

Guidelines for seminars held as part of the Doctorate Degree Programme PEDRES

Updated on 26 October 2020

Start-up seminar (with internal opponent)	
Date and time	As early as possible
Duration	90 minutes
Submission deadline	1.5 weeks before the seminar or by agreement between the candidate and the opponent
Participants	Opponent, supervisors, all employees at the faculty
Written background material	A thoroughly prepared project outline, to be sent together with the invitation.
Faculty staff with responsibilities	<p>Supervisor(s) are responsible for proposing the seminar and for finding/enquiring after an opponent with expert knowledge in the relevant field. Notify the Programme Manager and the PhD Coordinator.</p> <p>The Main Supervisor welcomes the participants and chairs the seminar.</p> <p>The Doctoral Candidate is responsible for sending the project outline to the opponent and the PhD Coordinator.</p> <p>The PhD Coordinator is responsible for coordinating the date and time of the seminar, booking the room, sending out invitations and administering the payment of fees to participants from outside the faculty.</p>
Opponent	A Professor, an Associate Professor (<i>Førsteamanuensis</i>) or Senior Lecturer (<i>Dosent</i>), preferably from the candidate's faculty
Aims of the seminar	<p>To assist the candidate in getting started and to provide him/her with an opportunity to present his/her project to the faculty.</p> <p>The seminar shall make as specific a contribution as possible towards helping the candidate to scrutinise his/her research design, as well as the coherency and theoretical and methodological aspects of the project. Correspondingly, the opponent must recognise that the candidate is only just embarking on his/her project. Comments should thus be of an encouraging and supportive nature.</p>

Structure of the seminar	<p>The opponent begins by giving a brief presentation of the main points contained in the project outline (approx. 15 minutes). The opponent will then highlight aspects in the outline that he/she believes require more detailed specification or clarification. This part of the opposition should be conducted in the form of a dialogue, during which the candidate is invited to discuss the selected aspects (approx. 50 minutes). Participants will then be invited to make comments or ask questions.</p> <p>The seminar is concluded with the candidate presenting a brief summing-up with additional comments.</p>
Post-seminar evaluation	<p>The Main Supervisor approves the seminar and sends confirmation to the PhD Coordinator and the Programme Manager that the seminar has been held and approved. The presentation made by the opponent (or similar) is attached to the confirmation, and shall also be made available to the candidate.</p> <p>In connection with the start-up seminar, the Main Supervisor shall also check that the candidate's project meets the requirements of research ethics, that all duties to notify have been carried out, and that necessary licences and permits have been obtained. Copies of any necessary licences and permits shall be sent to the PhD Coordinator.</p>
Mid-term evaluation (with an internal and external opponent)	
Date and time	The mid-term evaluation normally takes place during the third or fourth semester
Duration	120 minutes
Faculty staff with responsibilities	<p>Supervisor(s) are responsible for proposing the seminar and for finding/enquiring after opponents with expert knowledge in the relevant field. Notify the Programme Manager and the PhD Coordinator.</p> <p>The Programme Manager, or another representative from the PEDRES Committee, welcomes the participants and chairs the seminar.</p> <p>The Doctoral Candidate is responsible for sending the project outline to the opponents and the PhD Coordinator.</p> <p>The PhD Coordinator is responsible for coordinating the date and time of the seminar, booking the room, sending out invitations and administering the payment of fees.</p>
Work description for the mid-term evaluation PhD Handbook	<p>Refer to the PhD Handbook for a more detailed description: Mid-term evaluation</p>

Written background material	<p>The candidate submits a report that covers items (a) to (d) listed below. The report is submitted to the PhD Coordinator, who forwards it immediately to the Programme Manager, supervisors and the external opponent.</p> <p>a. A summary of the work carried out to date, comprising that part of the thesis that has been completed by the date of the seminar. This shall be attached to the report. Item (a) constitutes the most important basis for the evaluation.</p> <p>The following shall also be submitted:</p> <p>b. A list of completed and planned activities (Academic Training) c. A list of planned and future activities d. A description of the new knowledge that the project has contributed to the stated field of research to date</p> <p>The report shall not exceed 100 pages (incl. appendices). The report shall be sent to the PhD Coordinator by e-mail.</p> <p>The PhD Coordinator forwards copies of the background material together with the invitation.</p>
Evaluation report	<p>Mid-term evaluation form</p>
<p>Completion seminar</p>	

Date and time	When the candidate has completed approximately 90% of his/her doctorate work. Normally, the seminar will take place between two and four months prior to planned thesis submittal.
Duration	120 minutes
Submission deadline	Four weeks prior to the seminar, or by agreement between the candidate and the opponent.
Participants	Opponent, supervisors, all employees at the faculty
Written background material	<p>The candidate submits a report that includes items (a) to (e) listed below. The report is submitted to the PhD Coordinator, who forwards it immediately to the Programme Manager, supervisors and the external opponent.</p> <p style="padding-left: 40px;">a. A summary of the work carried out to date, comprising that part of the thesis that has been completed by the date of the seminar. This shall be attached to the report. Item (a) constitutes the most important basis for the evaluation. Interested parties can obtain printed copies of the background material at the faculty prior to the seminar.</p> <p>The following shall also be submitted:</p> <p style="padding-left: 40px;">b. The written report made by the opponent following the mid-term seminar</p> <p style="padding-left: 40px;">c. A list of activities that are planned to be completed (Academic Training)</p> <p style="padding-left: 40px;">d. A description of the new knowledge that the project has contributed to the stated field of research to date.</p> <p>A report shall be submitted for an article-based thesis that shall normally not exceed 100 pages (incl. appendices). The scope of this report for a monograph shall be agreed jointly by the candidate, the supervisor and the opponent. The report shall be sent to the PhD Coordinator by e-mail.</p>
Faculty staff with responsibilities	<p>Supervisor(s) are responsible for proposing the seminar and for finding/enquiring after an opponent with expert knowledge in the relevant field. Notify the Programme Manager and the PhD Coordinator.</p> <p>The Programme Manager, or another representative from the Programme Committee welcomes the participants and chairs the seminar</p> <p>The Doctoral Candidate is responsible for submitting the written background material within the deadline stated above.</p>

	The PhD Coordinator is responsible for coordinating the date and time of the seminar, booking the room, sending out invitations and administering the payment of fees.
Opponent	A Professor (or Associate Professor/Senior Lecturer) with expert knowledge in the relevant research field.
Aims of the seminar	To carry out a critical and realistic evaluation of the work that has been completed, and to highlight aspects that remain to be considered prior to submission of the thesis. The seminar shall assist the candidate in making an assessment of aspects that may be lacking, and provide advice regarding further work that should be carried out during the remainder of the doctorate period. The opponent should take account of the evaluation/advice provided in connection with the mid-term seminar.
Structure of the seminar	<p>The candidate begins with a brief presentation of his/her work, with an emphasis on highlighting the contribution that the work is making to the relevant field of research (approx. 15 minutes). The opponent will then highlight the strengths of the work, as well as areas for improvement and specific aspects that he or she believes require further enhancement, greater detail or clarification. On the basis of the written background material, the opponent shall endeavour to provide specific recommendations regarding work that remains to be completed before the candidate can submit his/her thesis. This part of the opposition should be conducted in the form of a dialogue, during which the candidate is invited to discuss the aspects highlighted by the opponent and to ask questions for clarification (approx. 60 minutes). Participants will then be invited to make comments or ask questions.</p> <p>The seminar is concluded with the candidate presenting a brief summing-up with additional comments.</p>
Post-seminar evaluation	<p>The opponent submits a written evaluation (no more than two pages) to the candidate, supervisors and the Programme Manager. The evaluation shall contain the following:</p> <ul style="list-style-type: none"> ○ The research field to which the candidate's project belongs. ○ The contribution that the project is making to the relevant research field(s). ○ The level of quality of the work that has been completed (e.g. Theory, method, analysis, relevance for practice). ○ Recommendations for modifications. ○ A summary of work that remains to be completed before the thesis can be submitted.