

Process for negative half-year reports

Step 1: Notification of a negative half-year-report

- Principal supervisor marks 'Not satisfactory' in PhDigital.
- HR/PhD instructs the principal supervisor to fill in the form 'Negative half-year report'. *The form is available on the PhD pages on DTU Inside.*

Step 2: First hearing

- HR receives the completed form 'Negative half-year report' and sends it to the PhD student for comments **with a two-week deadline**.
- *Note: the PhD student must not be invited to a meeting about progress yet. Further, the PhD student **must not** sign the negative half-year report at this time in the process.*

Step 3: Decision by head of PhD school

- HR/PhD sends the negative half-year report with any comments from the PhD student to the head of the PhD school.
- The head of the PhD school decides if the PhD student is to be offered a recovery period or if there is cause for other action.
- **The head of the PhD school must inform HR/PhD of his/her decision within a week.**

Step 4: Information about recovery plan

- If the head of the PhD school decides to proceed with the process for negative half-year report, HR/PhD sends an email to the supervisor with information about the preparation of a recovery plan as well as a meeting with the PhD student.

Step 5: Meeting between PhD student and supervisor

- The principal supervisor invites the PhD student to a meeting where the negative half-year report and the recovery plan are presented.
- The PhD student must be informed that he/she is allowed to bring an observer (some choose their union representative, but it is entirely up to the PhD student to choose).
- *Note: the negative half-year report must not be signed by the PhD student at this time in the process.*

Step 6: After the meeting

- Principal supervisor and head of the PhD school sign the negative half-year report and send this to the person in HR/PhD assigned to the case together with the recovery plan.

Step 7: Second hearing

- HR/PhD sends the negative half-year report and the recovery plan to the PhD student.
- The PhD student has two weeks to either:
 - Comment
 - Approve
 - Reject

Step 8: Rejection of the recovery plan

- If the PhD student rejects signing the negative half-year report and the recovery plan, enrolment and employment (if any) will cease at the end of the month, unless otherwise agreed.

Step 9: Comments to the recovery plan

- If the PhD student has comments or requests for changes to the recovery plan:
 - HR sends the comments to the principal supervisor.
 - Principal supervisor has **one week to change** the recovery plan or send his/her comments to HR/PhD.
 - HR/PhD sends supervisor's comments or the revised recovery plan to the PhD student, **who now has two weeks to answer.**

Step 10: Approval

- If the PhD student approves the recovery plan and the negative half-year report, he/she must sign the form 'Negative half-year report'. The PhD school sends the signed half-year report and the recovery plan **by email to the person in HR/PhD assigned to the case.**