GUIDELINES FOR MIDWAY EVALUATION AT THE FACULTY OF SCIENCE AND TECHNOLOGY

These guidelines apply for the PhD programme in Science at the Faculty of Science and Technology, UiT The Arctic University of Norway

Approved by the Committee for Research Training on 22 June 2018

The Committee for Research Training at the Faculty of Science and Technology, UiT, has with effect from 22 June 2018 introduced a system of midway evaluation for students admitted to the PhD programme in Science. The system was introduced as a requirement for PhD students admitted to the programme after the date it came into force and may be arranged for students admitted before this date if the student and department so wish.

Purpose
The purpose of the midway evaluation is to enable PhD students to assess the status and progress of their project in relation to their planned schedule. They will receive a comprehensive response to the work on their PhD project, preferably from two evaluators. By the midway point of the programme, it is expected that the student has completed some of the project work and that the project has found its approach, while the student has enough time remaining to react to any comments and criticism in a sensible manner. Midway evaluations are also intended to stimulate the students to work in a systematic manner at as early a date as possible.

Implementation
The responsibility for implementing the midway evaluations lies with the department. The faculty will follow up that midway evaluations are implemented and maintain a list of the students that must implement a midway evaluation each year.

The PhD students must document the status of their PhD status within about two years of starting the programme (18 months for students with three-year contracts).

The department notifies the PhD students about the midway evaluation well in advance of when the evaluation will take place.

One month before the midway evaluation, the student shall submit the following:
- An updated project description
- A schedule for the project, including an overview of progress in the instruction component
- A brief report in which the student discusses his/her progress, a risk analysis of the project and the potential for innovation and/or ideas that may be commercialised
The midway evaluations are arranged as seminars, whereby the first part comprises of an oral presentation of the project and the second part is devoted to comments and discussion between the evaluators, the student and his/her academic supervisor(s). The first part of the midway evaluation may be open, but the second part must be closed to people other than those specified above.

During the oral presentation, the student shall:
- Present the project’s main research question and methodology
- Inform about developments in relation to original project description
- Inform about their progress in relation to their schedule, including the instruction component
- Present completed and planned scientific articles, as well progress made with these

The department generally appoints two evaluators to evaluate the PhD student’s work. These may be from the department or from another department/faculty. One of the evaluators should be from within the same subject area. Evaluators affiliated with UiT should primarily be used. The evaluators are responsible for assessing the material submitted by the student and his/her oral presentation during the seminar.

The main academic supervisor and, where possible, co-supervisors shall attend the seminar and take part in the subsequent discussion. If the main academic supervisor is unable to attend, one of the co-supervisors may attend in his/her place.

The timeframe for the midway evaluation is approximately two hours. The midway evaluation may be implemented in connection with other meetings/seminars, providing it is followed by a private discussion between the evaluators, the student and his/her academic supervisor(s).

**Evaluation and follow-up**
Following the seminar, the evaluators will write a brief assessment of the progress of the project (1-2 pages). The main features of the discussion should be included in the report. This report will be sent to the department and the faculty and will also be presented to the Committee for Research Training. In cases where the midway evaluation does not demonstrate adequate progress, the department must propose measures it deems to be appropriate.