

## **Guidelines for midway evaluations of PhD Candidates at the Department of Clinical Medicine, K1**

Midway evaluation is mandatory for all PhD candidates admitted to the PhD programme from autumn 2009 and onwards. Midway evaluation should take place before 2/3 of the PhD period has elapsed. A completed and confirmed midway evaluation gives 1 credit in the compulsory part of the training component.

### **What must the principal supervisor do prior to the evaluation?**

**The principal supervisor** is responsible for finding a committee consisting of minimum two members. All committee members must have a PhD, but they do not have to be permanent scientific staff members. At least one of the committee members must be employed at the Faculty, but they do not have to be affiliated with the same department as the candidate.

The committee members should preferably also be familiar with the candidate's scientific field. The committee members and the candidate cannot have published together.

The candidates and their supervisors should receive notification at least **2 months in advance** concerning the appointed dates for the midway evaluation. Suggestions for committee should be sent to the contact person at the department.

### **What must the PhD Candidate do prior to the evaluation?**

**No later than two weeks** prior to the evaluation, the candidate should submit a **brief written report** outlining progress and status for:

- ☐ Scientific activity and results
- ☐ Publications
- ☐ Training components (the candidate must also attach a printout of completed parts from Studentweb)
- ☐ Plan for project completion, and estimated time for thesis submission.
- ☐ Any problems/comments

The report should be 2-5 pages long. The report should preferably be written in English, but this is not an absolute requirement. Project outline, manuscripts and published articles should be attached.

The candidate must also submit an **abstract** that will be published in the "Calendar" on our webpages. Submit this together with the report. The abstract should be approximately 2-4 paragraphs long, and may be written in Norwegian or English, or both if so desired.

The candidates send the report with attachments and abstract to the members of the committee with Kjetil Harkestad (kjetil.harkestad@uib.no) on CC.

### **What happens on the evaluation day?**

On the evaluation day, the candidate must give an oral presentation of minimum 15 minutes duration outlining the status of the PhD work to the committee. Please include information on your scientific results, as well as status for completion of training components, and plan for completion of thesis. After the presentation, 10 minutes have been allocated for questions from the committee and plenary discussion.

The presentation must be held in English. The subsequent discussion may be held in Norwegian if everyone present at the evaluation speaks Norwegian. The main supervisor should be present. Co-supervisors are also strongly encouraged to participate if possible.

The committee, candidate and the supervisor shall have a closed meeting after the presentation and the discussion, to go through comments and the summary from the committee.

In the end, there will also be a closed meeting between the committee and the candidate.

The committee may also request a brief private meeting with the candidate and supervisors if needed. Finally, the committee fill out and sign an evaluation form as well as a protocol for the completed midway evaluation.

## **Learning outcomes**

In science, it is of vital importance that a candidate can present his and hers project in a convincing way. As the session has a structure as a scientific audit, the information provided by the evaluators will provide the candidate new knowledge related to:

1. The quality of the presentation.
2. How they should handle critics related to project.
3. The status of the project according to the project plan.

This will give the candidate more insight with his/her own project.

## **Useful links:**

PowerPoint – presentations with UiB template:

<http://kapd.h.uib.no/profilmanual/03Tjenester/03-tjenester.html>