

# Midterm evaluation / Qualifying exam

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## WHY:

- To ensure that the PhD project and study is on the right track
- To train written and oral presentation of the research project
- To discuss and validate plans for the rest of the study period
- To obtain feedback and suggestions from internal and external researchers
- To obtain an MSc degree if the student was enrolled without such a degree

## WHEN:

- For students enrolled with an MSc degree: no later than 1½ years after enrolment
- For students enrolled without an MSc degree: after six years of university studies, with two years left of the PhD study
- A notification email with practical information about procedures is sent to the student and main supervisor 2-3 months before the exam
- A registration form must be submitted approx. 6 weeks prior to the exam, incl. details of coursework completed and planned (must be enclosed as a table in a separate document). The registration form must be filled in with information on external examiner, date, time, place and meeting room (already here as the information will be used for an announcement). The form is signed and sent to programme chair who signs and forwards to GSST with copy to PhD secretary

## WHAT:

- A 20-30 page *progress report* submitted 3 weeks prior to the oral exam. Contents:
  - Short introduction to field of research
  - Aim of project
  - Detailed account of methods, results and conclusions so far
  - Plan for remaining study period
  - Excerpts from published, submitted or draft manuscripts may be included as part of the report, but the total length should not exceed 20-30 pages
- An *oral examination* (max 2 hours in total) containing
  - 30-45 minutes presentation by the PhD student of key elements from the progress report
  - Discussion of progress report and presentation, including discussion of the wider thematic framework as presented in the report and reflected in the references used
  - Discussion of plans for completion of project and studies

## WHAT NOT:

- The progress report is a report on the progress so far. It is not meant to be a polished dissertation, mini-master's thesis or the like.

- Work on the progress report and preparation of the presentation should not take more than 2-4 weeks. For students who have already written or drafted manuscripts for publication, partial reuse of such material is permitted. For students who have not already drafted manuscripts, this is an opportunity to begin formulating material which can be part of future publications and/or part of the PhD dissertation
- The oral examination deals with the project and the wider thematic framework of the project as described above. It is not meant to be a general examination in the scientific field of the PhD programme to which the student is affiliated

## WHO:

- The examination committee consists of
  - The supervisor(s)
  - An internal examiner (a member of the programme committee)
  - An external examiner (an expert in a field close to the project. If the student does not have an MSc degree, the external examiner must be a member of the Danish national body of external examiners)
- The examination committee
  - Decides if the exam is passed/failed
  - Writes a brief (1 page) statement containing
    - Description and assessment of progress report
    - Assessment of oral presentation, discussion, and plan for completion
    - Overall assessment

## WHAT IF:

- If the PhD student does not pass the examination
  - The student is offered a re-examination, which must be held no later than three months after the first examination
  - If the student does not accept the offer of re-examination the enrolment is cancelled at the end of the month in which the examination was held
  - If the PhD student does not pass the re-examination the enrolment is cancelled at the end of the month in which the re-examination was held
  - Re-examination does not extend the total time of study

## WHERE to find further details:

- Rules and regulations on the GSST webpage
- The notification email sent to student and main supervisor 2-3 months before the exam
- The GSST secretariat