

For supervisors and mentors/evaluators in the Ph D program at DBB

The 1st checkpoint: This meeting is best set up by having the student and the supervisor agreeing on a few possible dates and then asking the evaluator and second supervisor what works.

At the meeting, the evaluator/mentor first meets the student alone for 10-15 minutes. During this time, the student has a chance to describe his/her project in their own words and also to bring up any issues with supervision that they want input on. **IF** serious issues are brought to light, the evaluator should (after consulting the student) contact the director of Ph D studies.

The remainder of the 1st checkpoint should be spent discussing the progress of the student's project and studies with everyone present.

The half-time seminar/2nd checkpoint:

Again, the timing for this is best set up the same way as for the 1st checkpoint. Note that half-time seminars should be given around half-time through the student's Ph D studies regardless of the number of manuscripts written by then.

The seminar should be 'chaired' by the supervisor in the sense of introducing the student. The discussion is led by the evaluator. At the 2nd checkpoint meeting after the seminar the progress is again discussed. When the 2nd checkpoint document is handed in to the secretariat, the student gets 1 hp credit **IF** the evaluator has signed the document. The evaluator can also decide that the seminar/discussion did not meet the quality expected and ask for a written complement (A summary).