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**Principles for conducting mid-term evaluation
in doctoral schools
at Adam Mickiewicz University, Poznań**

1. Detailed deadlines for conducting mid-term evaluation are determined by the directors of doctoral schools in consultation with the chairs of discipline councils. These deadlines must be communicated to doctoral students by 28 February.
2. The mid-term evaluation is conducted by evaluation committees operating within a given doctoral school, appointed by the Vice-Rector in consultation with the chair of the relevant discipline council. The discipline council selects the members of the evaluation committees from among the proposed candidates.
3. Evaluation committees are appointed for one academic year by 31 January.
4. The evaluation committee consists of 3 persons, including:
 - 1) a person holding a postdoctoral degree (*doktor habilitowany*) in the discipline or the title of professor in the field covering the discipline, in which the doctoral dissertation is prepared, employed outside Adam Mickiewicz University;
 - 2) two persons holding a postdoctoral degree (*doktor habilitowany*) in the discipline or the title of professor in the field covering the discipline, in which the doctoral dissertation is prepared, employed at Adam Mickiewicz University.
5. The supervisor or supervisors and the auxiliary supervisor of a doctoral student may not be members of the evaluation committee for the mid-term evaluation of the doctoral student under their supervision. A representative of the Doctoral Student Self-Government of Adam Mickiewicz University may participate in the meetings of the evaluation committee as an observer.
6. The mid-term evaluation with respect to the Individual Research Plan submitted by the doctoral student includes in particular the following elements:
 - 1) progress in the preparation of the doctoral dissertation;
 - 2) research activity, including scientific publications, conference presentations and grant applications.

7. The scientific council of the discipline may specify the elements set out in section 6, particularly with regard to quantitative criteria.
8. Doctoral schools develop and make available specimen forms (templates) to help doctoral students to prepare materials for the mid-term evaluation.
9. The examination committee conducts the mid-term evaluation on the basis of:
 - 1) a narrative summary prepared by the doctoral student;
 - 2) documentation confirming the progress of work on the doctoral dissertation;
 - 3) an interview with the doctoral student.
10. The evaluation committee takes minutes of the mid-term evaluation and all members of the evaluation committee sign them.
11. The mid-term evaluation may be positive or negative. The result of the evaluation and its justification are made public. A member of the evaluation committee has the right to submit a dissenting opinion and the reasons for it in writing.
12. The result of the mid-term evaluation is determined in a closed session, without the participation of the doctoral student. The decisions of the evaluation committee are taken by a simple majority of votes.
13. In the case of a positive mid-term evaluation, the evaluation committee conducting the mid-term evaluation may also give recommendations concerning the doctoral student's research, the preparation of the dissertation and the supervisor's continued scientific supervision.

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