

PROCEDURE OF PROGRESS REVIEW FOR THE LEARNERS IN DOCTORAL STUDIES

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

Pursuant to Chapter II.5. “Progress review” in the the Regulations for Doctoral Studies of the University of Tartu, the following criteria are established at the Faculty of Arts and Humanities for the progress assessment of learners in doctoral studies.

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 learner's progress in research is assessed according to his/her individual plan. In the course of the progress review feedback to supervision is given.

2.2. The review committee gives the learner written feedback in his/her progress review decision.

3. The review committee assesses the learner’s academic progress in research considering 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 clauses 96 and 98 of the Regulations for Doctoral Studies;

3.3. participation in conferences and seminars related to the doctoral thesis, taking into account the level of these events and the learner’s contribution (no more than 10 ECTS per study 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 study year).

3.5. criteria 3.1 and 3.2 have priority over other criteria in the assessment of the learner’s progress.

4. Research by the first-year learner 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 study year, provided that at least 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 study 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.

5. From the second study year onwards, the learner gets 40 ECTS for his/her annual research, provided that:

5.1. by the end of the second study year, the learner 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 study year, the learner 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 study year, the learner 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 reviewed person or a connected person for the purposes of the Anti-corruption Act, he/she withdraws from taking the progress review decision regarding this particular person and the quorum is reduced by one.

6.4. If the programme director of the learners 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 (one external member must always be present).

6.7. A reviewer is appointed for the reviewed person from among the committee members who comments on the materials submitted by the learner to other committee members.

7.1. At least eight working days before the date of progress review, the learner in doctoral studies enters the progress review report in the Study Information System.

7.2. The report on fulfilling the individual plan signed by the learner 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 individual plan for the next review period must be submitted to the review committee.

7.3. The cooperation between the supervisor and the learner in doctoral studies is recorded by the supervision diary. Individual supervision appointments must take place at least twice a semester.

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

8.1. Learners and their supervisors attend the progress review meeting. If the supervisor cannot participate, he/she submits the assessment of the learner'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 justified reasons, on the basis of the learner's application, the review committee may give him/her permission not to participate in the meeting.

8.2. The review committee enables the learner 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 learner without the learner'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 learners' feedback.

8.5. Based on the submitted materials and the reached assessment, the review committee initiates activities for improving the progress of the learner in doctoral studies.

8.6. 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 learner 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 8 September 2021.