PROCEDURE OF DOCTORAL STUDENTS’ PROGRESS REVIEW

IN THE FACULTY OF ARTS AND HUMANITIES AT THE UNIVERSITY OF TARTU

Pursuant to Chapter V.5. “Progress review of doctoral students” in the Study Regulations of the University of Tartu, the following criteria are established at the Faculty of Arts and Humanities for the assessment of doctoral students’ progress.

1. When making its decision, the review committee considers credit points received for completion of courses and credit points allocated for research.

2.1. The doctoral student’s progress in research is assessed according to his/her individual study plan and considering the fulfilment of the PhD Study Agreement.
2.2. The review committee gives the doctoral student written feedback in his/her progress review.

3. The doctoral student’s progress in research is assessed according to the following criteria:
3.1. stage of completion of the doctoral thesis;
3.2. publications related to the topic of the doctoral thesis as listed in clause 16 of the Procedure for Awarding Doctorates;
3.3. participation in conferences and seminars related to the doctoral thesis, taking into account the level of these events and the doctoral student’s contribution (no more than 10 ECTS per academic year).
3.4. other research activities related to the doctoral thesis (supervision of graduation theses, practical training outside the university, participation in research projects, obtaining new methods, etc. – no more than 6 ECTS per academic year).
3.5. criteria 3.1 and 3.2 have priority over other criteria in the assessment of the doctoral student’s progress.

4. Research by the first-year doctoral student is assessed as follows:
4.1. up to 20 ECTS are given at the progress review at the end of the first semester of the first academic year, provided that at least a detailed plan for conducting research has been drawn up and an elaborate draft of one article or a draft of one chapter of a monograph have been completed;
4.2. up to 20 ECTS are given at the progress review at the end of the first academic year, provided that at least one publishable manuscript of a research article or material for a monograph that constitutes at least 1/5 of the planned volume of the thesis has been completed.

Adopted by Resolution No. 30 of the Council of the Faculty of Arts and Humanities of 6 June 2018
5. From the second academic year onwards, the doctoral student gets 40 ECTS for his/her annual research, provided that:
5.1. by the end of the second academic year, the doctoral student has completed at least 1/2 of a monograph or two research articles on the topic of the doctoral thesis which qualify for the defence of the doctoral thesis. One of those articles can be a publishable manuscript and the other must have been officially accepted for publication by the editorial office;
5.2 by the end of the third academic year, the doctoral student has completed at least 3/4 of a monograph and one research article on the topic of the doctoral thesis which qualifies for the defence of the doctoral thesis and has been officially accepted for publication by the editorial office; or two research articles which qualify for the defence of the doctoral thesis and have been accepted for publication;
5.3. by the end of the fourth academic year, the doctoral student has completed the manuscript of the doctoral thesis that can be submitted for defence.

6.1. The review committee is qualified to make a decision if at least three review committee members entitled to vote are present. The committee members have a doctoral degree or an equivalent qualification.
6.2. At least one committee member is from outside the institute or college that manages the curriculum.
6.3. If a member of the review committee is the supervisor of a doctoral student to be reviewed, he/she withdraws from taking the progress review decision on this particular doctoral student and the quorum is reduced by one.
6.4. If the programme director of the doctoral students whose progress is reviewed is not a member of the review committee, he/she participates in the review committee meeting with a say.
6.5. A secretary is appointed for the review committee to take minutes of the committee’s decisions. The secretary need not be a member of the academic staff.
6.6. The chair of the review committee can divide the workload between the committee members allowing them to work in turns (an external member must always be present).
6.7. For the doctoral student whose progress is reviewed, a reviewer is appointed from among the committee members who comments on the materials submitted by the doctoral student to other committee members.

7.1. At least eight working days before the date of the progress review, the doctoral student submits to the review committee the report on fulfilling the individual study plan signed by the student and the supervisor(s), entries of the supervision diary confirmed by the supervisor(s), manuscript(s) of the completed article(s) and/or chapter(s) of the monograph and the activity plan for the next academic year proceeding from the individual study plan, and enters them in the Study Information System.
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7.2. The cooperation between the supervisor and the doctoral student is recorded by the supervision diary. Individual supervision appointments must take place at least twice a semester.

7.3. Based on the progress report and the accounts presented by the graduate schools, the review committee assesses the doctoral student’s participation in the events of graduate schools of the Faculty, which is taken into account as either studies or research.

8.1. Doctoral students and their supervisors attend the progress review meeting. If the supervisor cannot participate, he/she submits the assessment of the doctoral student’s progress in research in the written form to the chair of the review committee and to the supervisee by the start of the meeting at the latest. In the case of reasonable excuse, on the basis of the doctoral student’s application, the review committee may give the doctoral student permission not to participate in the meeting.

8.2. The review committee enables the doctoral student to give feedback on his/her cooperation with the supervisor without the supervisor’s presence or in writing.

8.3. The review committee enables the supervisor to give feedback on his/her cooperation with the doctoral student without the doctoral student’s presence or in writing.

8.4. The chair of the review committee gives feedback to supervisors based on the summaries of supervision appointments, progress reviews and doctoral students’ feedback.

8.5. The programme director informs the head of the structural unit about the problems of general nature that were revealed during the progress review.

9. The doctoral student’s performance stipend is granted by the order of the vice-dean in charge of doctoral studies at the proposal of the review committee. The progress review committee takes into consideration the opinion of the doctoral student’s supervisor and immediate superior when deciding whether the work duties of the doctoral student who works at the university with an employment contract support his/her doctoral studies.

10. During doctoral studies, the doctoral student can get maximum 180 ECTS for research, of which 20 ECTS are given for the defence of the doctoral thesis.

11. The current procedure is effective as of 3 September 2018.