

## NATIONAL JOINT PH.D. PROGRAMME IN NAUTICAL OPERATIONS

# ANNUAL PROGRESS REPORTS PROCEDURE OVERVIEW AND GUIDELINES

## PURPOSE AND OVERVIEW OF THE PROCEDURE

The main purpose of the annual progress reports prepared by the PhD candidate and the main supervisor is to ensure satisfactory progress towards the PhD candidate's intended defense and graduation dates and to detect any possible problems that may have arisen between the PhD candidate and his/her supervisors.

Moreover, the reports will serve to improve the quality of the PhD Programme in Nautical Operations.

The annual progress report is subject to the PhD Regulations (§15) and the Quality Assurance System of the Joint PhD Programme in Nautical Operations. PhD candidates are required to familiarise themselves with these documents.

The PhD candidate and the main supervisor are required to submit annual progress reports in accordance with the approved progress plan, and predetermined deadlines and templates. The purpose of these reports is to provide a basis for improving the quality of the PhD Programme in Nautical Operations. The frequency and quality of supervision shall be a discussion item in the report.

The PhD candidate shall report on the relationship with all his/her supervisors.

The main supervisor is responsible for following up each candidate's entire team of supervisors and reporting on the status of their work with the candidate to the PhD leader.

Missing or inadequate reporting from the PhD candidate can lead to an enforced termination of the PhD education. Main supervisors who do not follow through on their reporting obligation can be relieved of their supervisory responsibilities.

The PhD leader may require additional reporting if necessary.

The deadline for the submission of the annual progress reports from both the PhD candidate and the main supervisor is the 1<sup>st</sup> of February in any given year. The reports shall reflect the state of affairs and the progress of the previous year.

## RESPONSIBILITIES

### THE PHD CANDIDATE

- The PhD candidate submits the filled-out form of the annual progress report to the PhD programme coordinator at the latest on the 1st of February in any given year.

## THE MAIN SUPERVISOR

- Submits the filled-out form of the annual progress report to the PhD coordinator and informs the co-supervisor(-s) of the PhD candidate's progress at the latest on the 1st of February in any given year.
- Follows up each candidate's entire team of supervisors and reports to his/her PhD leader.

## THE PHD PROGRAMME COORDINATOR

- Sends a reminder that the annual progress report is due to the PhD candidates and their main supervisors in early January of any given year. Attaches the report forms that need to be filled out by the PhD candidates and supervisors. Sends a reminder one week before the reports are due.
- Receives the annual progress reports from the PhD candidates and their main supervisors, archives them in UiTs archiving system in the PhD candidates' folders and sends them to the Programme Board for processing. After the reports are processed by the Programme Board, the PhD coordinator sends them to the Member of the Consortium and the administrative coordinator (for archiving purposes) at the PhD candidate's home institution.

## THE PROGRAMME BOARD

The Programme Board is responsible for reviewing the reports, evaluating the PhD candidates' progress and the supervisors' work, and for discussing and proposing any necessary corrective measures.

In case of a situation where any of the Programme Board members have a conflict of interest, their deputy members will be invited to process the annual progress reports.

## HERE IS A SCHEMATIC CHRONOLOGICAL REPRESENTATION OF THE ANNUAL PROGRESS REPORTING PROCEDURE:

