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# Guide for PhD Education at UiS

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University of  
Stavanger

At the University of Stavanger, we strive to provide relevant PhD of the highest quality. We are keenly aware that the need for doctoral candidates, their knowledge and competence is increasing both in and outside academia. Simultaneously, the role of doctoral education in the knowledge society is undergoing change.

UiS offers a range of interdisciplinary studies that have been developed in cooperation with industrial and professional partners. According to the SIU survey on mobility, our excellent arrangements allow and ensure that UiS doctoral candidates are the most mobile in Norway, frequently and successfully completing study abroad stints.

Although the University of Stavanger has had a marked increase in the number of doctoral candidates in recent years, we have retained the flexibility that we consider invaluable to further develop the quality and relevance of our PhD education.

As a PhD candidate or supervisor at the University of Stavanger, you play a role in shaping research training and consequently the future of the knowledge society.

The University of Stavanger will challenge the well-known and explore the unknown. Scientific quality remains the foundation of our PhD education, while creativity and innovation are the essence of our character.



# Guide for PhD Education at UiS - July 2012

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# 1. Introduction

The administrative responsibility for the PhD programme at the University of Stavanger is divided between the faculties and Division of Academic Affairs. A primary goal of the administration is to ensure that the apparatus for the PhD programme is as well-oiled as possible, and this guide is a contribution towards that goal. With this document, you will have comprehensive information about the PhD programme at your fingertips, including practical tips for both current and potential candidates, supervisors and others involved in doctoral education at the University of Stavanger.

This guide is chronological and covers the most important components in the start-up phase, the course of study phase and the final phase. Each of the phases has its own summarized checklists, with important points for the concerned parties to remember. The necessary forms and normative documents referred to in the guide are available on the PhD education webpages on the UiS website ([www.uis.no/phdprogrammes](http://www.uis.no/phdprogrammes)).

The guide is based on the *Regulations for the degree Philosophiae Doctor (PhD)* adopted by the Board of the University of Stavanger on 01.03.2012. All doctoral level activity at the University of Stavanger is subject to these regulations. Candidates, internal and external supervisors and employees managing doctoral training or managing an evaluation committee should all be well acquainted with these regulations.

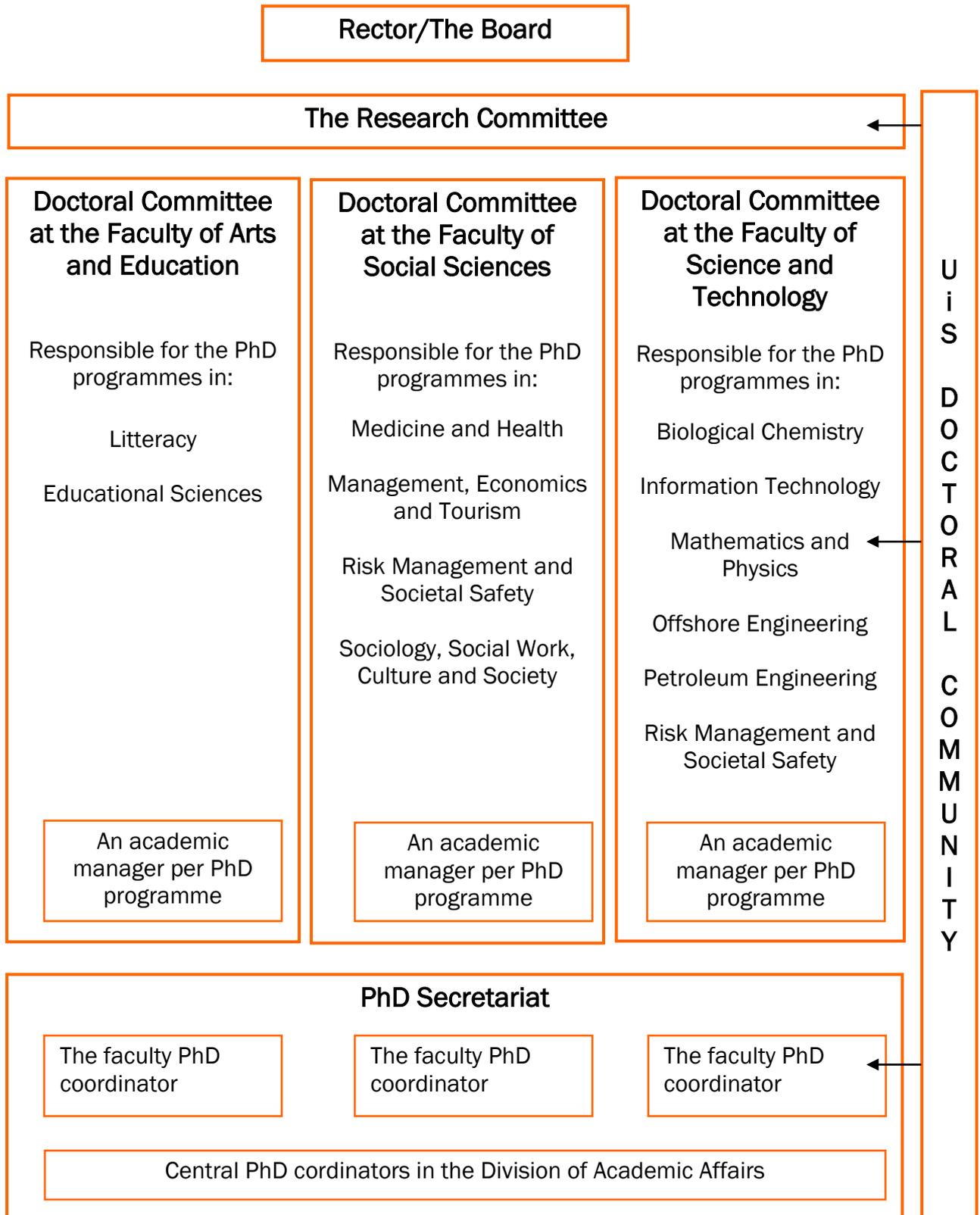
The majority of our PhD candidates are employed as research fellows at the University of Stavanger. A few candidates have an external employer. Conditions of study at UiS apply for all doctoral students, regardless of employer, conditions of employment and financing terms. There are rights and obligations, agreements and reporting procedures connected to conditions of employment and study.<sup>1</sup> This guide deals mainly with the Ph.D. candidates' conditions of study at UiS.

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<sup>1</sup> PhD candidates' conditions of study are managed by the Division of Academic Affairs and governed by the following documents: 1) Regulations for the degree Philosophiae Doctor at the University of Stavanger, 2) Guide for the PhD programme at the University of Stavanger, 3) The Faculty Guidelines, 4) Curricula and course descriptions. A PhD candidate employed as a research fellow is managed by the faculty / Personnel unit for the museum, and regulated by the following documents: 1) Employment contract, 2) Regulations concerning terms and conditions of employment for the posts of post-doctoral research fellow, research fellow, research assistant and resident, 3) Personnel Regulations. Laws, regulations and agreements that affect students at the University of Stavanger are available in the Employee Manual.

## 2. Organization of Doctoral Education

The figure below describes the administrative organization of the doctoral community at the University of Stavanger.



## a. Committees

The University of Stavanger has one central Research Committee and three faculty doctoral committees that handle matters related to doctoral education. The Research Committee safeguards the institution's need for coordination and management of a common set of regulations as well as the overall quality of doctoral training. Academic and administrative responsibility for doctoral studies is delegated to the faculties, where this is carried out by the faculty doctoral committees.

### **The Research Committee**

Since 2004, the Central Doctoral Committee had been the central committee steering doctoral training at UiS. In 2011, the Central Doctoral Committee merged with the Central Research Committee to form the Research Committee. The Committee is chaired by the Rector. Permanent members of the committee are the University Director, Deans of the Faculties, Director of the AM, CEO of IRIS and the head of the doctoral candidates' interest group. The Prorector, the Director for Strategy and Communication, Vice-Deans of Research and the Research Director at AM are attending deputies. IRIS and the doctoral candidates' interest group have their own deputies present. The Director of Academic Affairs and the Research Director are committee secretaries. The Director of Academic Affairs is the nominating authority in matters concerning doctoral training and the Research Director is the nominating authority in matters concerning research.

The composition and mandate of the committee are described in detail on the UiS website.

### **Doctoral Committees at the Faculties**

The faculty doctoral committees were established in 2004. They are led by the Vice-Dean for Research at the respective faculty. Representatives from the scientific community are the permanent members and a representative elected by the doctoral candidates is present as an observer. The faculty PhD co-ordinator is the committee secretary.

The composition and mandate of the committees are described in detail on the UiS website.

## b. Academic Heads for Doctoral Studies

An academic programme head is appointed for each of the university's doctoral programmes. This person serves as the key contact person for the programme, in charge of its development and coordination. The academic programme head has a 20% position. In line with the job description, he/she

shall contribute to the coordination of coursework, develop cooperation with other institutions having similar programmes, be involved in preparing cases for the doctoral committee and initiate joint seminars and workshops. The academic heads work closely with the PhD coordinator at their respective faculty.

**c. PhD Secretariat**

The PhD Secretariat consists of the PhD coordinators at the faculties and those working centrally in the Division of Academic Affairs. They work closely together and serve as contact persons and administrative coordinators, while acting as secretaries for the Research Committee and doctoral committees.

**d. UiS Doctoral Community (UiSDC)**

UiSDC is PhD candidates' interest group. This is a nonprofit organization open to all PhD candidates at the University of Stavanger, which aims to bring together their professional and social interests. UiSDC has representatives in the Research Committee, the Doctoral Committees at the faculties and also in the Research Ethics Committee. UiSDC works in close cooperation with the PhD Secretariat.

## 3. The Course of Doctoral Studies

### a. Overview of the course of study

The figure below is a shortened, chronological version of the course of PhD studies. Chapter 3 has been written according to the chronology shown in this figure.

#### **CHRONOLOGICAL OVERVIEW OF THE COURSE OF PhD STUDIES**

##### **PRE-APPLICATION**

- Appointment as a research fellow or other funding clarified

##### **START-UP PHASE**

- Application for admission to the PhD programme
- The application is processed and administration is clarified
- Formalisation of Admission
- The final plan is processed and formally approved

##### **COURSE OF STUDY PHASE**

- Required Coursework
- Supervision
- Publication
- Dissemination
- Study Abroad
- Compulsory Duties
- Research Ethics
- Progress report
- Academic and Social Services

##### **FINAL PHASE**

- The Proposal for the Evaluation Committee
- Submission of the Doctoral Thesis
- The Evaluation Committee Report
- Printing and Publication of the Thesis
- The Trial Lecture
- Public Defence
- Graduation Dinner

## b. START-UP PHASE – Application and Admission

The process from application for admission through to a written contract and an approved work plan is described in the *PhD Regulations §§ 5 and 6*.

### i. Application for admission to the PhD programme

#### **Funding**

This guide pertains to the PhD candidate's academic relationship with the University of Stavanger. This relationship starts with an application for admission to the PhD programme, but before the application is submitted, it must be clear how the course of study will be funded.

There are different ways to fund a PhD programme. The most common of these is full funding through grants (which normally leads to employment at the University of Stavanger). An employer can also fund a PhD candidate and other sources of external funding are also accepted. Private funding is normally not allowed.

#### *Research fellowship*

The majority of our PhD students are funded through scholarship/grant schemes that enable employment relations between the candidate and the University of Stavanger. Once the employment relation is clarified, the candidate should send in an application for admission to the PhD programme at the earliest, as admission to the programme is a pre-condition for assuming the position of a research fellow.<sup>2</sup>

The deadline for admission to the doctoral program must be clearly stated in the employment contract. Furthermore, it must be clearly stated when the final work plan for the research program will be submitted. The plan must name the main academic supervisor for the research fellow. If an admission agreement is not in place within the deadline stated in the employment contract, the employer has grounds to consider terminating the employment contract.

#### *Other sources of funding*

When an applicant is the recipient of external funding, the employment relation is not managed by the University of Stavanger. In this situation, the financial terms of participation in the PhD programme must be clarified by the funding party and the University of Stavanger before the application can be approved. The UiS requirement is that external funding must cover an amount in line with the Research Council of Norway's round sum for funding PhD candidates. This sum includes salary, social security costs, social and

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<sup>2</sup> Regulations on conditions of employment for posts of as postdoctoral research fellow, research fellow, research assistant and resident (2006).

operating costs and well as funding for study abroad periods. Applicants who are not fully funded through scholarship schemes, must produce documentation assuring that a minimum of 50% of their working hours during the PhD programme can be used for PhD education and that a minimum of one year can be allocated to full time studies.

Regular rules of employment apply to PhD candidates, whether they are employed at the University of Stavanger or by an external party. Guidelines pertaining to conditions of employment at the University of Stavanger are maintained in the Personnel Manual. In addition, the research fellowships are governed by the *Regulations concerning terms and conditions of employment for the posts of post-doctoral research fellow, research fellow, research assistant and resident (2006)*.

### **Application**

All candidates, irrespective of funding, must apply for admission to the programme / course of study. At the University of Stavanger and its collaborating institutions, the process of appointment to a fellowship is separated from the process of admission to the PhD programme. PhD candidates employed as research fellows at University of Stavanger must also, for reasons of quality assurance and registration, apply for admission to the PhD programme (see section on fellowships).

Once funding/the letter of appointment is in place, the application for admission to the programme must be delivered to the PhD coordinator at the concerned faculty. The application must be approved by the faculty's doctoral committee before the candidate takes up the position and the approval must be in place prior to the commencement of funding. PhD candidates funded by external parties are required to submit an application for admission as soon as the supervisor has been contacted and a draft proposal has been submitted.

According to *Regulation § 5.1 Conditions for Admission*, the application must include:

- **Documentation of education that forms the basis for admission**

To be admitted to the PhD programme, applicants must have a strong academic background. Both the grade for the masters thesis and the weighted average grade of the masters degree, must individually be equivalent to or better than a B grade (See *Regulations § 5 Admission*).

- **Description of the PhD project that includes:**

- A scientific description of the project, which includes thematic area, research questions and the choice of theory and methodology
  - progress plan
  - funding plan
  - plan for the coursework
  - plans, if any, for study abroad / stay at another institution
  - plan for research dissemination of scientific knowledge
  - documentation of special needs for academic and material resources
  - Information about any restrictions on intellectual property rights that are intended to protect the rights of others<sup>3</sup>
  - An account of any legal and/or ethical issues raised by the project and how these can be addressed and clarified. <sup>4</sup>
- **Proposal of at least one supervisor as well as a statement of association with an active research community.**

Applications must be submitted to the appropriate faculty on the stipulated application form. The application must be signed by the main academic supervisor. The relevant department / centre must certify that office space and other infrastructural assistance can be provided to the candidate.

When the final work plan for the PhD programme is referred to at a later stage in this document, this will be in line with *Regulations concerning terms and conditions of employment for the posts of post-doctoral research fellow, research fellow, research assistant and resident (2006)§ 1-3 (8)*. The final work plan will also refer to the above-mentioned description of the PhD project, the proposal of supervisor and a statement of association with an active research community.

- ii. The application is processed and admission is clarified

Application for admission to the PhD programme is handled by the faculty's doctoral committee. Admission of candidates can be final, but the finality can also be subject to funding, admission capacity, the individual

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<sup>3</sup> Copyright is part of the intellectual property law and regulated by the Copyright Act. There can be no agreement to prevent publication of results and open defence. When the PhD programme is wholly or partially funded by a third party, however, it can be agreed upon that the publication/disclosure can be delayed for a maximum of three months so that the external party, in possession of rights of commercial exploitation, should be able to consider patenting/commercialization. The external party must put in a proposal for this when applying for admission. Such an agreement must be in accordance with the general agreement to be entered into between the department, the supervisors, PhD candidate and external institutions.

<sup>4</sup> It should be stated in the application if the project is dependent on permission from the research ethics committee, other authorities or private parties (informants, patients, parents, etc.). Such permits should, if possible, be obtained and submitted with the application.

coursework plan, and further development of the scientific rationale of the project, additional educational qualifications and/or intellectual property agreements. The basis for the admission decision and its contents are described in *Regulations § 5-3*. If the application for admission is rejected, the candidate has the opportunity to appeal in accordance with *Regulations § 25.1*.

If the outcome of the admission process is positive, the faculty will send the PhD candidate a letter of admission and the admission agreement, together with the University of Stavanger's PhD Regulations and Guide for PhD Education. If the admission is conditional, the letter of admission issued by the doctoral committee will provide a deadline for the preparation and submission of the final work plan for doctoral training.

The candidate and main supervisor should work as quickly as possible to rewrite the project description and assess the need for adjustments. This process must be complete no later than three months after the admission decision has been taken.

PhD candidates have an obligation to be in residence at the University of Stavanger for a period of six months.

### iii. Formalization of Admission

If the application process results in admission, this is formalised through a written agreement confirming admission to the PhD programme. The agreement, which is sent to the candidate along with the letter of admission, consists of Part A, B and C.

- Part A is the general agreement required from all PhD candidates admitted to a PhD programme. The contracting parties in Part A are the PhD candidate and the institution (represented by the faculty and department).
- Part B is an agreement on academic and scientific guidance in doctoral training that is required for all PhD candidates who are admitted to a PhD programme. The contracting parties in Part B are the PhD candidate, supervisor (s) and the institution (represented by the department). If a candidate has more than one formal supervisor, then Part B of the agreement must be entered into with each of the supervisors.
- Part C is an agreement between the external institution and the university regarding the completion of the PhD programme. Part C is only required for those PhD candidates who either have external

funding, or those who have another workplace than the University of Stavanger. The agreement can also be used for PhD candidates who work at another department / faculty / center at UiS than that which the candidate is affiliated to according to the admission agreement in Part A. If a candidate is associated with two external institutions (i.e., an external funding institution and another institution offering a workplace), agreements must be entered into with each of the external parties.

The agreement is completed and sent to the faculty's doctoral committee through the PhD coordinator within a month of receiving the letter of admission. Together with this agreement, the PhD candidate must send an electronic version of the short, popular science description of the research project (the one included in the application). This is published on the UiS website, and the PhD candidate may request the faculty's PhD coordinator to change /update the published presentation at any time.

During the course of the PhD programme, if there is a need for changes to the agreement, this shall be clarified and executed in cooperation with the concerned department heads and this will also be duly noted in the progress report. Both leave and other conditions that result in changes to the agreement must be entered into the annual progress report.

It is important for PhD candidates to report extended absences in order to have their funding period extended and also to register the correct execution and completion of the doctoral degree. Approved leaves of absence, extended sick leave, compulsory duties and scheduled part-time studies are not included in the execution time<sup>5</sup> when UiS reports to the Ministry.

#### iv. The final work plan is processed and formally approved

If an application for admission to the PhD programme has been approved in its entirety, and admission is not subject to modifications, then the description of the PhD project contained in the application is considered to be the final work plan for the PhD programme. In such an instance, the PhD candidate and supervisor(s) need only notify of changes to the project plan in conjunction with the annual progress report.

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<sup>5</sup> The Ministry of Education and Research requires that universities report the flow of doctoral candidates. The flow measures the time spent in the PhD programme from the start date (funding date) to the submission date. The net time used is the gross time minus approved leaves of absence and absence due to illness.

If admission to the PhD programme was subject to modifications, these must be dealt with within the deadline mentioned in the doctoral committee's admission letter. The revised application, with the necessary clarifications in relation to funding, admission capacity, the individual coursework plan, and further development of the scientific rationale for the project, additional educational qualifications and/or intellectual property agreements must be submitted to the doctoral committee for approval as the final work plan for the PhD programme.

The information in the final work plan is used as the basis for the annual progress report.

During the programme, it is important to have an updated plan. Significant changes to the plan must be entered into the annual progress report, once such changes are approved by the relevant authority. The plan is a critical tool for creating a solid and realistic programme for the implementation of doctoral studies. In cooperation with his/her supervisors, the PhD candidate must at all times ensure that the plan is upto date.

## v. Checklist for the Start-up Phase

### **Checklist for the PhD candidate**

- Appointment as a research fellow or other means of funding must be in place before you can apply for admission to the PhD programme.
- Ensure that you are familiar with the University of Stavanger's PhD regulations. You should also familiarize yourself with PhD education webpages on the university website.
- Hand in an application for admission to the PhD programme, complete with all required attachments, to the faculty's PhD coordinator. Send this application as soon as funding/appointment is in place since admission to the programme is a prerequisite condition for assuming the position of a paid research fellow.
- Upon admission to the PhD programme at the University of Stavanger, a signed version of the agreement comprising parts A, B and C must be sent to the faculty's PhD coordinator no later than one month after the admission letter has been received.
- If admission to the PhD programme was subject to modifications, these stipulations must be dealt with within the deadline mentioned in the doctoral committee's admission decision. If the caveat was scientific elements in the project description, the PhD candidate and the supervisor(s) should revise the plan and submit it to the doctoral committee for final approval.
- During the course of study, if there are significant changes to the final work plan, these must be entered into the annual progress report. The changes must be approved by the relevant authority before they are included in the annual report.
- If you have an agreement regarding compulsory duties, communication and planning with the supervisor(s), the Head of department/employer is essential, before completing Part A of the agreement for admission to the PhD programme.

### **Checklist for supervisors**

- Ensure that you are familiar with the University of Stavanger's PhD regulations. You should also familiarize yourself with PhD education webpages on the university website.
- If the supervisory relationship is confirmed before the application for admission to the programme has been handed in, the supervisor is entitled to help in designing the PhD project. This includes assisting in finalising the scientific rationale, coursework, dissemination and study abroad options.
- Sign Part B of the agreement upon admission to the PhD programme at the University of Stavanger.
- If an application for admission was approved with modifications and such modifications relate to scientific elements in the project description, the supervisor and the candidate must collaborate to prepare a revised project description. This will be handed in to the doctoral committee for final approval within the deadline specified in the admission decision.
- If there are significant changes to the final work plan during the course of study, this must be registered in the annual progress reports. If the amendment requires formal approval, such approval must be in place before the changes are included in the progress report.
- Ensure, as early as possible, that the PhD candidate is involved in a relevant, active scientific community at the University of Stavanger and also in external networks.
- Ensure that the PhD candidate knows the rules and regulations that apply to the PhD programme.
- Ensure that the PhD candidate is familiar with the guidelines for research ethics in force at the institution and the in the scientific community in general.

## c. COURSE OF STUDY PHASE

If the candidate through the course of the education requires information beyond what is found in this guide, it is recommended to initially contact their supervisor, alternatively their employer/the institute leader or the faculty PhD co-ordinator.

### i. Coursework

The required coursework must consist of at least 30 credits (ECTS). Within the regulatory framework for required coursework, (*Regulations § 8 Required Coursework*) the faculty decides which subjects are to be included in the coursework component of each programme. The requirements for content and scope will vary from programme to programme. All doctoral programmes have compulsory coursework in the philosophy of science, research ethics and scientific methodology. The remaining credits comprise thematic courses at the PhD level. Faculties maintain a directory of approved PhD courses. An overview of the courses offered, both compulsory and optional, are listed on the PhD programme's website.

Doctoral courses completed at another institution can be also be approved as a part of required coursework. Such courses must be approved by the faculty's doctoral committee prior to their implementation.

Supervisor(s) should be involved in the selection of topics by suggesting topics and discussing what would be most useful and practical in terms of subject matter and approach.

### ii. Supervision

The PhD degree is supervised doctoral education. The candidate is therefore required to have regular contact with his/her supervisor(s) and must also participate in an active research community. The PhD candidate normally has at least two supervisors, one of whom is appointed as the main supervisor. The main supervisor has the primary academic responsibility for the candidate. At least one of the supervisors must be employed at the University of Stavanger.

All academic supervisors must hold a doctoral degree or an equivalent qualification in the relevant research field and be working actively as researchers. At least one of the appointed supervisors should have previous experience or training in serving as a supervisor for PhD candidates.

In Part B of the PhD Agreement, drafted upon admission to the University of Stavanger, it is stated that the supervisor shall:

- advise on the formulation and refining of the subject and its challenges, as well as ensuring that hypotheses and methods are discussed
- provide assistance in finding literature and data sources (libraries, archives, etc.) and discuss the programme and the implementation of the project description (outline, language, documentation, etc.)
- keep abreast of the candidate's progress and assess it in relation to the work plan
- assist in the candidate's integration into the concerned academic community
- discuss results and the interpretation thereof
- provide the candidate with guidance on issues of research ethics related to the dissertation

The supervisor has the overall responsibility for ensuring the highest quality of academic work within the timeframe for the PhD programme. In addition, the supervisor must keep the candidate informed about matters of importance regarding the implementation of the programme, and also help to facilitate a study abroad opportunity at an institution that can contribute academically to the PhD project.

Both the supervisor and the candidate shall submit an annual progress report on a stipulated form.

In the event of a supervisor's long-term illness, the head of department and the academic head of the PhD programme are responsible for finding a temporary supervisor for the candidate.

### **Termination of supervision**

If either the candidate or the supervisor feel that the other party fails to comply with obligations, this should be discussed with the other party. The parties shall jointly endeavor to find a solution to the situation that has arisen. If the parties are unable to reach an agreement on the situation, the candidate and/or the supervisor may request a release from the agreement. This request is submitted to the doctoral committee for a final decision. The PhD candidate and the supervisor can, by mutual agreement, ask the doctoral committee to appoint a new supervisor for the candidate. The supervisor cannot withdraw until a new supervisor is appointed.

Conditions governing changes in supervision are described in Part B of the PhD Agreement, issued upon admission to the Ph.D. programme at the University of Stavanger.

### iii. Publication

The results of a doctoral thesis must meet superior scientific standards and contribute to the development of new knowledge. The high quality of a thesis should be irrespective of whether it is a monograph or a compendium of shorter manuscripts - a so-called article-based dissertation. Certain topics might benefit from being treated with the continuous, coherent account that a monograph allows for, but a monograph may limit the opportunities for feedback from peers and colleagues during the course of work. In certain academic areas, it is customary to hand in monographs based on articles published in peer-reviewed journals during the course of study. In a dissertation based on scholarly articles, the PhD candidate will benefit from independent peer review and editorial control. An article-based dissertation forces the candidate to structure the work in clear stages and this can have a positive effect on work progress.

*Guidelines for the Evaluation of Norwegian Doctoral Degrees* say the following about article based theses:

*If the dissertation consists of several individual works, the question of whether the contents of the dissertation comprise a coherent whole must be documented and assessed. In such cases, the doctoral candidate must produce a separate section of the dissertation that summarises and compares the research questions and conclusions presented in the individual works, thereby placing these in a holistic perspective and documenting the coherence of the dissertation. This section of the dissertation is therefore extremely important both for the doctoral candidate and for the committee in its evaluation of the candidate.*

The articles must be of a high standard, meriting publication in journals with peer review.

The doctoral committee at the Faculty of Social Sciences has set the following guidelines for article-based theses:

*The norm for article-based doctoral theses at the Faculty of Social Sciences will be a thesis comprising four articles.*

*The doctoral committee can approve article-based theses comprising three articles if all three articles are accepted for publication at level 1, or if two of the articles are accepted for publication at level 1, while the third article is accepted at level 2. The supervisor must defend the three articles convincingly for the doctoral committee to approve this kind of thesis.*

*The candidate must be the lead author and academic-in-charge for the majority of the articles included in an article-based doctoral thesis. This is an essential prerequisite for its evaluation.*

If the thesis includes joint work, the PhD candidate must obtain statements from the co-author(s), specifically granting consent for their works to be used as part of the PhD thesis. There are stipulated forms for co-authorship statements. The completed forms must be sent in to the faculty, along with the candidate's application for thesis evaluation. In line with the Vancouver Convention Authorship Guidelines, supervisors are also considered as co-authors and must therefore also complete the co-authorship statement forms. The summary section of the dissertation must be authored solely by the PhD candidate.

There can be no restrictions placed on a doctoral thesis being made publicly available, except in the event that a prior agreement has been reached concerning delayed public access at an agreed upon date. See *Regulations § 19.2 Public Availability*. Any delays must be stated in a separate agreement to be submitted with the application for admission to the PhD programme.

#### iv. Dissemination

One of the main elements of doctoral education is the dissemination of scientific knowledge. During their course of study, all PhD candidates will provide at least one contribution to research dissemination. The form of dissemination will be evaluated and chosen in cooperation with the supervisors. The contribution can take various forms, such as:

- teaching at the bachelor or master level
- lectures
- feature articles
- popular science work
- presentation of papers at conferences, research seminars, etc.

#### v. Study Abroad

Normally, PhD candidates spend at least three months of study at a reputed foreign educational or research institution where it is possible to work on research questions in the doctoral thesis. In those cases where this is neither possible nor desirable, a stay at a corresponding Norwegian institution, or alternatively, other arrangements, which can provide insight into alternative research, traditions and approaches may be approved.

A research stint abroad primarily helps to establish and develop international research collaboration, and gives new impetus for work on the dissertation. It is therefore crucial that the research institution and relevant research community, be carefully selected in collaboration with the supervisor. To increase the likelihood that the stay will be professionally useful and relevant, it should preferably be at an institution where the candidate, the supervisor, or the concerned academic department at the University of Stavanger already has established cooperation relations.

A research stint abroad gives new impulses that would not be easily available at your home institution. Academic benefits aside, there are also significant personal benefits in terms of networking, language, culture and social interaction. Many researchers support that study abroad gives excellent opportunities for uninterrupted research. The department will also benefit from these new impulses. A study abroad stint in an English-speaking country will also give increased language competency, which will in turn benefit thesis writing.

There are many ways to fund a Study Abroad stint. Some of the most common ways are through the Norwegian Research Council grant schemes, funding from the research project, or funding from the employer.

UiS also has a scholarship scheme for Study Abroad. The mobility scheme covers all PhD candidates who are admitted to the University of Stavanger and the scholarships granted are in line with the Research Council of Norway's current tariff rates for overseas scholarships. The funds will be used to cover the initial set-up costs and additional expenses related to a research stint abroad. The grant covers funding for a three to six month research stay at a renowned foreign institution. Read more about the mobility scheme in the Guidelines for Allocation and Use of Mobility Funds available on the UiS website.

#### vi. Compulsory Duties

PhD candidates who are appointed to the University of Stavanger will either be employed for three or four years. The Ministry of Education and Research's regulations on employment in academic positions states that a regular, fixed term of tenure for fellowship positions is four years, including 25 percent compulsory duties. The period of employment covers three years of pure research. During the course of a four year doctoral fellowship, 25% of the fellow's working time will be devoted to duties at the department. The employer, normally the Head of Department, is responsible for the research fellow's entire period of study and advises him/her of the time to be allocated to teaching duties.

Compulsory duties must be planned collaboratively by the the candidate, supervisor and employer, before completing Part A of the PhD Agreement. The work that comprises compulsory duties must be clearly defined. Such work should, if possible, be meritorious assignments, relevant to the PhD programme, such as teaching, conducting research projects, administration of projects, or participation in departmental /institutional committees. Administrative duties should be limited to the greatest extent possible and should not exceed ten percent of the total annual working hours.<sup>6</sup> The employer must ensure that the duties do not exceed the specified limit for compulsory work.

#### vii. Research Ethics

Research ethics encompass ethical aspects such as integrity, competence and independence, in one's role as a researcher and one's research conduct.

Both the PhD candidates and their supervisors have a joint responsibility to ensure that candidates are familiar with current research ethics and relevant ethical guidelines, with particular emphasis on good reference practices and rules for co-authorship (Vancouver Convention Authorship Guidelines). In the admission agreement, both the candidates and supervisors must sign that they are familiar with this responsibility.

More information about general research ethics and ethical guidelines at UiS, is available on [etikkom.no](http://etikkom.no) and on UiS' employee webpages <http://ansatt.uis.no/forskning/forskningsetikk>

#### viii. Progress Report

The PhD candidate and the supervisor report annually to the doctoral committee on the progress of the PhD project. The report must be based on the approved work plan for the PhD programme, submitted in connection with the application for admission. The report will state any deviations from the plan, including changes in funding, coursework, publication plans, study abroad plans and academic progress of the project in general.

The PhD candidate and the supervisor report separately on stipulated forms. The faculty's PhD coordinator ensures that the PhD candidate and the supervisor's head of department receive a copy of the reports before they are presented and approved by the doctoral committee.

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<sup>6</sup> The Ministry' for Culture and Science's Guidelines for Employment as a Research Fellow at Universities and University Colleges of 17/02/1986

The annual deadline for reporting is 31 January. The first report is to submitted and approved three months after admission.

The committee will review the submitted reports and inquire about lacking or inadequate reports. In those cases where the progress is too slow in relation to the approved work plan, and this is not due to a legitimate leave of absence from the programme, the doctoral committee, in cooperation with the head of department, will seek to identify measures to improve progress. The PhD candidate, the head of department and/or supervisor will actively participate in this process.

The candidate and the supervisor are equally responsible for submitting the stipulated reports. A lack of, or inadequate, progress reports from the candidate can result in involuntary termination of the candidate's participation in the doctoral programme, prior to expiry of the period of admission, *c.f.* §5.5. Supervisors who fail to comply with the reporting requirements may be relieved of their supervisory duties.

Like all employees at UiS, PhD candidates will also receive a formal appraisal. The head of department carries out the appraisal interviews for candidates employed at UiS. The progress report can be a natural starting point for these conversations.

#### ix. Academic and Social Services

At the University of Stavanger, there are academic and social activities and events for PhD candidates and supervisors, both at the institutional level and at the faculty and departmental level. Some events and schemes are of a temporary nature and advertised on the internet as and when they happen. Only the permanent schemes are presented here:

##### **University Library Services**

On the website of the University Library you can find a lot of important information and helpful links. You can search the databases of books and scientific journals, online encyclopedias and dictionaries, government information, statistics, standards, etc. On this website you will also find information about writing, publishing and literature surveillance. To keep track of your references and create good bibliographies, the library offers the reference management software - EndNote. The library runs courses and gives guidance concerning both literature searches and EndNote. The University Library can also quickly procure articles and books through the International Library Network. See the overview of courses on the library website or contact the University Library for more information.

### **Introductory Seminar**

Twice a year, the Division of Academic Affairs organizes a half-day seminar for new PhD candidates. The goal of the seminar is to familiarize PhD candidates with the organizational structure of UiS, doctoral education at UiS, institutional services and the rights and duties in the PhD programme. Academic and administrative staff, as well as representatives of PhD candidates at the different faculties, will be on hand to answer questions from the new PhD candidates.

### **Supervision Seminar**

Once a year, the Division of Academic Affairs invites all PhD candidates and doctoral supervisors at the institution to a full-day seminar on supervision. Internal and external speakers focus on research ethics and the latest developments in PhD supervision. The seminar provides a good opportunity for networking within and across disciplines.

### **Course in Basic Presentation Techniques**

Every semester, the Division of Academic Affairs organizes a three day course in "Basic Presentation Techniques". The course is described in detail on the UiS PhD education webpages and advertised well in advance of commencement of the course.

### **Doctoral Seminar**

The Faculty of Arts and Education hosts a doctoral seminar for PhD candidates every Friday, between 0900 and 1100. The seminars represent an academic and social meeting place, across the faculty's various departments/centres, where PhD candidates can train in active participation in the presentation and discussion of scientific issues. Candidates and supervisors are encouraged to initiate discussions, and PhD candidates' compulsory 50% and 90% seminars will be presented here.

A regular topic across the various specializations and disciplines is "standards of scientific production". What constitutes good research, and which norms and rules do we relate to across the various areas of specialization?

### **50 % and 90 % seminar**

At the Faculty of Arts and Education, all PhD candidates must carry out 50% and 90% seminars. 50% seminars are usually held in the fourth semester (in normal course of 6 semesters). The seminars are generally arranged as open seminars, where candidates present their dissertation and field questions from an opponent or external reader. The 90% seminar can take the form of a meeting between the candidate, the opponent/external reader and the supervisor(s) without an audience. The supervisor and the candidate

are both responsible for the event - setting up the programme, finding an external reader, booking the venue etc. The fee for the external reader present at the 90% seminar is covered by the faculty.

### **Scholarships for Study Abroad**

University of Stavanger offers Study Abroad scholarships for doctoral fellows. The mobility scheme covers all subject areas, and scholarships are granted in the form of a monthly allowance in line with the Research Council of Norway's current tariff rates for stays abroad. The scheme is clearly described in the Guidelines for Allocation and Use of Mobility Funds on the UiS website. Applications for funding must be completed on a separate form, available on request from the PhD coordinators at the concerned faculty.

### **Conferral of the PhD Degree and the Annual Celebration**

Every year in October, UiS celebrates its transition from University College to University. Årsfesten (The Annual Celebration) is a ceremonious function presided over by academic dignitaries and renowned speakers. The Rector confers the degree of Philosophiae Doctor during this ceremony and the winner of the prestigious Lyse research prize is also honoured during this ceremony.

## x. Checklists for the Course of Study Phase

### **Checklist for the PhD Candidate**

- If you need further information after reading this guide, contact your supervisor, head of department, the faculty's PhD coordinator or your employer.

#### Coursework

- Cooperate with the PhD supervisor to determine which courses should be included in the coursework component. Carry these out at the earliest during the programme. The entire coursework component must be approved by the doctoral committee
- If you wish to include courses from another institution in your coursework component, apply to the faculty's doctoral committee for approval prior to the implementation of the course.
- The PhD Course Portal for Social Sciences can be found on the UiO website.

#### Progress Report

- The annual progress report must be handed in by 31 January on the stipulated form.

#### Publication

- Be realistic about the timeframe and budget for the project. Make room for the fact that experiments and analyses often have to be redone. Publishing work often takes much longer than initially planned.
- The supervisor will assist the candidate in conducting literature searches and finding books and review articles that provide an overview of current research and its important issues. He/she will, in most cases, have a good overview of the subject area and its key literature. Additionally, the library's services and website will be useful.
- Work in targeted way towards the thesis and other publications. Start writing as early as possible in the research process. For experimental research, start writing as you plan, design and execute your experiments, and finish the work as soon as the research results are in place. Waiting too long will make it harder to work with the results and you will find yourself pressed for time towards the end of your fellowship. It is recommended to have as much as possible of your doctoral work accepted for publication in known, peer-review journals. This will make it more difficult for your opponents to be critical of your work, since it will have already gone through the rigours of peer review and critique.

### Study Abroad:

- Study Abroad will often require extra work, but is still highly recommended.
- If you are going to study abroad and wish to apply for a scholarship, you should be aware that many scholarship schemes have deadlines more than a year prior to departure.
- There are many ways to fund a study abroad stint. Check whether your project already has study abroad funds. In addition to the UiS scholarship scheme, the Research Council of Norway's website also has information about its mobility schemes and deadlines. It is also possible to get directly in touch with the contact person for the programme you are interested in.
- Your supervisor (s) may give you tips about possible scholarships.
- If you are unable to obtain funding from external parties, you may apply through the University of Stavanger's own study abroad scholarship scheme.
- There is the possibility of tax exemption on salary if you travel to countries such as the U.S.A.
- Some useful information about practical aspects of study abroad can be found on the researcher mobility portal EURAXESS.

### Compulsory Duties

- It is the candidate's duty to account for the hours of work and to log all executed tasks. The supervisor and the head of department must be duly informed about the scope of compulsory duties that are carried out. If the scope of the tasks is beyond the agreed workload, there should be an agreement in place with the head of department, to either extend the period of funding or receive additional remuneration.

### **Checklist for Supervisors**

- The doctoral committee must approve the courses that are part of the coursework component. The supervisor advises the candidate about proposed courses, both courses offered at University of Stavanger and externally. Supervisor(s) should be involved in the selection of courses by suggesting topics and discussing what would be most useful and practical in terms of subject matter and approach.
- Begin planning a study abroad stint as early as possible, and advise PhD candidates wisely regarding the selection of institution and research group, so as to ensure a positive contribution to the project in question and also the best possible research outcomes
- The annual progress report must be handed in by 31 January on the stipulated form.

## d. FINAL PHASE – Conclusion, Submission and Public Defence

### i. Proposal for the Evaluation Committee

Prior to submission of the doctoral thesis, the supervisor will ensure that the academic community prepares a well-reasoned proposal for the composition of the evaluation committee. This will be sent to the doctoral committee from the head of department. The evaluation committee, comprising a minimum of three members, will be composed in such a way that:

- both sexes are represented
- at least one of the members is not affiliated with the university
- at least one of the members is not employed in his/her main position at a Norwegian institution;
- all the members hold a doctoral degree or equivalent expertise
- the majority of the committee members are external members

The composition of the committee must be well justified in the proposal and it must also illustrate how the committee, as a whole, covers the field(s) addressed in the doctoral thesis.

All parties to the matter are obliged to clarify the relations (if any) to the proposed committee members, since this may affect the assessment of conflict of interest. This applies to both professional and familial relationships. This obligation is incumbent, not only upon the candidate and potential committee members, but also upon supervisors, co-supervisors and heads of departments /centre directors.

Before the evaluation committee is appointed, the candidate can comment its composition, so that the doctoral committee can be informed of a possible conflict of interest or other decisive factors before treating the proposal.

The faculty must either appoint one of the committee members to serve as the committee's chairperson or nominate another person from outside the committee. This will be clearly stated in the proposal.

The committee Chair is responsible for managing the committee's work and ensuring that the committee work progresses at a decent pace in compliance with the given timeframe. The Chair will assist in coordinating the committee's recommendation of the thesis and assign duties to the committee members during the public defence. The Chair shall also ensure that the committee's work is in accordance with both the Regulations for the

degree Philosophiae Doctor at the University of Stavanger and Guidelines for the Evaluation of Norwegian Doctoral Degrees.

The proposal for the evaluation committee should be ready either before, or at the time of submission of the thesis. The academic community must clarify with the proposed members whether they wish to and have the opportunity to participate in the evaluation committee. Once this is done, the proposal is sent to the doctoral committee for consideration and a final decision. The doctoral committee acts on behalf of the rector, and is responsible for ensuring that the proposed committee members do not have close relationships or a conflict of interest with any of the parties in the PhD thesis.

Once the faculty has approved the application for the thesis, the evaluation committee is appointed. Once the doctoral committee recommends the evaluation committee, the doctoral candidate may submit written comments regarding the committee composition, no later than a week after the proposal has been made known (*Regulations § 15*). If there are no comments, the thesis is sent to the evaluation committee, with the name(s) of the supervisor (s), information about the candidate's coursework and co-authorship statements, if any. Regulations for the degree Philosophiae Doctor at the University of Stavanger and Guidelines for the Evaluation of Norwegian Doctoral Degrees should also be attached to the thesis.

It is often the case in practice that supervisors, the members of the evaluation committee and the moderator of the public defence set a date for the defence in connection with the appointment of the evaluation committee. The public defence date should be set no later than five months after the thesis has been submitted.

## ii. Submission of the Doctoral Thesis

The application for assessment of the doctoral thesis may only be submitted to the faculty after the required coursework has been approved. The proposal for the evaluation committee must be sent (with or without the thesis) to the faculty's doctoral committee. The PhD candidate must hand in the following documents to the faculty's PhD coordinator:

- stipulated form for the application for assessment of the dissertation
- seven copies of the dissertation
- stipulated form for statement of co-authorship. If the thesis contains joint work, statements shall be obtained from the other authors, clarifying co-authorship in the individual works
- press release form for PhD candidates

- statement that the dissertation is being submitted for evaluation for the first time at the University of Stavanger or another institution (this must be crossed off in the application before evaluation of the dissertation).

The PhD coordinator can assist with further information in this process.

Normally, the seven copies submitted are regular prints. These can be in a booklet format or bound in a simple manner. The final version is sent to the printing press after the dissertation has been approved. Contact the PhD coordinator to be assigned a dissertation serial number, an ISSN number and ISBN number. These numbers are added to the thesis covers.

The press release form must be submitted either with the dissertation, or shortly afterwards. It can be completed together with the supervisor. The completed form and the portrait photograph are handed in, either directly to the Department of Strategy and Communication or to the PhD coordinator. If the candidate wishes for the press release to be sent to a particular newspaper, he/she can express this as a special request.

After submission, the PhD candidate is only allowed to make corrections of a formal nature, which will have no significance for the content of the thesis. The errata of changes shall be submitted to the PhD coordinator, a minimum of four weeks before the defence.

The faculty may permit a revision of the thesis on the basis of the evaluation committee's preliminary comments, in accordance with *Regulations § 16.2*.

If the thesis is rejected, re-submission can only take place after six months.

If the thesis is accepted for public defense, 50 copies of the completed thesis must be handed over to the PhD coordinator.

### iii. The Evaluation Committee Report

No later than 25 working days before the planned public defense, the evaluation committee shall present a well-reasoned report on whether the thesis is worthy of being defended for the PhD degree. The report is sent to the faculty's PhD coordinator, and approved by the faculty. The PhD coordinator ensures that the PhD candidate, the supervisors and the department, all receive a copy of the report. The candidate is given 10 working days in which to submit written comments to the report.

See *Regulations § § 15, 16 and 17* and *Guidelines for the Evaluation of Norwegian Doctoral Degrees* for more detailed information regarding the

appointment of evaluation committee, the committee's mandate, and the processing of the committee's report.

#### iv. Printing and Publication of the Thesis

The thesis must be approved by the evaluation committee before it can be printed.

The University of Stavanger's official cover and templates for the PhD thesis must be used. Invivo, located on the university campus, has access to the standardized cover and templates for the PhD thesis. Electronic template is also available at the UiS website. Making a correct pdf file can sometimes be very timeconsuming.

The cost for 50 copies (80 copies for the Faculty of Social Sciences) can be charged to the faculty. The candidate must pay out of pocket for copies over and above this number.

The dissertation will be publicly available at the University of Stavanger's library no later than two weeks before the public defense.

The doctoral thesis is published electronically unless there are specific reasons for not doing so. Where significant third-party copyright material is included in the thesis, the author is required to have obtained permission to publish the content. The University Library is responsible for both the clarification of the rights of publishers, and obtaining the consent of co-authors, if any. The candidate/author retains copyright in their thesis.

#### v. The Trial Lecture

The trial lecture is an independent part of the examination for the PhD degree and is held on an assigned topic. The purpose is to test the candidate's ability to acquire knowledge beyond the topic of the doctoral thesis and to convey this knowledge during a lecture. The lecture(s) must be of a high academic standard, but communicated in such a way as to be followed by an audience with the knowledge equivalent to that expected among advanced students of the subject. The lecture will last for 45 minutes.

The title of the trial lecture must be announced to the PhD candidate, a minimum of ten working days prior to the lecture. The topic of the lecture must not have a direct connection to the topic of the thesis, but shall help to document the candidate's academic breadth within the chosen field.

The trial lecture must be approved before the public defence can be held. The faculty decides whether the trial lecture will be held separately or on the same day as the defence.

Procedures related to the trial lecture are further described in *Regulations § 20.01 Trial lecture*, and also in the UiS Guidelines for the Evaluation of Norwegian Doctoral Degrees, available on the university website.

#### vi. Public Defence

The faculty is responsible for organizing the public defense of the candidate's thesis.

The Chair of the evaluation committee and the faculty's PhD coordinator shall first agree upon their responsibilities and division of labour. The Chair of the evaluation committee appoints a time for the public defence, together with the rest of the committee, the PhD candidate, the supervisor(s), the head of the department and the Dean of the faculty. He/she is responsible for contacting committee members, while the PhD coordinator is usually responsible for the practical arrangements related to the implementation of the public defence. In the checklist for the Chair of the evaluation committee, a list of tasks are drawn up in connection with the public defence, the monitoring of the evaluation committee and the distribution of tasks between the evaluation committee and the PhD coordinator.

The time and place of the public defence shall be published together with the subject of the trial lecture and information about the publication of the thesis, a minimum of ten working days before the defence.

The public defence will be chaired by the Dean of the faculty or a person authorised by the Dean. First, the Chair of the defence will give a brief explanation of the procedures relating to the submission and evaluation of the doctoral thesis. The PhD candidate will then explain the purpose and findings of the doctoral research project. The first opposing speaker begins the questioning of the PhD candidate and the second opposing speaker concludes the questioning. The faculty may eventually decide on a different division of labour between the opponents or between the candidate and the first opponent. After both opposing speakers have concluded their questioning, members of the audience will have the opportunity to comment. Those members of the audience who wish to participate in the deliberations *ex auditorio* must give notice to the Chair within the time determined and announced at the start of the public defence.

If the committee deems the thesis and the defence satisfactory, this is announced immediately at the venue, upon conclusion of the defence. The

committee then submits a report to the PhD coordinator, on a stipulated form, where it assesses the dissertation, the trial lecture and the defence, and concludes whether the defense has been approved or not.

For further information on the course of the public defence, see Procedures for the Course of Public Defence on the UiS website. The trial lecture and public defence are referred to in *Regulations § 20 The Doctoral Examination* and *§ 21 Approval of Doctoral Examination*.

External committee members' fees, travel expenses and accommodation are paid for by the faculty. For the PhD candidate, expenses for printing, travel costs, and the events on the day of the public defence are tax deductible. See the section on the Norwegian Tax Administration website regarding the deduction of costs relating to a doctorate.

If the faculty does not approve the trial lecture(s) or the public defence, the PhD candidate will be given another chance to defend his thesis after 6 months. Upon approval of the thesis, the PhD coordinator prepares a case presentation for the University Board, which awards the doctoral degree. The secretariat of the Board sends both the degree certificate and a letter with the Board's decision to the doctor. In addition, a diploma is awarded to the candidate during the university's annual celebration in October.

#### vii. Graduation Dinner

Most departments either arrange or contribute financially to a celebratory dinner after the public defence. If the department does not have a tradition for this type of event, then the Ph.D. candidate can host a graduation dinner after the defence. In such cases, the Division of Academic Affairs will refund up to 5000 NOK for the graduation dinner. Receipts for reimbursement are sent to one of the PhD coordinators at the Division of Academic Affairs. Receipts for alcohol will not be refunded.

## viii. Checklist for the Final Phase

### **Checklist for the PhD Candidate**

- Once you know that the submission of the thesis is approaching, contact the PhD coordinator at the faculty, for a review of the procedures in the final phase
- Hand in documentation regarding completion of the coursework component to the faculty's PhD coordinator well in advance of the thesis submission
- Hand in the stipulated form for the application for assessment of the dissertation to the PhD coordinator. Along with the form you must submit the thesis in seven copies, co-authorship statements, a press release with a portrait photo and a declaration that this is the first time that the thesis has been submitted for evaluation
- After the dissertation has been approved you will, in cooperation with Invivo, make an official UiS front page for the thesis
- Contact the PhD coordinator at the faculty to get a serial number, ISBN and ISSN numbers to be added to the thesis.
- Contact the printing works to arrange printing and to obtain information about the form in which the thesis must be submitted to them.
- Notify the IT manager about the need for AV aids during the public defence and test the equipment beforehand.

### **Checklist for supervisors**

- Check the PhD Regulations for the University of Stavanger
- Check that all formalities are in place. If the final research plan was changed during the course of study, has approval been sought and granted for the new plan? Is the coursework completed in a satisfactory way and approved by the doctoral committee?
- There should not be a gap of more than 5 months between submission of the thesis and the public defence. It is the responsibility of the main supervisor to inform the correct organs at the institution of an imminent thesis submission so that the necessary preparations can begin.
- Ensure that the scientific community, through the head of department, hands in the proposal for the evaluation committee to the doctoral committee, well in advance of the thesis submission.
- Ensure that the Chair of the defence receives current information about the PhD candidate's previous education, date of admission, research plan etc.
- Remember that the PhD candidate may need extra guidance in the run up to the defence

## **Checklists for the Chair of the evaluation committee and the PhD coordinator**

The faculty is responsible for arranging the public defence. The Chair of the evaluation committee and the faculty's PhD coordinator have a pre-agreed division of responsibilities on the big day.

The Chair of the Evaluation Committee is responsible for the following tasks, in advance of, and on the day of the defence:

- Agree upon on a progress plan for the final phase of the PhD with the candidate, the supervisor and the evaluation committee. There should not be a gap of more than 5 months between submission of the thesis and the public defence. The date of defence can be agreed upon before the dissertation is approved, but remember that there is always a risk of having to cancel the defence, if the dissertation is not approved. Remember that the PhD candidate, the supervisor, the committee members and the Dean are parties in stipulating the date of the public defence.
- Ensure that the evaluation committee's assessment of the thesis is summarized in a well-reasoned report on whether the thesis is worthy of being defended for the PhD degree. The report should be ready no later than 25 working days before the planned defence. The PhD candidate, the supervisors and PhD Coordinator shall all receive their copy of the report.
- Request the two opponents to suggest topics for the trial lecture and come to an agreement on the topic. Ensure that the PhD coordinator receives the topic for the trial lecture well in advance of the topic being publicized for the PhD candidate, at least ten working days prior to the public defence.
- Manage the evaluation of the trial lecture and public defence. Complete the notification form from the evaluation committee and hand it over to the PhD Coordinator.
- If the Chair of the evaluation committee wishes to host a dinner for the remaining committee members the night before the defense, the rules pertaining to entertaining expenses, catering and expenses for food in the Personnel Manual for Civil Servants apply.

After the submission of the thesis, the faculty's PhD coordinator is responsible for the following tasks, in advance of, and on the day of the defence:

- Ensure that the PhD candidate has the opportunity to send written comments on the evaluation committee's composition, once the doctoral committee has approved the composition of the committee.

- Book a room for the public defence. Also ensure that the committee members have a room for their use between the trial lecture and public defence, should both fall on the same day.
- Make arrangements in cooperation with the Chair of evaluation committee regarding the arrival and departure of the committee members and ensure that accommodation will be arranged.
- Arrange lunch for the committee members, the supervisor and the moderator on the day of the defence.
- Make sure you have an IT expert on hand during the public defence.
- Show the defence venue and the available equipment to the committee members. Make arrangements if they want to use the microphone.
- Once the thesis has been approved, ensure that the committee members sign a copy.
- Ensure that the committee members receive the necessary forms for reimbursement of travel expenses and payment of fees well in advance of the defence. Also ensure that they subsequently send a copy of their passport, the completed travel expense form and the form for remuneration to the faculty
- Ensure that the thesis is available in the auditorium from 12:00. It would also be convenient to have copies of the thesis summary readily available at the venue of the defence.

#### **Checklist for the Moderator of the Public Defence**

- Obtain the information necessary to present the PhD candidate, the supervisors and the members of the evaluation committee
- Ensure the common entrance of the moderator, the PhD candidate and the members of the evaluation committee
- Lead the trial lecture and the public defence.

The PhD Secretariat has the administrative responsibility for doctoral programmes at the University of Stavanger, and can provide information and practical assistance.



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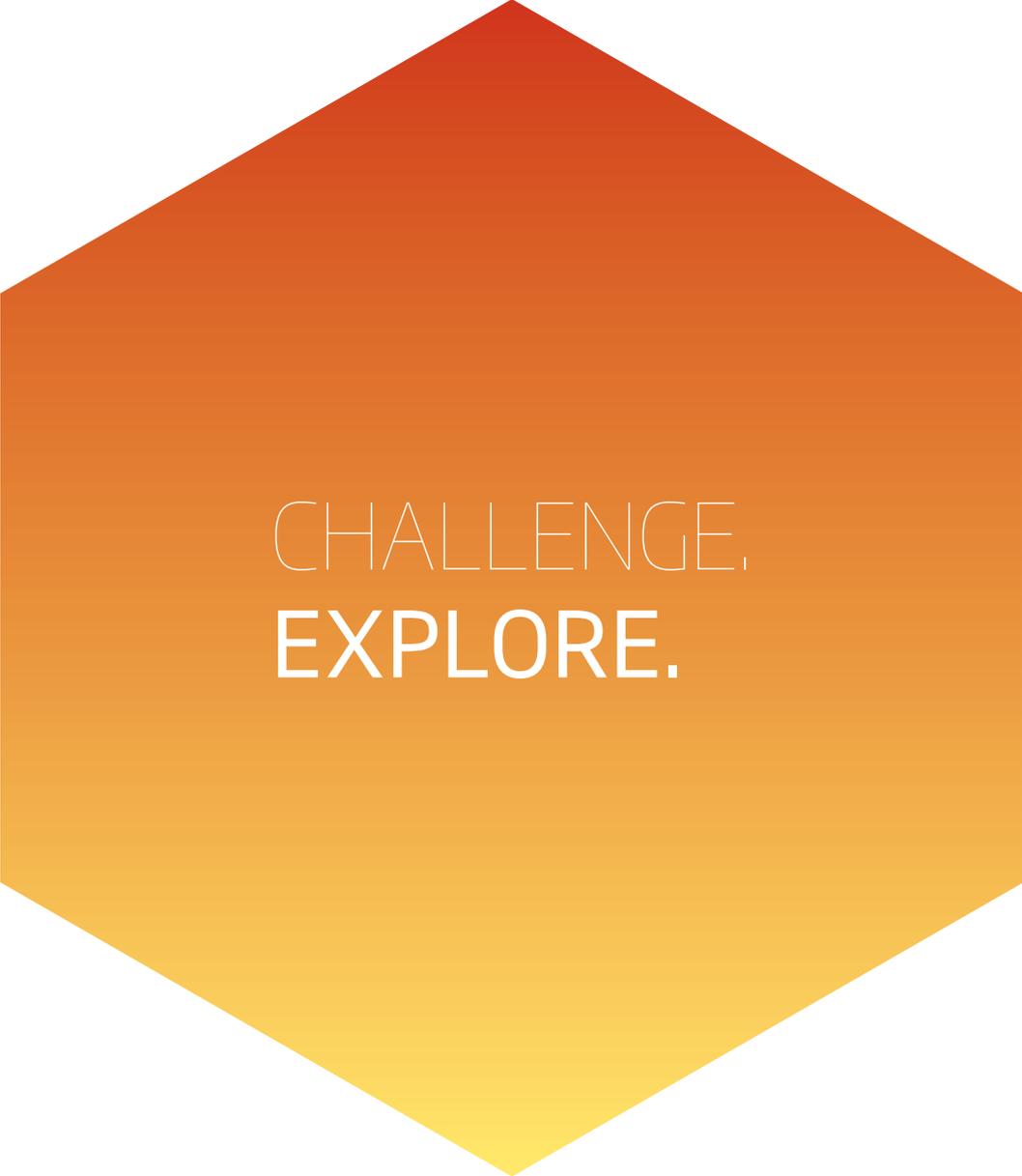


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For further information, please check the PhD education online, [www.uis.no/phdprogrammes](http://www.uis.no/phdprogrammes)



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