

Half-year evaluation

The half-year evaluations should be made 1st March and 1st September.

- 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.

If you are in the *beginning of your PhD* and have just made the PhD plan you do not need to make the evaluation.

If you are on *sick or maternity leave* you do not need to make the evaluation.

If you are in the *end of your PhD* and have closed the planner as part of finishing your study you do also not need to make the evaluation

The evaluation should contain information on the progress within the last half-year (½-1 page) as well as an update of the courses, change of environment etc., and should be done directly in the dialogue boxes of the PhD planner system. It is important that both the student and the supervisor make the evaluation thoroughly. It is important to state whether things are moving on as planned and if not to inform about this with the reason why!

When the half-year evaluation is accomplished the student should click “Send to supervisor”. Please be aware that you do not get an email announcement of changes made by supervisor, Head of Programme etc. You need to enter the system and check.

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 Head of Programme. 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 and final acceptance; to the Head of Programme and finally to the Head of School

When the evaluation has been approved by the Head of Programme and the Head of School, the PhD planner status will change to “awaits student planning”.

Comments to the evaluation can be found in “Plan history”.