

## **Regulations on conducting mid-term evaluation in doctoral programmes 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 Assessment Committee consists of three members:
  - One member with the degree of doctor habilitatus or the title of professor in the discipline in which the PhD dissertation is being prepared, employed outside the Jagiellonian University.
  - One member with the title of doctor, doctor habilitatus or the title of professor in the discipline in which the PhD dissertation is being prepared, or another discipline relevant to the subject of the doctorate, employed at the Jagiellonian University.
  - One member with the degree of doctor habilitatus or the title of professor in the discipline in which the PhD dissertation is being prepared, or another discipline relevant to the subject of the doctorate, employed at the Jagiellonian University.
3. Doctoral program coordinator may be a member of the Assessment Committee, provided that s/he meets the conditions set out in section 2.
4. A member of the Assessment Committee may not be supervisors, auxiliary supervisors, members of the doctoral committee and persons with circumstances that may raise doubts as to their impartiality in the assessment of the doctoral student. Each member of the committee shall make a declaration that there are no circumstances referred to in the first sentence.
5. Requests from the doctoral programme coordinator to appoint members of the assessment committee, statements referred to in section 4 and appointment of members of the assessment committee may take the form of electronic documents. Their circulation takes place with the use of official e-mail addresses. A member of the assessment committee employed outside the university uses the official e-mail address in correspondence with SDNS of the Jagiellonian University.
6. The Chair of the Assessment Committee shall be appointed by the Director of the Doctoral School in cooperation with the doctoral program coordinator. The chair manages the meeting of the Assessment Committee.
7. The Director of the Doctoral School in the Social Sciences at JU may change the composition of the Assessment Committee.

### **§ 3 [Assessment Committee meeting]**

1. The Assessment Committee shall sit en banc.
2. The chairman, after consulting other members of the committee and the Director of the Doctoral School, shall specify the time and place for the Assessment Committee meeting. The Doctoral School Office in advance, not later than one month before the meeting of the Assessment Committee, notifies the doctoral student about the date and place of the meeting. The meeting of the assessment committee is held at the Jagiellonian University in Kraków or by means of electronic communication.
3. Meeting of the committee or participation of a member or members of the Assessment Committee may be conducted 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 part, which can be attended by the audience, including the supervisors and members of the doctoral committee, and in camera part, in which only members of the Assessment Committee participate and a recording clerk appointed by the chairman. The chair of the Committee shall inform the participants when in camera meeting starts.
5. The presence of the doctoral student at the meeting of the Assessment Committee on the set date is obligatory. The absence may be justified by a sick leave presented no later than 7 days from the date of cessation of the reason which caused the absence at the meeting. Then the doctoral student is assigned a new evaluation date. An unexcused absence is tantamount to a negative mid-term evaluation.
6. During the open part of the meeting of the Assessment Committee, the doctoral student presents the state of implementation of the Individual Research Plan (IPB) in the form of a presentation. Each member of the Committee may ask the doctoral student questions regarding the content of the presentation and / or implementation of IPB.
7. The Assessment Committee meeting report, constituting appendix 1 hereto, shall be completed after the meeting.
8. The language of the meeting shall be determined by the language of the doctoral program.
9. 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.
3. The Assessment Committee can adopt resolutions by means of electronic communication and online voting provided that the voting members are properly authorised.
4. 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]**

1. The condition for admission to the mid-term evaluation is the submission of the required documents by the deadline indicated in the evaluation schedule. A mid-term report should be submitted to the SDNS JU office, attachments can be submitted in electronic form.
2. The required documents referred to in § 5, section 1, which are a condition for admission to the mid-term evaluation, include:
  - 1) IB submitted within 12 months from commencement of education at SDNS UJ along with its possible change made during the second year, but not later than by 31 January of the year in which the mid-term evaluation is carried out.
  - 2) Mid-term report on the implementation of IPB, the template of which is set out in appendix 3 to these Regulations
  - 3) An excerpt from USOS confirming the fulfillment of the condition participation in the mid-term evaluation, i.e. obtaining at least 25 ECTS credits within two years as part of the doctoral program at SDNS UJ, in accordance with Appendix No. 2 to Resolution No. 41 / V / 2019 of the Senate of the Jagiellonian University of 29 May 2019.
3. The Doctoral School in the Social Sciences Office of the Jagiellonian University manages access to a cloud drive (OneDrive service) from which the members of the assessment committee download the documents necessary for the mid-term evaluation.
4. The Doctoral School Office creates and manages a digital repository (cloud disk) in which all documents related to the mid-term evaluation are stored and archived.
5. The schedule for conducting the mid-term evaluation at SDNS JU is specified by the Director of the SDNS JU by 31 January 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]**

1. In the event of a breach of the formal conditions when making the evaluation, regarding the composition of the commission or conducting the evaluation contrary to the Regulations of the mid-term evaluation or the Regulations of the Doctoral School in the Social Sciences, the doctoral student has the right to submit reservations to the Director of the Doctoral School within 7 days from the date of receipt of the evaluation result.
2. Objections concerning the substantive assessment made by the Committee may not be the basis for submitting reservations.
3. Reservations based on the grounds referred to in section 2, are not subject to recognition.