

KONSTFACK

University of Arts, Crafts and Design

Konstfacks forskarutbildning

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Guidelines for stage seminars

Stage seminars are carried out when a doctoral student has completed 25%, 50%, 80% and 90% of their documented artistic research project. Stage seminars are normally open to students, teachers and interested members of the public. The exception is the 80% seminar, which, after a decision by the main supervisor, may be carried out internally at Konstfack (the discussant, however, must be external). The main supervisor may also, after consultation with the doctoral student and Director of PhD Studies, decide to merge the 80% seminar with the 90% seminar, if there are specific grounds for doing so.

The purpose of stage seminars is to give the doctoral student an opportunity to have their ongoing documented artistic research project reviewed in a public presentation and exposed to critical discussion. Stage seminars are opportunities to:

- present aspects of the thesis and test key ideas
- identify problems or issues in the research project
- identify aspects of the documented artistic research project that need to be strengthened and developed further.

All stage seminars must have a chairperson (for example, the main supervisor) and a discussant. The discussant at the 25% and 50% stage seminars must, at the very least, have relevant artistic or scientific competence and be at senior lecturer level or equivalent. The discussant at the 80% and 90% stage seminars must have relevant artistic or scientific competence and be at professor level or equivalent. During at least one of the final stage seminars (80% or 90%), the discussant must also have a PhD. The main supervisor appoints the discussant (see below).

Stage seminars are not examined. Rather, they are designed to ensure that the various components of the documented artistic research project are of a high quality.

Format

Stage seminars do not have a strictly prescribed form, but they should contain the following points:

1. The chairperson presents the doctoral student and the discussant.
2. The doctoral student gives an initial presentation of their work.
3. A summary and prepared comments are delivered by the discussant.
4. The discussant leads a discussion with the doctoral student.
5. Questions and comments from the participants.
6. The chairperson concludes the seminar.

The doctoral student's responsibilities

The doctoral student shall:

- decide, in consultation with the main supervisor, on the content and focus of the seminar
- give an initial presentation of their work
- prepare material that is to be sent to the discussant at least three weeks prior to the seminar
- prepare the seminar material for public dissemination
- document the stage seminar in the ISP when it has been carried out.

In preparation for the 90% seminar the doctoral student shall also

- prepare a brief written summary of the documented artistic research project. The summary is to be included in the invitation to the seminar.

The main supervisor's responsibilities

The main supervisor shall:

- coordinate the date for the stage seminar with the Director of PhD Studies
- appoint a discussant after consultation with the doctoral student and the Director of PhD Studies
- ensure that the discussant is sent material at least three weeks prior to the seminar
- serve as chairperson for the seminar (or appoint a chairperson)
- arrange a follow-up with the doctoral student after the seminar.

The discussant's responsibilities

The discussant shall

- read and familiarise themselves with the material that they have received prior to the seminar
- summarise and respond to the documented artistic research project at the seminar
- engage the doctoral student in a critical and constructive dialogue in relation to the work presented.

After the 90% seminar, the discussant shall also

- provide a brief written assessment that summarizes the strengths and weaknesses of the work and give any recommendations they may have; the assessment is shared with the main supervisor and chairperson.

The content and focus of the various stage seminars

The 25% seminar	This seminar deals with aspects of the documented artistic research project developed during the first 25% of the doctoral education. The seminar may deal with artistic and/or text-based material. The material is presented and discussed in relation to the overall focus and goals of the documented artistic research project. The seminar shall discuss the research question and the plan for the documented artistic research project . The presentation and the discussion should focus strongly on how the documented artistic research project should be developed moving forward.
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<p>The 50% seminar</p>	<p>At the 50% seminar, work corresponding to half of the documented artistic research project is to be presented, including a text component that supports the documented artistic work. The presentation shall focus as much on the work that has been carried out as on the work that remains to be done.</p> <p>At this seminar, the material may consist of a series of interlinked works or one single significant work. It should, however, be clear that there is a plan for all the components of the documented artistic research project. The material presented should be placed in the context of the overall focus and goals of the research project.</p>
<p>The 80% seminar</p>	<p>80% of the documented artistic research project should be completed. Regarding written material, there should be a cohesive draft version of all chapters/sections.</p> <p>The discussion should deal with the work that has been completed and focus constructively on improving the documented artistic research project.</p>
<p>The 90% seminar</p>	<p>At the 90% seminar there should be a cohesive and well-articulated version of the written part of the documented artistic research project.</p> <p>The discussant should critically review the documented artistic research project and engage the doctoral student in dialogue concerning the strengths and weaknesses of the work. Any problems or shortcomings should be given special attention.</p>

After the seminar

When the doctoral student has fulfilled the requirements for their salary to be raised to the next established level, it is the responsibility of the main supervisor to inform the HR department and the Head of the Department. This usually corresponds – even if not directly linked – to the completion of stage seminars.

The doctoral student is responsible for ensuring a note about the seminar is added to the ISP when a stage seminar has been completed.