



Stockholm  
University

A large, light blue graphic of a leafy branch or vine, extending from the left side of the frame towards the center. It features several stems with small, rounded leaves.

**Supervisor seminar 15/12 -23**

# Topics - Supervisor seminar Dec 15, 2023



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- Halftime review
- Reminder
- New rules
- Mentorship
- Navigating on Fysikum Web
- Open discussion about supervision
  - Sten
  - Sten
  - Michael
  - Michael
  - Michael
  - Sten/Michael



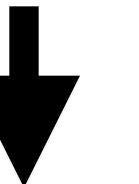
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# Halftime review

Meet the requirements at the science faculty

After 20 full-time months

Subject responsible holds planning meeting



Decision on whether to do half-time review or licentiate exam

- student and supervisor discuss and agree.
- student has the right to choose licentiate exam.
- if agreement not reached, then subject responsible and director of studies discuss with them and subject responsible decides.

# Halftime review

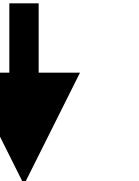


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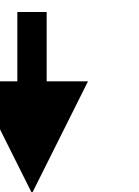
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Decision on whether to do half-time review or licentiate exam



Evaluation group is formed

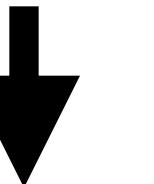
- Supervisor.
- Director of study or subject responsible.
- Two more members:
  - Suggested by supervisor
  - Decided by subject responsible
  - Could be external
  - It is encouraged to find members with subject knowledge.

# Halftime review

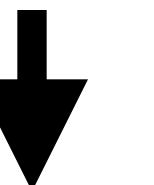
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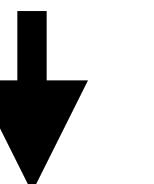
Subject responsible holds planning meeting



Decision on whether to do half-time review or licentiate exam



Evaluation group is formed



Student hands in written report  
Seminar is publicly announced

3 weeks before seminar

The written report should contain:

summary of the PhD topic and general and specific motivations of the work performed.

- brief overview over the current literature
- a summary of the work performed and obtained results
- outlook and future plans.
- an appendix with a list of papers, and conference contributions.

The length of this part must be at least 7 pages long but must not be longer than 20 pages.

References do not count towards the page limits. Any publications or manuscripts are appended in a separate enclosure.

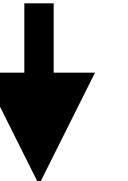
The supervisor is responsible for proof reading and approving the content of the report.

# Halftime review

Meet the requirements at the science faculty

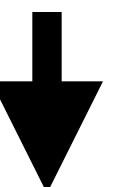
After 20 full-time months

Subject responsible holds planning meeting



Decision on whether to do half-time review or licentiate exam

The evaluation group deliberates immediately after the half-time seminar, without the public and the student.

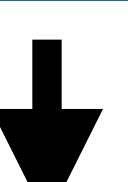


Evaluation group is formed

The evaluation group then gives an oral feedback to the student and the supervisor (without the public). The goal is that clear advice and recommendations will help PhD student to identify the areas that need to be strengthened.

3 weeks before seminar

Student hands in written report  
Seminar is publicly announced



Seminar

The feedback is also briefly documented in a standardized review form, which is filled in by the reviewers before the half-time seminar and finalized in the review meeting after the seminar.



# Halftime review

## PROTOKOLL FÖR BEDÖMNING OCH ÅTERKOPPLING FRÅN HALVTIDSSEMINARIUM

### ASSESSMENT AND FEEDBACK PROTOCOL FROM THE HALF-TIME SEMINAR

#### PROTOKOLL FÖR BEDÖMNING OCH ÅTERKOPPLING FRÅN HALVTIDSSEMINARIUM | ASSESSMENT AND FEEDBACK PROTOCOL FROM THE HALF-TIME SEMINAR

Doktorandens efternamn och förnamn   PhD student's family name and given name	Datum för genomfört halvtidsseminarium   Date for the half-time seminar
Seminaritetitl   Title of the seminar	

Granskningsskommittén har tagit del av | The assessment committee has received

- halvtidsseminarium | half-time seminar
- halvtidsrapport | half-time report
- artiklar/manuskript | articles/manuscripts
- doktorandens individuella studieplan | PhD student's individual study plan

#### Handledning | Supervision

Handledningens omfattning och struktur har diskuterats med doktoranden och handledare.

Handledningen är tillräcklig för att doktoranden ska kunna uppnå examensmålen. |

The scope and structure of the supervision has been discussed with the PhD student and the supervisor(s).  
The supervision is sufficient for the PhD student to reach the learning goals.

Ja | Yes

Nej | No      Om nej, ange anledningen | If no, please give the reasons below

#### Rekomendation från utvärderare | Recommendation from the reviewers

Godkant | Pass

Komplettering krävs (Ska motiveras nedan eller bifogas som separat dokument) |

Revision required (should be motivated below, or on an attached separate document)

När kompletteringen är fullgjord ska ordf i granskningsskommittén meddela ämnesansvrig |

When revision is completed the chairperson of the assessment committee shall inform the subject responsible

Granskningsskommittén rekommenderar institutionen att göra en extra uppföljning av doktorandprojektet. |

The assessment committee recommends to the department to perform an extra follow-up of this PhD project.

Ja | Yes      Om ja, ange anledningen | If yes, please give the reasons below

Nej | No

#### Activity and progress of the research project. What is the progress in the research project? Is the progress rate so far sufficient to finish the PhD on time?

Is the understanding of the subject area adequate?  
Knowledge of the literature and methods in the given field of research.

Is there a clear plan for future projects and how to proceed with the research?

Other feedback to PhD student and supervisor:

Half-time report content:  
• General and specific motivation of the PhD performed.  
• brief summary over research work performed and conclusions drawn at the oral presentation.  
The length of this part must be at least 4 pages long without references but must not be longer than 20 pages.  
• A list of papers, and conference contributions.  
• Papers (or paper drafts) if present (as attachment).

Feedback on academic writing abilities (i.e. quality of the written report).

Ledamöter i granskningsskommittén   Members of the assessment committee	
Handledare   Supervisor, name	Institution   Institute
E-postadress   E-mail address	
Utvärderare 1, namn   Reviewer 1, name	Institution   Institute
E-postadress   E-mail address	
Utvärderare 2, namn   Reviewer 2, name	Institution   Institute
E-postadress   E-mail address	
Ämnesansvarig eller Studiektor, namn   Subject responsible or Director of PhD Studies, na.	

Datum och underskrift av ordf. i granskningssk  
Date and signature of the chairperson of the assess.

Namnförtydligande | Clarification

Skickas undertecknad till år

#### BEDÖMNINGSGRUNDER | ASSESSMENT CRITERIA

Granskningsskommittén ska beakta (A) doktorandens ansatser vid det muntliga halvtidsseminariet och (B) kvalitet och omfång av halvtidsrapporten. Kriterierna nedan (A och B) utgår från kursens examensmål/lärandemålen enligt högskoleförordningen och ska användas vid bedömningen. Doktoranden ska bedömas huruvida hen är på väg att uppnå examensmålen/lärandemålen enligt Högskoleförordningen och i relation till att doktoranden nu befinner sig ungefärl halväg. The assessment committee shall consider (A) the performance of the PhD student at the oral half-time seminar; and (B) the quality and extent of the half-time report. The criteria below (A and B) relate to the course's outcomes/outcomes according to the Swedish Higher Education Ordinance and shall be used as part of the assessment. The committee shall assess if the student is likely to reach these outcomes taking into account that he/she is approximately halfway through the study period.

#### A. Bedömnning av doktorandens insatser vid det muntliga halvtidsseminariet | A. Assessment of PhD student's oral half-time seminar

Kriterium #   Criterion #	
Doktorandens forskningsprojekt presenteras tydligt och sammanfattnas väl.	The PhD student presents the research project clearly and summarizes the project well.
Doktoranden visar kunskap och förståelse inom forskningsfältet.	The PhD student shows knowledge and understanding of the research field.
Doktoranden uppvisar kunskap om forskningsområdets metoder.	The PhD student demonstrates knowledge of the methods of the research field.
Doktoranden kan diskutera använda metoder och erhållna resultat.	The PhD student can discuss the methods used and the obtained results.
Doktoranden bemöter adekvat frågor och kritik.	The PhD student responds adequately to questions and criticism.
Doktoranden kan reflektera kring svagheter och styrkor med forskningsarbetet.	The PhD student can reflect on the strengths and weaknesses of the research project

#### B. Kvalitet på halvtidsrapporten | B. Quality of the half-time report

Kriterium #   Criterion #	
Doktoranden visar bredd kunskande och en systematisk förståelse av sitt forskningsområde.	The PhD student demonstrates a broad knowledge and systematic understanding of their research field.
Doktoranden demonstrerar djup och aktuell specialisering inom ett begränsat område av forskningsfältet.	The PhD student demonstrates a deep and current specialist knowledge in a particular aspect of this field.
Doktoranden visar förtrogenhet med vetenskaplig metodik i allmänhet och med det specifika forskningsområdets metoder i synnerhet.	The PhD student demonstrates familiarity with scientific methodology in general and with the methods of his/her specific field.
Doktoranden visar förmåga att skriftligt呈现出 och diskutera forskningsresultat.	The PhD student demonstrates ability to present and discuss research results in writing.
Doktoranden visar förmåga till vetenskaplig analys och syntes samt till självständig kritisk granskning och bedömning av nya och komplexa förteelser, frågeställningar och situationer.	The PhD student demonstrates a capacity for scientific analysis and synthesis and the independent critical review and assessment of new and complex phenomena, issues, and situations.
Doktoranden visar förmåga att kritisiskt och med vetenskaplig noggrannhet identifiera och formulerar frågeställningar.	The PhD student demonstrates an ability to identify and formulate research questions critically with scientific rigour.
Doktoranden visar förmåga att planera och med adekvata metoder bedriva forskning och andra kvalificerade uppgifter samt att granska och värdera seldan arbete.	The PhD student demonstrates an ability to plan and conduct research and other advanced tasks using appropriate methods as well as to review and evaluate such work.
Forskningsarbetet och utbildningen för perioden efter halvtidskontroll fram till disputation är väl beskrivna och genomförbara.	The research work and learning activities for the period from now to the PhD thesis defence are well described and feasible.
Doktorandens bidrag till resultat och bifogade manuskript är tillräckligt och av hög kvalitet.	The PhD student's contribution to results and the attached manuscripts is sufficient and of high quality.

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# Halftime review

## PROTOKOLL FÖR BEDÖMNING OCH ÅTERKOPPLING FRÅN HALVTIDSSEMINARIUM

ASSESSMENT AND FEEDBACK PROTOCOL FROM THE HALFTIME SEMINAR

The written report shall contain:  
Summary of the topic and general and specific motivation of the work performed.

### Rekommendation från utvärderare | Recommendation from the reviewers

PROTOKOL  
ASSESSMENT

Doktorandens erf  
PhD student's fa  
Seminaritetitel | 1

Granskningskom  
halvtids  
halvtids  
artiklar/i  
doktorar

Handledningens  
Handledningen |  
The scope and si  
The supervision

Ja | Yes  
 Nej | No

Godkant | P

Kompletteri  
Revision req

När kompletteret  
When revision

Ja | Yes  
 Nej | No

Godkänt | Pass

Komplettering krävs (Ska motiveras nedan eller bifogas som separat dokument) |  
*Revision required (should be motivated below, or on an attached separate document)*

När kompletteringen är fullgjord ska ordf. i granskningsskommittén meddela ämnesansvrig |  
*When revision is completed the chairperson of the assessment committee shall inform the subject responsible*

Granskningsskommittén rekommenderar institutionen att göra en extra uppföljning av doktorandprojektet. |  
*The assessment committee recommends to the department to perform an extra follow-up of this PhD project.*

Ja | Yes  
 Nej | No

Om ja, ange anledningen | If yes, please give the reasons below

**KRITERIER | ASSESSMENT CRITERIA**  
ansätter vid det muntliga halvtidsseminariet och (B) kvalitet och omfång  
går från kursens examensmål/lärandemålen enligt högskoleförordningen och  
låmas huruvida hen är på väg att uppnå examensmålen/lärandemålen enligt  
len nu befinner sig ungefärl halvtidsseminar; and (B) the quality and extent of the half-time  
seminar's outcomes/outcomes according to the Swedish Higher Education  
act. The committee shall assess if the student is likely to reach these outcomes  
way through the study period.

**Vid det muntliga halvtidsseminariet |**  
**time seminar**

och sammanfattnas väl. |  
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knows of the research project

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The PhD student's contribution to results and the attached manuscripts is sufficient and  
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# Reminders

And now some ~~nagging~~ reminders

- The ISP should be updated **at least** every twelve months (you are reminded at least two months before the dead-line).  
There are mandatory fields - if nothing else helps please read the instructions!
- The form requesting the PhD defense (with names of opponent and members of grading committee) should be in at least by the time of the pre-defense.  
Very often the time needed to get this in place is underestimated.
- The supervisor needs to fill in the "Zoom-form" and send it to subject responsible at the same time as the application form itself. If Zoom will be used you must also establish contact with the technical division via [dsa@fysik.su.se](mailto:dsa@fysik.su.se).

# Updated rules for PhD studies

## On Faculty of Science and on SU – New documents collecting and updating rules for PhD studies

- Regler för forskarutbildning vid det naturvetenskapliga området
- SU:s Regler för utbildning och examination på forskarnivå
  
- New rule at SU:  
Chair person and respondent must be physically present at thesis defence
  
- New rule at NatFak:  
All supervisors employed at SU must have take pedagogical education

# Mentorship for PhD students

## Different aspects

- **Brief description of mentor system at fysik.su.se**
  - Purpose and responsibilities
  - Reminder: Mentor from another division
- **Suggestion from PhD Student Council of having a form**
- **Mentor Survey will be rerun in early spring**
  - Stress Supervision
  - Work environment

# Navigating on the Fysikum web

## Doctoral studies at the Department of Physics

- PhD thesis and defense - Division of responsibilities and milestones
- Half-time review – Division of responsibilities and time limits
- Licentiate seminar - Division of responsibilities
- How to publish Licentiate thesis in DIVA

Both summary, manuscripts and papers should be published in DIVA

- Study plan for PhD students  
Prolongation form for dISP

Notice that teaching and (sick)leave are handled separately

# Open discussion about supervision

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