

**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 2025/2026**

Pursuant to the Regulations of the Doctoral School of the Warsaw University of Life Sciences – SGGW approved by resolution No. 76-2024/2025 of the Senate of the Warsaw University of Life Sciences – SGGW of March 31, 2026, 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

1. Mandatory presentation by the doctoral student at the meeting of the unit (department, institute) where the supervisor is an employee. If the supervisor is not an employee of SGGW and the doctoral student has an appointed auxiliary supervisor who is an employee of SGGW, the presentation shall take place at a meeting of the unit where the auxiliary supervisor is employed. 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 May 31, 2026.
2. The chairs of the discipline councils submit proposals for the composition of the committee to conduct the mid-term evaluation of the individual doctoral students to the director of the Doctoral School of the Warsaw University of Life Sciences – SGGW – by June 5, 2026.
Note: Opinions on proposed committee compositions are not required from the discipline councils.
3. The director of the Doctoral School of the Warsaw University of Life Sciences – SGGW appoints committees to conduct the mid-term evaluation of individual doctoral students and provides the chairs of the discipline councils with information on the composition of the committees – by June 26, 2026.
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 should 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 shall submit the declaration to the doctoral student within a period enabling the timely preparation and submission of the remaining required documents referred to below.

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.
The doctoral student's report template – Appendix No. 2.
6. The doctoral student submitting to the Doctoral School Office 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 and copies of supporting documents included in the activity report – by August 20, 2026.
7. Verification of submitted documents at the Doctoral School Office and their forwarding to the secretariat of the appropriate institute – by August 31, 2026.
8. The meeting of the mid-term evaluation committee and conducting the mid-term evaluation – by September 30, 2026.
The mid-term evaluation minutes template (in Polish) – Appendix No. 3.
9. Submitting full documentation regarding the mid-term evaluation to the Doctoral School Office – by October 15, 2026.
10. Informing the doctoral student and the supervisor (or supervisors) of the mid-term evaluation results – by October 31, 2026.

II. Mid-term evaluation commission and its tasks

1. The mid-term evaluation is carried out by a committee 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 notifies the chairs of the discipline councils and the directors of the institutes of the appointed the committee.
3. The institutes are responsible for organising the committee meeting, preparing and submitting documentation, setting the date and place of the committee meeting and notifying all committee members thereof.
4. The committee consists of:
 - one person with at least a postdoctoral degree in the discipline in which the doctoral dissertation is being prepared, who is not an employee of SGGW;

- two academic teachers having at least the degree of *doktor habilitowany*, employed at the SGGW.
5. The following persons must not be members of the committee:
- 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 committee members meet the following requirements.

6. The chair of the discipline council proposes the chair of the committee.
7. A committee member who is not an employee of the Warsaw University of Life Sciences (SGGW) receives a one-time fee for their work on the committee, equal to 20% of a professor's salary, i.e., PLN 1,874.00. The fee is fixed, regardless of the number of committees they serve on. It is recommended that no individual serve on committees for more than five doctoral students in a given year. However, if the same individual serves on committees for more than five doctoral students, then another agreement should be drawn up for him.
8. The funds for the remuneration referred to in paragraph 6 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 employees of the SGGW, 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. A template of the mandate contract and its account will be sent to the institute secretariats at a later date.
9. The secretariat of the relevant institute, which is responsible for signing the contract with a committee member who is not the SGGW employee. The director of the Doctoral School of the Warsaw University of Life Sciences – SGGW signs the contract on behalf of SGGW. The application to the Public Procurement Section is 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 committee for the given discipline.
11. The chair of the committee is responsible for preparing the mid-term evaluation report. A template for the mid-term evaluation report is attached as Appendix 3 and is also available on the Doctoral School of the Warsaw University of Life Sciences – SGGW website .
12. The committee evaluates the implementation of the IRP, taking into account any necessary adjustments, in particular in terms of timeliness and quality of the tasks resulting from the schedule for preparing the doctoral dissertation. The committee makes its assessment based on:
 - 1) the submitted IRP (including any corrections);
 - 2) submitted doctoral student report describing the progress of the doctoral dissertation;
 - 3) statement from the supervisor confirming the submission of the mid-term evaluation;
 - 4) other documents submitted by the doctoral student.
13. The committee may conduct a discussion with the doctoral student regarding the implementation of the IRP. The supervisor(s) and the co-supervisor may participate in the discussion.
14. The mid-term evaluation ends with a positive or negative result. The evaluation result, along with the justification, is public and final.
15. The chair of the committee shall immediately submit to the director of the Doctoral School the documentation concerning the course of the mid-term evaluation of the implementation of the Individual Research Plan, in particular the protocol and documentation submitted by the doctoral student.
16. The Director of the Doctoral School will inform the doctoral candidate and their supervisor of the results of the mid-term evaluation in a letter sent via email.
17. If the result of the mid-term evaluation is negative, the director of the Doctoral School will remove the doctoral student from the list of doctoral students.

Director of the SGGW Doctoral School

Dr. hab. Justyna Franc-Dąbrowska, prof. SGGW

/signed with a qualified electronic signature/