



Dnr: C2022/629
Date for decision: 2023-09-19
Doctoral Programme in Health and
Welfare with Focus on Evidence-Based
Practice

Instructions before and during half-time seminar in Care Sciences in the field of Health and Welfare with Focus on Evidence-Based Practice

A half-time seminar needs to be conducted for every doctoral student who shall do a full PhD. It is the principal supervisor who, together with the doctoral student, is responsible for the half-time seminar and for ensuring that it is held.

Purpose of the Half-time Seminar

The purpose of the half-time seminar is to serve as a quality review and support for the doctoral student's ongoing research education. The half-time seminar is not an examination but rather an opportunity to receive feedback on what has been accomplished, what is planned to be carried out until the dissertation, and to identify potential areas for improvement. During the seminar, the discussion should therefore encompass both the work done so far and the plan for progression leading up to the public defense of the thesis.

Timeframe

The half-time seminar should be held after the equivalent of two years of full-time doctoral studies, unless there are good reasons for an earlier or a later date. The timing of the half time seminar is independent of the number of manuscripts or published articles. For doctoral students admitted to the doctoral programme later than 1st of January 2023, two of the mandatory courses need to be taken and approved.

Preparations

Principal supervisor

- The principal supervisor provides suggestions for reviewers and planned date for the half-time seminar (form: Application for Half-time seminar). The form is sent to the Director of Doctoral Programme at least 3 months before the planned seminar.
 - The review committee should consist of three reviewers who are not involved in the PhD project. Two of the reviewers should be external to Dalarna University and one reviewer should be employed at Dalarna University. All reviewers shall be Associate Professors or Professors, unless specific reasons. If possible, different genders should be represented. There is no chairperson, the reviewers act collectively. There cannot be any conflicts of interest.
 - Information regarding the three reviewers should comprise title, workplace, e-mail and phone number.



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- When the Doctoral Programme Committee for Health and Welfare has decided on reviewers, the principal supervisor is notified by the Director of Doctoral Programme.
- The principal supervisor provides the Health and Welfare research administrator with information on the doctoral student's name, the title of the thesis, details of the reviewers, and the date and time for the half-time seminar.
- At least ten working days before the seminar, the principal supervisor sends the documents listed below to all reviewers.
- The principal supervisor notifies all reviewers on how to make their travel arrangements: the reviewers decide on the means of travel (train if possible), journey times and if there is a need for a hotel stay, these details being sent to the Health and Welfare research administrator.

The research administrator

- The research administrator books a venue for the seminar and an online room and makes sure it is advertised on Dalarna University's external website at least two weeks before the day of the event.

The doctoral student

The doctoral student is responsible for producing the following documents that are to be sent by the principal supervisor to the reviewers.

- **Half-time Summary** – not more than 14 pages (excl. front page and references)
The following is to be included:
 - Front page with title of the thesis, names of the doctoral student and supervisors.
 - Background - an overview of the literature for the field of research (max. 4 pages)
 - Overarching aim and research questions
 - Methods (incl. ethical considerations)
 - Results
 - Plan for the rest of the study period
 - Discussion/reflections
 - In this section, the discussion/reflection can pertain to methodology, theories, and implications, or anything else that is relevant, related to both completed and planned studies. For PhD-students who have results to discuss, this can be done advantageously.
 - References
- **Any publications and manuscripts**



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- **A description of progress in terms of the General Learning Objectives stated in the General Programme Objectives (max. 2 pages)**
- **The doctoral student's individual study plan**
- **Print-out from Ladok (registry of university students' results and time in doctoral studies)**
- **The instructions for a half-time seminar**
- The PhD-student shall also send **all ethical applications and approvals** that concern the PhD-student's project(s) **to the internal reviewer.**

Documents to other participants at the half time seminar

The doctoral student is responsible for sending out the Half-time Summary and any publications and manuscripts to other participants at the seminar.

The half-time seminar

- The half-time seminar is led by the principal supervisor, which implies a responsibility for structure, timing and that the purpose for the half-time seminar is fulfilled.
- The supervisors and the doctoral student are jointly responsible for the technical equipment in the room and the online connection.
- The seminar is chaired by the principal supervisor.
- The seminar lasts for approximately two hours with the doctoral student commencing with a presentation in English (about 20 min.). The presentation should summarize the thesis so far and the plan for the rest of the work.
- The seminar discussion can be in either English or Swedish.
- The seminar discussion should focus on the work done so far and the plan for progression leading up to the dissertation.
- The internal reviewer has a specific responsibility to review ethics application(s) and ask clarifying questions during the seminar.
- At the end of the seminar, the audience should also be invited to ask questions.

Follow-up meeting

- Directly after the half-time seminar, the group of reviewers meets with the supervisor and the doctoral student to review the student's progress. Together they should also discuss the remaining part of the thesis and any ethical considerations. No separate conversations should be held with doctoral student or supervisors.



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- During the follow-up meeting, the internal examiner has a specific responsibility for discussion and reflection related to ethics application(s). If any uncertainties arise, this should be communicated to the Director of Doctoral Programme.
- Immediately after the follow-up meeting, the reviewers sign a protocol from the meeting provided by the principal supervisor. If any reviewer participates online, they can sign the protocol electronically. The principal supervisor is responsible for submitting the protocol to the Director of Doctoral Programme.

After the half-time seminar

- The Doctoral Programme coordinator registers the protocol.
- The registered protocol is sent by the principal supervisor to the departmental manager or similar for those doctoral students who are on a salary scale that includes promotion after half-time.
- If the project plan for the remaining work is revised, these changes should be explicit in a revised individual study plan to be approved by the Director of Doctoral Programme, preferably within three months of the half-time seminar.