

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, not directly involved in the project. Explain the revision procedure for the external evaluator. You may instruct the evaluator to use this form for assessments (optional): [*halvtidsseminarium---instruktioner-for-bedomaren.pdf \(slu.se\)](https://www.slu.se/~halvtidsseminarium---instruktioner-for-bedomaren.pdf)
2. Set a date and book rooms for the seminar and the revision meeting, making sure that also the director of postgraduate studies at AFB, the head of department (as chair of the seminar and meeting) and the external evaluator and possibly assistant supervisors, can attend. Don't forget to send an invitation to the department!
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, the head of department, and the AFB director of studies.
4. The seminar should be in English, 30 minutes long, and 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, head of department 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 \(slu.se\)](https://www.slu.se/~halvtidsuppfoljning-210607.pdf). The updated ISP and the midway-review form should then be sent to the AFB director of studies for comments. When comments have been addressed, the documents must be approved/signed by the student, the supervisor, the AFB director of studies and finally the head of department. Original documents should be sent to the postgraduate education committee (FUN). A scanned version of the signed form for midway review should be mailed to the AFB director of studies and AFB-admin.