

**Guidelines and checklist**

**Midterm evaluation in PhD programme Person-Centred Healthcare**

These Guidelines are approved by the Dean at Faculty of Health and Social Sciences March 1. 2022 and relate to Regulations of the degree Philosophiae Doctor (PhD) at USN.

[https://lovdata.no/forskrift/2017-12-14-2411/§3-8](https://lovdata.no/forskrift/2017-12-14-2411/%C2%A73-8) (Section 3-8.)

1. A midterm evaluation of the PhD work shall be conducted, normally in the third or fourth semester. The PhD candidate shall present their work and be assessed by a group of at least two people appointed by the programme committee. The evaluation shall assess the academic status and progress of the PhD work and provide feedback to the PhD candidate, supervisor and programme committee.
2. The primary purpose of the midterm evaluation, like the annual reporting, is to help PhD candidates identify factors that entail a risk to the project in the form of obstacles or delays, as well as to provide input which may improve the quality of the work. The programme committee, supervisors and PhD candidate have a duty to actively follow up circumstances that may result in delay or failure to complete the PhD work so that, to the extent possible, the work can be completed within the standard time frame.
3. If the midterm evaluation identities significant weaknesses in the research work, measures shall be taken to remedy the situation.

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| **1. The evaluation group**  | At least two subject and/or methodological experts, shall be appointed of which: * all must normally hold a PhD degree
* at least one should be from a different institution,

 ‐ at least one should be employed by USN  ‐ at least one should represent the subject or a related subject, ‐ at least one must have methodological competences that are used in the PhD dissertation Normally, two reviewers are appointed for the midterm evaluation. If more are desired, this must be clarified with the programme committee before appointment. The evaluation group is appointed by the programme committee (§ 3‐8 in the regulations) on the recommendation of the principal supervisor. |
| **2. Course requirement**  | The mandatory courses should normally be completed before the evaluation.  |
| **3. Time**  | The seminar should be held approximately at the half‐way point of the thesis preparation.  |

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| **4. Submission of documents before midterm evaluation** | The essay, [Midterm evaluation form for the candidate.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.usn.no%2Fgetfile.php%2F13699101-1645698053%2Fusn.no%2Fen%2FResearch%2FPhD%2520programmes%2FPerson-centered%2520health%2520care%2FMidterm%2520evaluation%2520form%2520for%2520the%2520candidate.docx&wdOrigin=BROWSELINK) together with the attachments must be sent to both opponents and copy to all supervisors and phd coordinator at least 4 weeks before the planned seminar. |
| **5. Advertising**  | The PhD coordinator is responsible for the advertisement of the seminar to the institute, phd fellows and any other media platforms that the programme committee consider appropriate.  |
| **6. Seminar leader**  | The seminar is chaired by the chair of the programme committee, or a person appointed by him/her.  |
| **7. The seminar**  | Timeframe:1. The PhD candidate holds a presentation on her/his research work for a maximum of 20 minutes.
2. Discussion between the PhD candidate and evaluation committee for a maximum of 60 minutes.
3. Break for a maximum of 10 minutes.
4. Q&A with the audience for a maximum of 15 minutes.
5. The seminar (the evaluation committee, the supervisors, and the seminar leader) concludes with an individual discussion with the PhD candidate and recommendations for further progress. This discussion is without an audience.

 The supervisor(s) must be present at the seminar but should not participate in the discussions under points 1, 2 and 4.  |
| **8. Language**  | The PhD candidate presentation must be conducted in English. The following discussion may be in Norwegian.  |
| **9. Duration**  | The duration of the seminar will be approximately 2 hours.  |
| **10. Documentation/ assessment**  | The evaluation group provides verbal and written assessment. The written assessment must be made on the designated form sent by PhD coordinator. The conclusion and suggestions for further progression will be sent to the PhD coordinator and the chair of the programme- committee. The evaluation committee must send their written assessment within a week after the seminar. |
| **11. Finance**  | The evaluation group receive reimbursement for travel and any accommodation costs for one night. The external members of the evaluation group are also paid NOK 6’000. The faculty is responsible for meeting these costs.  |

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