

## **Procedure for the approval of annual reports on research activities by doctoral students at the PK KUT Doctoral School**

### **§ 1. Scope of the procedure**

1. This procedure sets forth the process for preparing, reviewing, and approving the annual reports on the research activities of doctoral students at the Doctoral School of the PK Krakow University of Technology.
2. The procedure applies to all doctoral students who are required to submit an annual report on their research activities in accordance with the Regulations of the Doctoral School at the PK Krakow University of Technology.
3. The procedure sets forth the detailed process for fulfilling the obligation to submit and approve annual reports on research activities, as referred to in § 7 of the Regulations of the Doctoral School at the PK Krakow University of Technology.

### **§ 2. The doctoral student's obligations**

1. The doctoral student shall prepare an annual report on their research activities by the deadline set by the PK KUT Doctoral School, in accordance with the academic calendar in effect at PK KUT.
2. The doctoral student submits the report for approval to the supervisor, the supervisors, or the supervisor and the co-supervisor.

### **§ 3. Approval of the report**

1. The report must be approved by the supervisor, the supervisors, or the supervisor and the co-supervisor.
2. The doctoral student submits the approved report to a representative of the relevant discipline for review.

### **§ 4. Verification of the report**

1. A representative of the relevant discipline reviews the annual report on research activities.
2. The verification process includes, in particular, an assessment of whether the research activities described in the report are consistent with the timeline set out in the Individual Research Plan (IRP).
3. Following the review, the representative of the relevant discipline issues one of the following grades:
  - 1) positive evaluation – no comments,
  - 2) negative evaluation – if significant discrepancies are found between the research activities described in the report and the IRP schedule.

If a negative evaluation is issued, the discipline representative shall prepare a written justification for the evaluation in a separate letter, which shall be provided to the doctoral student, with a copy forwarded to the Office of the Doctoral School at the PK KUT.

### **§ 5. Procedure in the event of a negative assessment**

1. If a negative evaluation is issued, the doctoral student may submit a written explanation to the PK KUT DS Office regarding the identified discrepancies between the research activities described in the report and the IRP schedule within 7 days of receiving the justification for the evaluation.
2. The explanation referred to in sec. 1 requires the signature of the supervisor, the supervisors, or the supervisor and the co-supervisor.
3. The explanation is reviewed by the PK KUT DS Council, which, by a vote:
  - 1) upholds the negative assessment, or
  - 2) changes the grade to a passing grade.

If the evaluation is changed to a positive one, the Chair of the PK KUT Doctoral School Council issues written recommendations for implementation in the following semester, which are forwarded to the doctoral student, with a copy sent to the Office of the Doctoral School at the PK KUT.

### **§ 6. Implementation of recommendations**

1. If the evaluation is changed to a passing grade, the doctoral student must submit a report on the implementation of the recommendations to the representative of the relevant discipline by the end of the following semester.

### **§ 7. Consequences of upholding a negative grade**

1. If the negative evaluation is upheld, the doctoral student shall be removed from the list of doctoral students pursuant to § 12 sec. 10 point 1 of the Regulations of the Doctoral School at the PK Kraków University of Technology.

### **§ 8. Final provisions**

1. In matters not covered by this procedure, the provisions of the Regulations of the Doctoral School at the PK Krakow University of Technology shall apply.
2. Paper documentation related to the review and evaluation of the annual report is kept in the doctoral student's file at the Office of the Doctoral School at the PK KUT.
3. This procedure enters into force on the date of its publication.

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