

Points to consider before the planning seminar

When	What
<p>2 months before the planning seminar</p>	<ul style="list-style-type: none"> • The main supervisor contacts the research group leader to check the date and time of the seminar. • The research group leader books a room for the seminar. • The main supervisor notifies the research coordinator of the date, time, location and title of the doctoral student's research project and gives a brief description of its theme. The main supervisor also provides information on which people make up the reading group. • The research coordinator asks HLK's doctoral students and supervisors if any doctoral students are interested in being part of the reading group. The research coordinator passes on any answers to the main supervisor. • The research coordinator enters the seminar in the calendar and on the third-cycle education external website. In conjunction with this, the research coordinator notifies the MD secretary that the seminar is to be advertised on Playpp.
<p>4 weeks before the planning seminar</p>	<ul style="list-style-type: none"> • The main supervisor sends an invitation to the reading group. Together with the email, the main supervisor appends instructions for the reading group. • The research coordinator informs the head of department of an internal reviewer that his/her remuneration is to be converted into time in the AF base.
<p>1 week before the planning seminar</p>	<ul style="list-style-type: none"> • The doctoral student sends his/her research plan to the reading group and the research coordinator. • The research coordinator sends an invitation to all doctoral students and appends the research plan. Other interested parties can access the research plan through the doctoral student.