

# WARSAW UNIVERSITY OF TECHNOLOGY

## Rector's Regulation No. 106 /2021 of 3 November 2021

on establishing a detailed procedure of the mid-term evaluation in the 2021/2022 Winter semester

Pursuant to Article 23 section 1 in connection with Article 202 section 2 of the Act of July 20, 2018 – the Law on Higher Education and Science (Journal of Laws 2021, item 478 with later amendments), it is ordered as follows:

### §1

The detailed procedure of the mid-term evaluation in the 2021/2022 Winter semester shall read as follows:

- 1) until October 30, 2021 a Doctoral School shall inform PhD students undergoing the mid-term evaluation about the schedule, the detailed procedure of the assessment, as well as the mid-term evaluation report form constituting Annex no. 1 to the Regulation. The Doctoral School's secretary shall send the above information to the PhD student by e-mail and enter it on the Doctoral School's website;
- 2) until October 30, 2021 the Doctoral School's Council shall adopt an open voting resolution on appointing an individual mid-term evaluation committee, hereinafter referred to as the "MEC", for each PhD student undergoing the evaluation;
- 3) from December 1 to December 22, 2021 PhD students undergoing the mid-term evaluation shall submit complete and signed documents to the Doctoral School's secretary. The documents shall be submitted electronically in a PDF format as well as in an identical paper format containing all the necessary signatures. Failure to submit the signed documents by the deadline may lead to obtaining a negative result of the evaluation and removal from the list of PhD students as a consequence.

Documents to be submitted:

- a) PhD Student Mid-Term Evaluation Report according to the provided form;
- b) Individual Research Plan;
- c) Individual Educational Program.

In the event of difficulty with a timely delivery of the signed hard copies of the documents, it is allowed to submit the signed scans, if agreed with the Doctoral School's secretary, whereas the hard copies must then be delivered until December 22, 2021;

- 4) until January 10, 2022 the Doctoral School's secretary along with the MEC's secretary shall prepare a set of documents listed in section 3 and send it in an electronic form to the MEC's Chairman and the Member.
- 5) until February 11, 2022 the MEC's Chairman and the Member shall send scans of completed and signed evaluation forms constituting Annexes no. 2 and 3 to the Regulation to the Doctoral School's secretary and the MEC's secretary. The hard copies of signed documents shall be delivered to the Doctoral School's secretary until February 14, 2022;
- 6) until February 14, 2022 the MEC's secretary shall send the report assessment forms by e-mail to the PhD student, the MEC's Chairman and the Member;

- 7) until February 14, 2022 the MEC's secretary, the Chairman, the Member and the Head of the Doctoral School shall establish a precise date of the MEC's meetings. The meetings shall be held via MS Teams, in person or as a combination of these two;
- 8) until February 14, 2022 the MEC's secretary shall inform the PhD student and the representative of PhD students via e-mail about the date of the meeting. The information shall also be delivered to the Doctoral School's secretary upon the same deadline;
- 9) until February 25, 2022 the supervisor and the representative of PhD students shall declare their willingness to participate in the MEC's meeting to the MEC's secretary;
- 10) until February 25, 2022 the PhD student shall deliver a PowerPoint or PDF presentation they intend to present during the MEC's meeting to the MEC's secretary;
- 11) from February 28 to March 12, 2022 the MEC's meetings shall be held;
- 12) within two weeks after the MEC's meeting, the hard copies of signed protocols along with their electronic versions prepared in accordance with the form constituting the Annex no. 4 to the Regulation shall be delivered to the Doctoral School's secretary by the MEC's secretary;
- 13) within one week after receiving the MEC's meeting protocol, the scan shall be sent electronically by the Doctoral School's secretary to the PhD student;
- 14) until April 8, 2022 a list of PhD students with the results of the mid-term evaluation shall be sent to the PhD Students Office by the Doctoral School's secretary, along with the copies of the protocols;
- 15) within one week after receiving the protocol, the procedure of removal a PhD student which obtained a negative result of the mid-term evaluation from the list of the PhD students shall be initiated. The PhD student has the right to submit the application for reconsideration of the case to the Rector within 14 days of receiving the decision.

## § 2

A graphic representation of the detailed procedure of the mid-term evaluation is included in Annex no. 5 to the Regulation.

## §3

This Regulation shall enter into force on the day of its signature.

**RECTOR**

prof. dr hab. inż. Krzysztof Zaremba