**Common routines for midterm evaluation in the doctoral education**

The dean decided on AD's supplementary guidelines to the PhD regulations in February 2023, and there is a need for clear routines around the practical implementation of midterm evaluations at the Faculty and the covering of expenses associated with this. This memo promotes the proposal from the doctoral committee and is intended as a basis for discussion in dialogue with the Departments and Faculty management.

In the supplementary guidelines (under § 10-2) it is stated:

*The midway evaluation must take place between 1.5 and 2 years after the doctoral work has commenced. An external opponent (outside the Department) must be used. The purpose of the midway evaluation is to provide candidates with feedback on their work and a specification of what further work is necessary. At the same time, the midway evaluation offers the Department an opportunity for structured follow-up of the candidate, as well as identifying possible situations that require follow-up. Academic communities are encouraged to organize a trial lecture and/or an external review in the months before the final submission (this is especially relevant for monographs).*

The midterm evaluation is not a "go/no-go" evaluation, but essentially an opportunity for the candidate to discuss various issues and path choices related to the doctoral work with an external expert.

**Responsibility for implementation**

The Departments are responsible for carrying out midterm evaluations. Midterm evaluations must be carried out for all fellows (employed or not) and take place 1.5 or 2.0 years (net study time) from the start for fellows with a 3- or 4-year contract, respectively.

About. 2 months before the planned midterm evaluation, the main supervisor must propose a date and a midterm opponent. The date should be clarified with the mandatory participants (see p.2). The Faculty makes no requirements to the midterm opponent, other than that the person must have expertise in the fellow’s field, is not directly connected to the fellow's research project or research environment and has a doctorate themselves.

It is important to remember that a person who has been a midterm opponent cannot be used again as an opponent during the defense for the same fellow.

The Department requests the midterm opponent and creates a contract. No fees are (normally?) paid to opponents who are employees of the AD Faculty or other faculties at NTNU. A fee for external opponents of NOK 5,000 is indicative, but the Department is free to adapt the fee if the circumstances warrant it (e.g., if the involvement is combined with other contributions such as lectures, workshops etc.). The fee must initially be covered by the Department's operating funds and not the fellow’s project budget.

The Department informs the midterm opponent that a progress report can be expected to be received approx. 2 weeks before the midterm evaluation and sends the feedback form template.

**Requirements for material sent in advance of the hearing**

Information for the opponent, supervisors, and the institute about what must be delivered:

"A progress report which should include an overview of

* updated objectives and research questions in comparison to the original project description,
* an overview of conducted and planned theoretical, empirical and/or practical work,
* a detailed plan for the remainder of the doctoral work, including planned publications (papers, articles, exhibitions etc), stays abroad and time schedule
* a personal reflection on progress and quality
* a reflection on innovation potential in project if relevant
* an appendix with
	+ any articles which are already published or submitted, and a publication plan for the remaining articles (in case of an article-based dissertation)
	+ examples/drawings of architectural or design practice (in case of a practice-based research projects)
	+ a detailed disposition and any draft texts for chapters (in case of a monograph)

A typical progress report contains about 10 A4, excluding appendices (articles, drawings, draft texts etc.)"

**Advertising and practical implementation**

The Department provides premises, equipment and catering and encourages participation, preferably by invitation in Outlook to employees at the Department.

The Department sends information to the Faculty for publication on Innsida: The candidate's name, title of the midterm evaluation/project, names of supervisors and opponent, time and place, possible zoom link if it is to be digitally available.

Present:

* The candidate
* Supervisor and co-supervisor(s)
* Midterm opponent
* From the Faculty: PhD program leader, Head of the PhD board or Vice-Dean Research. This person chairs the hearing.
* The public, especially PhD candidates at the Faculty.

A normal approx. 2-hour program for implementation will be:

* The Faculty's representative (who is also the moderator for the hearing) welcomes and introduces the candidate and opponent (5-15 min.)
* The PhD candidate presents the project (30 min.)
* The opponent asks questions and discusses strengths/weaknesses of the project, but also makes suggestions (30-45 min)
* The discussion, in which also supervisors and others who are on site can participate (15-30 min.)

**After the midterm evaluation**

The opponent writes an evaluation of the project (2-3 A4 pages) by filling in a feedback form, sends it within 2 weeks to the Faculty, the candidate, supervisors, and the Head of Department.

The candidate considers the evaluation and how to meet the recommendations in consultation with supervisors.