

**Mid-term evaluation**

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| **Name:**      | **Department:**  |
| **Title of the PhD project:**      | **Plan for the form the PhD thesis will take:** |
| **Connections to other researcher training programmes:**       | **Start of the PhD study:** *(Date)*      | **Expected end of the PhD study:** *(Date)*      |
| **Principal supervisor:**       | **Co-supervisor:**       |

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| **Agreement on the extent of supervision and role allocation***(Please state the number of supervisory hours held per semester and the number of supervisory hours expected per semester in the future. Specify role allocation between the principal supervisor and the co-supervisor as well as the extent to which they are available to the PhD student)* |
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| **Completed and planned PhD courses** |  |
| **Course title** | **Type** | **Name of institution offering the course** | **Researcher training programme***(Which?)* | **ECTS** | **Completed and approved by the PhD Committee***(If yes – mark X)* |
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| **Completed and planned participation in research activities – including periods spent at other, mainly foreign, research institution** |
| **Name of institution/country** | **The stay starts** | **The stay ends** |
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| **Comments:** |

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| **Completed and planned knowledge communication***(Gain of experience from teaching activities or other forms of knowledge communication must be related to the PhD project. The overall scope of knowledge communication must be at least 300 working hours regardless of the PhD student’s employment conditions)* |
| **Type** |  **Working hours** |
| *Completed* | *Planned* |
| Teaching |  |  |
| Participation in educational training and tutoring |  |  |
| Tutoring of students |  |  |
| Preparation of books, contributions to books, articles, features or posters |  |  |
| Industrial PhD Student’s business report |  |  |
| Lecturers |  |  |
| Other |  |  |

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| **Status report – the PhD student and principal supervisor prepare the status report jointly** *(A description of approximately ½-1 pages in length of the research efforts made so far on the PhD project – progress, results, any obstacles, research plans for the remaining part of the PhD study, including a description of any adjustments to the PhD plan and information about specific topics intended to be discussed at the seminar)*  |
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| **Risk assessment of the PhD project** *(A statement of approximately one page from the principal supervisor in cooperation with the PhD student of a risk assessment of the PhD project. Are there any indications that the project will not be completed in time? If yes, what are the challenges? What is considered to be the largest single risk factor in terms of a successful completion of the PhD project (e.g. delimitation of subject matter, the applicability of the selected method in terms of the thesis/project’s goal, delay due to data collection, the extent of the work commitment)* |
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| **Managing identified challenges** *(What measures have been planned with regard to managing/addressing the above mentioned?)* |
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**Appointment of assessors/conduct of the seminar**

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| **Information about appointed assessors and agreed date for the PhD seminar***(The assessors are formally appointed by the head of department upon the request and recommendation of the principal supervisor. One of these may be an external assessor from the department (not a principal or co-supervisor), while the other may not be in the employment of SDU. The assessors must be professors, full-time associate professors or must have equivalent academic qualifications in the relevant subject area. An equal distribution of gender should be aimed at)*  |
| **Name/title** | **Name of institution** | **Email** |
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| **Conduct of the seminar***(The seminar held in connection with the mid-term evaluation must be held 16 to 18 months after enrolment. Exemptions from this may be granted in exceptional circumstances, e.g. if the PhD student is studying abroad during the period mentioned)* |
| **The seminar will be held on:***(Date)*  |

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| **Information about specific topics intended to be discussed at the seminar** *(Optional – generally, there are no limitations regarding the themes that the assessors may select and discuss with the PhD student)* |
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| **Statement from the assessors***(Based on the written material and the seminar, the assessors prepare a statement of the progress of the PhD so far and plans for the PhD project. Suggestions/recommendations for future work and statements on strengths/weaknesses and possible risk that the PhD student should be aware of are expected to be included in the statement. The assessors may make a joint statement or individual statements.* *Comments can be inserted below or attached to the evaluation)* |
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**Statement form principal supervisor**

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| **Statement from the principal supervisor** ***(****A statement from the principal supervisor with an assessment of progress so far and any planned adjustments and amendments to the PhD plan, as well as an assessment of the student’s ability to complete the programme according to the PhD plan. This statement must either confirm that the PhD programme can be completed according to the PhD plan or describe the necessary adjustments. The PhD student shall have a copy of the statement and has the option of commenting on the statement within two weeks)* |
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**Career plan**

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| **Discussion of career plans***(Discussion of career plans in connection with the mid-term evaluation is an offer to the PhD student but not a compulsory part of the mid-term evaluation. The discussions may address the question of the PhD student’s potential in terms of continuing a career an academic career, as well as the possibility of the head of department or research group offering a position after the completion of the PhD programme. The internal and/or external assessor may be involved in discussions of career plans if deemed relevant)* |
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| **Signatures** |
|  | **Date** | **Name** | **Signature** |
| **Head of Department** |  |  |   |
| **Principal supervisor** |  |  |   |
| **PhD student** |  |  |   |
| **Company supervisor[[1]](#footnote-1)** |  |  |   |
| **Third part supervisor[[2]](#footnote-2)** |  |  |   |

***The principal supervisor is responsible for ensuring that the collected material, i.e. completed form, the status report, the assessors’ and principal supervisor’s statements are sent to PhD School*** ***phdsek@sam.sdu.dk*** ***no later than a month after the mid-term evaluation has been held***

1. Compulsory for Industrial PhD students [↑](#footnote-ref-1)
2. If a third parts supervisor is connected to the Industrial PhD project [↑](#footnote-ref-2)