Diskuterat och godkänt av GLK 2015-09-09, reviderat GLK 2020-09-10

Instructions for half-time reviews at MBW

The half-time review is carried out when half of the doctoral education has been completed. At MBW, this is normally after around 2.5 years, but no later than 2.5 years plus 3 months.

The aim of the half-time review is to assess the general feasibility of the projects leading to a PhD, the student's general knowledge in the subject of research, the knowledge specific to the project, and the ability of the student to present research results in written and oral forms.

The research projects and the progress of the doctoral education are assessed by a committee composed of at least three members. The committee members should be senior researchers with a doctoral degree, have subject-specific knowledge, and not be involved in the project. **The main supervisor** is responsible for setting up a suitable committee. At least one committee member should be from another department/university. It is recommended that two of the committee members work outside of MBW. The composition of the committee has to be approved by the director of PhD studies. Rules for conflict of interest apply as for PhD defense. The main supervisor shall state via e-mail to director of PhD studies (kristina.jonas@su.se), and administrator (alexander.malmstedt@su.se), that no conflicts of interest exist.

The student (alt. the main supervisor) is responsible for booking a room for the half-time seminar and for advertising the seminar.

Presentation by the student

Written report
Two weeks before the half-time review, the student will send a written report of the research that has been carried out so far along with the LADOK transcripts to the committee members. The report should include:

- background relevant to the project(s)
- aims of the research project(s)
- published work: article(s) attached
- unpublished work: preferably presented as manuscripts with introduction, results, discussion, methods and references. Alternatively, unpublished work can be presented as a summary of results within the written report followed by a statement of future goals.

Since this written report is not a formal publication, there is no need to ask for permission to reprint published work. The doctoral student and the supervisor guarantee the originality of the text.

Oral presentation
The work is presented orally as a public seminar of approximately 40 minutes. The PhD student should give a general introduction to the research field, present the biological questions of the projects, summarize the achieved results, and discuss their significance. The presentation should also include future plans for the project. The presentation shall be followed by questions from the committee and from the audience.

The main supervisor is the chair of the public seminar.

Discussion with the half-time committee and final assessment

After the oral presentation, a discussion will follow between the half-time committee and the PhD student, with the supervisor(s) present. This part of the review is not open to the public.

The half-time committee members will review the student's progress based on the written report, the oral presentation and the scientific discussion at the seminar. One of the committee members functions as the chairman during the evaluation meeting.

The PhD student will bring the form "Half-time protocol" (in print) to the discussion. Part 1 of this form contains general information and should be filled in by the student prior to the meeting. Part II will be filled in by the half-time committee during or after the discussion (see also "Documentation").

The following points should be discussed during the meeting:

- The progress of the research findings in relation to the total time of PhD studies.
- The impact of the research findings.
- Plans for the continuation of the research project.
- Need to redefine the aims of the project(s) or the work plan.
- The doctoral student's wider knowledge within the area and knowledge of the specific subject area of the research project.
- The doctoral student's knowledge of research methods in general and the methods of the specific subject area.
- The doctoral student's understanding of scientific thinking.
- The doctoral student's ability to present, analyze and value the research findings.
- The doctoral student's development towards independence.

Documentation

During or after the discussion with the half-time committee, the form "Half-time protocol" is filled in and signed by the committee members. After completion of the half-time review, the protocol is sent to the department's director of doctoral education for approval and signature and is subsequently archived by the administration.

After completion of the half-time review, the PhD student should also send an electronic copy of the written half-time report to registrator.mbw@su.se for archiving purpose.

Updating the individual study plan (ISP)

The ISP of the doctoral student has to be revised at least once per year and, in most cases, the half-time review will be accompanied by an ISP update. The ISP follow-up meeting shall take place shortly after the half-time seminar although not necessarily on the same day.

For the ISP follow-up meeting, the doctoral student shall update the form "Yearly updating of individual study plan for PhD students at MBW" (as in other years) and send it to the ISP follow-up committee at least three days before the half-time seminar.

Please note that the half-time committee is different from the ISP follow-up committee, which implies that two separate meetings are necessary. The members of the ISP follow-up committee that are not part of the half-time committee are welcome to attend the discussion with the half-time committee.

Note also that the ISP update protocol and the half-time protocol are two different documents. Both have to be signed and handed in to the MBW secretariat.

Complete instructions for the yearly updating of the ISP can be found here:

https://www.su.se/department-of-molecular-biosciences-the-wenner-gren-institute/about-the-department/internal/phd-studies-at-mbw-1.572029?open-collapse-boxes=ccbd-individualstudyplanisp