

**The rules for conducting mid-term evaluations
of PhD students of the Warsaw PhD School in Natural and BioMedical Sciences
affiliated with the Institute of Physics of the Polish Academy of Sciences**

§1

The terms used in the Rules have the following meanings:

- a) Doctoral School - Warsaw PhD School in Natural and BioMedical Sciences [Warsaw-4-PhD]
- b) Programme Board – The Programme Board of the Doctoral School
- c) Scientific Council - Scientific Council of the Institute of Physics of the Polish Academy of Sciences
- d) Commission - Commission appointed to carry out the mid-term evaluation
- e) PhD student - a PhD/doctoral student at the PhD School affiliated with the Institute of Physics of the Polish Academy of Sciences

§2

Determining the composition of the Commission

1. The mid-term evaluation of the PhD student is carried out by a Commission appointed by the Programme Board. The Commission is composed of three members proposed by the Scientific Council, including at least one member who is not an employee of any of the institutes running the School and holds a habilitation or the title of professor in the discipline in which the doctoral dissertation is being prepared.
2. The members of the Commission are indicated by the Scientific Council upon the supervisor's written request and after consulting the Scientific Council Committee for Education. The members of the Commission shall be indicated by the Scientific Council not later than three months before the end of the full two years of a PhD student's education.
3. Only a person with a habilitation or the academic title of professor may be a member of the Commission.
4. The PhD student's supervisors, auxiliary supervisor, the director of the Institute of Physics of the Polish Academy of Sciences, and the head of the specialization at the PhD School can not be members of the Commission. These persons may not participate in the work of the Commission, except for the head of specialization who participates as an observer if none of the members of the Commission are employed in any of the institutes running the school.
5. When selecting members of the Commission, the Scientific Council follows the principle of avoiding actual and potential conflicts of interest between members of the Commission and the supervisor, auxiliary supervisor, and PhD student.
6. If a situation occurs that could be interpreted as a conflict of interest, the member of the Commission concerned is obliged to inform the Programme Board or the Chairman of the Scientific Council about it.
7. The supervisor's request referred to in Section 2 is submitted no later than four months before the end of the full two years of the PhD student's education and should contain a short description of the research subject matter, an assessment of the progress of the preparation of the doctoral dissertation, an assessment of the possibility of completing the education on time, and a proposal of at least two candidates for members of the Commission, who are not employed in any of the institutes running the school and meet the conditions set out in Sections 3, 4, and 5.

§3

Conducting the mid-term evaluation

1. The mid-term evaluation is carried out during the meeting of the Commission, at which the PhD student presents their scientific achievements to date, the course of their education to date, and the planned course of further development.

2. The PhD student and all members of the Commission participate in the Commission meeting at which the mid-term evaluation is carried out. Moreover, the following persons may participate in the meeting of the Commission without the right to vote: a representative of the PhD students' self-government of the Institute of Physics of the Polish Academy of Sciences and a minutes clerk, and the head of specialization only in the case referred to in §2 Section 4.
3. In particularly justified cases, after obtaining the consent of the Commission of the Scientific Council for Education, the meeting of the Commission may be held in the form of a teleconference. The conditions for holding such meetings are specified each time by the Scientific Council Committee for Education
4. After completing the presentation and discussion with the members of the Commission, the Commission conducts a discussion at a closed session and adopts a resolution by secret ballot, by an absolute majority of votes with a positive or negative result of the mid-term evaluation, and prepares a written justification.