

**Guidelines for the mid-term evaluation of doctoral students of the 2nd year
regarding the implementation of the Individual Research Plan
at the Doctoral School of the Warsaw University of Life Sciences - SGGW
for the academic year 2023/2024**

Pursuant to the Regulations of the Doctoral School of the Warsaw University of Life Sciences – SGGW dated 27 February 2023, approved by resolution No. 40-2022/2023 of the Senate of the Warsaw University of Life Sciences – SGGW, the implementation of the Individual Research Plan is subject to mid-term evaluation after the end of the fourth semester (2nd year) of studies.

I. Timeframes

In the academic year 2023/2024, the following timeframes for the mid-term evaluation are set:

1. The obligatory presentation by the doctoral student at the meeting of the unit (department or institute) whose staff member the supervisor is. If the supervisor is not the SGGW staff member, the presentation is made at a meeting of the institute. At the meeting, the doctoral student presents the current status of their research in accordance with the Individual Research Plan (IRP) and presents their achievements – by 31 May 2024.
2. The chairs of the discipline councils proposing to the director of the Doctoral School of the Warsaw University of Life Sciences – SGGW the members of the commissions to carry out the mid-term evaluation of particular doctoral students – by 15 June 2024.
3. The director of the Doctoral School of the Warsaw University of Life Sciences – SGGW appointing the commissions to carry out the mid-term evaluation of particular doctoral students and communicating the information about the members of the commissions to the chairs of the discipline councils – by 30 June 2024.
4. After the doctoral student's presentation, the supervisor prepares and signs a statement confirming the date, venue and topic of the doctoral student's presentation. In the statement, the supervisor may add their comments regarding the implementation of the IRP by the doctoral student who cooperates with that supervisor. If the doctoral student has two supervisors appointed, then each supervisor prepares a separate statement. The supervisor submits the statement to the doctoral student – by 30 June 2024.
The supervisor's statement template – Appendix No. 1.
5. After the presentation, the doctoral student prepares a report for the mid-term evaluation, describing the progress in preparing the doctoral dissertation in accordance with the IRP. The

report shall be signed by the doctoral student, while the supervisor (or supervisors) shall confirm that the information contained in the report is consistent with the facts – by 31 July 2024.

The doctoral student's report template – Appendix No. 2.

6. The doctoral student submitting to the Office of the Doctoral School the required documents, including: a copy of the IRP (taking into account amendments, if any), the doctoral student's report and the supervisor's statement – by 20 August 2024.
7. Verification of submitted documents at the Office of the Doctoral School and forwarding them to the secretariat of the respective institute – by August 31, 2024.
8. The meeting of the mid-term evaluation commission and carrying out the mid-term evaluation – by 30 September 2024.
The mid-term evaluation minutes template – Appendix No. 3.
9. Submitting to the Office of the Doctoral School of the Warsaw University of Life Sciences – SGGW the full documentation regarding the completed mid-term evaluation – by 15 October 2024.
10. Informing the doctoral student and the supervisor (or supervisors) about the mid-term evaluation result – by 31 October 2024.

II. Mid-term evaluation commission and its tasks

1. The mid-term evaluation shall be carried out by a commission appointed by the director of the Doctoral School of the Warsaw University of Life Sciences – SGGW in consultation with the chair of the discipline council.
2. The director of the Doctoral School shall inform the chairs of discipline councils and the directors of institutes about having appointed the commission.
3. The chair of the discipline council or a person authorised by the chair of the discipline council, in consultation with the director of the Institute in which the doctoral studies are pursued, shall determine the date and venue of the commission meeting and shall communicate the same to the commission members.
4. The commission shall comprise:
 - one person having at least the degree of doktor habilitowany in the discipline of the doctoral dissertation, not being the SGGW staff member;
 - two academic teachers having at least the degree of doktor habilitowany in the discipline of the doctoral dissertation, being the SGGW staff members.

5. It is recommended that one person should be a commission member for no more than 5 doctoral students.
6. The following persons must not be members of the commission:
 - 1) the supervisor or the auxiliary supervisor of the doctoral student who is subject to the mid-term evaluation;
 - 2) the director and the deputy director of the Doctoral School;
 - 3) a person who during the last 5 years:
 - a) has been a supervisor of at least 4 doctoral students who have been deleted from the list of doctoral students on account of negative result of the mid-term evaluation, or
 - b) has supervised the preparation of dissertation by at least 2 doctoral candidates who have failed to obtain positive reviews as referred to in Article 191.1 of the Act;
 - 4) a person who has been imposed a disciplinary penalty in the form of being disqualified from acting as a supervisor, as referred to in Article 276.1.4 of the Act.

The chair of the discipline council is responsible for verifying if the commission members meet the following requirements.

7. For the work in the commission, a commission member who is not the SGGW staff member, will be paid a one-off remuneration in the amount of 20% of a professor's remuneration, namely PLN 1874,00. The amount of the remuneration is fixed and does not depend on the number of commissions whose member the given person is (one person may be a member of no more than 5 commissions).
8. The funds for the remuneration referred to in paragraph 7 have been planned within the scope of the operations of the Doctoral School of the Warsaw University of Life Sciences – SGGW. While concluding contracts with persons who are not the SGGW staff members, cost account 505-02-98100-R00290-99 of the Doctoral School of the Warsaw University of Life Sciences – SGGW should be quoted as the source of financing. The mandate contract and the related bill templates will be sent to the secretariats of institutes at a later time.
9. It is the secretariat of the respective institute that is responsible for signing a contract with a commission member who is not the SGGW staff member. On the part of the SGGW, the contracts shall be signed by the director of the Doctoral School of the Warsaw University of Life Sciences – SGGW. The request to the Public Procurement Section shall be prepared by the Doctoral School of the Warsaw University of Life Sciences – SGGW.
10. In justified cases, the director of the Doctoral School may appoint more than one commission for the given discipline.
11. The commission shall elect a chair from among its members.

12. It is the chair of the commission that is responsible for preparing the mid-term evaluation minutes. The mid-term evaluation minutes template is enclosed at Appendix No. 3 and is also available from the website of the Doctoral School of the Warsaw University of Life Sciences - SGGW.
13. The commission shall evaluate the implementation of the IRP taking into account amendments, if any, in terms of timeframe and the quality of the tasks under the doctoral dissertation schedule. The commission's evaluation shall be based on:
 - 1) the submitted IRP (taking into account amendments, if any);
 - 2) the reports submitted by the doctoral student, describing the doctoral dissertation progress;
 - 3) the supervisor's statement confirming the presentation before the mid-term evaluation;
 - 4) other documents submitted by the doctoral student.
14. In justified cases, the commission may interview the doctoral student on the implementation of the IRP. The supervisor(s) and the auxiliary supervisor may participate in the interview.
15. After the completion of the mid-term review, a positive or a negative result shall be issued. The evaluation result with substantiation shall be public and final.
16. The chair of the commission provides the director of the Doctoral School with the documentation regarding the mid-term evaluation of the implementation of the Individual Research Plan, including but not limited to the minutes and the documentation submitted by the doctoral student.
17. The director of the Doctoral School shall communicate the evaluation result together and the substantiation to the doctoral student and the supervisor in a letter sent by e-mail.