

Half year evaluation

Should be made 1st March and 1st September, depending on when PhD is started

- Students starting May, June, July, August, September, or October - should submit their *first* half-year evaluation in March.
- Students starting November, December, January, February, March, April, - should submit their *first* half-year evaluation in September.

All other students should make the evaluation 1st March and 1st September. This also includes students who are almost finished with the study. If the thesis has not been handed in, the evaluation should be made.

The evaluation should contain information of the progress during the last half year (½-1 page) as well as an update of the courses, change of environment etc, and should be put directly into the PhD planner. It is important that the evaluation is made thoroughly by both the student and the supervisor. It is necessary to state whether things are going as planned or not.

When the half year evaluation is completed the student should click “Send to supervisor”. Once the supervisor has gone over the student’s PhD Plan, there are two options. If the Plan is ready to be passed on in the workflow, click the “Complete assessment. Send to student” button at the bottom of the page. This sends the Plan back to the student for comments before the Plan is passed on to the programme chair. If, the student needs to do further work on the Plan, before it is ready to be passed on in the workflow, the supervisor should click the “Return to student for plan adjustments” button. The Plan is returned to the student for further work, before it is once again passed on to the supervisor for assessment.