

# **Warsaw University of Technology**

## **Rector's Regulation No. 24/2023**

**of May 16, 2023**

### **on establishing the schedule of PhD students' mid-term evaluation in the Doctoral School in the 2022/2023 Spring semester**

Pursuant to Article 23, section 1 of the Act of July 20, 2018 – the Law on Higher Education and Science (Journal of Laws 2023, item 742), in connection with §15 and 16 of the Regulations of the Doctoral School of the Warsaw University of Technology, constituting the Annex to the Resolution No. 199/L/2022 of the Senate of the Warsaw University of Technology of April 27 2022, on the adoption of the Regulations of the Warsaw University of Technology, it is ordered as follows:

#### § 1

The Regulation determines the detailed schedule of the mid-term evaluation of PhD students in the Doctoral School of the Warsaw University of Technology in the 2022/2023 Spring semester:

#### § 2

1. Until May 31, 2023 the Doctoral School shall inform the PhD students about the schedule, the detailed procedure of evaluation, as well as the templates of PhD student's mid-term evaluation report (Annex No. 1). These information are sent to PhD students by PhD Students Office via e-mail in the pw.edu.pl domain, as well as uploaded on the Doctoral School's website.
2. From June 12 to July 28, 2023, the PhD students undergoing the mid-term evaluation, shall submit filled and signed PhD student's mid-term evaluation reports introduced by Annex No.1 to the PhD Students Office. The reports have to be submitted in the electronic form as a pdf file, and in an identical hard copy with all signatures. Not submitting the signed documents within the deadline may result in negative mid-term evaluation, and as a consequence, in the removal from PhD students' list. The approved Individual Research Plan of each PhD student is attached to the documentation by PhD Students Office.
3. Until August 30, 2023, the PhD Students Office sends electronic versions of the complete documents, referred to in section 2 to the secretary, the chairman and the member of the proper Committee.
4. Until September 20, 2023, the chairman and the member of the evaluation committee send the scans of filled and signed assessment reports in consonance with the templates determined in Annex No. 2 and Annex No. 3 to the Regulation to the PhD Students Office and the evaluation committee secretary. The hard copies of the signed documents shall be submitted to the PhD Students Office until September 25, 2023.
5. Until September 25, 2023, the PhD Students Office sends received assessment reports to the PhD student, the chairman, and the member of the evaluation committee via e-mail.

6. Until September 25, 2023, the evaluation committee secretary establishes the exact date of committee meeting with the chairman and the member of the committee and informs PhD Students Office and PhD students about it. The meetings should be held from October 16 to October 27, 2023 via MS Teams, in person or as a combination of these two.
7. Until September 27, 2023, the PhD Students Office makes an overall evaluation committees meetings plan and sends it to the head of PhD Students Council.
8. Until October 4, 2023, the PhD Students Council can apply for representatives participation in the public part of the evaluation committees meeting in the written form to the Head of the Mid-term Evaluation Committee. Until October 6, 2023 PhD Students Office informs the evaluation committee secretaries about reported PhD students' representatives.
9. Until October 6, 2023, the supervisor can report participation in the public part of the evaluation committee meeting to the committee secretary.
10. Until October 6, 2023, the PhD students shall deliver the PowerPoint or pdf presentation they intend to present during the meeting to the evaluation committee secretary.
11. Until October 9, 2023, the evaluation committee secretary informs via e-mail all of the participants of the public part of the meeting about the date and place of the meeting,
12. From October 16 to October 27, 2023, the evaluation committees meetings shall be held.
13. Until October 30, 2023, the evaluation committee secretary sends a scan of the protocol made in consonance with Annex No. 4, signed by the chairman to the PhD Students Office. Until November 19, 2023, the secretary submits a signed hard copy of the protocol. A qualified e-signature with time stamp is allowed.
14. Within 7 days from receiving the evaluation committee meeting protocol, PhD Students Office sends the PhD student and supervisor the scan of the protocol via e-mail.
15. Within 7 days from receiving the signed hard copy of the protocol, a decision is issued to remove a PhD student who obtained a negative result of the mid-term evaluation from the list of the PhD students of the Doctoral School of the Warsaw University of Technology.
16. The PhD student has the right to submit the application for reconsideration of the case to the Head of the Doctoral School within 14 day of receiving the decision.

§ 3

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

RECTOR

prof. dr hab. inż. Krzysztof Zaremba

## PhD Student Mid-Term Evaluation Report

PhD Student data
Name and surname
Register number
The subject of the dissertation
Discipline
Implementation Doctorate Program
<input type="checkbox"/> YES <input type="checkbox"/> NO
if YES, specify where:
if YES, provide the title of the dissertation thesis in compliance with the application to the Ministry of Education and Science:
Faculty/Institute/Chair/Department
Academic title, academic degree, name and surname of the supervisor
Academic title, academic degree, name and surname of the second supervisor*
Academic title, academic degree, name and surname of the assistant supervisor*
Date of commencing education at WUT Doctoral School
Planned date for submitting the dissertation

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\* if applicable

### Research progress report

1. Description of the research problem being solved within the dissertation with reference to the current state of knowledge  
(max. 2500 characters including spaces)

2. The concept of the research problem solution, its innovative character, research hypotheses  
(max. 1500 characters including spaces)

3. Research methodology (ways of conducting research, methods, techniques and research tools)  
(max. 1500 characters including spaces)

4. Description of the research activities realized so far with reference to the IRP, main results  
(max. 3000 characters including spaces, no more than 5 pictures/photos/charts etc.)

5. Plan for further research within the dissertation  
(max. 1500 characters including spaces)

**Scientific achievements related to the subject of the dissertation**

1. List of published papers

2. List of papers submitted for publication

3. Conference speeches, seminars, etc.

4. Obtained patents and their equivalents, patent applications, utility models

5. Participation in research projects, grant applications

6. Scientific cooperation with external institutions, research internships, etc.

**Additional significant information**

Max. 2500 characters including spaces

**Supervisor's comments**

Supervisor/ supervisors' comments on PhD student's research works progress

**Signatures**

PhD student

Date and signature:

Supervisor

Date and signature:

Second  
Supervisor\*

Date and signature:

Assistant  
Supervisor\*

Date and signature:

\* if applicable

## Explanatory notes:

### PhD student data:

- **The subject of the dissertation**  
Complete in accordance with the IRP.
- **Implementation Doctorate Program**  
If you choose YES, provide the name of the institution which was a party to the trilateral agreement.
- **Date of commencing education at WUT Doctoral School**  
Complete with a month and a year.
- **Planowany termin złożenia rozprawy doktorskiej**  
Complete with a month and a year.

### Research progres report

1. **Description of the research problem being solved within the dissertation with reference to the current state of knowledge**  
Describe the problem intended to be solved basing on the latest global research findings related to the subject of the dissertation. Explain the importance and purpose of raising such a topic including its practical significance.
2. **The concept of the research problem solution, its innovative character, research hypotheses**  
Provide information on what is to be proved within the dissertation, the results to be obtained during the implementation of the research topic and make research hypotheses indicating significant innovative aspects.
3. **Research methodology (ways of conducting research, methods, techniques and research tools)**  
Specify and briefly describe research methods, techniques and tools applied so far or intended to be applied during further research.
4. **Description of the research activities realized so far with reference to the IRP, main results**  
Describe research activities with reference to the schedule included in the IRP, indicate and clarify potential discrepancies. The purpose of the description is to introduce the reviewer with the degree of advancement of the research implementation as well as to allow the reviewer to assess whether the planned date of submitting the dissertation is realistic.
5. **Plan for further research within the dissertation**  
Describe the remaining research tasks necessary to complete the dissertation with reference to the accomplished activities indicated in the previous point.

### Scientific achievements related to the dissertation

1. **List of published papers**  
Provide full bibliographic data with DOI numbers.
2. **List of papers submitted for publication.**  
Indicate authors, title, journal, and the date of submission.
3. **Conference speeches, seminars, etc.**

Indicate authors, conference title, name, place, and date of the event (conference, seminar, etc.). Specify the range (international, national), and the form (oral, poster, etc.). This point does not refer to internal seminars conducted within the Doctoral School and Faculty where the dissertation is being realized.

**4. Patents and their equivalents, patent applications, utility models**

Indicate authors, name, date, and country of submission, as well as the patent number, registration number or utility model number.

**5. Participation in research projects, grant applications**

Provide full identification data of the project, including the title, name of competition, awarding institution, number, duration of the project or submission date, type of participation (manager, contractor, editor, etc.).

**6. Scientific cooperation with external institutions, research internships, etc.**

Indicate institution, type of cooperation, and the period of cooperation or research internship. This point only concerns external institutions (national or international) where dissertation-related research was conducted.

Information given in the form should only refer to the subject of the dissertation, but there are no time restrictions. Therefore, research activities concerning the subject performed before the admission to the Doctoral School may also be indicated.

**Additional significant information**

Provide information which was not covered in the previous points, yet may be significant in the view of the mid-term evaluation.

**Supervisor's comments**

Describe PhD student's progress of the realization of the dissertation as well as their compliance with time frames specified in IRP. If there is more than one supervisor, indicate the author of the comments.

## PhD Student Mid-Term Evaluation Report

Person completing the form
Function in the Committee: CHAIRMAN
Academic title, academic degree, name and surname
Faculty/Institute/Chair/Department

PhD Student data
Name and surname
Register number
The subject of the dissertation
Discipline
Faculty
Implementation Doctorate Program (YES/NO)
Academic title, academic degree, name and surname of the supervisor
Academic title, academic degree, name and surname of the second supervisor *
Academic title, academic degree, name and surname of the assistant supervisor *



\* if applicable

**Progress of research works assessment**

(max. 4000 characters including spaces)

**Scientific achievements assessment**

(max. 2000 characters including spaces)

**PhD student general assessment**

Proposed final assessment (POSITIVE/NEGATIVE):

Argumentation:

**Date and signature**

I confirm there are no factors which may have affected the objectivity of the assessment.

## Explanatory notes:

### **Progress of research works assessment**

Address all the categories jointly. The description should provide the PhD student with guidelines on what to change or include in further research.

### **Scientific achievements assessment**

Address all the categories jointly. The description should provide the PhD student with guidelines on what to change or include in further research.

### **PhD student general assessment**

- Proposed final assessment (POSITIVE/NEGATIVE):  
Choose one type of assessment. The proposed assessment is not final and may be changed upon interviewing the PhD student and clarifying disputable issues.
- Argumentation:  
Comment on the proposed final assessment. It is desirable to provide the PhD student with general guidelines on how to improve the quality of their work. The argumentation may be crucial in the case of negative assessment, as it allows the student to address negative aspects during the interview with the Committee. Strengths and weakness of the current state of the dissertation may be also indicated.

## PhD Student Mid-Term Evaluation Report

Person completing the form
Function in the Committee: MEMBER
Academic title, academic degree, name and surname
Faculty/Institute/Chair/Department

PhD Student data
Name and surname
Register number
The subject of the dissertation
Discipline
Faculty
Implementation Doctorate Program (YES/NO)
Academic title, academic degree, name and surname of the supervisor
Academic title, academic degree, name and surname of the second supervisor *
Academic title, academic degree, name and surname of the assistant supervisor *

\* if applicable

### Research progress report assessment

1. Description of the research problem being solved within the dissertation with reference to the current state of knowledge.  
(max. 1500 characters including spaces)

2. The concept of the research problem's solution and its innovative nature, research hypotheses  
(max. 2000 characters including spaces)

3. Assumed research methodology (ways of conducting research, methods, techniques and research tools)  
(max. 1500 characters including spaces)

4. Description of the research activities realised so far with reference to the IRP, main results  
(max. 2500 characters including spaces)

5. Plan for further research within the dissertation  
(max. 1500 characters including spaces)

### Scientific achievements assessment

(max. 2500 characters including spaces)

### PhD student general assessment

Proposed final assessment (POSITIVE/NEGATIVE):

Argumentation:

### Date and signature

I confirm there are no factors which may have affected the objectivity of the assessment.



## Explanatory notes:

### **Progress of research works assessment**

Address each category separately. The description should provide the PhD student with guidelines on what to change or include in further research.

### **Scientific achievements assessment**

Address all the categories jointly. The description should provide the PhD student with guidelines on what to change or include in further research.

### **PhD student general assessment**

- Proposed final assessment (POSITIVE/NEGATIVE):  
Choose one type of assessment. The proposed assessment is not final and may be changed upon interviewing the PhD student and clarifying disputable issues.
- Argumentation:  
Comment on the proposed final assessment. It is desirable to provide the PhD student with general guidelines on how to improve the quality of her/his work. The argumentation may be crucial in the case of negative assessment, as it allows the student to address negative aspects during the interview with the committee. Strengths and weakness of the current state of the dissertation may be also indicated.

## PhD Student Mid-Term Evaluation - Protocol

<b>PhD Student data</b>	
Name and surname	
<input type="text"/>	
Register number	
<input type="text"/>	
The subject of the dissertation	
<input type="text"/>	
Discipline	
<input type="text"/>	
Faculty	
<input type="text"/>	
Academic title, academic degree, name and surname of the supervisor	
<input type="text"/>	
Academic title, academic degree, name and surname of the second supervisor *	
<input type="text"/>	
Academic title, academic degree, name and surname of the assistant supervisor *	
<input type="text"/>	

\* if applicable

<b>Members of the Committee</b> (academic title, academic degree, name and surname)	
Chairman	<input type="text"/>
Member	<input type="text"/>
Secretary	<input type="text"/>

<b>Other persons present at the meeting of the Committee</b> (academic title, academic degree, name and surname)	
Supervisor	<input type="text"/>

PhD Students representative	
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On ..... (date) the above mentioned Committee performed the PhD student mid-term evaluation of the implementation of the Individual Research Plan on the basis of submitted documents, mid-term evaluation report and presentation of achievements.

<b>Final assessment</b>
PhD student's progress assessment is (POSITIVE/NEGATIVE)
<b>Argumentation:</b>

<b>Committee members signatures</b>	
Chairman	
Member	
Secretary	



## Detailed procedure of Mid-Term Evaluation in the 2022/2023 Spring semester Technology

Date	Doctoral School		Mid-Term Evaluation Committee (MEC)			PhD Student
	School Council	PhD Students Office	Chairman	Member	Secretary	
Until 31.05.2023	Approval of compositions of MEC	Sending PhD students information about MTE terms and conditions				
12.06-28.07.2023		Adding the IRP to the PhD students' documentation				Submitting the documents for evaluation
Until 30.08.2023		Sending the scans of complete PhD students' documents to the MEC Secretary, Chairman and Member.				
Until 20.09.2023			Sending the scans of Report Assessments to PhD Students Office and MEC Secretary			
Until 25.09.2023		Sending the Report Assessments to PhD student and MEC Chairman and Member			Sending the hard copies of Report Assessments to PhD Students Office	
Until 25.09.2023			Setting the dates of MEC meetings			
Until 25.09.2023					Informing the PhD student and PhD Students Office about scheduled date of the meeting	
Until 27.09.2023		Making a schedule of meetings and sharing it with PhD Students Council				
Until 4.10.2023		Accepting the applications for participating in a meeting from PhD students representative				
Until 6.10.2023		Informing the MEC Secretaries about the reported representatives of PhD students			Accepting applications for participation in a meeting from Supervisor	Sending the presentation to MEC Secretary
Until 9.10.2023					Informing the participants of MEC meeting about the date and place	
16.10-27.10.2023			<b>Mid-Term Evaluation Committee Meetings; orally informing PhD Student and Supervisor about the result</b>			
Until 30.10.2023					Sending the scan of the MEC meeting protocol to PhD Students Office	
Until 19.11.2023					Submitting the hard copy of MEC meeting protocol to PhD Students Office	
The date of receiving the protocol + 7 days		Sending a scan of MEC protocol to PhD student and supervisor				