

# Rules for Mid-Term Evaluation of Doctoral Students at the Doctoral School of Rzeszów University of Technology in the Academic Year 2023/2024

## § 1. General Provisions

1. The mid-term evaluation, hereinafter referred to as the "Evaluation," assesses the implementation of the individual research plan by the doctoral student, hereinafter referred to as "IRP."
2. The Mid-Term Evaluation Committee, hereinafter referred to as the "Committee," evaluates the progress of the individual research plan, as presented and documented by the doctoral student, based on:
  - 1) the doctoral student's self-report;
  - 2) the implementation of the IRP, which includes an assessment of:
    - a) compliance and timeliness of the work with the schedule included in the IRP;
    - b) engagement in disseminating research results through the evaluation of the compliance and timeliness of publications, conference presentations, and other activities declared in the IRP.
3. A protocol from the Committee meeting is prepared and signed by all present members. The protocols are promptly forwarded to the Doctoral School Secretariat, with the justification for the evaluation additionally submitted in an editable electronic version.
4. If the Committee has doubts regarding the progress of the individual research plan, it may hold a discussion with the doctoral student, during which the student will be asked questions about the progress of their work. Committee members may submit comments and questions via email at least 21 days before the scheduled evaluation date. The doctoral student may respond in writing via email at least 7 days before the planned Evaluation or in person on the day of the Evaluation, depending on the Committee's decision.
5. In exceptional cases, the Evaluation date may be changed.
6. The rules governing the Committee's operations are specified in the Doctoral School regulations.

## § 2. Self-Report

1. The doctoral student prepares a self-report.
2. The self-report must be signed by the supervisor or supervisors (if a second supervisor has been appointed) and the auxiliary supervisor (if appointed).
3. The self-report concerns the current status of the doctoral dissertation and should include the following elements:
  - 1) the doctoral student's full name;
  - 2) the doctoral student's email address;
  - 3) the degree/title, full name, and position of the supervisor(s) and auxiliary supervisor;
  - 4) the proposed title of the doctoral dissertation;
  - 5) the dissertation plan;
  - 6) the research problem;

- 7) proposed or applied research methods and their implementation;
- 8) results of research conducted so far;
- 9) conclusions drawn from the research conducted so far;
- 10) directions for further work;
- 11) bibliography.

### § 3. Documents

1. No later than the end of June of the academic year in which the Evaluation is to take place, the doctoral student submits to the Doctoral School Secretariat a file containing:
  - 1) the self-report; a list of the doctoral student's achievements and activities during their education at the Doctoral School, along with supporting documents;
  - 2) a statement on the completion or non-completion of the tasks and activities declared in the IRP.
2. The documents listed in section 1 must also be submitted in electronic PDF format to the Doctoral School Office email. The file names must include the doctoral student's last name, first name, and document title.
3. The mid-term evaluation is conducted no earlier than thirty days after the doctoral student submits all the documents specified in section 1.
4. The documents specified in section 2 are forwarded electronically by the Doctoral School Office to the Committee members at least 45 days before the Evaluation date.

### § 4. Final Provisions

1. These rules apply to the mid-term evaluation of doctoral students at the Doctoral School conducted in the academic year 2023/2024 and in subsequent academic years unless modified.
2. In matters not regulated by these rules, the Regulations of the Doctoral School shall apply.