**Annex No. 1 to Order No. 1/2025**

**of the Director of the Doctoral School of Medical and Health Sciences (DSMHS)**

**dated 28 February 2025**

**Order No. 1/2022**

**of the Director of the Doctoral School of Medical and Health Sciences (DSMHS)**

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

§1 [Scope]

These 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:
2. School Regulations - Regulations for Doctoral Schools of the Jagiellonian University

in Krakow

1. Regulations – these regulations
2. Committee - the Mid-term Assessment Committee
3. 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 three members:
2. 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.
3. One person holding a doctoral degree, post-doctoral habilitation degree, or 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 relevant to the PhD dissertation.
4. One person holding a post-doctoral habilitation degree or 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.
5. A member of the Committee employed outside the entity conducting the School, as referred to in §17(1) of the School Regulations, must be employed in a unit authorised to confer doctoral degrees in the discipline which that person represents.
6. A member of the Committee may not be:
7. Supervisor, auxiliary supervisor, or member of the doctoral committee.
8. Person with circumstances that could affect their impartiality in the PhD student assessment, such as a research relationship (supervisor of the MA thesis of a PhD student, joint research projects, or joint research publications within five years before the mid-term assessment month), a superior of a PhD student, or any employment relationship with the PhD student. This also includes individuals who are or were the spouse, cohabitant, direct or collateral relative (up to the second degree), or related by adoption, guardianship, or custody.
9. Person who is or was the supervisor's spouse, cohabitant, or direct/collateral relative up to the second degree, or related by adoption, guardianship, or custody.
10. 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 three persons to the Committee. This requirement does not apply when the Co-ordinator is also the Director.
2. After reviewing the PhD student's Individual Research Plan and report, 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 programme. 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 the Committee members who are employed outside the University.
3. The Doctoral School office shall send the following documents to the designated Committee members:
4. Letter requesting permission to participate in the work of the Committee
5. Declaration of consent and confirmation of no grounds for exclusion
6. Confidentiality statement
7. Authorisation to process personal data at the Jagiellonian University along with a declaration by the authorised person
8. Declaration that the member is a holder of a post-doctoral habilitation degree or professor's degree in the discipline in which the PhD dissertation is being prepared (refers to the member of the Committee mentioned in § 3(1)(1))
9. The Committee is appointed by the Director at the request of Co-ordinator, at least three months before the scheduled 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.
10. 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 shall consist of a public part, which includes a presentation followed by a discussion, and a non-public part, which involves the Committee's deliberations on the outcome of the mid-term assessment. The suggested duration of the public part is 30 minutes, consisting of a 20-minute presentation by the PhD student followed by a 10-minute discussion with the PhD student.
5. A member of the Committee may participate in a meeting remotely via electronic communication, provided that the public is allowed to attend the public part of the meeting. In addition to the remote mode, a hybrid mode is also acceptable. The Director shall determine the mode of the mid-term assessment (in-person, remote, or hybrid) for all PhD students undergoing assessment in a given academic year.
6. Anyone wishing to attend the public part of the meeting as an audience member must submit a request to the Doctoral School office at least 14 days before the scheduled mid-term assessment. Participation in the public part of the meeting may be restricted or denied due to organisational constraints or if the PhD student's presentation contains confidential information, trade secrets, or other sensitive data requiring protective measures. The Supervisor shall declare whether maintaining the confidentiality of the above information is necessary within the same deadline as the PhD student's document submission, as specified in the Order on the conditions for admission to the mid-term assessment, assessment criteria, schedule, and the Committee meeting report template. In all cases, a request for at least one representative of the JU PhD Student Association to attend as an audience member shall be granted.
7. The supervisor(s), auxiliary supervisor, and members of the doctoral committee, if appointed, may attend the public part of the meeting.
8. A report is prepared from the meeting during which the mid-term assessment is conducted.
9. The Committee meeting shall be conducted in the language of the doctoral programme.
10. The Chair of the Committee shall submit the meeting report to the Doctoral School office within 14 days of the meeting or, in justified cases, at a later date with the Director's approval. For doctoral programmes conducted in a language other than Polish, the report and resolution shall also be prepared in the language of the programme.

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

The Director shall establish detailed rules for the organisation of the mid-term assessment by issuing an order by 28 February of the calendar year in which the assessment is conducted for PhD students in 8-semester programmes or in the preceding year for those in 6-semester programmes. These rules shall specify the required documentation to be submitted by the PhD student, the assessment criteria, the schedule, and the template for the Committee meeting report.

§ 7 [Assessment]

1. The mid-term assessment shall be either positive or negative and will be announced to the PhD student at the end of the meeting. The assessment must be justified.
2. The result and reasoning of the assessment shall be publicly available.
3. The Committee shall carry out the mid-term assessment in the closed part of the meeting in the form of a resolution. The resolution shall be drawn up in accordance with the template attached as Annex 1 to the Regulations.
4. The Committee adopts the 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 submit the resolution to the Doctoral School office within 14 days of the meeting or, in justified cases, at a later date with the Director's approval.
6. The PhD student shall have access to the report and resolution, along with the justification, within 21 days of the mid-term assessment committee meeting or, in justified cases, at a later date with the Director’s approval.
7. Upon request, the PhD student may receive a copy of the resolution with justification and a copy of the mid-term assessment report by email or letter. In the application, the PhD student shall specify the preferred method of receiving the 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 during the assessment, the PhD student may lodge an objection regarding the assessment process to the Director within 14 days of either gaining the right to access the report and resolution with justification (§ 7(6)) or receiving copies of the resolution with justification and the mid-term assessment report (§ 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, dated 2 March 2021, regarding the Regulations for conducting mid-term assessment in doctoral programmes, is hereby repealed.
2. The Order shall enter into force on the date of signature.