GUIDELINES AND CHECKLIST FOR THE MID-WAY REVIEW FOR THE SUBJECT MEDICAL SCIENCE  
(as approved by the Head of School, reg. no. ORU ORU 1.2.1-00622/2017)

| 1. Time | The seminar will be held at the half-way point of the thesis preparation. It is planned by the principal supervisor in conjunction with the doctoral student, the specialisation coordinator and any other supervisors. The principal supervisor should be present at the seminar, and normally also the assistant supervisor(s). |
| 2. Course requirements | ‘Basic scientific methodology, 7.5 higher education credits/General scientific methods in medical science, 15 higher education credits’ shall have been passed. |
| 3. Experts | The faculty board recommends that a maximum of one of the experts that attended the doctoral student’s mid-way review be appointed member of the examining committee. Moreover, the faculty recommendation is that the external expert at the public defence should be other than one of the subject specialists at the mid-way review. However, if there are special grounds for such an appointment, these must be provided and attached to the proposal for the public defence.  
At least two subject specialists, or experts, shall be appointed of which:  
- at least one should be from a different higher education institution,  
- at least one should represent the subject or a related subject,  
- two should have the qualifications required for appointment as a docent.  
The experts are appointed by the specialisation coordinator (see point no. 1) at the suggestion of the principal supervisor.  
If the external expert(s) should be prevented from attending the seminar, a new date should be arranged. If an internal expert should be prevented from attending the seminar, it can still proceed. A new internal expert should then, if possible, be appointed.  
The principal supervisor should inform the study and research administrator of such changes.  
Any conflict of interest should be considered when subject specialists are selected. |
| 4. Notification and decision | After the seminar leader and the experts have agreed to take part, and no later than a month prior to the planned date for the mid-way review, the principal supervisor should send a notification by email (using the designated form, see below) together with supporting documentation (see below) to the study and research administrator. |
Supporting documents to be attached to the notification:

- **preliminary** summary of completed and planned research work (3-5 A4 pages)
- completed articles and manuscript
- list of other scientific publications part of thesis project, i.e. conference abstracts
- copies of ethical permission(s)
- LADOK extracts (can be provided by the study and research administrator)
- a statement from the principal supervisor relating to the doctoral student’s completed and planned courses. The statement should be based upon the different elements of the compulsory courses, as shown in the general syllabus. In linked page you will find the general syllabus within the subject Medical Sciences.
- a copy of current individual study plan (ISP)

The study and research administrator should forward the notification to the specialisation coordinator for approval. After approval, the specialisation coordinator shall return it to the study and research administrator.

In linked page you will find the Notification form “Notification of mid-way review”.

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<th>5. Preparations</th>
<th>The study and research administrator should send the invitation and documents, according to point 4, to the experts, with a copy to the specialisation coordinator and the principal supervisor at least 2 weeks before the planned seminar date.</th>
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<td>6. Seminar leader</td>
<td>The seminar is chaired by the specialisation coordinator or a person appointed by him/her.</td>
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<td>7. The seminar</td>
<td>The doctoral student presents their completed and planned research work, which is then followed by a discussion, firstly with the experts and thereafter with all the audience. The seminar then concludes with an individual discussion with the doctoral student.</td>
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<td>8. Language</td>
<td>The doctoral student’s presentation should be conducted in English. The following discussion may be in Swedish.</td>
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<td>9. Duration</td>
<td>The duration of the seminar will be approximately 2 hours.</td>
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### 10. Documentation/Assessment

The experts provide verbal and written assessment. The written assessment should be made on the form “Assessment at the mid-way review”. In linked page you will find the form “Assessment at the mid-way review”. The seminar leader is responsible for the assessment form. The written assessment should be a short abstract of the most important advices given at the seminar. The decision is then sent to the study and research administrator.

### 11. Finance

The experts receive reimbursement for travel and any accommodation costs for one night. The subject/specialisation is responsible for meeting these costs.

According to the university’s travel policy the most suitable and cheapest means of travel should be chosen, in relation to price, time and the environment.

### 12. Advertising

The seminar is advertised in Örebro University’s and the School of Health and Medical Sciences’ calendars and in such other channels that the specialisation may see fit. The study and research administrator is responsible for the advertising.

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**Study and Research Administrators (per specialisation):**

- [Link to the web page of study and research administrators at the School of Medical Sciences](mailto:fouadm.MV@oru.se) (regarding Medical Science, specialisation within the subject area biomedicine, surgery and medicine), email [fouadm.MV@oru.se](mailto:fouadm.MV@oru.se)
- Email [fouadm.HV@oru.se](mailto:fouadm.HV@oru.se) (regarding Medical Science, specialisation within the subject area Healthcare science)

**Specialisation coordinators:**

[Link to the web page for Medical Science, specialisation in Medicine](mailto:)

[Link to the web page for Medical Science, specialisation in Surgery](mailto:)

[Link to the web page for Medical Science, specialisation in Biomedicine](mailto:)

[Link to the web page for Medical Science, specialisation in Healthcare](mailto:)

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