

**First year evaluation and PhD seminar**

*In accordance with the Ministerial Order on the PhD Programme and on the PhD Degree section 10, throughout the PhD programme, there must be regular assessments as to whether the PhD student is following the PhD plan. After the first year of PhD study, the first regular evaluation of the PhD course is performed. This evaluation forms the background for an assessment of progress made and results achieved, and allow the possibility for adjusting the plans for the remainder of the study period. The status report is prepared by the PhD student and the principal supervisor together, and no later than* ***12 months after enrolment onto the PhD programme*** *the report must be submitted to the PhD School Secretariat. It is the responsibility of the principal supervisor to ensure that it is submitted on time. Together with the status report, a statement from the principal supervisor is submitted with an assessment of progress so far and any planned adjustments and amendments to the PhD plan, as well as an assessment of the student’s ability to complete the programme according to the PhD plan. The PhD student shall have a copy of the statement, and has the option of commenting on the statement within two weeks. At the same time the PhD School Secretariat must be informed about the appointed assessors and the date for the PhD seminar. For further information about the first year evaluation and the PhD seminar, please consult the ’Guidelines for the PhD programme‘ on the Faculty’s website. If relevant please submit applications for approval of course activities together with the PhD Plan, the first year evaluation or the second year evaluation. The form can be found* [*here*](http://www.sdu.dk/en/Forskning/PhD/Phd_skoler/Phduddannelsen_under_Samfundsvidenskab/Blanketter)*.*

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| **Name:** | **Department:** | |
| **Title of the PhD project:** | **Plan for the form the PhD thesis will take:** | |
| **Connections to other researcher training programmes:** | **Start of the PhD study:** | **Connections to other researcher training programmes:** |
| **Principal supervisor:** | **Co-supervisor:** | |

**Status report**

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| **Agreement on the extent of supervision**  ***(Please state the number of supervisory hours held per semester and the number of supervisory hours expected per semester in the future.)*** |
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| **The role allocation between the principal supervisor and the co-supervisor**  ***(Please specify role allocation between these people, as well as the extent to which they are available to the PhD student)*** |
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| **Completed and planned PhD courses** | | | | | | |  |
| **Course title** | **Type** | **Name of institution offering the course** | | **Researcher training programme**  *(Which?)* | | **ECTS** | **Completed and approved by the PhD Committee**  *(If yes – mark X)* |
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| **Completed and planned participation in research activities – including periods spent at other, mainly foreign, research institution** | | | | | | | |
| **Name of institution/country** | | | **The stay starts** | | **The stay ends** | | |
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| **Comments:** | | | | | | | |

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| **Completed and planned knowledge communication**  ***(Gaining of experience of teaching activities or other forms of knowledge communication must be related to the PhD project. The overall scope of knowledge communication must be at least 300 working hours regardless of the PhD student’s employment conditions)*** | | |
| **Type** | **Working hours** | |
| *Completed* | *Planned* |
| Teaching |  |  |
| Participation in educational training and tutoring |  |  |
| Tutoring of students |  |  |
| Preparation of books, contributions to books, articles, features or posters |  |  |
| Industrial PhD Student’s business report |  |  |
| Lecturers |  |  |

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| **A description approximately ½-1 pages in length of the research efforts made so far on the PhD project (progress, results, any obstacles) and the research plans for the remaining part of the PhD period – including a description of any adjustments to the PhD plan** |
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**Statement from the principal supervisor**

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| **Statement from the principal supervisor**  ***(A statement from the principal supervisor with an assessment of progress so far and any planned adjustments and amendments to the PhD plan, as well as an assessment of the student’s ability to complete the programme according to the PhD plan. This statement must either confirm that the PhD programme can be completed according to the PhD plan or describe the necessary adjustments. The phD student shall have a copy of the statement, and has the option of commenting on the statement within two weeks).*** |
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**Appointment of assessors/conduct of the seminar**

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| **Information on who will be the assessors and when the PhD seminar is expected to be held**  ***(The assessors are appointed by the Head of Department at the request and recommendation of the principal supervisor. The assessors must be professors or full-time associate professors, or must have corresponding academic qualifications in the relevant discipline. At least one of the assessors must be external)*** | | |
| **Name/title** | **Address** | **E-mail** |
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| **Conduct of the seminar**  ***(The seminar should normally be held 12-14 months after enrolment, but it may be postponed for various reasons, for example, to fit in with the assessors’ schedules or a period abroad for the PhD student. The seminar must be held no later than 16 months after enrolment)*** | | |
| **The seminar will be held on:**  *(Date)* | | |

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| **Signatures** | | | |
|  | **Date** | **Name** | **Signature** |
| **Head of Department** |  |  |  |
| **Principal supervisor** |  |  |  |
| **PhD student** |  |  |  |
| **Company supervisor[[1]](#footnote-1)** |  |  |  |
| **Third part supervisor[[2]](#footnote-2)** |  |  |  |

*The completed form must be sent to the PhD School of  
The Faculty of Business and Social Sciences on* [*phdsek@sam.sdu.dk*](mailto:phdsek@sam.sdu.dk)

1. Compulsory for Industrial PhD students [↑](#footnote-ref-1)
2. If a third parts supervisor is connected to the Industrial PhD project [↑](#footnote-ref-2)