

# Guidelines for midterm evaluation at the PhD programme Health, Function, and Participation

## About the midterm evaluation

### *Purpose*

The purpose of the midterm evaluation is to provide the candidate with constructive and critical feedback, with specific advises on how to proceed the work with the thesis towards submission.

### *Timing*

Every doctoral candidate must have a mandatory midterm evaluation, organized by the faculty. The midterm evaluation is normally arranged in 3<sup>rd</sup> or 4<sup>th</sup> semester in the PhD period, depending on the length of the PhD period (3 or 4 years).

[Extension of the ph.d.-period](#) based upon Norwegian law, the current Basic Collective Agreement or the Basic Agreement for the Civil Service, for example sick leave, maternal-, care- and welfare leave, or leaves based on special circumstances can give the right to postpone the midterm evaluation.

Timing and possible postponement should be planned in agreement with Academic Head of Programme and administrative coordinator.

### *Language*

- Report to the evaluation group can be in Norwegian / English / Scandinavian language.
- The candidate's presentation (30 minutes) can be in Norwegian / English / Scandinavian language.
- The following discussion can be in Norwegian / Scandinavian language unless otherwise agreed.

### *Procedure*

A meeting should be arranged between the candidate, supervisor and academic head of the PhD programme prior to the midterm evaluation. The conversation shall focus on the material the candidate is planning to submit to the evaluation committee, as well as the [learning outcomes for the PhD thesis](#). The timing of this conversation is agreed between the candidate, the main supervisor and the academic head of the PhD programme, and should take place well in advance of the submission to the evaluation group.

During the midterm evaluation the candidate presents and evaluates the progress of his/her study and PhD project for his/her supervisor and an evaluation group of at least two people.

The midterm evaluation is arranged digitally.

The evaluation and input from the evaluation group is done on the basis of information sent to the evaluation group in advance, and the candidate's oral presentation. The evaluation group will give constructive and critical feedback, and advice on how the candidate may proceed in the continued work on his/her doctoral thesis.

The evaluation group summarize their feedback in a written report, which is sent to the administrative coordinator within 14 days. The administrative coordinator forwards the report to the candidate, supervisor, and Academic Head of Programme.

Academic Head of Programme or his / her deputy, should be present and lead the public part of the midterm evaluation, and possibly also the closed part.

### Appointing the evaluation committee

Main supervisor agrees on date for the midterm evaluation in cooperation with the candidate, members of the evaluation group, and Academic Head of Programme.

Requirements for members of the evaluation group\*:

- At least two members
- At least one external member
- Completed doctoral degree within the relevant academic research field
- Active researchers

*\*Please note that members of the evaluation committee at midterm evaluation is considered to have contributed to the thesis, and cannot be used in the evaluation committee for the thesis and public defense, cf. [Phd regulations at HVL § 5.5](#).*

Allowance for the evaluation committee:

- External members will get 15 working hours by a given salary rate (82 for Professor / 72 for Associate Professor).
- Internal members (employed at HVL) will get 15 working hours in their work schedule.

Main supervisor should suggest members for the evaluation group by filling out the form «[Forslag til evalueringsgruppe - midtveisevaluering ved HVL](#)». Please make sure all details are filled out, including suggested time and date for the evaluation.

The form and CVs for suggested external members should be sent to the administrative coordinator, who will prepare the case for the Programme committee.

### Submission of material from the candidate to the evaluation group

Submission from the research fellow is described in the attached form (**encl I**).

The form with all necessary attachments is sent to the program's administrative coordinator at least 2 weeks before the evaluation.

The program's administrative coordinator sends the information to the evaluation committee at least 2 weeks before the date of the midterm evaluation.

### Preparation of the PhD candidate's presentation

The candidate should prepare a presentation of 20-30 minutes.

The presentation should outline the different parts of the work, self-assessment of progression, and present the plans for fulfillment.

The presentation should include:

- Original project description
- What has been done
- Changes, and justification of these changes
- Updated progress schedule, and possible adjustments needed to finish within the given financing period.
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## Program for the midterm evaluation

### 1. 15 minutes before start (test of technical equipment)

Candidate, supervisors and evaluation group join the digital meeting and make sure everything is working properly.

### 2. Up to 30 minutes (public part)\*

- Welcome from the Academic Head of Programme or deputy.
- The candidate present the project and place the submitted text in the context of the thesis as a whole. The candidate shall assess his / her own progress, and pose questions that he / she would like feedback on.

### 3. Up to 60 minutes (public part)

The evaluation group will provide input and comments on the submitted text, on the presentation and any questions asked. The evaluation group is requested to provide constructive and critical feedback, including specific advice on how to continue working with the thesis leading up to submission. There will then be an opportunity for a general discussion led by the Academic Head of Programme or deputy.

### 4. Break

The evaluation group can discuss among themselves if they want to.

*The duration of the break should be agreed upon by the end of the public part.*

### 5. About 30 minutes (closed part)\*\*

Short oral feedback from the evaluation group to the candidate, supervisor and institution. The discussion should be led by the main supervisor.

*This part should be arranged in a separate digital meeting only open for the evaluation group, candidate, supervisor, and Academic Head of Programme.*

*\*Time should be agreed upon with supervisor, candidate, Academic Head of Programme and evaluation group.*

*\*\* If shorter time is spent in the public part, the closed part can start earlier if wanted.*

## After the midterm evaluation

The evaluation group will send their feedback in a short report (2-3 pages) on the assigned report form (**encl II**).

The report should be sent to [post@hvl.no](mailto:post@hvl.no), with copy to the administrative within 14 days after the evaluation. The report will be processed by the Academic Head of Programme before it is sent to the candidate and the main supervisor. If needed, necessary means and follow-up will be discussed with the Academic Head of Programme.

## Enclosure I (continued on p. 4)

Form for the candidate's report to the evaluation group

<b>Report form at midterm evaluation – PhD programme in Health, Function and Participation, HVL</b>		
Name:		
Project title:		
Candidate is employed at:		
<input type="checkbox"/> Dept. of Welfare and Participation (IVD) <input type="checkbox"/> Dept. of Health and Caring sciences (IHO) <input type="checkbox"/> Dept. of Health and Functioning (IHF) <input type="checkbox"/> Center for Care Research, West (SOFV) <input type="checkbox"/> Other faculty (please specify): _____ <input type="checkbox"/> External employer – not HVL (please specify): _____		
Main supervisor:		
Co-supervisors:		
Supervisor's name	Position	Working place
Start date:		
Originally planned end date:		
New end date (if applicable) – due to leave based upon Norwegian law or granted extension:		
<b>Enclosures</b> <i>Enclosures should be numbered and sent as separate files</i>	<b>Description</b>	<b>Enclosed (please tick off)</b>
<b>1. Cover letter</b>	1. Description of progress, possible changes, and plan for fulfilment of the training component well in advance of thesis submission. 2. Description of dissemination activities (planned or carried out) 3. Description of possible changes in project plan and progress plan <ul style="list-style-type: none"> <li>- methods / background for planned research</li> <li>- publication plan</li> <li>- data production / collection of data</li> <li>- supervisor team</li> <li>- finishing</li> <li>- challenges</li> <li>- other aspects</li> </ul>	

<b>2. Project description</b>	Original project description enclosed to the application for admission to the PhD programme	
<b>3. Essay from PHDH901</b>	The topic is relevant for writing the synopsis. The essay will provide the committee with insights into what will be elaborated in the synopsis.	
<b>4. Essay from PHDH902 or course in philosophy of science from other institutions</b>	Either from PHDH902 from HVL or a corresponding exam paper from other educational institutions, discussing fundamental questions that are significant for the dissertation work. The essay will provide the committee with insights into what will be elaborated in the synopsis.	
<b>5. Produced text</b>	Text – e.g. draft or finished articles / chapters / text parts to be included in the PhD thesis	
<b>6. Dissemination activities</b>	Overview of dissemination activities (conference presentations, posters, research seminars, popular scientific articles etc.)	
<b>7. Admission letter</b>	Official admission letter to the PhD programme	

*The form does not need signature, but should follow the report submitted to the evaluation group.*

## Enclosure II

Form for the committee's report from midterm evaluation

### Midterm evaluation, PhD programme Health, Function, and Participation; HVL

Candidate's name:
Date for midterm evaluation:

#### PLEASE TICK OFF FOR GENERAL ASSESSMENT

##### 1. TRAINING COMPONENT (30 ECTS)

Mandatory part - 15 ECTS

- PHDH901 Health, Function, and Participation
- PHDH902 Philosophy of science and research ethics in health and social sciences (or course with equivalent learning outcomes)
- PHDH903 Research design and methods (or course with equivalent learning outcomes)

Elective part - 15 ECTS:

- PhD courses at other academic institutions
- Research school courses
- Other training components: dissemination activities (max 2 ECTS) and research stay (max 3 ECTS)
- Other approved courses (approved in admission letter, or later approved by the Programme committee)

**The training component should be fulfilled and approved well in advance of thesis submission.**

Fulfilled training component	As planned	Delayed according to original plan
2. DATA PRODUCTION / COLLECTION OF DATA ETC.		
More than expected	As expected	Less than expected
3. DISSEMINATION ACTIVITIES		
More than expected	As expected	Less than expected
4. ARTICLE WRITING / MONOGRAPHY DRAFT		
More than expected	As expected	Less than expected
5. PLAN FOR FULFILMENT OF THE DEGREE		
More than expected	As expected	Less than expected

**State the reasoning behind your assessment above, and specify / elaborate on each (use more space if needed).**

##### 1. Training component:

2. Data production / collection of data:

<b>3. Dissemination activities:</b>
<b>4. Article writing / monography draft</b>
<b>5. Plan for fulfilment of the PhD degree</b>
<b>Other comments:</b>

<b>Total assessment of the candidate's progress (including needs for follow-up):</b>	
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Date	Name, evaluator:	Sign.
Date	Name, evaluator:	Sign.