Guidelines and checklist for the mid-way review for the doctoral subject area of Medical Sciences  
(as approved by the Head of School, reg. no. ORU 1.2.1-05765/2019)

| 1. Purpose | The mid-way review is compulsory for all doctoral students intending to obtain a doctoral degree.  
It functions as a quality review and is intended to provide support for the doctoral student during the second half of the doctoral programme.  
The mid-way review is not an examination. |
| 2. Time | The mid-way review should be held no later than when half of the doctoral programme has been completed, that is, after two years for full-time studies, or earlier if two papers have been accepted for publication in a refereed journal. The review is planned by the principal supervisor in consultation with the doctoral student, the assistant supervisor(s) and the specialisation coordinator. The principal supervisor should be present at the seminar, and normally also the assistant supervisor(s). |
| 3. Course requirements | A passing grade on the compulsory course “General scientific methods in medical science, 15 credits”/“Basic scientific methodology, 7.5 credits” (applies to doctoral students completing their studies in accordance with the previous general syllabus) is required. |
| 4. Journals/publishers | Doctoral students and supervisors should be wary of dishonest journals/publishers. Journals should be indexed in Web of Science. |
| 5. Mid-way summary | For the mid-way review, the doctoral student is expected to write a brief summary with clear a forward-looking focus, and where the following components are included:  
- literature review of the research field  
- status report of completed and planned studies  
- ethical considerations  
The mid-way summary should be written in English using the university’s thesis template (webpage in Swedish). |
| 6. Experts | For the review, at least two researchers shall be appointed subject specialists, or experts, of which: |
- at least one should be from a different higher education institution,
- at least one should represent the subject or a related subject,
- at least one should have the qualifications required for appointment as a docent.

Note that only one expert from the mid-way review may be on the examining committee at the public defence. They may, however, not be appointed as the external reviewer.

The experts are appointed by the specialisation coordinator following proposal by the principal supervisor.

If an external expert should be prevented from attending the seminar, a new date should be arranged. If an internal expert should be prevented from attending the seminar, the seminar can still proceed and a new expert should then, if possible, be appointed. The principal supervisor should inform the research study administrator of such changes.

### 7. Conflict of interest

On the appointment of experts for the mid-way review, formal rules on disqualification do not apply. However, these experts should act independently of the supervisors and provide feedback and criticism without the limitations arising from any conflicts of interest.

### 8. Chair of seminar

The principal supervisor nominates the chair for the seminar in the proposal for the mid-way review (see below). The principal supervisor may themself take the role as chair of the seminar.

### 9. Proposal and decision

No later than 6 weeks prior to the planned date for the mid-way review, the principal supervisor shall send the “Proposal for and decision on the mid-way review” by email to the research study administrator. The chair of the seminar and the experts must have accepted their appointments before the proposal is submitted.

The following supporting documents are to be attached to the proposal (with filenames reflecting their content):

- mid-way summary
- papers and manuscript
- a list of other scientific publications part of the thesis project, that is, conference abstracts etc.
- a status report on the development of the doctoral student’s learning in relation to the intended learning outcomes for the doctoral degree (according to template)
- copies of ethical permission(s) and application(s) (excl. appendices to the applications). If the ethical vetting application is written in a language other than Swedish, Norwegian, Danish or English, the document must be translated by an authorised translator.
- a transcript of records from Ladok (printed by the doctoral student in the student portal Studenttjänster)
- a statement from the principal supervisor relating to the doctoral student’s completed and planned courses. The statement should be based on the course requirements laid down in the general syllabus
- a copy of the current individual study plan (ISP)
- an account of the reasons for any deviations from the guidelines

The research study research administrator will forward the proposal and supporting documents to the specialisation coordinator for approval and will notify the doctoral student, principal supervisor and director of studies once the decision has been made.

10. Preparations
The research study administrator will send the invitation and documents, according to point 9, to the experts, with a copy to the specialisation coordinator and the principal supervisor no later than 4 weeks before the planned seminar date. The mid-way summary and papers/manuscripts shall be made available to those attending the seminar in such a way that representatives of each specialisation may see fit.

11. The seminar
The doctoral student presents their completed and planned research work, which is then followed by a discussion, primarily with the subject specialists and thereafter with the audience.

The seminar then concludes with a discussion between subject specialists, the doctoral student and supervisor(s).

The completed as well as the planned thesis work shall be reviewed in relation to the intended learning outcomes. The focus shall be on future studies. The experts shall consider the planning as set out in the individual study plan.

12. Language
The doctoral student’s presentation should be conducted in English. The following discussion may be in Swedish.

13. Duration
The duration of the seminar will be approximately 2 hours.
The subject specialists provide verbal and written assessment. The written assessment should be made on the form “Assessment at the mid-way review in medical science”. The chair of the seminar is responsible for making sure that the assessment form is completed and submitted to the research study administrator.

The experts receive reimbursement for travel and any accommodation costs for one night. The subject specialisation is responsible for meeting these costs. The university’s travel policy prescribes that travellers are required to opt for the most appropriate and cost-effective mode of travel with respect to cost, time and the environment.

The school will not meet any reimbursement costs for meals or refreshments.

The seminar shall be advertised in the school’s calendar, and in such other channels that representatives of the specialisation may see fit. The research study administrator is responsible for the advertising.

**Research study administrators:**
- Email fouadm.HV@oru.se (regarding medical science and its healthcare sciences specialisation)
- Email fouadm.MV@oru.se (regarding medical science and its medicine, surgical sciences and biomedicine specialisations)

**Specialisation coordinators:**
- [Link to the web page for medical science, specialisation in medicine](#)
- [Link to the web page for medical science, specialisation in surgical sciences](#)
- [Link to the web page for medical science, specialisation in biomedicine](#)
- [Link to the web page for medical science, specialisation in healthcare sciences](#)