

Detailed rules for the conduct of the mid-term evaluation in the Doctoral School of Social Sciences

§ 1

1. No later than six weeks before the mid-term evaluation date, the Director of the Doctoral School of Social Sciences (hereinafter referred to as "SDNS") appoints members of the Committee for the mid-term evaluation (hereinafter referred to as: "the Committee").

For this purpose:

a) The Director of SDNS asks the Doctoral School Council to indicate persons with the habilitation degree or the title of the professor in the discipline in which the doctoral dissertation is being prepared, employed outside the entities running the SDNS, from which at least one member of the Commission will be appointed, after obtaining a favorable opinion of the Doctoral School Council.

b) The Director of SDNS asks the Council of the Scientific Institute to indicate two persons for the Committee with the degree of a habilitated doctor or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed in the entities running the SDNS.

c) Members of the Committee sign a declaration that they meet the criteria of § 15 point 3 of the Regulations of the Doctoral School of Social Sciences.

2. The Director of SDNS or a member of the Doctoral School Council appointed by the Director is responsible for organizing the Committee's work.

3. The Director designates the Chairperson of the Committee from among the selected members.

4. For each doctoral student, the composition of the Committee shall be determined individually.

5. The Director or a member of the Doctoral School Council appointed by the Director establishes the work schedule of the Mid-term Evaluation Committee and e-mails the committee Members and the Doctoral Student with the date of the Committee's meeting.

6. The Doctoral Schools' Office provides technical support for notifying Committee members and sending necessary materials.

7. The mid-term evaluation is conducted three months before the statutory deadline. The date of the review, consistent with the Doctoral Student's Individual Research Plan, is determined by the Director of SDNS. In exceptional cases, at the Doctoral Student's request, the Director may decide to evaluate in the last month before the statutory deadline.

8. By July 31, the Doctoral Student is obliged to submit documentation on the progress of research and implementation of the Individual Research Plan (including, in particular, a report on the implementation of the Individual Research Plan, documentation confirming the scientific and grant activity and excerpts from the dissertation under preparation). An integral part of the documentation is a short opinion of the supervisor, containing information on familiarization and acceptance of the materials prepared by the doctoral student.

9. A template of the report on implementing the Individual Research Plan is attached as Appendix 1 to this resolution.

10. No later than two weeks before the committee meeting date, the Doctoral Schools' Office School electronically sends the documentation prepared by the Doctoral Student and referred to in point 8 above to the committee members.

11. The committee's deliberations are held in closed session, without the presence of third parties, with the Doctoral Student participating only in the first part of the procedure.
12. The members of the Committee prepare a written opinion on the implementation of the Individual Research Plan of the Doctoral Student.
13. During the meeting, the committee members are provided with the documentation of the Doctoral Student from the Doctoral School.
14. During the committee meeting, the Doctoral Student presents the status of implementing the Individual Research Plan using multimedia (max. 20 minutes).
15. In a justified situation, conducting a mid-term evaluation using technical devices enabling remote transmission with simultaneous direct image and sound transmission in real-time or hybrid mode is possible.
16. The protocol template is attached as Appendix No. 2 to this Resolution.
17. All committee members shall sign the protocol for mid-term evaluation. The committee Chairperson shall sign the evaluation protocol if the meeting is held remotely or hybrid.
18. After the evaluation, the Chairperson of the Committee submits the original protocol to the Director of the Doctoral School no later than within 14 days, which is placed in the documentation of the Doctoral Student. The protocol contains the result of the mid-term evaluation along with the justification and recommendation for further implementation of the Individual Research Plan or removal from the list of doctoral students in the case of a negative review.
19. The school Director shall inform the Doctoral Student of the mid-term evaluation result immediately upon receipt of the original protocol.
20. A negative mid-term evaluation result results in removal from the list of doctoral students. The director's decision on removal may be appealed.
21. the results are made public on the Doctoral School website upon completion of the mid-term evaluation.
22. The mid-term evaluation is conducted by the end of the fourth semester.
23. The primary tool for providing information during the mid-term evaluation process is e-mail and the SDNS website.

§ 2

The mid-term evaluation in SDNS includes:

1. An evaluation of the Doctoral Student's significant accomplishments.

The Doctoral Student presents the progress and achievements of implementing the Individual Research Plan. The Doctoral Student may provide the following achievements: scientific articles published in journals included in the current list of the Ministry of Science and Higher Education (MNiSW) reviewed scientific articles published in journals not included in the current list of journals of the MNiSW monographs and chapters in monographs published in publications included in the current list of the MNiSW along with the assigned number of points, presentation of a paper at a scientific international or national conference, authorship or co-authorship of a poster at a scientific international or national conference, active participation or co-organization of events popularizing science, submission and/or acquisition of a grant application financed from external sources.

2. The maximum number of points a Ph.D. student can obtain during the mid-term evaluation is **100**. This includes:

1) Assessment of the degree of implementation of IRP. The doctoral student presents in writing and reports, with the possible use of multimedia, the degree of progress of IRP implementation – **maximum 60 points**, including:

I. Complete, according to the schedule, implementation of IRP for the 1st and 2nd year of studies: more than 50 points;

II. Partial implementation of IPB: **40-50 points**;

III. The unsatisfactory implementation of IRP of less than **40 points** results in a final negative assessment.

2) Scholarly (scientific) activity – **maximum 20 points**, including:

I. a Doctoral Student receives:

a) **15 points** for publishing or acceptance into print an article in a journal with 70 or more points included in the current list of journals of the MNiSW¹.

b) **10 points** for publishing or accepting into print at least one article from the current list of journals of the MNiSW, with 40 points².

c) **8 points** for publishing or acceptance into print of at least one article in a journal with 20 points or a monograph chapter from the Level I list of Publishers of the MNiSW³.

d) **2 points** for publishing a peer-reviewed scientific article in journals not included in the current list of journals of the MNiSW.

d) **15 points** for publishing a monograph from the Level I list of Publishers or a chapter in a monograph from the Level II list⁴.

II. Presentation of a paper by a doctoral student at an international scientific conference - **5 points**.

III. Presentation of a paper by a doctoral student at a national scientific conference – **3 points**.

3) information about submitting or obtaining a research grant, participation in a research project, or research internship - **maximum 20 points**, including:

I. Submitting a grant application -**5 points**.

II. Obtaining a grant - **20 points**.

III. Participation in a research project financed from external funds (including an applied doctorate) - **10 points**.

IV. Participation in an international research internship of less than 30 days - **5 points**; 30 days and more- **9 points**.

¹ an article of which a Doctoral Student is a co-author and the individual contribution, confirmed by statements of the co-authors, amounted to at least 30% can also be demonstrated

² an article of which a Doctoral Student is a co-author and the individual contribution, confirmed by statements of the co-authors, amounted to at least 30% can also be demonstrated

³ an article of which a Doctoral Student is a co-author and the individual contribution, confirmed by statements of the co-authors, amounted to at least 30% can also be demonstrated

⁴ an article of which a Doctoral Student is a co-author and the individual contribution, confirmed by statements of the co-authors, amounted to at least 30% can also be demonstrated

V. participation in a domestic research internship of less than 30 days- **3 points**; 30 days and more - **5 points**.

Additionally, a doctoral student may receive points for:

4) co-organisation of events popularising science - **2 points**.

3. A total of **at least 70 points** is required for a positive assessment.

4. The Committee, in an open vote, adopts the assessment by a simple majority of votes in the presence of at least half of the members of the Committee.