**Regulations on conducting mid-term evaluation in doctoral programs at the Doctoral School in the Social Sciences at the Jagiellonian University**

**§ 1 [Scope]**

These Regulations outline the organisation and rules for conducting mid-term evaluation in doctoral programs at the Doctoral School in the Social Sciences at the Jagiellonian University (the School) pursuant to §10 of Regulations of the Doctoral School in the Social Sciences at the Jagiellonian University.

**§ 2 [Assessment Committee composition]**

1. The Assessment Committee conducting mid-term evaluation specified in §10.2 of Regulations of the Doctoral School in the Social Sciences at the Jagiellonian University is appointed by the Director of the School upon the request of a doctoral program coordinator pursuant to §10.3 of Regulations of the Doctoral School in the Social Sciences at the Jagiellonian University.

2. The Chair of the Assessment Committee shall be appointed by the School’s Director in cooperation with the doctoral program coordinator. The chair manages the meeting of the Assessment Committee.

3. Doctoral program coordinator can be a member of the Assessment Committee.

4. The position of a member of the Assessment Committee employed outside the University mentioned in §10.2 of Regulations of the Doctoral School in the Social Sciences at JU shall be filled by a person employed by an institution authorised to award PhD degrees in their discipline.

5. The Director of Doctoral School in the Social Sciences at JU can dismiss a member of the Assessment Committee for important reasons.

**§ 3 [Assessment Committee meeting]**

1. The Assessment Committee shall sit en banc.

2. The doctoral program coordinator, after consulting the Director of the School, shall specify the time and place for the Assessment Committee meeting and shall forward the details to the Assessment Committee members in due time before the meeting. The Assessment Committee shall meet at the premises of the Jagiellonian University in Cracow or online.

3. A member of the Assessment Committee can participate in the meeting by means of online tools provided that the audience is granted unrestricted access to PhD student’s presentation described in § 10.5 of Regulations of the Doctoral School in the Social Sciences at JU and the discussion following the presentation.

4. The Assessment Committee meeting shall consist of open and in camera part. The chair of the Committee shall inform the participants when in camera meeting starts.

5. The Assessment Committee meeting report, constituting attachment 1 hereto, shall be completed after the meeting.

6. The language of the meeting shall be determined by the language of the doctoral program.

7. The Chair of the Assessment Committee shall submit the meeting report to the School’s office within 7 days after the meeting or, in justified cases and with the approval of the School’s Director, later.

**§ 4 [Assessment]**

1. The Assessment Committee shall submit mid-term evaluation in the form of a resolution, a template of which constitutes attachment 2 hereto.

2. The Resolution is adopted by majority of votes in open voting. A member of the Assessment Committee cannot abstain from voting. A member of the Assessment Committee can express a divergent opinion.

3. The Assessment Committee can adopt resolutions by means of electronic communication and online voting provided that the voting members are properly authorised.

3. The Chair of the Assessment Committee submits the Resolution to the School’s office within 7 days after the meeting or, in justified cases and with the approval of the School’s Director, later.

**§ 5 [Admission to mid-term evaluation]**

The detailed requirements for admission to mid-term evaluation together with the schedule shall be determined by the School’s Director by Jan 31 of the calendar year in which the mid-term evaluation is carried out.

**§ 6 [Administration]**

Administrative duties connected to mid-term evaluation are performed by the Doctoral School in the Social Sciences at JU.

**§ 7 [Appeals]**

In the event of breaching formal conditions in the process of mid-term evaluation, a doctoral student has the right to appeal to the School’s Director within 7 days starting from the day of receiving the results of the mid-term evaluation.