

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

Technology

Annex No. 5 to the Resolution No. 24 /2023 of the Rector of the Warsaw University of

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			
					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			Mid-Term Evaluation Committee Meetings; orally informing PhD Student and Supervisor about the result			
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				