

The halftime follow-up (midway review)

Once a doctorate student has completed 2 years of net study time, a half-time follow-up, including a seminar, is to be performed, see [Planning and follow up](#). **The student should take the initiative and the main supervisor together with the student should arrange for this event:**

1. Find a suitable external evaluator, i.e. a senior scientist, at least Associate professor/Docent or equivalent, who is not involved in the project. Explain the revision procedure for the external evaluator. For the assessment, the evaluator should be instructed to use this form: [*halvtidsseminarium---instruktioner-for-bedomaren.pdf \(slu.se\)](#)
2. Set a date and book rooms for the seminar and the revision meeting, making sure that the external evaluator, the director of postgraduate studies at AFB (as chair of the seminar and meeting) and preferably the assistant supervisors, can attend. Don't forget to send an invitation to the department! In addition to the physical room, a Zoom link is recommended, to allow for digital participation.
3. The doctoral student and supervisors should discuss and preliminary update the individual study plan (ISP). At least a week in advance, send the preliminary updated study plan (including individual learning outcomes), register excerpt (Ladok resultatintyg), papers/manuscripts and (or) a written summary of the work, to the external evaluator and the AFB director of studies.
4. The seminar should be in English, 30 minutes long, followed by 15 minutes discussion with questions mainly from the external evaluator and then also from the audience. Directly after the seminar, the doctoral student, supervisors, external evaluator and AFB director of studies will have a closed meeting and discuss the updated study plan, the thesis work, courses, and supervision. Conclusions and comments from the assessment must relate to the individual learning outcomes. The aim is to agree on an ISP optimizing the possibility to complete the education within the stipulated time frame.
5. After the meeting, the student together with the supervisor shall complete the updated study plan according to the decision of the revision group and fill in the form for midway review: [*halvtidsuppfoljning-210607.pdf \(slu.se\)](#). If the head of department has not attended the half-time seminar and follow-up meeting, the AFB director of studies will inform and discuss the outcome of the follow-up with the head of department shortly after the seminar. When the ISP has been updated, the AFB director of studies should be notified. The midway-review form should be sent to the AFB director of studies. Both documents will be checked by the AFB director of studies and feed-back will be given. When comments have been addressed, the midway-review form must be approved/signed by the student, the supervisor, the AFB director of studies and the head of department. Original documents (midway review form and evaluator form) should be sent to AFB administration and scanned versions of both should be mailed to the AFB director of studies. A pdf of the updated, approved and signed ISP should be sent to AFB administration and to the AFB director of studies.