



Międzynarodowa Środowiskowa Szkoła Doktorska
przy Centrum Studiów Polarnych
w Uniwersytecie Śląskim w Katowicach

ul. Będzińska 60
41-200 Sosnowiec
tel. +48 32 368 93 80
polarknow@us.edu.pl
www.mssd.us.edu.pl



Resolution no. 46 of the Council of International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (MŚSD) of 18 March 2021 regarding the organisation of mid-term evaluation of MŚSD doctoral students.

Pursuant to Par. 4 Section 6(4) in conjunction with Par. 9 of Resolution no. 306 of the Senate of the University of Silesia in Katowice of 27 November 2018 regarding specifying the Rules and Regulations of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (MŚSD) (i.e. as adopted in Annex no. 3 to Resolution no. 391 of the Senate of the University of Silesia of 28 May 2019), the Council of MŚSD hereby adopts detailed principles of organisation and conduct of mid-term evaluations for the doctoral students of MŚSD:

Par. 1

[Legal basis]

1. The mid-term evaluation of doctoral students of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (hereinafter referred to as MŚSD) is organised pursuant to Art. 202 of the Act from 20 July 2018 Law on Higher Education and Science (that is Dz.U.2020.85), Par. 9 of Resolution of the Senate of the University of Silesia in Katowice of 27 November 2018 regarding specifying the Rules and Regulations of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (MŚSD) and the principles of organisation and conduct of mid-term evaluations, as specified by the Council of MŚSD.
2. The mid-term evaluation is carried out by the Committee for Mid-term Evaluation (hereinafter: Committee).
3. The subject of mid-term evaluation is verification of progress made by the doctoral student of MŚSD subject to it with regards to the realisation of their Individual Research Plan (hereinafter: IPB).



Międzynarodowa Środowiskowa Szkoła Doktorska
przy **Centrum Studiów Polarnych**
w Uniwersytecie Śląskim w Katowicach

ul. Będzińska 60
41-200 Sosnowiec
tel. +48 32 368 93 80
polarknow@us.edu.pl
www.mssd.us.edu.pl



Par. 2

[Committee for Mid-term Evaluation and its tasks]

1. The Committee consisting of the Chairperson and two members appoints the MŚSD Council by way of a resolution, separately for each discipline represented by the doctoral students of MŚSD subjected to the mid-term evaluation. The same Committee for Mid-term Evaluation may assess the achievements of more than one doctoral student.
2. The Committee comprises members with DSc or DLitt degree or a title of a professor in the field in which a given doctoral dissertation is elaborated.
3. The composition of the Committee is selected from amongst the representatives of MŚSD Council and persons who are not the employees of the entity running the doctoral school, nor entities that organise it who might be employed both in the national as well as foreign scientific-research entities, provided that the Committee:
 - 1) consists of at least one person from outside of the representatives of the MŚSD Council;
 - 2) does not consist of the supervisor, auxiliary supervisor, research project manager in the project under which the doctoral or scientific scholarship of the doctoral student is financed, or under which remuneration for the work of the doctoral student is financed.
4. In order to ensure conceptual support for the Committee, the MŚSD Council may appoint experts to the Committee from amongst the personnel employed in foreign scientific-research entities with at least a PhD degree and documented outstanding achievements in the discipline in which the doctoral dissertation is elaborated. Such experts participate in the meetings of the Committee with an advisory voice.
5. The candidates for members of the Committee and its experts are indicated by members of the MŚSD Council who are subsequently obliged to present the submitted candidates at the session of the MŚSD Council regarding the appointment of the Committee. Indication of the candidate for a member of the Committee or its expert should include a justification.
6. Justification for indicating candidates for members of the Committee or its experts should include, in particular:
 - a) information concerning qualification for a reliable and substantive evaluation of IPB and research projects in disciplines represented by doctoral students subjected to the mid-term evaluation;
 - b) declaration of the candidate regarding granting consent for participation in the works of the Committee.



Międzynarodowa Środowiskowa Szkoła Doktorska
przy **Centrum Studiów Polarnych**
w Uniwersytecie Śląskim w Katowicach

ul. Będzińska 60
41-200 Sosnowiec
tel. +48 32 368 93 80
polarknow@us.edu.pl
www.mssd.us.edu.pl



7. The MŚSD Council, upon the application of a doctoral student, doctoral student and the supervisor or a member of the Committee, excludes a member of the Committee, if circumstances of this type occur which might cause a justified concern as to their objectivity or their relevance of qualification in assessing the assumptions and manner of IPB realisation. The application referred to in the preceding sentence must be submitted within 14 days from the date of publishing the composition of the proper Committee on the website of MŚSD. The MŚSD Council shall consider such application within 30 days from the date of its submission. In case of approving the application, the MŚSD Council shall exclude the member of the Committee indicated therein and, subsequently, appoint a new person in their place, subject to the procedure of appointing members of the Committee as specified in Sections 1 – 6.
8. Upon an application submitted by the doctoral student or the management of relevant structures of the self-government of doctoral students in organisational units of MŚSD, a representative of the relevant structures of the Doctoral Student Government in entities forming MŚSD may participate in the works of the Committee as an observer.
9. The entities indicated in Section 8 may submit an application to the MŚSD Council regarding inclusion of an observer in the works of the Committee - Doctoral Student Government representative, not later than 3 months prior to the end of a given academic year in which the mid-term evaluation is to be carried out.
10. The composition of the Committee is open, and it is published on the website of MŚSD not later than 4 months prior to the end of the academic year in which the mid-term evaluation is to be carried out.
11. Members of the Committee employed outside the units organising the doctoral school are entitled to remuneration at the level of 20% of the remuneration of a professor. Remuneration is not granted to experts in the Committee or to the observer.
12. The tasks of the Committee members include:
 - 1) participation in open scientific seminars during which doctoral students present a report on the progress of IPB realisation;
 - 2) familiarisation with the doctoral student documentation on the mid-term evaluation, including e.g. current IPB, supervisor's opinion, opinions of supervisors or supervisor and auxiliary supervisor and report on IPB realisation;
 - 3) participation in the sessions of the Committee;
 - 4) participation in discussions between the Committee the doctoral student and the supervisor or the supervisor and the auxiliary supervisor;
 - 5) evaluation of IPB realisation by doctoral students of MŚSD on the basis of criteria compliant with Par. 5 Section 1;
 - 6) participation in the decisions taken by the Committee regarding mid-term evaluation of doctoral students;
 - 7) participation in preparing justifications of mid-term evaluations for doctoral students;



- 8) participation in writing the report on the works of the Committee.
13. The tasks of the Chairperson of the Committee include:
 - 1) coordinating works of the Committee, including e.g. announcing meetings of the Committee, inviting doctoral students, supervisor, supervisors or supervisor and auxiliary supervisor; applying to the office of MŚSD for documentation necessary to carry out an evaluation and passing on to the remaining members of the Committee;
 - 2) ordering voting on mid-term evaluation and announcing its results;
 - 3) handing over the report on the works of the Committee to the MŚSD Council;
 - 4) submitting the result of evaluation with justification to doctoral students, supervisor, supervisors or supervisor and auxiliary supervisor;
 - 5) supervision over publishing mid-term evaluations with justifications on the website of MŚSD;
14. Meetings of the Committee may occur in a direct or remote manner by means of electronic communication means applied at the University of Silesia in Katowice, ensuring in particular:
 - 6) coverage of the course of tests in real time among its participants;
 - 7) multifaceted communication between its participants in real time, whereby test participants may speak in its course – subject to maintaining necessary principles of safety.
15. Secret voting of the Committee may occur during remote meetings in a direct or online manner by means of electronic communication means applied at the University of Silesia in Katowice.

Par. 3

[Schedule of mid-term evaluation]

1. The Council of MŚSD, by way of a resolution, specifies a detailed schedule of mid-term evaluation (hereinafter: schedule) not later than 4 months prior to the end of the academic year in which the mid-term evaluation is to occur.
2. The schedule, as specified in Section 1, defines:
 - 1) date or dates of open scientific seminars during which the assessed doctoral students of MŚSD will present progress in realising IPB and the level of their research project advancement;
 - 2) term for submission of reports from IPB realisation;
 - 3) dates of Committee meetings;
 - 4) date of announcing the results of the mid-term evaluation.

Par. 4

[Basis and course of mid-term evaluation]



Międzynarodowa Środowiskowa Szkoła Doktorska
przy **Centrum Studiów Polarnych**
w Uniwersytecie Śląskim w Katowicach

ul. Będzińska 60
41-200 Sosnowiec
tel. +48 32 368 93 80
polarknow@us.edu.pl
www.mssd.us.edu.pl



1. The mid-term evaluation is carried out on the basis of:
 - 1) a written report from the realisation of IPB (hereinafter: report) opinionated by the supervisor, supervisors or supervisor and auxiliary supervisor;
 - 2) lectures during open scientific seminars;
 - 3) discussions between the Committee, the doctoral student and the supervisor or the doctoral student and supervisors, as specified below in Section 9, if carried out.
2. The report is elaborated, at the discretion of the doctoral student, either only in English, or both in Polish and English. The sample report constitutes Appendix no. 1 to this Resolution. The sample of Appendix no. 1 and its translation into English shall be published on the website of MŚSD.
3. The report, opinionated by entities specified in Section 1(1), must be submitted by the doctoral student of MŚSD subjected to the evaluation within the term compliant with the schedule online through the website of MŚSD and in the hardcopy form at the office of MŚSD.
4. The mid-term evaluation of the progress of realising IPB for the doctoral student of MŚSD subjected to the evaluation is a three-stage process.
5. In the first stage, the doctoral student presents before the Committee during an open for public scientific seminar his or her so far scientific achievements in realising IPB and research plans covering the period until the end of education at MŚSD. Time designated for presentations of doctoral students cannot be shorter than 15 minutes, however, not exceeding 25 minutes.
6. The presentation referred to in Section 5 ought to be prepared and given in English, and its scope should include at least discussion of the subject and meaning of research covered by IPB for the development of the discipline in which the doctoral dissertation is elaborated, presentation of progress in realising IPB, degree of advancement of the research project, planned further stages of IPB realisation until the end of the period of education at MŚSD, and moreover, the most important scientific achievements of the doctoral student, including publications.
7. After the presentation specified in Sections 5 and 6, both members of the Committee as well as the audience may ask questions directed at the doctoral student regarding IPB realisation and the related research plans.
8. In the second stage, during a non-public session of the Committee, its members, based on the criteria from Par. 5 Section 1, perform an evaluation of the doctoral student's progress in realising IPB and the assessment of possibilities of achieving the research goals assumed in IPB.
9. The scope of the order of the meeting referred to in Section 8 may include the point related to the individual discussion of the Committee with the doctoral student and their supervisor, or with the doctoral student and their supervisors, should an application for its conduct be submitted 14 days from the planned session of the Committee by any of its members or by the doctoral student or by his or her supervisor/supervisors. In such a case, the Chairperson of the



Międzynarodowa Środowiskowa Szkoła Doktorska
przy **Centrum Studiów Polarnych**
w Uniwersytecie Śląskim w Katowicach

ul. Będzińska 60
41-200 Sosnowiec
tel. +48 32 368 93 80
polarknow@us.edu.pl
www.mssd.us.edu.pl



Committee invites the doctoral student and the supervisor or the doctoral student and supervisors to the session at least 7 days prior to its scheduling.

10. The subject of the discussion referred to in Section 9, may cover issues related to the conceptual assumptions of the doctoral dissertation presented in IPB and their realisation and, furthermore, presentation of explanations regarding the possibilities of achieving the assumed research goals and their importance for the development of the discipline in which the dissertation is elaborated.
11. Open scientific seminars and the discussion between the Committee and the doctoral student and the supervisor or the doctoral student and the supervisors may occur in a direct or remote manner by means of electronic communication means applied at the University of Silesia in Katowice, ensuring in particular:
 - 1) coverage of the course of tests in real time among its participants;
 - 2) multifaceted communication between its participants in real time, whereby test participants may speak in its course – subject to maintaining necessary principles of safety.
12. In the third stage, the Committee, during a secret session, undertakes a decision regarding the outcome of the mid-term evaluation of the doctoral student on the basis of the criteria and principles specified in Par. 5.

Par. 5

[IPB evaluation and criteria, mid-term evaluation]

1. The Committee carries out an evaluation of IPB realisation on the basis of the following criteria:
 - 1) compliance of the realised research tasks and obtained research results with the research assumptions contained in IPB and those which have been described in the report and, furthermore, presented in an open scientific seminar and potentially during an individual discussion with the doctoral student in the presence of the supervisor or supervisors at the session of the Committee, as specified in Par. 4 Section 9;
 - 2) timeliness of realising the tasks with respect to research plans contained in IPB;
 - 3) effectiveness of publications and presentations of results of research obtained at the current stage of IPB realisation;
 - 4) significance of research projects realised by the doctoral student;
 - 5) significance of the forms of improving qualifications for achieving the assumed research goals undertaken by the doctoral student with respect to the realisation of IPB;



Międzynarodowa Środowiskowa Szkoła Doktorska
przy **Centrum Studiów Polarnych**
w Uniwersytecie Śląskim w Katowicach

ul. Będzińska 60
41-200 Sosnowiec
tel. +48 32 368 93 80
polarknow@us.edu.pl
www.mssd.us.edu.pl



- 6) degree of advancement of the elaborated doctoral dissertation and the possibility of achieving the assumed in IPB research goals in the assumed time, as well as its timely completion in accordance with IPB.
2. The mid-term evaluation ends with either a positive or a negative result.
3. The final mid-term evaluation is adopted by the Committee gathered in its full composition by way of secret voting, by the majority of votes of its members.
4. In case of an even number of votes, when one of the Committee members abstains from voting, the final decision regarding the final evaluation is undertaken by the Chairperson of the Committee.
5. The result of the evaluation along with justification is open and published on the website of MŚSD not later than within 7 days from the date of undertaking a decision regarding the final evaluation by the Committee.
6. In case of a negative evaluation, the doctoral student is removed from the list of doctoral students by way of an administrative decision issued by the Dean of MŚSD at the authorization of the Rector. One may apply for re-consideration of the decision of removing a doctoral student from the list of doctoral students to the Dean of MŚSD within 14 days from the date of obtaining the said decision.

Par. 6

[Entry into force]

The Resolution enters into force on 18 March 2021.