



The committee of doctoral education

The half-time review

What is the half-time review?

The half-time review is mandatory for all doctoral students planning to take their doctoral degree at KI, and takes place after a period equivalent to two years' full-time study.

The purpose of the half-time review is:

- to give the students a chance to obtain feedback on what has been done and what has been planned from experienced researchers independent of both project and supervisor
- to identify any areas in need of improvement
- to serve as an educational element
- to inform the department of the students' progress

The half-time review is *not* an examination. Its focus is on progress, feedback and learning rather than results, assessment and control. Manuscripts or published articles do therefore not have to be produced beforehand.

What happens at the half-time review?

The half-time review comprises a seminar and an ensuing follow-up meeting.

Seminar

The half-time seminar consists of a presentation given by the doctoral student in English followed by a question and answer session involving the half-time committee and audience. The presentation is to summarise the results and planned continuation of the student's doctoral studies in relation to his/her individual study plan.

The half-time seminar is public and advertised internally.

Follow-up meeting

1. The half-time committee meets with the doctoral student, his/her supervisor(s) and, if present, his/her mentor. One of the members of the committee is appointed chairperson.
2. The following points are discussed with reference to the student's individual study plan, the half-time report and the half-time seminar:
 - Doctoral student:
 - Progress towards realising the intended outcomes of a doctoral degree
 - Progress towards independence
 - Overall performance at the half-time seminar

- Doctoral education project:
 - Progress and time plan
 - Plans for remaining education
 - Supervision:
 - Scope and structure
 - Plans for remaining education
 - Courses and other learning activities:
 - Plans for remaining education
 - Ethical matters
3. After the discussion, the student and his/her supervisor leave the room in turns for the committee to hold separate meetings with each to discuss their views on their collaboration, working conditions and communication. If the student so wishes, his/her mentor or other person (e.g. a doctoral student representative from the department) may also take part.
 4. Afterwards, everyone reconvenes, at which point any issues raised during the preceding private meetings can be addressed.
 5. Once the student, supervisor, mentor, etc. have departed, the committee goes through the comments and recommendations entered into the record (see below), paying particular attention to the last box – i.e. if there is any reason to recommend the department to carry out an additional or more detailed follow-up of the student.

Record

All essential information must be recorded on a special form (*Form 5 Half-time review*, part 2), which serves as a useful tool for the student and a basis of future follow-ups. Matters of a sensitive nature can also be good to have on paper, as the information can be of use for any necessary intervention. The committee can also contact the departmental director of doctoral studies to discuss any problems there might be of a particularly sensitive nature.

Once it has been signed by all members, the form is submitted to the department for further administration and possible follow-up.

The half-time committee

The committee's responsibilities

To prepare itself by reading the half-time report and other documents that the student submits by no later than a fortnight before the scheduled seminar.

To take active part in the half-time seminar by asking relevant questions related to the intended learning outcomes and science, and to initiate discussions.

To provide feedback and recommendations through discussion and by completing the record (part 2 of form 5) at the follow-up meeting.

To explain to the department any weaknesses and challenges that emerge at the half-time review.

Committee members

The committee must comprise postdoctoral researchers who are independent of the project and who possess adequate subject knowledge. At least one member must belong to a different department to the student's. It is an advantage if one of the members later sits on the examination board at the student's public defence.

Documents to be submitted to the half-time committee

Doctoral students are to send the following documents to the half-time committee by no later than a fortnight before the scheduled half-time review:

- A half-time report comprising:
 - a literature review of their research field
 - a status report on their doctoral education project
 - a status report on their learning progress relative to the learning outcomes of the doctoral degree
 - a plan for the remainder of their studies
 - a text reflecting upon ethical considerations
- The individual study plan
- The research plan
- A Ladok extract¹
- Ethical permits (the decision, not the application)
- Completed publications and manuscripts planned for inclusion in their thesis, if any

The committee is also to receive a copy of *form 5, Half-time review* and this information document.

Note: Doctoral students must run the literature review through an anti-plagiarism tool in preparation for a discussion with their supervisor(s) on scientific writing, covering such issues as reference management, plagiarism, self-plagiarism and copyright. Should the committee so wish, they may ask questions to ascertain what the students have learnt from the discussion.

¹ Doctoral students with a digital individual study plan do not need to submit a Ladok extract, since all Ladok results are exported to the ISP system.