



## **Guidelines for Postgraduate studies yearly follow up at MTC**

### **A. Yearly follow up seminar**

MTC monitors the progress of all postgraduate students via a yearly student seminar and a follow up discussion with the student, main supervisor and an appointed chairperson. The chairpersons are representatives of MTC and KI and should implement the rules and regulations in a constructive way to help the student achieve their academic goals.

The follow ups are to be performed with one year intervals, except when there is a half-time control, licentiate exam or dissertation already scheduled **during the same semester**. In this case, please refer to section B below. The seminar should be around 20 minutes followed by questions and discussion. The discussion should preferably be held right after the yearly seminar, but the parties may also agree on a separate time to meet.

### **For the student**

1. Together with your supervisor you need to contact the chair person (see attached schedule) of your seminar to arrange for a suitable date and time.
2. Once you have arranged the date/time please book a seminar room.
3. Inform the study administrator of the time and place two weeks before the seminar. This will be advertised internally at MTC.
4. No later than one week before the seminar you should send your individual study plan, the research plan and the previous follow up form or the half-time control protocol (if applicable) to the chairperson. **You should also include a brief summary (one A4 page) of your progress during the year.**
5. Together with your main supervisor you should prepare a 20-minute seminar detailing your progress. Please bring your own computer to the seminar.
6. Fill out the **MTC form**: "Postgraduate studies yearly follow up" and bring it to the seminar to be completed by the chairperson.
7. After the meeting you should hand in the completed form and any revised documents to the study administrator to be signed by the study counsellor.

### **For the chairperson**

The seminar should be followed by a discussion between the student, the main supervisor and the chairperson. The chairperson should complete the yearly follow up form after discussion about the progress of the PhD studies.

1. Please fill in the comments concerning the past year and the presentation. Do focus less on individual experiments, and more on overall comments. Note that written statements are very helpful, i.e. more than 2 words. Topics to discuss:



- General impression of the progress of the work. Is there a clear line? Does the student have his/her own project? Briefly summarize the achievements. Discuss if there are any specific problems in the project.
  - General impression about the student's situation, e.g. the contact with the main supervisor, co-supervisors?
  - Ask about ethical permits. Emphasize that this is a major cause of delayed theses (be aware of unfamiliar international permits from collaborators).
  - How many graduate courses have been taken? Suitability of courses, etc?
  - Is there a plan for a half-time control? Normally between 2 and 2,5 years after registration.
  - Should the student plan a date for the PhD/Licentiate? Balance between "time limits" and getting a good thesis to defend.
  - Ask about the Literature Examination before the halftime.
2. Fill in the comments concerning the coming year. From the discussions above, which recommendations do you give to the student when it comes to planned courses, conferences, exams or other details?
  3. Revision of the study plan. Tick the appropriate boxes only if there are major changes, e.g., change of supervisors, completely new project, change of study subject, different type of financing, etc.
  4. Sign the form together with the student and the main supervisor.
  5. If you feel there are problems with the student's situation which you are not able to handle, please discuss this further with the study counsellor.

## **B. Yearly follow up without a seminar**

Note that every student, regardless of activity, must hand in a completed yearly follow up form. If no seminar is held for any reason, the KI Form 4: "Yearly follow-up of the individual study plan" (and not the MTC form), is to be completed and signed by the student and the main supervisor and handed in to the study administrator during this semester. If your halftime/dissertation is planned for the following semester, you may be asked to complete KI Form 4. The study administrator will advise you if this is necessary.

The yearly control is an obligatory part of the student's education plan, which is required by all universities.