

Quality Support

## **Guidelines for midway reviews of third-cycle studies at the Faculty of Engineering at Lund University**

Midway reviews are to be carried out for third-cycle studies at the Faculty of Engineering and are compulsory for doctoral students completing studies leading to a PhD. The midway review is not compulsory for doctoral students completing studies leading to a licentiate degree.

### ***Scope***

The midway review is an assessment of the design and content of an individual doctoral student's studies and covers components that the doctoral student has completed and plans to complete as part of their programme. The midway review is not an exam and the individual doctoral student's performance is not assessed. The review is to form the basis of the plan for the doctoral student's continued studies.

The midway review is to be an appraisal of the third-cycle programme to ensure it is structured in such a way that it is likely that the doctoral student is able to meet the qualitative targets for the degree of Doctor in the Higher Education Ordinance on completion of the studies. All the qualitative targets form part of the review; however, the doctoral student's programme does not need to have addressed all of the targets at the time of the review.

### ***Schedule***

Midway reviews are to be carried out at least once during the doctoral student's studies and is most appropriately scheduled when the doctoral student has completed enough of the third-cycle programme for a constructive appraisal of the situation to be possible at the time of review. At the same time, the midway review should take place when there is still sufficient time left to implement any changes.

### ***Reviewers***

The review is to be carried out by a person appointed by the head of department or the department's director of third-cycle studies. The reviewer is to be employed as a member of teaching staff at Lund University or at another national higher education institution and have the qualifications of an associate professor or equivalent.

The reviewer must not be directly involved in the doctoral student's programme: e.g. they must not be the doctoral student's current or former supervisor, a project manager of the doctoral student's research project, the department representative in the doctoral student's individual study plan discussions, the director of studies or the head of the doctoral student's department.

***Documentation***

The main document to be used is the doctoral student's individual study plan. There shall also be a meeting between the doctoral student, supervisors, the reviewer and other parties concerned at the department. When required, other supplementary documentation may be presented and used for the review.

The review is to be documented in the individual study plan and is to include an analysis of the current situation as well as recommendations for the rest of the third-cycle programme. The date of the review, the reviewer's name, title and higher education institution are to be documented in the individual study plan.

*The guidelines for midway reviews is valid for third-cycle programmes undertaken by doctoral students admitted as of 1 January 2019.*