

Midterm evaluation of PhD fellows

Purpose

Midterm evaluation is an evaluation of the individual doctoral candidates' progress and will be carried out preferably in the candidate's third semester. At midterm evaluation the doctoral candidate is given the opportunity to receive feedback on their work so far and opportunity to clearly define their further work. At the same time, midway evaluation allows the department an opportunity for structured follow-up of the candidates and to identify possible situations that require follow-up.

Publications and submitted papers are to be sent the student adviser at the department at least one week before the midway evaluation. The department will send this, along with the application of admission and the project protocol to the evaluation committee and the supervisor.

The candidate's presentation

Midterm evaluation carried out by the candidate orally presents his doctoral work so far. The presentation should be public. Minimum requirement for publication is to announce at Innsida, the NTNU restricted web portal. For the oral presentation the candidate should:

- Inform about the project (project description)
- Provide information regarding planned publications and how many are published / expected
- Provide information regarding schedule in relation to the admission date and time for fellowship
- Provide information regarding development of the project in relation to the original project
- Provide information regarding the cause of possibly altered development within academic content / research
- Provide information regarding the cause of possibly altered development compared to the original schedule
- Submit an updated schedule (data collection, analysis / treatment, writing, publishing, summary, submission of thesis)
- Provide information regarding the status of academic training and, as needed, plan for the remaining courses
- Provide information regarding any NTNU external stay, research collaboration
- The presentation should normally take 30 minutes
- The supervisor(s) shall be present at the candidate's presentation

The Department's evaluation and follow-up

The candidate's department is responsible for conducting midterm review, evaluate it and implement follow-up measures as needed. The department may delegate this task to their research groups or PhD committee. As a minimum, these consist of two people.

- Immediately after the presentation, the evaluation group make an oral summary together with the candidate and supervisor
- In the summary meeting the PhD fellow is made aware that he can subsequently request a conversation with the group leader or department without supervisors present
- Results of the candidate's presentation and the written summary is to be recorded in the midterm evaluation summary
- The evaluation team will decide whether the project's academic status (research methods, themes, ethical and economic aspects, supervision conditions, etc.) are satisfactory or not
- The evaluation team will decide whether the project's progress / schedule is satisfactory
- If all conditions are satisfactory, the department will inform the candidate and supervisor
- If the evaluation team does not find all the above conditions satisfactory, the department takes the measures it considers appropriate, such as
 - Note to the candidate and the supervisor specifying that matters which are not satisfactory require correction
 - Candidates can be asked to submit a written response to the department
 - Implement the conversation with the candidate and the supervisor, either together or separately
 - Request the new progress status by, for example six months or one year
 - Consider measures such as increasing the number of supervisors or adjust the project