

## **Instructions no. 44**

**from the Dean of the Doctoral School at the SGH Warsaw School of Economics  
of 1 July 2024**

**on conducting the mid-term evaluation of doctoral students  
who will complete the second year of education in the academic year 2023/2024**

Pursuant to § 3(1)(7) in conjunction with § 19 of the Doctoral School Regulations at the SGH Warsaw School of Economics, constituting an appendix to Resolution no. 465 of the Senate of the SGH Warsaw School of Economics of 17 April 2019 (*hereinafter: the Doctoral School Regulations*), I lay down the following rules:

1. By August 30 of a given year, the Dean of the Doctoral School shall appoint, separately for every programme, one Committee to conduct the mid-term evaluation. The Committee members are chosen in accordance with § 20 of the Doctoral School Regulations.
2. The Committee shall begin its work in the first week of October and end it no later than the last week of October. The organisation of the Committee's work shall be handled by the Committee Chair. The Doctoral School Bureau shall assist the Chair in organisational matters.
3. Due to the deadlines for the submission of reports on doctoral students from the implementation profile to the Ministry of Education and Science, it is recommended that the Chair of the Committee organise its work so that doctoral students from this profile are evaluated first.
4. The Committee shall always deliberate in full. In the event that the Committee is unable to deliberate in full within the time frame specified in paragraph 2, the Chair shall request the Dean to appoint a new Committee member.
5. The opinion, referred to in § 21 (1) and (2) of the Doctoral School Regulations, shall be submitted by the supervisor(s) in the system: [sprawozdania.sgh.waw.pl](https://sprawozdania.sgh.waw.pl).
6. Doctoral students subject to mid-term evaluation in a given year shall prepare a report on the implementation of the IPB (Individual Research Plan), in which, in particular, they shall explain the discrepancies between the IPB and its implementation. The report shall be submitted in the system: [sprawozdania.sgh.waw.pl](https://sprawozdania.sgh.waw.pl).

7. The doctoral student shall justify the degree of completion of tasks and the completion of the doctoral dissertation, as described in the IPB semester schedule, by attaching relevant documents such as, for example, prepared articles and papers, research reports, legible, working excerpts of the dissertation (approved by the supervisor).
8. If it is not possible to upload a research report or an excerpt from the doctoral dissertation in the system [sprawozdania.sgh.waw.pl](http://sprawozdania.sgh.waw.pl), these documents should be sent to the address of the Doctoral School Bureau (in the form of a scan with the signature of the doctoral student and supervisor).
9. The interviews referred to in § 21(1)(3) of the Doctoral School Regulations shall be conducted with all doctoral students.
10. The supervisor may also be invited to the interview referred to in the preceding paragraph. The decision on this matter shall be made by the Chair of the Committee. The result of the mid-term evaluation shall be drawn up by the Committee in accordance with the Appendix to these Instructions.
11. The justification for a positive or negative evaluation should include, among other things: a brief description of the criteria used in assessing the progress of IPB implementation, an explanation of the extent to which the doctoral student has realised each criterion and the grounds on which the argumentation is based, i.e., the documents used and the interviews conducted with the doctoral student and, if applicable, the supervisor.
12. These Instructions shall enter into force on the day of their signing.

**DEAN**

**of the Doctoral School**

**Prof. dr hab. Wojciech Pacho**

/signed with a qualified

electronic signature/