

**Detailed Procedure of the Mid-Term Evaluation in the 2021/2022 Fall Semester**

Deadline	Doctoral School (DS)			Mid-Term Evaluation Committee (MEC)			PhD student
	Council	Head	Secretary	Secretary	Chairman	Member	
30.10			Informing PhD students about the mid-term evaluation procedure				
30.10	The establishment of the MEC						
1-22.12							Submitting scans of documents
Until 22.12							Submitting hard copies of documents
Until 10.01			Completing and sending a set of students' documents to the Chairman and the Member of the MEC				
Until 11.02					Sending scans of completed ME forms to the DS secretary		
Until 14.02			Sending scans of completed ME forms to the PhD student, the Chairman and the Member of the MEC				
Until 14.02					Sending hard copies of completed ME forms		
Until 14.02				Establishing the dates of the MEC's meetings			
Until 14.02				Informing the PhD student and the representative of PhD students about the date of the meeting			
Until 25.02				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

28.02-12.03				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				
Until 08.04			Sending a list with the results to the PhD Students Office				