

## **Procedures for Midway Evaluation (MEV) for PhD candidates at II**

**Approved by the Board of Doctoral Education at the Dep. of Informatics 4 January 2019**

### **1. Involved parties:**

- PhD candidate
- Supervisor
- MEV Committee: two persons who are active in the candidate's area of research, at least one of these must be a permanent scientific employee. Members of the supervision committee cannot be part of the MEV committee.
- PhD coordinator from the administration
- Board of Doctoral education (FU)

### **2. Call for committee and date**

For 3-year candidates: End of 3<sup>rd</sup>/beginning of 4<sup>th</sup> semester, the PhD coordinator will contact the principal supervisor with a call for a MEV committee and a date for the MEV. The MEV will take place during the 4<sup>th</sup> semester.

For 4-year candidates: End of 4<sup>th</sup>/beginning of 5<sup>th</sup> semester, the PhD coordinator will contact the principal supervisor with a call for a MEV committee and a date for the MEV. The MEV will take place during the 5<sup>th</sup> semester.

### **3. MEV forms**

Two weeks prior to the MEV, the PhD coordinator distributes the report forms, one to the candidate and one to the supervisor. The candidate and supervisor are given a deadline of three days before the MEV to return the forms. PhD coordinator forwards the completed MEV forms along with the final MEV committee form to the MEV committee.

### **4. MEV**

PhD coordinator books a room and announces the MEV two weeks in advance. The supervisor must attend. The candidate's research group, FU's PhD member and other PhD candidates are encouraged to attend.

- The candidate gives a max 45-minute presentation of the research conducted so far.
- Open discussion
- The MEV committee gives a short, public feedback based on the presentation and MEV forms

After the presentation, the MEV committee submits the completed final MEV committee report form. The report must conclude whether or not the plan for completion is realistic. The PhD coordinator forwards the final report to the candidate and supervisor, and archives it.

### **5. If the MEV committee finds that it cannot approve the MEV**

The MEV committee must no later than two weeks after the MEV arrange a meeting including the candidate, supervisor and MEV committee to work out a plan for completion. All matters related to the candidate-supervisor relationship can be addressed at this meeting.

The meeting must result in a confidential report with adequate measures to ensure that the project will be completed in line with the project description. The report must be approved by the FU, and archived.