

Guide to midway evaluation at the Ph.D. programme in Health, Function and Participation

Information regarding routines

Time

Each doctoral candidate shall have a mandatory midway evaluation, arranged by the faculty. Midway evaluation should normally be carried out in the 3rd or 4th semester for the PhD period, depending on the length of the period (3 or 4 years).

The extension of the PhD period based on entitled leaves (including sick leave) may give reason to postpone midway evaluation. Such delays shall be reported to both the head of the PhD programme and the administrative coordinator of the programme, as well as reported in the annual progress report from candidate and main supervisor.

Purpose

The purpose of the midway evaluation is to provide a constructive and critical feedback, with specific advice on how the candidate can work on the thesis towards submission.

Procedure

During the mid-term evaluation, the candidate presents and evaluates the progress of their own study and PhD project for their supervisors and an evaluation group of at least two people.

Evaluation and input from the evaluation group is based on a summary of the thesis sent to the evaluation group in advance and the candidate's oral presentation. The evaluation group shall provide constructive and critical feedback, with specific advice on how the candidate can work on the thesis up to submission.

The evaluation group summarizes its feedback in a written report sent to the candidate, supervisor, head of the PhD programme and the faculty after the mid-term evaluation.

Appointment of evaluation group and date determination

The main supervisor arranges the date of the event in consultation with the research fellow, the members of the evaluation group and with the head of the PhD programme ([Tobba T. Sudmann](#)).

Requirements for members of the evaluation group*:

- At least two members
- At least one external member, outside of HVL
- Completed PhD
- Relevant competence in the subject area of the project
- Consent to streaming the public part av the event

**Please note that members of the mid-term evaluation evaluation group cannot be used again when assessing the thesis and dissertation.*

Compensation for work in evaluation group:

- External members are compensated for 15 working hours at the specific rate (litr. 82 for professor/litr. 72 for associate professor).
- Internal members (employed by HVL) write 15 working hours in their work schedule.
- Any living and travel costs will be refunded.

The main supervisor normally proposes two members as the evaluation group. The form «*FHS evaluation form for mid-way evaluation*» (see **Appendix I**) must be filled out and sent to the programme's administrative coordinator ([Rachel G. Berge](#)) together with the cv for the proposed members.

Information from candidate to evaluation group

The information is sent to the evaluation group at least 10 working days in advance. The information must be sent to the program's administrative coordinator ([Rachel G. Berge](#)) **3 weeks** before the date of the evaluation. The administrative coordinator and the head of the PhD programme review the information and inform the candidate if any changes or additional information are required. The administrative coordinator forwards the information to the evaluation group.

The required information the candidate should prepare:

- 1) A submission letter referring to the project description in their application for admission. The submission letter shall describe the process and product so far as well as plans for completion.
- 2) The original project description from the admission application.
- 3) A comprehensive text, e.g. articles/chapters or draft articles/chapters to be included in the PhD thesis.
As mentioned on the HVL website, a report of 10-20 pages can be sent to explain the research question and give an account of the status of the work, as well as provide a further progress plan.

Please contact the head of the programme ([Tobba T. Sudmann](#)) if you wish to discuss content/design.

Program for midway evaluation

11.00 – 11.45

Joint lunch for candidates, supervisors and evaluation group at the canteen

12.00 - 12.30 (public - streamed)

The candidate presents the project and places the supplied text in the context of the thesis, as a whole. The candidate assesses their own progress and may present any questions for which they request feedback.

12.30 - 14.15 - included a short break (public - streamed)

The evaluation group provides input and comments on the text that has been read and the presentation, as well as the questions the candidate's may have presented. The evaluation group provides constructive and critical feedback, with specific advice on how the candidate can work on the thesis up to submission.

Afterwards, the audience may present questions or comments. The main supervisor moderates the discussion.

14.15 - 14.40 (closed)

The evaluation group discusses among itself and will consider the academic status and progress of the doctoral work (in the absence of candidate and the public).

14.40 - 15.00 (closed)

Brief feedback from the evaluation group to the candidate, the supervisors and the representative of the programme/faculty (oral).

**For online mid-term evaluation, Zoom is used. The candidate, supervisors and evaluation committee meet at 11.45 to ensure that everything is ready.*

Language

- The information handed over to the evaluation group can be in either Norwegian, English or another Scandinavian language.
- The presentation (30 minutes) during the mid-way evaluation can be in either Norwegian, English or another Scandinavian language of your choice.
- The discussion will continue in the either Norwegian, English or another Scandinavian language, unless otherwise agreed.

After completing the midway evaluation

The evaluation group sends its feedback in the form of a concise report (2-3 pages) based on the faculty's reporting form (**see Appendix II**). The report must be sent to post@hvl.no within two weeks of the evaluation. The administrative coordinator of the programme sends the report to the PhD candidate, the main supervisor and the head of the programme.

If necessary, suggested measures and follow-up are discussed in collaboration with the head of the programme.

Appendix I

FHS evaluation form for midway evaluation

Proposal for evaluation group - midway evaluation at HVL					
In accordance with section 9-2 regulation, an evaluation group of at least two persons shall be appointed. Of these, at least one should be external.					
Candidate (first name, last name)					
Project title					
Proposal for evaluation group	Name	Position	Department/Place of Work	E-post	Tlf
Member 1					
CV member 1 attached (mandatory)	Ja <input type="checkbox"/> Nei <input type="checkbox"/>				
Member 2					
CV member 2 attached (mandatory)	Ja <input type="checkbox"/> Nei <input type="checkbox"/>				
Opponents have been contacted	Yes <input type="checkbox"/>		In <input type="checkbox"/>		
Reason for choosing the proposed evaluation group					
Member 1					
Member 2					
Proposal for the date of the mid-way evaluation					

Appendix II

Evaluation form for midway evaluation (Norwegian and English)

Midway evaluation, Faculty of Health and Social sciences

Department:	
Name of candidate:	Start PhD:
Supervisor:	End PhD:
Co-supervisor(-s):	

PROGRESSION PUBLICATIONS			
Very good	Satisfactory	Worrying	Comments
SCIENTIFIC ACTIVITY - RESULTS			
Very good	Satisfactory	Worrying	Comments
PROGRESSION TRAINING COMPONENT (30 ECTS)			
Very good	Satisfactory	Worrying	Comments
PLAN FOR COMPLETION			
Very good	Satisfactory	Worrying	Comments

Summary (use other side if necessary):

Evaluation of the candidate's progress (incl. need for follow-up):	
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Date:	Name committee member:	Sign.
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Date:	Name committee member:	Sign.
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