



Announcement of the Director of the Doctoral School of the Cracow for doctoral students who commenced their education in the 2024/2025 academic year under the six-semester programme University of Technology of 19 November 2025

Information on the Mid-Term Evaluation (MTE) – February 2026
For doctoral students who commenced their education in the 2024/2025 academic year under the six-semester programme

1. The mid-term evaluation at the CUT Doctoral School will be conducted from 23 to 27 February 2026.
2. The mid-term evaluation schedule will be announced by the Director of the CUT Doctoral School by 22 November 2025 on the Doctoral School website.
3. The mid-term evaluation shall be conducted by a committee composed of three persons holding the academic degree of habilitated doctor or the title of professor, including at least two members representing the discipline in which the doctoral dissertation is being prepared, with at least one member employed outside CUT. The supervisor and assistant supervisor may not be members of the committee.
4. The Director of the CUT Doctoral School appoints the Mid-Term Evaluation Committees no later than three months before the planned evaluation date, from among candidates nominated by the Chair of the Scientific Council of the relevant discipline. The committee shall be chaired by the discipline representative on the CUT Doctoral School Council or a person designated by the Chair of the Scientific Council of the relevant discipline.
5. Separate Mid-Term Evaluation Committees are appointed for individual doctoral students; however, committee memberships may overlap.
6. Failure, without justified reason, to submit or provide the materials referred to in points 11 and 12 within the prescribed deadline, or failure to appear for the presentation of the multimedia presentation, prevents the evaluation from being conducted and results in a negative evaluation. The justification shall be submitted to the Chair of the relevant Mid-Term Evaluation Committee.
7. In the event of a justified absence from the mid-term evaluation, the doctoral student shall be assigned a new date for the meeting of the Mid-Term Evaluation Committee within 30 days from the date on which the reason for the absence ceased to exist.
8. Minutes of the committee meeting shall be prepared, recording the result of the mid-term evaluation together with its justification. Within 7 days from the announcement of the results, the doctoral student shall confirm that they have read the minutes.

Mid-Term Evaluation of the Doctoral Student

9. The mid-term evaluation covers the implementation of the Individual Research Plan (IRP).



10. The following aspects of the implementation of the Individual Research Plan shall be evaluated:
 - a. the progress made in the doctoral dissertation;
 - b. the correctness of the adopted objective;
 - c. the adopted methodology;
 - d. compliance with the schedule (including acceptance of deviations from the original assumptions that arose during the implementation of the research).
11. In accordance with the deadline specified in the Mid-Term Evaluation Schedule, the doctoral student shall submit to the CUT Doctoral School Office a folder (preferably white, with an elastic band), labelled on the front cover in the upper left-hand corner with the doctoral student's name and surname and the discipline abbreviation, and containing, on the inside cover, the attached folder description template (available in Teams – Doctoral Students 2024 channel), including:
 - a. the Individual Research Plan (IRP) together with any submitted IRP amendment (to be completed by the CUT Doctoral School Office);
 - b. the Annual Scientific Activity Report for the 1st year of study (to be completed by the CUT Doctoral School Office);
 - c. the Annual Scientific Activity Report for the 3rd semester, signed by the doctoral student, the supervisor(s), and the discipline representative;
 - d. a self-report, prepared by the doctoral student and signed by the doctoral student and the supervisor(s), containing information on the current stage of preparation of the doctoral dissertation. The report should constitute an expanded description of the Individual Research Plan and should include the work schedule together with the degree of its implementation;
 - e. the opinion of the supervisor, supervisors, or the supervisor and assistant supervisor;
 - f. the Supervisor Evaluation Form (for the supervisor, supervisors, or supervisor and assistant supervisor).
12. The documents referred to in point 11(a–f) shall be uploaded by the doctoral student to the designated OneDrive folder, in accordance with the deadline and the rules specified in the 2026 Mid-Term Evaluation Schedule.

Access to the individual OneDrive folder was granted in August 2025.

The uploaded PDF files shall be named according to the following format:



- a. Individual Research Plan – IRP – *surname_IRP*
(In the case of submitting an amendment to the Individual Research Plan, both files shall be included – the original version and the amended version. The file containing the amended IRP shall be named: *surname_IRP_amendment*.)
- b. Annual Scientific Activity Report – Year 1 – *surname_spr1*
- c. Annual Scientific Activity Report – 3rd semester – *surname_spr2*
- d. Self-report – *surname_self-report*
- e. Opinion of the supervisor / supervisors / assistant supervisor – *surname_opinion*
- f. Supervisor evaluation – *surname_evaluation*

Attachments to each document shall be merged into a single PDF file together with the main document.

The folder shall contain six files (or seven files if an IRP amendment has been submitted), named according to the format described above.

- 13. The doctoral student is required to present to the committee a presentation concerning the implementation of the Individual Research Plan.
- 14. At the request of the doctoral student undergoing the mid-term evaluation, a representative of the University Doctoral Students' Self-Government Council (URSD) may participate in the committee meeting as an observer.
- 15. The mid-term evaluation shall be based on the materials referred to in points 11 and 12, together with the multimedia presentation delivered by the doctoral student.
- 16. The result of the mid-term evaluation shall be determined during the closed session of the committee, without the participation of the doctoral student. Members of the evaluation committee may not abstain from voting.
- 17. The mid-term evaluation concludes with either a positive or negative result. The evaluation result, together with its justification, shall be public.
- 18. Minutes of the committee meeting shall be prepared, recording the result of the mid-term evaluation together with its justification. Within 7 days from the announcement of the results, the doctoral student shall confirm that they have read the minutes.

Supervisor Evaluation

- 19. The supervisor evaluation shall be conducted on the basis of the Supervisor Evaluation Form (available in Teams). If any doubts arise concerning the supervisor evaluation, the committee may request the supervisor to provide explanations.



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Information and forms related to the mid-term evaluation are available in Teams, in the CUT
Doctoral Students team, Doctoral Students 2024 channel.

For organisational matters concerning the February 2026 mid-term evaluation related to a
specific discipline, please contact the discipline representative or the committee chair directly.

DIRECTOR

Doctoral School of the Cracow University of Technology
Dr hab. Eng. Małgorzata Cimochowicz-Rybicka, Professor of CUT

