**Order No. 2/2025**

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

**dated 28 February 2025**

**on: Establishing detailed rules for the organisation of the mid-term assessment, including the required documentation to be submitted by the PhD student, assessment criteria, assessment schedule, and the template for the assessment committee meeting report**

Pursuant to § 2(1) and § 4(1)(16) of the Jagiellonian University Rector's Order No.10, dated 14 February 2019, on the establishment of doctoral schools  
at the Jagiellonian University, as amended; §18(6) of the Regulations for the Doctoral Schools of the Jagiellonian University in Kraków, annexed to Resolution No. 39/IV/2023 of the Senate of the Jagiellonian University, dated 26 April 2023; and §6 of Order No. 1/2022 of the Director of the Doctoral School of Medical and Health Sciences, dated 23 February 2022, on the Regulations for Mid-term Assessment in the Doctoral Programmes of the Doctoral School of Medical and Health Sciences, as amended, I hereby order as follows:

§1 [Scope]

This Order shall establish detailed rules for the organisation of the mid-term assessment, including the required documentation to be submitted by the PhD student, the assessment criteria, the assessment schedule, and the template for the assessment committee meeting report.

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

1. The PhD student must submit the following documents to the School no later than one month before the scheduled mid-term assessment date:
2. Report on the implementation of the Individual Research Plan, prepared in cooperation with the supervisor, in both paper and electronic form, in accordance with the template in Annex No. 1 to the Order, confirmed by the supervisor(s) or by the supervisor and auxiliary supervisor.
3. Portfolio of numbered attachments confirming all research outcomes mentioned in the report, in both paper and electronic versions.
4. Opinion from the supervisor(s), auxiliary supervisor, and doctoral committee (if appointed), providing a clearly distinguished assessment of the scientific quality of the submitted outcomes, in both paper and electronic form.
5. A portfolio is defined as a collection of documents confirming the achievement of each outcome demonstrated in the report and the progress of the PhD student's research work. The portfolio should include materials for assessing the PhD student's achievements in completing the Individual Research Plan, particularly for the following tasks specified in the plan:
6. Original research publications directly related to the PhD student's research topic, published or accepted for publication in journals listed in the registry of the Ministry of Science and Higher Education or the Ministry of Education and Science: a full copy of the publication or a manuscript with proof of acceptance for publication.
7. Report on data analysis: a description of the obtained results, along with a presentation of preliminary conclusions.
8. Review of 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 listed in the registry of the Ministry of Science and Higher Education or the Ministry of Education and Science, or a manuscript with proof of acceptance for publication.
9. Patent application or granted patent: a full copy of the documentation; for a patent application, proof of submission is required.
10. Named certificates of completed courses essential for the research methods outlined in the Individual Research Plan.
11. Confirmation of training in techniques and methods essential for implementing the Individual Research Plan: a certificate from the head of the unit where the PhD student completed their research internship, specifying the research techniques mastered.
12. Confirmation of funding or a documented attempt to secure funding for a research project thematically linked to the Individual Research Plan: a funding decision or, if unavailable, a complete funding application with proof of submission.
13. Presentation of research results directly related to the PhD student's research topic, delivered at a national or international scientific conference: confirmation from the conference organiser, an extract from the conference programme, or a copy of the abstract in the conference materials.
14. Publication or acceptance for publication of a clinical case report related to the research topic of the Individual Research Plan (IRP).
15. Other achievements not directly related to the research topic (e.g., other publications, courses, conference presentations): documented as per points 1–9, respectively.
16. The documents submitted by the PhD student under these rules are supplemented by the School office with the approved final version of the Individual Research Plan and the approved report on its implementation after the first year of education.
17. The Co-ordinator verifies the completeness of the submitted documentation. If the documents referred to in section 1 are not submitted on time or contain deficiencies, the Co-ordinator shall request that the deficiencies be corrected within a specified period of no less than seven days.
18. The Co-ordinator shall, following the verification referred to in section 4, transmit the collected documentation to the Committee along with information on any deficiencies found.

§ 3 [Assessment criteria]

1. The Committee conducts the mid-term assessment based on the following:
2. Report on the implementation of the Individual Research Plan, a portfolio of numbered attachments confirming the listed research outcomes, and opinions from the supervisor(s), auxiliary supervisor, and doctoral committee (if appointed).
3. Materials collected by the School and provided at the Committee meeting to document the PhD student's research progress, including the Individual Research Plan and the report on its implementation after the first year of education.
4. PhD student’s presentation of research outcomes during the Committee meeting, delivered as a slide presentation with commentary.
5. Discussion with the PhD student following the presentation.
6. The mid-term assessment evaluates the implementation of the Individual Research Plan, including the extent to which its objectives have been achieved, the research conducted, and adherence to the planned timeline.
7. It is recommended that the PhD student meets at least two of the nine merit criteria, including at least one hard (objective) criterion. The substantive criteria (four hard and four soft) pertain to activities directly related to the implementation of the Individual Research Plan:
8. Hard (objective) criterion – Preliminary results of the PhD student's research as planned in the Individual Research Plan, assessed based on a published or accepted-for-publication original work in a journal listed in the registry of the Ministry of Science and Higher Education or the Ministry of Education and Science, and approved by the supervisor as a component of the future PhD dissertation.
9. Hard criterion – Data analysis report with preliminary results and conclusions, directly related to the subject of the Individual Research Plan, indicating the percentage progress of the dissertation (assessed based on the submitted report).
10. Hard criterion – Literature review (assessed based on an opinion or review paper published or accepted for publication in a journal listed in the registry of the Ministry of Science and Higher Education or the Ministry of Education and Science, directly related to the subject of the Individual Research Plan, and approved by the supervisor as a component of the future PhD dissertation).
11. Hard criterion – Patent application or granted patent related to the subject of the Individual Research Plan, approved by the supervisor as a component of the future PhD dissertation (assessed based on the patent grant decision or confirmation of the patent application).
12. Soft (subjective) criterion – Completion of methodological courses by the PhD student, including statistical or ethical courses on research methods planned in the Individual Research Plan (assessed based on a named certificate of course completion).
13. Soft criterion – Completion of training by the PhD student in techniques and methods essential for implementing the Individual Research Plan, in the form of at least a five-day research internship (or equivalent) at an institution other than the research site (assessed based on a certificate from the head of the unit where the PhD student completed the internship, specifying the research techniques mastered).
14. Soft criterion – Obtaining funding or a documented attempt to secure funding for a research project thematically related to the Individual Research Plan, as the principal investigator of a project funded from non-university or intra-university sources (assessed based on a funding decision or a complete funding application with proof of submission).
15. Soft criterion – Presentation of results at a national or international scientific conference directly related to the subject of the Individual Research Plan (assessed based on confirmation from the conference organiser, an extract from the conference programme, or a copy of the abstract in the conference materials).
16. Soft criterion – Publication (or acceptance for publication) of a clinical case report related to the research topic of the Individual Research Plan (IRP).
17. The Committee in the closed 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 mid-term assessment schedule is outlined in Annex 2 to this Order.

§ 5 [Template for the assessment committee report]

A template for the report of the committee meeting at which the mid-term assessment is conducted is provided in Annex 3 to this Order.

§ 6 [Final provisions]

This Order shall take effect on the date of its signature.