



## UMEÅ UNIVERSITY

### Instructions on how to use the template for the annual follow-up of the doctoral students' individual study plans

All doctoral students must fulfill the national qualitative targets (aka national goals) when applying for their doctoral degree. A number of these qualitative targets are first met by defending their thesis, while most of them are met during the doctoral education, for instance by taking the compulsory courses at the faculty. In order to achieve the national qualitative targets, the doctoral student and the supervisor plan the activities that the doctoral student must carry out. The follow-up of these activities is a tool that will continuously help the doctoral student to plan and to keep track of the situation together with the supervisor, study director and examiner during the doctoral education. In this way, uncertainty and unpleasant surprises are avoided for everyone involved. To be able to follow up on progress, some kind of documentation of the activities must be carried out and their relation to the qualitative targets is needed, e.g. in the form of a table or matrix.

The idea with the table in the new annual follow-up form is to use the field of *degree of fulfillment* year after year to indicate how far the doctoral student has come in meeting the qualitative targets. The doctoral student and the supervisor together appreciate and reflect on how far the doctoral student has progressed. Furthermore, they should together consider new activities that will contribute to an increased target fulfillment where it seems necessary. These activities are listed under *Summarizing assessment* and are usually also reflected under *Detailed planning for the coming year*.

The comment field in the table can include completed activities, especially if the department does not use separate documentation in the form of a matrix or similar. Of course, if separate documentation is attached, this is unnecessary and the comment field can be used in another way or left blank.

Note that some qualitative targets are not examined until the defense of the thesis. Therefore, not all targets will have reached level 3 when the doctoral student submits his / her dissertation request.

Below are examples of how the table can (!) be used. Most importantly, it is used as a tool for reflection and something that gives the doctoral student security by documenting the progress.

Qualitative targets	Level of achievement (0-3) 0 = not started 1 = started 2 = partly achieved 3 = achieved	Comments/remarks
<b>Goal 2a:</b> <i>Familiarity with research methodology in general and the methods of the specialization in particular</i>	Year 1: 0 Year 2: 1 Year 3: 2 Year 4: 3	Year 2: Course in Philosophy of science, 2 ECTS Year 3: Data collection / lab work, course in statistics, midseminar Year 4: Articles, presentation at a conference
<b>Goal 6:</b> <i>Ability to present and discuss research and</i>	Year 1: 1 Year 2: 2	Year 1: Course in Oral presentation 1ECTS



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<i>research findings in speech and writing</i>	Year 3: 2 Year 4: 3	Year 2: Seminars, presentation at a conference Year 3: Course in Writing Science 5ECTS, midseminar, research stay abroad Year 4: Course in Writing research proposals 2ECTS, thesis and dissertation
<b>Qualitative targets</b>	<b>Level of achievement</b> Not started Started Achieved	<b>Comments/remarks</b>
<b>Goal 2a:</b> <i>Familiarity with research methodology in general and the methods of the specialization in particular</i>	Year 1: Not started Year 2: Started Year 3: Started Year 4: Achieved	Year 2: Course in Philosophy of science, 2ECTS Year 3: Data collection / lab work, course in statistics, midseminar Year 4: Articles, presentation at a conference
<b>Goal 6:</b> <i>Ability to present and discuss research and research findings in speech and writing</i>	Year 1: Started Year 2: Started Year 3: Started Year 4: Achieved	Year 1: Course in Oral presentation 1ECTS Year 2: Seminars, presentation at a conference Year 3: Course in Writing Science 5ECTS, midseminar, research stay abroad Year 4: Course in Writing research proposals 2ECTS, thesis and dissertation

You can change the number and formulations of the levels of achievement if you wish.

If you have any questions or concerns, you are welcome to contact the Faculty office coordinator with responsibility for doctoral education, Frankie Ekerholm, [frankie.ekerholm@umu.se](mailto:frankie.ekerholm@umu.se).