



**INSTYTUT BIOCHEMII I BIOFIZYKI**  
**POLSKIEJ AKADEMII NAUK**

**Resolution No. 15/2023**

**OF THE DOCTORAL SCHOOL COUNCIL**

**of 1 December 2023**

**defining the rules of procedure for Evaluation Committees**

Pursuant §5 (5) (10) of the Rules & Regulations of the Doctoral School “Doctoral School of Molecular Biology and Biological Chemistry,” it is hereby resolved as follows:

**§ 1**

The rules of procedure are defined for Evaluation Committees appointed for the mid-term evaluation of the work of Doctoral Students enrolled at the Doctoral School “Doctoral School of Molecular Biology and Biological Chemistry”.

**§ 2**

The rules of procedure for Evaluation Committees constitute Appendix No. 1 to the Resolution.

The voting was attended by 4 out of 5 authorised voters, and one person was absent (votes for – 4, votes against – 0, abstentions – 0).

**§ 3**

The Resolution shall become effective upon adoption.

Appendix no. 1 to Resolution No. 15/2023 of the Doctoral School Council dated 1 December 2023

## The rules of procedure for Evaluation Committees

The mid-term evaluation aims to verify the implementation of the Individual Research Plan, in particular the timeliness and quality of performance of the planned research tasks.

The Evaluation Committee (hereinafter the Committee) consist of 3 persons appointed in line with Article 202 (4) of the Act<sup>1</sup>. The following functions shall be identified within the Committee: Chairperson of the Committee, Secretary of the Committee and Member of the Committee.

The mid-term evaluation shall be carried out either in Polish or in English. The language of the evaluation shall be selected by the Committee. A doctoral student, supervisor or auxiliary supervisor may request that the evaluation will be performed in their chosen language. The Committee may not refuse to carry out the evaluation in English if a doctoral student, supervisor or auxiliary supervisor do not use Polish language at a conversational level.

The mid-term evaluation concludes with a positive or negative result and a justification. The justification shall be prepared by the Secretary of the Committee after consultation with the Chairperson of the Committee and the Member of the Committee.

The mid-term evaluation form and the template of the mid-term report along with submission dates are available on the website

<https://ibb.edu.pl/ksztalcenie-doktorantow/regulaminy-i-formularze/>

The Secretary of the Committee is responsible for chairing the meeting and organisational issues related to the preparation of the evaluation form.

The rules and criteria of mid-term evaluation are stated in § 14 of the Rules & Regulations of the Doctoral School "Doctoral School of Molecular Biology And Biological Chemistry"<sup>2</sup>

([https://ibb.edu.pl/app/uploads/2023/01/regulamin-sd\\_ibb-pan\\_2023\\_10\\_01.pdf](https://ibb.edu.pl/app/uploads/2023/01/regulamin-sd_ibb-pan_2023_10_01.pdf))

The Committee determines the result of the mid-term evaluation with a justification after the Committee's session during which the doctoral student, in the form of a brief presentation (10 minutes) presents the results of their research work within the 24 months of education at the Doctoral School with regard to the tasks included in the Individual Research Plan.

<sup>1</sup> The Act of 20 July 2018 – the Higher Education and Science Law (consolidated text of the Journal of Laws of 2023, item 742, as amended).

<sup>2</sup> Adopted by way of Resolution No. 118/2022 of the Scientific Council of the Institute of Biochemistry and Biophysics (PAS) of 20 December 2022.

The course of the Committee's session:

1. opening the session by the Secretary of the Committee, handing over the chairing of the session to the Chairperson of the Committee;
2. the doctoral student's presentation summarising the implementation of the Individual Research Plan;
3. substantive discussion between the Committee and the doctoral student in the presence of supervisor(s), including in particular:
  - a. further steps towards the completion of the IRP, taking into account the competencies and skills specified in the Polish Qualifications Framework;
  - b. the planned format of the dissertation (monography or a series of publications with the leading contribution from the doctoral student);
  - c. the minimum path leading to the completion of the IRP;
  - d. determining the elements of the planned research which may be considered supplementary.
4. The Committee's meeting with the doctoral student without the participation of supervisor(s) covering issues related to supervisors' support and oversight and creating space for communicating any difficulties in relations between them. The Committee shall establish whether:
  - a. the frequency of meetings with the supervisor(s) is sufficient;
  - b. the substantive and methodological support is adequate, and whether consultations with specialists are proposed, if applicable;
  - c. the doctoral student experiences difficulties in day-to-day cooperation with the supervisor or other members of the research team which require intervention from individuals outside the team.
5. A brief meeting of the Committee with the supervisors without the doctoral student in order to discuss the involvement and responsibility of the doctoral student and to create space for communicating any difficulties related to the cooperation. The Committee shall establish whether:
  - a. according to the supervisor, the frequency of meetings with the doctoral student is sufficient,
  - b. according to the supervisor, the substantive and methodological support is adequate, whether the doctoral student follows their suggestions,
  - c. the supervisor experiences difficulties in day-to-day cooperation with the doctoral student or whether there are issues which require intervention from individuals outside the team.
6. The meeting ends with a closed discussion between Committee members, after which the Secretary of the Committee prepares a draft evaluation, the Secretary is responsible for the exchange of files and for drawing up the final evaluation and collecting the signatures of all Committee members. The scanned copy of the evaluation should be sent to the email address [sbm@ibb.waw.pl](mailto:sbm@ibb.waw.pl), the original should be submitted at the Office of the Doctoral School within 5 working days following the meeting.

7. The result of the evaluation with a justification shall be immediately communicated by the Secretariat of the Doctoral School to the doctoral student and the supervisors and subsequently published in the Public Information Bulletin of the Institute of Biochemistry and Biophysics (PAS).