

Detailed Procedure of the Mid-Term Evaluation in the 2020/2021 Spring Semester

Deadline	Doctoral School (DS)			Mid-Term Evaluation Committee (MEC)			PhD student
	Council	Head	Secretary	Secretary	Chairman	Member	
30.05			Informing PhD students about the mid-term evaluation procedure				
15.06	The establishment of the MEC						
15.06-30.07							Submitting scans of documents
20.08							Submitting hard copies of documents
30.08			Completing and sending a set of students' documents to the Chairman and the Member of the MEC				
30.09					Sending scans of completed ME forms to the DS secretary		
5.10			Sending scans of completed ME forms to the PhD student, the Chairman and the Member of the MEC				
10.10					Sending hard copies of completed ME forms		
15.10				Establishing the dates of the MEC's meetings			
20.10				Informing the PhD student and the representative of PhD students about the date of the meeting			
30.10				Accepting declarations to participate in the meeting from a supervisor and a representative of PhD students			Sending the presentation to the Secretary of the MEC

2-23.11				MEC's meetings			
Date of the meeting + 2 weeks				Submitting a signed protocol to the DS secretary			
Date of the receipt of the protocol + 1 week		Initiation of the procedure of removal from the PhD students list	Sending a scan of the protocol to the PhD student				
15.12			Sending a list with the results to the PhD Students Office				