NTNU
Fakultet for ingeniørvitenskap

Midterm Evaluation at Faculty of Engineering

Routine Description

Background:

In accordance with section §10-2 of the Regulations concerning the philosophiae doctor degree (PhD) at NTNU, a midterm evaluation shall be completed by the end of the third semester. The format of the assessment process is defined by the relevant Faculty.

Aim:

The aim of the midterm evaluation is to assess if the overall scientific progress being made by the PhD candidate is sufficient to expect that they will complete their thesis on time. In the cases where sufficient progress has not been made, remedial actions are to be proposed and implemented.

Process and scope:

Halfway through a candidates PhD it is expected that sufficient progress has been made to ensure completion within the 3-year/4-year time frame. The evaluation will assess whether there is sufficient time to complete the PhD as originally planned and, if needed propose any necessary changes needed to ensure the PhD is completed in as timely a manner as possible whilst also ensuring that the principles of scientific excellence and quality are upheld.

The midterm evaluation requires the candidate to write a short progress report, make a detailed scientific presentation of their progress which shall include any obstacles that have or may potentially delay completion of their PhD, and undergo an invigilation by the evaluation group. The midterm evaluation will provide the PhD candidate with constructive feedback and recommendations related to their research progress.

The midterm evaluation will be carried out between 15 to 18 months, or in the case of 4 year PhD candidates within 24 months, after admission. The timeframe of the Mid-term evaluation shall be no more than 2 hours.

The Department is responsible for establishing procedures and conducting the midterm evaluation. It is expected that the candidate's main supervisor will have the responsibility for initiating the process and establishing the evaluation group.

The Evaluation group:

- Research Group leader / or a colleague chosen by the Research Group leader (will lead the evaluation group and the meeting)
- An external qualified person, either from another department/faculty – Professor /Associate Professor / Adjunct Professor or from outside NTNU. If an adjunct professor is used they

Norges teknisk-naturvitenskapelige universitet

---

must hold a relevant PhD and be able to document sufficient research track record to show they are active in the field.
- Main supervisor
- Co-supervisors (not obligatory)

Duties of the candidate:
The candidate must write a short progress report (1-2 pages) to be used as a basis for the evaluation which must include the following:
- Scientific progress to date, results, next steps
- Possible publications related to the PhD project
- List of completed PhD courses, and a plan for the remaining courses if not completed
- Proposed schedule for the completion and the submission of the thesis
- Challenges/problems or comments

The candidate will prepare and make a 30 minute presentation of their progress addressing each of the items in the progress report. The presentation should focus on scientific progress for 20-25 minutes with 5-10 minutes reserved for the remaining items.

The presentation is open for all audience, and will be announced on the Innsida channel at the Department.

Evaluation:
After the presentation, the evaluation group will convene with the candidate. Members of the evaluation group will ask the candidate questions based on the progress report and presentation. The following topics should be discussed (as included in the mid-term evaluation form):
- o The status of the project (research methods, topic, ethical and economical aspects, supervision, etc) is satisfactory/not satisfactory.
- o The time schedule/progress is satisfactory/not satisfactory.
- o If required, recommend remedial actions and the main supervisor must ensure they are implemented.

The **Evaluation form** must be sent to the PhD Administrative at the Department (copy to the Evaluation Committee and the candidate) for registration in FS and Ephorte.