

Division of responsibilities - halftime review

| | Student | Supervisor | Subject responsible (1) | Evaluation group | Department administration | Deadline |
|--|---------|------------|-------------------------|------------------|---------------------------|---|
| Contact student and supervisor to discuss plan halftime review. | | | ✓ | | | At least 8 weeks before the seminar |
| Decide whether to hold licentiate seminar or halftime review. | ✓ | ✓ | (✓) (2) | | | |
| Appoint evaluation group | | | ✓ | | | |
| Decide time and place for the seminar | ✓ | | | | | |
| Comprehensive proofreading and approval of content in the report | | ✓ | | | | |
| Report is delivered to the evaluation group | ✓ | | | | | At least three weeks before the seminar |
| The seminar is announced on the department web-site. | | | | | ✓ | |
| Oral feed-back to student and supervisor | | | | ✓ | | In connection with the seminar |
| Written feed-back to student and supervisor | | | | ✓ | | Within one week after the seminar |

Notes:

- 1 - for some functions the subject responsible can be replaced by the director of study.
- 2 - if student and supervisor cannot reach agreement, the subject responsible decides after consulting student and supervisor. (The student always has the right to request a licentiate seminar)