

## PhD Midway Evaluation – Guidelines at the Faculty of Medicine

*Guidelines adopted by the Programme Board for the PhD programme. Last revision on 05.09.2016*

### 1. GENERAL INFORMATION

All PhD candidates admitted to the PhD programme at the Faculty of Medicine must have a Midway Evaluation.

Midway Evaluations must be arranged both in the spring and in the autumn. The departments can decide if they wish to arrange the evaluations individually, or by organising one bigger event each semester.

### 2. THE COMMITTEE

A Midway Evaluation Committee (at least two members) will be appointed for each candidate. The committee is appointed by the department. The candidates will be informed about the date for their Midway Evaluation and the members of the committee at least two months before the date of the event.

All committee members must have a PhD, but they do not have to be permanent scientific staff members. At least one of the committee members must be employed at the Faculty, but they do not have to be affiliated with the same department as the candidate. Committee members do not receive financial compensation.

### 3. PRACTICALITIES

#### 3.1. TIME PLANNING

The Midway Evaluation shall take place around halfway into the PhD period, but no later than 2/3 into the PhD period. For candidates with a 3 year PhD period, this means no later than when 3 semesters remain of their PhD period. If the candidate has duty work or is a part time PhD, this shall be considered when planning the midway evaluation. If the candidate is on leave, the Midway Evaluation is postponed accordingly. The Midway Evaluation cannot be postponed for other reasons.

In the event that the main supervisor is unavailable for the midway evaluation, and it is impossible to arrange for them to attend digitally, it is possible to move the midway evaluation in such a way that it still is within 2/3 of the PhD period. Normally this means moving the midway evaluation to an earlier semester.

#### 3.2. REPORT

The PhD candidate must submit a short written report no later than two weeks before the midway evaluation. The report must contain information on the status of project and progress on

- Scientific activities and results
- Publications
- The training component (printout of results from StudentWeb to be attached)
- Plan for completion and estimated submission date
- Any problems or other comments

The report must be minimum 2 pages long, but the departments can require a longer report or other documentation (project description, manuscripts, publications etc.).

Please Note: For projects requiring ethical approval, the approval documentation should be presented at the midterm if this was not ready at the time of admission.

### **3.3. ON THE DAY OF THE MIDWAY EVALUATION**

The Midway Evaluation begins with the candidate's presentation on the project and progress, minimum 15 minutes, followed by questions and discussion, (approx. 10 minutes). The main supervisor is required to attend, but the department can rule that this can be done digitally. If possible, co-supervisors should also be present. The submitted report should be the basis for the candidate's presentation, emphasizing methods, goals achieved and scientific results so far. The departments can decide if the presentation should also include other elements.

The presentation must be open to the public and should be given in English. The following discussion can be in the language of the thesis.

After the presentation, the committee, supervisor(s) and candidate should retire to go through the evaluation form and any other comments. The candidate also has a short conversation with the committee without the supervisor(s) present. Upon request, the committee and supervisor can also meet without the candidate.

The Midway Evaluation is finished when the committee has completed and signed the evaluation form, as well as the Exam Protocol.

### **3.4. REGISTRATION OF COMPLETED MIDWAY EVALUATION**

Upon approval of the candidate's presentation, the candidate is awarded 1 ECTS credit which is part of the training component. The department is responsible for the practicalities of registering the credits in accordance with the current administrative routines. If for any reason the Midway Evaluation is not approved, the candidate must present again within one month. The approval is subject to the candidate submitting the required material and presenting their work, not to their progress in the project.

## **4. FOLLOW-UP**

The completed forms, as well as the report from the candidate should be archived in Ephorte and must be revised by the department. Any problems or delays uncovered by the Midway Evaluation must be addressed with the candidate and/or supervisor, with the purpose of finding measures to help the candidate complete their PhD within the time frame of the PhD period.

The administrative coordinators can notify the department about candidates who need further attention, but they are not responsible for the follow-up. The responsibility for following up on concerns regarding progress and other issues is placed on the Head of Research at the department where the candidate is affiliated. The Head of Research is responsible for arranging meetings with the candidate and supervisor as required, and no later than 1 month after the Midway Evaluation.

These guidelines are subject to change.