

Points to consider before the half-time seminar

When	What
<p>2 months before the half-time seminar</p>	<ul style="list-style-type: none"> • The main supervisor contacts the research coordinator to check the date for the seminar. The time should preferably be 13.00. • The main supervisor composes the reading group in accordance with the instructions stated in the study manual on the composition of reading groups. • The research coordinator books a room for the seminar. • The main supervisor notifies the research coordinator of the title of the doctoral student's research project and gives a brief description of its theme. The main supervisor also informs the research coordinator about the members of the reading group, and from which higher education institution each reviewer comes. • The research coordinator sends a request to HLK's doctoral students and supervisors to ask if any doctoral students are interested in being part of the reading group. The research coordinator passes on any answers to the main supervisor. • The research coordinator enters the seminar in the calendar and on the third-cycle education external website. In conjunction with this, the research coordinator notifies the MD secretary that the seminar is to be advertised on Playlpp.

Points to consider before the half-time seminar (continued)

When	What
<p>4 weeks before the half-time seminar</p>	<ul style="list-style-type: none"> • The main supervisor sends an invitation to the reading group stating that they can contact the research coordinator for help with travel arrangements and accommodation if applicable. The research coordinator has a standard form for this. Together with the email, the main supervisor appends instructions for the reading group. • The research coordinator orders post-seminar refreshments for the supervisor, reading group and doctoral student. • The research coordinator prepares a review report and goes through it with the main supervisor. • The research coordinator sends a prepared remuneration form to the internal and external reviewers. If any of them live abroad, a special form is prepared and a copy of their passport is requested. • The research coordinator informs the head of department of internal reviewers that their remuneration is to be converted into time in the AF base.
<p>2 weeks before the half-time seminar</p>	<ul style="list-style-type: none"> • The doctoral student sends reading material to the reading group and the research coordinator. • The research coordinator sends an invitation to all doctoral students and appends the reading material. Other interested parties can access the reading material through the doctoral student.
<p>In conjunction with the the half-time seminar</p>	<ul style="list-style-type: none"> • The reading group summarises its views in a written statement and signs the review report. The main supervisor is responsible for submitting the review report to the research coordinator.
<p>After the half-time seminar</p>	<ul style="list-style-type: none"> • The research coordinator sends the review report to the registrar.