

Detailed procedure of Mid-Term Evaluation in the 2023/2024 winter semester

Annex No. 6 to the Decision No. 2/SD/2023 of the Head of the WUT Doctoral School

| Date | Doctoral School (DS) | | Mid-Term Evaluation Committee (MEC) | | | PhD Student |
|------------------|---------------------------------|--|---|--------|---|---|
| | School Council | Doctoral School | Chairman | Member | Secretary | |
| Until 14.12.2024 | Approval of compositions of MEC | Sending PhD students information about MTE terms and conditions | | | | |
| 3.01-17.01.2024 | | Adding the IRP to the PhD students' documentation | | | | Submitting the documents for evaluation |
| Until 24.01.2024 | | Sending the scans of complete PhD students' documents to the MEC Secretary | | | Sending the scans of complete PhD students' documents to Chairman and Member | |
| Until 20.02.2024 | | | Sending the scans of Report Assessments to DS and MEC Secretary | | | |
| Until 23.02.2024 | | | | | Sending the Report Assessments to PhD student and MEC Chairman and Member. Sending the hard copies of Report Assessments to DS | |
| Until 27.02.2024 | | | Setting the dates of MEC meetings | | | |
| | | | | | Informing the PhD student and DS about scheduled date of the meeting | |
| Until 1.03.2024 | | Making a schedule of meetings and sharing it with PhD Students Council | | | | |
| Until 6.03.2024 | | Accepting the applications for participating in a meeting from PhD students representative | | | | |
| Until 7.03.2024 | | 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 8.03.2024 | | | | | Informing the participants of MEC meeting about the date and place | |
| 11.03-22.03.2024 | | | Mid-Term Evaluation Committee Meetings; orally informing PhD Student and Supervisor about the result | | | |
| Until 29.03.2024 | | | | | Sending to DS a scan of the signed list of participants in the mid-term evaluation with its results | |
| Until 5.04.2024 | | | | | Submitting a scan and a hard copy of MEC meeting protocol to the Doctoral School | |

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| The date of receiving the protocol + 7 days | | Sending a scan of MEC protocol to PhD student and supervisor | | | | |
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