|  |  |  |  |
| --- | --- | --- | --- |
|  | **Half-time review**  Doctoral education |  |  |
|  | Dnr: |
|  | | | | |

**Part 1. Notification *(anmälan)***

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Part 1 is completed by the doctoral student and the supervisor and submitted to the doctoral education administration at the department five weeks[[1]](#footnote-1) before the planned half-time seminar.

More information on half-time review: [Half-time review | Medarbetare](https://staff.ki.se/half-time-review).

|  |  |  |
| --- | --- | --- |
| Name of doctoral student | | Personnummer (yymmdd-xxxx) |
| Title of doctoral project | | |
| Main supervisor | Co-supervisor | |
| Co-supervisor | Co-supervisor | |

**Progression**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Admission to doctoral education (date): | |  | Public defence is planned to (semester): |  |
| Accumulated activity[[2]](#footnote-2): | % | | | |
| I have achieved the course requirements expected at half-time (as stated in the enclosed Ladok transcript)  I have not achieved the course requirements due to the following reason: | | | | |

**Date half-time review**

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |

**Half time committee**

|  |  |
| --- | --- |
| Name, title | KI-department/section (or University) |
| Relevant expertise | |

|  |  |
| --- | --- |
| Name, title | KI-department/section (or University) |
| Relevant expertise | |

|  |  |
| --- | --- |
| Name, title | KI-department/section (or University) |
| Relevant expertise | |

**Statements from doctoral student**

|  |  |
| --- | --- |
| 1. I certify that I have **discussed scientific writing** (including reference management, plagiarism, self-plagiarism, generative AI and copyright) with my supervisor on the basis of an iThenticate text matching report of my literature review and on the basis of my generative AI declaration in the half-time report.  2. I certify that I am aware that ethical permit(s) might be required for my research project and that I have read and understood, when relevant, any existing permit application. I am aware of my responsibility in ensuring that **ethical permits are obtained and adhered to.** | |
| *Date* | *Signature (or digital signature)* |

**Statements from supervisor***(Normally the principal supervisor, but could be a co-supervisor)*

|  |  |
| --- | --- |
| 1. I certify that I have **discussed scientific writing** (including reference management, plagiarism, self-plagiarism, generative AI and copyright) with my doctoral student on the basis of an iThenticate report and on the basis of the generative AI declaration in the half-time report.  2. I certify that my doctoral student and I have discussed ethical permits and ethical regulations. I am aware of my responsibility in ensuring that **ethical permits are obtained and adhered to***.* | |
| *Name* | |
| *Date* | *Signature (or digital signature)* |

After the doctoral student and the supervisor have signed above: Leave it to the doctoral education administration at the department.

Note, a Ladok transcript should be enclosed.

**Appointing a half-time committee - Director of doctoral studies**

|  |  |
| --- | --- |
| I hereby appoint the proposed half-time committee and endorse the date as being appropriate for the half-time review | |
| *Date* | *Signature (or digital signature)* |

After the study director has signed above:

* A copy of this form (part 1 competed, part 2 empty) is sent by the doctoral student to the half-time committee at least two weeks before the seminar.
* Bring part 2 to the half-time seminar. Either a single-sided printed version, or make sure that the committee has access to a digital version that can be written in.

|  |
| --- |
| Name of doctoral student |

**Part 2. Record *(protokoll)* - Comments and recommendations**

This part is completed by the committee. The comments should be based on: **1) the student’s written half-time report, 2) the individual study plan and 3) the half-time seminar.**

The committee is expected to give comments in all fields below. Constructive feedback should be conveyed using complete sentences, the use of single words like "satisfactory" or "OK" is not considered acceptable.

|  |
| --- |
| **The doctoral student: Progress towards realising the outcomes of a doctoral degree**  Comments and recommendations: |
| **The doctoral student: Progress towards independence**  Comments and recommendations: |
| **Doctoral student: Overall performance at the half time seminar**  Comments and recommendations: |
| **Doctoral education project: Progress and time plan**  Comments and recommendations: |
| **Doctoral education project: Plans for the remaining doctoral education**  Comments and recommendations: |
| **Supervision: Scope and structure**  Comments and recommendations: |
| **Supervision: Plans for the remaining doctoral education**  Comments and recommendations: |
| **Courses and other learning activities: Plans for the remaining doctoral education**  Comments and recommendations: |
| **Research ethical matters including eg. responsible use of generative AI**  Comments and recommendations: |
| **We believe there are reasons for the department to perform an extra, or more thorough follow-up of this doctoral student (please give the reasons below or contact the director of doctoral studies at the department)**  *Yes*  *No*  Comments and recommendations: |

**Signature – Half-time committee**

|  |  |
| --- | --- |
| Above are the comments and recommendations of the half-time committee.  I sign on behalf of the entire half-time committee | |
| *Name* | |
| *Date* | *Signature (or digital signature)* |

**Signature - Director of doctoral studies**

|  |  |
| --- | --- |
| I confirm I have read the comments from the half-time committee | |
| *Date* | *Signature (or digital signature)* |

After the half-time review:

* The signed document is handed in to the administrator at the department, who register in Ladok that the half-time review is completed.
* **The doctoral student uploads a copy into the ISP system.** This will be an attachment to the individual study plan.
* The doctoral student sends a copy to each supervisor.

More information on half-time review at KI: [Half-time review | Medarbetare](https://staff.ki.se/half-time-review)

1. Follow instructions from the department [↑](#footnote-ref-1)
2. The half-time review should be conducted after approx. 400 % activity is accumulated. 100 % activity is equivalent to one semester full-time study. Add previous reported activity in Ladok with activity present semester up to the planed half-time seminar. [↑](#footnote-ref-2)