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|  | **The Technical Doctoral School of IT and Design** Kroghstræde 19220 AalborgDenmark |

4. adresselinie, tryk derefter F9

# Procedure for the 11-month Status Seminar

**Background:** The Technical Doctoral School of IT and Design requires that a status seminar be held after 11 months of studies. The purpose of the seminar is to perform an evaluation of the PhD studies up to that point and the updated study plan with the aim of supporting the PhD studies. Note that the updated study plan has to be uploaded no later than 12 months after the start of the studies and is referred to as the 12-month PhD plan.

**Procedure for the status seminar:** The oral status seminar is to be held after 11 months of studies with the participation of the doctoral student, supervisor and co-supervisor(s), a reviewer (see below) as well as possibly (optional) the head of the doctoral programme. The seminar is public and should be announced accordingly. The 12-month plan is forwarded to the reviewer well in advance and in accordance with the wishes of the opponent (e.g., two weeks before the status seminar). The reviewer must also receive any manuscripts/publications prepared during the first 11 months of studies. The status seminar has a duration of 1 to 1.5 hours (with a maximum of 1.5 hours). After the status seminar, the reviewer prepares a written evaluation of the PhD plan, the oral presentation and the discussion during the status seminar. The evaluation, which must be prepared using the doctoral school’s template, may include comments from the supervisor and the head of the doctoral programme. The reviewer sends the written evaluation to the PhD student, the supervisor and the head of the doctoral programme no later than 2 weeks after the status seminar. Based on the written evaluation, the PhD student updates the PhD plan and uploads the evaluation and the updated PhD plan in in PhD Manager.

**Reviewer:** A reviewer is appointed by the head of the doctoral programme based on a recommendation from the supervisor if applicable. The reviewer must be at least at associate professor level and may not have any conflicts-of-interest with the PhD student or his/her supervisor.

**Content of the status seminar:** For the seminar, the PhD student has 45 minutes to present the updated PhD plan. The presentation must introduce current state-of-the-art in the field, cover how the study has been carried out the first 11 months, and whether the progress has been satisfactory in terms of the objectives stated in the 2-month plan. Future plans with regard to a timeline, courses, research and an external research stay must also be addressed. The presentation must put special emphasis on research plans, how the project expands state-of-the-art and the resulting publications. Then, the opponent takes over and leads the discussion of the PhD plan, with the participation of all persons present.

**Follow-up:** Based on the evaluation of the status seminar, the updated PhD plan and possibly consultations with the PhD student and/or the supervisor, the programme head decides whether or not to approve the updated PhD plan.