|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 five weeks[[1]](#footnote-1) before the planned half-time seminar.

More information on half-time review: [Half-time review | Medarbetare (ki.se)](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) (activity in Ladok + activity present semester up to half-time review): | | | % | |
| 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 | |

**Statement from doctoral student**

|  |  |
| --- | --- |
| I certify that I have **discussed scientific writing** (including reference management, plagiarism, self-plagiarism and copyright) with my supervisor on the basis of an iThenticate text matching report of my literature review.\*  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 EduSign)* |

\*If the literature review is not yet completed, upload a draft. This is a learning opportunity, not an examination.

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

|  |  |
| --- | --- |
| I certify that that I have **discussed scientific writing** (including reference management, plagiarism, self-plagiarism and copyright) with my doctoral student on the basis of an iThenticate report.  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 EduSign)* |

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 EduSign)* |

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. A single word (e.g. “satisfactory” or “OK”) is unacceptable. If needed, attach a separate document.

|  |
| --- |
| **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: |
| **Ethical matters**  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 EduSign)* |

**Signature - Director of doctoral studies**

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

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 (ki.se)](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. [↑](#footnote-ref-2)