

Midway assessment routines at IHA

1. The midway assessment of the doctoral degree work shall be conducted when the candidate has completed a maximum of two years of the PhD programme.
2. The midway assessment must be held as a seminar within the research group, with research group members and other invited researchers who may or may not be affiliated with the department.
3. The main supervisor is responsible for initiating and planning the seminar in cooperation with the head of the research group.
4. The head of the research group appoints an evaluation group consisting of one member of the supervisor team and one member outside the supervisor team (evaluator). By “outside the supervisor team” we mean:
 - another member of the research group
 - another researcher from our department
 - a researcher from another department at NMBU or
 - a researcher not affiliated with NMBU

The main task of the evaluation group is to assess the academic status and progress of the work on the doctoral thesis. The external member of the evaluation group should be qualified to have a fresh look at the progress of the candidate’s part in the project, as well as his/her education plan.

5. All the documents, e.g. the project plan, draft(s) of the article(s) and the powerpoint presentation, should be sent to the evaluation group prior to the seminar.
6. The midway assessment seminar is announced by poster. Please send information on time and place, title of the project and members of the evaluation group to Mara Dagestad mara.dagestad@nmbu.no
7. The evaluation group must report its findings to the Research Education Committee (FUU) on a standard form (FORM 2.4). The form must be sent to Mara Dagestad. A copy of the form must be sent to the PhD candidate and the supervisory team.
8. In case the supervisor and the candidate cannot cope with the changes proposed by the evaluation group, they can discuss this with the head of the Research Education Committee, or the Head of the department.
9. Evaluators who are not NMBU employees are remunerated using the same rate as for an oral exam for one student – i.e. 3 hours basic fee + 1 hour; a total of 4 hours. Other NMBU Departments send an Inter-university (internal) invoice to IHA/FUU. Non-NMBU employees use IHA’s form “Undervisning- og sensorhonorar”, specifying «Muntlig” and “Ant. Kand.: 1”) (oral exam, one student). The expenses are covered by FUU’s budget.