Guidance on completing midway assessments in respect of the PhD course entitled Bildung and Pedagogical Practices - HVL (the Western Norway University of Applied Sciences)

Adopted by the Programme Committee for PhD studies on 26 April 2017.

Section 9-2 of the Regulations relating to the degree of Philosophiae Doctor (PhD) at the Western Norway University of Applied Sciences states that: midway assessment of PhD work should normally take place during the third or fourth semester. Candidates shall present their work and be evaluated by a group consisting of at least two people who have been appointed by the Programme Committee.

Midway assessments are organised by the PhD programme in the form of open public seminars. They are conducted halfway through the grant period (funding period) and last for up to 3 hours. Midway assessments should be attended by the supervisor in question (preferably the main supervisor).

In line with Section 9-2 of the Regulations, a group consisting of at least two people will be appointed in order to assess the PhD work (the Assessment Group). One of these group members should be an external member. The choice of internal and external opponents is made by the Programme Committee in response to suggestions put forward by the supervisor. Generally speaking one external opponent will be appointed, but depending on the academic content of the thesis, it will sometimes be necessary to appoint two external opponents. Please be aware that any academic peers who attend midway assessments cannot subsequently be asked to sit on the Assessment Committee for the thesis in question.

Evaluation and feedback from the Assessment Group is provided on the basis of a draft of part(s) of the thesis. Text extracts shall be agreed with the supervisor. These should be complete extracts, e.g. one article, one chapter or two chapters from a monograph. They should not be more than 50 pages long. Texts shall be sent to the case officer by no later than 21 days before the midway assessment in question is held. The case officer will forward them to the Assessment Group and the supervisor.

Assessments shall be conducted as follows:

1. The candidate will present his/her project and place the submitted text in the context of his/her overall thesis. The candidate will assess his/her own progress and ask questions about anything for which he/she would like feedback (up to 30 minutes). Self-assessment of progress means:

- Providing information about how the project is developing in relation to the original project description
- Providing information about the reasons for any changes made in the development of the academic content/research project
- Providing information about the reasons for any changes made in relation to the original timetable
- Presenting an updated timetable (data collection, analysis/processing, writing, publication, joint writing and thesis submission)

2. The Assessment Group will provide feedback and comments on the text which has been read and about the presentation and any questions asked by the candidate. The Assessment Group is asked to

provide constructive, critical feedback, as well as specific advice about how the candidate can work on his/her thesis prior to submission.

3. There will then be an opportunity for a general discussion lead by the candidate's main supervisor.

The Assessment Group will consider the academic status and progress of the PhD work and provide feedback to the candidate, the supervisor and institution (cf. Section 9.2 of the Regulations). Feedback will also be provided in the form of a short report (2-3 pages). The main supervisor will ensure that this report is submitted to post@hvl.no no later than 2 weeks after the date of the assessment.

If the Assessment Group reports any significant weaknesses in the research work, measures shall be implemented in order to rectify the situation (cf. Section 9-2 of the Regulations).

Adopted by the Programme Committee for PhD studies on 26 April 2017.

The Western Norway University of Applies Sciences, 6 June 2017