

**Regulations for conducting mid-term evaluation
at the Jagiellonian University Doctoral School in the Humanities**

§ 1 [Scope]

These Regulations define the organisation and manner of conducting the mid-term evaluation at the Jagiellonian University Doctoral School in the Humanities (JU DSH) pursuant to § 14 of the Regulations of the JU DSH.

§ 2 [Composition of the evaluation commission]

1. To carry out the mid-term evaluation referred to in § 14(2) of the Regulations of the JU DSH, the evaluation commission is appointed by the Director of the JU DSH at the request of the head of the doctoral program in accordance with § 14(3) of the Regulation of the JU DSH after consultation with the council of the discipline in which the doctoral project is carried out. The application is submitted on the basis of Annex 1 to these Regulations.
2. The Director of the JU DSH appoints the Chairman of the evaluation commission after consultation with the head of the doctoral program (Annex 2a). The Chairman manages the work of the evaluation commission during its meeting.
3. The supervisor, co-supervisor, assistant supervisor, members of the doctoral committee, manager of the grant in which the Doctoral Student is employed, as well as the head of the doctoral program may not sit on the evaluation commission.
4. A Member of the evaluation commission employed outside the university, referred to in §14(2) of the Regulations of the JU DSH, is a person holding the degree of doktor habilitowany or the title of profesor. In the case of members from abroad, the person concerned must meet the equivalence criterion.
5. The Director of the JU DSH may dismiss a Member of the evaluation commission for important reasons.

§ 3 [Report on the implementation of an individual research plan and education program]

1. At the latest by 15 August of the year in which the evaluation is carried out, a Doctoral Student is required to submit a report on the implementation of the individual research plan and the education program (Annex 3) along with attachments and the final version of the individual research plan. All documents must have the Supervisor's confirmation that they have read the submitted documents.

§ 4 [Meeting of the evaluation commission]

1. The evaluation commission meets in full.
2. The head of the doctoral program, after consultation with the Director of the JU DSH, sets the date and place of the evaluation commission's meeting and notifies its Members in good time. The meeting of the evaluation commission is held at the Jagiellonian University in Krakow or by electronic means of communication.
3. A Member may participate in the meeting of the evaluation commission remotely by electronic means of communication, provided that open participation is ensured for the public in the part including the presentation referred to in §14(5) of the Regulations of the JU DSH and the discussion held after the presentation.
4. A meeting of the evaluation commission consists of an open and a closed part. The Chairman informs those present when the closed part of the meeting begins.
5. Minutes of the meeting of the evaluation commission are drawn up in accordance with the model set out in Annex 4 to these Regulations. The minutes are accompanied by a resolution and opinions of the Members of the commission in accordance with the template set out in Annex 4b to these Regulations.
6. The meetings of the evaluation commission are held in the language specific to the particular JU DSH doctoral program, unless one of the Members speaks English as the language of communication and scientific work.
7. The Chairman of the evaluation commission forwards the minutes of the evaluation commission's meeting to the JU DSH Office within 7 days of the date of the meeting or, where justified and with the consent of the Director of the DSH, at a later date.

§ 5 [Evaluation]

1. The evaluation commission makes the mid-term evaluation in the form of a resolution. The resolution is drawn up in accordance with the template set out in Annex 4a to these Regulations.
2. The evaluation commission adopts the resolution by majority vote. The voting procedure is determined by the Chairman of the commission. A Member of the evaluation commission may not abstain from voting. A Member of the evaluation commission may present a separate opinion.
3. The commission may adopt its resolutions with the use of a communication system and remote voting, ensuring appropriate authorization of the persons entitled to vote.

§ 6 [Conditions for admission to mid-term evaluation]

The detailed conditions for admission to the mid-term evaluation, together with the schedule, are set out by the Director of the JU DSH by 30 April of the calendar year in which the mid-term evaluation is carried out.

§ 7 [Administrative handling]

The JU DSH provides administrative handling of the mid-term evaluation.

§ 8 [Appeal procedures]

In justified cases, a Doctoral Student may submit their appeal against the negative result of the mid-term evaluation to the School Director within 7 days from the date of the submission of full documentation by the Chairman of the commission in the School's Office following the template set out in Annex 5 to these Regulations

§ 9 [Consideration of the appeal]

The appeal will be processed within 14 days of its receipt by the Board of Appeal for mid-term evaluation appointed by the School Director and composed of: Director of the Doctoral School in the Humanities, Chairperson of the Council of the Doctoral School, Coordinator of the relevant Doctoral Programme.

§ 10 [Removal from the list of Doctoral Students]

As a result of the Board of Appeal upholding a negative mid-term evaluation, there is a removal from the list of Doctoral Students of the Doctoral School in the Humanities. The decision to remove from the list of Doctoral Students may be appealed against to the Rector of the Jagiellonian University.