Attachment no 1

to Regulations on conducting mid-term evaluation in doctoral programs

at the Doctoral School in the Social Sciences at the Jagiellonian University

# Admissions to mid-term evaluation

In order to be admitted to mid-term evaluation, a student must submit the following documents to the office of the Doctoral School in the Social Sciences at the Jagiellonian University (the School):

1. The individual Research Plan submitted within first twelve months of studies at the School together with any changes made in year II, but not later than by Jan 31 in the year in which the mid-term evaluation is carried out.

2. The report from the implementation of the Individual Research Plan and Study Plan including in particular:

2.1. A list of tasks completed in accordance with the Individual Research Plan, together with the description of the achieved outcomes.

2.2. A list of didactic courses attended and successfully completed in accordance with the Study Plan included in the Individual Research Plan.

2.3. A list of tasks and courses included in the Individual Research Plan, but not completed, **together with reasons for not completing them.**

2.4. A list of tasks and courses not included in the Individual Research Plan but vital for the research, which were completed after the last modification of the Individual Research Plan.

3. A list of papers and conference presentations that were published or accepted for publication within first two years of studies at the School. In case of texts which were not yet published, a written confirmation of acceptance for publication must be submitted.

4. A list of internal and external grants acquired within first two years of studies at the School.

## Schedule

(for students from „regular” recruitment”, not those who started their studies later in the semester)

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| Activity | Deadline | Responsible parties |
| Approving a version of the Individual Research Plan which will be used in mid-term evaluation | by Jan 31 in the year in which mid-term evaluation is carried out | Supervisor/Supervisors  Auxiliary Supervisor  Doctoral Committees Doctoral Program Coordinator |
| Choosing members of the Assessment Committee and confirming their availability | April 1 - May 30 in the year in which mid-term evaluation is carried out | Doctoral Program Coordinator |
| Appointing the Assessment Committee | by May 31 in the year in which mid-term evaluation is carried out | Director of the Doctoral School in the Social Sciences |
| Submitting a complete and signed paper and electronic version of the Report from the implementation of the Individual Research Plan and the Study Plan together with the attachments. The documents are forwarded to doctoral programs coordinators for formal verification. | by June 30 in the year in which mid-term evaluation is carried out | Doctoral Student after consulting their Doctoral Program Coordinator |
| Formal verification of the documentation | by July 9 in the year in which mid-term evaluation is carried out | Doctoral Program Coordinator |
| A request for admission of a doctoral student to mid-term evaluation submitted to the School’s Director | by July 9 in the year in which mid-term evaluation is carried out | Doctoral Program Coordinator |
| Informing doctoral students about the composition of the Assessment Committees | by July 31 in the year in which mid-term evaluation is carried out | The School’s office |
| Forwarding the materials received from doctoral students to the Assessment Committees | By July 31 in the year in which mid-term evaluation is carried out | The School’s office |
| Assessment Committee meeting    During the meeting the doctoral student presents the outcomes of their research and engages in the discussion after the presentation.    The presentation and the discussion are open to the public. | September 1 - 17 | Assessment Committee |