

**Instruction No. 48  
of the Dean of the Doctoral School at the SGH Warsaw School of Economics  
dated May 26, 2025  
regarding the mid-term evaluation of doctoral students completing their second  
year of study in the given academic year**

Pursuant to § 3 (1)(7) in connection with § 19 of the Regulations of the Doctoral School at the SGH Warsaw School of Economics, constituting an annex to Resolution No. 465 of the Senate of the SGH Warsaw School of Economics dated April 17, 2019 (hereinafter referred to as the “Doctoral School Regulations”), I hereby establish the following:

1. By August 30 of the given year, the Dean of the Doctoral School appoints one Evaluation Committee for each doctoral program to conduct the Mid-term Evaluation. The composition of each Committee is in accordance with § 20 of the Doctoral School Regulations.
2. The Committee starts its work in the first week of October and concludes no later than the last week of October. The Committee Chair, elected by the Committee members either during a meeting or via a circular procedure, is responsible for organizing the work. The Doctoral School Office provides organizational support to the Chair.
3. The Committee must always deliberate in full composition. If this is not possible within the period specified in par. 2, the Chair shall request the Dean to appoint a new Committee member.
4. Doctoral students who are subject to mid-term evaluation in the given year shall submit a report on the implementation of their Individual Research Plan (IRP), specifically explaining any discrepancies between the IRP and its implementation. The report must be submitted through the platform <http://sprawozdania.sgh.waw.pl> no later than September 20. If this date falls on a non-working day at SGH, the deadline is extended to the next working day.
5. The doctoral student shall justify the level of task completion and progress on the doctoral dissertation, as described in the semester schedule of the IRP, by attaching appropriate documents such as draft articles and conference papers, research reports, or clearly legible working sections of the dissertation (approved by the supervisor).

6. If the system <http://sprawozdania.sgh.waw.pl> does not allow uploading of research reports or dissertation parts, the documents must be sent via email to the Doctoral School Office as scanned copies signed by both the student and the supervisor.
7. Upon receipt of complete documentation for a given Committee, as specified in par. 4–6, the Doctoral School Office promptly makes it available to the Committee members.
8. The interviews referred to in § 21 (1)(3) of the Doctoral School Regulations are conducted with all doctoral students, either on-site at the university or remotely. The decision on the mode of the interview is made by the Chair of the respective Committee.
9. The supervisor may also be invited to the interview. This decision is made by the Committee Chair. The results of the mid-term evaluation are documented in accordance with the principles outlined in the annex to this Instruction.
10. The justification for a positive or negative evaluation shall include, in particular: a brief description of the criteria applied in assessing the progress made in the IRP, an explanation of the extent to which the student has met each criteria, and the basis for the evaluation, including the supporting documents and the conducted interview(s) with the student and, where applicable, the supervisor.
11. This Instruction enters into force on the date of its signing.
12. Instruction No. 42 of the Dean of the Doctoral School at the SGH Warsaw School of Economics dated July 1, 2024, regarding the mid-term evaluation of doctoral students completing their second year of study in the 2024/2025 academic year, is hereby invalid.

**DEAN**

**Doctoral School**

**dr hab. Paweł Wyrozębki, prof. SGH**

*/signed with a qualified electronic signature/*