

Points to consider before the research plan seminar

When	What
<p>2 months before the research plan seminar</p>	<ul style="list-style-type: none"> • The principal supervisor contacts the research group leader to set a date and time for the seminar. • The research group leader books a room for the seminar. • The principal supervisor notifies the research coordinator of the date, time and location of the seminar and the title of the doctoral student's research project. The principal supervisor also submits a brief description of the project's theme to the research coordinator and provides the coordinator with the names of the members of the expert review group. • The research coordinator asks HLK's doctoral students and supervisors if any doctoral students are interested in being part of the expert review group. The research coordinator passes on any answers to the principal supervisor. • The research coordinator enters the seminar in the calendar and on the external third-cycle education website. In conjunction with this, the research coordinator notifies the MD's executive assistant that the seminar is to be advertised on Playipp. The research coordinator sends an Outlook meeting invitation to the doctoral students and supervisors.
<p>4 weeks before the research plan seminar</p>	<ul style="list-style-type: none"> • The principal supervisor emails an invitation and instructions to the expert review group. • The research coordinator informs the discussant's head of department that the discussant's remuneration is to be converted into time in Timeedit.

Points to consider before the research plan seminar (continued)

When	What
1 week before the research plan seminar	<ul style="list-style-type: none"><li data-bbox="705 443 1937 475">• The doctoral student sends their research plan to the expert review group and research coordinator.<li data-bbox="705 512 2056 576">• The research coordinator sends the research plan to the doctoral students and supervisors who have accepted the meeting invitation. Other interested parties can access the research plan through the doctoral student.