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## RESOLUTION no. 1/2023

**issued by the Director of Szkoła Doktorska Nauk o Kulturze Fizycznej AWF im. Bronisława Czecha w Krakowie on 12 May 2023**

detailing the rules of conducting interim assessments of doctoral students at Szkoła Doktorska Nauk o Kulturze Fizycznej w Akademii Wychowania Fizycznego w Krakowie in the academic year 2022/2023.

Pursuant to Article 202 par. 2-5; Article 203 par. 1(1) of the Higher Education and Science Law Act of 20 July 2018 (Journal of Laws year 2022. Item 574 as further amended) and § 14 and 15 of the General Rules of Study at Szkoła Doktorska Nauk o Kulturze Fizycznej Akademii Wychowania Fizycznego im. Bronisława Czecha w Krakowie, I hereby order as follows:

1. The interim assessment, conducted to assess the Doctoral Student's progress in delivering the Individual Research Plan (IPB), takes place halfway through the education period specified in the Doctoral School's Study Programme.
2. The interim assessment is conducted by the Assessment Board, hereinafter referred to as the Board, appointed by the Doctoral School Director. The Board is composed of:
  - a) the Doctoral School Director, who serves as the Head of the Board;
  - b) one member holding the title of *Profesor* or *Doktor habilitowany* in the discipline in which the doctoral dissertation is being prepared, employed outside the University of Physical Education (AWF) in Kraków;
  - c) one member for whom AWF in Kraków is the primary place of employment, holding the title of *Profesor* or *Doktor habilitowany* in the discipline in which the doctoral dissertation is being prepared.
3. The interim assessment will be primarily based on the doctoral student's report detailing progress made on their Individual Research Plan. The report specifically includes information on timeliness and progress made as well as the quality of tasks performed according to the dissertation timetable. The report template constitutes Appendix No. 1 to the General Interim Assessment Rules.
4. Along with the report, doctoral students must submit a written self-assessment summarizing their research progress and achievements (including a personal statement on the conditions/challenges encountered in delivering the Individual Research Plan and preparing the doctoral dissertation) as well as a supervisor performance evaluation form, which evaluates collaboration with the supervisor. The evaluation form template constitutes Appendix No. 2 to the Interim Assessment Guidelines.

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5. Doctoral students are required to submit the above-mentioned documentation by 23 June 2023.
  6. The interim assessment process consists of two stages:
    - a) The first stage involves the submission by the Doctoral Student of a written scientific self-assessment report within the deadline specified in (5). The self-assessment report summarizes the progress and achievements (including the student's statement on the conditions/challenges encountered in implementing the IPB, preparing the dissertation, collaboration with the Supervisor, etc.) along with Appendix No. 1 and Appendix No. 2.
    - b) The second stage consists of an oral presentation and discussion before the Board, to be held on 18 September 2023 in Room E located in the main AWF building. In a presentation prepared using Microsoft PowerPoint (or similar software), doctoral students present the key assumptions of their research work and the progress of their research; they further discuss their research publications and other scientific achievements, and respond to questions from the Board members regarding the submitted documentation. The presentation must not take longer than 15 minutes.
  7. Each Board member, in a closed session, evaluates each doctoral student based on Appendix No. 2, taking into account:
    - a) the Doctoral Student's development and their academic achievements record, including: publications (number of articles accepted for publication or published since the admission to the Doctoral School in peer-reviewed journals listed by the Ministry of Education and Science (MEiN), the order of the authors and journal ranking points); active participation in scientific conferences (number and form of presentations, conference type, awards and distinctions received); participation in research projects (grant type and the person's role in the project); research fellowships (location, type, and duration); other achievements listed by the Doctoral Student.
    - b) progress made on the Study Programme (timeliness and quality of completed tasks and responsibilities, obtained credits and the average grade achieved during the course of study).
    - c) progress made on the student's Individual Research Plan and preparation of the doctoral dissertation.
  8. The interim assessment concludes with either a pass or fail grade, as decided by a majority vote in a secret ballot.

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9. The assessment outcome, along with a statement of reasons, is public and will be presented orally on the day of the Board meeting and communicated as an official administrative decision issued by the Director of the Doctoral School within three working days.
  10. Failure to submit the self-assessment report by the deadline or an unjustified absence from the oral presentation will automatically result in a negative outcome of the assessment.
  11. A negative outcome of the interim assessment results in the student being removed from the register of doctoral students.
  12. A decision removing a doctoral student from the register of doctoral students as a result of the negative outcome of the interim assessment may be appealed through a request for reconsideration of the case, which must be submitted to the Vice-Rector for Students Affairs, within 14 days of the removal.

Doctoral School Director

Barbara Frączek, AWF Prof., Dr hab.