
Rules for conducting mid-term assessment

1. Mid-term assessment is conducted by a commission whose composition is determined by the Director of the Doctoral School from among the candidates proposed by the chairmen of the Scientific Councils of Disciplines.
2. At least one member of the commission must be employed outside the Koszalin University of Technology, having a post-doctoral degree of [doktor habilitowany, comparable to DSc or Assistant Professor] or full professor in the discipline, in which the doctoral dissertation is being prepared.
3. An employee of the Secretariat of the Doctoral School, appointed by the Director, may participate in the meeting of the commission as a secretary, without the right to vote.
4. Supervisor (supervisors) and auxiliary supervisor cannot be members of the commission.
5. Mid-term assessment of doctoral students is conducted taking into account in particular:
 - 1) assessment of the written report submitted to the commission, according to the template applicable in the Doctoral School, containing description of the results of work with reference to the level of advancement of the implementation of the individual research plan. The report together with the opinion of the supervisor (supervisors) and the auxiliary supervisor is submitted to the Secretariat by 30 June of the second year of education;
 - 2) assessment of the results of the realization of a doctoral dissertation and the level of scientific research based on a seminar before the Scientific Council of the Discipline;
 - 3) the scope of dissemination of research results in the form of publications, patent applications, presentations of results at recognized scientific conferences, etc.
6. A doctoral student may also demonstrate activities that go beyond the individual research plan.
7. The Director sets an individual date for the mid-term assessment for every doctoral student and the assessment is carried out at the turn of the 4th and 5th semester of education.
8. The Director shall notify a doctoral student, a supervisor (supervisors) or a supervisor and an auxiliary supervisor of the date of the mid-term assessment at least 14 days before the meeting of the commission.
9. As part of the mid-term assessment procedure, a doctoral student presents to the commission the results of his/her work and the level of advancement of the implementation of the individual research plan. The presentation should be prepared in accordance with the template applicable at the Doctoral School.
10. The doctoral student's presence at the meeting of the commission is obligatory. A doctoral student's absence may be justified by a sick leave submitted no later than on the day of the mid-term assessment and in special cases up to 7 days after the assessment date. A doctoral student who has justified his/her absence is given a new assessment date.

11. Unexcused absence of a doctoral student at the meeting of the commission means a negative result of the mid-term assessment.
12. At the request of a doctoral student, a representative of the Doctors Students' Self-Government (without the right to vote) may be present at the meeting of the commission.
13. Mid-term assessment shall end with a positive or a negative result. The result of the assessment together with its justification shall be public and is communicated to the doctoral student and the supervisor (supervisors) or the supervisor and the auxiliary supervisor.
14. The decision on mid-term assessment, together with the report referred to in section 5 point 1, shall be kept in the doctoral student's personal file.
15. In case of obtaining a negative result of a mid-term assessment, a doctoral student has the right to appeal.
16. Evaluation of a supervisor's scientific guidance is made by the commission based on the assessment of the realization of the supervisor's tasks, in particular:
 - a) determining, in agreement with a doctoral student, the topic and purpose of the doctoral dissertation;
 - b) establishing with a doctoral student an individual research plan (general scope, methodology, schedule of realization of research tasks, date of submitting the dissertation);
 - c) supporting the doctoral student, from the moment he/she begins education at the Doctoral School, in independent research and teaching work and in the preparation of publications.
17. The result of the evaluation together with its justification is communicated to the doctoral student and the supervisor (supervisors).
18. The chairman of the commission submits in writing the report on the proceedings and result of the doctoral student's evaluation procedure and the evaluation of the supervisor's scientific guidance to the Director. These documents are kept in the doctoral student's personal file.

Director of the Doctoral School

dr hab. inż. Dariusz Lipiński, prof. PK