**Instructions for filling in the form for the follow-up of doctoral studies**

***Page 2:***

*Under ”Follow-up and revision of year",* write which year of your doctoral studies you have just finished, e.g. Year 1, Year 2 etc. Do not state a percentage; state how many years you have been doing your doctoral studies (i.e. irrespective of whether you work 10% or 100%). Fill in the personal information and department of the doctoral student, supervisor, assistant supervisor etc.

***Page 3:***

1. Describe in brief the subprojects and activities that were planned for your research project during the last year and the results that have been attained. This includes publications and manuscripts, ongoing or completed data collection, developed test systems etc. Only give information for **the last year** - do not list older publications etc.
2. Describe your plan for **the coming year**, both regarding your research project (e.g. *completion and submission of manuscript, analysis of test in established test systems* etc.) and activities (*planned participation in courses, conferences, research visits etc.)*. Also state other activities such as clinical work and teaching. In the bottom box, state the scope of your research hours and other work tasks as percentages.

***Page 4:***

1. Describe the forms of supervision and how frequently supervision takes place, for example *group meeting every week, scheduled individual supervision every month, when the need arises*.
2. Tick the relevant response.
3. Tick the relevant response.
4. Tick the relevant response.

If the answer to any of the questions under points 4 and 5 is "no" or if the research plan has been revised, an appendix with planned measures or a revised research plan must be submitted.

1. Attach an excerpt from Ladok showing the doctoral courses you have completed so far and other credit-awarding activities. Log in at the portal (<http://www.student.umu.se/umu-portal/>), print out a certificate via ”*Mina studier/Tjänster för forskarstuderande/Skapa intyg för studier på forskarnivå*”.
2. Signatures of doctoral student, supervisor, examiner and chairperson of the department’s doctoral studies group. The chairperson of the department’s doctoral studies group must check that all information has been provided.

***Pages 5 and 6:***

*Report your achieved learning outcomes here - national, the faculty’s and individual learning outcomes. Follow these instructions:*

1. Start by writing the year (of your doctoral studies) at the top of the second column under "*Progression of outcome achievements*"
2. Look in the second column to see what activities you have done or are taking part in and make the current number bold in the third column showing the progression of your outcome achievements, i.e. how far you have come. Cross out activities that have no relevance for your research project. If you are participating in activities that are examined, but not listed, write them in. **Example**:

**Learning outcome 1:** Will be completely finished after the defence but you have just had the 50% seminar and are doing a literature course at the department; **make number 2 bold**

**Learning outcome 2:** Will be completely finished after the defence but you have had your 50% seminar, done the GCP course, been on a research visit and published some papers. The laboratory animal science course is not relevant for your research project; **make number 3 bold**

**Learning outcome 4:** You have done a special course and learnt a method that is specifically needed for your research project; write the course in column 2 under Activities; **make number 4 bold**  
  
**Learning outcome 10:** Since you do not teach, you have not done any university level pedagogy course. However, you have written popular science review articles; **make number 4 bold**

***Page 7:***

On the last page, state when the follow-up meeting took place and who attended it.

**INDIVIDUAL STUDY AND FUNDING PLAN WITH FOLLOW-UP FOR DOCTORAL EDUCATION AT UMEÅ UNIVERSITY**

**Follow-up and revision of year**

(The form is to be completed in conjunction with the follow-up meeting; use a different form for the 50% seminar and the defence/licentiate seminar).

**Doctoral student**

|  |  |
| --- | --- |
| Name | Swedish personal identity no. |
| Department/unit | |

**Principal supervisor**

|  |
| --- |
| Name |
| Department/unit |

**Assistant supervisor**

|  |
| --- |
| Name |
| Department/unit |

**Assistant supervisor**

|  |
| --- |
| Name |
| Department/unit |

|  |
| --- |
| Doctoral studies subject/with an orientation towards |

|  |
| --- |
| Research school (if applicable) |

|  |
| --- |
| Subject of thesis/Preliminary title |

|  |
| --- |
| Date of admission |

|  |
| --- |
| Estimated date of defence |

**1) Planned work, completed activities and achieved results for the last year on the basis of your individual study plan**   
(Research project only)

|  |
| --- |
| Here you state the individual learning goals planned and achieved for the last year |

**2) Plans for year**       **for further activities including courses and other activities (e.g. teaching, clinical work)**

|  |
| --- |
| Here the goals and planned activities for the upcoming year |

|  |
| --- |
| Planned working hours for doctoral studies for the coming year  Working hours in % Spring term       Working hours in % Autumn term |
| Planned working hours for other activities for the coming year  Working hours in % Spring term       Working hours in % Autumn term |

**3) Supervision (e.g. frequency, forms)**

|  |
| --- |
|  |

**4) Has the supervision been satisfactory for all parties?**

|  |
| --- |
| Yes \_\_ No \_\_ |
| If no, attach an appendix with planned measures to improve the supervision. |

**5) Are the doctoral studies progressing according to the time and funding plan?**

|  |
| --- |
| Yes \_\_ No \_\_ |
| If no, attach an appendix with planned measures. |

**6) Has the research plan and/or the time and funding plan been revised?**

|  |
| --- |
| Yes \_\_ No \_\_ |
| If yes, attach the revised time and funding plan. |

**ECTS in Ladok**

|  |  |
| --- | --- |
| Attach an excerpt from Ladok showing the courses completed so far. |  |

**8) Signatures**

Place       Date

|  |  |
| --- | --- |
| Signature (Doctoral student) | Clarification of signature |

|  |  |
| --- | --- |
| Signature (Principal supervisor) | Clarification of signature |

|  |  |
| --- | --- |
| Signature (Examiner) | Clarification of signature |

Attested by

|  |  |
| --- | --- |
| Signature (Chairman of the department’s doctoral studies group) | Clarification of signature |

**ACTIVITIES AIMED AT ACHIEVING NATIONAL LEARNING OUTCOMES, LEARNING OUTCOMES OF THE FACULTY OF MEDICINE AND INDIVIDUAL LEARNING OUTCOMES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning outcomes** | **ACTIVITIES** (of relevance for the learning outcome) | **Progression of outcome achievements year \_\_\_\_** | **COMMENT** |
| NATIONAL LEARNING OUTCOMES (1-12) |  | 0= not achieved; 1= achieved to some extent  2 = achieved by half  3 = almost achieved in full |  |
| Knowledge and Understanding |  | 4= achieved |  |
| ***Learning outcome 1:*** *Demonstrate broad knowledge and systematic understanding of the research field*. | Literature course  Seminars + Journal club  50% seminar    Thesis and defence | 0 1 2 3 4 |  |
| ***Learning outcome 2:*** *Demonstrate advanced and up-to-date specialised knowledge within a limited area of the field of research.* | Literature course  Course in laboratory animal science  GCP course  Data collection/Laboratory work Research visit  Clinical research  50% seminar    Thesis and defence | 0 1 2 3 4 |  |
| ***Learning outcome 3:*** *Demonstrate familiarity with the research methodology in general.* | Compulsory course in research methodology and philosophy of science  and research design | 0 1 2 3 4 |  |
| ***Learning outcome 4:*** *Demonstrate familiarity with the methods of the specific field of research in particular*. | Statistics/methodology courses  Presentation at a conference  50% seminar    Thesis and defence | 0 1 2 3 4 |  |
| Competence and Skills |  |  |  |
| ***Learning outcome 5:*** *Demonstrate the capacity for scholarly analysis and synthesis, and the autonomous critical review and assessment of new and complex phenomena, issues and situations.* | Seminars + Journal club  Annual follow-up  50% seminar    Thesis and defence | 0 1 2 3 4 |  |
| ***Learning outcome 6****: Demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other advanced tasks within predetermined time frames and to review and evaluate such work.* | Seminars + Journal club  "Academic Writing" course  Data collection/Laboratory work  Course in how to write a research application  50% seminar  Clinical research    Thesis and defence | 0 1 2 3 4 |  |
| ***Learning outcome 7:*** *Demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through one's own research.* | Thesis and defence | 0 1 2 3 4 |  |
| ***Learning outcome 8:*** *Demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general.* | Seminars  Obligatory presentation at a conference  Research visit  50% seminar    Thesis and defence | 0 1 2 3 4 |  |
| ***Learning outcome 9:*** *Demonstrate the ability to identify the need for further knowledge.* | Data collection/Laboratory work  Annual follow-up  "Academic Writing" course  Course in how to write a research application  50% seminar | 0 1 2 3 4 |  |
| ***Learning outcome 10****: Demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in another advanced professional capacity.* | Write popular science texts and press releases  Teaching at first and second cycle level  University level pedagogy course    Thesis and defence | 0 1 2 3 4 |  |
| Judgement and Approach |  |  |  |
| ***Learning outcome 11:*** *Demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics.* | Compulsory ethics course  Course in laboratory animal science  GCP course  Clinical research    Thesis and defence | 0 1 2 3 4 |  |
| ***Learning outcome 12:*** *Demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.* | Course in laboratory animal science  GCP course  Data collection/Laboratory work  Research visit  Clinical research  50% seminar    Thesis and defence | 0 1 2 3 4 |  |
| **LEARNING OUTCOMES OF THE FACULTY of MEDICINE (13-15)** |  |  |  |
| **Learning outcome 13:***Demonstrate a broad knowledge of theory of science contexts in general and medical science in particular.* | Compulsory course in research methodology and philosophy of science  50% seminar  Research visit | 0 1 2 3 4 |  |
| **Learning outcome 14:** *Demonstrate the ability to relate one's own research to other ongoing medical research and ultimately to clinical application and other social use.* | Compulsory course in research methodology and philosophy of science  Data collection/Laboratory work  Clinical research  50% seminar    Thesis and defence | 0 1 2 3 4 |  |
| **Learning outcome 15:** *Demonstrate the ability to relate to the complexity of medical research and its ethical aspects and its impact on individuals and society.* | Seminars + Journal club  Compulsory ethics course  Course in laboratory animal science  Clinical research    Thesis and defence | 0 1 2 3 4 |  |

**The follow-up meeting was conducted with the following persons:**

Place       Date

|  |  |
| --- | --- |
| Signature (Doctoral student) | Clarification of signature |
| Signature (Principal supervisor) | Clarification of signature |
| Signature (Reference person 1) | Clarification of signature |
| Signature (     ) | Clarification of signature |