

Points to consider before the mid-way review seminar

| When | What |
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| <p>2 months before the mid-way review seminar</p> | <ul style="list-style-type: none"> • The principal supervisor contacts the research coordinator to set a date for the seminar. The time should preferably be 13.00. • The principal supervisor puts together an expert review group in accordance with the instructions in the study manual on the composition of expert review groups. • The research coordinator books a room for the seminar. • The principal supervisor notifies the research coordinator of 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 a list of the members of the expert review group and their universities. • 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. |

Points to consider before the mid-way review seminar (continued)

| When | What |
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| <p>4 weeks before the mid-way review seminar</p> | <ul style="list-style-type: none"> • The principal supervisor emails an invitation to the expert review group stating that they can contact the research coordinator for help with travel arrangements and accommodation if needed. The research coordinator has a standard form for this. When sending the invitation, the principal supervisor attaches instructions for the expert review group. • The research coordinator orders post-seminar refreshments for the supervisors and expert review group. The doctoral student and doctoral student reviewers do not participate in the post-seminar meeting. • The research coordinator prepares the seminar minutes and goes through them with the principal supervisor. • The research coordinator sends a prepared remuneration claim form to the discussant and the non-JU reviewers in the expert review group. If any of them live abroad, the research coordinator prepares a special form and requests a copy of their passport. • The research coordinator informs the heads of department of any internal reviewers that the reviewers' remuneration is to be converted into time in Timeedit. In the case of an internal discussant, the research coordinator gives the same information to the discussant's head of department. |
| <p>2 weeks before the mid-way review seminar</p> | <ul style="list-style-type: none"> • The doctoral student sends reading material to the expert review group and research coordinator. • The research coordinator sends the reading material to the doctoral students and supervisors who have accepted the meeting invitation. Other interested parties can access the reading material through the doctoral student. |

Points to consider before the mid-way review seminar (continued)

| When | What |
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| In conjunction with the mid-way review seminar | <ul style="list-style-type: none"> • The expert review group summarise their views in a written statement and sign the seminar minutes. The principal supervisor is responsible for submitting the minutes to the research coordinator. |
| After the mid-way review seminar | <ul style="list-style-type: none"> • The research coordinator sends the seminar minutes to the registrar. |