**Postgraduate studies yearly follow up MTC seminar**

This form should be brought by the student to the seminar. The completed form should be handed to the Educational administrator after both parts (1 and 2) are completed and signed. Please refer to the guidelines before filling in the form.

**Part 1 - should be filled out by the student before the seminar**

|  |  |
| --- | --- |
| Name of student |  |
| Personal number |  |
| Date of PhD registration |  |
| Main supervisor |  |
| Co-Supervisor(s) |  |
| Project title |  |
| Date of last yearly follow up | (if applicable) |
| Date of half-time review | (if applicable) |
| Planned dissertation |  |
| Date of student seminar |  |
| Seminar chairperson |  |

**Current status of each research substudy**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title (short)** | **Authors (names)** | **Journal (if accepted, in press or published)** | **Status** | | | | | |
| **Planning phase** | **Data collection** | **Data analysis ongoing** | **Manus writing** | **Manus submitted** | **Accepted/Published** |
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**Part 2 - should be filled out by the chairperson during the seminar**

The progress of the studies should be discussed and focus on overall comments/statements **(write more than just a few words)**. From the discussion, please write your recommendations when it comes to planned courses, conferences, exams or other details.

**Comments concerning the past year and presentation**

**Comments concerning the coming year**

**Revision of the studyplan**

Tick the appropriate box only if there are major changes, e.g., change of supervisors, courses, completely new project, change of study subject, different type of financing, etc (enclosures required):

|  |  |  |
| --- | --- | --- |
| Research plan/ISP | Financial plan | Supervisors |
| Mentor  Ethical permits | Personal data | Courses |

**Signatures**

|  |  |  |
| --- | --- | --- |
| *Date* | *Student* | *Name in block letters* |
| *Date* | *Main Supervisor* | *Name in block letters* |
| *Date* | *Chairperson* | *Name in block letters* |
| *Date* | *Director of doctoral studies* | *Name in block letters* |