



Doctoral School

Warsaw University of Technology

Decision no. 2/SD/2026

of the Head of the Doctoral School of the Warsaw University of Technology

of 31/03/2026

regarding the schedule for the mid-term evaluation of PhD students studying at the Doctoral School of the Warsaw University of Technology in the summer semester of the academic year 2025/2026

Based on art. 202 section 2 of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended), in conjunction with § 15 and 16 of the Regulations of the Doctoral School of Warsaw University of Technology, constituting an annex to resolution no. 471/L/2024 of the Senate of WUT of 27 March 2024 on the adoption of the Regulations of the Doctoral School of Warsaw University of Technology, a detailed schedule for the mid-term evaluation of PhD students studying at the WUT Doctoral School in the summer semester of the 2025/2026 academic year is established.

§ 1

1. By May 29, 2026, the Doctoral School will inform PhD students undergoing mid-term evaluation about the schedule, detailed evaluation procedures, and the template for the mid-term evaluation report (Appendix 1). This information will be sent by email to the PhD student's contact address at pw.edu.pl and posted on the Doctoral School's website.
2. At the same time, the Doctoral School will email the Mid-Term Assessment Committees detailed information regarding the committee members, the timetable and the specific assessment procedures.
3. From June 10, 2026, to July 31, 2026, PhD students undergoing mid-term evaluation must submit completed and signed mid-term evaluation reports to the Doctoral School, using the template provided in Annex 1 to the decision. Signed documents must be submitted in hard copy.
4. Unjustified failure to submit the signed documents referred to in paragraph 2 within the deadline will result in the Committee drawing up a mid-term evaluation protocol with a negative evaluation due to the failure to provide the documentation required for the mid-term evaluation, and consequently in removal from the list of PhD students.
5. By 1 September 2026, the Doctoral School shall submit the following documents in electronic form to the relevant Mid-Term Evaluation Committee: the PhD student's mid-term evaluation report, the Individual Research Plan, and templates for the Chairman's opinion form (Appendix 2), the Member's



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opinion form (Appendix 3), the mid-term evaluation report (Appendix 4) and the list of PhD students who have undergone the evaluation (Appendix 5).

6. By September 18, 2026, the Chairman and a Member of the Mid-Term Evaluation Committee will send scans of completed and signed evaluation forms to the Secretary of the Mid-Term Evaluation Committee, in accordance with the templates set out in Annex 2 and Annex 3 to this order. The signed originals of the aforementioned documents must be delivered to the Doctoral School by September 5, 2026.

7. By 25 September 2026, the Secretary of the Mid-Term Evaluation Committee shall send the received evaluation forms by email to the PhD student, the Doctoral School and the Chairman and Member of the Committee.

8. By 25 September 2026, the Secretary of the Mid-Term Evaluation Committee shall, with the Chairman and a Member of the Mid-Term Evaluation Committee, set a date for the Committee meeting between 14 October and 26 October 2025 and shall inform the PhD student, and the Doctoral School by the email about the scheduled date for the Committee meeting.

9. By 1 October 2026, the Doctoral School shall prepare a collective schedule of meetings of the Mid-Term Evaluation Committee and make it available to the Head of the WUT PhD students Council.

10. By October 6, 2026, the WUT PhD student Council may submit a written request to the Head of the Science Committee for PhD student representatives to participate in the public part of the meetings of individual Mid-Term Evaluation Committees. By October 8, 2026, the Doctoral School will inform the Secretaries of the Mid-Term Evaluation Committees of the nominated PhD student representatives.

11. By 8 October 2026, the supervisor may notify the Secretary of the Mid-Term Evaluation Committee of his or her willingness to participate in the public part of the Committee meeting.

12. At least 2 days before the scheduled date of the meeting, the PhD student shall send to the Secretary of the Mid-Term Evaluation Committee the presentation (in the form of a Powerpoint or PDF file) that he or she intends to present during the Committee meeting. The presentation should not exceed 15 minutes, unless the Chairman of the Mid-Term Evaluation Committee specifies otherwise.

13. By 9 October 2026, the Secretary of the Mid-Term Evaluation Committee shall inform all persons participating in the public part of the meeting by the email of the date and place of the meeting.

14. From October 12 to October 26, 2026, meetings of the Mid-Term Evaluation Committee for PhD Students will be held in person, remotely using the MS Teams platform, or in a hybrid format. The Chairman of the Committee should communicate the evaluation results to the PhD student orally immediately after the meeting.



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15. By 30 October 2026, the Secretary of the Committee shall send to the Doctoral School electronically a scan of the signed list of PhD students who have taken part in the mid-term evaluation, together with its result (positive or negative), in accordance with the template set out in Annex No. 5.

16. By November 6, 2026, the Secretary of the Mid-Term Evaluation Committee shall submit to the Doctoral School a paper version of the protocol prepared in accordance with Appendix 4, signed by all Committee members. A Committee member may send the Secretary a scan of their signed protocol. The document is then signed by the Chairman and the Secretary of the Committee. In this form the protocol is submitted to the Doctoral School.

17. Within seven days of receiving the original protocol from the Mid-Term Evaluation Committee meeting, the Doctoral School shall send a scanned copy of the Committee's protocol to the PhD student and the supervisor by email.

18. In the case of a negative evaluation, a decision to remove the PhD student from the list of PhD students at the Warsaw University of Technology Doctoral School is issued within 7 days of receipt of the signed original protocol.

19. Following a decision to remove a PhD student from the list of PhD students at the Warsaw University of Technology Doctoral School, the PhD student has the right to submit a request to the Director of the Warsaw University of Technology Doctoral School for the case to be reconsidered within 14 days of receiving the decision.

20. People who are in the process of being removed from the Doctoral School's list of PhD students are not permitted to undergo the mid-term assessment. If the proceedings are discontinued, the date for the mid-term assessment will be set on a case-by-case basis.

§ 2

The decision comes into force on the day of its adoption.