

Guidelines for 50 percent and 90 percent seminars

The guidelines have been adopted by the PhD Committee at the Faculty of Health Sciences, 20 September 2018, pursuant to Section 3(2) of the Regulations for the Philosophiae Doctor (PhD) degree at the University of Stavanger.

Updated by the PhD Committee at the Faculty of Health Sciences September 28
2023

Part A - 50 percent seminar/mid-term evaluation

1. General information about the 50 percent seminar/mid-term evaluation

The 50 percent seminar/mid-term evaluation should normally take place for all PhD candidates admitted to the Faculty of Health Sciences. The seminar is public and will be announced at the Faculty.

2. Evaluation Committee

The evaluation committee must consist of the supervisor(s) and one commentator who is not connected to the project. The members of the evaluation committee must have a PhD degree, but do not need to be employed at a permanent scientific position.

The commentator **can not** be a member of the final assessment committee.

3. Conducting a 50 percent seminar/mid-term evaluation

The mid-term evaluation must be carried out within 2/3 of the PhD period. For candidates with 3 years of standard time, this means that they should be called in for a mid-term evaluation no later than when they have three semesters left in their PhD period. If the candidates have required duties or work on their doctorate part-time, this must be adjusted when setting the time for midway evaluations. The time can also be adjusted if the candidate is or has been on leave.

The main supervisor must normally participate in the mid-term evaluation.

The text presented and assessed at this seminar must contain at least a draft of the thesis structure, as well as a commenced monograph, analysis or draft article. The text should be available no later than three weeks before the seminar. The candidate begins the seminar by giving a brief summary and situation description of the thesis project. The commentator assesses and discusses the project's strengths and possible ambiguities and weaker sides and provides constructive input on how the quality of the project can be strengthened. Special emphasis is placed on:

- Clarifying the PhD project's location in the relevant research field and its contribution to this field, as well as the practical value/consequences of the project
- Clarifying any ethical challenges, considerations and choices
- Progress in the project

In the candidate's work process, it is of great importance to have a discussion about the project while it is still possible to correct and develop all elements of the research design and its internal consistency. Proposals for how the work can be developed and strengthened are discussed in the seminar and followed up afterwards by the candidate and supervisor(s).

4. Distribution of responsibilities:

The candidate's tasks are to:

- submit the text to the supervisor(s) and commentator no later than three weeks before the seminar
- give a presentation of their work and progress in 20 minutes

The main supervisor's tasks are to:

- arrange the seminar, including room booking and informing the PhD-administration about the planned seminar
- make agreements with the commentator to the seminar and send contact information for external commentators to the PhD-administration
- lead the seminar
- ensure that commentators' input is followed up in the further academic supervision
- send confirmation to the PhD administration that the seminar has been completed

The task of the commentator is to:

- read the work, reflect on and evaluate it, and provide constructive feedback that supports the future work
- use the main part of the seminar for this conversation, but also give the opportunity for questions and comments from the floor

The task of the PhD-administration is to:

- announce the seminar at the faculty
- arrange payment for external commentators
- archive documentation of completed seminar

Part B - 90 percent seminar

1. General information about the 90 percent seminar

The purpose of the 90 percent seminar is to assess the project in a final phase and evaluate an almost finished manuscript. The seminar gives the candidate the opportunity to present and discuss their own scientific knowledge production.

The 90 percent seminar should normally take place for all PhD candidates admitted to the Faculty of Health Sciences. The seminar is public and will be announced at the Faculty.

2. Commentator

The commentator must have a PhD degree, but do not need to be employed at a permanent scientific position.

Prior to the seminar, the manuscript - abstract and articles or monographs - is assessed by the commentators who has expertise in the field. The text should be available no later than three weeks before the seminar. The seminar begins with the candidate giving a presentation of the work before the commentator discusses the manuscript presented with the candidate.

The commentator **can not** be a member of the final assessment committee.

3. Conducting a 90 percent seminar

The seminar is held in the completion phase.

4. Distribution of responsibilities:

The candidate's tasks are to:

- present a complete dissertation manuscript for the 90 percent seminar to the commentator no later than three weeks before the seminar
- present the supervisor(s) that form the basis for the seminar
- initiate the seminar with a summary of the thesis work in 20 minutes

The main supervisor's tasks are to:

- arrange the seminar, including room booking and informing the PhD-administration about the planned seminar
- make agreements with the commentator to the seminar and send contact information for external commentators to the PhD-administration
- lead the seminar
- ensure that commentators' input is followed up in the further academic supervision
- send confirmation to the PhD administration that the seminar has been completed

The tasks of the commentator are to:

- assess and to give critical and constructive views, with the aim of giving the candidate opportunities to improve the work in the final phase and to prepare for the public defence
- use the main part of the seminar for this conversation, but also give the opportunity for questions and comments from the floor

The task of the PhD-administration is to:

- announce the seminar at the faculty
- arrange payment for external commentators
- archive documentation of completed seminar