD student after the presentation.
6. The mid-term assessment is carried out on the implementation of the individual research plan, including the degree of achievement of the objectives set out in the plan, the research and the timeliness of its implementation.
7. It is recommended that the PhD student meets at least 2 of the 8 merit criteria, including at least 1 hard criterion. The substantive criteria (4 hard and 4 soft) relate to the activities directly related to the implementation of the individual research plan:
8. Hard criterion - preliminary results of the PhD student's research planned in the individual research plan (assessment on the basis of a published or accepted for publication original work in a journal from the list of the Ministry of Science and Higher Education or the Ministry of Education and Science, approved by the supervisor as a component of the future doctoral dissertation);
9. Hard criterion - a data analysis report with preliminary results and conclusions, directly related to the subject matter that is the subject of the individual research plan, indicating the percentage progress of the dissertation (assessment based on the report submitted);
10. hard criterion - literature review (assessment on the basis of an opinion or review paper published or accepted for publication in a journal from the list of the Ministry of Science and Higher Education or the Ministry of Education and Science, directly related to the subject matter constituting the subject of the individual research plan, approved by the supervisor as a component of the future doctoral dissertation);
11. hard criterion - patent application or patent obtained, related to the subject matter constituting the subject of the individual research plan, approved by the supervisor as a component of the future doctoral dissertation (assessment on the basis of the decision to obtain a patent or confirmation of the patent application);
12. soft criterion - completion by the PhD student of methodological courses, including statistical or ethical courses on the research methods planned in the individual research plan (assessed on the basis of a personal certificate of a course completion);
13. soft criterion - completion by the PhD student of training in the techniques and methods necessary to carry out the individual research plan, in the form of at least a 5-day research internship (or equivalent) outside the place where the research work has been carried out (assessment on the basis of a certificate from the head of the unit where the PhD student completed their internship, listing the research techniques mastered by the PhD student);
14. soft criterion - obtaining funding or a documented attempt to obtain funding for the research project thematically related to the individual research plan - as the manager of a project funded from non-university or intra-university sources (assessment on the basis of a funding decision or on the basis of a complete application for funding with confirmation of its submission);
15. soft criterion - presentation of results at a domestic or international scientific conference directly related to the subject matter of the individual research plan (assessment based on confirmation from the conference organiser, extract from the conference programme, copy of abstract in the conference materials).
16. The Committee in the non-public part, in the absence of the PhD student, on the basis of the presentation given and the discussion with the PhD student, shall deliberate on the state of progress of the PhD student's individual research plan, determine the outcome of the assessment and draw up the report.

§4 [Mid-term assessment schedule].

The schedule for the mid-term assessment is set out in Annex 2 to this Order.

§ 5 [Model of the assessment committee meeting report]

A model of the assessment committee meeting report at which the mid-term assessment is carried out is set out in Annex 3 to this Order.

§ 6 [Final provisions]

The Order shall enter into force on the date of signature.