

## Guidelines for 50- and 90-percent Seminars

### Part A: Revised Project Description

These guidelines have been adopted by the Research Committee at MF Norwegian school of Theology, Religion and Society based on the Regulations for the degree philosophiae doctor (Ph.D.) at the MF Norwegian School of Theology, Religion and Society § 9, second paragraph.

During the admission period, the Ph.D. candidate and appointed supervisors must annually submit separate written reports on the progress of the research education using the prescribed form. The reports must be sent to and approved by the institution.

The candidate and supervisor have equal responsibility for reporting. Lack of or inadequate progress reporting from the candidate may result in the forced termination of the research education before the end of the admission period, cf. § 5-5. Supervisors who fail to follow up on the reporting obligation may be relieved of their supervisory responsibilities.

The institution may require special reporting when deemed necessary.

#### **1. General about the revised project description**

The candidate must, in consultation with the supervisor, submit a revised project description to the pro-rector and Ph.D. coordinator within three months after the start. Based on this, and annual reports, the pro-rector may initiate necessary measures.

### Part B: 50% Seminar/Midterm Evaluation

#### **§ 9-2. Mid-term evaluation**

A mid-term evaluation of the doctoral work should normally take place in the third or fourth semester. The candidate must present his/her work and be evaluated by a group of at least two people appointed by the institution. The evaluation group must decide on the academic status and progress of the doctoral work, and must give feedback to both the candidate, the supervisor and the institution.

If the evaluation group reports of significant weaknesses in the research work, measures must be taken to correct the situation.

For candidates who have been admitted to a PhD program at the institution before this provision comes into force, the mid-term evaluation is voluntary.

A midway evaluation of the doctoral work should normally take place in the third or fourth semester. The candidate must present their work and be evaluated by a group of at least two people appointed by the institution. The evaluation group must assess the academic status and progress of the doctoral work and provide feedback to the candidate, supervisor, and institution.

If the evaluation group reports significant weaknesses in the research work, measures must be taken to correct the situation.

For candidates admitted to the Ph.D. program at the institution before this provision came into force, the midway evaluation is voluntary.

### ***1. General about midterm evaluation***

The mid-term evaluation must take place for all PhD candidates admitted to MF Norwegian School of Theology, Religion and Society . The evaluation is normally led by the pro-rector. Midway evaluation is also referred to as the 50% seminar.

### ***2. Timing of midterm evaluation***

The mid-term seminar should normally take place within the period one year after the start until a maximum of one year remains. The timing is adjusted if the candidate has admission for several years or has/had leave or similar.

### ***3. Evaluation Group***

The main supervisor is normally part of the evaluation group. The group consists of the supervisor(s) and one reader who is not associated with the project. The reader must have a Ph.D. degree. It is not required that this person is employed in a permanent scientific position.

The reader can normally not later be appointed to the final assessment committee.

### ***4. Conducting the mid-term evaluation***

The midway evaluation is based on the following material:

- Draft of the dissertation structure.
- Theory and Method must be presented at the seminar.
- Started monograph, analysis, or article draft

The text should be available at least three weeks before the seminar.

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

The candidate starts the seminar by giving a brief summary and status description of the dissertation project.

The reader discusses the project's strengths and any unclear or weaker aspects and provides constructive input on how the quality of the project can be strengthened. Special emphasis is placed on:

The Ph.D. project's placement in the relevant research field and its contribution to this field, as well as the project's practical value/consequences

- Any research ethical challenges, considerations, and choices
- Progress in the project

### Timeline of the Midterm Seminar:

- Welcome by the meeting leader
- Presentation of the project by the candidate (up to 15 minutes)
- External reader gives feedback on the thesis work in dialogue with the student (up to 30 minutes)
- Supervisor gives feedback on the thesis work in dialogue with the student (up to 30 minutes)
- **BREAK** (15 minutes)
- Plenary discussion (up to 30 minutes)

The seminar lasts up to **2.5 hours**.

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### Submission of Evaluation Protocol:

The protocol, along with written feedback from the evaluation committee, is sent to the PhD coordinator (**phd@mf.no**) for registration and archiving.

The **Pro-Rector** is responsible for following up on the evaluation.

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### 5. Responsibilities

*The candidate's tasks are to:*

- Submit the text to the Ph.D. coordinator, pro-rector, supervisor(s), and reader at least three weeks before the seminar
- Give a presentation of their work and progress for 15 minutes

*The Ph.D. coordinator's tasks are to:*

- Initiate the seminar
- Make agreements with the reader and main supervisor for the seminar
- Send the protocol, along with written feedback from the evaluation committee, to the candidate and supervisors

*The pro-rector's tasks is to:*

- Lead the seminar
- Follow up on the evaluation

*The main supervisor's tasks are to:*

- Ensure that the reader's input is followed up in further supervision

*The reader's tasks are to:*

- Read the work, reflect on and evaluate it, and provide constructive feedback that supports further work
- Use the main part of the seminar for this conversation, but also allow for questions and read the work, reflect on and evaluate it, and provide constructive feedback that supports further work
- Send the protocol, along with written feedback from the evaluation committee, back to the PhD coordinator (phd@mf.no)
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The conversations in the mid-term evaluations are treated confidentially and with confidentiality. No minutes are taken of what is said. However, the institution can and should follow up on the content and the presented documentation in the midway evaluations in the best possible/relevant way.

## **Part C - 90% Seminar**

### **1. General about the 90% Seminar**

The purpose of the 90% seminar is to assess the project in its final phase and evaluate an almost completed manuscript. The seminar provides the candidate with the opportunity to present and discuss their scientific knowledge production. The 90% seminar should normally take place for all Ph.D. candidates admitted to MF Norwegian school of Theology, Religion and Society. The seminar should be open for broad participation from the academic community. The program leader and pro-rector should be invited.

### **2. Reader**

The reader must have a Ph.D. degree but does not need to be employed in a permanent scientific position. Before the seminar, the manuscript – preferably a complete draft of the thesis and articles or monograph – is reviewed by a reader who has expertise in the area. The text should be available at least three weeks before the seminar. The seminar begins with the candidate presenting their work before the reader discusses the submitted manuscript with the candidate. The reader can normally not be a member of the final assessment committee.

### **3. Conducting the 90% Seminar**

The seminar should be conducted in the final phase.

#### **4. Responsibilities**

*The candidate's tasks are to:*

- Submit a complete dissertation manuscript for the 90% seminar to the reader at least three weeks before the seminar
- Present the text that forms the basis for the seminar to the supervisor(s)
- Begin the seminar with a summary of the dissertation work for 10 minutes

*The main supervisor's tasks are to:*

- Initiate and arrange the seminar
- Make agreements with the reader, program leader, and pro-rector for the seminar
- Lead the seminar
- Ensure that the reader's input is followed up in the further supervision
- Send confirmation to the Ph.D. coordinator that the seminar has been conducted

*The reader's tasks are to:*

- Evaluate and provide critical and constructive feedback, with the aim of giving the candidate opportunities to improve the work in the final phase and prepare for the defense
- Use the main part of the seminar for this discussion, but also allow for questions and comments from the audience

#### **Evaluation Conversation**

Some relevant questions particularly for the candidate in the conversation:

- Are you satisfied with your progress and development based on what you have presented?
- What positive aspects do you see in what you have done so far?
- What potential problems do you see for progress and quality?
- How do you think these can be solved?

*Some relevant questions particularly for the responsible main supervisor in the conversation:*

- Are you satisfied with your main supervision? What have you tried to achieve?
- Are you satisfied with the progress and development based on what has been presented?
- What positive aspects do you see in what has been done so far?
- What potential problems do you see for progress and quality?
- How do you think these can be solved?

The part that is common to both the candidate and the supervisor(s) is summarized at the end by the evaluation group.