

## Midterm evaluation

Decided by the Programme Committee 19.12.2019, revised 19.04.2023

Approximately halfway through the PhD studies a midterm evaluation will take place.

The midterm evaluation is organized as an open, digital seminar.

### Before the midterm evaluation:

The PhD Coordinator will send information to the main supervisor of the candidate that there should be a midterm evaluation during the semester. The information will be sent in the beginning of the semester.

The supervisor suggests two evaluators for the programme committee which will function as opponents in the mid-term seminar. The opponents should be contacted by the main supervisor well in advance of the evaluation. One of the evaluators/opponents should be external.

The PhD Coordinator will send a contract to the external evaluator. The formula for writing an assessment report from the evaluators will be sent to both of them.

When the date for the midterm evaluation is set, the PhD. Coordinator create a link to Zoom or Teams and invite all the candidates, evaluators, supervisors and the programme committee to join the evaluation. Other persons are also welcome. The main supervisor should be host for Zoom/Teams.

The written assignment of the candidate for the midterm evaluation is a report giving the status of their progression. This should be sent to the evaluators, supervisors and the PhD Coordinator, together with a short presentation of further plans.

The total amount of pages for this report should not exceed 30 pages. The written work should be sent to the evaluators no later than 14 days in advance of the midterm evaluation.

### During the evaluation:

The candidate, the supervisory team, the head of programme, and at least two evaluators will be present. The main supervisor of the candidate will chair the session.

The evaluation starts with the candidate giving an oral presentation of their work, after which the evaluators will provide constructive and critical feedback on choice of methods, theories, preliminary findings, and give advice on how the candidate may proceed. After the evaluators have given their comments, the audience is welcome to provide comments, suggestions or to ask questions. The purpose of the midterm evaluation is to assess the progress of the candidate's work and the scientific quality of the work so far, and to provide ideas and advice for the continuation.

### After the evaluation:

The two evaluators will write a summary of their assessment (max 2-3 pages). The main supervisor is responsible for sending this assessment to the candidate, the head of programme and the secretariat. The programme committee is responsible for ensuring that the recommendations from the evaluators is handled and followed by the candidate. Note that the evaluators taking part in a

midterm evaluation could not again take part in the scientific committee for the final evaluation of the candidate's thesis.