

## Half-time follow-up in doctoral projects at VH faculty

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### *Background*

A half-time follow-up should be done after two years' net study time during which the doctoral student holds a departmental seminar to display sufficient ability to:

- orally present the thesis work
- discuss and analyze general and specific methods within the subject area
- independently discuss and analyze findings

The seminar is evaluated by a senior researcher (e.g. docent or equivalent) with no conflict of interest in relation to the doctoral student. In association with the seminar, the supervisor, the doctoral student and the evaluator have a follow-up meeting where they decide if the progress of the project is sufficient.

The responsibility to conduct a half-time follow-up at VH faculty is delegated to the department level (dnr SLU.ua.2022.1.1.1-871).

### *Routine*

1. Well in advance, the doctoral student and the main supervisor **inform the director of postgraduate studies** about the plans for the half-time follow-up.
2. The doctoral student and the main supervisor **book date(s) and room(s)** for the half-time seminar and follow-up meeting, making sure all key persons (see 7.) can attend.
3. The main supervisor or the doctoral student **invite colleagues** at the department to the seminar, and others if desired.
4. At least 2-3 weeks before the half-time follow up, the doctoral student and supervisors meet to **discuss the individual study plan (ISP) and progress in the education**.
5. At least one week before the half-time follow up, 1) a **preliminary updated study plan**, 2) a registered course excerpt (from Ladok), and 3) manuscript/published articles (if plausible) or a written summary of the work, should be sent to the evaluator and the director of postgraduate studies.
6. The **half-time seminar** (about one hour in total) should include:
  - a) Background of project
  - b) Hypothesis and original plan
  - c) What has been done so far, work and results
  - d) Remaining parts according to the current plan
  - e) Questions and discussion with the seminar evaluator and the audience

The presentation should be in English, around 30 minutes followed by 15 minutes for discussion, and targeted for colleagues at the department.

7. After the seminar, the evaluator, the supervisors, the doctoral student and the head of the department and/or the director of postgraduate studies hold a **follow-up meeting** where

they discuss level of accomplishment in relation to the individual learning outcomes as outlined in the ISP.

On the agenda:

- Courses
- Data collection/experimental work/data editing
- Analyses
- Papers
- Presentations/international experience/travels
- Teaching and supervision of students
- General, including supervision, meetings

The **main questions** that need to be addressed are:

- Has the student reached half time in his/her PhD education?
  - Is it likely that the education can be completed following the current study plan?
  - What actions need to be taken to improve the possibilities of this?
- 8.** The **assessment** conducted by the seminar evaluator should include oral and/or written comments on the doctoral student's ability to
- orally present the thesis work,
  - discuss and analyze general and specific methods in the subject area,
  - independently discuss and analyze the results achieved.
- 9.** After the half-time follow-up, the **template "Mid-way follow up"** (see link below) is 1) completed and signed by the doctoral student and the main supervisor, 2) sent to the faculty board representative (usually director of postgraduate studies at the department) for signature, and then 3) sent to the head of department for signature, after which it is 4) entered into the archive at the department.
- 10.** As a final measure, the **ISP should be updated** with the changes suggested during the follow-up meeting, sent to the director of postgraduate studies, and then head of department for signatures all in the ISP portal).

### *Templates & Formalities*

Template for mandatory 'Midway follow-up' & non-mandatory instructions 'Midway seminar - instructions for evaluator' (under curtain 'Planning and follow up of doctoral education')  
<https://internt.slu.se/en/support-services/education/doctoral-education1/documents/>

Possible measures taken when the progress is unsatisfactory is outlined in the governing document

<https://internt.slu.se/globalassets/mw/utb/forskarutbildningdocent/riktlinjer/riktlinjer-fu-eng-2019-uppd-2024.pdf> (dnr SLU.ua 2018.1.1.1-4677)

General information about the research education at VH <https://internt.slu.se/en/targeted-info/faculties/faculty-of-veterinary-medicine-and-animal-science/support-and-tools/education/doctoral-education/>