

GUIDELINES FOR HALF-WAY REVIEW AT THE FACULTY OF LAW OF THE UNIVERSITY OF LAPLAND

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1. Purpose

The half-way review is voluntary, but recommended, for all doctoral students admitted to doctoral studies at the faculty of law of the University of Lapland (see also the Structure of post-graduate degrees on law, session 3 C), at: <https://www.ulapland.fi/loader.aspx?id=cd28428c-7285-4fb7-b77a-605c504bca73>).The doctoral student, together with his/her supervisor, should agree on whether or not and when to undertake a half-way review.

The general purpose of the half-way review is to help the doctoral students in their work. More specifically the aim is, for the doctoral student as well as the supervisors, to determine whether the project is progressing and achieving the results expected in the individual research plan as it stood at the beginning of the project. The review also serves to check the achievement of targets with regard to general knowledge and skills in accordance with the study plan.

2. Preparations

Announcement

Once the supervisor and the doctoral student together draw the conclusion that half of the period of research studies has passed, the supervisor takes the initiative to implement a half-way review. The review takes the form of a public seminar, which is announced within the Faculty in good time. In addition to information about where and when the seminar will take place, an abstract of the thesis should be sent to the Faculty. The abstract should span about 500 words preferably with the following headings:

- Title
- Background
- Research questions
- Method
- Preliminary results
- Significance

The abstract and information on where and when the seminar will take place should be sent to Tiina Leppänen Tiina.Leppanen@ulapland.fi. The Faculty will distribute the abstract and the information through channels available to it.

Appointing of reviewer

The supervisor appoints one external reviewer who should hold a Doctoral degree. The reviewer must not have co-authored works with the doctoral student within the current project. The reviewer should have specialist expertise in the subject of the thesis project.

There is no impediment that the reviewer at the half-way seminar can also subsequently act as the reviewer of the thesis at the time of the thesis defense.

It is for the supervisor to explain the nature of the event to the reviewer.

Manuscript / published articles

The work accomplished so far will be sent to the reviewer one month before the half-way review. The reviewer is trusted not to distribute the unpublished material and handle what it contains with confidentiality – except for in the half-way review event itself, where everything that was sent to the reviewer may be discussed.

Monograph: if the thesis will be defended in the form of a monograph, the doctoral student will send that already written part of the manuscript to the reviewer, with a few pages of synopsis on what remaining parts the final thesis will contain or on the way in which the book is planned to be completed. The manuscript should contain an introduction chapter that makes it possible for the reviewer to get an idea of the whole research project, also with a view of those parts that have not yet materialized in the form of text.

Articles: if the thesis will be defended in the form of an article-based work, the doctoral student will send the published articles, as well as the already written finished texts of those articles that are in the process of publication, to the reviewer. Moreover, a draft version of the Introduction to the thesis, which includes a synopsis of the separate articles (both the published and the unpublished ones), shall be sent by the doctoral student to the reviewer, in order for him/her to get a good idea of the whole research project.

3. At the Seminar

The core of the half-way seminar will consist of a dialogue between the candidate and the appointed reviewer. All the doctoral student's supervisors shall attend the half-way review.

One of the supervisors will open the half-way seminar and act as the chairperson throughout the event.

The doctoral student will first present the work completed so far and the plans for further project work up to the public defense of the thesis. This presentation should last maximum 15 minutes.

The presentation will be followed by a question and answer session in which the external reviewer discusses the results and the further work planned, as well as checks the doctoral student's expertise in the subject. This part should last for 1 hour maximum.

Thereafter, the chairperson-supervisor opens the discussion with the audience and leads it. This part should last for 30 minutes maximum.

The chairperson closes the seminar by thanking the reviewer and the audience. No formal statement about passing will be made in public like in connection with a doctoral defense.

4. After the Seminar

If needed, a private discussion between the doctoral student, the supervisors and the reviewer will be arranged.

In cases where the halfway review reveals that progress is unsatisfactory and/or that it has proved impossible to follow the individual study plan, it is up to the Dean, in consultation with the doctoral student, the supervisor and the external reviewer, to discuss the further work towards the public defense.