



Guidelines for half-time review at MTC

Rules and regulations

All PhD students are required to have a half-time review after four semesters of full time studies and no later than the end of the fifth semester. Before you can apply, using the application form provided below, you must:

1. Have at least 7,5 university credits from courses in general science (*baskurser*). Statistics and ethics are mandatory courses.
2. Have completed the KI introductory course.
3. Have passed the MTC Literature Examination according to the study plan.

Do not forget to

1. Book a time and room for the half-time review (please check with the study administrator that the MTC calendar is free that day). The review normally takes one to two hours, including discussion.
2. Complete the MTC application form below and hand it to the Educational administrator at least **3 weeks** before the scheduled review. Please note that at least one member of the committee should work outside MTC.
3. Make sure the committee is given the "KI Protocol at half-time review" (form 5). Ensure that the committee spends some time when filling in the form. Please ask them to avoid using one or two word descriptions of the progress e.g. "Good", "Nice work" etc. Writing one or two lines would be much more informative and helpful. The completed half-time protocol should be handed in to the study administrator for registration in Ladok.
4. Karolinska Institutet has a set of rules and regulations governing the half-time review. Please refer to the link below for the proper procedure.

[KI rules and regulations for half-time review](#)