



This is an unofficial translation of KMD's guidelines for midway. For all legal purposes the original document in Norwegian «KMDs retningslinjer for midtveisevaluering» is the authoritative version.

PhD programme in Artistic Research

KMD's guidelines for midway

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Regulations affecting midway evaluation for PhD candidates with KMD

From *Regulations for the degree of Philosophiae Doctor (PhD) in Artistic Research at the University of Bergen*:

Section 9. Midway evaluation

Each candidate must be subject to a midway evaluation. Midway evaluation of the PhD work should normally take place in the third or fourth semester. The guidelines for midway evaluation are stated in the faculty's programme description. The main purpose of the midway evaluation is to help the candidate identify issues that entail a risk for the project to stop or being delayed, as well as providing input that may increase the quality of the work.

The faculty, supervisor and candidate are actively obliged to follow up conditions that may lead to a risk of a delay in the completion or non-completion of the PhD education, so that the education, as far as possible, can be completed within the standard time frame.

The candidate shall present their work and be evaluated by a group of at least two persons appointed by the faculty. The evaluation group shall consider the academic status and progress and shall provide feedback to both the candidate, the supervisor and the faculty.

If the evaluation group reports significant weaknesses in the PhD work, measures should be taken to correct the situation.

From *Programme description for PhD programme in artistic research*:

3.4 Midway evaluation

- *Each candidate should conduct a midway evaluation of their PhD work in accordance with the guidelines of the faculty.*
- *The midway evaluation should typically take place in the third or fourth semester of a three-year study programme or the fourth or fifth semester of a four-year study programme.*
- *The main purpose of the midway evaluation is to help the candidate identify factors that may pose a risk of project stagnation or delays and provide input to enhance the quality of the Programme Description for the PhD Programme in Artistic Research 6 work.*
- *The candidate will present their work and be evaluated by a group of at least two individuals appointed by the faculty. The evaluation group will assess academic status and progress and provide feedback to the candidate, supervisor, and faculty.*
- *If the evaluation group reports significant weaknesses in the PhD work, measures will be taken to address the situation.*



The aim of the midway evaluation of the PhD Candidates

A Midway evaluation is an evaluation of the individual PhD candidate's progression. The aim of the evaluation is:

- To give the candidate and the institution a possibility to identify issues that may cause the project to halt or delay
- To give the candidate and supervisor feedback that can help improve the quality of the work
- To give the institution the possibility to identify issues related to the project, its budget and supervision, that needs a follow-up

Implementation of the midway evaluation

1. The midway evaluation of the PhD-work should normally be arranged in the third or fourth semester. For candidates with three years' contracts, evaluation must take place no later than when they have three semesters left of their PhD period. If the candidate is working on a PhD on a part-time basis, the time for the evaluation must be adjusted accordingly.
2. Towards the end of each semester the research department keeps an overview of which PhD candidates that will have a midway evaluation in the coming semester. The research administration, in consultation with the head of department, sets the dates for the upcoming midway evaluations, and clarifies with the candidates, the main supervisors and the evaluation committee. Co-supervisors are informed about the midway evaluation but are not obliged to attend.
3. The Head of department appoints the committee for the midway evaluation. The committee shall consist of the Head of department or the departmental research leader, and an internal and external professional member. A representative from the research administration shall be present. The head of department can invite additional members to the committee if he/she finds this expedient for the implementation of the evaluation. The external member should be an experienced PhD supervisor with the necessary professional background to evaluate the project. The candidate's supervisor shall not be a part of the committee.
4. 3 weeks before midway evaluation, the following shall be sent to the members (committee, candidate and main supervisor, with a copy to co-supervisor/-s):

A formal notice with the current Regulations for the degree of PhD and Artistic Research and The program description and the regulations for midway evaluation (this document). The committee receives documentation on the candidate's artistic results and the material that communicates reflection, revised project description, updated and approved individual training plan 10 ECTS and an updated budget. The candidate and the main supervisor will each receive their own reporting form.

5. No later than one week before the planned midway evaluation, the candidate and supervisor send the reporting forms to the PhD coordinator, who distributes them to the committee. The completed form must be archived in the PhD candidate's student file.
6. For the midway evaluation, the candidate shall present preliminary artistic results, as well as the status of the reflection material and whether this meets the requirements in the Programme description 4.1 PhD result. The presentation is public and scheduled to last approximately 45 minutes. Approximately 15 minutes will be set aside for questions and comments from the audience after the presentation. The head of department leads the midway evaluation. The main supervisor is present during the presentation and subsequent discussion.
7. Thereafter, there will be a closed discussion between the committee, the PhD candidate and the supervisor(s) about the project's progress and challenges, assessed against the requirements for the PhD result, [cf. §10-1 in the Regulations](#). The discussion is scheduled for approximately 60 minutes.
8. Based on the candidate's and supervisor's self-reporting, project presentation and closed



discussion, the evaluation committee, with the candidate and supervisor present, assesses the candidate's progress and whether there is a need for follow-up measures. The committee completes the committee's report for midway evaluation. The external member is responsible for giving input to section 3 *Evaluation of the PhD work's professional status* in the report. The completed report shall be approved and signed by the committee. The candidate and the supervisor shall declare that they have been informed about the content by signing the report. The report should be forwarded to the candidate and the supervisor as soon as possible and no later than two weeks after the midway evaluation.

9. The report must be archived in the candidate's student file. The research administration shall inform the committee for research and research education (UFF) about completed midway evaluations each semester, and about any need for follow-up on a general level.
10. If the midway evaluation indicates that follow-up measures are required, a meeting must be arranged between the candidate, the supervisor and at least one representative from the department management and one from the research administration, within six months after the midway evaluation. The purpose of the meeting is to assess whether measures have been successful. There shall be minutes from the meeting. The meeting minutes will be filed in the candidate's student file.

The midway evaluation shall, as far as possible, have the same format for all candidates

	Activity	Recommended time
	Meeting with the committee for briefing on guidelines for midway evaluation and the regulations' requirements for the PhD result	30 min before midway starts
PUBLIC PART OF MIDWAY	Welcome to the public part, by the head of department	5 min
	The candidate's presentation	About 45 min
	Questions/comments from the audience	About 15 min
	BREAK	10 min
	Conversations with committee, candidate and main supervisor	About 60 min
	The committee sums up and writes the report	About 30 min

A total of about 3 hours and 15 minutes